

# City of Hagerstown, Maryland Status & Information Report No. 44 for 2016

November 4, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

<b>NOVEMBER 2016</b>						
* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4:30pm Work Session 5:30pm Executive Session	2	3	4	5
6	7	8 <b>NO MEETING GENERAL ELECTION</b>	9 4pm Planning Commission Meeting	10 4:30pm Historic District Commission Meeting	11 <b>HOLIDAY CITY OFFICES CLOSED</b>	12
13	14	15 4pm Work Session	16 7pm Board of Zoning Appeals	17	18 5:30pm Public Square Tree Lighting	19
20 3pm Hollyfest @ MD Theatre	21	22 7pm Regular Session	23	24 <b>HOLIDAY CITY OFFICES CLOSED</b>	25 <b>HOLIDAY CITY OFFICES CLOSED</b>	26
27	28 Oath to New Administration	29 4pm Work Session	30			

## COMMUNITY & ECONOMIC DEVELOPMENT

**Hub City Business Competition:** Staff is working with SCORE, SBDC, the County EDC, Chamber, TEDCO, and Frostburg University in the planning of the inaugural Hub City Business Competition taking place November 17 at Kepler Theatre. The business competition/resource fair will provide valuable information on starting, growing, funding and marketing. Government agencies, local economic development professionals, business experts and commercial bankers will be on hand to answer questions and provide helpful startup assistance. In addition to the resource fair, the event will feature a 'Shark Tank' style pitch competition and light refreshments. For more information visit Facebook <https://www.facebook.com/hubcitybizcomp/?fref=ts>

**Main Street Update:**

- Amanda Whitmore attended Main Street Maryland's quarterly meeting in Bel Air. Presentations included history and progress of Main Street Bel Air, the Maryland Retailers Association, and how to market and attract business to your Main Street.
- The larger monthly Main Street meeting of organization, design, clean safe and green, and promotions met to discuss the new website, Second Saturday events and other promotion ideas, and potential grant sources.

- Amanda Whitmore met with the Main Street leadership group and provided a recap of the Main Street Maryland meeting, discussed funding needs for each work group, and establishing short term and long term goals for Main Street Hagerstown.
- Preparing for Popup Shop events by coordinating with the Downtown Movement on identifying potential storefronts to pop into.

**Engine Room Art Space Update:**

Engine Room has just changed exhibits from the Altered Book Contest organized with Washington County Free Library to The Studios on NoPo which features current works by all four residents of the artist lofts. A reception for The Studios on NoPo exhibit will be held Friday, November 11th from 5:00 – 8:00 p.m.

Engine Room was featured in Fluent - an online art magazine that covers the greater D.C. and Baltimore try-state area. Link below. [https://issuu.com/mckgrp/docs/fluent\\_fall\\_2016\\_issuu/14](https://issuu.com/mckgrp/docs/fluent_fall_2016_issuu/14)

Two calls for art were announced:

- The deadline for the 2nd annual Pocket Market is November 9th. Pocket Market will be held in conjunction with Downtown Movement's Pop Up Shops.
- The deadline for the call for art for 'Television Show' is November 19th. More information about this exhibition can be found on Engine Room's website at <http://www.engineeroomartspace.com/>

**FIRE DEPARTMENT**

1. **Follow-up: Arson - Howard Street Fire Arrest:** Douglas P Trent Jr., of Hagerstown was charged Friday, October 28, 2016 with first and second-degree arson, second-degree malicious burning, reckless endangerment and failing to comply with a peace order. An apartment fire in the 400 block of Howard Street on August 18, 2016 was determined to have been intentionally started. The Hagerstown Fire Marshal's office investigating the fire states that matches, balled-up paper and an accelerant such as lighter fluid had been used to set the fire. Matches similar to those found inside the apartment and lighter fluid were found during a search of Mr. Trent's vehicle.

**INFORMATION TECHNOLOGY & SUPPORT SERVICES**

**COMMUNICATIONS**

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

- Police Accreditation Assessment Team Invites Public Comment
- Traffic Advisory: West Antietam Street
- E-casts:
  - o Know Before You Vote: Hagerstown Issue on the Ballot

**Channel 25:**

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

- Binding Interest Arbitration Public Information
- City Park Lighting Commercial
- Public Square Tree Lighting Commercial
- Pop-Up Shops Promo
- Small Business Saturday Promo
- Maryland Theatre 100<sup>th</sup> Anniversary video
- "If I Were Mayor..." video booth responses montage

In Production:

- November Events Preview

**Websites:**

**City Website:**

About 11,500 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of October 24 - October 30, 2016

Top entrances (first page users accessed on the website):

- Home page 3,700 users
- Calendar 2,116 users
- Utility Billing page 493 users
- Dog Costume Parade page 315 users

Top Searches:

- "trick or treat"
- "power outage"
- "solicitations"
- "spooky sprint"
- "Halloween"
- "jobs"
- "mummers parade"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Grants and Sponsorships.** It's been a GREAT week for securing grants and sponsorships as we obtained \$549,400 in funds for City projects! They include:
  - \$440,000 for sidewalks along Haven Road from the federal Safe Routes to School program
  - \$108,000 for bikeways facilities in the City from the Maryland Bikeways program
  - \$1,400 sponsorship for the Cultural Trail photo murals along Lee Street by a local businessman.
  
2. **Cultural Trail Updates.** Trail work is wrapping up for the fall. This week the following was completed:
  - 1/3 of the lights were installed and energized
  - Crosswalk beacons were activated and tuned
  - Camera system installation is about ¼ complete
  - Decorative crosswalks were installed and pavement markings completed.
  - Trees and landscaping completed at Herald Mail
  - Installed dog mitt boxes
  - Ordered entrance signs, benches, trash cans, and granite centerline medallions.
  - Art created at City Park Fallfest was installed in the triangle across from Maloos Restaurant.



3. **South Prospect Street Wall Replacement.** The wall is complete and the contractor is working on the sidewalk and curb. Work will be complete this month and we hope to mill and pave South Prospect Street before Thanksgiving.



4. **Lake Dredging.** We advertised for bids for dredging of the lower lake in City Park.
5. **2016 Street Trees.** We gave the Notice of Award to Botanica Enterprises using \$9,600 of funds collected in the Forest Conservation Fund to replace dead trees in downtown area and a few residential streets.
6. **Pavement Markings.** Alpha Space Control is working on pavement markings for the overlay program, and will continue for at least a few more days.
7. **Mulberry Avenue Crosswalk.** Completed the design of raised crosswalk on Mulberry Avenue at Pangborn Boulevard as a safety issue for pedestrians to cross on the way to Pangborn Park and other destinations.
8. **Engineering**

Traffic issues		
Description	Week of 10/28/16	Year to date
Traffic complaints received	1	148
Work Orders completed	2	99
Traffic counts completed	1	54
Construction Projects		
Description	Week of 10/28/16	Year to date
Projects advertised for bids	0	18
Projects under construction	11	
Projects completed	0	7

**PARKS & RECREATION DIVISION**

1. **Hager House & Railroad Museum.** The Hager House and Railroad Museum are officially closed for the season (season runs April – October). The Hager House will be open for German Christmas tours in December.

German Christmas Tours, December 2, 3, 4 & 9, 10, 11  
 Fridays & Saturdays, 10:00 a.m. -4:00 p.m.; Sundays: Noon – 5:00 p.m.

The holiday charm of yesteryear comes to life at the Jonathan Hager House Museum in beautiful Hagerstown City Park for German Christmas tours of the 275 year old home of the town's founder. See the historic halls decked with holly, discover why we tinsel our trees today, and gain some seasonal inspiration for early American style home-made decoration, ornaments, and sweets. Tours on the hour, standard admission rates apply.

2. **Golf Course.**
  - Rec Staff is preparing for the 2<sup>nd</sup> Annual Turkey Cup Tournament on November 19, 12pm. This Two Man Scramble Golf Tournament features 18-holes played under a fun and creative setup! The first 9-holes will be a best ball format and the final 9-holes will be a normal two-man scramble. Get a FREE pumpkin pie with registration and compete for great prizes! Rain date 11/20. \$35/per team.
  - Fall/Winter Course hours are as follows: Beginning November 6, 9am – 5pm; Last day open for season, December 11 (weather permitting).
3. **Yoga.**
  - Yoga For Weight Loss  
 Fall Session: November 7- December 21, 2016  
 Mondays & Wednesdays, 5:45pm- 6:45pm, 7-week series:  
 New Student, \$95; Returning Student, \$75  
 Drop in on Tuesdays, 5:45pm-6:45pm, \$10

This series focuses on a strong mind-body connection, while toning the body and burning fat. Meets twice a week at Robinwood Professional Center, Suite #142 (silver or blue entrance) with Michelle Grimes. Experience how yoga speeds up the metabolism and enhances self-awareness.

- Fun Flow Yoga Saturdays  
Saturdays, 8–9 a.m.  
\$10 per class, drop-ins welcome

Meets at Robinwood Medical Center in Suite #142. Start your weekend off to the right foot; drop in any Saturday morning for an hour with Michelle Grimes. Experience and learn how Yoga can activate your metabolism, improve your posture, and facilitate improved circulation.

4. **The Fit Room at Fairgrounds Park.** Work continues on our new indoor Fit Room. We installed the door frames and are now installing the ceiling tile and insulation. The electrical contractor continues to install the lights. Flooring will be installed next week.
5. **Terrapin Park.** We are installing a sidewalk at Terrapin Park so the children have a more direct route to and from school; this week, we poured 63 ft. of sidewalk.

## PLANNING & CODE ADMINISTRATION

**Planning Commission:** The commission will consider these items on November 9:

- 901 Pope Avenue – Jeffrey Crampton – recommendation to Mayor and City Council on a proposal to add uses to a previously approved Conversion District.
- 365 East Franklin Street – Coinop Warehouse – ESD Concept Plan.
- 1034 West Washington Street – consultation for alternate compliance for a car sales facility.
- 200 South Edgewood Drive – Twigg Cycles – Redline revision to previously approved site plan.

**Historic District Commission:** The HDC is scheduled to review the following cases on November 10:

- 1100 Hamilton Boulevard – Valley Properties – alteration.
- 59 North Potomac Street – Josh Goldman/Junkworks Antiques – sign.
- 53 North Potomac Street – Amanda Whitmore/City of Hagerstown – sign.
- Major Economic Development Opportunity submittal requirements discussion.

**Weekly Activity Report: October 24 – October 28, 2016:**

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	4	Residential -	2	Commercial -	1	Other -	1	6
Electric	22	Residential -	12	Commercial -	10	Other -	0	22
Plumbing	12	Residential -	8	Commercial -	2	Other -	2	12
Mechanical	13	Residential -	12	Commercial -	1	Other -	0	13
Engineering Dept.	15							16
<b>TOTAL</b>	66		34		14		3	69

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 47,818.00	\$ 3,313,551.00
Commercial	\$ 54,580.00	\$ 5,782,461.00
Apartment	\$ 0.00	\$ 592,875.00
Sign	\$ 30,000.00	\$ 216,839.00
<b>TOTAL</b>	<b>\$ 132,398.00</b>	<b>\$ 9,905,726.00</b>

**Projects of Interest**

- Installation of new truck scale with concrete foundation at Hub Scrap, 667 North Prospect Street - \$40,000

**RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017**

	<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of Oct 24 – Oct 28	6	7
New applications issued week of Oct 24 – Oct 28	2	2
Total 2016-2017 registered (includes changes since 5/1/16)	3,331	8,784
Total still outstanding from May 1 renewal mailing	35	57

**Notes:** The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016. A Notice of Violation was sent on October 21 to the owners of 40 properties we've identified as occupied rentals, but whose license is not yet renewed for the 2016-2017 program year. Failure to register by November 21 will result in a citation of at least \$500 per violation.

**PAYMENT**

Weekly payment received	\$ 725
Weekly adjustment/credits	\$ 175

**INSPECTIONS**

<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	52
Electrical	49
Plumbing	26
Mechanical	12
Safety	108
Neighborhood Vitality	59
Quality of Life	9
Preventive Maintenance	51
Planning & Zoning	37

**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

### STATS

Calls for Service:	1,473	Field Interviews:	44
Arrests/Warrants Served:	23	Moving Violations:	20
Domestic Violence Calls:	15	Parking Violations:	76
DUI Arrests:	3	Safety Repair Orders:	6
Reports Filed:	148	Warnings:	25

### REPORTS

**10/27/16:** Officer Goggin was dispatched to South Potomac Street for a reported robbery. The victim advised that someone took his belongings in the area of Church and Jonathan Street. He further advised that he was assaulted and struck in the back of the head. The officer did notice swelling to the left side of victim's face. Due to the head injury he could not remember some of the details of the incident. He did remember the suspects were two black males, one a heavy build and the other a thin build with facial hair. The suspects are unknown. The case was forwarded to the Criminal Investigative Division for further investigation.

**10/28/16:** Officer Bricker responded to West Franklin Street for a vehicle theft report. The owner of the vehicle advised the vehicle was parked in front of their residence. He does not know of any possible suspects. The owner also stated there is only one key to the vehicle which he is currently in possession of. There are no additional details.

**10/29/16:** Office T. Helman was dispatched to Ross Street for a reported disturbance. Upon arrival the officer made contact with a black female who stated she came to this residence to retrieve her cell phone. In an effort to claim her phone she broke a window by knocking too hard. The individual began yelling that she was not leaving without her phone. The officer tried to gather information however the individual was not cooperative and would not stop yelling to the person inside the residence. The officer requested she place her hands behind her back and she complied. She was transported to Central Booking to be charged with Disorderly Conduct.

**10/30/16:** Officer St. Clair responded to West Franklin Street in reference to an assault in progress. The caller advised that a black male wearing a white t-shirt was assaulting a black female pushing a stroller. Upon arrival the officer observed a black male wearing a white t-shirt run across the street. The male continued running between buildings and the officer engaged a foot chase. The officer gave a verbal command to stop running and the suspect complied but refused to place his hands behind his back.

At this time the victim began pulling at the officer and yelling and behaving in a disorderly manner. The officer gave multiple requests for her to stop yelling since the incident was attracting attention from bystanders. She did not comply. It should be noted that the victim is in a five year relationship with the suspect. The victim did not wish to speak to CASA. The victim and suspect were both arrested and transported to Central Booking.

### OTHER NEWS/INFORMATION

**Emergency Vehicle Operations Course Training (EVOG):** This past week the following officers attended EVOG training held in Sykesville, Maryland: Sgt. Eric Knode and Officers Michael Anderson, Scott Bauknecht, Timothy Culp, Brian Goggin and Christopher Mikash. This course is designed to provide law enforcement officers and trainers with the knowledge and skill necessary to design, develop and effectively operate emergency vehicle operations during stressful and demanding driving situations encountered in the performance of law enforcement duties. Topics include legal aspects of emergency vehicle operations, navigation and route mapping, driver roles and responsibilities, basic driving skills and proper driving procedures. The officers needed to drive an emergency vehicle through a competency course to successfully pass the training course. Thank you HPD for wanting to give your best, for your safety, and for the safety of the community!

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	142	186
	University District Deck	462	462
Number of Patrons Using Decks	A & E Deck	1951	1652
	University District Deck	2247	1850
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	161	172
Number of Late Payment Notifications		64	99
Peak Occupancy (%)	A & E Deck	71% Sat @ 10 PM	71% Tue @ Noon
	University District Deck	61% Thu @ 2 PM	64% Tue @ 2 PM

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	0
Fire	1	1
Human Resources	1	0
Light	4	3
Parks & Engineering	2	0
Police	8	8
Public Works	5	8
Wastewater	3	2
Water	6	4
Weekly Totals	32	26

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

	Issues for October 2016	October	September
Street Issue			1
Parking System			
Traffic Signal	Signals on flash	2	2
Traffic Signs			2
Building Maintenance			
Fleet Maintenance			
Weather Related			
Property Issues			
Misc.			
Total		2	5

<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
September	1,152
October	1,391

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Problem Areas**

- Thur. 10/27 - Park Lane and North Burhans Boulevard- total outage; the fault on the 34.5 kV subtransmission line was isolated to restore power to Bulldog and Mitchell substations. Time Out: 18.2-19.3
- Sat. 10/29 - 371 Liberty Street- total outage; squirrel caused transformer fuse to operate. Time Out: 9.9-10.4
- Tues. 11/1 - 814 Potomac Avenue- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 3.7-4.6
- Wed. 11/2 - 25 East Antietam Street- total outage; lineman found that all main breakers had been turned off to the units. Time Out: 17.8-18.6

**Distribution.** Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
75	24	5	0

**Engineering.** A new specification was developed for a 15kV recloser with bypass switches to be installed on the distribution system. HLD has specified and will be installing a new style that is designed to limit the number of outages in residential areas.

**Administration.** Following the above-grade demo of the MELP, Triad Engineering tested the site for contaminants. Staff met with Triad on site to discuss the next steps and at this point the project is at a standstill until approval from MDE is received for the fill material.

## WATER DIVISION

### Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/27/16	10.86		10.86
10/28/16	10.99		10.99
10/29/16	10.63		10.63
10/30/16	10.74		10.74
10/31/16	10.55		10.55
11/01/16	11.74		11.74
11/02/16	11.10		11.10
Average:			10.94

### Water Production at R. C. Willson

The Orchard Hills Tank will be placed back in service the week of November 14th. Staff has confirmed with Corrosion Control Corporation that the interior and exterior tank painting will occur in the of Spring 2017. The Henson Tank remains off-line and has been drained and flushed. Staff is working with the cathodic protection contractor to schedule an inspection of the Henson Tank. Staff met with Hazen and Sawyer to finalize the bid/contract documents for the Traveling Screens Project at the Willson Plant.

#### 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 continues on the installation of the ice removal system on the sedimentation basins.
- Repairs are still in progress on the Sulfuric Acid pump.

#### Instrumentation

- RC Willson – Repairs are still in progress on the third floor lighting.
- RC Willson – Staff continues to make repairs on the south stream current monitor.
- Pump Stations – Repairs to the transducer suction and discharge taps are still in progress.

**Water Production at Breichner/Edgemont Reservoir.** The Reservoir is currently at 0.3 feet (dry level) and the floor is fully vegetated to reduce erosion and sediment transport potential. Staff is working with MDE to secure permits to continue with the ongoing site evaluation. Staff will meet with the Project Engineers the week of November 7<sup>th</sup> on-site – additional monitoring required by MDE will be initiated the week of November 14<sup>th</sup>.

**Water Distribution.** Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements, restores and routine meter testing. Meter tiles and roadway boxes are being adjusted and replaced throughout the system. Repairs were made to the water main on Potomac Avenue. 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.
- Collected distribution system samples for monitoring for nitrification.
- Collected source water sample from the Potomac River.
- Completed the annual IOC samples for finished and reagent water.

- Notified consecutive systems of the upcoming fourth quarter DBP sampling.
- Completed the monthly bacteriological report.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	2
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	23	-

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant regarding water service for an industrial property.
- Staff attended a Dam Safety, Maintenance and Operation work shop at the Maryland Department of the Environment.
- Staff met with an industrial plant representative and Utilities staff regarding a new process and the resulting impact on water allocation.
- Staff attended a Preliminary Consultation for a proposed commercial property to be developed into three uses.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, October 26, 2016	5.31	0.00
Thursday, October 27, 2016	4.97	0.17
Friday, October 28, 2016	4.91	0.00
Saturday, October 29, 2016	4.85	0.00
Sunday, October 30, 2016	5.15	0.13
Monday, October 31, 2016	4.99	0.00
Tuesday, November 1, 2016	5.07	0.00
Weekly – Avg. Flow / Total Rainfall	5.04	0.30
Oct – Avg. Flow/Total Rainfall	5.37	0.83
Nov - Avg. Flow/Total Rainfall	5.07	0.00

**Miscellaneous**

- Worked with Xylem and Collections to fabricate and install temporary effluent bypass piping.
- Performed bypass pumping operation and flushed the utility water supply piping.
- Cleaned effluent collection basin while bypass pumping was operational.
- Routine maintenance (MP2 Program) and Corrective Work orders.

**Onsite Vendors**

- Taylors: Cleaning out sludge storage tank #1.
- Xylem: Fabricated effluent bypass piping.

## Wastewater Collection

### SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	2	0'	80'	1
Flushing	11	6,990'		

### Collection System Maintenance Task

- 967 Noland Drive, Clean out issue, owner told to replace.
- 301 South Cleveland Avenue, met with owner about location of our 18" sewer main.
- Sewer Backup Call, 927 South Potomac Street, debris from missing clean out cap, vacuumed out clean out.
- Sewer Backup Call, 229 N Potomac Street, cleaned main, all clear.
- New SCADA PC and FIU placed into service.
- Grinder Pump call at 12410 Crystal Falls Drive, replaced all tubing, and sensing bell.
- Grinder Pump call at 20115 Teakwood Drive, replaced pump.
- Grinder Pump call at 1533 Kensington Drive, no problem found.
- Grinder Pump shop work, including reconfiguration of bay light for work bench.
- CCTV Unit 518 to Rausch to repair transporter.
- Unit 527 to Maryland Industrial Trucks for repair and warranty work.
- Unit 528, worked on blower switch, new one ordered.
- Unit 500 repaired toggle switch and replaced beacon.
- Power washer, replaced fuel tank.
- Collections building; adjusted spring and cable on bay door #2.
- Dropped enzyme bags at various lift stations and trouble spots in the system.
- Washed down MH 22077.
- Pump Station 8; met with County regarding installation of new asphalt driveway.
- Pump Station 21; replaced capacitor for #1 pump.
- Excavated tile for air release valve on Woodpoint Avenue, poured new base and installed 28" manhole section as well as 12" flat top with new style frame and cover, also replaced existing non working air release valve with new one.
- Future street overlay areas; installed manhole risers on Frederick Street at manholes; 22077, 22078, 22079, 22080 and 22004.
- Set up 6", and 10" pumps for bypass pumping operation at WWTP. Cleaned utility water supply piping and outfall chamber.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	3	0	0	0	3	6
YTD 2016	43	71	16	1	2	104	237

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

**Engineering**

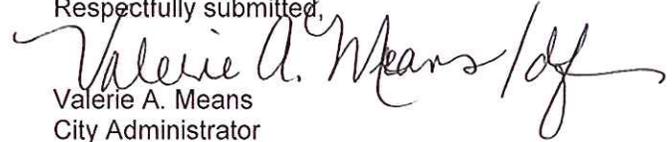
- Staff attended a development review meeting at the County Planning Office.
- Staff attended a preliminary consultation for a commercial property development with three proposed uses.

**Wastewater Laboratory**

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



Respectfully submitted,

  
Valerie A. Means  
City Administrator