

City of Hagerstown, Maryland Status & Information Report No. 4 for 2013

January 25, 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 Opening/Anniversaries:**
 - A grand opening of the new offices and classrooms at 60 West Washington St. of the University System of Maryland at Hagerstown will be held on Monday, February 4 at 4 p.m.
 - J&M Grill will celebrate their 40th Anniversary on February 12 at 2 p.m.

2. **Volunteer Day:** The City of Hagerstown partnered through a sponsorship with Volunteer Washington County (VWC) for Washington County's 2nd Annual MLK Day of Service and Celebration on January 21, 2013. This year Volunteer Washington County hosted an MLK Day Business Basketball Tournament, sponsored jointly with Memorial Recreation. Proceeds will help fund the construction of an outdoor basketball court at Memorial Recreation and support volunteer efforts throughout the year. They had eight teams, six sponsors and hundreds of spectators. Also, an electronics recycling program was held and they recycled 35,000 lbs of electronics in five hours which will help fund 167 hours of job training at Goodwill.

3. **Fourth Annual Black History Month Celebration at the Maryland Theatre.** Friends of the Doleman Black Heritage Museum are presenting its Fourth Annual Black History Month Celebration at the Maryland Theatre on February 23, 2013 at 3 p.m. This year the Master of Ceremonies is Hagerstown native Minister Eric Rollins. The African-American inductees of the Washington County Hall of Fame will be honored. The concert features Bowie State University Gospel Choir. Tickets are \$10 and can be purchased at the Maryland Theatre Box Office. The City of Hagerstown and the Hagerstown Washington County Convention and Visitors Bureau are helping by being an advertising sponsor.

4. **Contemporary School for the Arts:** The City of Hagerstown was a media sponsor for the Contemporary School for the Arts Dr. Martin Luther King Day Celebration which was held on January 15. The event had four guest speakers and a solo pianist from the Barbara Ingram School for the Arts.
5. **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. Displaying some of the country's most compelling new sounds in roots-blues, this trio captures the visceral spirit of the early 20th century Delta blues and the raw energy of post-World War II urban blues, while distilling it all into a hard-driving and powerful garage-rock, stripped-down configuration of drums, harmonica and guitar – often a four-string “cigar box” guitar consisting of three guitar strings and one bass string. Moreland & Arbuckle showcase the strong songwriting and emotionally intense delivery that blues fans just love. Tickets are on sale now and are \$10.
6. **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. We are reviewing a new route so that participants do not overlap each other. Also, staff are coordinating with City Center businesses to communicate various specials to the participants.
7. **City Market:**
 - Lou Scally of WJEJ will be visiting the Market with "Live with Lou" on January 26 from 8:30-10 a.m.
 - City staff and vendors are preparing for "We Love Our Customers" on Saturday, February 9 - this is a fun day of appreciation for our vendors. This year we will have a Winter Taste of the Market, giveaways for our customers and an expanded children's area in Market Alley.
 - The Market will begin having the interior painted and scheduled through the Public Works department, and staff is coordinating directly with vendors on paint schedule
8. **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:
 - “Experience City Center” commercial
 - Recyclebank commercial
 - Black History Month Tribute
 - Also airing at select times:
 - “Divided Valor: Hagerstonians in the Civil War” - Daily at 3:00 PM.
9. **Websites:**
 - Mayor & City Council meetings are now available ON DEMAND on YouTube! Staff is currently developing a process for consistency and will be promoting the availability of the meetings once that process is fine-tuned within the next few Council meetings.
 - Watch the January 15th meeting here:
http://www.youtube.com/watch?v=Abt_zO7SknE&list=PLJXxCe9GA2fEf4TIVzTH2O-kFJIS8VVgQ&index=1

- Staff also re-configured the City of Hagerstown YouTube channel to offer different categories. See the channel's home page here: <http://www.youtube.com/user/CityofHagerstown>
- Website analytics for www.hagerstownmd.org for the week of January 18 - January 23:
 - Over 5,000 people accessed the site and viewed over 13,600 pages
 - Top Content:
 - ▶ Home page 4,728 visits
 - ▶ Jobs page 755 visits
 - ▶ Calendar 214 visits
 - Top Entrances (the first page of the site users accessed):
 - ▶ Home page 4,566 visits
 - ▶ Jobs page 171 visits
 - ▶ Calendar 44 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
 - 1720 Dual Highway - Hagerstown Drive In, Inc., d/b/a Checkers - fast food restaurant
2. **Planning Commission:** The Planning Commission will entertain public comments on Meritus' Draft Redevelopment Concept Plan at its regular meeting on January 30.
3. **Code Administration Weekly Activity Report:** January 14–18, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	4	Commercial -	1	Other -	0	5
Electrical	21	Residential -	9	Commercial -	11	Other -	1	20
Plumbing	13	Residential -	10	Commercial -	1	Other -	2	14
Mechanical	4	Residential -	1	Commercial -	3	Other -	0	4
Engineering Dept.	11							12
TOTAL	54		24		16		3	55
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential	\$ 51,600.00				\$ 4,163,595.00			
Commercial	\$ 533,000.00				\$ 24,608,315.00			
Apartment	\$ 0.00				\$ 1,536,508.00			
Sign	\$ 0.00				\$ 173,493.00			
TOTAL	\$ 584,600.00				\$ 30,481,911.00			
Install solar panels on the roof of Hamilton Nissan at 1929 Dual Highway - \$530,000 Interiors renovations of existing double house at 499-499 ½ Mitchell Avenue - \$40,000								
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	6			9				
New Applications Issued	2			2				
Total Registered Since 6/1/12	3023			8344				
% of Those Invoiced	97.1			97.4				
Notes: The 2012-2013 rental license renewals for 8,561 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	\$ 450							
Adjustments	\$ 0							

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	58
Electrical	51
Plumbing	36
Mechanical	20
Safety	2
Neighborhood Vitality	56
Quality of Life	5
Preventive Maintenance	3
Planning & Zoning	4
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. **University Plaza Stage** We started removing brick from the area where a new stage will be constructed. The next step is to have the electric service relocated out from under the future stage.
2. **South Prospect Street Streetscape** Work has slowed greatly due to the weather. At this point, 95% of the brick work is complete and about 40% of the tree boxes are installed. All the new trees are in place.
3. **Frederick Street Culvert** Staff has completed the design and we plan to put this project out to bid in the next week. The project, located near the wastewater treatment plant, has been discussed for many years. The project will eliminate the pinch point in the street and extend and complete the sidewalk system.
4. **Burhans Boulevard Bridges** Staff hosted the final review meeting with State Highway and the design team. We hope to have this \$2,000,000+ project out to bid in April after we work through the final steps of the Federal Aid process.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,635	CDS Arrest:	2
Criminal Arrest/Warrants:	18	DUI Arrests:	2
Moving Violations:	* Not Available	Search Warrants Executed:	0
Safety Repair Orders:	* Not Available	Field Interviews:	4
Warnings:	* Not Available	Parking Tickets:	2

* The traffic system is currently down and unable to get accurate numbers for Moving Violations, Safety Repair Orders, and Warnings. Correct numbers will be provided in next week's report.

2. REPORTS

- ▶ A warrant has been issued for Jesse Lee Gibson, a 27 year old white male from West Virginia, for the robbery at Rite Aid drug store on 1/21/13. Charges issued include two counts of robbery and theft. The suspect is currently in custody in West Virginia on separate robbery charges and an outstanding arrest warrant.
- ▶ The AC&T gas station located at 745 Frederick St has been robbed on three occasions in January: 1/9, 1/18 and 1/23. On all three occasions one or more masked males entered the store after 8 p.m. and demanded money. No injuries were reported and no handguns were used during the crimes. HPD has met with store management and crime cameras have been installed in the area. The investigations into the incidents are on-going.
- ▶ Brian Keith Thomas Jr., a 21 year old black male from Hagerstown, has been charged with two robberies. The first robbery occurred on 1/11/2013 at 10:35 p.m. at High and Church Streets. The second robbery occurred on 1/23/2013 3:49 p.m. in the area of Franklin Street and Burhans Boulevard. Thomas has been charged with robbery, assault and theft.

3. **Congratulations to Mark Holtzman.** The Hagerstown City Council and the City Administrator confirmed the appointment of Mark Holtzman as the Department's Chief of Police. The ceremony took place Tuesday, January 22nd at 7 p.m. in the Council Chamber at City Hall. The ceremony included a reception on the 2nd floor outside the Chamber. Mark Holtzman was Acting Chief for four months and appreciated the support from the City Council, other City staff, and the Police Department during this time. We wish Chief Holtzman the best as he continues his police career serving the Department, as well as the community.
4. **Congratulations to Officer Andrew Eichelberger:** Officer Andrew Eichelberger, an employee of the Hagerstown Police Department, received an Associate's Degree from the Community College of Allegheny County in Fire Science Administration. He would like to thank his family, his girlfriend Megan, friends, classmates, and academy staff for their support throughout the academy. He has been assigned to the Baker Platoon at the Hagerstown Police Department.
5. **Crime-Free Multi-Housing Program:** The Police Department continues to expand its Crime-Free Multi-Housing program designed to improve the quality of life for residents living in apartment complexes in the City of Hagerstown. The voluntary program involves a significant commitment from the property owners who are required to meet the standards of the department's Crime Prevention Through Environmental Design (CPTED) program, management training for tenant screening and a lease addendum specific to criminal activity.

Early reports from management, at the Bradford Apartments, remains positive since their acceptance in to the Crime-Free program last year. A full report will be released soon detailing their experience in the program. The encouraging news this week comes from the Courtland Manor apartments in the North end who are also working with Officer Kendle to achieve the Crime-Free Certification. They are still in the early phases of the program but recently sent notice to all their tenants of their intent to join the program and the mandatory adoption of the Crime-Free Lease Addendum. We will keep you posted on the program as it develops this year.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	176	176
	North Potomac Deck	295	287
	Downtown Parking Lots	375	375
Number of Patrons Using Decks	A & E Deck	1758	1,866
	North Potomac Deck	1472	1,522
Sales of Discount Coupons		0	1,000
Number of Citations Issued		213	234
Number of Late Payment Notifications		54	76
Number of Cars Booted		0	4

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	2
Fire	1	4
Light	2	0
Parks & Engineering	0	4
Police	4	7
Public Works	5	11
Water	4	4
Wastewater	4	2
Weekly Totals	21	34

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.

Public Square Clock: Staff was able to make repairs to the R. Bruce Carson's clock located in Public Square. An adjustment pin had broken. Staff was able to repair the pin, making time adjustments to the clock possible again. Public Works staff has assumed all responsibilities for the clock.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

- Problem Areas.** Recent call-outs included:

 - Thur. 1/17 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - Sat. 1/19 - 500 Mitchell Avenue- total outage; customer's main breaker was tripped; the breaker was reset to restore power. Time Out: 9.8-10.3
 - Sun. 1/20 - 229 Summit Avenue (rear)- tree on line; tree limb removed and 100 amp cutout replaced to correct problem. Time Out: 16.7-17.9
 - Tues. 1/22 - 37-39 West Side Avenue- partial outage; lineman replaced connector to correct problem and restore power. Time Out: 2.7-5.0
 - 433 George Street- total outage; (1) 100 amp cutout replaced to correct problem and restore power. Time Out: 5.7-7.0
 - 252-254 Frederick Street- reconnect service following emergency repairs to gas main break. Time Out: 16.0-16.4

2. **Distribution** Recent activity included:

- Metering Staff received three high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
- 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
12	0	1	0

3. **Engineering** Staff worked on the following projects:

- The Staff Engineer coordinated work projects and distribution operations in the absence of the Distribution Superintendent.
- Engineering staff continues to update and edit the electric model in GIS.
- The Engineering staff reviewed and designed multiple electric service plans throughout the City.

4. **Administration:**

- Staff completed and submitted data response number 1 to the Maryland Public Service Commission Case 9505(g) for their review.
- Staff completed review of RFP specifications for (1) a Solar Project land lease at the Breichner Water Production Plant and (2) Demand Response participation on the PJM transmission grid using the generator at the Willson Water Production Plant. We expect these to be advertized in the first part of February.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 16, 2013	9.56	0.46
Thursday, January 17, 2013	8.46	0.00
Friday, January 18, 2013	7.92	0.00
Saturday, January 19, 2013	7.56	0.00
Sunday, January 20, 2013	7.32	0.00
Monday, January 21, 2013	7.25	0.00
Tuesday, January 22, 2013	7.02	0.00
Weekly Average/Total	7.87	0.46
Monthly Average/Total	6.91	1.21

Miscellaneous:

- No major maintenance or special projects this week.

Wastewater Collection System

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1, 11	563	164	7
Flushing	10, 11	3,275		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	3	1	Roots	10
Main & Lateral	11	1	Broken Pipe	12

Collection System Maintenance Task

- Replaced 10' of lateral 12917 Cathedral Avenue for roots.
- Repaired ceiling at pump station 17 where we has removed exhaust fans during roof replacement.
- Painted racks we built to haul pipe on construction trailer.
- Emergency main line repair completed at 817 Maryland Avenue. Our crew replaced collapsed wye and 90' of 12" main line, cold patched and picked up the plates.
- Topsoil 12917 Cathedral Avenue, seeded and straw.
- Moved 10" and 12" pipe from pole barn to drying beds and pushed off fill site.
- Replace grinder pump at 11117 Parkwood Drive.
- Completed control work at pump station 8, both stainless steel cutlers removed.
- Starting prep work for new soft starts, controls and float work at pump station 24.
- Still investigating check valve issue at pump station 18.

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	1	2
YTD	7	1	1	1	0	3	13

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

Engineering:

- Staff met with a Collegiate Acres consultant regarding future development plans for additional wastewater infrastructure.

Wastewater Laboratory:

- The final draft of Gannett Fleming's Local Limits study was received and reviewed.
- A sampler was set and a sample collected from Mack Truck as part of the industrial discharge program.
- 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>
1/17/13	11.56		11.56
1/18/13	11.59		11.59
1/19/13	11.49		11.49
1/20/13	11.35		11.35
1/21/13	11.69		11.69
1/22/13	12.46		12.46
1/23/13	12.22		12.22
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 – Replaced a screen assembly on the traveling intake screen.
- R C Willson – Installed new screens on the lime machines.

- Instrumentation

- R C Willson – Worked on a problem with the flocculator variable frequency drives.
- R C Willson – Replaced a screen assembly on the traveling intake screen.
- Pump Stations – Installed new ATI chlorine analyzers at stations #2 and #3.

Water Production at Breichner

- The Edgemont Reservoir is currently -0.5'; 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. We also repaired a leak on Pennsylvania Avenue and are working on a leak on Northern Avenue. With the cold temperatures, we are getting a few frozen meter calls and are expecting more.

Laboratory

- The proposals for the upcoming R C Willson Phase IV improvements have been received and are being evaluated.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

- Staff met with a Collegiate Acres consultant regarding future development plans for additional water infrastructure.
- Staff met with a consultant regarding final approval of a commercial redevelopment site plan.

Respectfully submitted,



Bruce Zimmerman
City Administrator