

City of Hagerstown, Maryland Status & Information Report No. 8 for 2013

February 22, 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**
 - Please mark your calendars now for the Grand Opening/Ribbon Cutting for Beatitudes Hair & Beauty Supply Store, and LLC at 25 West Washington Street in City Center on Saturday, March 2 at 9 a.m. The owners are Helen and Alex Tineo.
 - Join us as we celebrate the opening of Antietam Brewery at Benny's Pub. We are joining owner Bill Skomski Sr. to cut the ribbon and tap the keg. The ceremony will take place at 49 Eastern Boulevard at Benny's Pub on Tuesday, March 5 at 2 p.m.
 - Don't miss the special grand opening/ribbon cutting for the Wareham Professional Building at 138 West Washington Street. The event will be held at 4 p.m. on Wednesday, March 13, 2013.
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. We unveiled our 2013 line-up for the main festival this week and tickets for the main festival will go on sale March 5. We now have 2,655 fans on Facebook for the Blues Fest.
3. **St. Patrick's Day Run:** A press conference was held this week for the St. Patrick's Day Run which will be held in City Center on March 16, 2013. The City's Economic Development Office is helping to promote the race by placing \$5 in City Center Dollars into the runners' bags and discounts for City Center businesses will also be highlighted. Currently 169 participants have pre-registered.

4. **2013 Capstone Exhibition - Shepherd University:** The 2013 Capstone Exhibitions will be held in City Center on April 20, 2013 at 8:30 a.m. Three venues are being used - 60 West Washington Street, 36 to 40 North Potomac Street and Anderson Photographs. This event will feature artworks of students from Shepherd University.
5. **City Market:**
- This week the painting continues out in the main floor area. The Market is looking fresh and bright!
 - The Waltz Family Farm will become vendors at the Market beginning March 2. They sell fresh and frozen, locally raised and handled, meat - beef, pork, chicken and lamb. Staff are very excited to have this great addition to Market.
 - Staff are working with Master Gardeners to create an extended children's area. The program aims to take place every third Saturday of the month and will feature a hands-on, educational, parent-child learning activity.
6. **This Week's Headlines and Media Release:**
- Yard Waste Collections Resume Week of March 3rd
 - Press Conference for St. Patrick's Day Run
 - Three City Firefighters Promoted to Shift Captain
 - Traffic Advisory: Memorial Boulevard
 - **E-casts:**
 - Grand Opening and Ribbon Cutting for Beatitudes Hair & Beauty
 - Good News, Hagerstown!
 - **Video Blasts:**
 - WATCH THIS!!! Honoring Black History Month: Hall of Fame Inductees
 - WATCH THIS!!! Shake Off Your Winter Blues at Cabin Fever Blues Bash!
7. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Honoring Black History Month: Hall of Fame Inductees
 - Shake Off Your Winter Blues at Cabin Fever Blues Bash!
 - USMH Celebrates Grand Opening of Offices, Classrooms
 - 2013 Blues Fest Poster Artist is BISFA Student
 - Citizens Police Academy Promotion
 - In production:
 - State of the City video presentation
 - Also airing at select times:
 - "Divided Valor: Hagerstonians in the Civil War" - Daily at 3:00 PM.
8. **Websites:**
- **YouTube:** Mayor & City Council meetings are now available ON DEMAND on YouTube! Watch the February 19 meeting here: http://youtu.be/V03W7cR_whQ

9. **City Website:**

- Website analytics for www.hagerstownmd.org for the week of February 15 - February 21:
 - Web traffic for the week was slightly higher than average, with nearly 6,400 people accessing the site and viewing about 19,000 pages.
 - Top Content:
 - ▶ Home page 5,781 visits
 - ▶ Jobs page 2,667 visits*
 - ▶ Calendar 228 visits
- *Traffic on the Jobs page jumped by about 250% this week, attributable to an opening for a part-time customer service position that has seen a high number of applications.
- Top Entrances (the first page of the site users accessed):
 - ▶ Home page 5,603 visits
 - ▶ Jobs page 378 visits
 - ▶ Calendar 58 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.
- 116 West Franklin Street – Juwuane & JR’s Café - restaurant

2. **New Development Cases:**

- 13002-13004-13006 Hoosier Court – Collegiate Acres, LLC – replat of three lots.
- 924 Sweeney Drive – Dressel Welding Supply – minor site plan for a loading dock extension
- 360 North Cannon Avenue – Shentel – replace flag pole cell tower

3. **Board of Zoning Appeals:** The BZA approved an expansion of a nonconforming use for the Salvation Army at a hearing on February 20. The Salvation Army was granted permission to increase the number of beds in its shelter at 534 West Franklin Street from 28 beds to 37 beds. The extra accommodations are being added to the space formerly used as office space. This space became available when the offices moved to the Salvation Army’s new multi-purpose building on George Street. A representative of the neighborhood expressed concerns about parking in the area and requested that the applicant step up its efforts to educate its residents about nearby off-street parking options that are provided by the Salvation Army.

4. **Planning Commission:** The Planning Commission is scheduled to review the following matters at its meeting on February 27:

- Collegiate Acres (Phase I, Block E, Lots TH 1-8, 108-119 and Lot 1) – final plat.
- 1845 Dual Highway - Carolee Investments – minor site plan for improvements to a gravel parking lot.
- The Reserve at Collegiate Acres – site plan for a 148-unit garage apartment complex with community center and pool. See additional comments.

5. **Historic District Commission:** The HDC considered the following design review applications on February 14:

- 25 West Washington Street – Beatitudes Hair and Beauty Supply Store – approved signage and grant.
- 7 East Washington Street - DYNIS, LLC for the Alexander House – approved additional wireless communication equipment on the roof of the Alexander House.

- Update of Re-Evaluation of Levels of Significance in the Downtown Historic District.

On February 28 the HDC will consider an application for permission to install signage and replace awnings at the future site of the El Paso Mexican Restaurant at 10-12 East Washington Street.

6. **New Publication:** In response to a series of referrals from the Humane Society regarding residents with a large number of dogs, staff has prepared a handout entitled "What Do I Need to Know About Owning or Keeping Multiple Dogs in the City of Hagerstown." The Zoning Ordinance permits up to five dogs in a residence. The brochure explains the rationale for this limitation and discusses such other activities as dog grooming businesses, breeding, and commercial kennels. The handout will be provided to HSWC officers to carry in their vehicles as they conduct inspections and investigations within the City, allowing them to proactively distribute public information on this issue and create public awareness. Many residents are unaware of this requirement until they interact with HSWC officers. With HSWC officers distributing the brochure, it is hoped that it will stir voluntary movement toward compliance, thereby reducing the amount of attention zoning enforcement must put toward this single issue.

7. **Improved Multi-Family Design:** The pending site plan for the Reserve at Collegiate Acres incorporates many of the recent changes made to the Zoning Ordinance to encourage more creative designs that fit better into the urban environment than commonly built designs. This development incorporates garages into the design of the buildings, locates the buildings close to street frontages with garage access directly to the street, and incorporates building architecture that is more articulated (getting away from the "big box" model for apartment buildings). All of these features will improve the streetscape, the walk-ability of the neighborhood and the living environment for the residents. Planning's thanks and appreciation go to Dynacorp (Trey Alter) and their engineer (Fox and Associates) for "thinking outside the box" and developing a community that may be the model for future multi-family development in the city.

8. **Housing Hearing on Forest Con Bill (HB 706):** The Planning Director will attend the house hearing on proposed amendments to the Forest Conservation bill with Candace Donoho from MML on February 27. The intent is to offer support for the bill, but request additional amendments to provide more flexibility for municipalities. The bill already proposes exempting impervious areas in PFAs, but more could be done to credit "urban tree canopy" and to allow limited clearance and trimming activities to improve public safety in urban areas.

9. **Weekly Activity Report:** February 11–15, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	9	Residential -	5	Commercial -	2	Other -	2	3
Electrical	18	Residential -	8	Commercial -	6	Other -	4	18
Plumbing	9	Residential -	8	Commercial -	0	Other -	1	9
Mechanical	6	Residential -	5	Commercial -	1	Other -	0	6
Engineering Dept.	13							12
TOTAL	55		26		9		7	48
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential				\$ 180,300.00				\$ 4,599,435.00
Commercial				\$ 90,000.00				\$ 24,772,215.00
Apartment				\$ 0.00				\$ 1,552,308.00
Sign				\$ 0.00				\$ 179,993.00
TOTAL				\$ 270,300.00				\$ 31,103,951.00
Construct new single family home at 13034 Nittany Lion Circle - \$120,000								
Interior renovations to existing kitchen at 24 Mealey Parkway - \$45,000								
Emergency demolition of 5 th floor of existing 5 story structure at 19-23 West Antietam Street - \$90,000								

RENTAL LICENSES		
NUMBER	FACILITIES	UNITS
Registrations Received	4	4
New Applications Issued	4	4
Total Registered Since 6/1/12	3048	8378
% of Those Invoiced	97.9	98.0
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 2/15/13.		
PAYMENT		
Total Payments Received	\$ 200	
Adjustments	\$ 0	
INSPECTIONS		
TYPE	NUMBER CONDUCTED	
Building	46	
Electrical	28	
Plumbing	39	
Mechanical	13	
Safety	40	
Neighborhood Vitality	45	
Quality of Life	1	
Preventive Maintenance	38	
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. <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. **State Highway Issues** Staff had our quarterly meeting with the SHA District Engineer and his staff and the following issues were discussed that impact the City:
 - Broadfording Road: The State has agreed to make certain modifications to the signal at Rt. 58 and Broadfording Road to create the double left turn lane. This is in anticipation of the widening project we will be doing this summer.

- Franklin Street at Cannon Avenue: pavement failure---the SHA indicated this area will be repaired by June. They are considering "whitetopping" the area since it is so prone to rutting. This is a concrete surface in lieu of hot mix asphalt
 - Staff requested the State upgrade all the crosswalk pavement markings on Route 40 in the downtown.
 - At our request, the State is designing the addition of sidewalks on Frederick Street from north of Wilson Boulevard to the corporate line. This project may be funded for construction in 2014.
 - State provided us with examples of bridge maintenance contracts they have done. We plan to issue a small bridge maintenance contract in the next few months.
2. **The Greens at Hamilton Run Golf Course.** Preparing to open Friday, March 1st, we are cleaning up the Clubhouse and ordering supplies. We've hung banners to advertise our March specials. We booked a morning mixer with the Chamber of Commerce to host a gathering and a round of golf on May 22nd from 7:30 a.m. until 9 a.m. Be sure to mark your calendar!
 3. **Annapolis Meeting.** Jim Bender, along with representatives from Washington, Frederick, Garrett, and Allegheny counties, attended a meeting of the Western Maryland Legislative Delegation in Annapolis. The purpose of the meeting was to review concerns related to the length of time required to obtain access permits from the State Highway Administration.
 4. **Let's Get Healthy.** We are meeting with HEAL (Healthy Eating & Active Lifestyle) to discuss partnership in bringing programs to our parks. More information will be forthcoming.
 5. **Park Circle/Summit Avenue Bike Lane.** Out for bids this week is the construction of a multi-use path around Park Circle that connects the bike lane on South Prospect Street to the bike lane on Summit Avenue that will tie into the one on Jonathan Street. This is a State funded project and was developed by the City's Bicycle Advisory Committee (BAC). This group will be meeting with Mayor and Council on March 19th to discuss their initiatives.
 6. **Hager House.** Staff met with the Historical Society and the Association of Museums and discussed the operations at the Hager House. Some things we will endeavor to work on include having the House open on Fridays, improved security, photo-log the artifacts and we will be partnering with them on several events this summer.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,491	CDS Arrest:	0
Criminal Arrest/Warrants:	16	DUI Arrests:	2
Moving Violations:	83	Search Warrants Executed:	0
Safety Repair Orders:	28	Field Interviews:	27
Warnings:	138	Parking Tickets:	4

2. **REPORTS**

- 02/16/13: Shortly after 4 p.m., officers were dispatched to 340 North Jonathan Street for a report of a stabbing victim with a male suspect still on scene. Officers arrived along with the fire marshal and found victim with a stab wound to the torso. The victim was alert and transported to Meritus Medical Center where she is currently being treated for potentially life threatening injuries. The victim is a late teen female relative of the suspect. The male suspect was taken into custody without incident. The incident is being handled as a domestic assault and the investigation is ongoing.

- **02/20/13:** At approximately 11:15 p.m., officers responded to Roxy Liquors at 761 East Wilson Boulevard in reference to a hold up alarm. Upon arrival, officers learned that the business had just been robbed. The investigation revealed that an unknown black male wearing a black puffy jacket, black knit hat and a white shirt concealing his face entered the business and announced a robbery. No weapon was displayed during the robbery. The clerk handed over an unknown amount of cash and the suspect fled the business on foot. Officers searched the area with the assistance of a bloodhound from the Maryland State Police with negative results. The clerk was not injured. The investigation is continuing. Anyone with information is requested to contact the Hagerstown Police Department at 301-790-3700.

3. **OTHER NEWS/INFORMATION**

- The Hagerstown Police Department is actively seeking to hire new officers due to attrition. After much testing, background checks, and interviews, six applicants have been hired. Richard Hartman, Cory Mills, Gar Lam, Aaron Leyo, Daniel Monn and Ashley Redman will begin their training at the Police Academy at the Hagerstown Community College in March. The next testing for police applicants is this Friday, February 22nd at the Hagerstown Community College ARCC at 9 a.m.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	185	185
	North Potomac Deck	371	372
	Downtown Parking Lots	378	377
Number of Patrons Using Decks	A & E Deck	2131	1,936
	North Potomac Deck	2003	1,818
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	213	210
Number of Late Payment Notifications		31	39
Number of Cars Booted		0	1

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	4	6
Light	2	2
Parks & Engineering	0	2
Police	7	8
Public Works	5	7
Water	5	4
Wastewater	1	1
Weekly Totals	24	30

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.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 Mon. 2/11 - Various locations- (reconnections for non-payment). Time Out: 16.4-16.9
 Tues. 2/12 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.3

- Thur. 2/14 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.3
- Fri. 2/15 - 117 West Franklin Street- lines arcing; slack was removed from service to correct problem. Time Out: 19.1-20.2
- Sun. 2/17 - 22 Broadway- blinking lights; 2 connectors were replaced to correct problem. Time Out: 16.3-17.3

2. **Distribution** Recent activity included:

- Metering Department 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 of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
22	0	3	0

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

- The Staff Engineer tested the new software provided by Miss Utility for denoting utility areas, reporting tickets, and tracking excavations throughout HLD territory. In April, Miss Utility will be rolling out this new software for all Utilities.
- Engineering staff continued review of HLD transformer records correcting errors and organizing database and mapping of units.
- Engineering staff reviewed state routes through the City to standardize its traffic control plans during utility operations to be compliant with SHA rules.
- The Engineering staff reviewed and designed multiple electric service plans throughout the City.

3. **Administration:**

- HLD staff completed the work required on the west end radio tower for the upgrade. Staff anticipates near final completion of the entire project by the end of next week.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 13, 2013	7.10	0.13
Thursday, February 14, 2013	7.12	0.00
Friday, February 15, 2013	6.81	0.09
Saturday, February 16, 2013	6.79	0.00
Sunday, February 17, 2013	6.72	0.00
Monday, February 18, 2013	6.75	0.00
Tuesday, February 19, 2013	6.70	0.13
Weekly Average/Total	6.85	0.26
Monthly Average/Total	7.88	0.50

Miscellaneous:

- Maintenance pulled Primary Sludge Pump # 2 and sent to AR&E for repair. Unit repaired and installed. We are waiting on AR&E for alignment before start up.
- Maintenance started running a daily UVT test on the UV system influent.

Wastewater Collection**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections		0	0	0
Flushing	10	9,831		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	3	1	Roots	41

Collection System Maintenance Task

- Cleaned storm drain basin adjacent to Bester School along Memorial Boulevard.
- Cleaned mains in district 10.
- Replaced check valve and gate valve (#1 pump) at station 21.
- Control work at pump station 7 and central unit at WWTP.
- Exercised all emergency generators.
- Down loaded Newgate flow meter.
- Installed flow meter in Manhole 04013.
- Installed Bio-Bags throughout infrastructure to control FOG.
- Replaced grinder pump core at 1622 Woodlands, 11237 and 11407 Eastwood Drive.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	3	0	0	0	0	5
YTD	12	5	1	1	0	5	24

* 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 attended a Plan Review Committee Meeting at City Planning.
- Staff met with a commercial property owner regarding existing sewer connection details.

Wastewater Laboratory:

- Proficiency testing samples are being analyzed for recertification of microbiological testing.
- Our digester was sent to HACH for repairs. Also a loaner was ordered for our dilutor. As soon as the loaner arrives, ours will be sent to HACH for evaluation.

- The ChemScan unit comparison testing was showing the unit reads off from the labs. The unit's cell was cleaned, reagents changed, and the unit zeroed. The readings are comparable again.
- Ricky Shank's Father-in-law passed away. Rick will be back to work on Friday.
- 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>
2/14/13	12.09		12.09
2/15/13	11.73		11.73
2/16/13	11.88		11.88
2/17/13	11.76		11.76
2/18/13	12.23		12.23
2/19/13	11.80		11.80
2/20/13	11.78		11.78
Average			11.89

Water Production at RC Willson

- Operations

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

- Maintenance

- R C Willson – Performing routine PMs.
- R C Willson – Worked on the North Flashmixer..
- R C Willson – Worked on #9 Low Service Pump water seal issue.

- Instrumentation

- Breichner Plant – Installing new valve actuators.
- Pump Stations – Installed a new digital recorder 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 installed a new flow meter at Pump Station # 4 (West End) and have been working with contractors on the Washington St. Project.

Laboratory

- Proficiency testing samples are being analyzed for recertification of microbiological testing.
- 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	7	

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.

Respectfully submitted,

Bruce Zimmerman
City Administrator