

# City of Hagerstown, Maryland Status & Information Report No. 35 for 2016

September 2, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

### SEPTEMBER 2016

*\* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>*

| Sunday             | Monday  | Tuesday                      | Wednesday                                   | Thursday   | Friday   | Saturday                              |
|--------------------|---|------------------------------|---|--|--|---------------------------------------|
|                    |   |                              |   | 1  | 2  | 3                                     |
| 4                  | 5<br><b>HOLIDAY<br/>CITY<br/>OFFICES<br/>CLOSED</b> | 6<br>No M&C Meeting          | 7   | 8<br>4:30 pm Historic<br>District<br>Commission<br>Meeting               | 9  | 10                                    |
| 11<br>3pm Fit Fido | 12  | 13<br>4pm Work Session       | 14<br>4pm Planning<br>Commission<br>Meeting | 15   | 16   | 17<br>10am-4pm City<br>Park Fall Fest |
| 18                 | 19  | 20<br>4pm Work Session       | 21<br>7pm Board of<br>Zoning Appeals        | 22<br>4:30pm Historic<br>District<br>Commission<br>Meeting               | 23   | 24                                    |
| 25                 | 26  | 27<br>7pm Regular<br>Session | 28<br>7pm Planning<br>Commission<br>Meeting | 29<br>6-7:30pm Garden<br>To Table @<br>Hagerstown<br>Community<br>Garden | 30<br>7am-4pm Par<br>Fore Pink @ The<br>Greens at<br>Hamilton Run<br>Golf Course |                                       |

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Grand Openings:** Upcoming grand openings include the following:
  - Tuesday, September 6 at 2 p.m. -- Gotten from Grammy located at 12 West Franklin Street
  - Tuesday, September 20 at 9 a.m. -- Dermatology Associates and Surgery Center located at 1110 Professional Court, Suite 201
  - Tuesday, September 27 at 4 p.m. -- Monica's Cuisine and Bar located at 40 East Washington Street
  
2. **Wind Down Fridays:** Upcoming Wind Down Fridays include:
  - September 30th – Thunder in the Square featuring Staff Infection
  - October 21st – Freaky Friday featuring Slackwater 4

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
  - Online Vintage Boutique Expands With New Downtown Storefront
  - Advisory: Trash, Recycling and Yard Waste Collection Delayed for Labor Day
  - Traffic Advisory: Dry Bridge Crossing over Antietam Street
  - Traffic Advisory: Pavement Preservation Program
2. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Hagerstown Cultural Trail video update
  - Thunder in the Square Promotion
  - City Park Fall Fest/Harvest Hoedown Promotion
3. **Websites:**
  - City Website:
    - About 8,900 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of August 22-28, 2016
    - Top entrances (first page users accessed on the website):
      - ▶ Home page 3,676 users
      - ▶ Utility Billing page 432 users
      - ▶ Jobs page 318 users
    - Top Searches:
      - ▶ "indoor track"
      - ▶ "zoning map"
      - ▶ "building permits"
      - ▶ "GIS"

### TECHNOLOGY & SUPPORT SERVICES

1. **First Gigabit City Customer Implemented:** High Rock Studios was the first City Center business to have gigabit service installed by Antietam Cable under the "Gigabit City" initiative. High Rock owner Rich Daughtridge reported download speeds over 930Mb/upload over 764Mb. The next implementation will be the BUROBOX site at 60 West Washington to be utilized by members in their operations. ACTV is expected to begin the marketing campaign for the full roll-out in early September.
2. **Customer Service Serviceability Level See Records in August:** Customer Service representatives were able to service 87.1% (4,264 of 4,896) of all customers calling into the customer service offices, while providing service to over 5,200 lobby visitors in the month of August. These service levels have not seen this consistent level since the late 1990's. At that time, the number of calls and visits were 75% less than the levels experienced now. Staff have also cut the time to answer to an average of under 3 minutes during a cutoff season for the first time since 2008. Congratulations and thank you to the Support Services team in the 1<sup>st</sup> floor lobby of City Hall for this superior level of services during a busy time of year.

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Pavement Preservation.** Crackfilling and slurry work is completed, patching is 80% completed, and Alpha is scheduled to be here next week to apply thermoplastic pavement markings to those streets. Street paving will be later this month.
2. **South Prospect Street Wall.** Work will commence on Friday, September 2<sup>nd</sup> to replace this wall on the northwest corner of the dry bridge.
3. **2016 Alley Reconstruction Program**
  - Mayor & Council approved contract with Concrete Central, LLC in the amount of \$348,735.00.
  - We obtained Right-of-Entry Agreement to remove seven trees behind 961 View Street that are heaving the existing alley mat.
  - Scheduled the Preconstruction Meeting for September 7<sup>th</sup>
  - We received a request to convert Alley 4-45a into a pedestrian walkway. We are surveying the property owners and tenants in this block before presenting to Mayor & Council.
4. **Hub City Bike Loop.** We identified locations for new signs and pavement markings as recommended by the Bicycle Committee.
5. **Engineering**

| Traffic issues               |                 |              |
|------------------------------|-----------------|--------------|
| Description                  | Week of 8/26/16 | Year to date |
| Traffic complaints received  | 1               | 129          |
| Work Orders completed        | 0               | 83           |
| Traffic counts completed     | 2               | 36           |
| Construction Projects        |                 |              |
| Description                  | Week of 8/26/16 | Year to date |
| Projects advertised for bids | 2               | 16           |
| Projects under construction  | 7               | 7            |
| Projects completed           | 0               | 7            |

### PARKS & RECREATION DIVISION

1. **2016-2017 Fall/Winter Parks and Rec Guide.** Our new guide is at the printer and 15,000 copies will be distributed to the community beginning Friday, September 9<sup>th</sup>! The new guide features our 20 beautiful parks and amenities, Fall and Winter programs and events, recreation facilities and our partner groups. An on-line interactive version of our new guide can be found by visiting <http://www.hagerstownmd.org/index.aspx?NID=980>. For a copy, please contact the Parks & Rec office at x169.
2. **City Park Fall Fest.** Staff is busy making plans for the 3<sup>rd</sup> Annual Fall Fest event to be held on Saturday, September 17<sup>th</sup> from 10 a.m. – 4 p.m. An event flyer is attached with details.
3. **911 Activities.** On September 11<sup>th</sup> the New Horizons Band of Hagerstown will be performing a concert of patriotic music in the City Park Band Shell from 5–6 p.m. The Annual “Remembrance in the Park” is scheduled in the City Park Tribute Garden on September 13<sup>th</sup> at 6:30 p.m. To spruce up the area, employees from Lowe’s assisted us as follows: the gazebo was repainted, shrubs were trimmed and shaped, trees were planted and mulched, and flowers were planted.

## PLANNING & CODE ADMINISTRATION

1. **New Zoning Certificates Issued:**
  - 934 Sweeney Drive, Suite 6 – Cool Fire Protection International, d/b/a CFP International, Inc. – sprinkler system installation.
  - 1726 Dual Highway – Zooties Vapors LLC – retail sales of electronic cigarettes and vapor accessories.
  - 761 East Wilson Boulevard – Shop N Save – grocery store (name change and new ownership).
  
2. **Planning Commission:** The Planning Commission considered the following matters at its August 31:
  - Public Review Meeting – Burhans Village – West of North Burhans Boulevard and East of Mitchell Avenue – rezoning request from RMED to RH; no one from the neighborhood attended the hearing to offer comments. The record was left open for ten days to receive written comments.
  - 250 Eastern Boulevard, North (Lot 21) – David Lyles – approved the grading plan for a pad-ready grass site and waiver requests.
  - Rose Hill Cemetery – 600 South Potomac Street – approved a site plan and waiver requests for construction of a columbarium.
  - Mid Atlantic Veterinary Hospital – 1125 Professional Court – approved a site plan for an addition and waiver requests. (Submitted July 28 – 35 days to approval)
  - ESD Stormwater Management Concept Plan – West Side Garland Groh Boulevard (Lot 6A) – approved the applicant’s submittal with a modification that removed an additional access point on Garland Groh Boulevard; however, commission members made it clear that at the site plan stage they will want to see a signal at the intersection of Garland Groh Boulevard and the Bulldog Federal Credit Union drive. (Submitted August 25 – 7 days to approval)
  - 301 West Howard Street – Waiver Request from Parking Lot Design Standards – applicant was not present.
  - Comprehensive Plan Update: Water Resources Element (continued from August 10 meeting). The commission was satisfied with the revisions made by staff and had no additional comments.
  
3. **Weekly Activity Report:** August 22–26, 2016

| <b>PERMITS</b>   |                                   |               |           |                      |                                   |         |          |                        |
|--|-----------------------------------|---------------|-----------|----------------------|-----------------------------------|---------|----------|------------------------|
| <u>TYPE</u>  | <u>NUMBER OF NEW APPLICATIONS</u> |               |           |                      |                                   |         |          | <u>NUMBER ISSUED</u>   |
| Building   | 5                                 | Residential - | 1         | Commercial -         | 3                                 | Other - | 1        | 9                      |
| Electric   | 13                                | Residential - | 4         | Commercial -         | 7                                 | Other - | 2        | 13                     |
| Plumbing   | 14                                | Residential - | 13        | Commercial -         | 1                                 | Other - | 0        | 15                     |
| Mechanical   | 6                                 | Residential - | 2         | Commercial -         | 4                                 | Other - | 0        | 6                      |
| Engineering Dept.  | 15                                |               |           |                      |                                   |         |          | 15                     |
| <b>TOTAL</b>   | <b>53</b>                         |               | <b>20</b> |                      | <b>15</b>                         |         | <b>3</b> | <b>58</b>              |
| <b><u>Est. Value of Issued Building Permit Projects:</u></b> |                                   |               |           |                      | <b><u>Fiscal Year Totals:</u></b> |         |          |                        |
| Residential  |                                   |               |           | \$ 155,751.00        |                                   |         |          | \$ 1,692,168.00        |
| Commercial   |                                   |               |           | \$ 24,500.00         |                                   |         |          | \$ 4,082,476.00        |
| Apartment  |                                   |               |           | \$ 116,000.00        |                                   |         |          | \$ 278,500.00          |
| Sign   |                                   |               |           | \$ 5,000.00          |                                   |         |          | \$ 28,106.00           |
| <b>TOTAL</b>   |                                   |               |           | <b>\$ 301,251.00</b> |                                   |         |          | <b>\$ 6,081,250.00</b> |

|   |  |              |
|---|--|--------------|
| <b>Projects of Interest</b>   |  |              |
| <ul style="list-style-type: none"> <li>- Construct two story single family dwelling at 107 North Cleveland Avenue - \$130,000</li> <li>- Rehab of existing four-unit building due to fire at 440 West Washington Street - \$110,000</li> </ul>  |  |              |
| <b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017</b>  |  |              |
|   | <b>PROPERTIES</b>  | <b>UNITS</b> |
| Registrations received week of August 22 – August 26  | 19   | 28           |
| New applications issued week of August 22 – August 26   | 7  | 7            |
| Total 2016-2017 registered (includes changes since 5/1/16)  | 3,201  | 8,536        |
| Percentage of total invoiced that have registered   | 92.3 %   | 93.8 %       |
| <b>Notes:</b> The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016. A 2 <sup>nd</sup> past due notice with a \$50 late fee was mailed to those still outstanding on August 3, 2016. A 3 <sup>rd</sup> notice with a \$100 late fee will be mailed to those in violation in early September. |  |              |
| <b>PAYMENT</b>  |  |              |
| Weekly payment received   | \$ 2,275   |              |
| Weekly adjustment/credits   | \$ 325   |              |
| <b>INSPECTIONS</b>  |  |              |
| <b>TYPE</b>   | <b>NUMBER CONDUCTED</b>  |              |
| Building  | 43   |              |
| Electrical  | 40   |              |
| Plumbing  | 12   |              |
| Mechanical  | 8  |              |
| Safety  | 42   |              |
| Neighborhood Vitality   | 154  |              |
| Quality of Life   | 24   |              |
| Preventive Maintenance  | 34   |              |
| Planning & Zoning   | 0  |              |
| <b>INSPECTIONS KEY:</b>   |  |              |
| <b>Categories of Conditions</b>   |  |              |
| Safety  | Conditions which are or reasonably present a hazard to occupant or public.<br><u>Example:</u> No smoke alarms, improper wiring, handrails  |              |
| Neighborhood Vitality   | Conditions which cause or tend to cause diminution to property<br><u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.   |              |
| Quality of Life   | Conditions which negatively impact occupants.<br><u>Example:</u> Damaged surfaces, damages elements, missing screens   |              |
| Preventive Maintenance  | Conditions which are technical violations and need addressed to prevent deterioration.<br><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.<br><u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations. |              |

|                          |
|--------------------------|
| <b>POLICE DEPARTMENT</b> |
|--------------------------|

**STATS**

|                          |       |                       |     |
|--------------------------|-------|-----------------------|-----|
| Calls for Service:       | 1,651 | Field Interviews:     | 32  |
| Arrests/Warrants Served: | 21    | Moving Violations:    | 26  |
| Domestic Violence Calls: | 13    | Parking Violations:   | 173 |
| DUI Arrests:             | 2     | Safety Repair Orders: | 8   |
| Reports Filed:           | 141   | Warnings:             | 67  |

## REPORTS

08/25/16: Officer Vogel was dispatched to Mulberry Avenue for a report of a theft. The victim stated that someone had stolen her patio furniture from her front porch. The officer spoke with neighbors but no one saw anything suspicious. The furniture was valued at approximately \$150. There are no suspects at this time.

08/26/16: Officer Weaver responded to East Wilson Boulevard for a reported malicious destruction of property. The victim advised that his neighbor knocked on his door and asked him if he had scratched his vehicle. The victim replied he had not. The victim then went to look at his vehicle and found scratches on his driver side door. The victim stated he has no enemies that he knows of and is unsure who would have done the damage. No additional details are available.

08/27/16: Officer Rutkowski was dispatched to Potterfield Pool on Frederick Street. The victim stated her wallet had been stolen from the locker room. The victim advised there were three other girls near her in the locker room and they would have seen her wallet. The black leather wallet contained US currency, a Maryland ID and debit card. There were no witnesses and no additional information is available.

08/29/16: Officer C. Kelley responded to South Burhans Boulevard for a burglary in progress. Dispatch advised that a female was kicking the door and attempting to gain entry. The officer instructed the female to stop kicking the door and come down the stairs. The suspect came down the stairs but then quickly ran back up the stairs and continued to curse and yell at the victim. The suspect would not speak or cooperate with the officer. The victim advised that the suspect is a previous girlfriend of her current boyfriend. The suspect was charged with Trespassing, Disorderly Conduct and Fail to Obey Lawful Order.

## OTHER NEWS/INFORMATION

- McPherson Street Update. The Hagerstown Police Department received the following email from Chief Brito:

*Good afternoon HPD,*

*Good news! I wanted to update you on our efforts to secure the rear lot of the station. Many of you are aware that the rear lot is actually a public street, McPherson Street. From the moment I arrived here, it was clear to me that the lot was being used as a thoroughfare for both public vehicles and pedestrians which imposes a serious risk for the men and women of HPD and our citizens. I am pleased to announce that after presenting a proposal to permanently close McPherson Street from Franklin to Washington Streets in both the Executive and General Sessions, the Mayor and City Council--through a unanimous resolution--approved our request to close McPherson Street effective August 30, 2016.*

*The next steps are as follows:*

- 1. Install/place clear conspicuous signage prohibiting public vehicles, police vehicles only.*
- 2. Install electronic traffic control arms to stop public vehicular traffic.*
- 3. Install Homeland Security Grade barriers to stop public vehicular traffic in specific areas of the rear parking lot.*
- 4. And finally, when funding is procured (major project) install fencing around the entire rear parking area.*

*Please understand that HPD's rear parking area has been used as a public thoroughfare for 38 years and it will take some time for the public to get used to not having this access. Our intention must be to educate the public initially and NOT issue citations. Moreover, I expect to have the traffic control arms up within 60 days barring any funding issues.*

Thank you Chief Brito, Officer Gerard Kendle, and the other individuals involved, for addressing and taking appropriate steps to eliminate this potentially dangerous situation.

- **New Vehicle Maintenance Officer.** Keith Robinson has been hired as the new Hagerstown Police Department's Vehicle Maintenance Officer. He is a retired truck maintenance and repair manager. He brings 40 years of experience to HPD. We wish him well as he utilizes that experience to keep the police cruisers and other HPD vehicles running smoothly.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

|   |                          | <b>Current Week</b> | <b>Previous Week</b> |
|---|--------------------------|---------------------|----------------------|
| <b>Number of Permit Holders</b>             | A & E Deck               | 280                 | 280                  |
|   | University District Deck | 317                 | 273                  |
| <b>Number of Patrons Using Decks</b>        | A & E Deck               | 1,712               | NA                   |
|   | University District Deck | 2,350               | NA                   |
| <b>Sales of Discount Coupons</b>            |                          | 0                   | 0                    |
| <b>Number of Citations Issued</b>           | (Includes Warnings)      | 167                 | 172                  |
| <b>Number of Late Payment Notifications</b> |                          | 57                  | 45                   |
| <b>Number of Cars Booted</b>                |                          | 0                   | 0                    |
| <b>Peak Occupancy (%)</b>                   | A & E Deck               | 65%                 | 56%                  |
|   |                          | Tues @ 2 PM         | Thur @ Noon          |
|   | University District Deck | *53%                | 46%                  |
|   |                          | Sat @ 4 PM          | Wed @ Noon           |

\*Augustoberfest

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

|                                | <b>Current Week</b> | <b>Previous Week</b> |
|--------------------------------|---------------------|----------------------|
| <b>DCED</b>                    | 1                   | 1                    |
| <b>Fire</b>                    | 4                   | 4                    |
| <b>Human Resources</b>         | 0                   | 0                    |
| <b>Light</b>                   | 3                   | 3                    |
| <b>Parks &amp; Engineering</b> | 2                   | 3                    |
| <b>Police</b>                  | 9                   | 11                   |
| <b>Public Works</b>            | 10                  | 6                    |
| <b>Wastewater</b>              | 0                   | 2                    |
| <b>Water</b>                   | 7                   | 4                    |
| <b>Weekly Totals</b>           | 36                  | 36                   |

**<sup>1</sup>AFTER-HOURS CALL OUT DATA**

|                             | <b>Issues for August 2016</b> | <b>August</b> | <b>July</b> |
|-----------------------------|-------------------------------|---------------|-------------|
| <b>Street Issue</b>         | Derailment, trees in street   | 4             | 3           |
| <b>Parking System</b>       |                               |               |             |
| <b>Traffic Signal</b>       | Signals on flash              | 3             | 2           |
| <b>Traffic Signs</b>        |                               |               |             |
| <b>Building Maintenance</b> |                               |               | 3           |
| <b>Fleet Maintenance</b>    | Fire truck                    | 1             | 1           |
| <b>Weather Related</b>      |                               |               |             |
| <b>Property Issues</b>      |                               |               |             |
| <b>Misc.</b>                | Open water vault              | 1             |             |
| <b>Total</b>                |                               | 9             | 9           |

<sup>1</sup>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.

**STREET SWEEPING DATA**

| Month 2016 | Number of Miles of Streets Swept |
|------------|----------------------------------|
| January    | 531                              |
| February   | 167                              |
| March      | 955                              |
| April      | 1,265                            |
| May        | 1,110                            |
| June       | 1,091                            |
| July       | 1,412                            |
| August     | 1,035                            |

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Recent Service Calls:**

- Sun. 8/28 - Central Parking Lot, downtown Hagerstown; remove Augustoberfest arch at the conclusion of the festivities. Time Out: 17.9-18.8
- 625 Hayes Avenue- total outage; squirrel caused transformer fuse to operate. Time Out: 18.9-19.6
- 319 Liberty Street- total outage; the customer's main breaker had tripped. Time Out: 19.5-20.2
- Tues. 8/30 - 326-328 South Burhans Boulevard - partial outage; tree branch caused service wires to burn. Time Out: 20.5-21.5

**Distribution:** Recent activity included:

- Metering Staff received no high bill complaints this week.
- Crews continue feeder inspections for Zayre's substation.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 12             | 1                  | 5          | 0                |

**Engineering:**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Coordinating with City IT staff, the HLD's GIS Electric Model software was successfully upgraded.
- Engineering, Distribution, and a contractor completed HLD's most recent SCADA communication hardware installation. Next week we'll install the media converters and connect the devices for monitoring.

**Administration:**

- Staff completed several responses to the Public Service Commission of Maryland to comply with new rules and regulations that have been added to COMAR (Code of Maryland) sections involving electric utility customers.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

| <u>Date</u>    | <u>Willson</u> | <u>Breichner</u> | <u>Total</u> |
|----------------|----------------|------------------|--------------|
| 08/25/16       | 12.04          |                  | 12.04        |
| 08/26/16       | 12.34          |                  | 12.34        |
| 08/27/16       | 11.73          |                  | 11.73        |
| 08/28/16       | 12.22          |                  | 12.22        |
| 08/29/16       | 12.88          |                  | 12.88        |
| 08/30/16       | 12.72          |                  | 12.72        |
| 08/31/16       | 12.76          |                  | 12.76        |
| <i>Average</i> |                |                  | 12.38        |

**Water Production at R. C. Willson**

Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. Staff has requested an engineering proposal from Hazen and Sawyer for design and bidding services for the EWIP Grant to replace the low service pumps and motors at R.C. Willson and Pump Station 4.

Operations. Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.

**Maintenance**

- Staff worked on routine plant maintenance and preventative maintenance on equipment.
- Crews are working on a repair to the ammonia pump.

**Instrumentation**

- RC Willson – Light fixtures were repaired in the carbon room.
- RC Willson – Crews are working on a repair to a flow meter on the wash water lagoon.
- Smithsburg – Installed an analyzer and pump on the Town of Smithsburg water tank.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir is drained and is being maintained in a dry condition utilizing the 24" sluice gate. The Reservoir floor is fully vegetated – vegetative cover occurred naturally and is proving to be very beneficial with regard to erosion and sediment control. Coordination continues with MDE to ensure compliance with all applicable requirements. The engineering proposal for final evaluation and design has been updated and re-submitted to MDE. The final evaluation for improvements is underway and a report will be submitted to Mayor and Council upon completion.

**Water Distribution.** Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements and routine meter testing. Radio read meters are being installed throughout the west end of Hagerstown. Work still continues on the Frederick Street water main replacement project.

**Laboratory**

- Submitted 3<sup>rd</sup> quarter DBP report.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Process and regulatory testing were routine for the week.

**Engineering**

| <u>Reviews:</u>   | <u>City</u> | <u>County</u> |
|-------------------|-------------|---------------|
| Site Plans        | 2           | 6             |
| Preliminary Plats | -           | 1             |
| Final Plats       | -           | -             |
| Building Permits  | 27          | -             |

- Staff attended a development review meeting at the County Planning Office.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

| Date                                | Flow (mgd) | Rainfall (inches) |
|-------------------------------------|------------|-------------------|
| Wednesday, August 24, 2016          | 5.75       | 0.00              |
| Thursday, August 25, 2016           | 5.54       | 0.00              |
| Friday, August 26, 2016             | 5.39       | 0.00              |
| Saturday, August 27, 2016           | 5.19       | 0.00              |
| Sunday, August 28, 2016             | 5.37       | 0.00              |
| Monday, August 29, 2016             | 5.47       | 0.00              |
| Tuesday, August 30, 2016            | 5.42       | 0.00              |
|                                     |            |                   |
| Weekly – Avg. Flow / Total Rainfall | 5.45       | 0.00              |
| Aug – Avg. Flow/Total Rainfall      | 5.82       | 1.62              |

**Miscellaneous**

- Installed new fill piping for MagOx tank.
- Cleaned outside condensing coils at BNR building.
- Replaced HMI on Velodyne polymer system.
- Routine maintenance (MP2 Program) and Corrective Work orders.

**Wastewater Collection**

**SSES Weekly Progress**

| Activity         | Districts | L. F. main | Feet of lateral | # inspected |
|------------------|-----------|------------|-----------------|-------------|
| CCTV Inspections | NIS       |            |                 |             |
| Flushing         | 7,8,9     | 16,544'    |                 |             |

**Collection System Maintenance Task**

- Pump Station 2, back flushed both pumps to clear debris.
- Pump Station 9, installed new RTU.
- Pump Station 10, installed new RTU.
- Pump Station 25, Pressure washed and painted shell.
- 11002 Eastwood Drive, grinder pump call, replaced pump.
- 11001 Palmwood Circle, grinder pump call, adjusted smart switch.
- 17545 Shale Drive, backup, problem on owner.
- Unit 526; Installed wiring and piping for 12V pump.
- Took Unit 527 to M.I.T. for repairs, and returned.
- Unit 594; greased.
- Cleaned 190' of Storm Sewer on Lee Street for Public Works.
- Installed bio-bags at various lift stations and trouble spots in the system to control FOG.

- Collected Newgate flow data.
- Collected flow data and changed batteries at manholes 15122 and 36001.
- Mowed and trimmed around Collections building and Frederick Street area.
- Dug out, formed and poured 16' X 5' concrete sidewalk in front of 595 Dunn Irvin Drive.
- Lee Street Overlay project; Dug out, lowered and installed new style frames and covers on manholes. Blacktopped around repairs at manholes 22101 and 22089 and an unmarked manhole. Requested manhole number from engineering.

**Administration**

| Wastewater Division – Customer Call Log Summary 2015/2016 |           |               |                 |          |                 |       |        |
|---|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type  | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly  | 0         | 1             | 0               | 0        | 0               | 2     | 3      |
| YTD 2016  | 35        | 51            | 7               | 0        | 2               | 82    | 177    |

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

**Engineering**

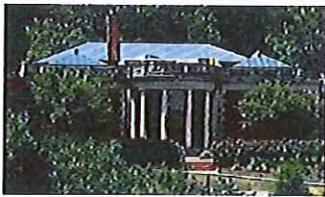
- Staff attended a development review meeting at the County Planning Office.
- Staff met with Wastewater Division staff to discuss the proposed structure to house the MagOx tank at the wastewater treatment plant.
- Staff met with the Wastewater Inspector regarding the completion of a sewer main extension to serve a proposed dwelling on Cleveland Avenue.

**Wastewater Laboratory**

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Renewed annual service contract for Lachat.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,  
  
 Valerie Means  
 City Administrator



*A fusion of arts, entertainment,  
fitness and history!*

**SATURDAY, SEPTEMBER 17, 2016**

## *Free Activities* **10AM-4PM FEATURING:**

### *Band Shell*

Performances by Dancing Time Studios, Evolution Rock School & Shakespeare in the Park

### *Hager House*

Living History, Music on the Porch & Free Tours

### *Hagerstown Railroad Museum*

Rock Climbing Wall, Tommy 202 Children's Train Ride & Free Admission

### *Mansion House*

Artists on the Porch, Clay, Painting & Children's Activities

### *Themed Pavilions*

Puppet Shows, Fitness Demos & Community Art Project

### *Washington County Museum of Fine Arts*

Artist Vendors, Face Painting, Storyteller, Arts Activities & Tours  
*Celebrating the Museum's 85th Anniversary!*

## *Plus*

- ▶ Food Vendors in the Park and Sailboats on the Lake
- ▶ Take a ride through City Park on a Barrel Cart, Haywagon or by Pedicab
- ▶ **WIN A GO PRO CAMERA** by completing our Activities Quest Passport

**A RAIN OR SHINE EVENT!**

sponsored in part by **FedEx**  
Ground



**PARKS & RECREATION**  
CITY OF HAGERSTOWN

Learn more at [www.hagerstownmd.org/fallfest](http://www.hagerstownmd.org/fallfest) or call  
301-739-8577 x170. All event activities and times subject to change.