

# CITY OF HAGERSTOWN, MARYLAND

## STATUS & INFORMATION REPORT NO. 41 FOR 2018



October 19, 2018

To Mayor Bruchey and Members of the City Council:

<b>UPCOMING MEETINGS</b>
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<h3 style="margin: 0;">OCTOBER 2018</h3> <p style="margin: 0; font-size: small;">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></p>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 3pm Executive Session 4pm Work Session	3	4	5 6-9pm Wind Down: Freaky Friday	6
7	8	9 3pm Executive Session  4pm Work Session	10 12-1pm Walk Maryland Day (Hagerstown Cultural Trail/beginning at Antietam Street Entrance)  4pm Hagerstown Planning Commission Mtg.	11 4pm Traffic & Parking Meeting  4:30pm Historic District Commission Mtg.	12 7-10pm Hager House Ghost Tours  8-10pm City Park Ghost Tours  8-10pm Paranormal Train Ghost Tours	13 7am-2pm Community Yard Sale  1-4pm Harvest Hoedown  7-10pm Hager House Ghost Tours
14	15	16 4pm Work Session	17 7pm Board of Zoning Appeals Mtg.	18	19 7-10pm City Center Ghost Tours	20 7-10pm Hager House Ghost Tours  8-10pm City Park Ghost Tours  8-10pm Paranormal Train Ghost Tours
21	22	23 6pm Public Forum in Council Chambers – Hotel Licensing Program  7pm Regular Session	24	25 4:30pm Historic District Commission Mtg.	26 7-10pm Hager House Ghost Tours  8-10pm City Park Ghost Tours  8-10pm Paranormal Train Ghost Tours	27 10am-2pm Howl-O-Ween Dog Costume Parade  6pm Mummer's Parade
28	29	30 No M&C Meeting	31 6-8pm City-Wide Trick-Or-Treat  7pm Hagerstown Planning Commission Mtg.			

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

**Ground Breaking:** Local elected officials, DCED staff, BISFA students and faculty joined Governor Larry Hogan on October 12 as they broke ground of Washington County Public School's Urban Education Campus.

**Grand Opening:** The official Grand Opening and Ribbon Cutting of The Flying Camel Literary Café and Piano Bar will be held on Friday, October 19 at 4:30 pm. The Flying Camel is located at 28 South Potomac, Level B.

**Main Street:** The monthly downtown business forum hosted Kelsi Waltemire Palmer as the guest speaker. She shared social media and marketing strategies with the group. Next month will have representatives from the Board of Education providing updates on the BISFA expansion project.

**Business Development:** Activities this week included:

- Danelle Hayer was interviewed by WDVM for a live taping of "Issues and Insiders" that will air on Saturday, October 20 and Sunday, October 21. The topic discussed was economic development in Hagerstown.
- Staff attended the Family Farm & Home VIP Night before the store opened to the public and met with team members.

**Farmers Market:** Harvest at the Market on November 3 | 9 a.m. – 12 p.m. | features kids activities, music, petting zoo, and local produce and baked goods

**City Center Ghost Tours - Friday, October 19**

- Walking tours leave University Plaza at 7 p.m. and 8 p.m.  
\$3 (ages 12 and up) / \$1 (ages 6-12) / Free (ages 5 and under)
- Hay wagon tours leave University Plaza at 7 p.m., 8 p.m. and 9 p.m. (Limited seats)  
\$6/hayride seat (children on laps free)

By foot or by hay wagon, listen to spooky stories about some of City Center Hagerstown's most haunted sites. From the mysterious noises surrounding City Hall to the vanishing horse steps in the old firehouse to the unearthed skeleton at the Maryland Theatre, history comes alive as tour guides regale stories from Hagerstown's eerie past.

Tickets are available through Eventbrite via <https://ghost-tours-of-historic-hagerstown.eventbrite.com>

## FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	0	Community Risk Reduction	765
Building Fires	1	Public Service	7
Medical Assistance	18	Personal Injury Collision	11
Assist other Fire Departments	9	Fuel/Hazard Spills	3
Automatic Fire Alarms	12	Electrical wiring/Arcing Hazards	4
Investigation: Malicious/False Alarms	3	Investigation: Carbon Monoxide Incident	1
Water/Steam Leak	0	Dumpster/Outside Fires	2

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **UIP Groundbreaking for BISFA.** Staff attended the groundbreaking that featured Gov. Hogan, BISFA students, and WCPS officials.

2.



2. **Pavement Preservation.** Hetzer has started milling North Locust Street and plans to overlay that street, McComas Street and North Avenue by next week. Water Division staff are replacing the valves that were leaking.
3. **Mulberry at Antietam.** Proposed pole locations have been marked and contractor is expected to break ground this week and begin boring holes for bases on Monday. We delivered letters to nearby residents to explain that work is about to begin.
4. **Safe Routes to School Haven Road Sidewalks.** We have obtained three of the four Right-of-Entry agreements. We are making minor revisions per SCS review and expect to have their approval very soon. We had sent drawings to local District 6 office.
5. **Training.** Several members of staff attended a Traffic Calming seminar.
6. **Engineering Statistics**

Traffic issues		
Description	Week of 10/14/18	Calendar Year 2018 TOTALS
Traffic complaints received	4	151
Work Orders completed	3	106
Traffic counts completed	0	26
Construction Projects		
Description	Week of 10/14/18	Calendar Year 2018 TOTALS
Projects advertised for bids	0	14
RFP's Advertised	0	4
Projects under construction	9	9
Projects completed	0	3

## PARKS DIVISION

1. **Thomas Kennedy Park.** Repaired sidewalks along Baltimore Street. Removed rubble excavated from site. Benches and sculpture will be in place on Monday, October 22<sup>nd</sup>.
2. **Harvest Hoedown at Fairgrounds Park.** The annual event drew in thousands of event-goers to Fairgrounds Park last Saturday, October 13<sup>th</sup>. Staff sent out a survey to evaluate it. Based on feedback, we will be looking to expand event hours, adding more activities, and to begin charging small fees for activities.
3. **Fall Fitness Programs in the Fit Room.** Below is a photo from our Living Well with Diabetes Class in partnership with Meritus Medical Center. This class takes place on Thursdays from 9-11:30 a.m. in the Fit Room through November 8<sup>th</sup>. A reporter from WDVM was on site today to do a story on the class.



4. **City Park.** Started work on Dog Loop Walk removing six trees.
5. **Train.** Finished train play set area – mulched, graded, and seeded.
6. **Hellane Park.** Finished bathroom improvements by installing fiberglass panels on center partition wall.

## PLANNING & CODE ADMINISTRATION

### Zoning Certificates Issued:

- 28 South Potomac Street, First Floor – 28 South Restaurant Group, LLC – restaurant (change in ownership only).
- 12814 Shank Farm Way, Suite I – DeSmet Martial Arts Academy, LLC, d/b/a Tiger-Rock Martial Arts of Hagerstown – martial arts training center and merchandise sales related to the business.

### New Development Cases:

- 700 Potomac Avenue – Malik Mehboob – minor site plan for gas pumps and a canopy at former Sheetz.

### Historic District Commission: The HDC reviewed and approved these cases on October 11:

- 15 West Franklin Street – WLR Property Management – approved replacement windows for the front facade.
- 49 North Potomac Street – WLR Property Management – approved replacement windows for the front facade.

- 1-3 North Potomac Street – Chris Richardson – approved the removal of a deteriorated bay window above the alley.

These cases have been filed for the October 25 meeting:

- 951 The Terrace – James van Wynen – flagpole.
- 6 West Washington Street – Revved Enterprises, d/b/a DatAchieve Digital – sign.
- 21-23 West Franklin Street – MSB Architects – façade alterations.

**Board of Zoning Appeals:** The BZA heard two cases on October 17 and took the following actions:

- 937A and 937B Spruce Street – Roy Mark McKee – denied the request for a confirmation of a nonconforming use consisting of two residential units in an over-under duplex. The Board found that the nonconforming use ceased being used over three years ago and, therefore, had lapsed.
- 235 North Potomac Street – Zion Reformed United Church of Christ and Richard and Rebecca Owens, c/o William C. Wantz, Esquire – granted a special exception to expand Zion Church’s parking lot onto an adjacent parcel; and granted a change of a nonconforming use to create four residential units in a former religious facility.

**Weekly Activity Report:** October 8–12, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS						NUMBER ISSUED	
Building	8	Residential -	2	Commercial -	4	Other -	2	5
Electric	14	Residential -	6	Commercial -	7	Other -	1	13
Plumbing	12	Residential -	7	Commercial -	3	Other -	2	11
Mechanical	4	Residential -	1	Commercial -	3	Other -	0	3
Engineering Dept.	7							7
<b>TOTAL</b>	45		16		17		5	39
<b>Est. Value of Issued Building Permit Projects:</b>				<b>FY18 Fiscal Year Totals:</b>				
Residential				\$ 2,630.00				\$ 2,248,324.00
Commercial				\$ 501,500.00				\$ 13,079,004.00
Apartment				\$ 3,000.00				\$ 1,196,649.00
Sign				\$ 0.00				\$ 44,403.00
<b>TOTAL</b>				<b>\$ 507,130.00</b>				<b>\$ 16,568,380.00</b>
<b>Projects of Interest</b>								
- New single level retail store for Verizon at 231 Eastern Boulevard - \$500,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019</b>								
						<b>PROPERTIES</b>		<b>UNITS</b>
Registrations received week of Oct. 8 – Oct. 12						12		16
New applications issued week of Oct. 8 – Oct. 12						0		0
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)						3,461		8,977
Percentage of rental license renewals that have registered as of May 2, 2018						96.0%		96.0%
<b>Notes:</b> The 2018-2019 rental license renewals for 9,489 units in 3,747 properties were mailed on May 2, 2018.								
<b>PAYMENT</b>								
Weekly payment received				\$ 1,000				
Weekly adjustment/credits				\$ 1,350				

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	49
Electrical	40
Plumbing	24
Mechanical	15
Safety	30
Neighborhood Vitality	35
Quality of Life	2
Preventive Maintenance	18
Planning & Zoning	4
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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:	1,431	Field Interviews:	4
Arrests/Warrants Served:	19	Moving Violations:	24
Domestic Violence Calls:	28	Safety Repair Orders:	1
DUI Arrests:	0	Warnings:	48
Reports Filed:	139		

**REPORTS**

**10/11/18:** Officer Lucas was dispatched to Security Road for a burglary in progress. When the officer arrived on scene he observed a broken window, broken screen and the frame in the grassy area of the residence. The officer walked around the building and saw two females walking at a brisk pace away from the apartment building. The officer instructed them to stop but they did not respond. The one female dropped an object to the ground that appeared to be similar to part of the screen frame from the broken window. The two females were detained and were identified. The officer contacted the caller and advised he had detained two possible suspects. The caller stated the one female is his ex-girlfriend and is the one that kicked the door, broke the window, entered his home and assaulted him in the face. The ex-girlfriend was transported to Central Booking and charged with Home Invasion, Burglary 4<sup>th</sup> Degree, Assault 2<sup>nd</sup> Degree and Malicious Destruction of Property.

**10/12/18:** Officer R. Dean responded to Guilford Avenue for a disturbance. The victim had been assaulted by several individuals and the incident had been captured on his home security system. The video showed several individuals arguing with the victim. The victim asked the individuals to leave his property but they did not comply. An unidentified male approached the victim from behind and punched him in the back of the head. The suspects then fled the scene. The suspects were identified and two of the four individuals were juveniles. The juveniles were transported to the Hagerstown Police Department and charged with Assault 2<sup>nd</sup> degree. Both juveniles were released to their respective parent. The two adult males were issued Criminal Summons and both charged with Assault 2<sup>nd</sup> Degree.

**10/13/18:** Officer T. Helman was dispatched to the Hagerstown Police Department for a reported lost credit card. The victim stated she lost her card and believes she may have dropped it while shopping at the Sheetz convenience store. When she realized the card was missing she pulled up her credit card app on her phone and discovered someone had already made three transactions using her card. The credit card was cancelled. There are no suspects at this time.

**10/14/18:** Officer Campbell responded to Berger Avenue for a report of a noise complaint. The reporting person stated there was a male shouting obscenities and racial/religious slurs at his neighbors and causing a disturbance. During this disturbance the suspect did not leave his residence. The officer knocked on the suspect's door. When the suspect opened the door, he became aggressive and uncooperative and had a screwdriver in his hand. The officer ordered the suspect to drop the screwdriver but he did not. He then shouted obscenities at the officer and closed the door. At this point, the suspect was identified and was in the Hagerstown Police database as having mental health issues. Due to the circumstance surrounding this incident, and for the safety of all parties on scene, officers did not attempt to enter the suspect's residence for an arrest. The officer will be applying for charges form District Court.

**10/16/18:** Officer M. Anderson was dispatched to North Mulberry Street for a report of a robbery. The victim stated he met a black male at the Tony Papa's Corner Pub and Grill and they had a drink together. They both left the Pub at the same time. As they began walking together, the black male wanted to purchase the victim's white headphones. The victim stated they are not for sale. The black male grabbed the headphones and then demanded the victim's phone. The victim faked a medical emergency and the suspect fled with the headphones. The suspect was described as being about 30 years old, about 5'8' and wearing glasses. He was wearing a baseball hat, plaid shirt, cammo jacket and jeans. Officer Decker contacted Dispatch and stated he found a black male that matched the description of the suspect and he had white headphones on his head. The black male was charged with Theft less \$1,500.

**10/17/18:** Officer Parks responded to Hobby Lobby on Wesel Boulevard. The assistant manager handed the officer documents and a DVD of surveillance video from the store which had been sent to them by their loss prevention team. The incident involved two unidentified black females that entered the store and purchased several items and a gift card. The items totaled \$155.12. The women paid for the items with a personal check. The check was returned because the bank was unable to locate that account. The check was from an account from TD Bank in Newark, New Jersey. The officer contacted the Newark Police Department and inquired if the person's name on the checking account had reported his checks lost or stolen. The office was advised that no report as such had been made. The investigation is continuing.

#### **OTHER NEWS/INFORMATION**

**Congratulations:** Officer Chris Decker has been selected as Officer of the Month for September 2018. Officer Decker has been employed by the City of Hagerstown for 11 years and is currently assigned to the Patrol Division. In September of 2018, Officer Decker and other officers volunteered to help a local daycare with a field trip to City Park in Hagerstown. Each day, a different class went to the park to look at fire trucks and police cars. Officer Decker took it upon himself to put together a program for the children. Officer Decker explained the various pieces of equipment in the police car including the computer, the radio, the lights and siren, and even allowed the children to talk over the public address system. Handouts of crayons, coloring books, and badges were given to each child. The highlight of the event for many of the children was when Officer Decker had them recite an oath and "swore" them in as honorary police officers.

Officer Decker was nominated by one of his supervisors for his willingness to go above and beyond the call of duty in putting together the program for the children in our community. His supervisor is still receiving compliments from those who attended on how well Officer Decker along with other officers represented the Hagerstown Police Department with the presentation. This incident exemplifies the type of work that many officers do on a routine basis which typically goes unnoticed. Because of his work in taking time to connect with the youngest members of society in an attempt to have a positive influence on the future generation, Officer Chris Decker has been selected as the Hagerstown Police Department Officer of the Month for September 2018. The Hagerstown Police Department is proud to have dedicated officers such as Officer Decker as one of its own and congratulates him for a job well done.

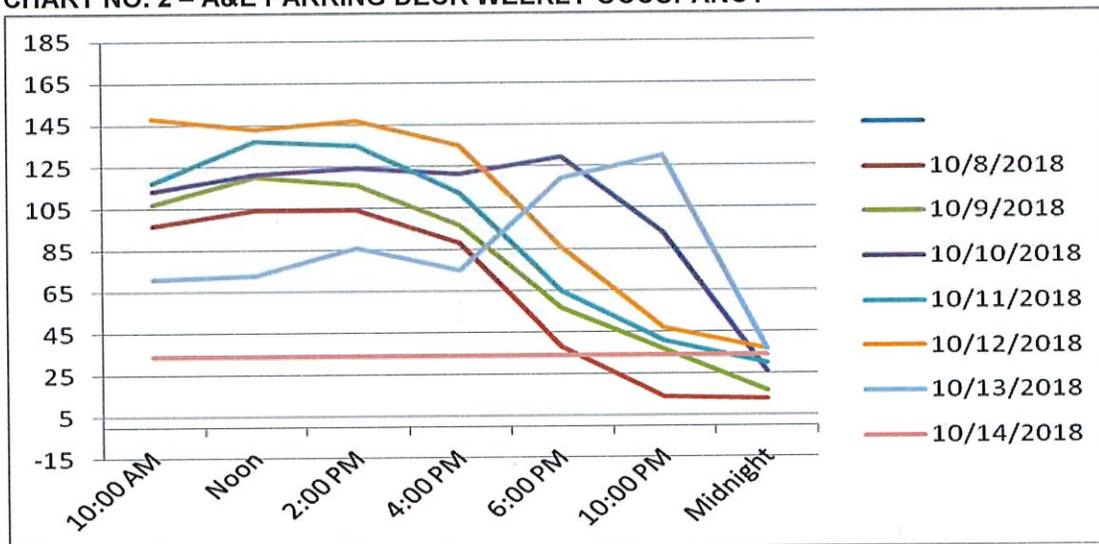
## PUBLIC WORKS

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

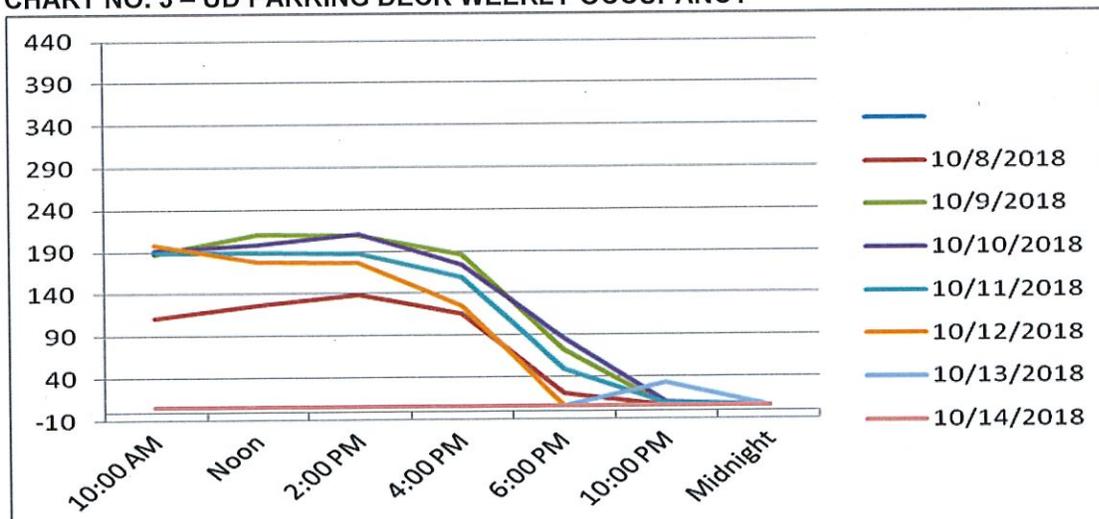
		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	181	181
	University District Deck	380	380
<b>Number of Patrons Using Decks</b>	A & E Deck	1665	1700
	University District Deck	1903	1960
<b>Number of Citations Issued</b> (Includes Warnings)		289	219
<b>Number of Cars Booted</b>		0	2
<b>Late Payment Notifications</b>		81	125
<b>Peak Occupancy (%)</b>	A & E Deck	80% Fri @ 10 AM	*99% Thu @ 6 PM
	University District Deck	48% Tue @ Noon; Wed @ 2 PM	52% Tue @ Noon

\*Taste of the Arts Event

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



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



Note: Counter malfunction at UD Deck

**ELECTRIC CHARGING STATIONS**

Work has begun on the installation of four vehicle electric charging stations in the Elizabeth Hager Parking Lot. EVI (Electric Vehicle Institute) is providing the entire installation at no cost to the City. EVI's goal is to promote electric vehicle use by installing stations where none currently exist. The electric will be free but there will be a fee to park while charging the vehicle.

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	1	1
Fire	1	0
Human Resources	0	0
Light	4	1
Parks & Engineering	2	0
Police	7	8
Public Works	5	5
Wastewater	1	2
Water	3	4
Weekly Totals	24	21
Yearly Total	999	

**AFTER HOUR CALL BACKS**

1011/18 @ 1:30 a.m.: A section of a tree split blocking Avon Road at Church Street. An equipment operator was called in to clear the street by pushing the tree to the side of the road. The broken section of tree was removed during daylight hours. Unfortunately, the entire tree had to be removed due to the damage.

**SPECIAL EVENTS**

Upcoming events include:

- Mummers Parade Saturday, October 27<sup>th</sup>
- Christmas Tree Lighting in the Square Friday, November 16<sup>th</sup>

**STREET**

- Work continues on completing a drain project on Sunset Avenue. The remaining work involves construction of a curb line and asphalt patching.
- Private property abatements have slowed way down due to the cooler weather and lesser rainfall. Until recently, there was a constant stream of abatements for staff to manage.
- Seasonal staff will work until Friday, November 2, 2018, when their seven month contracts wrap up. The staff is a tremendous help with abatements, grounds maintenance, trash collection and special events. Seasonal employees will return to work in the spring typically in April.

**SIGNAL/SIGNS**

- Staff continues to test and monitor the traffic signal controllers throughout the city. An annual inspection and testing of the conflict monitors is important to ensure the traffic signals operate correctly.
- Installation of Christmas lights and decorations will begin by the end of October or early November. This will include wrapping the street light poles downtown, swapping out the pole banners, Christmas tree lighting and the silhouettes at City Park.

**PROPERTY MANAGEMENT**

- Progress has been made on emptying the Massey building at 28 East Baltimore Street. The property is being sold. Various City departments were using the building for storage and now those items are being removed to other storage facilities, recycled or trashed. The goal is to have the building empty by November 1<sup>st</sup>.
- Work is soon to begin on the Roslyn Building. The property will receive a new roof and 60+ new windows. A. V. Rauth and Sons has the contract to complete these renovations.

## TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS DIVISION

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

- For Fundraiser, Donors will Rappel down 10-Story Hagerstown Building
- City Officials Dispute new Report Rating Hagerstown Lowest of 10 Maryland Cities for LGBTQ Inclusivity
- Hogan Visits Hagerstown for Barbara Ingram School for the Arts Groundbreaking
- Ice Rink Officials Hint at Expansion that Would Include Turf Facility
- Press Release: Harvest at the Market
- Press Release: Hotel Licensing Program Public Forum
- Traffic Advisory: New Northbound Left Turn Lane on Eastern Boulevard
- Traffic Advisory: Locust, McComas and North Mulberry Streets

#### **This Week's Video Projects:**

- Mayor & Council Meeting—Regular Session
- "Open for Business" Video Shooting
- UEC BISFA Groundbreaking Ceremony

#### **Channel 25 Hub City Now Programming:**

- Hagerstown Greens at Hamilton Run :30 Spot
- Cultural Trail Artist Video: Richard Deutch "Pod"
- The Fit Room :30 Spot
- Cultural Trail "Features" :30 Spot
- Act Now PSA
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

#### **City Website:**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 8,775 user visits for the week of October 8-14
- The most popular top entrances (the first page users accessed on the website):
  - o Home Page 1,889
  - o Utility Billing Page 728
  - o Hager House Page 424
  - o Harvest Hoedown Page 286
  - o Calendar Page 284
  - o Police Page 209
  - o Collection Schedules Page 124
  - o Parks & Recreation Page 120
  - o Jobs Page 119
  - o Dog Costume Parade Page 102

- Top Searches:
  - o "True"
  - o "Trick or treat"
  - o "Jobs"
  - o "Harvest Hoedown"
  - o "Pay bill"

**UTILITIES**

**ELECTRIC DIVISION**

**Service Calls:**

- Sat. 10/13 - 705 West Washington Street- total outage; bird caused transformer fuse to operate. Time Out: 10.7-11.5
- Sun. 10/14 - 337 West Side Avenue- total outage; line crews removed slack from service wires. Time Out: 9.4-11.5
  - 415 West Wilson Blvd. - total outage; squirrel caused transformer fuse to operate. Time Out: 14.9-15.6
- Wed/ 10/17 - 334 McDowell Avenue- total outage; line crews trimmed tree branches from service wires. Time Out: 15.0-15.3

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer worked with the HLD SCADA implementation group to improve performance of our SCADA system via software adjustments.
- Engineering staff coordinated multiple HLD utility vehicle repairs following our bi-annual testing.
- Staff met with contract crews to review underground cable installation that will occur for the UIP project.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, October 10, 2018	9.37	0.00
Thursday, October 11, 2018	9.99	0.34
Friday, October 12, 2018	9.27	0.00
Saturday, October 13, 2018	8.82	0.13
Sunday, October 14, 2018	8.54	0.07
Monday, October 15, 2018	8.52	0.03
Tuesday, October 16, 2018	8.51	0.00
Weekly – Avg. Flow / Total Rainfall	9.00	0.57
Oct – Avg. Flow/Total Rainfall	10.47	0.62

**Miscellaneous**

- Disassembled mixer on Velodyne polymer system.
- Cleaned cooling tower and serviced circulating pumps.
- Drained primary discharge piping and replaced 4" isolation valves.
- Replaced air chamber, pipe and fittings on #1 WAS Pump in ASPS Building.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	#10	8,956'		

**Collection System Maintenance Task**

- Sewer back up at 824 Pine Street, problem on the private side.
- Sewer back up at 154 West North Street, problem on the private side.
- Sewer back up at 229 Division Avenue, problem on the private side.
- Pump Station 19; installed new Ultrasonic Level Sensing unit.
- Pump Station 22; cleaned wet well.
- Completed connection of laterals at 33-35 West Franklin Street for lining project, also completed restoration.
- Located all laterals and manholes from Queen Anne's Court to Pump Station 9 for Mr. Rehab.
- General pump shop repair work.
- Dropped enzyme bags at various Pump Stations and trouble spots in the system.

**Administration**

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	0	1	0	0	0	3
YTD 2018	45	84	3	3	3	88	226

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

**Engineering**

- Staff met with County Health Department, County Plan Review and Planning Staff to discuss availability of wastewater facilities and proposed waiver of wastewater service for a Salem Avenue commercial property.
- Staff attended a deferred comp seminar at Human Resources.
- Staff met with City Engineering staff and Columbia Gas representatives regarding utility locations relative to proposed system upgrades.

**Laboratory**

- Analyzed drinking water samples for simple nutrients.
- Confirmed annual site visit from Hach for our flow injection analysis equipment (Lachat).
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

<b>WATER DIVISION</b>
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**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/11/18	9.91		9.91
10/12/18	10.01		10.01
10/13/18	9.35		9.35
10/14/18	9.13		9.13
10/15/18	9.67		9.67
10/16/18	10.02		10.02
10/17/18	10.37		10.37
Average			9.78

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

- R.C. Willson – Staff is working with contractors on the tank mixing and screen replacement project.
- 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 2.3 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.
- Repairs were completed on a water main leak and service leak on North Locust Street. A service leak was also repaired on Northern Avenue.

**Laboratory**

- Collected distribution samples for monitoring for nitrification.
- Collected water samples from the Town of Smithsburg.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	1	-
Grading Plan	-	-
Final Plat	1	-
Building Permits	10	1
Development Plan	-	-

- Staff met with a fire protection company representative regarding an industrial site service upgrade.
- Staff attended a deferred comp. seminar at City Hall.
- Staff met with City Engineering staff and representatives of Columbia Gas to discuss utility locations relative to proposed system upgrades.



Respectfully submitted,

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

Valerie A. Means  
City Administrator