

# City of Hagerstown, Maryland Status & Information Report No. 48 for 2012

December 21, 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 <b>HOLIDAY CITY OFFICES CLOSED</b>	25 <b>HOLIDAY CITY OFFICES CLOSED</b>	26	27	28	29
30	31					

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **GRAND OPENING.** The Panama Canal Restaurant, located at 40 East Franklin Street, hosted a Grand Opening/Ribbon Cutting on Wednesday, December 19, 2012 at 4 p.m. The next grand opening is on January 16, 2012 at Oak Hill Interior Design LLC and Wish Kitchen & Baths at 114 North Potomac Street. Also, staff is meeting with J&M Grill on South Potomac Street the first of the year to set a date for their 40th year of business celebration.
  
2. **A&E ANNUAL REPORT.** The City's Arts and Entertainment District Report was completed and sent to the State of Maryland by December 20, 2012. This is a requirement of designation for A&E Districts in Maryland.
  
3. **BOOK SIGNING: ARGO BY TONY MENDEZ.** A very successful book signing was held at the Washington County Arts Council, 14 West Washington Street, on December 14, 2012.  
  
 The event was 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.
  
4. **WESTERN MARYLAND BLUES FEST.** Seven contracts for the headliners of the Western Maryland Blues Fest were signed and sent this week. The first of the national ads are due to print by January 7, 2013. The poster artist winner will be announced the first of the year.

5. **HOLIDAY DECORATING CONTEST WINNER ANNOUNCED.** The Downtown Holiday Decorating Contest winner was announced at the Sunday showing of the MSO Concert this week. The Gourmet Goat won the \$500 prize and donated it to the Community Free Clinic.
6. **CITY MARKET**
  - Market vendors and customers can look forward to a flurry of activity this weekend - "Gift for You" Giveaways taking place beginning at 8 a.m. and following through until 2 p.m.; Santa visiting from 9 a.m. to 11 a.m. in Market Alley, and numerous crafty activities setup for the visiting children. This is our last week for our holiday vendors.
7. **This weeks' headlines and media releases:**
  - Reminder: Holiday Trash & Recycling, Yard Waste Program Ending
  - Advisory: Christmas Tree Collection Schedule
  - Panama Canal Restaurant Celebrates Grand Opening in City Center
8. **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
  - 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 3:00 p.m.
9. **General Communications.** Working in partnership with Technology and Support Services, Communications staff is coordinating a new option for citizens who call the City of Hagerstown and are placed on hold. Beginning in the New Year, "snippets" of public information and periods of music will be played. This includes information about Recyclebank, the Snow Angels program, Hub City 25, the City of Hagerstown on social media and parking options in City Center, just to name a few.
10. **Websites:**
  - We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!  
<http://www.youtube.com/user/CityofHagerstown?feature=watch>
  - Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) are not available this week due to the vendor's scheduled system maintenance. Analytics were not available for three days, and therefore the numbers are inaccurate.

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **New Development Case**
  - The Reserve at Collegiate Acres - Phase I - site plan for 148 apartment units.
2. **Historic District Commission:** The HDC reviewed the following items at its meeting on December 13:
  - 111 West Washington Street - Chelatow & Lobley, LLC - approved a sign and grant for a projecting sign.
  - 473 North Potomac Street - Bushey Feight Morin Architects - approved replacement of the south side porch columns, porch decking; and sunroom windows on the north side.

- 43 South Prospect Street - Thomas Driscoll - approved changing a metal roof to architectural shingles.
  - Update of re-evaluation of levels of significance in the Downtown Historic District.
  - Election of Officers for 2013 - Michael Gehr and Vicki Hrabal were re-elected as chair and vice chair respectively.
3. **Board of Zoning Appeals:** Two appeals were considered by the Board on December 19:
- 21 Willard Street - Board of County Commissioners - granted a special exception for a community/senior activities center, with the condition that the property be used as a senior center or other related community-based activities.
  - 123 West Franklin Street - Washington County Transit - granted a fence variance to allow a 10-foot fence in a mixed-use district.
4. **Code Administration Weekly Activity Report:** December 10–14, 2012

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	2	Commercial -	3	Other -	0	6
Electrical	17	Residential -	9	Commercial -	7	Other -	1	17
Plumbing	16	Residential -	13	Commercial -	3	Other -	0	16
Mechanical	7	Residential -	5	Commercial -	2	Other -	0	7
Engineering Dept.	4							4
<b>TOTAL</b>	<b>49</b>		<b>29</b>		<b>15</b>		<b>1</b>	<b>50</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 155,000.00				\$ 3,971,000.00			
Commercial	\$ 28,000.00				\$ 23,387,315.00			
Apartment	\$ 0.00				\$ 1,031,983.00			
Sign	\$ 6,500.00				\$ 157,993.00			
<b>TOTAL</b>	<b>\$ 189,500.00</b>				<b>\$ 28,548,291.00</b>			
Construct Single Family home at Collegiate Acers - \$150,000								
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	4			8				
New Applications Issued	3			3				
Total Registered Since 6/1/12	2971			8256				
% of Those Invoiced	94.3			96.0				
<b>Notes:</b> 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 12/14/12.								
<b>PAYMENT</b>								
Total Payments Received	\$ 400							
Adjustments	\$ 0							

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	50
Electrical	49
Plumbing	53
Mechanical	17
Safety	6
Neighborhood Vitality	39
Quality of Life	0
Preventive Maintenance	3
Planning & Zoning	4
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
<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
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. **Golf Course** Last Sunday was the last day of the season for golfing. The course will reopen, weather permitting, on Friday March 1<sup>st</sup>. This is done to reduce operating costs over January and February when play is virtually non-existent.
2. **Hager House** We removed all the shutters from the windows to repair and repaint. We will reinstall in a few weeks, weather permitting.
3. **POS Submittal** On January 3<sup>rd</sup>, staff is scheduled to present our POS funding requests for FY 14 to the Washington County Parks Board.
4. **Route 40 Sidewalks** Staff is bidding the installation of sidewalks on both directions of Route 40 from Bryan Place to Nottingham Road. The project is 100% State funded.
5. **Pavement Condition Survey** The first data is arriving as the field work is all complete. We received the street photographs and worked with IT to load them on the GIS server. Actual pavement condition survey data will arrive in the next couple weeks.
6. **Grounds Maintenance** Tree maintenance and stump removal continues.

**POLICE DEPARTMENT**

**1. STATS**

Calls for Service:	1,754	CDS Arrest:	1
Criminal Arrest/Warrants:	22	DUI Arrests:	2
Moving Violations:	28	Search Warrants Executed:	1
Safety Repair Orders:	12	Field Interviews:	40
Warnings:	56	Parking Tickets:	15

**2. REPORTS**

**12/13/12:** At about 2:07 am officers from the Hagerstown Police Department responded to McDonald's at 316 East Washington Street for a report of an armed robbery. Employees stated that an unknown black male entered the store wearing a ski mask, was dressed in all dark clothing and displayed a handgun. The suspect went to the safe where he removed an undisclosed amount of cash before fleeing the store in an unknown direction. Detective Kayser has been assigned to this case.

**12/16/12:** Officer Buterbaugh responded to Lynnehaven Drive in reference to a robbery that had just occurred. The victim advised that he was playing Xbox with two friends, when they heard some knocking at the door. One of the victims opened the door and an unknown black male came in, shoved him and struck him with a black revolver. At this time two more black males entered the apartment, one wearing a ski mask. The suspects then dragged the three victims into the kitchen and told them to keep their heads down. The suspects demanded money and began gathering up items and cash from the victims. The suspects were last seen running toward the basketball courts at Washington Gardens. No more information is available at this time.

**12/17/12:** Several Hagerstown Police units were dispatched to 30 North Mulberry Street for a reported home invasion. Hagerstown Police Department assisted with a K-9 track. The track began at the rear of the residence continuing to the alleyway, turning left towards East Franklin Street, and the track ended there. The track was retraced looking for evidence or found property. The officers continued to the interior of the residence taking photos and dusting for latent fingerprints. Detective Jurado has been assigned to this case.

**PUBLIC WORKS**

**Parking System Weekly Data**

		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	192	185
	North Potomac Deck	319	317
	Downtown Parking Lots	239	239
<b>Deposit Amounts (cash sales only)</b>	A & E Deck	\$134	\$109
	North Potomac Deck	\$262	\$142
<b>Parking Meter Deposits</b>	Central Lot	\$995	\$599
	Antietam Lot	\$600	\$234
	Street Meters	\$1,664	\$1,788
<b>Number of Patrons Using Decks</b>	A & E Deck	2,581	2,511
	North Potomac Deck	2,213	2,141
<b>Sales of Discount Coupons</b>		0	13
<b>Number of Citations Issued</b>	Expired Meter	116	129
	Handicap Violation	1	6
	Street Cleaning	58	73
	Limited Time Parking	5	1
	Warnings	41	7
	Expired Registration	3	3
	Designated Space	1	0
	Red Curb	1	0
	Other	1	4
	<b>Number of Cars Booted</b>		4

**Christmas Tree Collection:** Reminder for residents of the upcoming schedule for the Christmas tree collection in the city. Collection will begin on January 2, 2013. Trees must be free of tinsel, lights and ornaments of any kind. The schedule is as follows;

- January 2<sup>nd</sup> and 3<sup>rd</sup>: northwest quadrant (north of Washington Street; west of Potomac Street)
- January 4<sup>th</sup>: northeast quadrant (north of Washington Street; east of Potomac Street)
- January 7<sup>th</sup>: southwest quadrant (south of Washington Street; west of Potomac Street)
- January 8<sup>th</sup>: southeast quadrant (south of Washington Street; east of Potomac Street)
- No artificial trees will be collected. The collection is for natural trees only. More details on the collection can be viewed at [www.hagerstownmd.org](http://www.hagerstownmd.org).

**TECHNOLOGY & SUPPORT SERVICES**

1. **NEW SAVIN MULTI-FUNCTION COPIERS INSTALLED:** 19 new Savin copiers were installed over the past two weeks as part of a new lease agreement with Word Processing Services, Inc. These SAVINS perform copy, print, scan and fax operations, and replace units that recently came off a five year lease. These copiers are being leased for approximately 50% less than the previous monthly amount, and are being leased for one less year. We were able to achieve these savings by better sizing of the units to the volume of work going through the units as well as our increased emphasis on paperless processing. We were also able to provide color copy/print to departments that previously were B&W only and were still able to realize a monthly savings.
2. **“ON HOLD” PHONE QUEUE CHANGES:** A frequent challenge of the Technology Department is finding music that customers on hold for a City department or Utility Customer Service listen to during their wait. This music has been in classical, easy listening, and smooth jazz form. Starting in January, hold music will be replaced by a combination of both MUSAK type music, as well as customized messages informing customers/citizens of upcoming City events and activities provided by the Communications Department. These messages will be updated frequently to keep the information fresh. We hope this creates a mix of music and information that the citizens will be able to enjoy and use to make their time on hold more enjoyable and informative.
3. **TYLER TECHNOLOGIES EXCELLENCE AWARD NOMINATION:** The City of Hagerstown has been asked to submit information to Tyler Technologies for consideration as a “MUNIS Site of Excellence” in regard to our implementation of the MUNIS Financial System. We currently utilize 27 modules of the software to perform the full spectrum of municipal financial operations. We are one of the only customers that have this many modules in operation utilizing the same version of the software. This award has been given to only a handful of their customers, and we hope to hear a result later in the Spring of 2013.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

- |    |                              |  |
|----|------------------------------|--|
| 1. | <b><u>Problem Areas.</u></b> | Recent call-outs included:   |
|    | Fri. 12/14 -                 | Various locations- (reconnections for non-payment). Time Out: 16.0-16.3  |
|    | Sun. 12/16 -                 | 556 Liberty Street- total outage; squirrel caused transformer fuse to operate. (1) 6T fuse was replaced to restore power. Time Out: 8.4-9.0            |
|    | -                            | 591 Dual Hwy- total outage; lineworker found problem to be internal and advised customer to contact electrician for needed repairs. Time Out: 9.5-10.2 |
|    | Wed. 12/19 -                 | Various locations- (reconnections for non-payment). Time Out: 20.2-21.   |

2. **Distribution** Recent activity included:
- Metering Department received two high bill complaints this week. Upon testing, meter was found to have met all Public Service Commission requirements.
  - Line crews continue trimming trees in various residential locations.
  - Crews completed the overhead service transfer for the Bester Elementary School project in conjunction with the underground installation through Memorial Park.
  - 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
24	1	5	0

3. **Engineering** Staff worked on the following projects:
- After last month's safety training, staff reviewed tool needs to assist personnel in completing projects safely and efficiently. A safety meeting was held this week to review those topics and feedback was received.
  - Staff continues to update transformer records into the GIS environment.
4. **Administration:**
- The demolition of the building located at 28 West Church Street will be completed by the end of this week.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, December 12, 2012	5.90	0.00
Thursday, December 13, 2012	5.71	0.00
Friday, December 14, 2012	5.57	0.00
Saturday, December 15, 2012	5.54	0.00
Sunday, December 16, 2012	5.66	0.01
Monday, December 17, 2012	5.77	0.17
Tuesday, December 18, 2012	5.82	0.00
Weekly Average/Total	5.71	0.18
Monthly Average/Total	5.81	0.61

**Projects**

- Continue evaluating the filter algae solutions.
- Maintenance built and installed temporary screens in the filter influent channel to assess the volume of algae making it to the filters.
- Maintenance assisted Charlie Singer with draining and cleaning Filter Cell-1, modules 5 and 10.
- Maintenance repaired Field Drain Pump Station control panel. Installed new starter, both pumps back in service.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
Flushing	8 & 9	11,683		
Point Repairs		# of Repairs	Reason	L.F.of Repairs
Main & Lateral	7	1	Roots	12

#### Collection System Maintenance Task

- Dropped Bio-Bags throughout system to control FOG.
- Replaced grinder pump cores at 20003 and 20005 Palmwood Circle and 1509 Woodlands on Saturday.
- Replaced duplex discharge assembly at 20001/20002 Cherryhill Circle.
- Repaired lateral and replaced wye at 328 North Cannon Avenue.
- Power washed 12035, 12027, 12019 and 12022. Epoxy manholes 12030 and 12019.
- Moved storage from station 21 to collections shop.

#### 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.
- Staff attended a Utilities meeting at the Hagerstown Light Department.

#### Wastewater Laboratory

- 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>
12/13/12	11.45		11.45
12/14/12	11.09		11.09
12/15/12	11.31		11.31
12/16/12	11.08		11.08
12/17/12	11.43		11.43
12/18/12	11.42		11.42
12/19/12	11.47		11.47
Average			11.32

#### Water Production at RC Willson

##### Operations

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

##### Maintenance

- R C Willson – Performing routing PMs.

- *Maintenance*

- R C Willson – Performing routing PMs.
- R C Willson – Installation of a new submersible pump in the clearwell.

- *Instrumentation*

- R C Willson – Installed a new in-line fluoride probe.
- Pump Stations – Installed a new breaker and wire for the Kohler generator.
- Pump Stations – Relocated the Pump Station #4 generator to Station #3.

**Water Production at Breichner**

- The Edgemont Reservoir is currently -5.25'; 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 throughout the system. We are installing new services on Hurricane Court and repaired leaks on Brightwood Drive and Fountainhead Road.

**Laboratory**

- A new line on Ray Street and Mill Street was tested and found to be ok to put into service.
- Lagoon samples were collected at the Willson Plant for a discharge to the Potomac.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Building Permit	21	

- Staff attended a Development Review meeting at the County Planning Office.
- Staff attended a Utilities meeting at the Hagerstown Light Department.

Respectfully submitted,



Bruce Zimmerman  
City Administrator