

# CITY OF HAGERSTOWN, MARYLAND

## STATUS & INFORMATION REPORT NO. 29 FOR 2018



July 27, 2018

To Mayor Bruchey and Members of the City Council:

### UPCOMING MEETINGS

## AUGUST 2018

*For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Music By The Lake
5 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	6	7 4pm Work Session  6pm National Night Out @ Fairgrounds Park	8  4pm Hagerstown Planning Commission Meeting	9 4pm Board of Traffic & Parking Meeting  4:30pm Historic District Commission Meeting	10 7:30pm Krumpe's Donut Alley Rally 5K @ 912 Maryland Avenue-Alley  6-9pm Wind Down Friday @ University Plaza	11 11am-4pm What's NXT Downtown Summer Slide Festival @ Downtown Hagerstown, Walnut Street
12 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	13	14 4pm Work Session	15 7pm Board of Zoning Appeals Meeting	16	17	18 11am-10pm Augustoberfest @ Central Lot
19 11am-5pm Augustoberfest 6-9@ Central Lot  7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	20	21 4pm Work Session	22	23 4:30pm Historic District Commission Meeting	24	25
26 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	27	28 7pm Regular Session	29 7pm Hagerstown Planning Commission Meeting	30	31	

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

**Economic Development:** Danelle Hayer, Business Development Specialist, and Amanda Whitmore, Downtown Coordinator, attended the Maryland Economic Development Association's Basic Economic Development Course in Baltimore. Danelle's team achieved first place in the class presentation pitch competition. The course highlighted key aspects of economic development including Strategic Planning, Ethics, Business Retention & Expansion, Finance for Economic Development, Marketing & Business Attraction, Neighborhood Revitalization, Workforce Development, Small Business & Entrepreneurship. The keynote address was given by Bruce Leonard of Streetsense. With a background in planning, Bruce shared his insight on how neighborhood revitalization can transform lives, inspire innovation and enrich communities.

**Events:** Upcoming events include:

- The Hagerstown Chapter of SCORE celebrated its 35<sup>th</sup> anniversary on Wednesday, July 25. Councilman Austin Heffernan presented a Certificate of Appreciation recognizing this milestone.
- The City-sponsored USA Cycling Amateur Road National Championships Criterium Race is scheduled for Sunday, July 29 in Downtown Hagerstown. Races start at 8 a.m. and go all day, with final awards ceremony at 6:15 pm. The Downtown Block Party takes place at 80 West Baltimore with food and drink vendors and kids' activities (10 a.m. – 5 p.m.)

**Wind Down Fridays:** The City-sponsored Wind Down events are relocating to University Plaza. The 2018 schedule is listed below. Unless otherwise noted, the times are 6–9 p.m. For more information please visit <http://winddownhagerstown.com/>

- July 27<sup>th</sup> - All Things Art | featuring Staff Infection, food and artisan vendors
- August 10<sup>th</sup> – Hot Diggety Dog | featuring South Mountain Breed
- September 21<sup>st</sup> – featuring Lucky Punk
- October 5<sup>th</sup> – featuring Matt Otis & The Sound

## FIRE DEPARTMENT

### FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	0	Community Risk Reduction	23
Building Fires	2	Public Service	8
Medical Assistance	27	Personal Injury Collision	12
Assist other Fire Departments	13	Extractions	1
Automatic Fire Alarms	6	Gas Leaks	1
Investigation: Malicious/False Alarms	1	Electrical wiring malfunction	1
Water/Steam Leak	1	Dumpster/Outside Fires	3

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Thomas Kennedy Park.** The Ground Breaking Ceremony for Thomas Kennedy Park was held on July 25<sup>th</sup> at B'nai Abraham Synagogue. Overall turnout was very good considering the weather. Governor Hogan along with numerous politicians were in attendance. If you haven't already, we encourage you to read more about Thomas Kennedy, a resident of Hagerstown who was involved in a number of things, including the bill to allow Jews and other non-Christians to hold public office.

2. **Annual Overlay.** Cleveland Avenue has been milled but rain postponed the overlay. Weather permitting, this street should be overlaid by Tuesday next week except where the new donut shop needs to dig for utility taps.
3. **Neighborhoods 1<sup>st</sup>.** We are working with the Southend Neighborhoods 1<sup>st</sup> group to add sidewalk to First Street and also add medians on Maryland Avenue at select locations to help "calm" traffic. These improvements will be funded by CDBG.
4. **Mulberry at Antietam Traffic Signal.** The traffic signal upgrade was advertised for bids. The bid opening will be August 15<sup>th</sup> and we will add the Salem Avenue crosswalk to this project as an alternate (since both are funded through CDBG).
5. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 7/21/18	Calendar Year 2018 TOTALS
Traffic complaints received	4	113
Work Orders completed	4	82
Traffic counts completed	0	16
CONSTRUCTION PROJECTS		
Description	Week of 7/21/18	Calendar Year 2018 TOTALS
Projects advertised for bids	1	13
RFP's Advertised	0	3
Projects under construction	6	6
Projects completed	0	0

**PARKS & RECREATION DIVISION**

1. **Parks Fitness Challenge.** Recent comments from some of the participants of the Fitness Challenge include:
  - "Set out early this morning to beat the heat! This (Memorial Park) is a great park. I took the 2 attached pictures. The historic information is fascinating and I love the fountain".
  - "Oh, also want to share that my granddaughters and I had a really good time on the Hellane Park Learning Trail".
  - "My favorite challenge so far has been the dynamic workout (learning a new way to warm up!) and also walking in the new parks I had not been to before, like Mills and Hellane. I am looking forward to doing the Memorial Park challenges this week! The Greenwalt Park history was very interesting."
  - "I have been really enjoying geocaching at the local parks with my family. We have gotten the kids involved and they are loving going around looking for caches. My son (age 7) asks multiple times a day if we can go geocaching. We also enjoy walking the numerous trails at the parks as a family. It gets us out of the house, exercising, and spending time together. Thank you so much for the challenge."
2. **City Park Train Hub.** Staff is preparing for Rides with Tommy 202 on July 27<sup>th</sup> & 28<sup>th</sup>. Underground electric lines for the new pavilion are being installed. Staff also demolished the old concrete slab to make room for the new play equipment.
3. **City Park.** Staff is placing storage containers in the rear of City Park to store the new play equipment that is expected to arrive on Monday. The play equipment won't be installed until this Fall.

4. **Upcoming Events.**

- Outdoor Movie at City Park featuring "The Greatest Showman". Pre-movie activities begin at 7 p.m. with the movie at dusk. Rain date is Tuesday, August 7<sup>th</sup>.
- Music by the Lake Concert Series featuring Stoney Creek Bluegrass, Saturday, July 28<sup>th</sup> at 7pm at the City Park band shell
- On Sunday, July 29<sup>th</sup> we have activities planned in conjunction with USA Cycling Event Downtown - the Hager House, City Park Train Hub (Museum) will be open from 12-4 p.m. paddle boat rentals are scheduled on City Park Lake during the same time.
- Staff is preparing for the 1<sup>st</sup> Annual Dash N Splash in partnership with the Herald-Mail Summer Slide event on Saturday, August 11<sup>th</sup>.
- Dive-in movie is scheduled for Saturday, August 11<sup>th</sup> at Potterfield Pool beginning at dusk.

**PLANNING & CODE ADMINISTRATION**

**Planning Commission:** The Planning Commission regularly scheduled meeting for July 25 is being rescheduled to a special meeting on August 1:

- 879 Commonwealth Avenue – Electromet – site plan for a storage building.
- Land Management Code – continued discussion of proposed text amendments including a follow-up on rooming houses and a fair housing analysis.

**County Hazard Mitigation Plan:** The County Commissioners approved the 2017 County Hazard Mitigation Plan on July 17. This is the mandatory five year update. City Planning staff will review the draft as it affects Hagerstown with the Mayor and City Council on August 7 with anticipation of approval of resolution to adopt the plan on August 28. The County adopted plan can be viewed on the City web site at: <http://www.hagerstownmd.org/DocumentCenter/View/7095/2017-Washington-County-HMP-MAY-2018>

**Rental Licensing Amendments:** Staff will confer with our inspections staff on July 26 on ideas for a policy on conditions that would result in revocation of a rental license and on prioritizing uninspected properties. Staff will bring proposed ordinance language and policy language for Mayor and City Council review on August 14. If Mayor and City Council review concludes on August 14, the ordinance and policy documents could be introduced on August 28.

**2018 Land Management Code Update:** Staff are working with the Planning Commission on review of the proposed 2018 update to the Land Management Code. A proposal to allow rooming houses in the city is under review, which is related to Mayor and City Council discussions on the possibility of licensing hotels and developing minimum standards for long term stay units. Also under review is a Fair Housing analysis of the LMC with recommended revisions to bring the code into better alignment with Federal and State requirements regarding protected classes. We anticipate scheduling the Commission's public hearing for late September. Depending upon input received, the package may be forwarded to the Mayor and City Council in mid-October with a hearing possible in November.

**PICCR Follow-up:** Staff have been reviewing PICCR's proposed permit changes with the Trades Committee that is reviewing the State's 2018 Building Code updates. That code review process will be concluded this fall. Staff plans to bring the PICCR recommendations and the Trades Committee's input to the Mayor and City Council for their review in November. Any permit changes directed by the Mayor and City Council will be wrapped into the local amendments adopted for the 2018 Building Code Update this Fall/Winter.

**Weekly Activity Report:** July 16–20, 2018

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	4	Commercial -	3	Other -	1	3
Electric	10	Residential -	4	Commercial -	5	Other -	1	10
Plumbing	11	Residential -	9	Commercial -	2	Other -	0	11
Mechanical	7	Residential -	3	Commercial -	4	Other -	0	7
Engineering Dept.	4							7
<b>TOTAL</b>	40		20		14		2	38

<u>Est. Value of Issued Building Permit Projects:</u>	<u>FY18 Fiscal Year Totals:</u>	
Residential	\$ 24,500.00	\$ 728,098.00
Commercial	\$ 0.00	\$ 4,334,390.00
Apartment	\$ 900,000.00	\$ 900,000.00
Sign	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 924,500.00</b>	<b>\$ 5,962,488.00</b>

**Projects of Interest**

- Renovate existing four-story building from 8 unit to 10 units for USMH Student Housing at 140 West Antietam Street - \$900,000

**RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019**

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of July 16 – July 20	130	309
New applications issued week of July 16 – July 20	0	0
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)	3,028	8,046
Percentage of rental license renewals that have registered as of May 2, 2018	80.8%	84.8%

**Notes:** The 2018-2019 rental license renewals for 9,489 units in 3,747 properties were mailed on May 2, 2018.

**PAYMENT**

Weekly payment received	\$ 15,975
Weekly adjustment/credits	\$ 225

**INSPECTIONS**

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	33
Electrical	46
Plumbing	24
Mechanical	9
Safety	56
Neighborhood Vitality	26
Quality of Life	1
Preventive Maintenance	7
Planning & Zoning	2

**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.
	<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:	1,544	Field Interviews:	32
Arrests/Warrants Served:	23	Moving Violations:	31
Domestic Violence Calls:	37	Safety Repair Orders:	4
DUI Arrests:	1	Warnings:	58
Reports Filed:	140		

**REPORTS**

**07/19/18:** Officer Wolfe was dispatched to Palm Beach Drive for the report of a possible burglary in progress. The victims stated they heard a loud bang coming from their son's room. The son reported to his parents that someone broke out the glass in his window. The police were called at this point. The victims stated that they have no known enemies who would want to cause harm to them. However, the one victim stated that her sister lived at this address at one time and perhaps she may have an enemy that may have caused this incident. Her sister has an active warrant for her arrest and would not speak with the police. There is no suspect at this time.

**07/20/18:** Officer Koontz responded to Belview Avenue for a reported theft. The victim advised that someone had stolen his lawn mower. The victim stated that his neighbor has a surveillance camera and perhaps the incident was captured on camera. The camera clearly shows a white male wearing a black hat, black shirt and light blue gym shorts jump over the fence into the victim's yard. The male lifted the mower over the fence and began pushing the mower North in the alley. The officer recognized the male on camera and applied for Theft and Burglary 4<sup>th</sup> Degree charges at District Court against the male.

**07/21/18:** Officer Salahov was dispatched to Byers Stop and Go for a disorderly conduct report. The officer was met by the security guards for the business. They stated a white male at the store was out of control and made threats toward the guards. The officer located the male behind a dumpster. The suspect made statements about snorting his "psych meds" and kept repeating his prisoner identification number. The male kept getting closer to the officer with aggressive actions and the officer pushed him back. The suspect lost his balance and fell into a rose bush. Once he was in custody it was discovered he had an active warrant out of Charles County, Maryland. Once at Central Booking the suspect would not sign any paperwork and refused to listen to instructions regarding his medications. He was charged with Disorderly Conduct and Theft for stealing a bag of chips from Byers Stop and Go.

**0722/18:** Officer Bricker responded to Chessie Lane for a report of a suspicious vehicle. The caller stated this vehicle is not known to the neighborhood and has been parked in the same place for some time. The caller thought perhaps it parked there for a drug deal waiting to happen. The officer approached the vehicle and inquired the reason for them parking on this street. The occupants of the vehicle stated they were waiting to visit their friend, but no one could give the address of the friend. The officer called for assistance from K9 Amigo to conduct a scan of the vehicle. The alert was positive meaning there was a controlled dangerous substance inside the vehicle. All occupants were asked to exit the vehicle while a search was conducted. The officer located drug paraphernalia and the one occupant stated it belonged to her. She further advised she is a heroin user. Items collected from the scene have been submitted to the Hagerstown Police Department for evidence. The occupant was charged with Possession of Drug Paraphernalia. No further details are available.

**PRESS RELEASES**

On 07/23/18 at 6:58 p.m. officers responded to the 100 block of North Potomac Street for a report of shots fired. Upon arrival officers were advised by witnesses that a black male had fired several rounds from a handgun. The male shot the gun in the air and no one was injured during the incident. While on scene officers located several shell casings indicating a firearm had been shot.

Through investigation officers were able to locate the suspect who was identified as 34 year old Jerome Ledale Anderson of the 100 block of North Potomac Street. Anderson was taken into custody without incident. A search warrant of Anderson's residence was executed and officers located the handgun Anderson had used in the incident.

Anderson was transported to the Washington County Detention Center and is charged with Firearm on Person, Reckless Endangerment and Fire/Discharge Firearm in City. Jerome Ledale Anderson was released on personal recognizance.

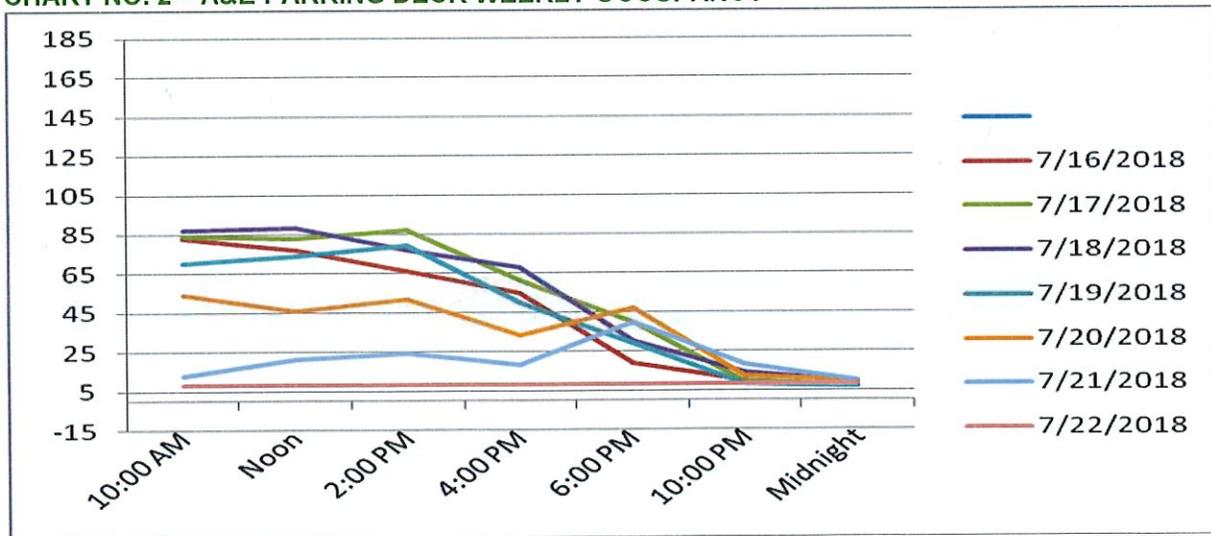
**PUBLIC WORKS**

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

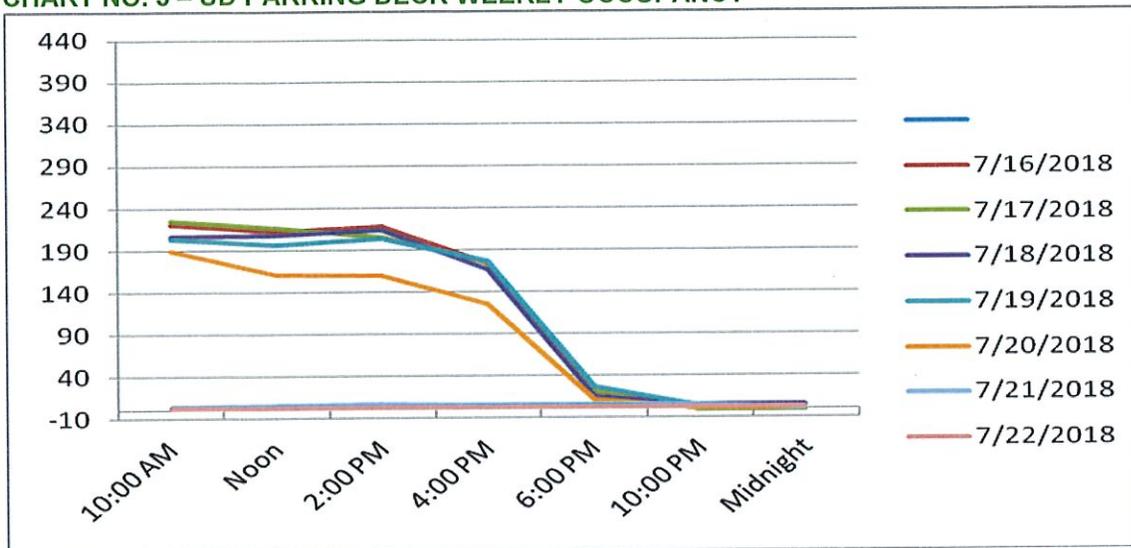
		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	172	172
	University District Deck	403	403
<b>Number of Patrons Using Decks</b>	A & E Deck	1065	1219
	University District Deck	1702	1448
<b>Number of Citations Issued</b>	(Includes Warnings)	226	351
<b>Number of Cars Booted</b>		0	2
<b>Late Payment Notifications</b>		59	85
<b>Peak Occupancy (%)</b>	A & E Deck	48%	*56%
		Wed @ Noon	Sat @ 2 PM
	University District Deck	52%	*55%
		Tue @ 10 AM	Sat @ 2 PM

\*NOTE: Hagerstown Hopes Pride Fest in downtown

**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	0	1
Fire	1	1
Human Resources	0	0
Light	0	1
Parks & Engineering	2	0
Police	9	8
Public Works	2	0
Wastewater	0	1
Water	0	1
<b>Weekly Totals</b>	<b>14</b>	<b>13</b>

**AFTER HOUR CALL BACKS**

7/17/18 @ 9:45 PM: Wind and rain caused some limbs to fall into the street on Burhans Boulevard along the overpass. Limbs were removed from the street.

7/19/18 @ 7:00 PM: Fueling station at 51 West Memorial Boulevard locked up. Staff came on-site and reset the system. Fueling station was placed back in operation.

7/20/18 @ 4:00 PM: Traffic signals appeared to be malfunctioning at Jefferson Street and Cleveland Avenue. Staff found the traffic signal loop wire had been milled out of the asphalt. The traffic controllers were reprogrammed and adjusted to allow for optimal traffic flow.

7/20/18 @ 8:10 PM: Public Works was contacted to assist with a building code issue at 318 Jonathan Street. HFD was working to evacuate a resident and the structure needed modifications. PW contacted the Department of Planning and Code Administration who responded on scene.

**SPECIAL EVENTS**

The Korean War Memorial Ceremony was canceled due to heavy rains. However, a small group of veterans still met on-site under the tents that had been set up. Staff removed all the tents, chairs and street postings upon completion of the meeting.

Next up:

- Friday Night Wind Down on July 27<sup>th</sup> in University Plaza
- USA Cycling Event downtown on Sunday, July 29<sup>th</sup>
- Krumpe's Donut Run on Friday, August 10<sup>th</sup>
- Friday Night Wind Down on Friday, August 10<sup>th</sup>

- Summer Slide on Baltimore & Walnut Streets on Saturday, August 11<sup>th</sup>
- Hope in the Square on Friday, August 17<sup>th</sup>
- Augustoberfest on Saturday, August 18<sup>th</sup> and Sunday, August 19<sup>th</sup>

**TECHNOLOGY & SUPPORT SERVICES**

**COMMUNICATIONS DIVISION**

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

- Mayor and Council Seeking Private Partners for Indoor Sports Complex
- Groundbreaking Takes Place for Thomas Kennedy Memorial Park
- City Farmers Market Free Vendor Space Promotion
- Traffic Advisory: Downtown Hagerstown, USA Cycling Amateur Road Nationals Bicycle Race

**This Week's Video Projects:**

- Mayor & Council Meeting Work Session
- Downtown Hagerstown Business Forum—MD Theatre Expansion Updates
- Thomas Kennedy Memorial Park Groundbreaking Ceremony
- Dash N' Splash Promo Video

**Channel 25 Hub City Now Programming:**

- USA Cycling Amateur Road National Championships Overview Video
- USA Cycling Amateur Road National Championships Volunteers Video
- Parks & Recreation Fitness Challenge
- Cultural Trail Artist Video: Adam Curtis "Rise"
- Augustoberfest Promo
- Act Now PSA
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection—Thursday at 7pm & Saturday at 1pm

**City Website:**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 8,105 user visits for the week of July 18-24
- The most popular top entrances (the first page users accessed on the website):
  - o Home Page 1,970
  - o Utility Billing Page 640
  - o Police Page 272
  - o Potterfield Pool Page 234
  - o Jobs Page 164
  - o City Park Page 121
  - o Parks & Rec Page 99
  - o Fire Page 94
  - o Bids Page 93

- Top Searches:
  - o "True"
  - o "Jobs"
  - o "Bids"
  - o "Pay electric"
  - o "Property taxes"

**UTILITIES**

**ELECTRIC DIVISION**

**Service Calls**

- Fri. 7/20 - 62-64 Belview Avenue- partial outage; triplex service wires were worn from tree branches. Time Out 15.7-16.7
  - 22 East Irvin Avenue- lines arcing; tree branches were trimmed and removed from secondaries. Time Out: 16.7-17.0
  - 318 Jonathan Street- Hagerstown Fire Department requested HLD assistance in removing fiber optic cable from building. Time Out: 20.5-21.5
- Sat. 7/21 - 362 South Cannon Avenue- total outage; tree branches were removed from the service and the conductors were replaced. Time Out: 14.5-15.2
  - 441 North Potomac Street- total outage; bird caused transformer fuse to operate. Time Out: 17.5-18.0
  - 201 Calvert Terrace- tree on line; large tree branch tore service from house. Time Out: 20.7-22.7
- Sun. 7/22 - 512 East Washington Street- total outage; bird caused line fuse to operate. Time Out: 6.5-7.0
  - 10 Richmond Street- total outage; squirrel caused transformer fuse to operate. Time Out: 9.5-9.7
- Tues. 7/24 - 22 East Irvin Avenue- total outage; unknown cause. Time Out: 19.2-20.0

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Work continues with the downtown UIP.
- The Substation Technician pulled insulating oil samples from various HLD power transformers for dissolved gas analysis studies. The levels of various gasses in the oil tell us the health of our transformer units and helps pinpoint any issues.
- Engineering and Distribution staff began a review of the HLD safety manual to update various safety and process aspects of daily operations at the HLD.

**Administration**

- The entire HLD joined to wish John Nichols the best in his retirement, as his last day is Friday July 27<sup>th</sup>. John, who brought a wealth of knowledge and a kind soul to the HLD many years ago along with his sense of humor and knowledge about life, will be missed by all here at the HLD.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 18, 2018	6.49	0.00
Thursday, July 19 2018	6.11	0.00
Friday, July 20 2018	5.76	0.00
Saturday, July 21, 2018	8.25	2.76
Sunday, July 22, 2018	13.01	0.47
Monday, July 23, 2018	11.20	0.80
Tuesday, July 24, 2018	13.76	0.95
Weekly – Avg. Flow / Total Rainfall	9.22	4.98
July - Avg. Flow/Total Rainfall	7.26	6.33

**Miscellaneous**

- Repaired #1 Bar Screen compactor motor and bracket.
- Isolated PSA Oxygen skid, located and replaced defective solenoid valves on pneumatic actuators.
- Replaced batteries in all of the PLC's throughout the plant.
- Continued installation of Velodyne polymer system.
- Cleaned and calibrated ChemScan unit.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	5	1,264'	200'	22
Flushing	7,13	10,949'		

**Collection System Maintenance Task**

- Sewer backup, 126 East Avenue problem on the private side.
- Grinder pump call, 1529 Kensington Drive, reset Smart switch.
- Grinder pump call, 1633 Woodland Run, reset Smart switch and Pressure tube.
- Pump Station #28, cleaned wet well.
- Sprayed thistles at WWTP.
- Exercised all generators.
- Cleaned wet well for AR&E.
- Dropped enzyme bags at various lift stations and trouble spots in the system.
- Excavated and repaired broken lateral at 310 Key Avenue.

- Hydro cutter demo with Public Works on alley off Sunrise Drive.
- Excavated, concreted and completed final asphalt repairs on six patches in the 800 block of Maryland Avenue from Mr Rehab point repairs.

**Administration**

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	0	0	0	1	4
YTD 2018	34	66	1	3	3	63	170

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

**Engineering**

- The current contract for Collection System Rehabilitation is 25% complete.

**Laboratory**

- Contacted Lachat Tech support regarding plug-style on loaner digester block. Lachat sent proper equipment to enable operation.
- Contacted Acting Utilities Director for guidance on paying OT for Union Business.
- Briefed Wastewater Superintendent regarding Pinnacle Foods and Volvo.
- Attended Harassment Training at City Hall.
- Continued developing sponge habitat in an attempt to create a controlled environment for sponge to grow.
- Purchased chemicals and lab supplies.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

**WATER DIVISION**

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

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
07/19/18	10.59		10.59
07/20/18	10.21		10.21
07/21/18	9.48		9.48
07/22/18	9.45		9.45
07/23/18	10.01		10.01
07/24/18	9.26		9.26
07/25/18	9.76		9.76
Average			9.82

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

- R.C. Willson – Repairs were made to the Ammonia pump.
- R.C. Willson – Retrofitted the Ammonia pump rollers.
- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 26 feet. 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.
- Crews continue to replace residential meters throughout the water service area.
- The large meter testing and hydrant flushing programs are still in progress.
- Main Break repairs were completed on Pheasant Trail. Repairs were also made to a service line on Cloverton Lane.

**Laboratory**

- Ordered new pH probe due to slope value out of range.
- Sampled new main in Williamsport for Snyder Environmental. Results were absent of coliform bacteria.
- Reviewed UCMR 4 data posted by contract lab.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	1
Preliminary Plats	1	-
Grading Plan	-	-
Final Plat	1	-
Building Permits	12	-
Development Plan	-	-

- Staff completed an investigation of the exterior condition of the Mack (Volvo Way) and Showalter (Showalter Road) water storage tanks.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means/af".

Valerie A. Means  
City Administrator