



# City of Hagerstown, Maryland Status & Information Report No. 12 for 2012

March 23, 2012

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

MARCH 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7pm Cabin Fever Blues Bash @ MD Theatre	2	3
4	5	6 4pm Joint Work Session w/County Commissioners	7	8	9	10
11	12	13 4pm Work Session	14	15	16	17 5am-Noon St. Patrick's Day at the Farmers Market  10am St. Patrick's Day Run @ City Center
18	19	20 4pm Work Session	21	22	23	24
25	26	27 7pm Regular Session	28	29	30	31

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **EVENTS**

- **Grand Openings:** City staff are working with the Hagerstown's Children's Theater now located in the Academy Theater to coordinate their grand opening.
- **St. Patrick's Day Run:** The St. Patrick's Day Run was held on March 17th. Washington County, the City of Hagerstown and the Community Free Clinic worked together on this event, and over 500 individuals registered. Approximately 1,000 people started off their St. Patrick's Day in City Center

- **April 21st - Shepherd University Art Show and others in City Center:** Shepherd University will be hosting an art show in City Center on April 21st from 5 p.m. to 9 p.m. in a variety of places. Also that evening the MSO will be performing at the Maryland Theatre , the Hagerstown's Children's Theatre will be having dinner and the play Oklahoma at Academy and the Washington County Playhouse will be doing a look back at all their performances.
  - **April 24 - Earth Day:** The City's Earth Day Celebration will be held at University Plaza on Tuesday, April 24th at 1 p.m. Staff will be putting together an agenda and finalizing details.
  - **April 27th - Arbor Day:** The City's Arbor Day Celebration will be held at the Hagerstown Greens Golf Course Club House on Friday, April 27th - National Arbor Day.
  - **April 28th - Faire Off the Square:** The first Faire Off the Square Event will occur on Saturday, April 28 from 9 a.m. to 2 p.m. in the Elizabeth Hager Center. The Downtown Alliance is coordinating the event. The event will feature farmers and artisan vendors. It will be organized with a nonprofit each month. April's nonprofit is Easter Seals.
  - **April 28<sup>th</sup> – BISFA – Art Foundation:** The Barbara Ingram School Art Foundation is also planning a sit down dinner fundraiser and auction at Leiters Fine Catering on the night of Saturday, April 28.
  - **May 5th – BISFA – Street Fair:** The Barbara Ingram School for the Arts will be doing a street festival and fundraiser on South Potomac Street on May 5 from 1 p.m. to 8 p.m. with a rain date of May 6 from noon until 4 PM the street will be closed for this event.
  - **May 10th – Maymart:** Maymart will be held on Thursday, May 10th with a rain date of Friday, May 11th from 8 AM. to 2 PM.
  - **May 15th - Taste of the Arts:** The City staff is working with the Special Events Committee of the Downtown Alliance for a Taste of the Arts Event on May 17 from 5 PM to 8 PM.
  - **May 31 - June 3 - Western Maryland Blues Fest:** Tickets and merchandise are now on sale for the Western Maryland Blues Fest. All details and plans are being finalized for this four day event in City Center and City Park.
  - **June 7th - Market Faire Begins:** Market Faire will begin in City Center in the Elizabeth Hager Center Lot on June 7, 2012 from 10 a.m. to 2 p.m.
  - **June 15th - Tour of Washington County:** Staff will start having meetings soon on the Tour of Washington County Bike Race slated for the evening of June 15th in City Center.
  - **June 16th - Fishin Frenzy:** Staff will start having meets soon on the Fishin Frenzy Event occurring at Pangborn Park on the morning of June 16th.
  - **June 16th - 17th - 150th First Call Weekend:** Plans are being finalized for the 150th First Call Weekend happening at City Park. This will be a large event and the first of a three county event. Please mark your calendars. The Washington County Museum of Fine Arts will be opening their 13-month exhibit of Civil War art and artifacts.
  - **July 4th - Fireworks at Fairgrounds Park:** Details and plans have begun for the Fireworks at Fairgrounds Park Event happening on July 4th.
2. **Arts And Entertainment District:** Staff is working on the re-designation of the district. The packet will need to be completed by April 1, 2012. Staff will be at the City Council Meeting on March 27 for a Public Hearing on the re-designation and a passing of a resolution and at the Washington County Commissioner's Meeting for a letter to support an income tax subtraction modification offered in the A&E District.
  3. **Volunteers:** A volunteer survey is being sent out to all departments to determine their volunteer needs.

4. **Fundraising:** The event fundraising campaign for the Blues Fest is well underway and soon a fundraising campaign for the 150th First Call Weekend will begin.
5. **City Market:**
  - Seasonal vendors will coming back to City Market in the next two, and we are getting ready for their return.
  - Girl Scouts will be setting up for last weekend's at the Market. Staff is also getting set for Easter at the Market.
  - Easter Bunny visits & Egghunt Egg-stravaganza will take place April 7<sup>th</sup>.
6. **Franchise Renewal:** Staff is finalizing an RFP for later this month to obtain bids from qualified contractors/vendors to enter into a contract for consulting services for renewal of cable franchises held by the City with Antietam Cable Television, Inc. The City will also be meeting with Antietam Cable Television later this month to finalize a calendar for all items needed for the renewal of the agreement.
7. **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](http://www.hagerstownmd.org/citynewsroom.asp)
  - Latest Advisories and Releases are available online at [www.hagerstownmd.org/Shared/cityNews.asp](http://www.hagerstownmd.org/Shared/cityNews.asp)
  - A listing of the latest events is available online at [www.hagerstownmd.org/shared/calendarOfevents.asp](http://www.hagerstownmd.org/shared/calendarOfevents.asp)
  - City of Hagerstown job opportunities are posted online at [www.hagerstownmd.org/Shared/JobOpenings.asp](http://www.hagerstownmd.org/Shared/JobOpenings.asp)
  - Subscribe to **City e-Newsletter** on city homepage.
  - WE NOW HAVE 800 "LIKES" AND COUNTING ON FACEBOOK!!!
  - Some of this Week's Headlines and Media Releases:
    - ▶ Look for Recycling Container Postcards in the Mail
    - ▶ FREE Networking Events for Business
    - ▶ Businesses Can Sponsor Blues Fest
8. **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 in the City Newsroom at the top of every hour. This week's news stories include:
    - ▶ Black History Month Tribute: Leon Brumback
    - ▶ New Bergman Eye Center is More Than Meets the Eye
    - ▶ New State Farm Agency Offers Services Beyond Insurance
    - ▶ State of the City: Unity is the Key
  - In production:
    - ▶ Hagerstown Named One of Top Havens for History Buff Retirees
    - ▶ Photography Business Finds Success With Minority and Women-Owned Business Program

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**
  - 246 Summit Avenue - Star Graphics and Lettering - manufacture and sale of signs
  - 61 East Franklin Street - In the Cuts - barber shop
2. **Board of Zoning Appeals:** The BZA considered a special exception request for Scott Minnich. The application sought a special exception for the existing funeral home, which was in business prior to zoning. Staff recommended that they seek the special exception designation to facilitate expansion plans. As a nonconforming use, the funeral home would have been limited to a cumulative expansion of 35%, which likewise, would have had to have been approved by the Board of Zoning Appeals. Switching to the special exception is also helpful to the applicant's business, in that lenders tend to shy away from nonconformities. By going the special exception route, it is now a permitted use and issues of nonconformity are moot.
3. **Planning Commission:** The Planning Commission meeting scheduled for March 28 has been canceled. The next regularly scheduled meeting is April 11.
4. **Honors and Awards:** On Monday, the Planning Office was notified that Kathy Maher and Steve Bockmiller were selected by the County Commissioners of Washington County to receive the 2012 "Washington County Commissioners' Annual John Frye Award for Historic Preservation", in recognition of their efforts to develop and promote the City's Civil War and other heritage tourism resources. The presentation of the awards will be held at the Academy Theater Dining Room at noon on May 22.
5. **Hospital Study:** On March 15<sup>th</sup>, Planning staff joined a meeting at the offices of Hagerstown Neighborhood Development Partnership, Inc. with Meritus' consultants, Morris & Ritchie Associates and Lipman Frizzell & Mitchell to kick off their planning project for the former hospital lands and surrounding area. We provided them with some recent land use data for the D-MU zoning district and East End area.
6. **HUD Study of Hagerstown-Martinsburg Metropolitan Statistical Area:** On March 20<sup>th</sup>, staff met with Timothy McNally of the U.S. Housing and Urban Development agency who is preparing a housing and economic analysis of our metro area. We provided him with a ton of data for his project (both a blessing and a curse) and sent him to visit with Sharon Disque to gain additional insight on the housing market. Mr. McNally was also scheduled to meet with the County Planning Director and Economic Development Commission staff.
7. **Hagerstown-Eastern Panhandle Metropolitan Planning Organization:** Staff attended the Technical Advisory Committee meeting in Martinsburg on March 21<sup>st</sup>. The State's Transportation Improvement Program will be amended to include the County's planned Eastern Boulevard widening improvements. A Long Range Transportation Plan amendment and Air Conformity Analysis will be undertaken by the end of June to allow the County's Yale Drive extension project to move up in timing. The MPO hopes to develop a Bicycle-Pedestrian Plan for the region as a future project. Later this year, Washington County will be seeking re-designation of our county as an air quality "attainment" area for fine particulate matter (we are currently "non-attainment" for PM 2.5).
8. **G-8 Summit:** There will be a G-8 meeting at Camp David on May 18 and 19. At last week's meeting of the Heart of the Civil War Heritage Area committee, staff along with other members of the committee from surrounding jurisdictions were briefed by the Tourism Director of Frederick County on potential local impacts. Research shows that these meetings typically draw up to three thousand members of the press; roughly the number of hotel rooms in all of Frederick County. Late May weekends typically are a sell out for Frederick County hoteliers due to graduations and vacation/tourism travel. While there is no direct evidence reported yet from our local outlets, Washington County's hotels will likely see significant spillover from the over-demand caused by the competing interests. Frederick County is projecting that significant protest activity will not develop.

9. Code Administration Weekly Activity Report: March 12-16, 2012

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	5	Commercial -	4	Other -	3	10
Electrical	16	Residential -	9	Commercial -	5	Other -	2	16
Plumbing	12	Residential -	11	Commercial -	1	Other -	0	11
Mechanical	8	Residential -	6	Commercial -	2	Other -	0	8
Engineering Dept.	1							1
<b>TOTAL</b>	49		31		12		5	46
<b>Estimated Value of Weekly Issued Building Permit Projects:</b>				<b>Fiscal Year-To-Date Totals:</b>				
Residential				\$ 42,050.00		\$ 4,965,733.00		
Commercial				\$ 42,500.00		\$ 16,986,688.00		
Apartment				\$ 1,200.00		\$ 231,021.00		
Sign				\$ 800.00		\$ 360,065.00		
<b>TOTAL</b>				\$ 86,550.00		\$ 22,546,507.00		
<b>Building permit(s) of interest issued this week:</b>								
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	5			8				
New Applications Issued	5			6				
Total Registered Since 7/1/11	3120			8465				
% of Those Invoiced	99.9			99.9				
<b>Notes:</b> 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 3/16/12.								
<b>PAYMENT</b>								
Total Payments Received	\$ 400							
Adjustments	\$ 50							
<b>INSPECTIONS</b>								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	49							
Electrical	35							
Plumbing	14							
Mechanical	7							
Safety	30							
Neighborhood Vitality	97							
Quality of Life	2							
Preventive Maintenance	0							
<b>Notes:</b> 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.								

<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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**

- New Pool Slide** Being funded by Program Open Space, we've started installing a new double-tube slide at the Potterfield Pool.
- Municipal Stadium Bleacher Inspections** Staff authorized an inspection firm to inspect the 3<sup>rd</sup> and 1<sup>st</sup> baseline bleacher seating (the first time in recent memory). There were no major flaws found during the inspection, but there are small areas in the 3<sup>rd</sup> baseline bleacher that may need repairing/reinforcing to counter corrosion damage in two diagonal main structural members. There appears to be an animal burrow immediately adjacent to one of the concrete footers that may be more than 4' deep, under the 3<sup>rd</sup> baseline bleacher. The 1<sup>st</sup> baseline bleacher was in great shape except for many broken fastener heads that hold the "kick rails" in place. These are the metal foot rails located behind spectators' heels when they are sitting on the seat. Many of these "kick rails" are completely disconnected where they were previously fastened. Staff will address these issues before the start of the season.
- Results of Post Cards for Recycling Containers** There were 707 changes made directly into the website and 749 post cards were mailed in and entered into the system. Only 337 have requested not to receive a container, far less than we anticipated. We should continue to receive post cards this week. At this point, it seems like the direct wording used on the mailer to explain that they do not need to return the post card or go to the website unless they want a different sized container than the default has resulted in about 15% submitting a change. The careful wording, mailer design and having 3 different default sizes has resulted in fewer post cards being returned and reduced the cost. This is a dramatic comparison to the almost 70% that sent in a reply card or went on the website in a recent similar Rehrig project in Toronto.

**POLICE DEPARTMENT**

**1. STATS**

Calls for Service:	1,904	CDS Arrest:	4
Criminal Arrest/Warrants:	29	DUI Arrests:	1
Moving Violations:	51	Search Warrants Executed:	0
Safety Repair Orders:	10	Field Interviews:	21
Warnings:	38		

**2. REPORTS**

- **03/17/12:** Officer Wertz was dispatched to Edgewood Hill Circle for a report of a forgery. The victim stated his bank, M&T, contacted him in reference to a suspicious check. A customer had attempted to deposit a check made out to her from his account. The victim stated the only check he had recently written was to the US Treasury to pay his income taxes. He remembered placing that envelope in the building's outgoing mailbox, which is unsecured. He verified the amount of the suspicious check was for the same amount he had written for the US Treasury. The bank was able to provide a photo of the suspect. This case was assigned to Detective Ackerman for further investigation.

- **03/18/12:** Hagerstown Police Department was dispatched to Papa John's on Cleveland Avenue concerning a theft. The District Manager advised that he was notified by his company that a large sum of money was missing from the Cleveland Avenue Papa John's bank account. The local manager advised he discovered the missing money and the employee that committed the theft was fired. However, the dismissed employee still had keys to the door and access to the safe. This case was referred to the Criminal Investigation Division.
- **03/21/12:** Detective Kovac was dispatched to Elgin Boulevard for report of a robbery that just Took place. The victim advised that he and his brother were walking back from the Valley Mall when five black males approached them and demanded that they give them their games and money. The victims were not injured and required no medical attention. Officer Bartles attempted to conduct a K-9 track for the five black males but was unsuccessful. No further information is available at this time.

## PUBLIC WORKS

1. **FEMA/MEMA Grant:** Public Works received notification that the Federal Emergency Management Agency (FEMA) had approved the Hazard Mitigation Grant that will be administered through the Maryland Emergency Management Agency (MEMA). The grant amount is \$15,000 and is to be used for the installation of a high water warning system at the railroad underpass located at 51 West Memorial Boulevard. The system will have lights to visually warn motorist, it will "call" the local emergency management agency alerting them to the high water and there will be gates that can be manually closed to block traffic. Application for the grant was submitted in April 2011. A resolution to accept the grant is required and will be brought to the Mayor and Council for approval in April. Construction of the gate system will proceed later in the spring.
2. **Army Reserve Property:** Release documents have been received from the U. S. Army regarding the property at 21 Willard Street. The property will be officially vacated by the Army on April 17, 2012. A tour of the facilities was conducted by the department managers on Wednesday March 21<sup>st</sup>. The buildings are in relatively good shape and a large portion of the grounds are fenced. Long range use of the property has yet to be determined.
3. **Parapet Wall Reconstruction:** Work has begun on a front parapet wall at Public Works. The backside of one wall was found to be in very poor shape with a multitude of brick falling out. The portion of the wall can only be seen from the roof area. An inspection of the roof revealed the damage. Staff will complete the repairs in the coming weeks.

## TECHNOLOGY & SUPPORT SERVICES

### INFORMATION TECHNOLOGY

1. **UTILITY BILLING:** Staff continues to work through the final conversion issues, utility bill formats, parallel bill runs, online payment/inquiry portal and training leading up to a May 1 GO LIVE of this system. City Hall staff will complete their desk training of the system, and will begin simulated service scenarios on 3/26/12. These simulations will put the representative on the MUNIS Test system taking inquiries that relate to past live scenarios in ICS. Staff has also met with Communications personnel to develop a public service campaign informing our customers of the changes coming in regard to the MUNIS UB system. This will include describing the new bills, new online payment/account lookup access, and a re-introduction to the termination process as we lead into the summer months. Staff is also developing Powerpoint and PDF documentations for customers to refer to on all of these areas.
2. **REMOTE ACCESS FROM LAPTOPS/CARS:** Staff have begun testing AT&T 4G cards for use in remote accessing our City network. HPD are heavy users of this connectivity in the squad cars, as well as code enforcement and inspections staff who perform work in the field. 4G technology significantly speeds up data access in the field, but previous testing with Verizon 4G technology has proven to have spotty and inconsistent service. We are hoping the AT&T service is significantly better so that we can move staff to it.

**SUPPORT SERVICES**

**CUSTOMER SERVICE**

**CALL STATISTICS FOR 3/15/2012 TO 3/21/2012**

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
3/15/2012	117	108	36	138	92	77	67	34	175	88
3/16/2012	157	141	47	110	90	95	129	65	270	135
3/19/2012	214	167	56	123	78	222	108	54	275	138
3/20/2012	165	139	46	101	85	125	92	46	231	116
3/21/2012	176	168	56	88	96	107	79	40	247	124
	<b>829</b>	<b>723</b>	<b>48</b>	<b>112</b>	<b>88</b>	<b>125</b>	<b>475</b>	<b>48</b>	<b>1198</b>	<b>120</b>

**TAX / CASHIERING**

**CALL STATISTICS FOR 3/15/2012 TO 3/21/2012**

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
3/15/2012	24	23	12	89	96	99	111	56	134	67
3/16/2012	20	17	9	105	85	85	135	68	152	76
3/19/2012	25	24	12	112	96	33	130	65	154	77
3/20/2012	22	19	10	97	86	23	91	46	110	55
3/21/2012	27	25	13	104	93	14	105	53	130	65
<b>TOTALS</b>	<b>118</b>	<b>108</b>	<b>11</b>	<b>101</b>	<b>91</b>	<b>51</b>	<b>572</b>	<b>57</b>	<b>680</b>	<b>68</b>

- ELECTRIC SERVICE WINTER RULES TERMINATIONS:** Staff have delivered over 120 24-hour notices in the past week. These notices have generated a better than expected number of payments/assistance pledges/payment arrangements. We will continue to follow the PSC mandated rules for winter season terminations through the end of March.
- TAX SALE:** April is also the last month for real property tax payments to be made before those delinquent parcels are sent to the County for tax sale. We will begin to monitor more closely our outstanding tax receivable for FY12 and will report it each week in the weekly report. As of 3/22/12, total taxes collected are **\$18,628,790.39**, leaving **\$1,204,711.25** uncollected (93.89% collected). This compares to FY11 when, by this date, **\$21,153,740.94** were collected, leaving **\$1,174,273.41** uncollected (94.70% collected).

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

- Problem Areas** Recent call-outs included:  
Sun. 3/18 - 66 West Side Avenue- total outage; lineman found customers problem to be internal and advised them to contact electrician for repairs. Time Out: 21.6-22.8
- Distribution** Recent activity included:
  - Metering staff received one high bill complaint this week; upon testing, meter was found to have met all Public Service Commission requirements.
  - Line crews continue 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 of Hagerstown.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
14	0	2	0

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

- Staff began drafting plans for the electrical service, relocations, and street-lighting for the Bester Elementary School project.
- Staff reviewed a 600Amp Load-break disconnect device from ABB that could be used to replace HLD 1200Amp switches in certain areas and other disconnects we use. These devices are more in-line with HLD's load characteristics and cost thousands of dollars less to install and maintain.
- 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 and assisted the Distribution Dept. with underground locating.

4. **Administration:**

- Engineering and Administrative Staff met with HPD to discuss their Crime Prevention Through Environmental Design (CPTED) initiative. HLD staff will suggest lighting improvements in areas recognized by HPD.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 14, 2011	7.22	0.00
Thursday, March 15, 2011	7.05	0.00
Friday, March 16, 2011	6.92	0.00
Saturday, March 17, 2011	6.86	0.00
Sunday, March 18, 2012	6.77	0.00
Monday, March 19, 2012	7.37	0.24
Tuesday, March 20, 2012	7.36	0.00
Weekly Average/Total	7.07	0.24
Monthly Average/Total	7.41	0.57
Yearly Average/Total	7.82	5.34

**Wastewater Treatment Plant**

- The WWTP continues to operate within its permitted parameters.
- Maintenance is trouble shooting lost communications to PLC 1-1, the remote IO in the Digester Building which occurred Tuesday 3/13/12 at 5:30 AM. Staff is continuing investigation of the problem.
- Staff emptied Final # 4 to retrieve a tool that was dropped in the tank by an operator. Maintenance cleaned out the algae and repaired the scum baffle and returned Final # 4 back into service.

**Miscellaneous**

- Removed Nitrified Recycle Pump # 1, AR&E will breakdown and rebuild.

## Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	6,11	1412	219	17
Flushing	29	7601		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	6	2	Roots	41.5
Manholes	1	1	Manhole buried	0.5

### Collection System Maintenance Task

#### ***Pump Station***

- Cleaned Potomac Ridge pump station for AR&E. Invoice AR&E for this task.
- Reinstalled Myers pump at station #11 (Warranty repair)
- Ran emergency generator at stations 4, 7 and 21.
- Pump control work completed at station 10
- Cleared check valve fault at station 26
- Chlorinated wet wells at stations 2,8,11 and 23

#### ***CCTV***

- Lateral at 1515 Dual Highway, Service connection has no slope.
- Lateral at 1261 Crescent Road, problem is homeowner's responsibility.
- Lateral at 1604 Dual Highway, full of stone, homeowner's responsibility.

#### ***Call-Outs***

- Blockage in lateral at 12821 Oak Hill Avenue flushed and vacuumed the lateral.

#### ***Grinder***

- Replaced pump core at 20000 Boxwood Circle.
- Pumped down grinder to reset pressure switch at 1630 Woodlands.

#### ***Miscellaneous***

- Replaced service connections and wyes' at the mainline of 350 Vista Avenue, 931 Hamilton Boulevard and 1621 Crescent Road
- Dye tested 933 Hamilton Boulevard and confirmed old service and disconnected wye stationed at 05139 @ 1+39.
- Blockages handled at 1046 Glenwood Avenue and 1604 Dual Highway clean out overflow at property line and vacuumed cleaned the lateral.
- Located and raised manhole at 29024 behind Quail Bridge Circle Complex, we have no access to clean or maintain gravity lines between manholes 29024, 29025, 29026, 29027 and 29062.
- Roped and shimmed manhole 06015 because of noise complaint.
- Bio-bags through the infrastructure to control FOG.
- Exercised all emergency Generators.
- Downloaded flow data a Newgate and Meritus.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	1	0	0	2	6
YTD	15	16	6	1	2	16	56

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

- Monthly progress meeting was held for the Citywide CS Rehab Project. Staff is working with the contractor to determine the best scenario for lining of the 54" Main Line that runs under the old MELP building.

**Engineering**

- Staff attended a development review meeting at the County Planning Office.
- Staff met with Collections Supervision on alternatives for service to the proposed new Bester Elementary School.
- Staff attended a Plan Review Committee meeting at the City Planning Office regarding the Bester Elementary School replacement.
- Staff attended a Citywide Sanitary Sewer Rehabilitation progress meeting with Miller Pipeline.

**Wastewater Laboratory**

- Results for the Whole Effluent Toxicity Testing required for the discharge permit were received, reviewed and sent to the Waste Management Administration-Compliance Program of the Maryland Department of the Environment. The results showed the effluent was not toxic to the environment.
- A sampler was placed at Hagerstown Book Binding to check their discharge into our system.
- Regulatory and process sampling and testing were routine for the week.

**WATER DIVISION**

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

Date	Willson	Breichner	Total
3/15/12	11.94		11.94
3/16/12	11.44		11.44
3/17/12	11.21		11.21
3/18/12	11.02		11.02
3/19/12	11.71		11.71
3/20/12	11.58		11.58
3/21/12	11.47		11.47
Average			11.48

**Water Production at R C Willson**

- Operations
  - Completing routine PMs
- Maintenance
  - R C Willson - Performing routine PMs
  - R C Willson - Preparing lawn mowers
  - Pump Stations - Preparing the stations' chlorine feed systems

- Instrumentation

- R. C. Willson - Installing the new network cabinets in the filter room (This is a large job and will take several weeks to complete.)
- Pump Stations - Installing a new chlorine feed pump at P.S. #4
- Pump Stations - Preparing the stations' chlorine feed systems.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at 0"; the bypass is open and the hydrant is open.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service duties along with meter exchanges. We are continuing to do general service work, replacing meter tiles, checking for galvanized services and installing dual check valves on services on the streets scheduled for overlay. We relocated the hydrant at Tractor Supply on Hopewell Road and will be repairing a hydrant on Elliot Parkway.

**Laboratory**

- The lab performed a tracer study on the Willson WTP to test the detention time of the water from the filters to the first point of possible use inside the treatment plant.
- Regulatory and process sampling and testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	19	5

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the County Department of Water Quality Engineer on final approval of the Halfway Force Main project.
- Staff attended a Plan Review Committee Meeting at the City Planning Office regarding the Bester Elementary School replacement.
- Staff attended a Phase IV Willson Water Treatment Plant Improvements project meeting with County Department of Plan Review and Permitting representatives regarding site plan approval requirements.

Respectfully submitted,



Bruce Zimmerman  
City Administrator