

City of Hagerstown, Maryland Status & Information Report No. 13 for 2013

April 5, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

APRIL 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5	6
7	8	9 4pm Work Session	10	11 MD International Film Festival	12 MD International Film Festival	13 7am-2pm Community Yard Sale @ Fairgrounds Park MD International Film Festival
14	15	16 4pm Work Session	17	18 5:30pm Work Session	19	20
21	22	23 3-4:30pm Work Session 4:30-6pm Budget Review Session 7pm Regular Session	24 Administrative Professionals Day	25	26	27
28	29	30 4pm Work Session				

CITY CLERK

1. **Child Abuse Awareness Month:** Blue ribbons have been placed on the parking meters and trees throughout downtown during the month of April and are in recognition of Child Abuse Awareness Month.

2. **Records Management and Retention Training.** The Maryland State Archives and Maryland Emergency Management Agency presented a two-day Intergovernmental Preparedness for Essential Records (IPER) Program on March 27 and 28, 2013 at Hagerstown City Hall. The IPER Program consists of two courses, *Essential Records* and *Records Emergency Planning and Response*, which address different aspects of protecting records during a disaster. Participants included staff from Allegheny County, the Register of Wills office, the County Clerk and City staff. This information will be beneficial to us as we begin to review and update the City's Record Management Plan and Retention Schedule.

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**

- The City hosted a Grand Opening/Ribbon Cutting for State Farm/Dan Hall Agency on Wednesday, April 3 at 4:30 PM. The office is located at 816 Virginia Ave in Hagerstown.
- Please mark your calendars now for a Grand Opening/Ribbon Cutting for Walgreens. We will be having the event on Friday, April 12 at 8:00 AM. The business is located at 1601 Dual Highway in Hagerstown, Maryland. *Walgreens - where health and happiness come together*
- A Grand Opening/Ribbon Cutting Event will be held at Dixie Kitchen located at 1037 Maryland Avenue. The owner and lead chef is Wanda Lynn Swan. We will have the event on Tuesday, April 16 at 2:00 PM.

2. **St. Patrick's Day Run Wrap-Up:** A check presentation will held at the Washington County Commissioners Meeting on Tuesday, April 9 at 2:00 PM. The check will represent the proceeds being raised for the Community Free Clinic from the St. Patrick Day's Run held on March 16.

3. **Upcoming Events**

- The Maryland International Film Festival will be held from April 11 to April 13, 2013.
- Shepherd University will host the 2013 Capstone Art Exhibit. A portion of the exhibit will be held in City Center Hagerstown on April 20, 2013 from 5:00 PM to 9:00 PM. The event will be held at 60 West Washington, 36 North Potomac and Melanie Anderson Photography.
- The Earth Day Ceremony will be held on Monday, April 22 at 10:30 AM at University Plaza, and the Arbor Day Ceremony will be held on April 26 at 10:00 AM at the new Memorial Park.

4. **New Businesses:**

- 43-45 South Potomac Street – Flying Pie Co. – restaurant and bar (former Spin location)
- 51 North Potomac Street – Savage Accessories – sales of telephone accessories.
- 29 East Washington Street – Elohim Hair Salon
- 10-12 East Washington Street – El Paso Cantina and Grille – restaurant and bar

5. **Business Change of Ownership – Zoning Certificates**

- 1716 Dual Highway – Hampton Inn – hotel (change in ownership)
- 119B East Baltimore Street – Cosmopolitan – hair salon (change of ownership)
- 220 Champion Drive – Maryland Vision Institute, LLC – professional offices (change in ownership—former Bergman Eye Center)

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

- Attend Hagerstown's City College!
- Dan Hall State Farm Celebrates Grand Opening
- Hagerstown Railroad Museum & Engine 202 Open to Visitors on April 5th
- Jonathan Hager House & Museum Opening April 5th
- E-casts:
 - Grand Opening & Ribbon Cutting for Dan Hall State Farm Agency

7. **Channel 25:**
Watch the City Newsroom at the top of every hour. This week's news stories include:
- Dan Hall State Farm Celebrates Grand Opening
 - Kickstarter campaign video for Lyons Post monument at Rose Hill Cemetery
 - St. Patrick's Day Run Wrap-Up
 - Grand Opening of Antietam Brewery at Benny's Pub

In production:

- Grand Opening of Wareham Professional Center

Also airing at select times:

- "Divided Valor: Hagerstonians in the Civil War" Daily at 3:00 PM.

8. **Websites:**

City Website:

- Website analytics for www.hagerstownmd.org for the week of March 28 - April 3:
- This week there were about 5,200 visitors to the site who viewed over 15,000 pages.

Top Content:

- Home page 4,914 visits
- Jobs page 532 visits
- Calendar 232 visits

Top Entrances (the first page of the site users accessed):

- Home page 4,757 users
- Jobs page 168 users
- Calendar 51 users

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Development Cases:**

- Southeast Corner Broadfording Road and Cearfoss Pike – 2003 Salem Avenue, LLC/Bowman Hollyhock, LLC – final plat Lots A and B

2. **Planning Commission:** On March 27, the Planning Commission reviewed the draft FY 2014 CIP, discussed digital sign standards, and reviewed a request from Cortland Villas to amend their site plan to remove their sidewalks. On April 10, the Commission will review the Northwest Connector Study, proposed digital sign and car sales lots text amendments, and Future Land Use Map amendments.

3. **Historic District Commission:** On April 11 the HDC will review five cases and hold one workshop:

- 100 South Potomac Street – Alice Virginia & David W. Fletcher Branch of the Washington County Free Library – sign.
- 19-21 Broadway – Dale M. Ford - replace rear stairs.
- 12 North Prospect Street - City of Hagerstown – demolition of motel.
- 804 Hamilton Boulevard – Wheaton Properties LLC – replacement windows.
- 43 South Potomac Street – Flying Pie Company – façade rehab.
- 57 West Franklin Street - Mansoor Emral Shaool/Sassan Emral Shaool – continuation of workshop to discuss window replacement and facade alterations.

4. **Board of Zoning Appeals:** One case will be heard by the BZA on April 17. A variance for a rear addition was filed by Robert Rauth for property at 636 North Mulberry Street.

5. **Maryland Planning Directors Roundtable Meeting:** On March 28, Planning Staff attended the quarterly planning directors' roundtable meeting in Crownsville. Topics at the meeting included how to implement a complete streets policy at the state, county, and municipal levels, as well as updates on planning-related bills being considered during this year's legislative session in Annapolis.
6. **Secretary Hall's Visit to Greater Hagerstown Committee:** Secretary Hall of the Maryland Department of Planning attended the Greater Hagerstown Committee general membership meeting on March 29th. Secretary Hall made a presentation on PlanMaryland and the Septic Bill and answered general planning questions from the audience.
7. **Car Sales Facilities in the CG Zoning District:** Staff met with several representatives of the local car sales industry on April 2 to discuss their zoning concerns that were brought to the Mayor and Council's attention. The meeting was very productive and there appears to be a solution that addresses most, if not all, of their concerns while protecting the public welfare and interest. Staff will forward proposals to the Planning Commission soon. The Mayor and Council will be briefed via memo on the progress to date.
8. **Weekly Activity Report:** *March 18–29, 2013*

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	19	Residential -	11	Commercial -	7	Other -	1	19
Electrical	44	Residential -	15	Commercial -	16	Other -	13	45
Plumbing	21	Residential -	18	Commercial -	3	Other -	0	21
Mechanical	14	Residential -	6	Commercial -	6	Other -	2	13
Engineering Dept.	36							35
TOTAL	134		50		32		16	133
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential	\$ 680,775.00				\$ 5,810,800.00			
Commercial	\$ 342,680.00				\$ 26,307,710.00			
Apartment	\$ 0.00				\$ 1,554,808.00			
Sign	\$ 4,210.00				\$ 205,924.00			
TOTAL	\$ 1,027,665.00				\$ 33,879,242.00			
Construct three single family homes at Colligate Acres - \$470,000 Tenant fit-out for Northwestern Mutual at 1165 Imperial Drive - \$100,000 Interior tenant fit-out for Ecton Media at 22 North Mulberry Street - \$35,000 Replace flagpole, antenna, and fence at 360 North Cannon Avenue - \$140,000								
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	7			9				
New Applications Issued	3			3				
Total Registered Since 6/1/12	3078			8421				

<u>PAYMENT</u>	
Total Payments Received	\$ 450
Adjustments	\$ 0
INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	64
Electrical	77
Plumbing	46
Mechanical	27
Safety	108
Neighborhood Vitality	118
Quality of Life	15
Preventive Maintenance	122
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:	
<u>Categories of Conditions</u>	
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. **Demolition of 12 North Prospect Street.** We have two contracts out for bids - Building Demolition and Asbestos Removal. We expect to submit bid results to Council in April.
2. **Municipal Stadium.** We dug the footers for the new canopies and formed them up, set anchor bolts; the concrete will be poured after the inspection has been completed. To assist the Hagerstown Suns in installing their advertisement, we are putting up the frame work.
3. **University Plaza.** The concrete for the steps and ramp have been poured. We cleaned and prepped the area to re-lay brick sidewalk.

4. **New Employees.** A new face in our department, Alaina McCurdy has joined us as our Part-Time Office Assistant in Parks & Recreation; our new Parks Landscaper is scheduled to start on April 8th.
5. **Recyclebank.** Attached is a list of the most popular rewards in our area.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,605	CDS Arrest:	1
Criminal Arrest/Warrants:	12	DUI Arrests:	0
Moving Violations:	72	Search Warrants Executed:	0
Safety Repair Orders:	17	Field Interviews:	37
Warnings:	123	Parking Tickets:	11

2. **REPORTS**

- **03/29/13:** Officers with the Hagerstown Department of Police responded to the first block of West Franklin Street in regards to a stabbing victim. Responding officers located a 17 year old male lying on the sidewalk with a stab wound to the chest. The victim was transported to Meritus Medical Center where he subsequently died from his injuries. The investigation revealed that Antonio Gardner stabbed the victim. Gardner was arrested and charged with 2nd Degree Murder and related charges. Anyone with information regarding the incident can contact the Hagerstown Police Department/Criminal Investigation Division at 301-790-3700.
- **03/31/13:** Officers responded to the area of Nottingham Road Hagerstown MD/West End Pub for reports of shots fired. Upon arrival, officers located a male victim outside the establishment with an apparent gunshot wound to his leg. Further investigation revealed a second victim was also injured during the incident. Both victims were treated at Meritus Medical Center for non-life threatening injuries. Anyone with information regarding this incident is asked to contact the Hagerstown Police Department/Criminal Investigation Division at 301-790-3700.

3. **OTHER NEWS/INFORMATION**

- The Hagerstown Community College Police Academy began March 18 with eight new recruits for the Hagerstown Police Department. One additional self sponsor student is also processing the department which could bring our total to nine by the end of the Academy. This is the first class for the newly formed HCC Police Academy which will run a total of six months graduating in mid September. Graduates from the Academy will then enter the Field Training phase for an additional four months. HPD officers and supervisors will be teaching throughout the Academy in various subject matters. We are looking forward to their service to our community officially beginning early next year.
- Officer Douglas Hay has been selected as the Officer of the Month for February 2013. Officer Hay has been employed by the City of Hagerstown for 16 years and is currently assigned to the Uniform Patrol Division's Alpha Platoon. Officer Hay was nominated for his dedication and persistence in investigating a strong armed robbery which occurred on February 20, 2013. Officer Hay contacted the victim who advised that several subjects had taken some items from him and assaulted him during the incident. During the course of the next couple of days, Officer Hay conducted numerous interviews with various persons who had some involvement in the incident. Because of his thorough investigation, Officer Hay was able to recover some of the victim's property and file charges against two of the individuals involved. The Hagerstown Police Department is proud to have dedicated officers such as Officer Hay as one of its own and congratulates him for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	197	196
	North Potomac Deck	372	372
	Downtown Parking Lots	378	378
Number of Patrons Using Decks	A & E Deck	1,749	1,949
	North Potomac Deck	1,580	1,520
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	163	173
Number of Late Payment Notifications		28	40
Number of Cars Booted		2	3

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	1
Fire	3	4
Light	2	3
Parks & Engineering	0	2
Police	8	11
Public Works	3	9
Water	2	8
Wastewater	4	1
Weekly Totals	24	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.

*AFTER-HOURS CALL OUT DATA

	Issues for March	March 2013	February 2013
Street Issue	Tree down; debris in street	2	1
Parking System	A&E Deck gate malfunction	1	0
Traffic Signal	Nottingham; MD & Downsville	2	0
Traffic Signs	Banner down; sign	2	0
Building Maintenance		0	0
Fleet Maintenance		0	0
Weather Related	Snow	2	4
Property Issues	Hamilton Hotel broken window	1	5
Total		10	10

*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.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Thur. 3/28 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - Mon. 4/1 - Various locations- (reconnections for non-payment). Time Out: 19.2-20.0
 - Tues 4/2 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.7

2. **Distribution** Recent activity included:
 - Metering Staff received three high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
 - Line crews continue annual feeder inspections for Mitchell Substation.
 - Line crews continue trimming trees in various residential locations.
 - Line crews performed various service upgrades and meter installations.
 - Continued with pole inspections and re-tagging throughout the City.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
6	0	0	0

3. **Engineering** Staff worked on the following projects:
 - The Engineering staff reviewed and designed multiple electric service plans throughout the City.
 - Engineering staff continues to edit and enhance our digital electric model in the GIS environment.
 - The Staff Engineer prepared bids for release to purchase materials required for the reliable operation of the electric system.

4. **Administration:**
 - Brown's communications completed the programming for all radios in the City. The City's VHF radio system is 100% on the narrowband.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 27, 2013	6.59	0.00
Thursday, March 28, 2013	6.61	0.00
Friday, March 29, 2013	6.10	0.00
Saturday, March 30, 2013	6.00	0.00
Sunday, March 31, 2013	6.00	0.14
Monday, April 01, 2013	6.10	0.00
Tuesday, April 02, 2013	6.21	0.00
Weekly Average/Total	6.23	0.14
Monthly Average/Total	6.50	1.74

Miscellaneous

- The motor for #3 Nitrified recycle pump motor was re-installed and placed back in service.

Wastewater Collection**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1, 7	1,631	808	40
Flushing	11	10,546		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	2, 4	2	Roots	33.28
Manholes	7, 9	2	I&I	Sealed leaks

Collection System Maintenance Task

- Installed Bio-bags throughout infrastructure to control FOG.
- Installed new contactor and reinstalled transformer (#2) at station 26.
- Exercised all emergency generators, replaced generator engine hose at station 22.
- Cleaned wet well at station 8.
- Pulled and cleaned pump #2 at station 8 and installed one new 50amp breaker.
- Fall arrest brackets complete at stations 9 and 10.
- New float pole installed at station 4.
- Cleaned grinder pump tank at Smithburg and adjusted pressure hose.
- Cleaned grease lines for WWTP.
- Downloaded flow meters.
- Replaced grinder pump core at 20129 Teakwood.
- Backup at 107 South Potomac Street; public lines ok; owner to call plumber.
- Excavated and poured 10' of curb at 480 Pangborn Boulevard.
- Located and excavated manhole at 480 Pangborn Boulevard that was 9" under black top, cold patched manhole and backfilled around curb.
- Set up traffic control for C. R. Semler at 1515 Dual Highway and supplied 42 ft. 6 inch SDR 35 PVC pipe, two 6x6 fernco couplings, one 6 inch cast iron clean out with cap, one manhole adaptor and one 6x6x6 wye.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	4	0	2	3	0	12
YTD	19	12	2	3	4	8	48

* 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 Wellness Committee meeting at City Hall with discussions including quarterly incentives and a scheduled health assessment.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with City Permits staff to discuss coordination and streamlining the water and sewer permits process.

Wastewater Laboratory

- DMRQA proficiency samples were acquired from the certified testing lab. The samples are and will be analyzed over the next couple months as time permits and the results returned to the provider for evaluation.
- With routine and regulatory testing the lab collected, tested, and processed over 2,000 analyses for the month of March.
- 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>
3/14/13	11.60		11.60
3/15/13	11.61		11.61
3/16/13	11.50		11.50
3/17/13	10.95		10.95
3/18/13	11.65		11.65
3/19/13	12.54		12.54
3/20/13	11.47		11.47
Average			11.65

Water Production at RC Willson

- *Operations*

- Completing routine PMs.
- Working on trac-vacs.

- *Maintenance*

- R C Willson – Performing routine PMs.
- R C Willson – Filled pump station hypo tanks with softened water.
- R C Willson – Working on potassium mixer.

- *Instrumentation*

- R C Willson – Worked on potassium system.
- Pump Stations – Installation of new motor and pump at Station #3.

Water Production at Breichner

- The Edgemont Reservoir is currently at -5.5'; the bypass is open and the hydrant is 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 have been working on Sunset Avenue replacing meter tiles and are installing a new service at 36-40 North Potomac Street.

Laboratory

- The annual renewal notice of potable water testing certification was received from the Maryland Department of the Environment. We are still waiting on the results of our annual proficiency testing before the renewal paperwork can be sent in.

- Results from the Maryland Department of the Environment testing of City water were received. Using those results and results we've performed, we are preparing our annual Consumer Confidence Report.
- Ninety (90) samples were collected throughout the distribution system in March. They were tested for microbiological and other contaminants required by the USEPA
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	2	
Simplified Plat		1
Preliminary Plat		1
Final Plat		1
Replat		1
Building Permit	24	4

- Staff attended a development review meeting at the County Planning Office.
- Staff met with City Permits staff to discuss coordination and streamlining the water permits process.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff attended a Wellness Committee meeting with discussions including quarterly incentives and a scheduled health assessment.

Respectfully submitted,

Bruce Zimmerman
City Administrator

Popular Rewards in a Reporting Area

Generated On: 3/12/13 @ 9:37:33 PM

For the date starting 2/1/2013 ending 2/28/2013

Hagerstown, MD

Reward Partner	Product Name
Always Ron's Restaurant	\$5 Off \$25 or More
Arbor Day Foundation	\$1.00 Donation to the Arbor Day Foundation = 1 Tree Planted
Bagel-Lisious	\$2 Off \$10 or More
Bed Bath & Beyond®	\$10 Off \$30 or More
Blue Diamond® Growers	\$1.00 Off Two 4 oz bags or Larger
Cosmopolitan	One-year subscription
Dick's Sporting Goods	\$15 Off \$75 or More
Domino's Pizza - Hagerstown, MD	Buy One Large Pizza, Get One Free
ENTERTAINMENT WEEKLY®	1-year (52 issues) of ENTERTAINMENT WEEKLY
Good Housekeeping	One-year subscription
Hard Times Café & Cue	\$2 Off \$10 or More
Harris Teeter	\$10 off \$50 or more
iTunes® eGift Card	\$10 iTunes® eGift Card
Jersey Mike's Subs - Hagerstown, MD	FREE Bag of Chips and Drink with purchase of a Regular Sub
Macy's	\$10 Off Your Next \$50 In-Store Purchase
Marie Claire	One-year subscription
Martha Stewart Living	One-year subscription
O, The Oprah Magazine	One-year subscription
Redbook	One-year subscription
Regal Entertainment Group	\$2 OFF Any Adult Movie Ticket
Ruby Tuesday	\$10 Off Two Entrées
Snavelly's Garden Corner	\$2 Off \$10 or More
The Children's Playseum	One Free Admisslon Ticket
WalMart eGift Card	\$10 WalMart eGift Card
Woman's Day	One-Year Subscription