

City of Hagerstown, Maryland Status & Information Report No. 44 for 2012

November 16, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

NOVEMBER 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 No M&C Meeting GENERAL ELECTION	7	8	9	10
11 11am Veterans Day Wreath Laying Ceremony @ Washington County Courthouse	12 HOLIDAY City Offices Closed	13 4pm Work Session	14	15	16	17
18	19 5-6:30 pm Public Square Tree Lighting Event 7pm Hollyfest @ MD Theatre	20 7pm Regular Session	21	22 HOLIDAY City Offices Closed	23 HOLIDAY City Offices Closed	24
25	26 7pm Oath to New Elected Officials @ City Hall/Council Chamber	27 4pm Organizational Meeting of Mayor & Council	28	29	30 7pm City Park Lighting	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Lamp Post Program:** As the City is getting decorated so are the light poles with signs of sponsors for the Barbara Ingram School for the Arts Foundation. They have sold 57 and continue to sell the signs. Thanks to Public Works for assisting. This is a great partnership between the City and the Foundation for a wonderful Arts and Entertainment facility in our A&E District.
2. **Hagerstown Gridiron Championship Classic – MVP’s Named:** The MVPs have been named for the Hagerstown Gridiron Championship Classic. They are North Hagerstown MVP - Tre Anderson and South Hagerstown MVP - Sarosh Bukhari. A presentation to the schools and the MVP’s will be made on November 20, 2012 at the Regular Session of the Mayor and City Council Meeting. The Kiwanis and Bulldog Federal Credit Union are the sponsors of the scholarship program.
3. **A&E Management Board:** The A&E Management Board met and are reviewing the strategy plan for the district, and reviewing the recent arts study from the Sage Group and the SKIP group.

4. **Hollyfest/Tree Lighting/City Park Lighting:** The Annual Hollyfest and Tree Lighting will be held on November 19. City Park Lighting will be held on Friday, November 30.
5. **Western Maryland Blues Fest:** A search is on now for the 2013 Western Maryland Blues Fest artist. The deadline for submissions is November 16, 2012.
6. **City Market**
 - Upcoming Events: Thanksgiving Basket Giveaway, November 17 – Giveaway open to all customers; winner selected at 11 AM.
 - Last Minute Thanksgiving Shopping – Wednesday, November 21 from 11 AM to 6 PM. Pick-up orders. Vendors will vary.
 - Three new vendors are now at Market: Chris Copley has returned for the holiday season with his hand crafted cards, Ms. Ray is a new addition – she creates personalized ribbons for your wreathes or decorating needs. All about Sports is creating lots of buzz with their cool designs for the sports enthusiasts – they can put almost sports logo on any item – mugs to hats and blankets to shirts.
7. **This week's headlines and media releases:**
 - Tree Lighting, Hollyfest Celebration to be Held in Public Square on Monday
 - Traffic Advisory: Summit Avenue Traffic Calming
 - Advisory: Trash & Recycling Changes for Thanksgiving Holiday
8. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Sponsor a Lamp Post for BISFA Foundation
 - Community vignettes for Multi-Use Sports and Events Center - #1
 - Call for Artists for 2013 Blues Fest Poster
 - MML Highway User Revenues PSA
 - Fresh, Local Ingredients Create Unique Dining at 28 South
 - Be SMART Energy Efficiency PSAs
 - October 9th Public Forum Video Presentation

Also airing at select times:

 - Public Information Meeting from 10/9:
 - Monday, Tuesday, Wednesday at 7 p.m.
 - Saturday at noon and 7 p.m.
 - Public Comments from 9/25 Regular Session:
 - Sunday, Monday at 6 p.m.
 - "Divided Valor: Hagerstonians in the Civil War":
 - Daily at 3 p.m.

In production:

 - City Park Tree Lighting Promo
9. **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 November 9 - November 16:
 - Over 5,000 users visited the site and viewed about 14,500 pages. More than half of the visitors were new visitors to the site. Google is the largest source of viewership; about 45% of people are directed to the site via Google.
- Top entrances (the first page of our website that users accessed):
 - Home page 4,378 users
 - Jobs page 224 users
 - My Account page 72 users
- Top page views:
 - Homepage 4,512 visits
 - Jobs page 1,393 visits
 - Calendar 174 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
 - 807 South Potomac Street - Debra S. Crowl - change of ownership zoning certificate for "Side Pockets" tavern and three apartments
 - 58 East Franklin Street - Remarkable Designs & Signs - design and sales of window decals, banners, t-shirts
2. **New Development Cases:**
 - 925-927 Concord Street - Habitat for Humanity - minor subdivision
3. **Planning Commission:** The Planning Commission reviewed the following items at its meeting on November 14:
 - Approved a site plan for an addition to the State Farm Insurance office building on Colonial Drive.
 - Approved the final plat for Lot 20 of Light Business Park (Kiwanis Park).
 - Approved the concept plan for 272 multi-family units on the three remaining parcels at Collegiate Acres. As part of that review, the commission also determined that the project failed the APFO school test. As a result, no site plan can be approved unless a mitigation plan is approved by the City and the County for the affected schools.
 - Recommended approval to the Mayor and Council of the Land Management Code text amendment that would increase the number of lots in a minor subdivision from five to seven. The Commission also recommended amending the APFO's definition of minor subdivision to match the Land Management Code.
4. **Board of Zoning Appeals:** The Board of Zoning Appeals heard two cases on November 14:
 - 460 North Potomac Street - Sharon Sheeley, t/a Sculptured Pets - granted a special exception and a variance for a pet grooming business in a basement unit of a multi-unit apartment building.
 - 58 East Antietam Street - Jacqueline Marquiss and Kimberly Mackey - found in favor of the Zoning Administrator in an administrative appeal of a notice of zoning violation regarding signs and residential occupancy of a business.

5. **Historic District Commission:** The HDC will hold a special meeting on November 15 to consider three sign applications: Rocky's Pizza at 40 North Potomac Street; the Chamber of Commerce at 28 West Washington Street; and Capybara, LLC/Edward Jones Investments at 140 South Potomac Street.

6. **Hospital Redevelopment Meeting:** Meritus' consultant Morris & Ritchie Associates presented their concept plan for redevelopment of the former hospital lands at a public meeting on November 13th. This was the second public meeting about this project. In addition to staff, two Planning Commission members attended. There was 25-30 people in attendance with a mixed representation from residents, local businesses, and outside developers. The consultant recommended 69 fee-simple townhouse units for "workforce" occupants on the old hospital site and the two smaller parking lots at Mill and East Baltimore Streets, two 44,000-45,000 sq.ft. office buildings in the same block as the parking garage, and two office/warehouse flex buildings totaling 36,000 square feet on the larger Mill Street parking lot. The plan also showed a 1.5 acre park along Cannon on the hospital site and a smaller park across from Sheetz on East Washington Street. They also recommended consolidating all the private parking in the block bounded by East Franklin and East Washington to maximize the number of spaces available to the properties bordering this parking. There were questions about whether there would be demand for the townhouses or the commercial buildings, the proposed build-out time frame, quality control on the design of the townhouses, and whether BOE offices in this location would help downtown businesses. There was concern expressed about rebuilding on the hospital site and blocking newly revealed views of the mountains. The consultants will next approach their contacts from the Baltimore and Washington area development community, as well as local developers, to determine if there is interest in this plan.

7. **Weekly Activity Report:** November 5-9, 2012

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	1	Commercial -	2	Other -	0	6
Electrical	8	Residential -	7	Commercial -	1	Other -	0	8
Plumbing	5	Residential -	3	Commercial -	2	Other -	0	4
Mechanical	6	Residential -	4	Commercial -	2	Other -	0	6
Engineering Dept.	11							13
TOTAL	33		15		7		0	37
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 28,750.00				\$ 3,198,468.00			
Commercial	\$ 280,000.00				\$ 21,348,775.00			
Apartment	\$ 0.00				\$ 966,083.00			
Sign	\$ 3,300.00				\$ 125,953.00			
TOTAL	\$ 312,050.00				\$ 25,639,279.00			
Interior renovations for office space at 140 S. Potomac St. - \$280,000								
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	9			82				
New Applications Issued	0			0				
Total Registered Since 6/1/12	2940			8258				
% of Those Invoiced	94.1			96.3				
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 11/9/12.								

PAYMENT	
Total Payments Received	\$ 4,100
Adjustments	\$ 150
INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	51
Electrical	46
Plumbing	12
Mechanical	11
Safety	17
Neighborhood Vitality	57
Quality of Life	29
Preventive Maintenance	0
Planning & Zoning	3
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. <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
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. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

PARKS & ENGINEERING

1. **Memorial Park** Preparing the walkways for blacktop will soon be complete. If all goes as planned, the walkways will be blacktopped this Friday. Concrete has been poured for the bases of the park lights. The block work for the new "Memorial Park" sign is complete; we are now adding the stone work. We are also continuing to remove the concrete cover from Marsh Run.

2. **It's Christmas Time in the City** Staff assisted the Hagerstown Light Department in removal of the tree in front of the City Shed (donated by Public Works) and set in downtown Public Square.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,481	CDS Arrest:	3
Criminal Arrest/Warrants:	15	DUI Arrests:	1
Moving Violations:	17	Search Warrants Executed:	0
Safety Repair Orders:	4	Field Interviews:	13
Warnings:	18	Parking Tickets:	6

2. REPORTS

- **11/10/12:** Officer Sanders was dispatched to West Franklin Street for a report of a strong-armed robbery. The victim advised that she was walking home when she was approached by four males in a silver car. She stated their English was broken and they appeared to be Hispanic. The vehicle followed her for several blocks and yelled at her. The vehicle came to a stop and three men exited. One of the males started to fight for her purse and knocked her to the ground. Once the purse was taken, they fled in the silver vehicle. A witness to the incident supported the report stated by the victim. The victim sustained a slight injury to the hand but refused any medical assistance. No further information is available at this time.
- **11/13/12:** Officer Rossiter was conducting an evening routine patrol check when a vehicle was detected with no lights on. A traffic stop was made and the vehicle was pulled to the side of the road. At that time it was also noticed that the right brake light was inoperative. When the officer approached the driver a distinct odor of marijuana was detected emanating from him. The driver was asked to step from the vehicle and the officer discovered a bag of marijuana in the driver's coat pocket. He was placed under arrest and transported to Central Booking.
- **11/14/12:** Officer Deavers responded to Hartle's Subs at 1301 Marshall Street for an armed robbery. Two employees stated that they were mopping the floor when two black males entered the restaurant and demanded money. One male was wearing a white hockey mask and the other was wearing a yellow jacket with the hood over his head. The male wearing the yellow hoodie held his hand at the wrist as if he had a gun, but no gun was actually seen. The employees gathered the money and placed it in a plastic bag and gave to the males. The males fled through the front door. The business owner will supply the police department with the surveillance footage of the robbery. Detective Jurado has been assigned to the case.

TECHNOLOGY & SUPPORT SERVICES

1. Staff attended the Community Networks Conference in Danville, VA, November 7-9. The conference focused on the ability of municipalities (especially those with municipal electric) to provide high-speed broadband services either in a wholesale or retail capacity to citizens and businesses within the operating boundaries of the utility. The major driver of this is for economic development, especially where there are underserved or single-served broadband providers.
2. Staff participated in Cable Franchise Renewal Consultant interviews. A recommendation will be made to Mayor and Council in December.
3. Staff installed new storage devices to allow for more capacity and faster access speeds to existing network directories, including SHARED and PRIVATE directories.
4. Word Processing Systems was selected as the vendor to provide 23 replacement multi-function copier units to the City. Recommendation was made to Mayor and Council in November 13 Work Session. This equipment will replace seven year old equipment and provide upgraded facilities to print, copy, fax and scan from one device. The lease renewal this year as proposed is ½ of the monthly lease amount from the expiring lease.

5. Staff have begun discussions with Communications in regard to creating a mobile app for the City of Hagerstown.
6. Staff will be meeting with Glessner Communications on November 19 to discuss potential future use of Interactive Voice Response integration with our MUNIS Utility Billing software module to provide quick account information via landline or cell phone. We will also investigate automated pay-by-phone opportunities, as well as enhancing our ability to provide City event information while on hold for a Utility Customer Service representative.
7. In coordination with Utility staff, staff will be testing the field use of iPads for SCADA information retrieval. This testing will begin in December, with hopes of moving the technology into the field in January. This will be the foundation of potential future enhancements that may be available to other field staff, including Code Enforcement, HPD and HFD.

UTILITIES DEPARTMENT

<u>ELECTRIC DIVISION</u>

1. **Problem Areas.** Recent call-outs included:
 - Thur. 11/8 - 100 Summit Avenue - 10ft street light pole damaged in vehicle accident. Street light removed temporarily with follow up repairs the next business day. Time Out: 15.3-15.7
 - Fri. 11/9 - 104 Brinker Drive - #201 - total outage; Lineman found customer's main breaker was tripped, breaker reset to correct problem and restore power. Time Out: 5.7-6.5
 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.5
 - Various locations- (reconnections for non-payment). Time Out: 17.3-17.7
 - Sat. 11/10 - 617 Washington Avenue- partial outage; problem was found to be internal and customer advised to contact electrician for needed repairs. Time Out: 16.8-17.4
 - 211 East Washington Street- total outage; squirrel caused transformer fuse to operate, (1) 10T fuse replaced to restore power. Time Out: 17.5-18.5
 - Sun. 11/11 - 640 Jefferson Boulevard- pole damaged in vehicle accident. Pole was found to belong to Verizon Company. Lineworker notified Verizon for repairs. Time Out: 18.5-20.5
 - Mon. 11/12 - 131 Wayside Avenue- Miss Utility emergency locate for Columbia Gas Company to make repairs to gas main leak. Time Out: 15.4-16.1
 - Fridinger Avenue- total outage; (1) 80T fuse was replaced restore power. Time Out: 17.2-18.9
2. **Distribution** Recent activity included:
 - Metering Staff 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:
 - Staff coordinated the installation of the City Christmas tree in the City Center.

- Pole attachment proposals from various communication companies wishing to place their facilities on HLD utility poles were reviewed and processed.
- The Staff Engineer reviewed multiple new hardware items for use on HLD's electric system.
- Staff is performing Quality Assurance and Quality Checks (QA/QC) within the HLD electric GIS system distribution transformer data fields.

4. **Administration:**

- With the bid opening this week, staff submitted a required Notification of Intent to Demolish Project Information form to the Maryland Department of the Environment for approval. The state has signed off on this project and we are prepared to move forward pending City permit approval.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, November 07, 2012	9.08	0.00
Thursday, November 08, 2012	8.36	0.00
Friday, November 09, 2012	7.79	0.00
Saturday, November 10, 2012	7.61	0.00
Sunday, November 11, 2012	7.57	0.00
Monday, November 12, 2012	7.45	0.22
Tuesday, November 13, 2012	8.85	0.48
Weekly Average/Total	8.10	0.70
Monthly Average/Total	9.36	0.70

Projects

- Primary Clarifier #2 was placed back in service on Tuesday 11/6/2012. We were able to transport the sludge loads offsite for further treatment.
- Once Primary #2 was back in service we pumped down Primary #1 in order to clear the blocked sludge draw-off line. We rented a special hydraulic pump and a special dewatering dumpster in an effort to dewater the heavy sludge being removed from the tank. The offsite treatment facility reached capacity and another dumpster with a different type of dewatering liner has been utilized. The remainder of the sludge in Primary #1 was then removed and the sludge draw-off line was cleared. Primary Clarifier #1 was placed back in service on Thursday 11/15/12.

Miscellaneous

- Kershner Environmental is on site with representatives from Parkson Corp. to do a courtesy inspection of their filter system which was installed as part of the ENR upgrade.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	5, 11, 15, 16	939	216	9
Flushing	7, 8, 16, 20	8,569		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only	5	1	Cracked Pipe	8.66
Lateral Only	4	1	Roots	12

Collection System Maintenance Task

- Manhole 12003; washed down and filled deteriorated walls and bench with Emaco 400; injected leaks with Seal Tite and epoxy coated bench. There is one leak still between host pipe and manhole wall; hydrostatic pressure too high, will come back when water table recedes.
- Replaced manhole lid 07012 and riser at 07186; flushing crew could not open.

Collection System Maintenance Task contined:

- Hydro excavated for construction crew at intersection of East Hillcrest and View.
- Flushed 300 feet in reach 0200102002;
- CTV'd reach 0200102002; found significant infiltration
- Replaced 10' of 8" main in reach 0506205063 for cracked pipe.
- Replaced lateral at 109 Linden Avenue for roots

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	0	0	0	1	3
YTD	56	53	19	8	10	62	208

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

Engineering

- Staff conducted field survey and verification of a wastewater service for an existing residence.

Wastewater Laboratory

- The Lab is getting accustomed to the new Lachat equipment. Minor problems are arising due to the learning curve involved with the more complex equipment.
- The lab's analytical balances received their annual service check. They all remained within acceptable tolerances.
- Process and regulatory testing was routine for the week.

WATER DIVISON

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
11/08/12	11.47		11.47
11/09/12	11.32		11.32
11/10/12	11.34		11.34
11/11/12	11.35		11.35
11/11/12	11.42		11.42
11/12/12	11.45		11.45
11/13/12	11.28		11.28
Average			11.37

Water Production at R C Willson

- Operations

- Completing routine PMs

- Maintenance

- R C Willson – Performing routine PMs

- Instrumentation

- Pump Stations –Working on generator signals and Edgemont signals

Water Production at Breichner

- The Edgemont Reservoir is currently -4.5; the bypass and the hydrant are open.

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 completed on South Prospect Street and we are working on meter exchanges throughout the system. Crews have completed work on a new fire line on South Potomac Street and repaired a leak on Wilcox Drive.

Laboratory

- A new line was tested on Misty Acres. It was found to be ok for use.
- An extension was approved for the implementation of the USEPA Stage 2 disinfection by-products regulation. One of the requirements for the extension is a public notification that is also required to be added to the annual Consumer Confidence Report.
- The lab's analytical balances received their annual service check. They all remained within acceptable tolerances.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	7	

- Staff met with a fire protection consultant regarding water service for a commercial addition project.
- Staff met with the Utilities Department Director and Water Division staff to discuss the Willson Water Treatment Plant Phase IV and MDE extension.

Respectfully submitted,


Bruce Zimmerman
City Administrator