

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 29 FOR 2017



July 21, 2017

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

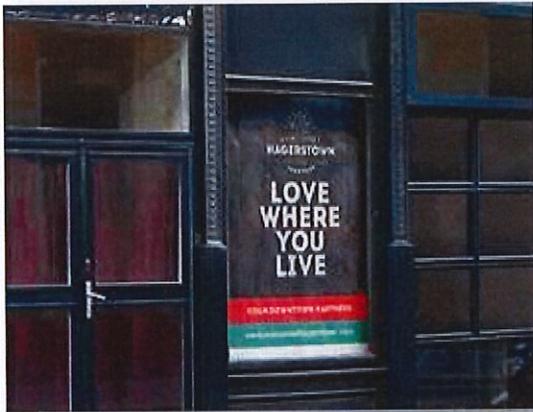
<b>JULY 2017</b>						
* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 7:30pm Hagerstown Municipal Band Concert	3	4 <b>HOLIDAY</b> <b>City Offices Closed</b>  No M&C Meeting  6pm Fireworks at Fairgrounds Park	5	6	7 11am Dig It Tours at the Jonathan Hager House  7pm Outdoor Movies at City Park featuring The Lego Batman Movie	8 11am Dig It Tours at the Jonathan Hager House  7pm Music By The Lake
9 7:30pm Hagerstown Municipal Band Concert	10	11 4pm Work & Special Session	12 4pm Hagerstown Planning Commission Meeting	13 4pm Board of Traffic & Parking  4:30pm Historic District Commission Meeting	14	15 7pm Music By The Lake
16 7:30pm Hagerstown Municipal Band Concert	17	18 3pm Executive Session  4pm Work Session	19 7pm Board of Zoning Appeals	20	21 Dig It Tours at the Jonathan Hager House  Outdoor Movies at City Park featuring Fantastic Beasts	22 11am Dig It Tours at the Jonathan Hager House
23 7:30pm Hagerstown Municipal Band Concert	24	25 10am-2:30pm M&C Goals and Priorities Setting Retreat  6:30pm Work Session  7pm Regular Session	26 7pm Hagerstown Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29 7pm Music By The Lake
30 7:30pm Hagerstown Municipal Band Concert	31					

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

**Main Street Update:** Main Street Hagerstown's Business Relations work group held their monthly meeting. Four new interested volunteers attended the meeting. Updates on the progress with consumer focus groups, one gigabit project, updating available property listings, and the new grants received were discussed.

The monthly Downtown Business Owner Forum was held this week. July's speaker was Cailey Tolle, President of the Maryland Retailers Association (MRA). MRA has partnered with the State Main Street program to offer free membership to all businesses located in Maryland Main Streets. Cailey also discussed the various bills and lobbying efforts the MRA does on behalf of all small businesses in Maryland.

Main Street Hagerstown's leadership met for their monthly meeting. The leadership team is working on creating work plans for their work groups and creating a few new marketing pieces, including a series of posters with "Love where you Live" "Love where you Eat" "Love where you Shop" "Love where you Work" quotes. An example of the posters is here:



**Wind Down Fridays:** The schedule for the 2017 Wind Down season is listed below. Unless otherwise noted, the times are 6:00 – 9:00 p.m.

- August 11th – South Mountain Breed
- September 29th (Thunder in the Square, 6-10pm) – Staff Infection
- October 6th – Back Roads Blues

**Events:** Korean War Memorial Event on Thursday, July 27 at 6:00 p.m. at the Korean War Memorial on Mealey Parkway.

## INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

### COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
  - City Selects New Director of Human Resources
  - Advisory: Fire Department Training Exercise on Tuesday
2. **E-Casts:**
  - Reminder July DT Business Owner Forum
  - Business Relations Monthly Meeting Reminder

- Another Reminder July DT Business Owner Forum
- Main Street Hagerstown August Meeting Reminder

3. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - o Peter Buys Band Shell History promotion
  - o Hagerstown Cultural Trail Feature Art
  - o Live United
  - o Montage of Hagerstown Cultural Trail June 17<sup>th</sup>
  - o Hagerstown Greens Promotion
  - o Bird Watching in City Parks
  - o BuroBox promotion
- Scheduled:
  - o MTA Community Commuter  
Wednesday and Saturday 7:00 PM
  - o Hagerstown Cultural Trail Grand Opening Ceremony  
6:00 PM Weekdays

4. **Websites:**

- City Website:
  - o About 7,305 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of July 10–16, 2017.
  - o Top entrances (first page users accessed on the website)
 

▪ Home Page	2,292
▪ Utility Billing Page	627
▪ Potterfield Pool Page	361
▪ Jobs Page	269
▪ Electric Division Page	266
  - o Top Searches:
    - "true"
    - "jobs"
    - "bid postings"
    - "bill pay"
    - "parking"
    - "permits"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Solid Waste Contract.** We advertised the Trash and Recycling Services Contract. The bid opening will be August 31<sup>st</sup> and we will review with City Council in September.
2. **Pavement Markings.** Staff sent Alpha Space Control a list and drawings of existing traffic lines, stopbars, crosswalks and arrows that need to be repainted this summer. They will also do the overlay pavement markings and the bike lanes (for the Bike Grant from the State of Maryland).

3. **Board of Traffic & Parking.** The Board discussed the following items at their July meeting:
  - Papa Court Parking: Board recommended that residents of Papa Court not be allowed to park in the Pangborn Park parking lot at night and not on Papa Court
  - Hammond Street: Still investigating overall changes in traffic patterns in this area.
  - Langdon Street: Continuing to discuss making it two-way.
  - Beacon Policy: Continued to next month.

4. **Engineering Statistics.**

Traffic issues		
Description	Week of 7/14/17	2017 TOTALS
Traffic complaints received	1	80
Work Orders completed	1	63
Traffic counts completed	0	22
Construction Projects		
Description	Week of 7/14/17	2017 TOTALS
Projects advertised for bids	1	12
Projects under construction	14	
Projects completed	0	1

**PARKS DIVISION**

1. **Hager House.** Our new Dig-It Tours are going very well at the Hager House! Tours continue Friday, July 21<sup>st</sup> and Saturday July 22<sup>nd</sup> with 40 people registered. In addition, a special group tour reservation of 13 children from Tiny Tots Village in Bunker Hill, WV, has scheduled a private Dig-It Tour to be held July 21<sup>st</sup> at Noon, and at 2 p.m. the Hager House will also host a motor coach group of 50 travelers.
2. **Outdoor Movie in City Park.** On Friday, July 21<sup>st</sup>, our fourth and final City Park movie of the season will be shown in the Band Shell at dusk (approx. 8:45 p.m.). Pre-movie activities begin at 7 p.m. with Magician Dean Burkitt. The movie to be shown is 'Fantastic Beasts and Where to Find Them'.
3. **Potterfield Pool.** The pool is nearly booked every weekend through the rest of the summer for private pool party reservations. Private rentals (mostly birthday parties) are secured on Friday, Saturday and Sunday evenings. The new aqua climb is very popular!



4. **Fit Room Programs.** Attached is the July program schedule for the Fit Room. Upcoming classes include: Aikido for Teens, Tai Chi for Balance and Movement, Zumba, Turbo Kick, Yoga for Weight Loss, Square Dancing, and Sleep Better/Start Now!

## PLANNING & CODE ADMINISTRATION

1. **New Zoning Certificates Issued:**

- 29 East Washington Street – Kenias Salon – barber shop.
- 1130 Conrad Court – Warehouse Taproom, LLC – restaurant.

2. **New Development Review Cases:** ESD Sketch Plan for the Urban Educational Complex – 13-17 South Potomac Street.

3. **Planning Commission:** The Planning Commission's took the following action at its special meeting on July 19:

- Recommendations to Mayor and City Council on two proposed text amendments: to allow auto repair in the I-MU zoning district; and a process to abandon existing subdivision lines for townhouses subdivided by simplified plat.
- Workshop for Burhans Village – waiver requests – The Commission expressed willingness to approve certain waivers, but directed the applicant to explore designing the proposed subdivision street as a through street connecting to Mitchell Avenue instead of the proposed cul de sac, as they prepare a sketch plan for the subdivision.
- Consultation with RD Management regarding waivers for Long Meadow Shopping Center and a proposed outdoor storage and shopping areas. The Planning Commission approved the revised design and waivers, directing staff to process a redline revision to the shopping center's approved parking lot improvement site plan that was implemented a few years ago to address the issue.
- Reviewed and recommended approval of a quitclaim request by the Union Rescue Mission, between 115 and 125 North Prospect Street.
- ESD Stormwater Management Concept Plan – North Burhans Corner – Southwest Corner of West Franklin Street and North Burhans Boulevard. Approved the plan and advised the applicant that the Commission would be amenable to approving four identified potential waivers at the site plan stage due to unique site conditions.
- Cortpark – Redesign of new entrance driveway – The Commission had concerns about the level that the 100 year floodplain would be in relationship to the road and tabled the proposal, directing the applicant to devise a plan for a flood warning system to be included in the driveway design.

4. **Historic District Commission:**

On July 13 the HDC considered the following applications:

- One South Potomac Street – Hagerstown/Washington County Chamber of Commerce – approved an application for signage on both sides of the building.
- 31 South Prospect Street – The Women's Club – approved demolition of a deteriorated fireplace behind the building.

One case has been filed for the July 27 HDC meeting - 823 Hamilton Boulevard – Roman Colque – new porch roof.

5. **Board of Zoning Appeals:** On July 19, the Board entertained an administrative appeal filed by William Marjenhoff, 61 East North Avenue, contesting a determination that his trellis was a fence and not made of appropriate fence materials per code. The appellant's position was that the structure was not a fence but a trellis, and as such, there was no need for a zoning certificate and the regulation of materials did not apply in this matter. The Board upheld Staff's notice. Upon completion of the hearing, staff agreed to consider proposals from the appellant for potential modifications to the fence that would achieve their desire that it no longer be considered a fence but a trellis.
  
6. **Heart of the Civil War Heritage Area:** The City's participation in the Maryland Heritage Area program has again reaped benefits. Our Heritage Area performed well competing with the 12 other heritage areas around the state in this year's round of capital grant requests. Four projects in our Heritage Area were awarded funding and two of those were in Washington County. The Washington County Historical Society will receive \$10,555 for the installation of a vertical platform lift on the rear porch of the Miller House to improve handicapped accessibility to the museum. The City has received several large grant awards in recent years, but benefits of the City's involvement in the program are not limited to just City projects. This grant funding opportunity would not have been available to the Historical Society if the City were not a participant in the Heritage Area. The National Road Heritage Foundation received a \$50,000 award for the final phases of their plans to open the National Road Museum in Boonsboro. Bringing this facility to full operation will be an important new offering in the history tourism corridor of which Hagerstown is the hub.
  
7. **A Building Boom?** Since spring, staff has detected a definite upswing in development interest in Hagerstown – both in new projects, as well as ones already "on the books" but stalled in implementation. Since the beginning of the year, the Planning Commission has received and/or approved plans for a car rental facility, a grocery store, reconstruction of a fast food restaurant, expansion of the Maryland Theater, the urban educational complex, a significant parking lot to serve the reuse of a long-vacant warehouse building for an antiques and novelty business, and adaptive reuse of the Statton Furniture building on East First Street. Sketch plans have been received for a second grocery store, two new fast food restaurants, a large pre-owned car sales facility, and a housing development consisting of 155 townhouses, 11 single family dwellings and 8 semi-detached dwellings (HHA). Inquiries lead us to believe that we will soon receive projects into the process for the construction of at least one hotel, expansion of a manufacturing/warehousing facility, and a significant "local conversion district" zoning overlay to convert a former car sales and repair facility to medical offices. We have also received inquiries regarding resumption of development in two subdivisions that were recorded since the "boom" of the early 2000s. This new development has resulted in forest conservation plan applications being processed for approximately 46 acres of development. While not every project may pan out, interest in development has definitely seen an upturn in recent months.
  
8. **Weekly Activity Report:** July 10–14, 2017

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	7	Residential -	5	Commercial -	2	Other -	0	9
Electric	27	Residential -	9	Commercial -	12	Other -	6	27
Plumbing	11	Residential -	9	Commercial -	2	Other -	0	11
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	11							12
<b>TOTAL</b>	<b>61</b>		<b>27</b>		<b>17</b>		<b>6</b>	<b>64</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 23,665.00				\$ 34,725.00
Commercial				\$ 191,199.00				\$ 195,699.00
Apartment				\$ 0.00				\$ 98,485.00
Sign				\$ 1,000.00				\$ 1,675.00
<b>TOTAL</b>				<b>\$ 215,864.00</b>				<b>\$ 330,584.00</b>

**Projects of Interest**

- Construct one story addition on slab for loading area at 900 Sweeney Drive - \$100,000
- Demo mezzanine mechanical room at 1200 Frederick Street - \$91,999

**RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018**

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of July 10 – July 14	124	504
New applications issued week of July 10 – July 14	6	6
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)	3,072	8,128
Percentage of rental license renewals that have registered as of July 14, 2017	84.8%	87.0%

**Notes:** The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. A past due notice was mailed the first week of July to those that remain outstanding.

**PAYMENT**

Weekly payment received	\$ 37,650
Weekly adjustment/credits	\$ 1,500

**INSPECTIONS**

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	43
Electrical	39
Plumbing	20
Mechanical	8
Safety	24
Neighborhood Vitality	83
Quality of Life	6
Preventive Maintenance	3
Planning & Zoning	4

**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:	1,666	Field Interviews:	47
Arrests/Warrants Served:	16	Moving Violations:	33
Domestic Violence Calls:	26	Parking Violations:	260
DUI Arrests:	1	Safety Repair Orders:	1
Reports Filed:	131	Warnings:	58

## REPORTS

**07/13/17:** Officer White was dispatched to Municipal Stadium on Memorial Boulevard for a burglary. A stadium employee stated that someone had broken into the stadium by climbing over the fence. The area that was affected was the Antietam Grill. It was obvious that someone had tried to open the cash register drawers. When the suspects could not open the drawers they took several drinks from the cooler. The stadium employees requested special property checks during the night. There are no suspects at this time.

**07/14/17:** Officer McKoy responded to Little Caesar's on North Burhans Boulevard for a report of a malicious destruction of property. A witness stated that he saw a white male carrying a bat. When the male turned the corner, the witness heard glass break. The witness stated that though he did not see the individual actually break the window, the timing would have matched. The value of the window is \$450. The manager of the store is going to review the surveillance camera and notify the police if the incident was captured on camera. No further information available.

**07/15/17:** Officer Reese was flagged down by a male at the County Commuter Bus Station located on West Franklin Street. The male informed the officer that he had been robbed by two unknown black males. The victim stated that the two males demanded money or they would kill him. The males assaulted the victim in the face and took US currency from his pocket. The victim did not see any weapon. The suspects fled the scene. No further details are available.

**07/16/17:** Officer Goggin was dispatched to Outer Drive for a reported theft. The victim stated that someone had stolen his rifle and pistol from his vehicle. The theft occurred sometime between Wednesday, July 12, 2017 and Saturday, July 15, 2017. The pistol was valued at \$350 and the rifle was valued at \$1,200. It should be noted that the vehicle was unsecured during the time frame of July 12-15 and the vehicle had been moved several times to different streets. The investigation is on-going.

**07/17/17:** Sgt. Lehman responded to West Washington Street in reference to a female that was trespassing private property. This call was the third time Dispatch sent an officer to this location for the same trespasser, in a six hour time frame. Sgt. Lehman located the trespasser and issued her a Criminal Citation and had her escorted from the property. She was then transported to her daughter's residence to prevent a future disturbance. The No Trespass Letter was valid and active and was included as part of this report.

**07/18/17:** Officer Goggin responded to Spickler's Market on East Franklin Street for a reported fight in progress. Upon arrival, the officer noticed a black male laying on the ground with injuries to his right arm. Bystanders were administering first aid to the injured male. A good samaritan passed by and advised he had medical training and would assist until Community Rescue Service arrived. Other officers found the other male involved in the assault on East Washington Street. This male had also sustained injuries. Once both males were transported to Meritus Medical Center for treatment, the officers turned their attention to the bystanders to gather information about the incident. One bystander who witnessed the incident stated that the two males were fist fighting when their hands and arms went through the large glass window at Spickler's Market. The business' surveillance camera captured the incident and the officer could clearly determine the initiator. The officer will be filing charges on both males.

## OTHER NEWS/INFORMATION

**Congratulation to Officer Michael Ault.** Officer Michael Ault has been selected as Officer of the Month for June 2017. Officer Ault has been employed by the City of Hagerstown for nearly four years and is currently assigned to the Directed Patrol Unit.

In June, officers responded to a call for a disturbance. Upon arrival, officers located a subject lying on the ground bleeding profusely from his arm. Acting quickly, Officer Ault applied a tourniquet to the victim's arm above the injury in an effort to stop the bleeding. After a short time, emergency medical personnel arrived and took over care of the subject and transported him to the hospital. It was later learned that the victim had been engaged in an argument and had punched his hand through a large plate glass window, severely cutting his arm as he attempted to pull it back out of the shattered window. Several medical personnel indicated that had Officer Ault not applied the tourniquet as quickly and effectively as he did, the victim would have succumbed to his injuries (which included an arterial bleed) prior to the arrival of emergency medical personnel at the scene.

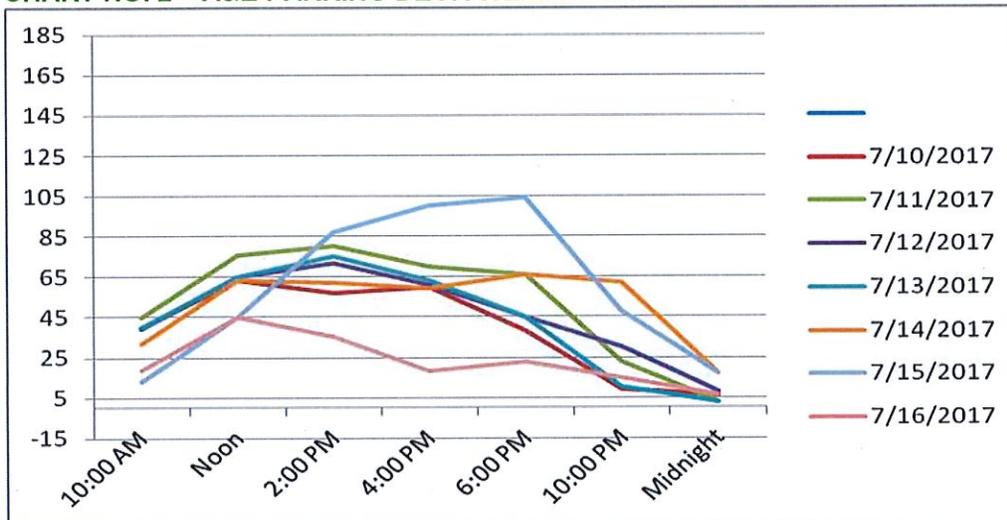
Based on his quick, decisive action in assessing the situation and effectively applying the tourniquet, thus allowing the victim to be transported to the hospital for further treatment, Officer Ault has been selected as the Hagerstown Police Department Officer of the Month for June 2017. The Hagerstown Police Department is proud to have dedicated officers such as Officer Ault as one of its own and congratulates him for a job well done

**PUBLIC WORKS**

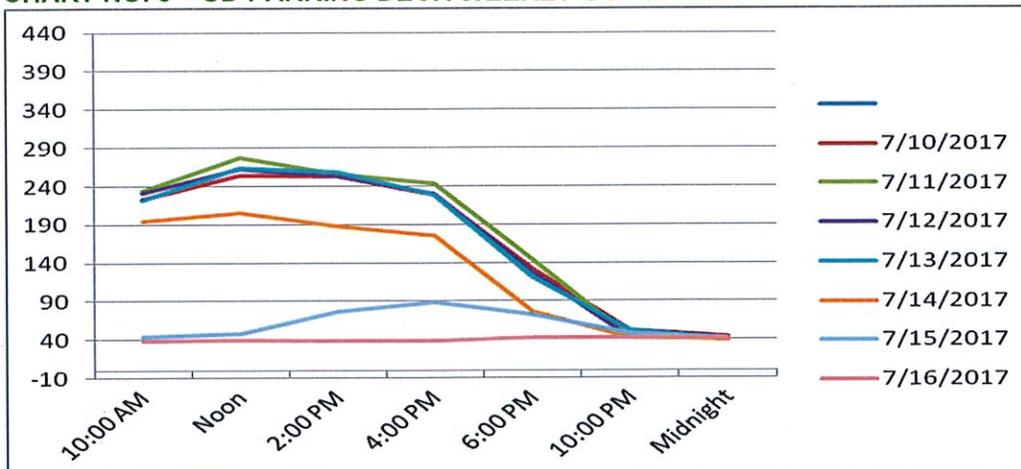
**CHART NO. 1 – GENERAL PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	186	219
	University District Deck	286	292
	Parking Lots	336	335
<b>Number of Patrons Using Decks</b>	A & E Deck	1428	1044
	University District Deck	1808	1231
<b>Sales of Discount Coupons</b>		22	0
<b>Number of Citations Issued</b>	(Includes Warnings)	239	126
<b>Number of Cars Booted</b>		0	0
<b>Late Payment Notifications</b>		74	13
<b>Peak Occupancy (%)</b>	A & E Deck	57%	37%
		Sat @ 6PM	Wed @ Noon
	University District Deck	63%	53%
		Tue @ Noon	Wed @ Noon

**CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY**



**CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY**



**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	1	0
Fire	1	4
Human Resources	1	0
Light	1	1
Parks & Engineering	0	2
Police	7	4
Public Works	16	7
Wastewater	0	1
Water	6	5
<b>Weekly Totals</b>	<b>33</b>	<b>14</b>

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Problem Areas**

- Thur. 7/13 - Various locations - Total outages; transformer breaker tripped at the HLD Mitchell Substation. Line crews made necessary repairs to restore power. Time Out: 23.1-1.2
- Fri. 7/14 - 414 McDowell Avenue - Partial outage; connectors were changed. Time Out: 18.2-20.8
- Sat. 7/15 - Rear of 1040 View Street - Tree on line; large tree branch removed from service wires. Time Out: 10.8-11.8
- Sun. 7/16 - Area of Wesel Boulevard - Vehicle struck street light poles #11 & #30 in accident. Both lights were removed until follow up repairs were completed the next business day. Time Out: 2.9-3.7
- Tues. 7/18 - 639 Highland Way - Total outage; a transformer fuse operated. Time Out: 1.5-2.5

**Distribution**

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

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
5	2	3	0

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer continued work to accommodate a proposed large industrial customer.
- Engineering staff continued work on the HLD SCADA communications project.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 12 2017	6.33	0.01
Thursday, July 13, 2017	6.34	0.00
Friday, July 14, 2017	7.22	0.01
Saturday, July 15, 2017	6.59	0.01
Sunday, July 16, 2017	6.51	0.00
Monday, July 17, 2017	6.68	0.00
Tuesday, July 18, 2017	6.80	0.00
Weekly – Avg. Flow / Total Rainfall	6.64	0.03
July - Avg. Flow/Total Rainfall	6.64	3.93

**Miscellaneous**

- Rebuilt #2 waste pump in ASPS building.
- Troubleshoot K-Panel PLC in O2 building that lost its program during a power flicker.
- Replaced UPS, reinstalled programming and installed new Modicon Rio Drop card.
- Cleaned Velodyne polymer system and calibrated flow meter.
- Cleaned and calibrated UTV unit.
- Rebuilt two Pulsafeeder caustic pumps in chemical pump room.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1, 21	310'	83'	5
Flushing	22	8,002'		

**Collection System Maintenance Task**

- Grinder Pump call at 11114 Pinewood Circle, pump bad replaced, and cleaned tank.
- Grinder Pump call at 1533 Kensington Drive, No alarms present, cycled system.
- Sewer Backup at 1922 Abby Lane, cleared blockage from cleanout.
- Sewer Backup at 757 Dual Highway (House of Kobe), blockage between cleanout and main, cleared with Vactor.
- Sewer Backup at 13050 Nittany Lion Circle, blockage on the private side.
- Excavated and made mainline repairs to remove roots in line at 501 and 505 Dunn Irvin Avenue. Also excavated and installed cleanout at 509 Dunn Irvin Avenue, completed topsoil and patch work for each site.
- Worked on drainage swale by Frederick Street sub-station.

- Pump Station #24, worked with City light to replace deteriorated pole and hang all electric panels, SCADA, etc. for station.
- Pump Station #26, worked on generator, found to be circuit board in transfer switch, repaired at AR&E.
- Dropped bags at various lift stations and trouble spots in the system to control FOG.

**Administration**

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	0	0	0	4	4
YTD 2017	41	40	4	4	0	53	142

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

**Engineering**

- Staff attended a Plan Review Committee meeting at City Planning.
- The Collection System I/I Rehabilitation Phase 1 project is 100 % complete. Final Inspection by the Maryland Department of Environment is scheduled for 7/21.

**Laboratory**

- Prepared reagents for Lachat operation.
- Continued trial of industrial sample collection technique from HBP. Preliminary results are favorable.
- Discussed Pinnacle Foods operation with County Pretreatment Manager.
- 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>
07/13/17	10.90		10.90
07/14/17	10.74		10.74
07/15/17	10.66		10.66
07/16/17	10.46		10.46
07/17/17	11.43		11.43
07/18/17	11.11		11.11
07/19/17	11.58		11.58
Average:			10.98

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

- Operations:
  - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - RC Willson –Staff worked on miscellaneous equipment preventive maintenance.
  - RC Willson –Staff made repairs to the caustic pump and cleaned the pressure regulator.
  - BWTP –The prep work for the Smithsburg Tank disinfection has been completed.

- Instrumentation
  - Orchard Hills Tank – Staff continue to prepare the tank for the addition of new signals for the level and mixing system.
  - Pump Station 3 –The motor control wiring upgrade has been completed. The valve position switch has also been installed.
  - RCW – Staff relocated the water sample drain for the operator’s laboratory.
  - RCW –Repairs are in progress on the backwash pumping station actuator.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 4.4 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

**Water Distribution.** Distribution crews are working throughout the system performing customer service work and new meter installations as needed. New services were installed in the Westfields Community and Garden View Road. Repairs were made to two water main breaks on Virginia Avenue as well as a service leak on Elizabeth Street. A fire hydrant was also repaired on South Potomac Street.

**Laboratory**

- Received VOC results from the Orchard Hills storage tank sampling
- Submitted the bacteria and VOC results from the Orchard Hills and Smithsburg tank sampling to MDE.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	2
Preliminary Plats	-	-
Final Plats	1	-
Building Permits	20	9
Concept Plans	-	-

- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with Water Division staff for a conference call regarding a water main relocation associated with the Walmart project.
- Staff met with a contractor in preparation for the installation of a commercial redevelopment water service.



Respectfully submitted,  
*Valerie A. Means*  
 Valerie A. Means  
 City Administrator

# Fit Room at Fairgrounds Park at Fairgrounds Park

## Monthly Calendar For July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> 8a-8:25a Mind & Body: Work Your Core! -- 5800 8:30a-9:30a Mind & Body: Tone Your Asana -- 5749 9:45a-10:45a Mind & Body: Tai Chi for Balance & Movement (June- July) -- 5689 11a-12p Zumba #5807 12p-1p Turbo Kick #5740
<b>2</b>	<b>3</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (June- July) -- 5689	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> 10a-3:30p Child and Babysitter Safety (July 7, 2017) #5728 6:30p-7:30p Mind & Body: Aikido for Teens -- 5758	<b>8</b> 9:45a-10:45a Mind & Body: Tai Chi for Balance & Movement (June- July) -- 5689 11a-12p Zumba #5807 12p-1p Turbo Kick #5740
<b>9</b>	<b>10</b> 9a-10a Mind & Body: Tai Chi for Balance & Movement (June- July) -- 5689 5:45p-6:45p Yoga For Weight Loss - returning student #5736	<b>11</b> 7p-9p Mind & Body: Manage Diabetes Through Diet & Lifestyle -- 5760	<b>12</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5736	<b>13</b>	<b>14</b> 10a-3:30p First Aid & Safety: Child and Babysitter Safety (July 14, 2017) -- 5809 6:30p-7:30p Mind & Body: Aikido for Teens -- 5758	<b>15</b> 8a-8:25a Mind & Body: Work Your Core! -- 5801 8:30a-9:30a Mind & Body: Tone Your Asana -- 5750 9:45a-10:45a Mind & Body: Tai Chi for Balance & Movement (June- July) -- 5689 11a-12p Zumba #5807 12p-1p Turbo Kick #5740
<b>16</b>	<b>17</b> 9a-10a Tai Chi for Balance & Movement (July- August) #5690 5:45p-6:45p Yoga For Weight Loss - returning student #5736	<b>18</b>	<b>19</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5736	<b>20</b>	<b>21</b> 6:30p-7:30p Mind & Body: Aikido for Teens -- 5758	<b>22</b> 8a-8:25a Mind & Body: Work Your Core! -- 5801 8:30a-9:30a Mind & Body: Tone Your Asana -- 5750 9:45a-10:45a Tai Chi for Balance & Movement (July- August) #5690 11a-12p Zumba #5807 12p-1p Turbo Kick #5740
<b>23</b>	<b>24</b> 9a-10a Tai Chi for Balance & Movement (July- August) #5690 5:45p-6:45p Yoga For Weight Loss - returning student #5736 7p-9p Sleep Better, Start Now! #5761	<b>25</b> 7p-9p Gad-Abouts Square Dance - One Night Dance #5744	<b>26</b> 5:45p-6:45p Yoga For Weight Loss - returning student #5736	<b>27</b>	<b>28</b> 6:30p-7:30p Mind & Body: Aikido for Teens -- 5758	<b>29</b> 8a-8:25a Mind & Body: Work Your Core! -- 5801 8:30a-9:30a Mind & Body: Tone Your Asana -- 5750 9:45a-10:45a Tai Chi for Balance & Movement (July- August) #5690 12p-1p PiYo #5741

# Fit Room at Fairgrounds Park at Fairgrounds Park

## Monthly Calendar For July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>30</b>	<b>31</b> 9a-10a Tai Chi for Balance & Movement (July- August) #5690 5:45p-6:45p Yoga For Weight Loss - returning student #5736					