

# City of Hagerstown, Maryland Status & Information Report No. 3 for 2013

January 18, 2013

To Mayor Gysberts and Members of the City Council:

<b>UPCOMING MEETINGS</b>
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<b>JANUARY 2013</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <b>HOLIDAY CITY OFFICES CLOSED</b>	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 <b>HOLIDAY CITY OFFICES CLOSED</b>	22 7pm Regular Session	23	24	25	26
27	28	29 4pm Mayor & Council Budget Retreat	30	31		

<b>DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>
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<b>BUSINESS &amp; COMMUNITY RELATIONS DIVISION</b>
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1. **Grand Openings/Anniversaries:** A grand opening was held on January 16, 2013 at Oak Hill Interior Design LLC and Wish Kitchen & Baths at 114 North Potomac Street. The next anniversary celebration event is for J&M Grill at 816 South Potomac Street. J&M Grill is celebrating their 40th Anniversary and the celebration will be held at 2 PM on February 12, 2013.
2. **Western Maryland Blues Bash:** The Cabin Fever Blues Bash will be held on Thursday, March 7 at 7 PM at the Maryland Theatre. The group featured will be Moreland & Arbuckle. More details will be forthcoming. Tickets will go on sale on January 23.
3. **Maryland International Film Festival:** Community Affairs Manager Karen Giffin joined the Maryland International Film Festival Committee as an ex-officio member. The Festival is being held in downtown on April 11, April 12 and April 13. Venues are the Maryland Theatre, Bridge of Life and Academy Theater.
4. **City Market:**
  - A year-round vendor is expanding their area at the market; Hickory Haven Farms better known as the Charlton Family will be relocating to a larger space in the center of the Market.
  - This week a local non-profit organization is setting up to provide the local community with information on bettering one's health and nutrition knowledge. Ms. Lisa Moran from Priority Partners will be at the Market from 8-11 AM. She will be distributing free information about healthy snacking, eating healthier on a budget and other great material that seemed beneficial to the local community that attends market.

- Lou Scally will be visiting our market on Jan. 26, 2013 and will be doing a live WJEJ remote.

5. **This Week's Headlines and Media Releases:**

- Citizen Input Wanted for Meritus Redevelopment Project
- Hagerstown Police Captain to Be Appointed New Chief
- Citizen's Police Academy Takes Civilians Behind the Badge

6. **Video Blasts:** Home Design Services Get Creative in City Center!

7. **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:

- Recyclebank commercial
- Black History Month Tribute

Also airing at select times:

- "Divided Valor: Hagerstonians in the Civil War" - Daily at 3:00 p.m.

8. **Websites:**

Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of January 11 - January 17:

- Web traffic was up across the board! We had 5,550 visitors who viewed over 16,000 pages.
- Top Content:
  - ▶ Home page 5,070 visits
  - ▶ Jobs page 1,629 visits
  - ▶ Calendar 179 visits
- Top Entrances (the first page of the site users accessed):
  - ▶ Home page 4,923 visits
  - ▶ Jobs page 260 visits
  - ▶ Calendar 37 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued For New Businesses:**

- 35 North Potomac Street - Kerry's Hair & Day Spa (moving from East Franklin Street)
- 640A Frederick Street - D & D Embroidery and Digital Designs, LLC - sales of personalized gifts, promotional products, etc.

2. **Historic District Commission:** The HDC reviewed the following on January 10:

- 116 West Franklin Street - Juwuane and JR's Café - approved a sign grant application
- Discussed recent survey and re-evaluation of the levels of significance for structures in the Downtown Historic District.

On January 24, the following cases will be considered:

- 57 West Franklin Street - Mansoor Emral Shaool - alterations to front facade (work has been completed)

- 60 West Washington Street - City of Hagerstown - alterations to rear facade to cover louvers and other wall openings with brick.
- 127 East North Avenue - Keann M. Durst - addition of a pre-fabricated carport along rear alley.
- 12 East Washington Street - Stitches Awning Company - replace awning material at former Durango's restaurant.

3. **Board of Zoning Appeals:** Four appeals were scheduled to be heard by the BZA on January 16; however one case was withdrawn prior to the hearing and another was postponed due to failure to follow posting requirements:
- 127 East North Avenue - Keann M. Durst - A variance was granted for a carport to within one foot of each side property line.
  - 534 West Franklin Street - The Salvation Army - The appeal for an expansion of a nonconforming use to increase the number of beds for its women and children's shelter from 28 to 37 beds was postponed until the February hearing because the applicant did not post the subject property in accordance with state law.
  - 673 Highland Way - Paulette Crockett, t/a Golden Retreat Assisted Living - A special exception for an assisted living facility and a variance to reduce the required lot size for an assisted-living facility were granted.
  - 55-57 West Franklin Street - Mansoor Emral Shaool - The applicant withdrew his application for an 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. **Code Administration Weekly Activity Report:** January 7-11, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	4	Commercial -	3	Other -	0	5
Electrical	12	Residential -	3	Commercial -	9	Other -	0	12
Plumbing	10	Residential -	8	Commercial -	1	Other -	1	9
Mechanical	7	Residential -	3	Commercial -	3	Other -	1	7
Engineering Dept.	17							15
<b>TOTAL</b>	<b>53</b>		<b>18</b>		<b>16</b>		<b>2</b>	<b>48</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 12,700.00				\$ 4,111,995.00
Commercial				\$ 0.00				\$ 24,075,315.00
Apartment				\$ 12,000.00				\$ 1,536,508.00
Sign				\$ 3,500.00				\$ 173,493.00
<b>TOTAL</b>				<b>\$ 28,200.00</b>				<b>\$ 29,897,311.00</b>
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	9			22				
New Applications Issued	5			5				
Total Registered Since 6/1/12	3017			8335				
% of Those Invoiced	96.9			97.3				

**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 1/11/13.

**PAYMENT**

Total Payments Received	\$ 1,100
Adjustments	\$ 0

**INSPECTIONS**

<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	42
Electrical	43
Plumbing	56
Mechanical	25
Safety	5
Neighborhood Vitality	26
Quality of Life	6
Preventive Maintenance	3
Planning & Zoning	2

**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**

- Deerfield Knolls** Off North Burhans Boulevard, another land development abandoned due to the economy, staff worked with the bank holding the surety to remove all the silt fence and stabilize the site. Over 4,000 lbs. of super-silt fencing was removed. Grass seed was planted and protected by straw where needed. We will now release the surety and close this project.
- Memorial Park** We finished repairing the masonry work on the Marsh Run stone wall where the parking surface was removed. When the nurseries open for the season and grounds conditions permit, we will landscape.

3. **Recreation Promotions & Services Coordinator** Staff received over 100 applications for this position. In the end, we have offered the position to Amy Riley. Amy served in the City of Frederick's Recreation Department and served as an event coordinator there for 12 years. We are excited to get our recreation promotions back on track.
4. **Maintenance** We continue to elevate and remove deadwood at City Park and Hagerstown Greens Golf Course; we will then move on to Pangborn Park. With more than 300 acres of parks and playgrounds, picking up leaves continues. We have been hauling in and spreading playground mulch under all our play equipment. This time of year, we repaint the interiors of all our restroom facilities.

<b>POLICE DEPARTMENT</b>
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1. **STATS**

Calls for Service:	1,647	CDS Arrest:	0
Criminal Arrest/Warrants:	22	DUI Arrests:	2
Moving Violations:	53	Search Warrants Executed:	1
Safety Repair Orders:	19	Field Interviews:	54
Warnings:	93	Parking Tickets:	7

2. **REPORTS**

- **01/11/13:** The Hagerstown Police Department responded to High Street for a report of a robbery that just occurred. The victim stated she was standing outside her residence when a black male and two black females approached her. She further stated the male suspect grabbed her by the throat and pushed her against the brick wall and snatched her purse from her hands. He fled down an alleyway along with the two females. No further information is available at this time.
- **01/13/13:** HPD officers were dispatched to Little Elliott Drive to investigate a home invasion. Detective Ackerman was contacted and directed to respond to HPD to assist with the investigation. Items were collected and submitted to HPD evidence. The investigation is continuing.

3. **OTHER NEWS/INFORMATION**

- Officer Edward Plummer has been selected as the Officer of the Month for December 2012. Officer Plummer has been employed by the City of Hagerstown for six years and is currently assigned to the Uniform Patrol Division's Baker Platoon.

On December 19, 2012, Officer Plummer was on patrol when he observed a vehicle which had been identified as a suspect vehicle in an attempted burglary which occurred earlier in the evening. Officer Plummer initiated a traffic stop on the vehicle. The driver was subsequently arrested and several items of evidence were located in the vehicle. The arrest eventually led to the discovery and arrest of a ring of subjects involved in an armed robbery and numerous burglaries throughout Hagerstown and Washington County.

Based on his alert police work, Officer Plummer was selected as the Hagerstown Police Department Officer of the Month for December 2012. The Hagerstown Police Department is proud to have dedicated officers such as Officer Plummer as one of its own and congratulates him for a job well done.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	176	175
	North Potomac Deck	287	283
	Downtown Parking Lots	375	329
<b>Number of Patrons Using Decks</b>	A & E Deck	1,866	1,523
	North Potomac Deck	1,522	1,047
<b>Sales of Discount Coupons</b>		1,000	0
<b>Number of Citations Issued</b>		234	154
<b>Number of Late Payment Notifications</b>		76	0
<b>Number of Cars Booted</b>		4	2

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
<b>DCED</b>	2	0
<b>Fire</b>	4	5
<b>Light</b>	0	2
<b>Parks &amp; Engineering</b>	4	1
<b>Police</b>	7	7
<b>Public Works</b>	11	5
<b>Water</b>	4	7
<b>Wastewater</b>	2	6
<b>Weekly Totals</b>	34	33

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

**Christmas Tree Collection:** The collection of Christmas trees began early in the new year. Over 800 trees have been picked up and chipped into mulch by the staff. Residents may still contact the Department at 301.739.8577, Ext. 178 if they have a tree to be collected.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:  
 Sun. 1/13 - 250 South Walnut Street- pole damaged; pole struck in vehicle accident was found to belong to Verizon. Time Out: 6.5-7.5
2. **Distribution** Recent activity included:
  - Metering Department 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.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
18	0	0	0

3. **Engineering** Staff worked on the following projects:
- The Staff Engineer began creating bid documents for the 2013 EmPOWERING MD grant program.
  - Cost estimates were obtained for necessary safety equipment purchases.
  - Staff continues to update and edit the electric model in GIS.
  - Staff reviewed and designed multiple electric service plans throughout the City.
  - Staff reviewed proper hydraulic fluids for HLD line trucks to assure they comply with manufacturer specifications.
  - The Staff Engineer reviewed and recommended for purchase new hardware for HLD's high voltage electrical infrastructure.
  - The Staff Engineer reviewed lighting products for amendments to the decorative lighting in City Center.
  - Staff prepared for and held HLD's monthly safety meeting to cover Hazard Communication.
4. **Administration:**
- Staff completed and submitted information requested by FEMA for our efforts to restore electric service during hurricane Sandy.
  - Staff completed and submitted the 2013 Annual Cost Adjustment (ACA) calculation for review and approval by the Maryland Public Service Commission (MDPSC). This adjustment will be applied to the monthly Purchase Power Adjustment (PPA) to reimburse customers any overcharges that took place the previous year.
  - Staff completed and submitted the Hagerstown Light Department usage summary for calendar year 2012 to the MDPSC for the purposes of evaluating our load reduction for the EmPower Maryland program.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 09, 2013	6.33	0.00
Thursday, January 10, 2013	6.22	0.00
Friday, January 11, 2013	6.35	0.19
Saturday, January 12, 2013	6.19	0.00
Sunday, January 13, 2013	6.22	0.00
Monday, January 14, 2013	6.29	0.09
Tuesday, January 15, 2013	6.63	0.47
Weekly Average/Total	6.32	0.75
Monthly Average/Total	6.47	0.75

**Miscellaneous:**

- On Sunday morning at about 6:00 am the plant experienced a power flicker, the plant operations were restored in a timely manner.
- On Sunday 01/13/2013 maintenance was called in to repair the plant polymer system pump.
- AR&E were on site to remove #1 ASPS RAS pump to install mechanical seals as part of an ongoing maintenance project.

- Maintenance took Primary Sludge Pump # 1 to AR&E for repair. Unit rebuilt, reinstalled and back in service.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	2, 17, 22	256	16	1
Flushing	9,10	3,275	0	0
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Lateral Only	3	2	Roots	36.5

**Collection System Maintenance Task**

- Backup at 1000 Beechwood Drive cleaned main & CCTV service connection, owner has blockage in private building sewer.
- Grease blockage at Foxshire Plaza in private sewer, cleaned to prevent SSO.
- Replaced #1 check valve limit switch station and cleaned pressure transducer at station 18.
- Cleaned wet wells at stations 2, 5 and 26.
- Finished cleaning district 9, started 10, one reach on the 400 block South Potomac Street, inspected a couple taps on Cathedral Avenue.
- CCTV 215 North Colonial Drive; roots in service and building sewer.
- CCTV 1515 Dual Hwy service connection and part of building sewer; problem on owner.
- Inspected 12 grinder pumps, 10 on Eastwood Drive, two on Parkwood Drive
- Inspected one reach in district 1 and all laterals on it, showed owner at 1000 Beechwood Drive where his building sewer clogged.
- Grinder call late at 11117 Parkwood Drive replaced pump core.
- Installed Bio-Bags throughout infrastructure to control FOG.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	6	1	1	1	0	2	11
YTD	6	1	1	1	0	2	11

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

**Engineering:**

- Staff met with a consultant and commercial developer regarding final approval of a P.U.D. site plan.
- Staff resumed preparation of the contract documents for the Pump Station # 12 sewer interceptor.

**Wastewater Laboratory:**

- Staff attended a meeting with Gannett Fleming to discuss findings from the local limits study.
- A sampler was set and a sample collected from Berwick Offray manufacturing as part of the industrial discharge program.
- 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>
1/10/13	11.96		11.96
1/11/13	11.66		11.66
1/12/13	11.61		11.61
1/13/13	11.73		11.73
1/14/13	11.58		11.58
1/15/13	11.59		11.59
1/16/13	11.48		11.48
Average			11.65

**Water Production at RC Willson**

*- Operations*

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

*- Maintenance*

- R C Willson – Performing routine PMs.
- R C Willson – Assisted with generator maintenance.

*- Instrumentation*

- R C Willson – Worked on a problem with the Trac-Vac system.
- R C Willson – Installed new ups batteries.
- R C Willson – Worked on a problem with the flocculators.

**Water Production at Breichner**

- The Edgemont Reservoir is currently -0.0'; the bypass is open 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. Service changeovers on North Street have been completed and we are working on Church Street and Morningside Drive for the upcoming overlay. We also repaired a leak on Reedy Parkway.

**Laboratory**

- 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	3	5

- Staff met with a consultant and commercial developer regarding final approval of a P.U.D. site plan.
- Staff attended a pre-bid meeting for the Willson Water Treatment Plant Phase IV upgrade construction.

Respectfully submitted,



Bruce Zimmerman  
City Administrator