

City of Hagerstown, Maryland Status & Information Report No. 1 for 2013

January 4, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JANUARY 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 HOLIDAY CITY OFFICES CLOSED	2	3	4	5
6	7	8 4pm Work Session	9	10	11	12
13	14	15 4pm Work Session	16	17	18	19
20	21 HOLIDAY CITY OFFICES CLOSED	22 7pm Regular Session	23	24	25	26
27	28	29 4pm Mayor & Council Budget Retreat	30	31		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Openings:** The next grand opening is on January 16, 2013 at Oak Hill Interior Design LLC and Wish Kitchen & Baths at 114 North Potomac Street. Also, staff are meeting with J&M Grill on South Potomac Street set a date for their 40th year of business celebration.
2. **Western Maryland Blues Bash:** The Cabin Fever Blues Bash will be held on Thursday, March 7 at 7 p.m. at the Maryland Theatre. The group featured will be Moreland & Arbuckle. More details will be forthcoming.
3. **Event Food Vendor Applications:** Staff are finalizing the food vendor applications for a number of events and will be posting them to the website soon.
4. **City Center Dollars:** DCED partnered with the Hagerstown Washington County Convention and Visitors Bureau on the City Center Dollar program. In the month of December \$2,035 City Center dollars were sold. The Dollars were offered at a special rate of 20% OFF. The City covered this discounted cost as an economic development incentive.
5. **Fundraising:** Community Affairs Office will begin fundraising campaigns for the Western Maryland Blues Fest.
6. **City Market:** Staff are working on the 2013 activities calendar for City Market and it will be finalized next week.
7. **This weeks' headlines and media releases:**

- Grant Award Will Help Residents Make Energy-Efficiency Home Improvements
- Reminder: Christmas Tree Collection Schedule
- Reminder: Yard Waste Collection Ending Until Spring 2013

8. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Getting Greener: 100+ Trees Planted in Hagerstown in 2012
 - Panama Canal Restaurant Grand Opening
- In production:
 - DCED Successes for 2012
 - Recyclebank commercial
 - Citizens Police Academy commercial
- Also airing at select times:
 - "Divided Valor: Hagerstonians in the Civil War" - Daily at 3:00 p.m.

9. **General Communications:**

- Technology and Support Services has updated the phone system to play "snippets" of public information and periods of music while callers are placed on hold. Staff will work to ensure the information is updated as appropriate. This is another way of promoting services, programs and events available to and happening in the City.

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 for the week of December 28 - January 3:
 - 4,700 visitors accessed the site and viewed over 14,000 pages.
- Top content:

▶ Home Page	4,331 views
▶ Jobs Page	795 views
▶ Stay Informed!	299 views
- Top entrances (the first page visitors accessed):

▶ Home Page	4,157 visitors
▶ Jobs Page	174 visitors
▶ Stay Informed!	49 visitors

PLANNING & CODE ADMINISTRATION DIVISION

1. **Planning Commission:** The Planning Commission will review the following matters on January 9:
 - 2012 Development Report
 - How Strong is Our Community?
 - Implementing Hagerstown's Sustainable Community Plan
2. **Historic District Commission:** The HDC held a special meeting on Thursday, December 27 and approved a proposal by The Maryland Theatre to remove the roof overhang at 27 South Potomac Street. The overhang is separating from the facade of the building and posed a safety hazard.

The HDC is scheduled to review the following on January 10:

- 116 West Franklin Street - Juwuane and JR's Café - sign grant application
- Update of Re-Evaluation of Levels of Significance in the Downtown Historic District.
- Proposed Zoning Ordinance Amendment Language for Demolition Associated with Economic Development Opportunities.

3. **Board of Zoning Appeals:** Four appeals were filed for the January 16 BZA hearing:

- 127 East North Avenue - Keann M. Durst - variance for a carport to within one foot of the side property line.
- 534 West Franklin Street - The Salvation Army - expansion of a nonconforming use to increase the number of beds for its women and children's shelter from 26 to 37 beds.
- 673 Highland Way - Paulette Crockett, t/a Golden Retreat Assisted Living - special exception for an assisted living facility and variance to reduce the required lot size for an assisted-living facility.
- 55-57 West Franklin Street - Mansoor Emral Shaool - administrative appeal of a notice of zoning violation regarding alterations made to a structure in the historic district without a Certificate of Appropriateness from the Historic District Commission.

4. **Weekly Activity Report:** December 17–28, 2012

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	4	Residential -	2	Commercial -	1	Other -	1	9
Electrical	12	Residential -	7	Commercial -	5	Other -	0	12
Plumbing	19	Residential -	12	Commercial -	7	Other -	0	19
Mechanical	7	Residential -	6	Commercial -	1	Other -	0	7
Engineering Dept.	12							11
TOTAL	54		27		14		1	58
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 117,095.00				\$ 4,088,095.00			
Commercial	\$ 676,000.00				\$ 24,063,315.00			
Apartment	\$ 492,525.00				\$ 1,524,508.00			
Sign	\$ 18,500.00				\$ 169,993.00			
TOTAL	\$ 1,297,620.00				\$ 29,845,911.00			
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	24			32				
New Applications Issued	5			6				
Total Registered Since 6/1/12	2995			8288				
% of Those Invoiced	96.2			96.8				
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 12/28/12.								

PAYMENT	
Total Payments Received	\$ 1,600
Adjustments	\$ 50
INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	84
Electrical	71
Plumbing	39
Mechanical	21
Safety	13
Neighborhood Vitality	31
Quality of Life	0
Preventive Maintenance	3
Planning & Zoning	5
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.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,354	CDS Arrest:	1
Criminal Arrest/Warrants:	10	DUI Arrests:	0
Moving Violations:	13	Search Warrants Executed:	0
Safety Repair Orders:	2	Field Interviews:	18
Warnings:	15	Parking Tickets:	13

2. **REPORTS:** On 12/31/12, a masked man entered the BP gas station at 1760 Dual Highway displaying a knife and approached the clerk behind the counter. A struggle ensued and the suspect suffered an injury to his hand. The suspect then fled out the store. Hagerstown Police responded and conducted a K-9 search and located a blood trail. Police trailed the suspect to an apartment on Edgewood Hill Circle. The suspect was subsequently arrested and transported to Meritus Medical Center where he was treated for non life threatening injuries. Upon his release from the hospital the suspect was transported to Washington County Detention Center where he was charged accordingly.
3. **OTHER NEWS/INFORMATION:** Officer Michael Kovac and Officer Scott Leeney have been selected as Officers of the Month for November 2012. Officer Kovac has been employed by the City of Hagerstown for 10 years and is currently assigned to the Uniform Patrol Division's Charlie Platoon. Officer Leeney has been employed by the City of Hagerstown for six years and is also assigned to the Uniform Patrol Division's Charlie Platoon.

On Friday, November 16, 2012, Officer Kovac and Officer Leeney were dispatched to a local gas station for a report of subjects trying to pass counterfeit currency. Officer Kovac arrived at the gas station first and advised over the police radio that the suspects had left in a vehicle. Officer Leeney alertly observed the suspect vehicle while he was on his way to the gas station and initiated a traffic stop on the vehicle. The two occupants of the vehicle were positively identified as the ones at the gas station who were believed to be attempting to pass counterfeit currency. While the officers were dealing with the occupants of the vehicle, the officers observed a large quantity of currency in the vehicle. Based on their keen observation skills, the officers were able to quickly realize that the subjects they had encountered were responsible for the armed robbery of a bank which had occurred the previous day. The suspects were subsequently arrested and charged for the bank robbery.

Based on their alert police work and keen observation skills in quickly locating and linking the two suspects to the bank robbery, Officer Kovac and Officer Leeney were chosen as the Hagerstown Police Department Officers of the Month for November 2012. The Hagerstown Police Department is proud to have dedicated officers such as Officer Kovac and Officer Leeney as two of its own and congratulates them on a job well done.

PUBLIC WORKS

1. **Parking System Weekly Data:**

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	191	191
	North Potomac Deck	319	319
	Downtown Parking Lots	239	239
Number of Patrons Using Decks	A & E Deck	1,102	2,522
	North Potomac Deck	522	1,670
Sales of Discount Coupons		0	0
Number of Citations Issued		50	176
Number of Cars Booted		7	4

* Parking meters were emptied before the Christmas and New Year holiday. No collection of the meter money has been made in the previous two weeks.

2. **Parking Deck Update:** As of Wednesday, January 2nd, the gates at both parking decks were lowered and the decks placed into normal operations. For all of December and a portion of November, the gates were raised at 4 p.m. each weekday and during the entire weekend to provide discounted or free parking during the holiday season.

3. **Winter Weather:** Three storms struck the area during the week of December 24th – 30th. The first arrived Christmas eve dumping 2.9" of snow. The second blew in the day after Christmas bringing a mix of snow, sleet, freezing rain and then rain. A total of 2.4" of snow fell that day. Finally, the third storm arrived on Saturday, December 29th leaving 2.2" of snow. Over 800 tons of salt were used between these three storms. The largest quantity was utilized during the storm on December 26th due to the icy conditions. A tally of the cost so far this fiscal year will be given in a future report. The City received a new supply of salt on Monday.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 Thur. 12/27 - Bowman Avenue and Frederick Street- Miss Utility locate; Lineworker found our facilities to be clear for the Water Division to make emergency repairs to their water main break. Time Out: 17.5-17.9
2. **Distribution** Recent activity included:
- Metering Department received no high bill complaints this week.
 - Line crews have started annual feeder inspections for Mitchell 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.

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

3. **Engineering** Staff worked on the following projects:
- Staff reviewed pole attachment agreements for all communication networks to ensure proper billing for the coming year.
 - Engineering staff continues to update and edit the electric model in GIS.
 - Engineering staff reviewed multiple electric service plans throughout the City.
4. **Administration:**
- Staff compiled the FY14 Operating budget and entered all data into MUINIS and the Annual Net Revenue calculations for the Cascades Tissue Group have been completed.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, December 26, 2012	6.47	0.77
Thursday, December 27, 2012	7.89	0.00
Friday, December 28, 2012	7.33	0.00
Saturday, December 29, 2012	7.33	0.21
Sunday, December 30, 2012	7.21	0.00
Monday, December 31, 2012	7.03	0.00
Tuesday, January 01, 2013	6.85	0.00
Weekly Average/Total	7.15	0.98
Monthly Average/Total	6.15	2.44

Miscellaneous:

- Maintenance was called in to replace the Muffin Monster #1 on the primary pumps.

Collection System Maintenance Task

- Crews replaced Grinder pumps at 11248 Eastwood Drive, 11132 Mahogany Drive and 20215 Mahogany Circle.
- Checked backup calls at 313 Radcliff Avenue, 102 West Irvin Avenue and 1114 Oak Hill Avenue. Flushed the mainline and had homeowners call plumber.
- Dropped Bio-Bags throughout system to control FOG.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	1	1	0	0	2
YTD	61	58	21	11	10	65	226

* 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:

- 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>
12/27/12	11.37		11.37
12/28/12	11.56		11.56
12/29/12	11.41		11.41
12/30/12	11.60		11.60
12/31/12	11.43		11.43
01/01/13	11.49		11.49
01/02/13	11.66		11.66
<i>Average</i>			<i>11.50</i>

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 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 repaired leaks on Bowman Avenue, Reedy Parkway and Pennsylvania Avenue.

Laboratory

- Working on monthly, quarterly, semi-annual, and annual reports to be submitted to MDE.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Simplified Plat	1	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with representatives of a developer on an existing industrial lot redevelopment.

Respectfully submitted,



Bruce Zimmerman
City Administrator