City of Hagerstown, Maryland
Status & Information Report No. 7 for 2013

February 15, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

FEBRUARY 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 4pm Work Session	6	7	8	9
10	11	12 4pm Work Session	13	14	15	16
17	18 HOLIDAY CITY OFFICES CLOSED	19 2pm Joint Meeting with Board of Education @ BOE Central Office 4pm Joint Meeting with County Commissioners @ Council Chamber	20	21	22	23
24	25	26 7pm Regular Session	27	28		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**:
   - A 40th Anniversary event was held for J&M Grill this week at their restaurant at 816 South Potomac Street.
   - Please mark your calendars for the Grand Opening/Ribbon Cutting of Beatitudes Hair & Beauty Supply Store, LLC at 25 West Washington Street in City Center on Saturday, March 2 at 9 a.m. The owners are Helen and Alex Tineo.

2. **Western Maryland Blues:** 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 4-string "cigar box" guitar consisting of 3 guitar strings and 1 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.

3. **Fundraising**:
   - The fundraising campaign for the Western Maryland Blues Fest is underway. A number of companies have completed their sponsorships forms. The committee is working to make sure that all potential donors are contacted.
   - Staff is working with the Dog Park committee on fundraising for the new facility.

4. **City Market**:
   - City Market is going wireless. Staff are working with Information Technology staff to have wireless internet service for our customers. This service will be available soon. It will be on the technology grid but on the City system. It will be automatic and it will come up as City Market.

   - The Walz Family is becoming a City Market Vendor effective March 2. They are a local commercial meat vendor and sell a variety of pork, chicken, beef and lamb.

   - Painting has commenced at City Farmers Market. Public Works is doing a great job and it is looking very nice. They are painting the inside of the building section by section so that we can continue to be open on Saturdays.

5. **This Week's Headlines and Media Release:**
   - Moreland and Arbuckle Rock the Maryland Theatre for Cabin Fever Blues Bash!

   - Man Faces Charges in West Antietam Street Fire

   - Portion of West Antietam Street to Remain Closed After Fire

   - City Firefighters Extinguish Two Blazes Overnight

   - J&M Grill Celebrating 40 Years in Business!

   - E-casts:
     - Good News, Hagerstown!

     - BluesFest Sponsorship Packages

     - Cabin Fever Blues Bash

   - Video Blasts:
     - WATCH THIS!!! USMH Celebrates Grand Opening of Offices, Classrooms

6. **Channel 25:**
   - Watch the City Newsroom at the top of every hour. This week's news stories include:
     - USMH Celebrates Grand Opening of Offices, Classrooms

     - 2013 Blues Fest Poster Artist is BISFA Student

     - Experience City Center Promo

     - Citizens Police Academy Promotion

   - In production:
     - Black History Month Tribute

     - City Earns Maryland Preservation Award

     - Cabin Fever Blues Bash Preview

   - Also airing at select times:
     - "Divided Valor: Hagerstonians in the Civil War" - Daily at 3 p.m.

7. **Websites:**
   - **YouTube:**
     - Mayor & City Council meetings are now available ON DEMAND on YouTube!

     - Watch the February 12 meeting here: http://youtu.be/Ewh5mRx65Pg

8. **City Website:**

- Website analytics for www.hagerstownmd.org for the week of February 7 - February 13:
  - Web traffic for the week was average, with nearly 5,400 people accessing the site and viewed over 13,300 pages.

- Top Content:
  - ▶ Home page 4,979 visits
  - ▶ Jobs page 745 visits
  - ▶ Calendar 192 visits

- Top Entrances (the first page of the site users accessed):
  - ▶ Home page 4,831 visits
  - ▶ Jobs page 180 visits
  - ▶ Calendar 49 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses**
   - 433 Stratford Avenue – Complete Plumbing Services, LLC – home work station for a plumbing contractor.

2. **New Development Cases:**
   - 128-130 East Baltimore Street – The Wells House, LLC – parking lot improvements.

3. **Planning Commission**: The Planning Commission discussed the following matters at its monthly workshop meeting on February 13:
   - 354 East Washington Street – Workshop regarding site improvements necessary for converting existing building to a walk-up Italian Ice sales location. This is the former Hub City Shippers building. Commission members encouraged staff to help this project move forward. A minor site plan will be required and the tenant is willing, but the property owner is not at this time. A possible arrangement could be "delayed compliance" to an agreed upon date and if not implemented, a zoning violation notice would be issued to the property owner.

   - Results of staff survey on downtown employment opportunities were presented and discussed.

   - Staff reviewed and presented highlights of the Sage Report, *Developing an Arts, Entertainment, and Education Cluster in Washington County, Maryland.* The depressed demographic data was discussed at length.

   - The Commission discussed the BZA case to expand the Salvation Army homeless shelter in the West End and, due to the demographic challenges in that neighborhood, whether this expansion would be worse in this neighborhood than in another similarly zoned area. The commission decided not to comment to the BZA, since the demographic issues of the city are a bigger issue that needs to be tackled with a more comprehensive plan of action.

4. **Weekly Activity Report:** February 4–8, 2013

PERMITS								
TYPE	**NUMBER OF NEW APPLICATIONS**							**NUMBER ISSUED**
Building	3	Residential -	1	Commercial -	1	Other -	1	9
Electrical	15	Residential -	9	Commercial -	6	Other -	0	15
Plumbing	8	Residential -	5	Commercial -	1	Other -	2	8
Mechanical	10	Residential -	6	Commercial -	2	Other -	2	10
Engineering Dept.	3							3
TOTAL	39		21		10		5	45

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	$ 239,400.00	$ 4,419,135.00
Commercial	$ 71,500.00	$ 24,682,215.00
Apartment	$ 300.00	$ 1,552,308.00
Sign	$ 6,500.00	$ 179,993.00
TOTAL	**$ 317,700.00**	**$ 30,833,651.00**

Construct single family home with garage at 356 Dayspring Lane - $180,000

Interior renovations at 547 Church Street - $40,000

Singer Gallery repairs, replacing interior wall coverings with trade repairs at 401 Museum Drive - $50,000

RENTAL LICENSES

NUMBER	FACILITIES	UNITS
Registrations Received	10	11
New Applications Issued	9	14
Total Registered Since 6/1/12	3044	8378
% of Those Invoiced	97.8	97.9

Notes: The 2012-2013 rental license renewals for 8,561 units in 3,112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 2/8/13.

PAYMENT	
Total Payments Received	$ 550
Adjustments	$ 0

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	48
Electrical	41
Plumbing	37
Mechanical	7
Safety	65
Neighborhood Vitality	43
Quality of Life	8
Preventive Maintenance	26
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

1. **Library Completion.** Based upon this week's progress meeting, the scheduled date for "Substantial Completion" (i.e. the day that the Library could begin to move back into the new building) is May 21st. Given that they will need at least two to three weeks to move everything in, we wouldn't anticipate a Grand Opening until at least July 1st.

2. **Recyclebank Event.** Hagerstown was selected by Recyclebank as one of only five communities in the nation to be part of a promotional event with Coors. Basically, Recylebank will hold an event in March or April at the Wal-Mart parking lot and give away various items and gift cards while encouraging people to recycle and join Recylebank. The funding is from MillerCoors who put up $250,000 for the five nationwide events.

3. **Miscellaneous Parks Items.**
   - ▶ **Municipal Stadium** – We are replacing the deteriorated plywood behind the center field wall padding.
   - ▶ **City Park Concession Stand** – We replaced the Formica behind the fryers with stainless steel and cleaned and repainted the interior wood. We will replace the serving windows when received.
   - ▶ **University Plaza** – We dug the footers for the new stage and are installing the rebar, preparing for concrete.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,587	CDS Arrest:	3
Criminal Arrest/Warrants:	14	DUI Arrests:	1
Moving Violations:	72	Search Warrants Executed:	0
Safety Repair Orders:	26	Field Interviews:	13
Warnings:	172	Parking Tickets:	13

2. **REPORTS**
   - ***02/07/13:*** Officers were on patrol in the area of Dual Highway when a report of an armed robbery at Little Caesars Pizza (420 East Antietam Street) had just occurred. The manager stated an unknown male entered the business and sat down on the bench in front of the counter for a few moments. He then approached the counter placing a note which stated, "I have a gun, give me the money." He was given the money and then he fled the scene. The manager stated the suspect did not display the gun at any time during the incident. Detective Kayser was able to secure security camera footage from the business. The investigation is continuing.

   - ***02/13/13***: Officers of the Hagerstown Police were dispatched to Dolce Restaurant located on Frederick Street for a report of a robbery. The owner stated that she was in the kitchen when an unknown male entered the back door of the business. The male grabbed the plastic pitcher on the counter, which contained tip money for the day, then fled out the back door. The suspect was described as a male, 5'4" tall, black coat, blue pants and wearing a mask covering his face. A blood hound K-9 was brought to the scene and the track led from the back door of the restaurant to the 600 block of Hayes Avenue. Detective Lehman responded to the area and conducted a further investigation. A resident at 607 Hayes Avenue matched the description of the suspect. The suspect was taken to headquarters and interviewed. He confessed to the robbery at Dolce and also the robbery at AC&T on Frederick Street. It was also learned he was the other suspect in the Side Pockets robbery.

3. **OTHER NEWS/INFORMATION**

- Congratulations to the Western Maryland Crime Lab for passing their annual on-site accreditation. The Crime Lab recently became certified through the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). *"ASCLD/LAB is the largest forensic science accrediting body in the world. As of August 31, 2011, 386 crime laboratories are accredited by ASCLD/LAB. The list of accredited laboratories includes 191 state laboratories, 130 local agency laboratories, 23 federal laboratories, 16 international (outside the United States) laboratories and 25 private."* (ASCLD home page) For more than 20 years the crime lab has supported criminal investigations for the City of Hagerstown and Washington County through crime scene processing, forensic analysis and expert testimony in court. They continue to apply the latest techniques in forensic analysis and spend countless hours working with investigators to identify criminal offenders.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	185	180
	North Potomac Deck	372	369
	Downtown Parking Lots	377	374
Number of Patrons Using Decks	A & E Deck	1,936	1,769
	North Potomac Deck	1,818	1,904
Sales of Discount Coupons		0	100
Number of Citations Issued	(Includes Warnings)	210	145
Number of Late Payment Notifications		39	41
Number of Cars Booted		1	3

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	6	3
Light	2	2
Parks & Engineering	2	0
Police	8	12
Public Works	7	15
Water	4	4
Wastewater	1	2
Weekly Totals	30	39

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.

Traffic Signal Battery Backup: Staff installed a battery backup system in the traffic signal located at the intersection of North Potomac, Manila and Hamilton Boulevard. The installation of the LED traffic lights will allow for the use of a basic UPS (uninterrupted power supply) similar to what is used by many computer users. The UPS will give continual electricity to the traffic signal should power be cut off to the control cabinet. This will keep the intersection fully functioning. Hopefully, this will lesson, or even eliminate, the need for police or auxiliary police to direct traffic during a power outage, allowing officers to tend to other police matters. If this works, more UPS units will be installed throughout the city. Staff will need to modify the wiring within the cabinet to incorporate the UPS devices.

Staff tested the capacity of the UPS by shutting off power to the intersection. The signals continued to operate for 1 hour 20 minutes on the backup power. This intersection was chosen due to it being deemed "a worst case scenario" situation. There are 16 signal heads, multiple traffic loops and interconnection with a railroad signal. The intersection has one of the largest energy draws of the 95 city owned and operated intersections. The expectation is to get over two hours of backup power at other intersections since they have fewer signal heads and traffic loops.

Finally, there is cost. The original plan was to install a separate cabinet to house a series of batteries. Estimates from our traffic signal supplier were over $10,000. The UPS intended for this use cost less than $1,300.

Vehicle Purchases and COSTARS: Public Works and the Water Department will be bringing several vehicle purchases to the Mayor and Council for approval in March. Staff is working with vendors that have successfully bid through a State of Pennsylvania program known as COSTARS. It is the Commonwealth of Pennsylvania's cooperative purchasing program administered by the Department of General Services (DGS) Bureau of Procurement.

Vendors bid on products on a "cost plus" basis. The "plus" is the overhead. Vendors bidding with the least amount of overhead win the bids. The State then adds them to their list of approved vendors. Buyers then work with each approved vendor to obtain the best price for the product. For Public Works and Water, the products are larger dump trucks.

Staff has spoken with Frederick County government and the City of Frederick both of whom have used and continue to purchase from the COSTARS program. Both provided positive feedback on the program.

Parking Advice: The city of York, PA recently contacted us regarding our Park and Shop program. The program is to encourage patrons to park in the decks and shop at local businesses, restaurants, etc. The coupons can be purchased by the businesses at a 20% discounted rate and then be given to those that visit their business, restaurant, etc. York is also looking to automate their parking decks and was seeking our advice on operations.

The city of Martinsburg, West Virginia contacted staff in regard to "real time" enforcement. The city currently uses hand-written citations and is looking to modernize the process. We use a company, Clancy, for handheld "phones" programmed for parking citations. Information is entered once and is accessible in real time. Meaning there is no delay between the data being entered and when it is accessible online. Martinsburg also asked about handicap parking enforcement as it is becoming an issue for their city.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

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

Thur. 2/7
- Linganore Avenue and Florida Avenue (Intersection) - Emergency locate for Miss Utility, our services were clear for Columbia Gas. Time Out: 2.3-2.7
- 237 Winter Street- Fire; service disconnected temporarily due to house fire. Time Out: 23.2-23.9
- 21 West Antietam Street - Fire; lineman de-energized services for building fire. Time Out: 23.2-6.0
- Various locations - (reconnections for non-payment). Time Out: 17.4-18.0

Tues. 2/12
- 600 Hayes Avenue - Total outage; lineman reconnected service following the completion of emergency repairs. Time Out: 16.7-17.2

2. **Distribution** Recent activity included:
- Metering Staff received no high bill complaints this week.
- Line crews continue annual feeder inspections for Wesel 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
31	0	2	0

3. **Engineering** Staff worked on the following projects:
   - The Staff Engineer reviewed the HLD stock of utility poles and distribution transformers and created order quantities.
   - Engineering Staff continued review of HLD transformer records correcting errors and organizing database and mapping of units.
   - Engineering Staff reviewed a new style of secondary connectors for use on HLD's system.
   - The Engineering Staff reviewed and designed multiple electric service plans throughout the City.

4. **Administration**:
   - Staff continues progress with the two-way radio upgrade project.
   - Staff has satisfied meter sample data requests from curtailment service providers that manage demand response programs for some of our customers.

WASTEWATER DIVISON

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 06, 2013	8.17	0.00
Thursday, February 07, 2013	7.87	0.00
Friday, February 08, 2013	7.85	0.01
Saturday, February 09, 2013	7.58	0.00
Sunday, February 10, 2013	7.41	0.00
Monday, February 11, 2013	7.60	0.13
Tuesday, February 12, 2013	7.20	0.00
Weekly Average/Total	7.67	0.14
Monthly Average/Total	8.48	0.15

Miscellaneous

- Maintenance installed a new Milltronics controller for the Utility Water Well.
- Maintenance completed the installation of the Mechanical Seal on ASPS RAS Pump # 1 and unit is in service.
- Maintenance installed new suction and discharge discs in and check valve on ASPS WAS Pump # 1 and unit is in service.
- Cummins Power Systems was on sight for maintenance on the ENR Generator. The block heater temperature sensor was faulty and was replaced.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1	400	0	0
Flushing	10	5,743		
Point Repairs		**# of Repairs**	**Reason**	**L.F. of Repairs**
Main Line Only	3	1	Roots	6.5
Main & Lateral	1	1	Roots	8.7
	Districts	**# Manholes**	**Reason**	**I&I Reduction**
Manholes	9	3	I&I leakage	8,640 GPD

Collection System Maintenance Task

- CCTV inspection on the Terrace for I&I.
- Grinder pump alarm at 11217 Eastwood Drive replaced pump core.
- Down loaded flow meter at Newgate interceptor.
- Cleaned wet well at Potomac Ridge Apartments for AR&E.
- Delivered both CCTV units to Rausch for repairs.
- Installed Flow-Dar meter at manhole 04047, will install two more next week.
- Excavated at 215 North Colonial Drive, flushed roots out of lateral, repaired PVC piping and backfilled.
- Excavated lateral at 12926 Cathedral Avenue, replaced wye and 6.5' of 8" main.
- Top soiled, seeded and mulched at 12807 The Terrace and 215 North Colonial Drive.
- Hauled additional load of top soil for stock at pole barn.
- Installed flow thru plugs in manhole 09063 and injected with Seal-Tite; stopped approximately 2 GPM leak.
- Installed flow through plug in manhole 09064, Injected with Seal-Tite in various locations and stopped approximately 4 GPM leaks. Also rebuilt flow channel.
- Blockage at 1061 Florida Avenue; no clean out, flushed main on dead end, owner to call plumber.
- Blockage at Edgewood Apartments; blockage on owner,
- Pulled pump controller at station 7 and ordered NC float.
- Exercised all emergency generators.
- Cut down brush and small trees around Station 7 and spoil site.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	**Blockages**	**Grinder Pumps**	**Odor Complaints**	**Flushing**	**WW Pump Station**	**Other**	**Totals**
Weekly	3	1	0	0	0	0	4
YTD	10	2	1	1	0	5	19

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

Engineering

- Staff met with Code Compliance staff regarding modifications of the permit approval process.

- The County has routed the expansive Black Rock P.U.D. Revised Development Plan for review. This multi-phase subdivision which reaches from the Woodbridge area on Robinwood Drive to Mount Aetna Road beyond Black Rock Estates will require the eventual capacity upgrade of Pump Station # 8.

Wastewater Laboratory

- Proficiency testing samples were acquired and will be tested for recertification of microbiological testing.

- A loaner was acquired from our Lachat rep for our digester. HACH will be sending the paperwork for sending our unit back for repairs. Also a small glitch remains with our main system. The next step that the HACH Tech support wants to try is checking out our dilutor.

- Process and regulatory testing was routine for the week

WATER DIVISON

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
2/07/13	11.99		11.99
2/08/13	12.17		12.17
2/09/13	12.11		12.11
2/10/13	12.07		12.07
2/11/13	12.05		12.05
2/12/13	11.97		11.97
2/13/13	11.88		11.88
Average			*12.03*

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 divers with a problem with the traveling screen.
  - R C Willson – Cleaned the North Del-Pac tank.

- *Instrumentation*
  - Breichner Plant – Installing new valve actuators.
  - Pump Stations – Replaced the sump pump at Station #2.

Water Production at Breichner

- The Edgemont Reservoir is currently -5.75'; 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 worked at the West End Reservoir and on Brightwood Drive. We are also planning to install a new flow meter at Pump Station # 4 (West End).

Laboratory

- Proficiency testing samples were acquired and will be tested for recertification of microbiological testing.

- Process and regulatory testing on the Potomac supply was routine.

Engineering

Reviews:	City	County
Site Plan	2	
Building Permit	11	4

- Staff met with Code Compliance staff regarding modifications of the permit approval process.

- The County has routed the expansive Black Rock P.U.D. Revised Development Plan for review. This multi-phase subdivision which reaches from the Woodbridge area on Robinwood Drive to Mt. Aetna Road beyond Black Rock Estates will require close scrutiny of pressure zone implications.

Respectfully submitted,

Bruce Zimmerman

Bruce Zimmerman
City Administrator