



City of Hagerstown, Maryland Status & Information Report No. 35 for 2012

September 7, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

SEPTEMBER 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 HOLIDAY CITY OFFICES CLOSED	4 4pm Work Session 5:30pm Executive Session	5	6 10am-2pm Market Faire @ Central Lot	7 5:30-10pm Wind Down Fridays @ MD Theatre	8
9	10	11 4pm Executive Session 5:30 pm Work Session 7pm Remembrance in the Park	12	13 10am-2pm Market Faire @ Central Lot	14 5:30-10pm Wind Down Fridays @ MD Theatre	15
16 11am-2pm 1 st Annual Fairgrounds Auto & Bike Show	17	18 4pm Work Session	19	20	21 5:30-10pm Wind Down Fridays @ MD Theatre	22
23	24	25 7pm Regular Session	26	27	28 5pm Thunder In The Square 5:30-10 pm Wind Down Fridays @ MD Theatre	29 9am – 2 pm Faire Off The Square 10am – 4pm 250 th Anniversary of Hagerstown Celebration @ City Center
30						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Faire off the Square/Market Faire:** The last Market Faire for the season will be held on Thursday, September 13 from 10 AM to 2 PM. Faire off the Square continues on September 29 with the Community Free Clinic benefiting. The Faire off the Square will be held from 9 AM to 4 PM to be held in conjunction with the 250th event.
2. **MML Fall Conference:** The City is working on plans to assist with the Maryland Municipal League Fall Conference being held in Hagerstown from October 4 through October 6, 2012. We are having an information table, sponsoring the welcoming reception, providing a speaker for the Friday luncheon and providing entertainment for the welcoming reception and the Friday night dinner.

3. **Grand Opening:** A grand opening was held for the Chateau La Wren Antiques on September 4 at 20 Public Square. We are now scheduling an opening for the new restaurant, 28 South.
4. **Thunder in the Square:** We are gearing up for the Thunder in the Square event on Friday, September 28, 2012 from 5 PM to 10 PM. This is an antique car show that benefits the Alsatia Club.
5. **250th Anniversary Street Fest:** Staff is gearing up to do a 250th Anniversary Street Fest. This features a today block, yesterday block and a children's tomorrow block. We also have a transportation section for the Hub City and some special performances and ceremonies. The event will occur on September 29 from 10 AM to 4 PM. The Hagerstown Choral Arts Society and Miss Maryland will perform at opening ceremonies.
6. **60th Anniversary of our Sister City:** Visitors from Wesel, Germany will be coming to Hagerstown in October to commemorate our 60 years of friendship. The visitors include the Mayor and four City Councilmembers of Wesel. Plans are being finalized.
7. **Harvest Hoedown:** Staff is planning for the Harvest Hoedown which will occur on October 13, 2012 from 1 PM to 4 PM at Fairground Park.
8. **Spooky Sprint:** Staff met with the Alsatia Club and Washington County Recreation Department on the Spooky Sprint event which will be held on Saturday, Oct. 27 at 5 PM before the Alsatia Parade.
9. **Volunteers:** Volunteers are signing up for the 250th Event on Sept. 29th and Thunder in the Square.
10. **City Market:**
 - Grandparents Day at City Farmers Market on Saturday, September 8, 2012. Come celebrate the special meaning of Grandparents and enter a drawing to win a basket full of goodies donated by the vendors!
 - Lou Scally will be live at City Market on Saturday, Sept. 15, 2012.
11. **Some of this Week's Headlines and Media Releases:**
 - "Remembrance in the Park" Honors Local Heroes
 - Antique and Gifts Shop to Celebrate Grand Opening on Public Square
 - Traffic Advisory: Pavement Preservation
 - Revised Traffic Advisory: Antietam Street
 - Traffic Advisory: Walnut Street
12. **Multi-Use Center Initiatives:**
 - The Herald-Mail will include a "tab-on" sticker on the front of the newspaper on Sunday, September 9th to direct readers to public information outlets.
 - Two video ads will be airing at Leitersburg Cinemas from September - November to promote public awareness of the multi-use center project.
 - Staff is working with the Downtown Alliance's Ambassador Committee to promote public awareness of the project.
13. **Channel 25:**
Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Honor Disabled Veterans Through Forget-Me-Not Drive
 - Chateau La Wren Celebrates Grand Opening on Public Square
 - Augustoberfest Wrap-Up
 - Tips From Patrol - Officer Flanagan

In production:

- Progress at the New Antietam Fire Co.

- Benefits of a Downtown Stadium Location

Also airing at select times: Senator Mikulski Announces COPS Grant to Hire Veteran Officers

14. **Websites:**

- We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!
<http://www.youtube.com/user/CityofHagerstown?feature=watch>
- Website analytics highlights for www.hagerstownmd.org for August 30 - September 5:
- Almost 4,500 users visited the site and viewed over 12,500 pages, averaging two-three page views each visit.
- Top entrances (the first page of our website that users accessed):

Home page	3,730 users
Jobs page	400 users
CivicAlerts	38 users
- Top page views:

Homepage	3,896 visits
Jobs page	387 visits
Calendar	264 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**

- 40 East Washington Street - Panama Canal Restaurant
- 61 Eastern Boulevard - Yo Swirl, LLC - frozen yogurt shop

2. **Planning Commission:** The Planning Commission will review the following items on September 12 at 7 p.m.:

- Memorial Park - 561 South Potomac Street - site plan for new park
- Workshop - Professional Center (former Food Lion) - 246 Eastern Boulevard - waiver request for trash enclosure doors.

3. **Historic District Commission:** Three items were received for HDC review at their September 13 meeting:

- 121 West Antietam Street - Diane De Laet – fence
- 31-33 South Potomac Street - First Hagerstown Hose Co. - facade repair and grant
- Workshop: 1003 The Terrace - J. Ramsay Farah - advice on enclosing a porch

4. **Board of Zoning Appeals:** One appeal was filed for the September 19 hearing. Jacqueline Marquiss and Kimberly Mackey filed an administrative appeal of the Zoning Administrator's notice of zoning violation regarding signs and residential occupancy of a business at 58 East Antietam Street.

5. **Facelift Planned for Historic Building:** First Hose Company has submitted an application to the HDC for major exterior renovations to their engine house on South Potomac Street. Repair and in-kind replacement of wood and masonry trim, painting and other repairs are planned. Most significantly, the fire company plans to replace the existing windows with high-quality aluminum clad units that comply with the HDC's recently adopted guidelines regarding the use of modern materials in replacement windows. The historic Queen Anne Victorian style windows which are major character-defining elements of the building and the new windows will: 1) replicate the grille patterns on the existing windows; and 2) fan lights and window sashes previously filled with wood and used for louvers and air conditioners will be reopened and returned to their previous condition with glass. If completed as planned, this work will be a significant improvement to the A&E District street scape. First Hose also plans to open its new "archives" in the right bay of the building by year's end.

6. **Weekly Activity Report:** August 27–31, 2012

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	18	Residential -	13	Commercial -	2	Other -	3	13
Electrical	17	Residential -	5	Commercial -	10	Other -	2	17
Plumbing	10	Residential -	7	Commercial -	2	Other -	1	9
Mechanical	3	Residential -	1	Commercial -	2	Other -	0	4
Engineering Dept.	17							14
TOTAL	65		26		16		6	57
Est. Value of Issued Building Permit Projects:								
				Fiscal Year Totals:				
Residential				\$ 12,000.00	\$ 1,384,894.00			
Commercial				\$ 75,000.00	\$ 1,049,850.00			
Apartment				\$ 0.00	\$ 38,750.00			
Sign				\$ 338.00	\$ 51,210.00			
TOTAL				\$ 87,338.00	\$ 2,524,704.00			
Storefront modification to 1509-1545 Potomac Avenue - \$75,000 Interior and exterior repairs due to fire damage at 334 Summit Avenue Demolish structures known as the motel and swimming pool at 431 Dual Highway - \$36,000								
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	22			50				
New Applications Issued	4			5				
Total Registered Since 6/1/12	2825			8044				
% of Those Invoiced	92.0			95.1				
Notes: The 2012-2013 rental license renewals for 8561 units in 3112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 8/31/12.								
PAYMENT								
Total Payments Received	\$ 2,500							
Adjustments	\$ 350							
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	27							
Electrical	21							
Plumbing	19							
Mechanical	8							
Safety	32							
Neighborhood Vitality	65							
Quality of Life	14							
Preventive Maintenance	1							
Planning & Zoning	4							

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

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
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

PARKS & ENGINEERING

1. **Trash/Recycling/Yard Waste Collection** Due to overwhelming recycling volumes, Waste Management has requested we shift about 600 units in the north end on the streets west of Potomac Avenue from Zone 'D' ("Thursday collection") to Zone 'C' ("Wednesday collection"). The collection volumes are too great on Thursday and a slight adjustment will balance the collection from day-to-day and they can collect as early in the day as possible. We expect to hand deliver flyers to residents affected by the change and make it effective October 1, 2012.

2. **Construction Starts** Next week, construction will commence of the Fairground Field Light project. The HFSA is taking the lead on this project. Program Open Space approved the funding last week.

Also, the South Prospect Streetscape project begins next week. Tree removal is scheduled for Tuesday and Wednesday.

3. **Upcoming Events in City Parks**

- September 9th – Fairgrounds Park South – Girl Scouts Open Enrollment, 2–6 p.m.
- September 15th – City Park Band Shell – U2 Christ Concert, 3–7 p.m.
- September 16th – City Park Band Shell – Arts in the Park: The Magic Flute, 3–6 p.m.
- September 16th – Fairgrounds Park North – Hispanic Festival, 12-6 p.m.
- September 22nd – City Park Band Shell – Concert, 2–9 p.m.
- September 22nd – Fairgrounds Park – Convoy of Hope, 9 a.m. – 4 p.m.
- September 22nd – University Plaza – Book Festival, 12-5 p.m.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,674	CDS Arrest:	0
Criminal Arrest/Warrants:	20	DUI Arrests:	0
Moving Violations:	15	Search Warrants Executed:	1
Safety Repair Orders:	5	Field Interviews:	2,714
Warnings:	29	Parking Tickets:	

2. **REPORTS**

- **08/30/12:** Officer Decker was on patrol in the 400 block of East First Street when he observed a white male pulling a red wagon with a roll of cut copper electrical wire. The male was stopped and the officer inquired where he got the wire. The male advised he found it in the woods. The officer looked carefully at the wire and recognized it as a roll of wire that he had seen inside Statton Furniture. It should be noted this male had been stopped previously on the property of Statton Furniture and advised about the "No Trespass" signs on the front of the building. This male was later arrested for burglary 2nd degree and theft of the copper wire.
- **09/01/12:** Officer Alderton responded to Hamilton Blvd in reference to a burglary. The victim advised that her bicycle was missing from her garage. She stated she left her home on August 31st at approximately 9 a.m. at which time the bicycle was in the garage. When she returned at approximately 7 p.m. the bicycle was gone. She was unsure if she closed the garage door when she left. At this point there are no suspects.
- **09/03/12:** Officer Lippy responded to 142 North Potomac Street in reference to a theft report. The property owner advised he found parking meters on the 100 and 200 block of North Potomac Street broken into and the money was missing, as well as the meter cup that catches the coins. This property owner has a personal video surveillance camera. The camera revealed three suspects surrounding several parking meters and then proceeded to take the coins and throwing away the cups that held the coins. It should be noted that a total of eight meters were damaged. The officer was unsuccessful in lifting any prints from the meters. The Criminal Investigative Division will continue working this case.

3. **OTHER NEWS/INFORMATION:** Arthur Smith retired on September 4, 2012, as Chief of Police for the Hagerstown Police Department. He served at this agency for 13 years. He was given a retirement celebration at Bulls and Bears in downtown Hagerstown where he was greeted by friends, family and co-workers. He was presented with a large framed photo print of downtown Hagerstown from the 1930's; a photo print he always admired when it graced the walls of the Hagerstown Police Department Library. That photo print has since moved to another city department, but now the retired chief has his very own print. We wish him well as he plans to travel out west. He will be missed.

PUBLIC WORKS

1. **August Call-outs:** Public Works staff reported to nine separate, after-hour callouts. The breakdown of issues is as follows:

3	Streets	Manhole covers missing; Flooding
4	Signals	On flash due to storms or other issues
1	Tree	Limbs/tree in street
1	Equipment Failure	Fuel island failed to dispense

2. **Safety Training:** The Fire Department was very helpful in providing fire extinguisher training to the Public Works staff. The training covered the basics of fires and the proper use of an extinguisher. Office staff, part time staff and seasonal staff also participated in the training of this important skill.
3. **Road Salt Purchase:** The Maryland State contract for road salt is with Cargill, Inc. The contract is in effect through August 2013. The bid price is \$65.87 per ton. This includes an \$18.37 portion for transportation costs. Per the state contract, this portion of the "per ton" price is allowed to change depending upon current fuel prices. The \$47.50 portion of the "per ton" price remains unchanged. Staff will be bringing this contract to the Mayor and Council for approval. The current budget amount for salt (road and sidewalk) is \$150,000.

TECHNOLOGY & SUPPORT SERVICES

1. **UTILITY PAYMENT LOCKBOX:** Lockbox processing of utility payments is in full swing this week. We have eliminated the 7 business day backup of mail, and are now operating on a one day lag from receipt of the mail in to PO Box to the money being deposited into the City's account. Customers will also see their payments reflected on their bank statement 2 days (max) after receipt at the PO. Staff will now only be processing exception mailings, which include those payments sent without bill remits, online bill-pay checks from other banks, and any other correspondence that is received that does not include payments. These exceptions amount to about 15% of the overall mail received.
2. **MUNIS MAPLINK:** Staff will begin working with Tyler/MUNIS staff to implement the MUNIS MAPLINK feature to our financial system. This MUNIS feature integrates with our existing ESRI GIS application to provide mapping information when researching parcels for permitting, code enforcement, and utility billing issues. We anticipate testing of this integration to begin in November.
3. **CITIZEN SELF-SERVICE – PERMITS/LICENSES:** DCED and IT staff are working on implementing the next enhancement to our City Citizen Self-Service web application, the ability to apply and pay for permits, as well as pay for license renewals, through the City website. Staff met to go over the specifications of the system, and will meet again to test the application process next week. We hope to make these features available to the public by the end of September. Currently, we are accepting payments for Utilities, Real Property and Personal Property taxes on the site as well as the enhanced lookup features for each that is now available. At present, there are over 6,000 residents signed up on the site to access their information.
4. **MULTI-FUNCTION COPIER LEASE:** The RFP deadline is Sept. 7 for receipt of proposals to renew our copier/printer/scanner fleet. IT staff will be reviewing proposals and hope to have a recommendation to M&C in October.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Wed. 8/29 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - Thur. 8/30 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.6
 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.7
 - Sat.9/1 - 430 Brewer Avenue- total outage; transformer fuse operated. (1) 10T fuse replaced to and restore power. Time Out: 7.5-8.2
 - Mon. 9/3 - 617 Maryland Avenue- total outage; bird caused transformer fuse to operate. (1) 10T fuse & (1) 30T fuse replaced to restore power. Time Out: 8.9-9.7
 - 169 South Prospect Street- partial outage; neutral wire found to be burnt in half. Triplex replaced to correct problem and restore power. Time Out: 14.8-15.9
2. **Distribution** Recent activity included:
 - Metering Department received no high bill complaints this week.
 - Line crews continue annual feeder inspections for 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
15	0	1	0

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

- Engineering reviewed multiple requests for service upgrades and new installations.
- Engineering staff reviewed confined space entry procedures in relation to specific electric utility atmospheres.
- Staff took inventory of used transformers and electrical equipment to release on bid for sale.
- The Staff Engineer prepared a bid for new overhead transformers to replace units installed in the field.
- Staff reviewed Dissolved Gas Analysis (DGA) results of two HLD power transformers to determine the overall health and operation of the units. Both units tested are in need of maintenance to ensure extended operating condition.
- Tagging of underground street-lighting circuits and hand-holes continued for entry into HLD's GIS electric model.

4. **Administration:**

- Staff completed the bid document for the two-way radio upgrade. Equipment and support has been specified in a formal bid posted by Finance Department Staff. Installation materials needed by HLD staff for antenna mounting, cable attachments, structure support, etc has been submitted through the HLD office using our typical stock material purchasing process.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 29, 2012	6.94	0.00
Thursday, August 30, 2012	6.48	0.00
Friday, August 31, 2012	6.21	0.00
Saturday, September 01, 2012	5.90	0.00
Sunday, September 02, 2012	5.73	0.00
Monday, September 03, 2012	5.97	0.02
Tuesday, September 04, 2012	6.03	0.00
Weekly Average/Total	6.18	0.02
Monthly Average/Total	8.35	5.10

Projects:

- Conewago on site to address issue with weather stripping between weir covers for Final Clarifier #1. (All work for the ENR project is now complete).
- Atlas Copco on site to complete repairs on the air driers for the compressors that supply filter air. (Completed)
- Mike Calandrelle from IST Global on site to continue work on the oxygen supply controls upgrades for the OAB deck.

Miscellaneous:

- In conjunction with the work that Mike Calandrelle is doing; maintenance installed and wired new pressure transmitters, flow meters and PTI transmitters to the PSA Skid PLC for all three trains of the

OAB Basin. Mike Calandrella from IST supervised the installations and performed the PLC programming and testing of the units.

- Maintenance installed the repaired WAS flow meter in the Operations Building. Unit is now back in service.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	33	5,666	0	0
Flushing	5	13,387		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	5	2	Roots	32

Collection System Maintenance Task

- Inspecting Mains lines in district 33, (12" & 15" dia) until lateral cameras repaired.
- Checked all pump stations, removed water pump from station 13 emergency generator.
- Downloaded flow meter data at Newgate interceptor.
- Chlorinated wet well at station 18, odor complaint (no odor detected and nothing on wet well surface.)
- Replaced belt at station 23 on the wet well ventilation blower.
- Replaced Service Connection at 940 View Street and 915 View Street due to root ball in lateral.
- Epoxy coated bench in manhole 12013. Had previously stopped leaks around influent 8".
- Greased backhoes.
- Set up and removed traffic control for Spectra Shield manhole demo in Antietam Street.
- Dropped bio bags to control FOG and chlorinated wet wells to control hydrogen sulfides

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	3	4
YTD	41	42	13	7	8	50	161

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

Engineering:

- Staff met with a County engineer and consultants to verify final approval issues for the Southern Boulevard project.
- Staff attended a development review meeting at the County Planning Office.

Wastewater Laboratory:

- A quote was received from HACH Company for the replacement equipment necessary for the lab's Lachat system. A consent agenda form was filled out and will be submitted shortly.
- Lab results from tests performed on the Meritus Hospital's discharge were submitted to the Gannett Fleming Engineers doing the local limits study per their request.

- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
8/29/12	12.05		12.05
8/30/12	11.86		11.86
8/31/12	11.95		11.95
9/1/12	11.28		11.28
9/2/12	10.62		10.62
9/3/12	11.66		11.66
9/4/12	11.50		11.50
Average			11.56

Water Production at RC Willson

- *Operations*

- Completing routine PMs
- Performing tests at the stations
- Lawn care

- *Maintenance*

- R C Willson – Completing routine work orders

- *Instrumentation*

- Tanks – Continue the upgrade to the communications between Orchard Hills and P.S. #3
- Breichner – Installing conduit and wiring for the new phone system

Water Production at Breichner

- The Edgemont Reservoir is currently at -7.0'; the bypass is cracked open and the hydrant is closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on the testing and repair of large meters. Work is ongoing on South Prospect Street and we are working on meter exchanges throughout the system. We also repaired a service leak in Halfway and installed a new fire and domestic meter on Dual Highway for Walgreens.

Laboratory

- The results from DBP Stage 1 and Stage 2 THM/HAA third quarter testing have been received. They will be reviewed and the Stage 1 results sent to Maryland Dept. of the Environment.
- Process and regulatory testing on the Potomac supply was routine.

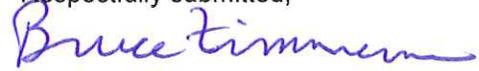
Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Preliminary Plat		1
Final Plat		1
Building Permit	5	

- Staff met with a County engineer and consultants to verify final approval issues for the Southern Boulevard project.
- Staff attended a development review meeting at the County Planning office.

- Staff met with the Water Division staff to discuss projects and distribution planning issues.

Respectfully submitted,



Bruce Zimmerman
City Administrator