



City of Hagerstown, Maryland Status & Information Report No. 15 for 2012

April 13, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

APRIL 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5 Suns Opening Day (Game at 7:05 pm)	6 HOLIDAY City Offices Closed	7 8am Spring into Easter at the Market 12pm Opening Day Ceremony – West End Little League (Hellane Park)
8	9	10 4 pm Work Session	11	12	13	14 10am Opening Day Ceremony - National Little League (Staley Park) 10am Opening Day Ceremony – American Little League (Hager Park)
15	16	17 3 pm Joint Meeting w/Delegation & County Commissioners 4pm Work Session	18	19	20	21
22	23	24 1pm Earth Day Celebration @ University Plaza 7pm Regular Session	25	26	27 10am Arbor Day Celebration @ Golf Course Club House	28 9am-2pm Faire on the Square
29	30					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening:** The grand opening for SPIN located at 43 South Potomac Street in City Center was held this week. This restaurant will be a great asset to the Arts and Entertainment District.
2. **Upcoming April Events:**
 - April 21st - Shepherd University Art Show in City Center - 5 p.m. to 9 p.m.
 - April 24 - Earth Day, 1 p.m., University Plaza
 - April 27th - Arbor Day, Hagerstown Greens Golf Course Club House
 - April 28th - Faire Off the Square, from 9 a.m. to 2 p.m. in the Elizabeth Hager Center Lot.
 - **Barbara Ingram School for the Arts:** Friday, April 27th, 7:30 PM, Saturday, April 28th, 7:30 PM, and Sunday, April 29th, 2:30, Barbara Ingram presents Beauty and the Beast at the Maryland Theatre. The Barbara Ingram School Art Foundation is also planning a sit down dinner fundraiser and auction at Leiters on the night of Saturday, April 28.
3. **Western Maryland Blues Fest News:** Over 100 tickets have already been sold for the Blues Fest in June. We are also selling merchandise on-line.
4. **Augustoberfest News:** Fundraising packets for the Augustoberfest Event went this week.
5. **July 4th News:** A set piece was ordered for this event which celebrates our 250th anniversary. The Nowhere Men Band has been booked.
6. **Volunteers:** Volunteers are signing up for the blues fest. We are gearing up for this large event.
7. **Fundraising:** A fundraising campaign for the 150th First Call Weekend being held at the City Park on June 16 and 17 has begun.
8. **City Market:**
 - A large crowd was at the City Market last weekend for the Easter Bunny and activities.
 - The City Market Seasonal vendors are continuing to return. The Farmer's Daughter will be returning to the Market mid-April and this vendor will sell produce.
 - A new wood working vendor will be touring the Market this weekend; the goal would be to have them set up in Market Alley.
9. **Hagerstown City News:**
 - Watch the latest newsroom stories on air at the top of every hour on Hub City on 6 and online at www.hagerstownmd.org/citynewsroom.asp
 - Latest Advisories and Releases are available online at www.hagerstownmd.org/Shared/cityNews.asp
 - A listing of the latest events is available online at www.hagerstownmd.org/shared/calendarOfevents.asp
 - City of Hagerstown job opportunities are posted online at www.hagerstownmd.org/Shared/JobOpenings.asp
 - Subscribe to **City e-Newsletter** on City's homepage.
 - Some of this Week's Headlines and Media Releases include:
 - Firefighters Battle House Fire on Georgia Avenue
 - Speed Cameras to go Live April 16th
 - Recycling Carts to be Delivered; Recyclebank Rewards Coming!
 - Dining and Dancing Venue "SPIN" to Celebrate Grand Opening

- Golf Season in Full Swing!
- Businesses Can Sponsor Blues Fest
- First Speed Cameras in School Zones

10. **Hub City on 6 (Channel 6)**

- Rebroadcast of the *State of the City* address is scheduled to air Saturday, Sunday, Monday and Wednesdays at 7:00 p.m.
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Be Our Guest: Barbara Ingram School Presents Beauty and the Beast
 - SPIN Opens New Restaurant, Nightclub in City Center
 - First Property Certified Under Crime-Free Housing Program
 - St. Patrick's Day 5K Run for Your Luck
 - Get Involved! Spring Recreation Leagues
 - Speed Cameras Watching Out for Students
 - Hagerstown a Haven for History Lovers
 - State of the City: Unity is the Key
- In production:
 - Comptroller Throws Support Behind Multi-Use Facility Project
 - Public Safety Snippets with Police and Fire Departments
 - Take Advantage of Minority and Women-Owned Business Incentives

11. **Websites:**

- Departments are finalizing content for the new City of Hagerstown website. New site is currently scheduled to go live in mid-April.
- Western Maryland Blues Fest website is updated with performer bios, videos and ticket information - www.blues-fest.org
- A community group has created a website to support downtown initiatives and a multi-use facility. City staff will be contributing government information on related topics – www.supportdowntownhagerstown.com

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**

- 950 Willow Circle - McCormick Insulation Supply, Inc. - insulation warehouse
- 25 East Antietam Street - Pony Mailbox LLC - shipping and postal services
- 1573 Potomac Avenue - Shear Image - hair salon and retail sales of hair products

2. **Planning Commission:** The Planning Commission considered the following items on April 11:

- Preliminary consultation for the upcoming East First Street Rezoning.
- Draft FY 2013 Capital Improvements Program - The commission reviewed the projects proposed for FY 2013 and deferred making a recommendation.
- Second Draft of Land Management Code Revisions - The commission scheduled two special meetings to review the revisions made by staff.
- Washco Tristate Plaza - 1741 Dual Highway - Staff asked the commission to review and approve minor changes to the landscaping scheme which differ from the original approved staff-approved site plan.
- The Shoppes at Hagerstown - Garland Groh Boulevard - Staff asked the commission to approve a revision to the forest conservation area on the southern end of the property. The developer would like to convert an area where trees have not survived to a fee-in-lieu area which will be converted to lawn. The commission did not object to this change.

3. **Heritage Tourism Outreach:**

Word about the Battle of Hagerstown is getting out. Steve Bockmiller has accepted two requests to conduct walking tours of the Hagerstown battlefield. The first will be in conjunction with a Boy Scouts of America camporee in Hagerstown on Saturday, May 5. Tours for two groups of scouts are planned that morning. Also, the Capitol Hill Civil War Roundtable of Washington DC will be conducting a bus tour associated with the Confederate retreat route from Gettysburg on April 28. The CWRT asked Steve to provide a 90-minute walking tour of the Hagerstown Battle, which he will present from 2:00 to 3:30 pm that day.

4. **Moving Day:** As part of the restructure of operations, Planning and Code Administration were combined organizationally into one division. In order to improve customer service and to facilitate moving the inspection staff to City Hall, the formerly separate 'Planning Office' will be moving on Monday April 16th to the 3rd floor of City Hall. This move will create one front office for the Planning and Code Administration Division (PCAD). Within the next couple of months, the PCAD Inspectors will move from Public Square to the 4th floor of City Hall which will complete the consolidation of offices. All of the signs referencing the division offices in City Hall will be updated to reflect the changes.

5. **National Main Street Conference:** The Planning Director attended the National Main Street Conference in Baltimore on April 2-4. There were about 1,200 in attendance at the Baltimore Hilton in the Inner Harbor. Many great sessions were provided on downtown revitalization and arts and entertainment districts. Culpepper, VA was one of the five Main Street programs which received a 2012 Great American Main Streets Award. Next year's conference will be in New Orleans.

6. **Hagerstown in the Civil War Book:** The City's photo-history book on the Civil War will now be on sale at the Visitors' Center at Antietam National Battlefield. Timely for the Sesquicentennial activities this year at Antietam.

7. **Code Administration Weekly Activity Report:** April 2-5, 2012 (4-day work week)

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	5	Commercial -	0	Other -	1	8
Electrical	11	Residential -	7	Commercial -	4	Other -	0	11
Plumbing	6	Residential -	5	Commercial -	1	Other -	0	6
Mechanical	5	Residential -	3	Commercial -	2	Other -	0	5
Engineering Dept.	9							7
TOTAL	37		20		7		1	37
Estimated Value of Weekly Issued Building Permit Projects:					Fiscal Year-To-Date Totals:			
Residential				\$ 35,800.00				\$ 5,356,013.00
Commercial				\$ 210,000.00				\$ 17,233,688.00
Apartment				\$ 9,000.00				\$ 250,121.00
Sign				\$ 0.00				\$ 360,065.00
TOTAL				\$ 254,800.00				\$ 23,202,887.00
Building permit(s) of interest issued this week:								
Replace bleachers, steps, and seating under Grandstand at Municipal Stadium. - \$110,000								
Tenant fit-out for C&O Canal Offices on 2 nd floor at 1800 Dual Highway. - \$100,000								

RENTAL LICENSES		
<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	2	9
New Applications Issued	1	1
Total Registered Since 7/1/11	3132	8491
% of Those Invoiced	99.9	99.9
Notes: The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June 2011. This represents the percentage of those applications returned as of 4/6/12.		
PAYMENT		
Total Payments Received	\$ 450	
Adjustments	\$ 0	
INSPECTIONS		
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>	
Building	39	
Electrical	33	
Plumbing	22	
Mechanical	8	
Safety	23	
Neighborhood Vitality	102	
Quality of Life	6	
Preventive Maintenance	0	
Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. 96% of the exterior rental licensing inspections for this program year are completed.		
INSPECTIONS KEY:		
Categories of Conditions		
Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails	
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.	
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens	
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: Mortar deterioration, clogged gutters, minor rotting wood	

PARKS & ENGINEERING

1. **Ice Rink** Staff meets regularly with the Hagerstown Youth Hockey League's (HYHL who run the rink) staff to discuss issues related to the rink, maintenance and to some extent their operations. Of note this month is that the HYHL has now commenced their \$130,000 expansion of the locker rooms, showers, weight room, and storage as they presented to the Mayor and City Council in January. The goal is to address operational needs and to attract semi-pro or lower level pro hockey teams to play here. The HYHL is funding this expansion in full, on their own, and have the money in place that they saved from running 'in the black' over the last few years.

In addition, the \$2.2 million debt of the construction of the rink is NOW PAYED OFF. The only remaining debt is a 15 year working capital loan to the former Sports Foundation. This debt will be paid off in June of 2013

2. **Totes** Distribution started Wednesday with 430 delivered and 956 delivered on Thursday. The men will work every day (except Sunday morning) until complete around April 27th. As anticipated, many calls and emails are coming in and being addressed. Totes are being stored at the Army Reserve building on Willard Street.
3. **PAL** Staff met with the Police Athletic league officials who are expanding their operations in the basement of the grand stand. Apparently, their wrestling and karate classes are booming. They are also interested in the Army Reserve building.
4. **Biking** The latest issue of Spokes has a great article about biking in Washington County, and specifically note Hagerstown's progressive bikeway initiatives, and our bike maps. The article also mentions that Hagerstown received a bicycle grant to fund additional improvements.
5. **City Park Lake Wall** A time consuming project, work continues on replacing some of the missing stone around the exterior of the lower lake wall and making some needed mortar repairs.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,709	CDS Arrest:	0
Criminal Arrest/Warrants:	16	DUI Arrests:	3
Moving Violations:	54	Search Warrants Executed:	0
Safety Repair Orders:	15	Field Interviews:	28
Warnings:	25	Parking Tickets:	19

2. **REPORTS**

- **04/07/12:** At approximately 8:40 p.m. officers with the Hagerstown Police Department responded to the area of Harmon Avenue and Jonathan Street for reports of an assault in progress. Upon arrival, officers located a male victim with a stab wound to his neck. The suspect was apprehended one block away without incident. The victim was transported to Meritus Medical Center for non-life threatening injuries.
- **04/08/12:** Officers with the Hagerstown Department of Police responded to the area of 12939 Little Elliott Drive for reports of an assault involving a knife. Officers located a female victim inside the apartment complex with several minor lacerations to her upper body. Further investigation revealed the incident was domestic related between the victim and the offender. The offender fled the area on foot and was last seen heading east from the apartment complex. A K-9 track and MSP Trooper 3 responded but were unable to locate the offender. Anyone with information regarding this case is asked to contact the Hagerstown Police Department.

TECHNOLOGY & SUPPORT SERVICES

INFORMATION TECHNOLOGY

1. **MUNIS UTILITY BILLING IMPLEMENTATION:** We are **3 weeks from GO LIVE** for the first upgrade of our enterprise utility billing software in over 25 years. We continue to work through issues related to the handheld meter reading devices, as well as finalizing the presentation of data on the new bill forms. The online payment system for UB has been tested and will be ready to go when the software is implemented. This new online system will allow for those customers who create a user name and password to manage their utility bills online, including the ability to make payments, analyze and review current charges, and review past bills and consumption (**NOTE:** Internet payments for utilities make up 13.7% of our receipts, up from 9.2% in July, 2011). Bill inserts will be provided that instructs the customer where to find the new site and basic sign-on instructions. We will also be

creating presentations for Channel 6 and streaming video on several aspects of utility billing, including understanding your bill, rights and responsibilities, and help for those having difficulty meeting their utility payment obligations.

2. **TAX BILL MODIFICATIONS:** Staff have submitted proposed changes to our real estate tax bills for the FY 2012/2013 tax year to MUNIS. The major improvement will be the inclusion of all adjustments and tax credits on the initial tax bill. This will provide the tax payer with the actual tax due on their parcel. It will eliminate the need to produce separate mailings of tax voucher forms that have been required to be returned by the taxpayer to receive the adjustment/credit. This will put our tax bill on a more standard level in relation to other taxing municipalities in Maryland. We will also be including the ability to pay real estate and personal property taxes online through the same web portal used by utility billing (explained above). This is a new feature as taxpayers have not been able to pay online in the past to the City. We look for this to decrease the large volume of mail received the first three weeks of July, as well as the number of lobby visits during that same time.

3. **HPD CRIME MANAGEMENT SYSTEM:** Staff worked with Keystone and Washington County Sheriff's Office to cleanup vehicle make/model tables in preparation for the initial data load for the eTix system. Staff installed and began testing the new KeyMap system, Keystone's mapping program for use in the Mobile Data Terminals (MDT's). Testing also continues on the XGPS (mobile navigation) and AVL (asset / vehicle tracking) software for the MDTs.

SUPPORT SERVICES

1. **RESUMPTION OF ELECTRIC SERVICE TERMINATIONS FOR NON-PAYING ACCOUNTS:** The City is allowed to resume normal operating procedures for electric service termination for non-paying accounts on April 1st. In the first three days of the process, the following activity was recorded:
 - ▶ Accounts whose electric service was terminated for non-payment (CONP): 308
 - ▶ Accounts who had service re-instated due to payment / pledges from agencies/other arrangements (NPON): 177
 - ▶ Percentage of those terminated accounts whose service was re-instated: **38%**

The percentage of CONP that had service reinstated was **21%** for the same period in 2011. Unfortunately, we are also finding a higher number of customers whose service has been terminated taking it upon themselves to restore their service. We are identifying those customers and having the Electric Division terminate service at the utility pole. This activity causes a significant danger to the resident and steps to attempt to curb this activity will need to be discussed in the near future.

Customer Service also experienced their highest call volume of the year, including over 700 additional customer contacts for the 5 day period. This resulted in increased hold times but more payment negotiations. This effort aided in increasing the number of reinstated accounts by 17% this year.

**CUSTOMER SERVICE
CALL STATISTICS FOR 3/29/2012 TO 4/4/2012**

DATE	Total Calls Offered	Total Calls Answered	Avg. Answered per Day/ per Rep	Avg. Call Duration	% Calls Answered	Avg. Hold Time	Counter Walk-Ups	Avg per CSR @ Counter	Total Customers Serviced	Avg. Customers Served by CSR/day
3/29/2012	420	207	69	130	49	600	152	51	359	120
3/30/2012	405	205	68	124	51	582	144	48	349	116
4/2/2012	397	196	65	119	49	692	240	80	436	145
4/3/2012	295	117	39	138	40	757	181	60	298	99
4/4/2012	267	150	50	134	56	542	154	51	304	101
	1784	875	58	129	49	635	871	58	1746	116

TAX / CASHIERING

CALL STATISTICS FOR 3/29/2012 TO 4/4/2012

DATE	Total Calls Offered	Total Calls Answered	Avg. Answered per Day/ per Rep	Avg. Call Duration	% Calls Answered	Avg. Hold Time	Counter Walk-Ups	Avg per CSR @ Counter	Total Customers Served	Avg. Customers Served by CSR/day
3/29/2012	35	32	16	93	91	35	133	44	165	55
3/30/2012	32	27	14	82	85	16	240	80	267	89
4/2/2012	29	24	12	90	83	16	175	58	199	66
4/3/2012	31	30	15	77	97	50	199	66	229	76
4/4/2012	28	25	13	67	89	53	171	57	196	65
TOTALS	155	138	14	82	89	34	918	61	1056	70

2. **REAL PROPERTY TAX COLLECTIONS FY11/12:** The City has collected **\$18,810,013.45** of the **\$19,720,161.20** outstanding real estate tax receivable for a **95.54%** collection rate as of April 11. This percentage is **0.77%** behind the collection rate during the same time period last year. This lag in collections is normal in the time leading up to tax sale submissions, and is forecasted to pickup during May after those notices are sent out.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
- Mon. 4/2 - Various locations- (reconnections for non-payment). Time Out: 17.4-18.2
 - Tues. 4/3 - 518-520 West Howard Street- total outage; plastic removed from service wires to correct problem and restore power. Time Out: 15.0-16.7
 - Various locations- (reconnections for non-payment). Time Out: 17.2-17.9
 - Wed/ 4/4 - Various locations- (reconnections for non-payment). Time Out: 18.2-19.0
 - Thur. 4/5 - Various locations- (reconnections for non-payment). Time Out: 17.2-18.0
 - 428 South Potomac Street- tree on line; service wires that had been pulled loose from a large tree branch were reattached to restore power. Time Out: 18.0-19.2
 - Fri. 4/6 - 122 South Mulberry Street- Miss Utility locate; our service was found to be clear for Columbia Gas to make emergency repairs to gas main break. Time Out: 10.7-11.0
 - Tues. 4/10 - Frederick Street (Snook Substation) - lineworker re-energized a transformer following the completion of oil processing. Time Out: 16.0-17.0
 - Wed. 4/11 - Frederick Street (Snook Substation) - lineman re-energized a transformer following the completion of oil processing. Time Out: 16.0-16.7
2. **Distribution** Recent activity included:
- Metering Staff received three high bill complaints this week; upon testing, meters were found to have met COMAR requirements.
 - Line crews have continued annual feeder inspections for Wesel Substation.
 - Line crews continue trimming trees in various residential locations.

- Line crews have been assisting the Engineering Staff with re-vamping and other maintenance related to the Carroll Heights Project.
- Line crews performed various service upgrades and meter installations.
- Continued with pole inspections and re-tagging throughout the City.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
20	0	2	1

3. **Engineering** Staff worked on the following projects:

- The Staff Engineer met with an HOA representative of a development within the City to discuss its plans for the maintenance of pad-mounted electrical equipment. HLD will be removing landscaping, which has not been installed to specifications set forth by the HLD, that is hindering our ability to access and operate the equipment.
- The Engineering staff recognized errors with its transformer information in the Electric GIS model and how it relates to the background databases. Contact was made with MILSOFT and a fix was discussed. HLD will be fixing the issue in-house.
- Engineering staff reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed additions and corrections in HLD's electric GIS model.

4. **Administration:**

- Power Substation Services Inc. began this week to process and reclaim the oil in three of HLD Substation Power Transformers. All three were completed and the oil returned to "like new" specifications. This was HLD's first experience with this technology.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 04, 2011	6.58	0.18
Thursday, April 05, 2011	6.48	0.00
Friday, April 06, 2011	6.23	0.00
Saturday, April 07, 2011	6.20	0.00
Sunday, April 08, 2012	5.98	0.00
Monday, April 09, 2012	6.27	0.00
Tuesday, April 10, 2012	6.71	0.00
Weekly Average/Total	6.35	0.18
Monthly Average/Total	7.46	1.10
Yearly Average/Total	7.68	6.03

Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters.
- The UV channel influent gates are still not working as designed. Presently, two channels are running in manual mode with the influent gates manually opening. Staff will continue to investigate the problem.
- Maintenance crew replaced a louver actuator in the Methanol Build and the exhaust fan is now working as designed.

Miscellaneous

- Final # 4 brushes caught the scum baffle and tore it from the wall; the crew placed it back in service with one brush and arm removed.

Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
Flushing	29,30	3,946		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	6	1	Broken Pipe	9

Collection System Maintenance Task

Pump Station

- Cleaned floats at stations 9,19 and 21
- Still having issues with the secondary controls and removed screens from both chemical feed pumps at station 26.

Grinder Pump

- Replaced grinder pump at Smithsburg Water Department rental property with a new shutoff extension and grinder pump discharge valve.

CCTV

- Lateral at 428 Virginia Avenue (Plumber called and said the problem was on us). Found roots in the building sewer and service connection.
- Blockage call at 25 Belview Avenue.
- Inspected two runs on Virginia Avenue for overlay project.
- Inspected one run in District 6, camera was stuck for a couple of hours.

Miscellaneous

- Rebuild hydraulic drive motor on Jet-Vac unit 527.

Administration

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	6	7
YTD	17	17	7	2	2	25	70

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

- March 2012 Discharge Monitoring Report (DMR) has been submitted to MDE and EPA using the NetDMR online system. March 2012 marks the 48th consecutive month without a permit violation.

Engineering

- Staff attended a field meeting with Utility Director and Wastewater Division Operations Manager to discuss a proposed Columbia Gas replacement main impact on services on Marshall Street.
- Staff attended a development review meeting at the County Planning Office.
- Staff met with the Utility Department Director and Wastewater Division Operations Manager regarding the new Parkway II sewer proposed for dedication.

Wastewater Laboratory

- The lab collected quarterly metals for the industrial monitoring program.
- The lab received DMRQA samples and has begun analyzing them for the annual permit required proficiency testing.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
4/04/12	11.67		11.67
4/05/12	11.38		11.38
4/06/12	11.67		11.67
4/07/12	11.15		11.15
4/08/12	10.78		10.78
4/09/12	12.35		12.35
4/10/12	11.61		11.61
4/11/12	11.68		11.68
Average			11.53

Water Production at RC Willson

Operations

- Completing routine PMs
- Mowing

Maintenance

- R C Willson - Performing routine PMs
- R C Willson - Making repairs to the mowers
- Pump Stations - Cleaning the hypo tanks at all the stations

Instrumentation

- R C Willson - Installing new conduit to the remote SCADA cabinets
- Pump Stations - Running new signals to the storage tanks
- Pump Stations - Installing leak detectors on the hypo pumps at all the stations

Water Production at Breichner

- The Edgemont Reservoir is currently at -5.4'; the bypass and the hydrant are closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service duties and are working on meter testing & repair. We are also working on Waltz Rd. inserting a 2" water line and are relocating services on Marsh Pike for the County.

Laboratory

- The lab collected monthly THM HAA samples from Stage 2 DDBP sites throughout the distribution system.
- The lab received results back from proficiency testing required to maintain certification for testing potable waters. All the samples tested by each individual analyst in the lab were considered "Acceptable" by the provider. The results were submitted to the laboratory administrator at MDE by the provider.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	2
Building Permit	11	6

- Staff attended a field meeting with the Utility Department Director and Water Division Operations Manager to discuss the proposed Columbia Gas replacement main impacts on services on Marshall Street.
- Staff attended a development review meeting at the County Planning Office.
- Staff met with the Distribution Division staff on a proposed County storm drain project on Woodside Drive relative to possible main and services impacts.

Respectfully submitted,



Bruce Zimmerman
City Administrator