

City of Hagerstown, Maryland Status & Information Report No. 2 for 2013

January 11, 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/Anniversaries:**
 - The next grand opening is on January 16 at Oak Hill Interior Design LLC and Wish Kitchen & Baths at 114 North Potomac Street.
 - J&M Grill is celebrating their 40th Anniversary. The celebration will take place at 2:00 PM on February 12 at 816 South Potomac Street.
2. **St. Patrick's Day Run:** Staff met with Washington County Recreation and the Community Free Clinic to discuss plans for the Second Annual Run for Your Luck Event in City Center. It will occur on Saturday, March 16.
3. **2013 Capstone Exhibition:** City staff met with representatives of the Shepherd University Art Department to discuss locations available to house artwork for the 2013 Capstone Exhibitions which will be held in City Center Hagerstown on April 20. Approximately 13 students will showcase their artwork throughout Downtown Hagerstown.
4. **This Week's Headlines and Media Releases:**
 - Behind the Badge: Citizen's Police Academy
 - Oak Hill Interior Design and Wish Kitchens & Baths Get Creative in City Center
5. **Channel 25:**
Watch the City Newsroom at the top of every hour. This week's news stories include:

- Oak Hill Interior Design and Wish Kitchens & Baths Get Creative in City Center
- Citizens Police Academy Promotion
- Getting Greener: 100+ Trees Planted in Hagerstown in 2012
- Panama Canal Restaurant Grand Opening

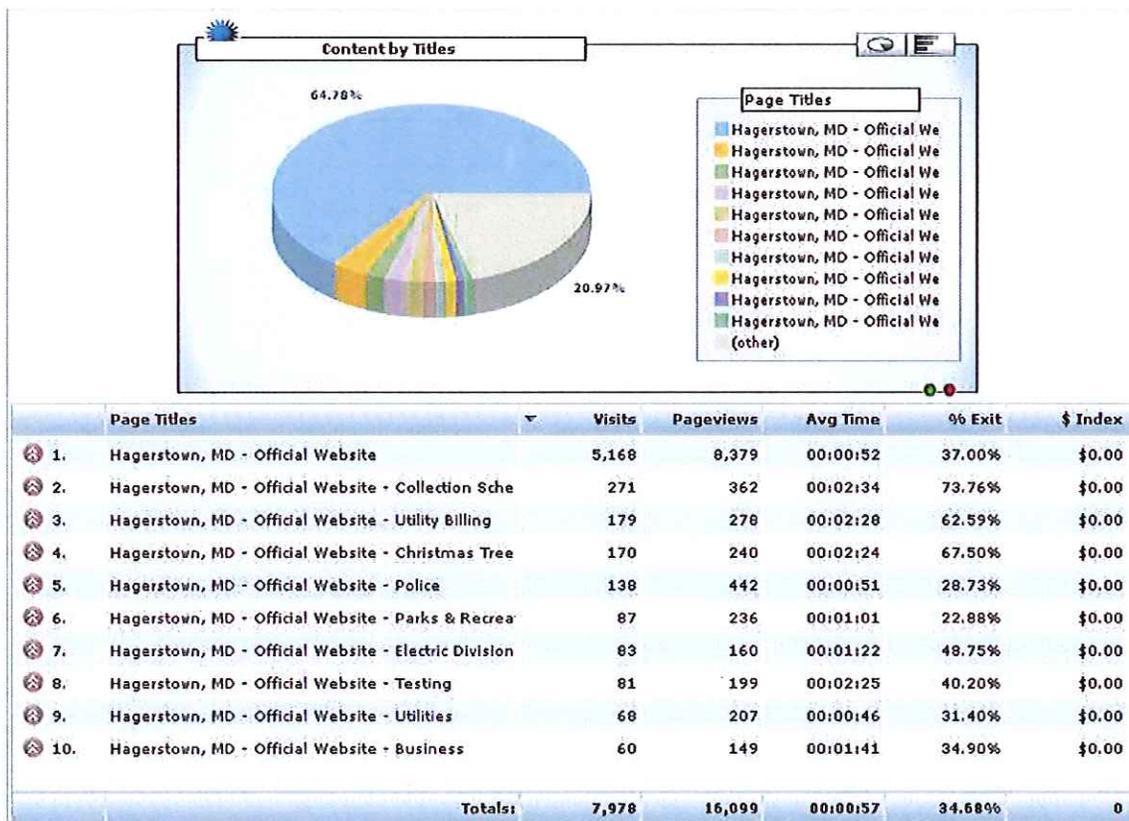
In production:

- DCED Successes for 2012
- Recyclebank commercial
- Black History Month Tribute

Also airing at select times:

- "Divided Valor: Hagerstonians in the Civil War" - Daily at 3:00 PM

6. **Websites:** Snapshot of www.hagerstownmd.org analytics:



This is a snapshot of data collected from January 1, 2013 - January 8, 2013 that shows the top content on the site. The "Visits" column indicates how many people viewed the page. The "Pageviews" column represents how many subsequent pages were viewed after the page. The "Avg. Time" indicates the average length of time a user spent viewing the page. The "% Exit" column represents how many users left the site after viewing the particular page.

Our top five pages are indicative of information the public is seeking. For example:

- ▶ Home Page: The home page is always the most viewed because it is typically the first page of the site that is accessed.
- ▶ Collection Schedules & Zones: With the New Year holiday, it is likely citizens were checking the trash and recycling collection schedule.

- ▶ Utility Billing: More citizens are paying their bills online.
- ▶ Christmas Tree Collection: This corresponds to the week that Public Works was collecting Christmas trees that were placed curbside
- ▶ Police: The Police Department is stepping up their recruitment efforts and promoting the availability of information on the website to applicants. The "Testing" page listed as #8 is another indication that applicants are looking for more information about police testing on the site.

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Development Cases:**
 - 1845 Dual Highway - Carolee Investments, LLC - minor site plan for gravel parking lot extension.
2. **Zoning Certificates Issued For New Businesses:**
 - 25 West Washington Street - Beatitudes Hair and Beauty Supply Store - retail sales of beauty supplies only (no salon services).
 - 1631 Dual Highway - Walgreen Co., d/b/a Walgreen's Store #13893 - retail drug store.
3. **Planning Commission:** On January 9 the Planning Commission discussed and made suggestions on the following reports:
 - 2012 Development Report.
 - How Strong is Our Community?
 - Implementing Hagerstown's Sustainable Community Plan.
4. **Public Input Meeting on Meritus Redevelopment Concept Plan:** The Planning Commission will host a public input session on the Meritus Redevelopment Concept Plan on January 30th at 7:00 p.m. in the Council Chamber. Meritus' consultants will present the plan and be available to explain issues affecting redevelopment of the various former hospital properties. Staff will promote the meeting to the community in hopes of gaining additional resident input on how they view the proposed concept plan and if they'd prefer alternative uses for those properties. Meritus will use this input as they work with the consultant on possible second concept plan, if warranted.
5. **Update on Maryland Preservation Award:** The City's Civil War interpretive projects (book, two documentaries, 50 interpretive plaques, walking tour map) has been selected for a 2013 Maryland Preservation Award for excellence in media and publications. The awards will be presented on January 31 at the Governor Calvert Ballroom in Annapolis at 4:30 p.m., with a reception to follow at 6 p.m. The event is open to the public but reservations must be made in advance. A good size contingent has already signed up to attend to represent the City's award . . . but the more, the merrier.
6. **Weekly Activity Report:** December 31, 2012 – January 4, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>						<u>NUMBER ISSUED</u>	
Building	3	Residential -	3	Commercial -	0	Other -	0	3
Electrical	5	Residential -	3	Commercial -	2	Other -	0	5
Plumbing	5	Residential -	5	Commercial -	0	Other -	0	5
Mechanical	0	Residential -	0	Commercial -	0	Other -	0	0
Engineering Dept.	18							19
TOTAL	31		11		2		0	32

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 11,200.00	\$ 4,099,295.00
Commercial	\$ 12,000.00	\$ 24,075,315.00
Apartment	\$ 0.00	\$ 1,524,508.00
Sign	\$ 0.00	\$ 157,993.00
TOTAL	\$ 23,200.00	\$ 29,869,111.00

RENTAL LICENSES

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	13	25
New Applications Issued	3	3
Total Registered Since 6/1/12	3008	8313
% of Those Invoiced	96.7	97.1

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 1/4/13.

PAYMENT

Total Payments Received	\$ 1,250
Adjustments	\$ 50

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	28
Electrical	23
Plumbing	11
Mechanical	3
Safety	0
Neighborhood Vitality	2
Quality of Life	0
Preventive Maintenance	1
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. 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
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. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

PARKS & ENGINEERING

1. **Memorial Park** We finished removing the steel I-beams from Marsh Run and began repairing the masonry work on the stone wall.
2. **Tree Maintenance** We are elevating and removing deadwood at City Park and Hagerstown Greens Golf Course. With more than 300 acres of parks and playgrounds, picking up leaves continues.
3. **Play Equipment Maintenance** We have been hauling in and spreading playground mulch under all our play equipment.
4. **Building Maintenance** This time of year, we repaint the interiors of all our restroom facilities.
5. Here is some information on **the Recycling Program**:
 - Since the new program started and totes were delivered in April, over 84% of the residential buildings have participated at least once (as determined from a truck reading of the chip in the tote). In November, 61% participated at least once so it remains a strong participation rate.
 - Tonnage of recyclables is averaging over 50 tons per week. Compare that to around 21 tons a week in the old program. Attached is a chart that shows the tonnage figures. November was an all-time high for collection of recyclables at 234 tons for the month.
 - Recyclebank reports that 26% of dwelling units with a tote have now signed on to the Recyclebank program and to-date have saved over \$17,000 in coupons and discounts redeemed. Recyclebank said this is 'strong' compared to their programs in other communities.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,682	CDS Arrest:	1
Criminal Arrest/Warrants:	14	DUI Arrests:	0
Moving Violations:	51	Search Warrants Executed:	0
Safety Repair Orders:	61	Field Interviews:	38
Warnings:	166	Parking Tickets:	13

2. REPORTS:

- 01/08/13: At about 5:04 p.m., Officer Briggs was sent to the parking lot of Super Buffet, 500 block Dual Highway, for a reported theft from a motor vehicle. Upon arrival Officer Briggs met the victims who were standing by their 2010 Ford F250 which had damage to the passenger side door window. The victims said they parked the truck at about 4:30 p.m. and went into the Supreme Buffet. When they came back out at approximately about 5 p.m., they noticed that someone had broken out the window on the passenger's side door. A purse had been taken from the floor of the truck. The victims already called their bank and reported the credit cards stolen. No further information is available at this time.
- 01/09/13: Officer McNew was dispatched to the construction site across from Yellow Jacket Road in reference to a theft of copper and brass. The foreman of Beazer Homes stated that copper and brass were taken from the 4th unit townhouse currently under construction. The foreman stated that this has happened twice in the past several days. It should be noted that the doors have not been installed yet and there is no way to secure the property. The foreman estimated a total of \$6,000 will be needed to make the repairs. No further leads are available at this time.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	175	191
	North Potomac Deck	283	319
	Downtown Parking Lots	329	239
Number of Patrons Using Decks	A & E Deck	1,523	1,102
	North Potomac Deck	329	522
Sales of Discount Coupons		0	0
Number of Citations Issued		154	50
Number of Cars Booted		2	7

*AFTER-HOURS CALL OUT DATA

		December	November
Street Issue	Glass, dead animal, car fire	2	2
Parking System	Deck issues	1	0
Traffic Signal	Flashing red and yellow	2	4
Traffic Signs	Missing or damaged	1	1
Building Maintenance	Garage door not operating	1	0
Fleet Maintenance	Fire truck broke down	1	0
Weather Related	Snow, ice, wind	3	0
Total		11	7

*After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Personnel may or may not be contacted depending upon the issue.

SNOW STORM DATA

Storm #	Date	Labor	Overtime	Equip. Costs	Totals
* #1	11/26/12	\$1,038	\$624	\$0	\$1,662
** #2	12/24/12	\$0	\$5,314	\$2,090	\$7,404
#3	12/26/12	\$4,710	\$5,546	\$5,150	\$15,406
** #4	12/29/12	\$911	\$10,498	\$2,990	\$14,399
Preparation & Cleanup		\$1,624	\$12	\$480	\$2,116
Salt					\$58,800
Subtotals		\$8,283	\$21,994	\$10,710	\$99,786
Vehicle & Equipment Repairs					\$34,577
Operating Supplies (shovels, gloves, etc.)					\$121
Contracted Services					\$0
Total Expenses					\$134,484
FY 12/13 Budget for Snow					\$422,700
Budget Balance					\$288,216

*Storm #1 was a forecast for snow showers and ice during the overnight hours. Three staff members were scheduled to work. Their responsibility was to salt bridges and icy surfaces as necessary. No snow or ice occurred.

**Storms #2 occurred during the Christmas holiday resulting in all overtime costs. Storm #4 occurred on a Saturday resulting in mostly overtime costs.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Sat. 1/5 - 64 Devonshire Road (area of) - Various outages; squirrel caused a transformer fuse to blow. Time Out: 7.8 – 8.4.
 - Sun. 1/6 - 832 Maryland Avenue (area of) - Various outages; squirrel caused a transformer fuse to blow. Time Out: 10.0 – 10.8.
 - 1084 Virginia Avenue - Partial outage; triplex service failed and was repaired. Time Out, 13.5 – 14.8.

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

3. **Distribution,** Recap of 2012:
 - Inspected approximately 2,408 poles and transformers.
 - Replaced 65 poles.
 - Assisted Verizon with the replacement of nine of their poles.
 - Repaired, replaced, or installed 654 street lights.
 - Installed 119 new or upgraded services, residential, and commercial.
 - Changed-out or installed 492 meters.
 - Trimmed or removed 256 trees.
 - Line-workers responded to 252 after-hour calls for service. This does not include multiple calls during storm restoration work.
 - Meter service men performed at least 75 after-hours reconnections. (Last 6 months of 2012).
 - Performed 2,168 Miss Utility locates.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
9	0	1	0

4. **Engineering** Staff worked on the following projects:
 - The Staff Engineer reviewed a plan submitted by Parks to determine what steps need to be taken for a stage to be constructed at University Plaza. The proposed stage would require re-locating a portion of the electrical service that feeds the main panel and the plaza lighting.
 - Staff continues to update and edit the electric model in GIS.
 - Staff reviewed multiple electric service plans throughout the City.

- Staff filed for annual tree trimming permit with the DNR.

4. **Administration:**

- The two-way radio project is underway. Public Works staff retrofitted obsolete radio models with the new units this week. HLD staff installed antennas at the shed as well as guy anchors at the tower on the west end. We are ironing out the bumps in the project as well as can be expected.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 02, 2013	6.83	0.00
Thursday, January 03, 2013	6.65	0.00
Friday, January 04, 2013	6.62	0.00
Saturday, January 05, 2013	6.45	0.00
Sunday, January 06, 2013	6.55	0.00
Monday, January 07, 2013	6.40	0.00
Tuesday, January 08, 2013	6.43	0.00
Weekly Average/Total	6.56	0.00
Monthly Average/Total	8.51	0.00

Miscellaneous:

- Maintenance pulled one of the Primary Sludge Pumps and took to AR&E for overhaul.
- Maintenance installed the condensate trays on the A/C units in the plant lab.
- The Activated Sludge Pumping Station HVAC system is back in service.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV	14	555	0	0
Flushing	9,14	4018	0	0

Collection System Maintenance Task

- Cleaned snow and ice from sidewalks at stations 1, 2, 3, and 26.
- Replaced snowplow skids for unit 525.
- Welded brackets on unit 593 (Construction trailer) to haul pipe.
- Replaced sideboards on dump truck unit 595.
- Cleaned sewer mains in district 9, one run in district 7 and one in 17 where a blockage occurred in manhole run 17071-17072.
- Leveled off spoil site, low-pressure pump bench work.
- Installed new baseboard heaters at stations.
- Installed bypass connection on standpipe at station # 26 to match 10-inch portable station.
- Excavated lateral 1144 Fairview Rd. for roots. Roots were approx. 12" behind curb.

Collection System Maintenance Task continued;

- Cleaned beds of units 595 and 512.

- Loaded shoring box on lowboy for excavation on Cathedral Ave.
- Grouted manhole 07014, 07189 and 07020, estimated 20 gpm.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	0	0	0	0	0	3
YTD	64	58	21	11	10	65	229

* 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 met with staff of City Engineering regarding the Route 40 sidewalk project and the Frederick Street bridge widening project.
- Staff attended a Plan Review Committee meeting at City Planning.

Wastewater Laboratory:

- First quarter metals were collected from the plant effluent. The samples are being analyzed.
- The new Lachat QuikChem 8500 continues to have minor problems. As it stands now HACH is manufacturing a new unit that will be shipped to us.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/03/13	11.70		11.70
01/04/13	11.77		11.77
01/05/13	11.64		11.64
01/06/13	11.66		11.66
01/07/13	11.86		11.86
01/08/13	12.01		12.01
01/09/13	11.79		11.79
Average			11.77

Water Production at RC Willson

- Operations

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

- Maintenance

- R C Willson – Performing routine PMs.
- R C Willson – Installation of a new external pump system in the clearwell.

- Instrumentation

- R C Willson – Working on a problem with the Trac-Vac system.
- R C Willson – Installed a new motor on the flocculator.
- R C Willson – Installed a new motor on the lime machine air collector.
- Breichner Plant – Installed new sump pumps in the clearwell.

Water Production at Breichner

- The Edgemont Reservoir is currently -6.0'; the bypass is closed and the hydrant is closed.

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 a leak on Pennsylvania Avenue and are working on several projects like the overlay on Church Street and the service changeovers on North Street.

Laboratory

- Monthly, quarterly, semi-annual, and annual reports were submitted to MDE.
- 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	1	2
Preliminary Plat		1
Building Permit	16	3

- Staff attended a development review meeting at the County Planning Office.
- Staff met with City Engineering staff to discuss details of the Route 40 sidewalk project and the Frederick Street bridge widening project.
- Staff attended a Plan Review Committee meeting at City planning.

Respectfully submitted,



Bruce Zimmerman
City Administrator

City of Hagerstown Recycling Tonnages

