

# City of Hagerstown, Maryland Status & Information Report No. 9 for 2013

March 1, 2013

To Mayor Gysberts and Members of the City Council:

<b>UPCOMING MEETINGS</b>
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<b>MARCH 2013</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 7:30am State of the City @ Hager Hall 4pm Work Session	6	7 7pm Cabin Fever Blues Bash @ MD Theatre	8	9
10	11	12 4pm Work Session	13	14	15	16 10am St. Patrick's Day Run For Your Luck 5K @ City Center
17	18	19 4pm Work Session	20	21	22	23
24	25	26 7pm Regular Session	27	28	29 <b>HOLIDAY CITY OFFICES CLOSED</b>	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 Opening/Anniversaries**
  - Please mark your calendars now 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.
  - 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.
  - Vince's Pizza Express at 66 East Franklin Street will be hosting a grand opening and ribbon cutting. The event will be held at 4 p.m. on Wednesday, March 20, 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. Early Bird sponsors are coming in this week for the festival. We are expecting about 700 attendees. We also worked with the businesses to offer Cabin Fever Blues Bash Discounts to ticket holders.

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 is helping us promote the race by placing \$5 in City Center Dollars into the runner's bags and discounts for City Center businesses will also be highlighted.

4. **City Market:**

- Painting continues in the Market. The entrance wall and side wall are now complete and Market Alley as well.
- The Waltz Family Farm will begin at Market this Saturday, March 2nd. They will be located between Change for a Penny and Deb's Delights. They sell local, freshly, frozen pork, beef and lamb.
- Hugs and Cookies have transitioned to the entrance wall, located next to Donna's Grill. They will be adding smoothies as a new product line.

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

- Beatitudes Hair and Beauty Supply Store Opening in City Center
- Tee Off on March 1<sup>st</sup> at The Greens at Hamilton Run!
- Police Investigating Utilities Staff Imposter
- E-casts:
  - ▶ Grand Opening and Ribbon Cutting for Antietam Brewery & Restaurant at Benny's Pub
  - ▶ Grand Opening and Ribbon Cutting for Beatitudes Hair & Beauty
- Video Blasts:
  - ▶ WATCH THIS!!! Celebrating Black History Month
  - ▶ WATCH THIS!!! Sneak Peek of Cabin Fever Blues Bash

6. **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

7. **Websites:**

**Most viewed videos on YouTube:**

- |   |           |
|---|-----------|
| ▶ Blues Fest Poster Artist: Erin Mettille               | 222 views |
| ▶ Black History Month: A Tribute to Hagerstown Athletes | 160 views |
| ▶ Cabin Fever Blues Bash Featuring Moreland & Arbuckle  | 73 views  |

8. **City Website:**

- Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of February 22 - February 28:
  - ▶ Over 5,300 visited the site during the week and viewed nearly 13,700 pages.
  
- Top Content:
  - ▶ Home page 4,921 visits
  - ▶ Jobs page 978 visits
  - ▶ Calendar 226 visits
  
- Top Entrances (the first page of the site users accessed):
  - ▶ Home page 4,768 visits
  - ▶ Jobs page 214 visits
  - ▶ Calendar 50 visits

**PLANNING & CODE ADMINISTRATION DIVISION**

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

- 325 South Potomac Street – Chuck’s Painting – office for a painting contractor

2. **Board of Zoning Appeals:** One case was filed for the March 20 hearing. A request for a change of a nonconforming use was filed by Barry Friedland, t/a Frederick Furniture, to establish a custom woodworking shop and three artist studios at the former Corderman’s Hardware at 716-718 West Washington Street. Metro Treatment Center (Day Road) filed an appeal of their notice of zoning violation, in order to preserve their right to appeal, but requested that the appeal be placed on the unscheduled docket as they work to relocate the business to a site with appropriate zoning.

3. **Planning Commission:** On February 27 the Planning Commission approved the final plat for Phase I, Block E, of Collegiate Acres (20 townhouse units and one single-family lot), a site plan for Phase I of The Reserve at Collegiate Acres (148 unit multi-family development on east side of Terps Boulevard); and a minor site plan for an existing gravel parking lot at the rear of 1845 Dual Highway. The plat for Collegiate Acres will conclude the platting of all single-family and townhouse lots in the development.

4. **House Hearing on Forest Con Bill (HB 706):** City staff will join MML, MACO, and DNR at the table together on a position of “favorable with amendments.” MACO is concerned about the proposed penalty clause. MML (and Hagerstown) would like more flexibility for “urban tree canopy cover” to get credits for site plan trees and more flexibility for clearing and trimming for security purposes in forest areas. DNR seems to think we can work something out. The bill already proposes exempting impervious areas in PFAs (as used to be in the law years ago), which is a good thing.

5. **County Excise Tax:** The County Commissioners will be voting on March 5<sup>th</sup> on what to send to public hearing on a proposal to suspend some or all of the County Excise Tax. If municipalities have concerns about the suspension of this revenue source, the Commissioners suggested they come to the meeting on March 5<sup>th</sup> to express those views.

6. **Weekly Activity Report:** February 18–22, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	4	Commercial -	1	Other -	0	8
Electrical	15	Residential -	8	Commercial -	7	Other -	0	15
Plumbing	6	Residential -	5	Commercial -	1	Other -	0	6
Mechanical	5	Residential -	2	Commercial -	3	Other -	0	5
Engineering Dept.	1							2
<b>TOTAL</b>	<b>32</b>		<b>19</b>		<b>12</b>		<b>0</b>	<b>36</b>

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 23,300.00	\$ 4,622,735.00
Commercial	\$ 166,400.00	\$ 24,938,615.00
Apartment	\$ 100.00	\$ 1,552,408.00
Sign	\$ 3,721.00	\$ 183,714.00
<b>TOTAL</b>	<b>\$ 193,521.00</b>	<b>\$ 31,297,472.00</b>

Tenant fit-out for Papa Murphy's Take N Bake Pizza at 1722 Dual Highway - \$120,000  
Construct a pavilion and three shade canopies at 730 Frederick Street - \$38,000

### RENTAL LICENSES

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	6	13
New Applications Issued	3	7
Total Registered Since 6/1/12	3054	8391
% of Those Invoiced	98.0	98.2

**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 2/22/13.

### **PAYMENT**

Total Payments Received	\$ 650
Adjustments	\$ 0

### INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	24
Electrical	39
Plumbing	19
Mechanical	5
Safety	39
Neighborhood Vitality	24
Quality of Life	7
Preventive Maintenance	28
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. **The Greens at Hamilton Run Golf Course.** We are all set for reopening the golf course for play on March 1; supplies have been purchased and seasonal staff has returned. March specials include sandwich, soup & drink for \$5.00, and we are offering specials on golf. We have advertised the course on the back page of the Herald-Mail, e-casts, press release and banners along Rt 40. Going forward, we plan to push for groups to form tournaments and leagues and we will be pushing out these invitations to businesses through the Chamber of Commerce.
2. **South Prospect Street Streetscape.** The project is near substantial completion. The granite curbs were installed this week and all the trees are planted and tree boxes installed. Staff will do a project "punch list" next week.
3. **Out to Bid.** Projects currently being bid include the extension of the Frederick Street Culvert and the bike path on the north side of Park Circle.
4. **Potterfield Pool.** Funded by Program Open Space, construction of the new pavilion is in progress. This week we dug the concrete footers, set the posts and beams, installed the roof truss and started installing the roof.
5. **Municipal Stadium.** The Suns' first game is April 11<sup>th</sup>. We are making repairs to the bleachers where needed and preparing the plumbing to turn the water on.
6. **University Plaza.** We continue to install the rebar for the new stage and the concrete pour is scheduled in the next couple days.

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,519	CDS Arrest:	1
Criminal Arrest/Warrants:	1	DUI Arrests:	1
Moving Violations:	54	Search Warrants Executed:	1
Safety Repair Orders:	32	Field Interviews:	21
Warnings:	137	Parking Tickets:	4

### 2. REPORTS

- **02/26/13:** Officers from the Hagerstown Police Department responded to East Franklin Street for the report of a theft from motor vehicle in progress. Officers met with a witness who advised she observed a black male, early 20's, approximately 6 feet tall, wearing a blue coat and a skull cap use a hammer to break the window of a vehicle in the parking lot. She yelled at the suspect and he fled the scene running through a set of trees on the east side of the lot. A check revealed three vehicles had broken windows. On one vehicle a blood sample was collected and submitted to the Western Maryland Crime Lab for processing. No further details are available at this time.
- **02/26/13:** Officer Hay responded to Lynnhaven concerning a reported attempted robbery. Contact was made with the victim who advised he exited his vehicle in the parking lot when he heard footsteps coming up behind him. He was approached by two black males who grabbed hold of the victim's wallet. At this time the victim was able to break free and the males ran away from the area. The police checked the area for the suspects; however, no one could be located. This case was turned over to the Criminal Investigative Division.

3. **OTHER NEWS/INFORMATION**

- **Congratulations:** Officer Justin Wert was promoted to Police Sergeant this week. He was sworn in Tuesday, February 26, in the Council Chamber at City Hall. Sgt. Wert has been employed with the City of Hagerstown since June of 2009. He will be temporarily assigned to the Uniform Patrol Division's Alpha Platoon. He resides in Greencastle, PA, with his wife and two children. We also congratulate Sgt. Wert and his wife on the birth of their second child this week. We wish him well as he continues his career with the Hagerstown Police Department.
  
- **New Hires:** The Hagerstown Police Department is pleased to announce the hiring of two additional police officer trainees. Ashley Redman and Gar Lam will begin their police training in March at the Hagerstown Community College Police Academy. We wish them well.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	184	185
	North Potomac Deck	372	371
	Downtown Parking Lots	378	378
<b>Number of Patrons Using Decks</b>	A & E Deck	1,704	2,131
	North Potomac Deck	1,731	2,003
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	153	213
<b>Number of Late Payment Notifications</b>		40	31
<b>Number of Cars Booted</b>		0	0

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	0	0
<b>Fire</b>	5	4
<b>Light</b>	5	2
<b>Parks &amp; Engineering</b>	4	0
<b>Police</b>	3	7
<b>Public Works</b>	4	5
<b>Water</b>	0	5
<b>Wastewater</b>	5	1
<b>Weekly Totals</b>	26	24

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.

**Seasonal Staffing:** Applications are being accepted for the positions of Seasonal Labor. These part time employees typically begin work in mid-April, providing supplemental labor for low skilled jobs, such as painting curbs, mowing and litter patrol. Per the AFSCME contract, seasonal laborers can work 40 hours per week but no more than 7 months in one calendar year.

## 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
5	01/24/13	\$2,970	\$827	\$2,935	\$6,732
6	01/25/13	\$1,593	\$8,929	\$4,505	\$15,027
7	01/28/13	\$302	\$34	\$4240	\$576
8	02/01/13	\$1,085	\$122	\$955	\$2,161
9	02/02/13	\$0	\$3,487	\$0	\$3,487
10	02/04/13	\$0	\$3,057	\$0	\$3,057
11	02/19/13	\$276	\$0	\$150	\$426
Preparation & Cleanup		\$2,033	\$12	\$500	\$2,545
Salt					\$98,989
Subtotals		\$12,846	\$31,750	\$18,150	\$171,871
Vehicle & Equipment Repairs					\$40,913
Operating Supplies (shovels, gloves, etc.)					\$445
Contracted Services					\$0
Total Expenses					<b>\$213,229</b>
FY 12/13 Budget for Snow					<b>\$422,700</b>
Budget Balance					<b>\$209,471</b>

Storm #1 was Hurricane Sandy where staff was brought in on standby. The storm produced little to no damage through the city. Storms 9 and 10 were forecasted for snow but either produced very little snow or the snow simply did not lie on the streets. Staff was brought in on standby but did not salt or plow once the storm fell apart or produced little precipitation.

The current budget balance includes hard cost savings of \$57,869. This includes unspent funds of \$4,000 for Contract Services, \$2,556 for Operating Materials & Supplies and \$51,313 in Chemicals (road salt). The remaining costs include Labor (regular & overtime), Vehicle & Equipment Charges (internal "costs" for the use of vehicles) and Central Maintenance Costs (repairs to the trucks and equipment). Much of the labor will be used on other projects but there is an expected savings in overtime. There will also be repair/maintenance costs when the equipment is finally disassembled for the year.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

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

  - Wed. 2/20 - 799 Hamilton Boulevard - Wires down; street light sleeve had pulled away from neutral, wires were reattached to correct problem. Time Out: 20.2-21.1
  - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
  - Thur. 2/21 - Various locations - (reconnections for non-payment). Time Out: 16.0-16.3
  - Sat. 2/23 - 747 Bowman Avenue - Lineman disconnected power for annual maintenance to building and reconnected the service upon completion. Time Out: 7.0-7.9
  - 1100 Block Beechwood Drive - total outage; squirrel caused transformer fuse to operate, (1) 10T fuse was replaced to restore power. Time Out: 12.7-13.5
  - Sun. 2/24 - 446 Mitchell Avenue - Lugs inside meter socket were loose, Lineman made repairs to correct problem. Time Out: 10.2-11.8
  - Tues. 2/26 - Various locations - (reconnections for non-payment). Time Out: 16.0-16.5

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.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
22	0	4	0

3. **Engineering** Staff worked on the following projects:
- The Staff Engineer amended the Miss Utility polygons using their new software to denote HLD facility extents. By modifying these areas, erroneous calls for location information will be reduced.
  - The Staff Engineer made changes to the EmPOWER MD Grant proposal to appease requests from the Maryland Energy Administration. These changes will reduce the number of devices included in each kit, but will allow for a greater quantity of distribution.
  - The Engineering staff reviewed and designed multiple electric service plans throughout the City.
4. **Administration:** Staff completed calendar year 2012 EIA-861 survey for the Department of Energy. This is a national survey for electric utilities to report peak load, electric purchases, sales, revenues, customer counts, and net metering programs.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 20, 2013	6.58	0.00
Thursday, February 21, 2013	6.51	0.00
Friday, February 22, 2013	6.36	0.02
Saturday, February 23, 2013	6.22	0.00
Sunday, February 24, 2013	6.34	0.00
Monday, February 25, 2013	6.27	0.00
Tuesday, February 26, 2013	6.83	0.67
Weekly Average/Total	6.44	0.69
Monthly Average/Total	7.50	1.19

**Miscellaneous:**

- Synagro was down on Monday for about an hour due to computer problems, the plant stopped all activated sludge and primary sludge wasting to the DAF system until they were back up and running.
- Maintenance completed installation of three motors and three fans for heating units at Administration Building.
- AR&E was in for alignment on Primary Sludge Pump # 2. Unit is back in service.
- Maintenance installed new Muffin Monster # 1. Unit is back in service.

## Wastewater Collection

### SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	0	0	0	0
Flushing	10	8,568		

### Collection System Maintenance Tasks

- Cleaned service connection at 213 Mill Street (grease).
- 1031 Glenwood (partial blockage in manhole 01084).
- Cleaned debris box on under drain at Memorial Boulevard and Frederick Street (more sand than stones when dumped).
- Cleaned wet well at Potomac Heights Apartments for AR&E.
- Replaced high float at station 1.
- Replaced transducer at station 7(will order replacement next week).
- Downloaded three flow monitor meters in north end.
- Pulled and cleaned #1 pump from station 17 for pick up and replacement of seals.
- Replaced on/off floats, reset float levels and cleaned up pull box at station 27.
- Ordered oil for 519 fan blower and windshield washer.
- Ordered 8' and 2' bulbs for shop and station 10.
- Installed Bio Bags to control FOG.
- Replaced ballast at rear exit door light and tubes in all 8' lights.

### Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	1	0	0	1	5
YTD	13	7	2	1	0	6	29

\* 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 the City Attorney regarding wastewater easement and service issues.
- Staff met with consultants regarding the preliminary engineering report for sewer infrastructure proposed with the Yale Drive extension.

### **Wastewater Laboratory:**

- Proficiency testing samples continue to be analyzed for recertification of microbiological testing.
- Notice of DMRQA 33 was received from the USEPA. Proficiency samples will be acquired as required.

- Lab Technician evaluations were completed and given to Mike Spiker.
- We received our original Lachat 8500 unit back from HACH and are in the process of reinstalling it. We will test in the next days to see if our original minor glitch has been repaired.
- 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>
2/21/13	12.01		12.01
2/22/13	11.84		11.84
2/23/13	11.79		11.79
2/24/13	12.36		12.36
2/25/13	12.09		12.09
2/26/13	12.52		12.52
2/27/13	11.51		11.51
Average			12.01

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs.
- Painting electrical room.

*- Maintenance*

- R C Willson - Performing routine PMs.
- R C Willson - Cleaned south Delpac tank.
- R C Willson - Replace auto drain valve on trac vac system.

*- Instrumentation*

- Breichner Plant - Continue with new actuator installation.
- Pump Stations - Installed new flow meter at Pump Station #4
- Pump Stations - Replaced sump pump at Pump Station #4.
- Pump Stations - Installed new video/chart recorder at Pump Station #2.
- Pump Stations - Replaced power factor capacitors at Pump Station #6.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -4.5'; the bypass and hydrant are 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 installed a new 8 " meter at Top Flight, repaired a leak on Indian Cottage Road, and have been working on Church Street replacing meter tiles.

**Laboratory**

- Proficiency testing samples continue to be analyzed for recertification of microbiological testing.
- Regulatory THM and HAA data has been received and will be reviewed and sent to the State.
- Regulatory Nitrate data has been received and will be reviewed and sent to the State.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	2	4
Simplified Plat		1
Final Plat		1
Minor Subdivision Plat	1	
Development Plan		1
Grading Plan		2
Building Permit	3	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the City Attorney regarding easement issues.
- Staff met a Distribution supervisor on the proposed new service for a recently subdivided parcel.

Respectfully submitted,



Bruce Zimmerman  
City Administrator