



City of Hagerstown, Maryland Status & Information Report No. 1 for 2012

January 6, 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 7pm Regular Session	25	26	27	28
29	30	31				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

EVENTS

- Western Maryland Blues Fest Performer contracts are being finalized for the Blues Fest this month. National ads are beginning and the fundraising campaign will be starting. The event is May 31, June 1, 2 and 3.
- March Events The Cabin Fever Blues Bash is being planned for March 1; a new Bridal March Event by the Downtown Alliance will be held on March 4 and the St. Patrick's Day Run will be March 17th. More details to follow.
- 250th Celebration An outline of the 250th Celebration for the City is being finalized and organizations to help are being recruited. The celebration will be in September of 2012.
- Fireworks at Fairgrounds Park An RFP went out this week for the Fireworks at Fairgrounds Park Event. It is searching for a fireworks company in which the City will contract with for the next three years.

ARTS AND ENTERTAINMENT DISTRICT

- Annual Report/Redesignation The City of Hagerstown sent in an Intent to Apply Form to the State of Maryland for re-designation of the of the Arts and Entertainment District. The re-designation forms are due into the State of Maryland on April 1, 2012. The State of Maryland is in receipt of the Intent to Apply Form, and staff is awaiting information from the Maryland Arts Council on the next steps of the process.

VOLUNTEERS

- Staff are continuing to work on the Snow Angels Program. Paperwork is being sent to volunteers and participants and matches are being made.

FUNDRAISING

- The interim report for grant for the 2012 Blues is due on January 31, 2012. Staff are 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

- On January 21st, the City Farmers Market will host a Soup's On (Vendor Contest). Customers will judge which vendor has the best soup. So please attend the Market and warm up with a hot bowl of soup.

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.
- **WE NOW HAVE 752 "LIKES" AND COUNTING ON FACEBOOK!!!**

Some of this Week's Headlines and Media Releases:

- Coming Soon: More Recreation Activities in the City of Hagerstown!
- Traffic Advisory - Alley 2-9
- Park Pavilion Reservations in January
- Public Works Dept. to Collect Christmas Trees

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:
 - Recycling & Trash Collection Changes
 - Recycling & Trash Collection PSA
 - Recycling & Trash Collection Zones
- In production:
 - Neighbors Helping Neighbors: Snow Angels Program

- Washington County Library: From Before to After

PLANNING & CODE ADMINISTRATION DIVISION

Zoning Certificates Issued:

- 61 Eastern Boulevard, North - Spirit of the Lotus Tea Company, LLC - retail sales of tea, teaware, and food.

Planning Commission: The Planning Commission will review the following matters at a workshop meeting on January 11:

- Railway Lane Gravel Parking Lot - Bowman Development Corp. - request for extension
- Charley's (Former Corsi's Pizza) - 991 Maryland Avenue - review of staff-approved site plan
- Multi-Family Development Design Standards - discussion of proposed text amendments
- Land Management Code Amendments - discussion

Historic District Commission: The HDC will consider the following cases on January 12:

- 138 West Washington Street - Rafie Ansari/Wareham Investments, LLC - replace storefront windows
- University Plaza - West Washington Street - MSB Architects on behalf of City of Hagerstown - band shell
- 400 Park Lane - Paul and Susan Pritchard - fence; create door; add gutters
- Workshop: 305 North Potomac Street - Gerald N. Minnich Funeral Home - roofing

BZA: The BZA received one case for the January 18 docket. A special exception application was filed by 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).

Sustainable Community Application: Staff submitted the City's Sustainable Community Area and Plan application to the Maryland Department of Housing and Community Development last week in time for the January 6 deadline.

**Code Administration Weekly Activity Report: December 12–30, 2011
(3 Weeks, 13 Business Days)**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	17	Residential -	7	Commercial -	7	Other -	3	12
Electrical	26	Residential -	21	Commercial -	5	Other -	0	26
Plumbing	39	Residential -	27	Commercial -	11	Other -	1	37
Mechanical	6	Residential -	3	Commercial -	3	Other -	0	6
Engineering Dept.	13							22
TOTAL	101		58		26		4	103
Estimated Value of Weekly Issued Building Permit Projects:					Fiscal Year-To-Date Totals:			
Residential					\$ 468,700.00	\$ 3,911,602.00		
Commercial					\$ 57,500.00	\$ 2,458,932.00		
Apartment					\$ 0.00	\$ 136,671.00		
Sign					\$ 25,082.00	\$ 285,151.00		
TOTAL					\$ 551,282.00	\$ 16,4792,356.00		

Building permit(s) of interest issued these weeks: Two single family homes at Collegiate Acers - \$330,000 Fifty foot sign for Ashley Furniture, 1501 Wesel Blvd - \$25,000 Storage shed for First Christian Church, 1307 Potomac Ave - \$45,000		
<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	42	121
New Applications Issued	11	11
Total Registered Since 7/1/11	2972	8303
% of Those Invoiced	95.5	98.9
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 12/30/11.		
<u>PAYMENT</u>		
Total Payments Received	\$ 6,050	
Adjustments	\$ 450	
<u>INSPECTIONS</u>		
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>	
Building	119	
Electrical	102	
Plumbing	68	
Mechanical	37	
Safety	63	
Neighborhood Vitality	60	
Quality of Life	18	
Preventive Maintenance	11	
Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.		
<u>INSPECTIONS KEY:</u>		
<u>Categories of Conditions</u>		
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 DEPARTMENT

- Trash & Recycling** The new collection program, with Waste Management as the new contractor, went into effect on January 1, 2012. In late December, staff distributed over 10,000 flyers to residents (door-to-door) making them aware of the changes in the program. Staff estimates that they have received over 5,000 calls and e-mails from residents regarding the new program over the past month.

Staff have been busy the past week tagging trash that was set out on the wrong night, in an effort to educate residents on the new collection schedules. Although the first week has been a learning experience, we expect the number of issues to decrease as people become accustomed to the new program.

2. **City Park** To open up a better view of the Jonathan Hager House & Museum, along Walnut Lane, we are clearing out all the underbrush and undesirable trees. Prior to doing so, we obtained the required permit from the Soil Conservation District.
3. **New Recreation Program** We are happy to report that our new Recreation Services Coordinator, Andy Hoffman, has come on board and is busy planning new recreation activities to start in the Spring. As details are finalized, more information will be forthcoming.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,729	CDS Arrests:	2
Criminal Arrests/Warrants:	19	DUI Arrests:	0
Moving Violations	34	Search Warrants Executed:	0
Safety Repair Orders	11	Field Interviews	13
Warnings	110	Parking Tickets	20

2. **REPORTS**

Officers of the Month for November

- ▶ **Officer Carroll Braun** was selected as *Officer of the Month for November* by the Hagerstown Police Department. He was nominated for his tenacious follow-up investigation into a burglary at the old Statton Furniture Co. at 504 East First Street in Hagerstown.

In October, Officer Braun and Sgt. Kevin Simmers responded to 277 South Potomac Street for a report that suspects were at the address and had just stolen copper. Officer Braun went to the location, noticed some copper at the residence, and with the help of the Hagerstown Police Department Criminal Investigation Division, wrote and executed a search warrant. As a result, Braun obtained arrest warrants for four subjects that were involved in a major burglary at the old Statton Furniture Co. With the help of the community, he tracked down one of the suspects involved in the burglary, culminating in an arrest when the subject was found hiding in an attic.

Officer Braun has been with the police department for 24 years and is assigned to the Downtown Squad.

- ▶ **Officer Chris Decker** of the Hagerstown Police Department received honorable mention for November's officer of the month. Officer Decker is being recognized for his tenacity in patrolling his sector and his awareness of community issues.

On Nov. 26 and 27, Officer Decker conducted a check of the former Statton Furniture Co. at 504 East First Street in Hagerstown, which was the site of a burglary several weeks earlier. In the early hours of November 28, Decker observed a vehicle parked behind the business. He made contact with a male at the vehicle, who, it was later determined, was in the process of stealing copper wiring from the business. Entry had been made through a door that Officer Decker knew to be locked from his previous checks at the building.

Officer Decker has been with the department for four years and is assigned to the Uniform Patrol Division.

PUBLIC WORKS

1. **Christmas Tree Collection:** Collection of Christmas trees has begun and will run into the week of January 9th. If your tree has been missed or you see a tree on the street, please contact our office at extension 178 so a collection can be arranged.
2. **Parking Decks Back to Normal Operation:** The 2 hours of free parking in the parking decks ended on January 2nd and normal operations have resumed. Parking continues to only be \$1 in the evening hours beginning at 4 p.m. and all weekend long.
3. **No Snow in Future Forecast:** Well, at least no significant snow is being predicted. The forecast is for warmer weather and rain. There is a chance of snow during the weekend of January 14th and 15th. We will continue to keep track of the weather and be prepared for snow when it does arrive.
4. **Building Projects**
 - ▶ Work has commenced on the installation of a new doorway at Public Works. Two large sliding doors are being replaced with a separate pedestrian door and one overhead door. The sliding doors are original to the building but have rusted beyond repair. Their unique shape prohibits replacement as they would be totally custom doors.
 - ▶ Plans are under way to construct a new office on the 3rd floor of City Hall to help consolidate staff for Planning and Inspections.
 - ▶ HPD has some interior door work that they are looking to have completed in the near future.
 - ▶ New carpeting should be installed in the Maryland Occupational Safety and Health (MOSH) office located at the rear of 14 North Potomac Street. MOSH has been a tenant of the City for years and continues to be an anchor tenant for us. The work should be completed in the next 45 days.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Mon. 12/19 - 100 Block West North Avenue - pole damaged; vehicle struck utility pole in accident, no damage was found to our facilities. Time Out: 23.5-0.5
 - Mon. 12/26 - 141 South Potomac Street - pole damaged; street light pole struck in vehicle accident, street light removed temporarily until follow up repairs to replace pole were completed the next business day. Time Out: 20.1-20.8
 - Wed. 12/28 - Various locations- (reconnections for non-payment). Time Out: 16.6-17.2
 - Wed. 1/4 - 216 West Wilson Boulevard - total outage; squirrel caused line fuse to operate, (1) 10T fuse was replaced to correct problem and restore power. Time Out: 15.1-15.5
2. **Distribution** Recent activity included:
 - Metering Department received no high bill complaints this week.
 - Line crews began the annual feeder inspections from the Wesel Blvd Substation.
 - Line crews continue trimming trees in various residential locations.
 - Line crews have been assisting the Engineering Department 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
17	0	3	0

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

- Staff reviewed pole attachment requests throughout the City for the State of Maryland c/o Skyline Engineering.
- Staff reviewed new distribution line construction equipment to save installation time and efforts.
- Engineering reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed quality checks related to our electric model in the GIS environment.

4. **Administration**

- There are several scenarios, weighted on the financial impact and reception, being reviewed by staff to upgrade our radio communications in our offices and vehicles to meet the required FCC regulations.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, December 28, 2011	9.49	0.00
Thursday, December 29, 2011	9.02	0.00
Friday, December 30, 2011	8.68	0.00
Saturday, December 31, 2011	8.52	0.00
Sunday, January 01, 2012	8.00	0.04
Monday, January 02, 2012	8.29	0.00
Tuesday, January 03, 2012	7.90	0.00
Weekly Average/Total	8.56	0.04
Monthly Average/Total	9.35	3.10
Yearly Average/Total	8.06	0.04

Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters. We have met our first year Nutrient Limits associated with the ENR Process.

Miscellaneous

- Culligan (Stoner Enterprise) was on-site to troubleshoot and quote a repair and/or replace the water softener for the odor scrubber associated with the sludge holding tank.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	6	1,419	173	10
Flushing	22	4,815		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	5,6	2	Roots	26
Main & Lateral	15	1	Roots	28
Manholes	21	3	Conversion Cover Risers	

Collection System Maintenance Task

- **Pump Station**
 - Shot grades and distances of dogleg gravity line at pump station # 3 (Hagerstown Golf Course). May rehabilitate in the future.
 - Started with block primer/filler at pump station # 17 (Review & Herald).
 - Removing conduit and cleaning up walls at pump station # 8 (HCC).
- **Manholes:**
 - Checked pipe type on Crestwood from manholes 01014 to 01211, which was found to be concrete. Also checked the integrity of manholes to rehabilitate.
 - Measured manholes and shot grades on Crestwood.
- **Grinder Pumps**
 - Repaired brunt electrical contactor, leaking O-Ring and check valve at 11412 Eastwood Court.
 - 11314 Eastwood Court called to report a backup, crew found the breaker off.
 - Repaired a failed electrical contactor and replaced S.S. relay switch at 11103 Parkwood.
 - Resident at 11107 Parkwood called to confirm the electrician would make correction regarding low voltage with grinder.
- **Miscellaneous:**
 - Flushed gravity trouble areas throughout the infrastructure.
 - Cleared some trees behind R.D. McKee for the City Wide Project.
 - Downloaded flow data at Newgate and Meritus.
 - Bio-bags through the infrastructure to control Fats, Oils and Grease.

Administration

Wastewater Division – Customer Call Log Summary 2011							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	2	0	0	0	6
YTD	35	64	13	7	13	54	187

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

- Staff working on various Annual Reports due to MDE.
- Staff began renewal application process for NPDES (National Pollution Discharge Elimination System) Permit for the WWTP. Our permit expires on June 30, 2013, but the renewal application needs to be to MDE by July 1, 2012.
- Staff attended CIP review with Finance Department.

Engineering:

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a County Public Works engineer regarding the impact of the proposed Robinwood Drive corridor improvements on Pump Station # 8.

- Staff attended a Citywide Sanitary Sewer Rehabilitation project progress meeting at the Barn.

Wastewater Laboratory:

- With routine and regulatory testing the lab collected, tested, and processed over 2,000 analyses for the month of December.
- A sampler was set at the Meritus Medical Center to test for nutrients, demand, solids, pH, and metals.
- Weekly and monthly testing results of the ChemScan system seem to show the unit working well.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
12/22/11	11.39		11.39
12/23/11	11.50		11.50
12/24/11	11.63		11.63
12/25/11	10.71		10.71
12/26/11	11.72		11.72
12/27/11	11.44		11.44
12/28/11	11.28		11.28
12/29/11	11.56		11.56
12/30/11	11.31		11.31
12/31/11	11.21		11.21
01/01/12	10.81		10.81
01/02/12	11.47		11.47
01/03/12	11.33		11.33
01/04/12	11.79		11.79
Average			11.36

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 wash valve on the backwash system.
 - R. C. Willson - Working with maintenance on a backlog of work orders.
 - Breichner - Installed a new ATI chlorine analyzer on the mixed water.

Water Production at Breichner

- The Edgemont Reservoir is -7.5'; the bypass and the hydrant are closed.
- Continuing to prep the Breichner Plant for potential emergency operation.

Water Distribution

- Distribution crews are working throughout the system performing customer service duties along with meter exchanges. We repaired two leaks, one on Guilford Avenue and one on Woodburn Drive, and are continuing to do general service work replacing meter tiles and installing dual check valves.

Laboratory

- Hazen and Sawyer met at the Willson plant to discuss upcoming pilot testing. The testing will involve corrosion inhibition using orthophosphate, lead and copper coupon testing, polymer testing, and chloramine formation using aqueous ammonia.
- 90 samples were collected throughout the distribution system in December. They were tested for microbiological and other contaminants required by the USEPA.

- The second half of the annual point of entry corrosivity testing, along with annual distribution results, are being sent to the MDE.

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a planning meeting with the Water Division Staff.
- Staff met with a consultant regarding final approval of a commercial redevelopment site plan.

Respectfully submitted,



Bruce Zimmerman
City Administrator