

City of Hagerstown, Maryland Status & Information Report No. 47 for 2012

December 14, 2012

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

| DECEMBER 2012 | | | | | | |
|----------------------|--|--|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | 1 |
| 2 | 3 | 4 4pm Work Session | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 4pm Work Session | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 7pm Regular Session | 19 | 20 | 21 | 22 |
| 23 | 24 HOLIDAY CITY OFFICES CLOSED | 25 HOLIDAY CITY OFFICES CLOSED | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Openings:** The Panama Canal Restaurant (40 East Franklin Street) will host a Grand Opening/Ribbon Cutting on Wednesday, December 19, 2012 at 4 PM.

2. **Book Signing: Argo By Tony Mendez:** A special book signing is scheduled at the Washington County Arts Council, 14 West Washington Street, on December 14, 2012 from 5-7 PM. This event is sponsored by the City of Hagerstown, Hagerstown Washington County Convention and Visitors Bureau and the Washington County Arts Council. Tony Mendez was named by the CIA one of the top 50 officers in the first 50 years of the organization, and a recipient of the Intelligence Star for Valor for the ARGO operation. Mendez is a highly decorated CIA veteran, and is now widely known, for his on-the-scene management of the "Canadian caper" during the Iran hostage crisis, in which he exfiltrated six American diplomats from Iran in November 1979. Posing as a Canadian film crew, they were accompanied by Dennis Packer, a CBC cameraman. As part of their cover, the diplomats carried passports issued by the Canadian government to document them as Canadian citizens. After declassification of records, the full details of the operation were reported in a 2007 article.

3. **Western Maryland Blues Fest:** The Cabin Fever Blues Bash will be on March 7, 2013 at 7 PM at the Maryland Theatre. It will feature Moreland and Arbuckle.

4. **City Market:**
 - Market welcomed another wonderful vendor. Her name is Meghan Blair and her business is called CuteCreations. She creates the yummiest looking jewelry. She creates the look of Twinkies, Cookies and other delicious deserts in ceramic and adds them to her jewelry.

- This weekend City Market will have a unique giveaway. The first 75 customers visiting Market Alley (Craft Room) 9 AM will get to select from an assortment of Market, City and vendor goodies. One item per person and only to the first 75 customers into Market Alley beginning at 9 AM.

5. **This weeks' headlines and media releases:**

- One-Stop Holiday Shopping: Give the Gift of City Center Dollars!
- City of Hagerstown Celebrates Grand Opening of Panama Canal Restaurant
- Advisory: Last Week for Yard Waste Collection

6. **Channel 25:**

Watch the City Newsroom at the top of every hour. This week's news stories include:

- City Center Dollars Promotion
- City Park Lighting Wrap-Up
- Hollyfest Wrap-Up and City Center Holiday Greeting
- Historic City Farmers' Market Holiday Happenings: Songs of the Season
- Getting Greener: 100+ Trees Planted in Hagerstown in 2012
- Panama Canal Restaurant Grand Opening

Also airing at select times:

- "Divided Valor: Hagerstonians in the Civil War" - Daily at 3 PM

7. **Websites:**

- We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!
<http://www.youtube.com/user/CityofHagerstown?feature=watch>
- Uploaded videos this week:
 - Book signing with "ARGO" author, Tony Mendez:
<http://www.youtube.com/watch?v=Rpla2vquy8Y>
 - City Center Dollars Promotion: http://www.youtube.com/watch?v=Y6tgWPiV9_g
 - City Park Lighting Wrap-Up: <http://www.youtube.com/watch?v=oTeJBR2-9jw>
- Website analytics highlights for www.hagerstownmd.org for December 6 - December 12:
 - About 4,000 users visited the site and viewed about 11,500 pages. The number of hits across the entire site are down this week, which may be a result of the approaching holiday.
- Top entrances (the first page of our website that users accessed):

| | |
|---------------|-------------|
| □ Home page | 3,549 users |
| □ Jobs page | 210 users |
| □ Log-in page | 58 users |
- Top page views:

| | | |
|---------------|--------------|--------------|
| □ Home page | 3,693 visits | 31% decrease |
| □ Jobs page | 912 visits | 47% decrease |
| □ Search Page | 158 visits | 30% decrease |

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
 - 65 West Franklin Street - Tijuana Coleman - thrift shop/secondhand store
 - 25 East Antietam Street - Vincent Kenney t/a A1 Bail Bonds, LLC - bail bonds office
 - 920 South Potomac Street - Brenda Weeks - auto repair shop
 - 114 East Washington Street - Uptown Trends & More - retail sales of clothing

2. **Planning Commission:** On December 12 the Planning Commission reviewed and considered the following:
 - The Reserve at Collegiate Acres - Lot 3 - agreed with the proposed second point of access submitted by the developer.
 - Annexation of 12305 Delwood Avenue - Tristate Holdings, LLC - recommended approval to Mayor and City Council on appropriateness of proposed zoning classification (RMOD).
 - Report on 2012 Shopping Center Occupancy Study.

3. **Statewide Planning Meetings:** The Planning Director attended the MML/MACO planners meeting in Annapolis on December 7th. A State Highway representative did the dog-and-pony show about their improved review process. A number of suggestions were offered to allow local management of the process (particularly for small-scale projects) to 'further' expedite review time and those ideas were rebuffed. Much of the meeting was spent with various County reps and one municipal rep venting about the Maryland Department of Planning's (MDP) handling of the septic tier designation process. There is a lot of frustration and anger out there with MDP. Staff will also attend MDP's planning directors' meeting in Annapolis on December 13th. While the septic tiers are not on the agenda, it is anticipated that a lively debate on the topic will ensue regardless.

4. **Western Maryland Local Government Exchange:** Alex Rohrbaugh is the Hagerstown representative this year on the planning committee for the 2013 Western Maryland Local Government Exchange which is a one-day seminar on planning and related topics. The committee met on December 5th and began discussions for next year's theme of "Stability in the New Normal". The seminar is tentatively scheduled for May 10, 2013, in Hagerstown.

5. **Weekly Activity Report:** December 3-7, 2012

| PERMITS | | | | | | | | |
|--|--|---------------|----|------------------------|-----------------------------------|---------|---|-----------------------------|
| <u>TYPE</u> | <u>NUMBER OF NEW APPLICATIONS</u> | | | | | | | <u>NUMBER ISSUED</u> |
| Building | 5 | Residential - | 3 | Commercial - | 1 | Other - | 1 | 6 |
| Electrical | 10 | Residential - | 5 | Commercial - | 5 | Other - | 0 | 10 |
| Plumbing | 15 | Residential - | 13 | Commercial - | 2 | Other - | 0 | 15 |
| Mechanical | 3 | Residential - | 2 | Commercial - | 1 | Other - | 0 | 3 |
| Engineering Dept. | 7 | | | | | | | 7 |
| TOTAL | 40 | | 23 | | 9 | | 1 | 41 |
| <u>Est. Value of Issued Building Permit Projects:</u> | | | | | <u>Fiscal Year Totals:</u> | | | |
| Residential | | | | \$ 335,682.00 | | | | \$ 3,816,000.00 |
| Commercial | | | | \$ 751,780.00 | | | | \$ 23,359,315.00 |
| Apartment | | | | \$ 300.00 | | | | \$ 1,031,983.00 |
| Sign | | | | \$ 0.00 | | | | \$ 151,493.00 |
| TOTAL | | | | \$ 1,087,762.00 | | | | \$ 28,358,791.00 |

Construct one story building for Auto Zone at 595 Dual Highway - \$389,000
 Construct two single family dwellings at Greenwich Park - \$330,000
 Addition to structure with retaining wall at 23 South Colonial Drive - \$240,000
 Install solar panels on roof at 1150 Professional Court - \$91,000

RENTAL LICENSES

| <u>NUMBER</u> | <u>FACILITIES</u> | <u>UNITS</u> |
|-------------------------------|-------------------|--------------|
| Registrations Received | 8 | 15 |
| New Applications Issued | 1 | 1 |
| Total Registered Since 6/1/12 | 2967 | 8248 |
| % of Those Invoiced | 94.2 | 95.9 |

Notes: The 2012-2013 rental license renewals for 8561units in 3112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 12/7/12.

PAYMENT

| | |
|-------------------------|--------|
| Total Payments Received | \$ 750 |
| Adjustments | \$ 0 |

INSPECTIONS

| <u>TYPE</u> | <u>NUMBER CONDUCTED</u> |
|------------------------|-------------------------|
| Building | 53 |
| Electrical | 44 |
| Plumbing | 32 |
| Mechanical | 18 |
| Safety | 5 |
| Neighborhood Vitality | 24 |
| Quality of Life | 5 |
| Preventive Maintenance | 3 |
| Planning & Zoning | |

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. **Recycling Tonnage** As a result of our public relations campaign, recycling tonnage in November was 234.33 tons, the highest monthly total since the program began in April.
2. **South Prospect Street Bridge** Inspectors are evaluating this bridge using a manlift from Antietam Street. All girder welds are being tested. Many thanks to Public Works for setting up the detour to close Antietam Street to allow this important inspection to occur.
3. **Memorial Park** The grading is now complete. We finished removing the deteriorated steel I-beams from Marsh Run. Details are being finalized for a new "Memorial Park" sign.
4. **Greenawalt Park** We continue to install the pavers which should be completed by tomorrow; the park will be open this weekend.
5. **Grounds Maintenance** The current mild winter is giving us the chance to get caught up on cold-weather maintenance such as cleaning up leaves, elevating trees, stump removal, etc.

POLICE DEPARTMENT

1. **STATS**

| | | | |
|---------------------------|-------|---------------------------|---|
| Calls for Service: | 1,561 | CDS Arrest: | 2 |
| Criminal Arrest/Warrants: | 21 | DUI Arrests: | 3 |
| Moving Violations: | 16 | Search Warrants Executed: | 0 |
| Safety Repair Orders: | 12 | Field Interviews: | 3 |
| Warnings: | 45 | Parking Tickets: | 6 |

2. **REPORTS**

- **12/09/12:** A male dressed in a hoodie and mask entered the CVS located at 10 East Wilson Boulevard and approached the front desk. The male demanded cash from the clerk and then pointed a gun at her. The male was given an undisclosed amount of cash and fled on foot. A witness attempted to stop the male as he exited the store, however the suspect was able to get away. A description of the getaway car was given to police officers and the vehicle was stopped in the 1100 block of South Potomac Street. The driver and passenger were taken into custody and later charged with the robbery.
- **12/10/12:** Officer Sanders responded to Guilford Avenue for a report of a burglary. The complaint informed the officer that he had returned home after being away for a few days and found a light on in his spare bedroom which he found unusual. The owner of the home found the front door locked, a kitchen window unlocked, and the kitchen door unlocked, which is normally locked. He found the spare bedroom in disarray and items related to video games were missing. His roommate stated when he left the residence earlier in the evening all doors were locked and all lights were off. No signs of forced entry were found. No more information is available at this time.
- **12/11/12:** Officer Deavers responded to North Avenue for a report of stolen items from a vehicle. The owner of the vehicle stated she parked her van at the Sergeant Shriver Head Start Building at 837 Spruce Street. When she returned to her vehicle at 7 p.m. she found items missing. She is unsure if she locked the vehicle. There are no suspects at this time.

PUBLIC WORKS

1. **Parking System Weekly Data:**

| | | |
|-----------------------------------|----------------------|------------|
| Number of Permit Holders | A & E Deck | 185 |
| | North Potomac Deck | 317 |
| Deposit Amounts (cash sales only) | A & E Deck | \$108.75 |
| | North Potomac Deck | \$142.00 |
| Parking Meter Deposits | Central Lot | \$599.00 |
| | Antietam Lot | \$234.00 |
| | Street Meters | \$1,778.00 |
| Number of Patrons Using Decks | A & E Deck | 2,511 |
| | North Potomac Deck | 2,141 |
| Sales of Discount Coupons | | 13 |
| Number of Citations Issued | Expired Meter | 129 |
| | Handicap Violation | 6 |
| | Street Cleaning | 73 |
| | Limited Time Parking | 1 |
| | Warnings | 7 |
| | Expired Registration | 3 |
| | Other | 4 |
| Number of Cars Booted | | 1 |

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
- Fri. 12/7 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.5
 - Sat. 12/8 - 38 Wayside Avenue- total outage; customer's main breaker was tripped; Lineman reset breaker to correct problem. Time Out: 16.0-16.6
 - Sun. 12/9 - 831 Florida Avenue- total outage; transformer fuse blew; (1) 6T fuse replaced to restore power. Time Out: 7.6-9.4
 - Tues. 12/11 - 437 North Prospect Street- total outage; bird caused transformer fuse to operate; (1) 10T fuse replaced to restore power. Time Out: 16.2-17.3

2. **Distribution** Recent activity included:
- Metering Staff received no high bill complaints this week.
 - 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.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 2 | 1 | 0 | 0 |

3. **Engineering** Staff worked on the following projects:
- The Staff Engineer attended Certified Traffic Control Manager training at the Maryland State Highway Administration. This is a requirement for HLD to operate on or adjacent to State roads passing through the City.

- Staff coordinated with a consultant for Shentel Communications to audit joint attachments to HLD poles. This will verify correct billing for attachments to insure HLD is being properly compensated by Shentel for their use of HLD poles.
- The Staff Engineer assisted with proper confined space entry planning for HLD line crews.
- The Staff Engineer met with the architects and engineers working for Head Start of Washington County to discuss a commercial solar installation for their building.
- The Engineering Staff reviewed multiple electric service plans throughout the City.

4. **Administration:**

- The majority of the City's new two-way radio equipment was delivered this week. Staff will be meeting next week to discuss our implementation strategy.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|------------------------------|------------|-------------------|
| Wednesday, December 05, 2012 | 5.84 | 0.00 |
| Thursday, December 06, 2012 | 5.73 | 0.00 |
| Friday, December 07, 2012 | 5.68 | 0.08 |
| Saturday, December 08, 2012 | 5.53 | 0.01 |
| Sunday, December 09, 2012 | 6.26 | 0.26 |
| Monday, December 10, 2012 | 6.19 | 0.08 |
| Tuesday, December 11, 2012 | 5.96 | 0.00 |
| | | |
| Weekly Average/Total | 5.88 | 0.43 |
| Monthly Average/Total | 5.88 | 0.43 |

Projects

- Parkson reps and City staff installed the flow stop blocks in the flow distribution channel of the ENR filters to isolate cell #1 to allow an inspection of the 24" feed valve to that cell. It was found to be clear of any obtrusions.
- Collections pumped out the filter reject water wet well for inspection.
- We are pumping down filter cell #1 to insert a camera to check the flow distribution radials.

Miscellaneous

- Over the weekend the Filter drains Pump Station failed causing all 4 vaults to flood. This caused the Filter sample pumps to fail. We were able to get 1 of the 2 Drain Station pumps back on line and will get parts for the other unit. Both Filter Influent sample pumps were dried out and placed back in service.

Wastewater Collection System

| Activity | Districts | L. F. main | Feet of lateral | # Inspected |
|------------------|-----------|------------|-----------------|-------------|
| CCTV Inspections | 14 | 452 | 174 | 21 |
| Flushing | 8 & 18 | 5,422 | | |

Collection System Maintenance Task

- Dropped Bio-Bags throughout system to control FOG.

- Bench work configuring and testing our new Homa grinder pumps.
- The crew replaced the check valve, pipe and discharge assembly at 11018/11024 Plumwood Circle.
- Sewer calls at 427 Rhode Island and 937 Chestnut, both sites where inspected with our side being clear.
- There was a grinder pump callout at 20002 Cherry Hill Circle this weekend. The grinder pump was replaced.

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 | 0 | 1 |
| YTD | 60 | 54 | 20 | 10 | 10 | 65 | 219 |

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

Engineering:

- Staff attended a development review meeting at the County Planning Office.

Wastewater Laboratory:

- The automatic heating module that was not kicking in the run after it gets to temperature was replaced as well as a controller board. The operating software was also reinstalled. In the next few weeks we will know if these fixes have solved the warrantee problem. The changes were the possible solutions of Lachat Tech Support.
- 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> |
|-------------|----------------|------------------|--------------|
| 12/06/12 | 11.45 | | 11.45 |
| 12/07/12 | 11.38 | | 11.38 |
| 12/08/12 | 11.15 | | 11.15 |
| 12/09/12 | 11.28 | | 11.28 |
| 12/10/12 | 11.50 | | 11.50 |
| 12/11/12 | 11.90 | | 11.90 |
| 12/12/12 | 11.52 | | 11.52 |
| Average | | | 11.45 |

Water Production at R C Willson

- Operations

- Completing routine PMs.
- Performed tests at the stations.

- Maintenance

- R C Willson – Performing routine PMs.
- R C Willson – Installation of new flocculator paddles on the north sedimentation basin.

- Instrumentation

- R C Willson – Assisted with the north sedimentation basin wash.
- Pump Stations – Began the installation of UPSs at all stations.
- Pump Stations – Working on communications with the generator at Pump Station #3.

Water Production at Breichner

- The Edgemont Reservoir is currently -5.3; the bypass is closed and the hydrant is open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on meter exchanges. We repaired leaks on a 6" main on Blue Mountain Drive and on an 8" main on Pennsylvania Avenue. We are also installing the water service to the new Memorial Park.

Laboratory

- A new line on Hurricane Court was tested and found to be ok to put into service.
- Monthly THMs were collected.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

| <u>Reviews:</u> | <u>City</u> | <u>County</u> |
|-----------------|-------------|---------------|
| Site Plan | | 2 |
| Simplified Plat | 1 | |
| Building Permit | 4 | |

- Staff attended a development review meeting at the County Planning Office.

Respectfully submitted,



Bruce Zimmerman
City Administrator