

# City of Hagerstown, Maryland Status & Information Report No. 10 for 2013

March 8, 2013

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

MARCH 2013						
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 7:30am Work Session	9
10	11	12 4pm Special Session 4:15pm Work Session	13	14	15	16 10am St. Patrick's Day Run For Your Luck 5K @ City Center
17	18	19 4pm Special Session 4:15pm Work Session	20	21	22	23
24	25	26 7pm Regular Session	27	28	29 <b>HOLIDAY CITY OFFICES CLOSED</b>	30
31						

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**
  - The City hosted two Grand Opening/Ribbon Cuttings this week. One was for Beatitudes Hair & Beauty Supply Store, LLC at 25 W. Washington St in City Center and the other for Antietam Brewery at Benny's Pub at 49 Eastern Boulevard.
  - The next grand opening will be at the Wareham Professional Building at 138 West Washington Street. The event will be held at 4 PM 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 PM on Wednesday, March 20, 2013.
  
2. **Western Maryland Blues:** The Cabin Fever Blues Bash will be held on Thursday, March 7 at 7 PM at the Maryland Theatre. The group featured will be Moreland & Arbuckle. 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. **Fundraising:**

- Staff are in the midst of their fundraising campaigns for the Western Maryland Blues Fest. They have raised \$65,000 to date.
- Staff worked with the Dog Park Task to create a fundraising package in order to ask for commitments from sponsors if the Dog Park is created.

4. **City Market:**

- Girl Scouts continue to utilize the Market for their annual Girl Scout Cookies; all troops are local to either the City or County.
- On March 16th, the first 150 customers wearing green into Market Alley after 9 AM will receive a free shamrock lollipop created by M&J Candies. There will also be a new, children's learning area in cooperation with Master Gardeners taking place in Market Alley from 9-11 AM.

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

- Trash/Recycling/Yard Waste Collection Delayed Due to Forecasted Snow
- E-casts: Grand Opening and Ribbon Cutting for the Wareham Professional Center
- Video Blasts: WATCH THIS!!! State of the City 2013

6. **Channel 25:**

Watch the City Newsroom at the top of every hour. This week's news stories include:

- State of the City 2013
- Won't You Be Our Neighbor? An Invitation to the Board of Education
- Honoring Black History Month: Hall of Fame Inductees
- USMH Celebrates Grand Opening of Offices, Classrooms
- 2013 Blues Fest Poster Artist is BISFA Student

In production:

- Anniversary Celebration at J&M Grill
- Grand Opening of Beatitudes Hair and Beauty Supply Store
- Grand Opening of Antietam Brewery & Restaurant

Also airing at select times:

- Full State of the City presentation: Monday, Wednesday, Friday at 7 p.m.
- "Divided Valor: Hagerstonians in the Civil War": Daily at 3 p.m.

7. **Websites:**

YouTube: Most viewed videos:

- Blues Fest Poster Artist: Erin Mettille 228 views
- BOE: Won't You Be Our Neighbor? 220 views
- Black History Month: A Tribute to Hagerstown Athletes 172 views
- February 12<sup>th</sup> Mayor & Council Meeting 96 views

City Website: Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of March 1 - March 7:

- Website traffic was average for the week, with about 5,600 visitors to the site viewing over 15,700 pages.

- Top Content:
  - ▶ Home page 5,132 visits
  - ▶ Jobs page 457 visits
  - ▶ Calendar 216 visits
- Top Entrances (the first page of the site users accessed):
  - ▶ Home page 4,933 visits
  - ▶ Jobs page 167 visits
  - ▶ Calendar 50 visits

PLANNING & CODE ADMINISTRATION DIVISION

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

- 846 West Washington Street – Exotic Antiques and Flea Market – retail sales of secondhand items.

2. **New Development Cases**

- The Reserve at Collegiate Acres – Phase II – site plan for 124 apartment units.

3. **Planning Commission:** The Planning Commission is scheduled to review a site plan for a new service building at Younger Toyota at 1955 Dual Highway during its monthly workshop meeting on March 13. AC&T will meet with the Planning Commission to discuss redevelopment of the former Manbeck Bakery site at the corner of Church and Burhans. AC&T purchased the property recently, which is zoned IR. Development concepts may involve a request to rezone the tract to CG (Commercial General)

4. **Historic District Commission:** On February 28 the HDC approved 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.

On March 14 the HDC will consider two cases:

- 140 South Potomac Street – Dean Martin for Draper & McGinley, P. A. – sign and grant
- 35 North Potomac Street – Kerry’s Hair & Day Spa – sign and grant.

5. **Excise Tax Ordinance Revisions:** The County Commissioners will hold a public hearing during the day on March 26 on a proposal to reduce the amount collected on non-residential, non-retail development down to \$1 per square foot, to remove the tax on change of use activities, and to extend the incentive period on residential development for another stretch of time.

6. **Watershed Implementation Plan (WIP) Meeting:** A Washington County group of planning and GIS staff met on March 7<sup>th</sup> at 1 p.m. to discuss MDE’s request for datasets related to historic, current, and future land-use/land-cover (LULC) conditions to assist with refinement of the computer model that is being used to measure/predict pollutant levels in the Chesapeake Bay.

7. **Car Sales Lots:** Staff sent letters to owners of current or former car lots in the CG zoning districts, and the property owners to explain the impact of and rationale for 2012 Land Management Code amendments that created a minimum square footage for automobile sales. In the letter we informed them of the pending M&CC discussion on March 12<sup>th</sup>. Subsequent to the letters going out, we have been in communication with various owners of used car lots to assist with confirming their non-conforming status.

8. **Weekly Activity Report:** February 25 – March 1, 2013

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	4	Residential -	0	Commercial -	2	Other -	2	5
Electrical	14	Residential -	5	Commercial -	5	Other -	4	14
Plumbing	13	Residential -	11	Commercial -	1	Other -	1	13
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	3
Engineering Dept.	19							19
<b>TOTAL</b>	<b>53</b>		<b>18</b>		<b>9</b>		<b>7</b>	<b>54</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 216,300.00				\$ 4,622,735.00			
Commercial	\$ 321,615.00				\$ 24,938,615.00			
Apartment	\$ 0.00				\$ 1,552,408.00			
Sign	\$ 0.00				\$ 183,714.00			
<b>TOTAL</b>	<b>\$ 537,915.00</b>				<b>\$ 31,297,472.00</b>			
Interior renovations to create restaurant for El Ranchero at 1715 Dual Highway - \$295,000 Construct single family home at 13026 Nittany Lion Circle - \$140,000								
<b>RENTAL LICENSES</b>								
<b>NUMBER</b>	<b>FACILITIES</b>			<b>UNITS</b>				
Registrations Received	5			8				
New Applications Issued	4			6				
Total Registered Since 6/1/12	3059			8399				
% of Those Invoiced	98.4			98.2				
<b>Notes:</b> 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 3/1/13.								
<b>PAYMENT</b>								
Total Payments Received	\$ 400							
Adjustments	\$ 0							
<b>INSPECTIONS</b>								
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>							
Building	42							
Electrical	50							
Plumbing	32							
Mechanical	12							
Safety	31							
Neighborhood Vitality	11							
Quality of Life	6							
Preventive Maintenance	9							
Planning & Zoning	3							
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.								

<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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. **Update on Projects Funded by Program Open Space:**
  - University Plaza – Requiring approximately 17 cubic yards of concrete, the footings and bond beams have been poured for the new stage. We are now preparing to form up the steps and ramp. We hope to have the work complete by May.
  - Portable Bleachers – We received and assembled six sets of portable bleachers to be set out in various parks as needed for special activities.
  - Potterfield Pool – Construction of a new pavilion near the concession stand is now complete. Staff will compile the invoices and send to the State of Maryland for POS reimbursement.
2. **Recyclebank.** They indicate the participation rate continues to grow and is now at 27% of all residents Citywide, a strong number. Recyclebank is planning another direct mailing in the near future to encourage residents to recycle.
3. **Spring is in the Air:**
  - The water has been turned on to the upper restrooms (along Highland Way) for the St. Patrick's Day Run scheduled for Saturday, March 16<sup>th</sup>.
  - The water has been turned on at the Municipal Stadium to prepare for the Suns opening game scheduled for April 11<sup>th</sup>.

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,583	CDS Arrest:	4
Criminal Arrest/Warrants:	20	DUI Arrests:	2
Moving Violations:	92	Search Warrants Executed:	0
Safety Repair Orders:	22	Field Interviews:	25
Warnings:	139	Parking Tickets:	6

2. **REPORTS**

- **03/03/13:** Officers with the Hagerstown Department of Police responded to the El Palenque Cantina Restaurant located at 204 East Franklin Street in regards to a reported stabbing. Upon arrival, officers located a male victim inside the restaurant with a stab wound to his lower back. The victim was transported to Meritus Medical Center with non-life threatening injuries. The suspect fled the scene prior to the arrival of the officers. Anyone with information regarding the investigation is urged to contact the Hagerstown Police Department, Criminal Investigation Division, at 301-790-3700.
- **03/05/13:** Officers from HPD responded to the 900 block of Security Road for a report of a stabbing and sexual assault (rape). Upon arrival, officers found the victim suffering several wounds consistent with a knife injury. The victim reported that she had been raped after a black male broke into her home. The victim was transported to Meritus Medical Center where she was treated for non-life threatening injuries. The investigation is ongoing and anyone with any information relevant to the incident is asked to contact HPD @ 301-790-3700.

3. **OTHER NEWS/INFORMATION**

- On March 4, the HIP award was presented to Sgt. James Robison from the Hagerstown Police Department. Chief Mark Holtzman nominated Sgt. Robison for this award.

The HIP award is offered to City of Hagerstown employees in recognition of outstanding performance in the areas of improving the Hagerstown community, outstanding performance in extraordinary circumstances, developing innovative ideas that improve service, safety or productivity and service above and beyond an employee's job.

Hagerstown Community College (HCC) is offering their first Police Academy beginning in March. The new Director for the Academy needed someone to set up the entire six month training schedule and Sgt. Robison stepped in to do this. He built each block of instruction with over 500 hours of instructors from Hagerstown's Police Department as well as the Sheriff's Department and HCC staff. Sgt. Robison's efforts will result in thousands of dollars in savings to the City in overtime and he helped the College prepare for their first Academy class. Congratulations to Jim on a job well done!

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	185	184
	North Potomac Deck	373	372
	Downtown Parking Lots	387	378
<b>Number of Patrons Using Decks</b>	A & E Deck	2,187	1,704
	North Potomac Deck	1,965	1,731
<b>Sales of Discount Coupons</b>		51	0
<b>Number of Citations Issued</b>	(Includes Warnings)	190	153
<b>Number of Late Payment Notifications</b>		12	40
<b>Number of Cars Booted</b>		3	0

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	1	0
<b>Fire</b>	2	5
<b>Light</b>	3	5
<b>Parks &amp; Engineering</b>	0	4
<b>Police</b>	11	3
<b>Public Works</b>	1	4
<b>Water</b>	2	0
<b>Wastewater</b>	2	5
<b>Weekly Totals</b>	22	26

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.

**\*AFTER-HOURS CALL OUT DATA**

	Issues for February	February 2013	January 2013
Street Issue	Tree down blocking street	1	1
Parking System		0	0
Traffic Signal		0	4
Traffic Signs		0	0
Building Maintenance		0	2
Fleet Maintenance		0	0
Weather Related	Snow, ice	4	4
Property Issues	**Antietam St. Fire, Discovery Station	5	0
<b>Total</b>		<b>10</b>	<b>11</b>

\*After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

\*\*Workers were needed to adjust the traffic control along Antietam St. after the fire. Staff also erected fencing around the property to keep people off the property. The Discovery Station work included several barricades and caution tape to block the sidewalk after a piece of the cornice work fell from the building. The concern was one of safety for pedestrians walking near the building.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

1. **Problem Areas.** Recent call-outs included:  
 3/1/13 - Various locations- (reconnections for non-payment). Time Out: 18.0-19.0  
 - 460 McDowell Avenue- arcing wires; broken tree limb removed from primary wires to correct problem. Time Out: 20.0-21.0
  
2. **Distribution** Recent activity included:
  - Metering Staff received seven 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 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
18	0	0	0

3. **Engineering** Staff worked on the following projects:
  - The Engineering Staff reviewed and designed multiple electric service plans throughout the City.

- The Engineering Staff handled multiple customer service issues involving HLD facilities.

4. **Administration:**

- Staff reviewed the proposed contract language between the City of Hagerstown and the chosen curtailment service provider for a demand response program at the R.C. Willson water production plant.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 27, 2013	7.42	0.01
Thursday, February 28, 2013	6.94	0.00
Friday, March 01, 2013	6.72	0.00
Saturday, March 02, 2013	6.61	0.00
Sunday, March 03, 2013	6.54	0.00
Monday, March 04, 2013	6.43	0.00
Tuesday, March 05, 2013	6.29	0.00
Weekly Average/Total	6.70	0.01
Monthly Average/Total	7.47	1.20

**Miscellaneous**

- Maintenance completed 47 preventive maintenance work orders and 59 corrective maintenance work orders in January 2013.
- Maintenance repaired defective heat trace at the ENR Filters.
- Maintenance assisted AR&E with finishing the installation of the mechanical seal on ASPS RAS pump # 1.
- Maintenance replaced defective plug valve on the suction side of HT #1.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	0	0	0	0
Flushing	11	11,096		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>V.F. of Repairs</b>
Manholes	9, 10	4	I&I	21

**Collection System Maintenance Task**

- Cleaned in district 11.
- Pulled muffin monster motor from station 7, hard wired transducer "signal loss" to backup active at station 7 (found a flaw in program).
- Installed Bio-Bags throughout infrastructure to control FOG.
- Cleaned wet wells at 2, 3, 22 and 25.
- Pump station 2 grease has diminished, will continue working with restaurant owner and employees.
- Fluid Solutions added the transistor to all the Homa's low pressure pump controllers, of the nine in service three have failed.
- Cleaned main on Liganore for Bob Jones.

- Exercised all emergency generators.
- Picked up 100' of 3" hose for unit 519.
- Delivered three toilet seats to Administration building.
- Replaced six old style manhole covers with conversion inserts in district 10.
- Replaced check valve and duplex discharge assembly at 11138 Mahogany Drive.
- Replaced #1 breaker at station 8.
- Preparing for snow.
- Picked up unit 518 from Rausch.
- Washed down lateral at Brookline Avenue with no issues.

**Administration**

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	0	0	0	1	3
YTD	14	8	2	1	0	7	32

\* 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 the State of the City address at Hager Hall.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with County Engineering Division representatives regarding the Robinwood Corridor II final review.

**Wastewater Laboratory**

- Proficiency testing samples have been analyzed and the results reported to the proficiency testing laboratory.
- Proficiency samples for DMRQA 33 were ordered. The study will begin March 25<sup>th</sup> and the study ends July 29<sup>th</sup>.
- We received our original Lachat 8500 unit back from HACH, tested the equipment, and found the original glitch still present. We will be contacting HACH for other possible solutions.
- 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>
2/28/13	11.45		11.45
3/01/13	11.81		11.81
3/02/13	11.77		11.77
3/03/13	11.89		11.89
3/04/13	11.89		11.89
3/05/13	11.79		11.79
3/06/13	11.73		11.73
Average			11.76

**Water Production at RC Willson**

*- Operations*

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

*- Maintenance*

- R C Willson – Performing routine PMs.
- R C Willson – Prepared for inclement weather.

*- Instrumentation*

- Breichner Plant – Installing new valve actuators.
- Pump Stations – Set up the new generator at Station #6.

**Water Production at Breichner**

- The Edgemont Reservoir is currently -5.0'; 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 repaired a leak on Clinton Avenue and have been working on Church Street replacing meter tiles.

**Laboratory**

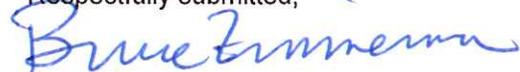
- Proficiency testing samples have been analyzed and the results reported to the proficiency testing laboratory.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

Reviews:                      City                      County  
Building Permit                11

- Staff attended a development review meeting at the County Planning Office.
- Staff attended the State of the City address at Hager Hall.
- Staff attended a Plan Review Committee Meeting at City Planning.
- Staff met with County Engineering Division representatives regarding Robinwood Corridor II final revisions.

Respectfully submitted,



Bruce Zimmerman  
City Administrator