

City of Hagerstown, Maryland

Status & Information Report No. 39 for 2016

September 30, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

OCTOBER 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 4pm Work Session	5 4pm Planning Commission Meeting	6	7 7am-4pm Par Fore Pink @ Greens at Hamilton Run	8 7am-2pm Community Yard Sale @ Stables at Fairgrounds Park 1-4pm Harvest Hoedown@ Fairgrounds Park
9	10	11 4pm Work Session	12	13 4:30pm Historic District Commission Meeting	14	15
16	17	18 4 pm Work Session	19 7pm Board of Zoning Appeals Meeting	20	21	22 10am-4pm Tommy 202 Rides @ City Park
23	24	25 7pm Regular Session	26 7pm Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29 11am-1pm Howl-O-Ween Dog Costume Parade@ Fairgrounds Park 6pm Mummers Parade
30	31 6-8pm City-Wide Trick-or-Treat					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Tri-County Council.** Tri-County Council, in partnership with the Washington County Department of Business Development, hosted a tour for regional economic development professionals and officials of Washington County projects supported by Tri-County Council grants throughout Washington County. DCED staff joined the tour for the downtown stop and tour of the Washington County Free Library.

2. **Events:** Staff coordinated a staff logistics meeting with representatives from First Hose Fire Company Parade and A21 Walk for Freedom. Staff also attended the main committee meetings for Augustoberfest 2017 and Blues Fest 2017.
3. **Wind Down Fridays:** The Alsatia Club's Thunder in the Square and the Maryland Theatre's Wind Down Friday events for this evening have been cancelled due to impending rain in the forecast and there are no plans to re-schedule the events at this time. The final Wind Down Friday will be October 21. The Freaky Friday theme will feature entertainment by Slackwater 4

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Water Issues Isolated to Williamsport Water System
 - Traffic Advisory: Thunder in the Square
 - Traffic Advisory: Reconstruction of Lieba Alley
 - E-casts:
 - Downtown Traffic Advisory for Tuesday, September 27, 2016
 - The Greens at Hamilton Run - Par Fore Pink Tournament
 - Hub City 2016 Business Competition
 - News from Main Street Hagerstown
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
 - In production:
 - City of Hagerstown October events
 - September Month in Review
3. **Websites:**
 - City Website:
 - About 9,700 users visited www.hagerstownmd.org for the week of September 19 - September 25, 2016
 - Top entrances (first page users accessed on the website):

▶ Home page	3,565 users
▶ Police page	1,585 users
▶ Utility Billing page	390 users
▶ Meet Our Mayor page	217 users
▶ Police Recruitment page	181 users
 - Top Searches:
 - ▶ "police"
 - ▶ "building permits"
 - ▶ "jobs"

- ▶ "video"
- ▶ "police comments"
- ▶ "procurement"
- ▶ "thunder in the square"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **State Highway/ County Project Meeting.** Rodney met with State Highway and County staff for our quarterly meeting on projects and concerns. Some of the highlights:
 - \$1.2 million handicap ramp contract from Nottingham to Cannon will start next month. This also includes the replacement of the failing brick crosswalks
 - State is studying sidewalk project for Dual Highway and will have a draft in about three months. This further details the MPO study and looks at constructability and regulatory issues
 - State has a draft of an access study for the Dual Highway near All-star Court. This could be a map to allowing future development to occur in that area
 - The Salem Ave southbound ramp to I81 is closed to safely allow the construction of a badly needed southbound acceleration lane to Route 40. It will reopen in mid-November
2. **Alley Reconstruction.** Two alleys north of Wilson Blvd are complete and re-opened. After our contractor had broken out the old alley mat for Lieba Alley, the Water Department checked and found several leaking service lines, which they need to repair. We are trying to work out details to have our contractor stay on that alley but move to the other end.
3. **Engineering**

Traffic issues		
Description	Week of 9/23/16	Year to date
Traffic complaints received	2	139
Work Orders completed	0	88
Traffic counts completed	3	46
Construction Projects		
Description	Week of 9/23/16	Year to date
Projects advertised for bids	0	17
Projects under construction	9	7
Projects completed	0	7

PARKS & RECREATION DIVISION

1. **Harvest Hoedown.** The Harvest Hoedown event is filled with fun and free fall-themed activities for the family comes to Fairgrounds Park next Saturday, October 8, 2016 from 1-4 p.m. This year marks the 15 year anniversary since the grand opening of Fairgrounds Park, and 15 continuous years of Harvest Hoedown tradition!
2. **The Fit Room at Fairgrounds Park.** Work continues on our new indoor rec center. This week, we will be installing the ceiling and Day of Caring volunteers painted on Thursday. HVAC work starts next week.
3. **Par Fore Pink.** Due to forecasted rain, the Par Fore Pink Tournament has been postponed to next Friday, October 7th, with a shotgun start at 1:30pm. Registration remains open for the tournament and more information can be found on our website www.hagerstowngreens.com.

PLANNING & CODE ADMINISTRATION

1. **Planning Commission:** The commission considered these matters on September 28:
- 301 West Howard Street – waiver request from parking lot design standards.
 - Proposed Amendments to Water and Wastewater Policy – Recommendation to Mayor and Council.
 - Comprehensive Plan Update: continue review of the Economic Development Element.

The commission will be meeting again on October 5 and will be discussing:

- Transfer of the City-owned right-of-way near the strip center at Woodpoint Avenue for expansion of the parking lot; and
 - Downtown Element of the Comprehensive Plan update.
2. **Weekly Activity Report:** September 19– 23, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	9	Residential -	4	Commercial -	5	Other -	0	14
Electric	16	Residential -	8	Commercial -	8	Other -	0	15
Plumbing	11	Residential -	6	Commercial -	4	Other -	1	11
Mechanical	4	Residential -	0	Commercial -	3	Other -	1	3
Engineering Dept.	8							12
TOTAL	48		18		20		2	55
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 76,798.00				\$ 1,805,208.00
Commercial				\$ 103,000.00				\$ 4,600,106.00
Apartment				\$ 5,400.00				\$ 590,375.00
Sign				\$ 9,650.00				\$ 40,956.00
TOTAL				\$ 194,848.00				\$ 7,036,645.00
Projects of Interest								
<ul style="list-style-type: none"> - Install an in-ground pool and chain link fence at 332 Hollymead Terrace - \$36,998 - Demolition of all existing walls on 2nd floor tenant suite at 55-59 West Washington Street - \$50,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017								
					<u>PROPERTIES</u>			<u>UNITS</u>
Registrations received week of Sept 19 – Sept 23					35			50
New applications issued week of Sept 19 – Sept 23					3			4
Total 2016-2017 registered (includes changes since 5/1/16)					3,290			8,708
Total still outstanding from May 1 renewal mailing					79			155
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016. A 3 rd past due notice with a \$100 late fee was mailed on September 6, 2016 to the owners of the 117 properties that remain non-registered.								
<u>PAYMENT</u>								
Weekly payment received								\$ 3,825
Weekly adjustment/credits								\$ 2,750

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	42
Electrical	36
Plumbing	19
Mechanical	8
Safety	75
Neighborhood Vitality	121
Quality of Life	7
Preventive Maintenance	38
Planning & Zoning	1
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.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,504	Field Interviews:	12
Arrests/Warrants Served:	25	Moving Violations:	17
Domestic Violence Calls:	17	Parking Violations:	162
DUI Arrests:	1	Safety Repair Orders:	4
Reports Filed:	144	Warnings:	43

2. **REPORTS**

09/22/16: Officer Eichelberger was dispatched to Broadway for a theft from a motor vehicle. The victim advised that someone threw a rock into the window and took items from inside. The missing items were a wallet, two backpacks containing valuable textbooks, and a check. The personal property was later recovered. No further information is available.

09/23/16: Officers from the Hagerstown Police Department were dispatched to JRJ Liquors for a burglary in progress. The officers made contact with the manager who advised a male was lying inside the door to the business. Upon further investigation it was discovered that the male was a former employee who tried to gain access to the liquor store. The suspect entered the business through the roof and soon he dropped and hit the floor; he heard something "snap" which was his ankle. He was unable to contact anyone for approximately 7 hours. Community Rescue Service arrived and began treating the male for his injury. Charges are forthcoming. No additional details are available.

09/24/16: Officer Vanderwall responded to Lindsay Lane for a stolen motor vehicle. The victim stated he parked his vehicle to the rear of his residence the night before. He went to his vehicle the morning of 09/24/16 to find his vehicle gone. There were no surveillance cameras in the area. There are no witnesses or suspects at this time.

09/27/16: Officer Young was dispatched to West Washington Street for a report of a disturbance involving a knife. A mother and son got into a verbal disagreement and the son was carrying a knife, however he did not display the knife during the disagreement. The officer did confiscate the knife for safety and told the son how to contact the police department to have the knife returned to him. It should be noted that the son was very uncooperative and angry that his knife was taken. Officers had to respond a second time to advise the son that his knife would not be returned that night. The knife was dropped into HPD property for safe keeping.

3. PRESS RELEASES

On 09/25/16 at 3:16 p.m. officers responded to Sunoco located at 1000 Dual Highway for a report of a robbery. Upon arrival officers were advised two males had stolen an undisclosed amount of money from the cash register. It was advised that while one male paid for an item, the other male came from behind, grabbed the attendant and held him back so that money could be taken from the cash register.

One male was seen leaving the business headed south on Eastern Boulevard while the direction of the other male was unknown. No one was injured during the incident.

The Maryland State Police helicopter along with K-9 officers and patrol officers on the scene assisted in attempting to locate the suspects.

At 6:20 p.m., 39 year old Kevin Edmond BeCraft of Germantown, Maryland, was arrested without incident. He is charged with Robbery, 2nd Degree Assault and Theft of less than \$1,000. He is currently being held in the Washington County Detention Center.

A second suspect has been identified as 39 year old Michael Wayne Osborne of Hagerstown, Maryland. Osborne has not been located. Charges have been filed on Osborne for Robbery and Theft of less than \$1,000.

If you have information as to the whereabouts of Michael Wayne Osborne please contact Detective Brashears at 301-790-3700 x238.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	183	204
	University District Deck	464	428
Number of Patrons Using Decks	A & E Deck	1601	2209
	University District Deck	2098	1777
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	151	182
Number of Late Payment Notifications		53	59
Peak Occupancy (%)	A & E Deck	64%	*80%
		Mon @ 2 PM	Sat @ 6 PM
	University District Deck	64%	68%
		Thu @ 2 PM	Tues @ 2 PM

**MSO Classic and Crabs*

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	3	2
Human Resources	0	0
Light	2	4
Parks & Engineering	0	3
Police	10	11
Public Works	7	1
Wastewater	0	1
Water	8	5
Weekly Totals	31	28

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 9/24 - 319 North Locust Street- total outage; squirrel caused a transformer fuse to operate. Time Out: 7.5-8.5
- Rear, 920 Mulberry Street- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 18.6-19.4
- Mon. 9/26 - 425 South Burhans Boulevard - pole damaged; vehicle struck utility pole in accident. Time Out: 0.5-3.4
- Tues. 9/27 - Street light patrol in preparation for Thunder in the square festivities. Time Out: 19.5-21.6
- Wed. 9/28 - 1120 Glenwood Avenue- lines down; lines were found to belong to Antietam Cable Television. Time Out: 16.5-17.0
- Thur. 9/29 - 7 Avalon Avenue- partial outage; large tree branch tore service from house. Repairs made to triplex service to correct problem. Time Out: 0.5-2.5

Distribution

- Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.
- Crews continue feeder inspections for Zayre's substation.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
20	0	6	0

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer prepared scrap electrical materials for bid and subsequent sale.
- Engineering staff tested HLD substation battery installations.
- The Staff Engineer began preliminary review of the Professional Blvd. extension project by WASCHO.

- The Staff Engineer and Distribution staff met with Verizon to review utility pole construction regarding a new Verizon project.

Administration

- Staff reviewed final pricing from the short list of three wholesale energy providers. Our consultant will be reviewing the fine print and prepare their recommendations for us next week.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
09/22/16	12.13		12.13
09/23/16	11.64		11.64
09/24/16	11.27		11.27
09/25/16	11.44		11.44
09/26/16	11.58		11.58
09/27/16	11.75		11.75
09/28/16	11.68		11.68
Average			11.64

Water Production at R. C. Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. Staff is reviewing the 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.
 - Work is in progress to install an ice removal system basin.
 - Completed repack on low service pump #7.
- Instrumentation
 - RC Willson – Replaced bulbs in all turbidimeters.
 - RC Willson – Staff are working on repairs to the filter galley lighting.
 - RC Willson – Electrical upgrades continue in the Chlorine room.
 - Pump Stations – Preventative maintenance has been completed on the generators.
 - Pump Stations – Repairs are still in progress on the transducer suction and discharge taps.
 - PS4 – Staff completed repairs to Pump #2.

Water Production at Breichner/Edgemont Reservoir. Staff implemented the Emergency Action Plan and tested the emergency notification system. The Edgemont Reservoir continues to be maintained in a dry condition utilizing the 24" sluice gate. The Reservoir floor is fully vegetated to reduce erosion and sediment transport potential. Coordination continues with MDE to ensure compliance with all applicable requirements. The final evaluation for improvements is underway and a report will be submitted to Mayor and Council upon completion. A meeting is scheduled for October 4th with the regulatory agencies having jurisdiction and City staff to discuss permitting, operating limitations, applicable regulatory requirements, etc.

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. Meter tiles and roadway boxes are being replaced throughout the system. Repairs were made to a water main break at the intersection of Sherbrooke Drive and Woodland Heights Drive as well as a water service leak on Mulberry Avenue and Leiba Alley. Work continues on the Frederick Street water main replacement project.

Laboratory

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Process and regulatory testing was routine for the week.
- Responded to a taste and odor inquiry from a customer.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	2
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	52	4

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant regarding details of a commercial site plan and future commercial water services.
- Staff attended a progress meeting with State Highway Representatives and a utility contractor for the Rt. 65 corridor.
- Staff met with a commercial property representative regarding water service options.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, September 21, 2016	5.43	0.00
Thursday, September 22, 2016	5.25	0.00
Friday, September 23, 2016	4.96	0.00
Saturday, September 24, 2016	4.81	0.00
Sunday, September 25, 2016	4.98	0.00
Monday, September 26, 2016	5.20	0.01
Tuesday, September 27, 2016	5.14	0.01
Weekly – Avg. Flow / Total Rainfall	5.11	0.02
Sept - Avg. Flow/Total Rainfall	5.27	1.06

Miscellaneous

- Cleaned UV Bulbs and rotated channels.
- Pumped down UV Channel #3, cleaned and removed sand.
- Rebuilt Auma actuator on UV Channel #1 effluent gate.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	18	207	148	7
Flushing	10	11,290'		

Collection System Maintenance Task

- Backup call at 1120 Oxford Circle; clog in lateral.
- Backup call at 149 Edgewood Drive; problem on the private side.
- Pump Station 2; cleaned wet well.
- Pump Station 4; replaced alternating relay.
- Pump Station 5; cleaned wet well, replaced PUMP-OFF float.
- Pump Station 8; moved gen set controls and power feeds, continued painting trim, and wet well.
- Pump Station 19; replaced GFI receptacle.
- Grinder Pump call at 11026 Eastwood Drive; replaced check with a SOV.
- Grinder Pump call at 11243 Eastwood Drive; Breaker tripped, reset.
- Grinder Pump call at 20003 Boxwood Circle; replaced check with a SOV.
- Grinder Pump call at 20115 Cherry Hill Drive; replaced pump.
- Grinder Pump call at 20112 Teakwood Drive; replaced pump.
- Grinder Pump call at 20210 Mahogany Circle; low level caused by opening low pressure main to make repairs.
- Grinder Pump call at 20134 Teakwood Drive; no power to the pump, advised owner he has internal power issue.
- Took repaired grinder pump to Water Department house at 12410 Crystal Falls Drive, for spare.
- Dropped enzyme bags at various lift stations and trouble spots in system to control FOG.
- Cleaned, stripped and waxed shop floor.
- Collected Newgate flow data.
- Exercised emergency generators.
- Cleaned wet well for AR&E.
- Downloaded flow data and changed batteries in flow meters at MH's 15122 and 36001.
- Lowered manholes 22097 and 22096, for 2016 overlay.
- Fueled, cleaned and delivered Light Unit and generator for event at Fairground Park.
- Completed clearing of easement, as well as access road, behind Cedar Lawn for pump station 23 discharge force main. Also installed a 6X6 post at the entrance to our easement.

- Manhole 10077; opened for access. Manhole 10069; located and cleared brush for access.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	7	0	0	0	4	11
YTD 2016	38	62	12	0	2	94	208

** 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.

Wastewater Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Collected Industrial Waste sample from Volvo.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie A. Means
City Administrator