

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 43 FOR 2018



November 2, 2018

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

<b>NOVEMBER 2018</b> <i>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></i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 5pm North/South Gridiron Classic	3 6am-12pm Harvest @ The City Market
4	5	6 3:15pm Executive Session  4pm Work Session	7	8 4pm Board of Traffic & Parking  4:30pm Historic District Commission Meeting	9	10
11	12 <b>HOLIDAY CITY OFFICES CLOSED</b>	13 11:30am Boards & Commissions Luncheon @ Academy Theater  4pm Work Session	14 7pm Hagerstown Planning Commission Meeting	15	16 5pm City Tree Lighting @ City Center	17 12-4pm The Turkey Cup @ The Greens at Hamilton Run
18	19	20 3:30pm "The Little Light of Mine" Mural Dedication @ University Plaza  4pm Work Session	21	22 <b>HOLIDAY CITY OFFICES CLOSED</b>	23 <b>HOLIDAY CITY OFFICES CLOSED</b>	24
25	26	27 7pm Regular Session	28	29	30 6-9pm City Park Lighting	

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Business Development:**
  - DCED hosted an Opportunity Zone Workshop to share information about the new Opportunity Zone Program. Frank Dickson, Director of Strategic Business Initiatives in the Office of the Secretary for the Maryland Department of Housing and Community Development, was the speaker. Approximately 25 representatives from the community attended which included representatives from the financial services/investment industry, developers/brokers, and economic development.

- Danelle Hayer and Scott Nicewarner attended the Tedco's Entrepreneur Expo and Stem Cell Symposium at College Park and displayed a vendor table. The expo drew 1,000+ of the region's top entrepreneurs, business owners, angel and capital investors, legislators and other influencers.



#### Grand Openings:

- The City celebrated the grand opening and ribbon cutting of Hana Thai Dining on Thursday. Hana Thai is located at 40 North Potomac Street. Councilmembers McIntire and Heffernan officiated the event.
- Family Farm & Home at Longmeadow Shopping Center also had their grand opening on Thursday. Councilmember Keller officiated this ceremony.

#### Burobox:

- Staff worked with Western Maryland's Small Business Development Center (SBDC) to test streaming one of their workshops at the BuroBox. The physical workshop was held in Frederick County, while Washington and Allegany Counties tuned in from afar. The first test-run was successful with a few technical issues for SBDC to work out before it can be offered publicly.
- A new monthly Meetup started this week at the BuroBox on WordPress websites. Several small business owners manage their own websites and WordPress is one of the best options. A community member who has interest and experience with WordPress sites is hosting these monthly meet ups at the BuroBox.

#### Main Street:

- Main Street Promotion work group met this week for their monthly meeting. This group is newly energized with new volunteers and plan to increase the use of Main Street's social media channels, Facebook and Instagram, and increase the public relations part of Main Street with more press releases, website updates and newsletters too.
- Main Street volunteers are continuing to plan for the Christkindl Markt on December 1<sup>st</sup> at University Plaza. Vendor application due date closes November 2<sup>nd</sup> and we currently have over 30 confirmed artisan and food vendors and expect to exceed 40. This will be the second year for this event and vendor numbers have doubled over last year and over 18,000 people have expressed interest in the event on Facebook.

**Events.** The North/South Gridiron Classic will be played at South Hagerstown High School on Friday, November 2, 2018. Kick-off is at 5 p.m. with gates opening at 4 p.m.

**Farmers Market.** Harvest at the Market will be held on November 3 from 9 a.m. – 12 p.m. This event features kids' activities, music, a petting zoo and local produce and baked goods.

## FIRE DEPARTMENT

### FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	0	Community Risk Reduction	348
Building Fires	1	Public Service	7
Medical Assistance	30	Personal Injury Collision	2
Assist other Fire Departments	8	Fuel/Hazard Spills	1
Automatic Fire Alarms	5	Gas Leaks	0
Investigation: Malicious/False Alarms	1	Investigation: Carbon Monoxide Incident	1
Water/Steam Leak	0	Dumpster/Outside Fires	2

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Meeting with State Highway and County Transportation Staff.** Staff attended the quarterly meeting with the District State Highway Administration (SHA) staff and some items of note:
  - The Dual Highway sidewalk project is being advertised in the spring and will start next summer. This includes new and complete sidewalks from Cannon Avenue to Eastern Boulevard along with pedestrian signal enhancements at Cannon, Cleveland, and Tracy's Lane.
  - The SHA has an area-wide paving contract and they will re-pave all of Route 60 from Northern Avenue to north of Cortland Drive in the Spring.
  - Staff complained about the pavement failures on West Franklin Street near the former Winter Street Elementary school. They indicated they will try to get these repaired before winter.
  - SHA will see if they can expedite the installation of the new tourism attraction signs
2. **We advertised two contracts this week.** Municipal Stadium Fence Repairs and 40 North Potomac Street to replace rear wooden deck.
3. **Pavement Preservation.** Hetzer is expected to finish North Locust Street, McComas Street, North Avenue, Langdon Street, Varner Way and North Mulberry Street this week. We anticipate pavement markings on those streets to be completed next week, weather permitting. This will conclude the work for this fall.
4. **2018 Alley Reconstruction Program.** The contractor will finish Alley 4-039 this week and then only have a few patches in three other alleys and this project will be completed.
5. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 10/28/18	Calendar Year 2018 TOTALS
Traffic complaints received	1	152
Work Orders completed	2	108
Traffic counts completed	0	26
CONSTRUCTION PROJECTS		
Description	Week of 10/28/18	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. **City Park.** Began installing replacement play equipment in the south end of City Park including removing stumps, stripping topsoil, removing benches and picnic tables. Also, work began on excavating for an additional walkway for the dog trail near Virginia Avenue.
2. **Thomas Kennedy Park.** Work continues on this new park. Concrete for the plaza slab was recently poured.
3. **Fall into Mindfulness Challenge.** This 30-day challenge starts November 1<sup>st</sup>. Sponsored by the City Wellness Program, City employees are encouraged to register here:  
[https://apm.activecommunities.com/hagerstownparksandrec/Activity\\_Search/3203](https://apm.activecommunities.com/hagerstownparksandrec/Activity_Search/3203)
4. **Golf Course.** Hours of operation will change to 9 a.m. – 5 p.m. beginning Monday, November 5<sup>th</sup> due to daylight savings.
5. **Hager House and Train Hub.** Staff will be inventorying museum items over the winter season, as well as enhancing exhibits and signage for 2019.
6. **Programs in the Fit Room.** See Fit Room schedule attached for November.

## PLANNING & CODE ADMINISTRATION

### Zoning Certificates Issued:

- 339 East Antietam Street, Suite 1 – ADAC (Alternative Drug & Alcohol Counseling) – outpatient substance abuse counseling (no medication will be dispensed).
- 240 South Potomac Street, Suite 102A – Miss Mobile Massage, LLC – office space for a traveling registered massage practitioner with some clients visiting the office.

### Historic District Commission: The HDC reviewed and approved these cases on October 25:

- 951 The Terrace – James van Wynen – flagpole.
- 6 West Washington Street – Revved Enterprises, d/b/a DatAchieve Digital – sign.
- 117 West Franklin Street – Washington County Board of County Commissioners – employee parking lot.
- 21-23 West Franklin Street – MSB Architects – façade alterations.

The HDC will review these cases on November 8:

- 931 Oak Hill Avenue – Scott and Judith Chambers – fence.
- 931 Oak Hill Avenue – Scott and Judith Chambers – deck.
- 202-204 North Potomac Street – Tim Riley – roof replacement.
- 1003 The Terrace – Dr. J. Ramsay Farah – workshop for a new attached garage.

### Planning Commission: The Planning Commission reviewed these matters on October 31:

- Quit Claim Request: Portion of Alley 5-35 (between 4 West Magnolia and 1301 Potomac Avenues) – tabled until the November 14 meeting to give the property owners additional time to formulate more of a clear understanding of work proposed to be completed within the quit claim area.
- 758 Bowman Avenue (Lot H) – Antraquip Corporation – approved a final plat.
- Washington County Board of County Commissioners – 117 West Franklin Street – approved a site plan for an employee parking lot and landscaping.

- Former Sheetz at the Corner of Potomac and Fairground Avenues – conducted a workshop in anticipation of redevelopment of the site for a convenience store with three fuel islands.
- 702 Wes Washington Street – Alex Kreyn – approved a request by the property owner to extend the Local Conversion District Overlay until February 24, 2020.

**Board of Zoning Appeals:** No applications were submitted for the November 21 hearing.

**Weekly Activity Report:** October 22–26, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	7	Residential -	2	Commercial -	4	Other -	1	8
Electric	10	Residential -	4	Commercial -	4	Other -	2	10
Plumbing	16	Residential -	10	Commercial -	1	Other -	5	16
Mechanical	9	Residential -	7	Commercial -	1	Other -	1	9
Engineering Dept.	4							5
<b>TOTAL</b>	46		23		10		9	48
<b>Est. Value of Issued Building Permit Projects:</b>					<b>FY18 Fiscal Year Totals:</b>			
Residential				\$ 14,750.00				\$ 2,344,893.00
Commercial				\$ 90,000.00				\$ 13,590,004.00
Apartment				\$ 10,000.00				\$ 1,206,649.00
Sign				\$ 1,000.00				\$ 45,403.00
<b>TOTAL</b>				<b>\$ 115,750.00</b>				<b>\$ 17,186,949.00</b>
<b>Projects of Interest</b>								
- Associated building work for replacing magnet in MRI machine at 1101 Opal Court - \$50,000								
- Structural repairs and replacement of exterior walls and support columns at 629 Dual Highway - \$35,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019</b>								
					<b>PROPERTIES</b>	<b>UNITS</b>		
Registrations received week of Oct. 22 – Oct. 26					16	32		
New applications issued week of Oct. 22 – Oct. 26					2	2		
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)					3,483	9,020		
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		\$ 2,550						
Weekly adjustment/credits		\$ 600						
<b>INSPECTIONS</b>								
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>							
Building	26							
Electrical	42							
Plumbing	19							
Mechanical	10							
Safety	38							
Neighborhood Vitality	98							
Quality of Life	6							
Preventive Maintenance	21							
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:	1,410	Field Interviews:	17
Arrests/Warrants Served:	24	Moving Violations:	40
Domestic Violence Calls:	26	Safety Repair Orders:	5
DUI Arrests:	2	Warnings:	64
Reports Filed:	145		

**REPORTS**

**10/25/18:** Officer Wertz was dispatched to CVS on Potomac Avenue for a reported theft. The store manager stated that a black male had just stolen five Yankee Candles from the store. The male was wearing a dark blue hooded sweatshirt, blue jeans and was wearing bright yellow and green sneakers. The male left in a silver Dodge Stratus with a Maryland registration plate. The officer viewed the store's video surveillance camera and was able to identify the suspect by using HPD's data base. A photo array was arranged and shown to the store manager. The manager viewed the photos and identified one of the photos as the suspect that stole the candles. The officer will be filing for theft charges on the suspect.

**10/26/18:** Officer T. Helman responded to the Hagerstown Police Department for a reported theft of a motor vehicle. The victim stated he purchased a vehicle that was advertised on Facebook. He made arrangements to meet with the seller and view the vehicle. The vehicle was parked at Pope Tire on Frederick Street. The victim purchased the vehicle and the title was signed over to him. The seller stated that the vehicle was not operational and would need to be removed from Pope Tire by the end of October. The victim agreed to the terms. When the victim arrived at Pope Tire on October 23 to move his vehicle, it was nowhere to be found. The victim spoke to an employee at Pope Tire who stated that Pope Tire had not called to have the vehicle removed. The officer attempted to make contact with the seller of the vehicle, however the seller could not be located. No additional information is available at this time.

**10/27/18:** Officer Main observed a black male hanging out at the Roy Rogers on Burhans Boulevard. The male was identified and a check was conducted on the male. It was discovered that the male had an outstanding warrant with Baltimore, Maryland. The officer contacted Baltimore to confirm if the warrant was still active and it was confirmed active. While searching the male for arrest, the officer discovered a small blue bag containing three used hypodermic syringes, a cut straw, a teaspoon with a small cotton ball, white powdery substance and a shoe string. These items are consistent with the administration of Heroin, a schedule 1 dangerous substance. The male was arrested on the outstanding Baltimore warrant. The white substance will be sent for a lab analysis and appropriate charges may be forthcoming.

**10/28/18:** Officer St. Clair responded to Noland Drive in reference to an assault. The victim stated that an ex-boyfriend came to visit for the weekend. When she informed him he needed to leave her residence, he assaulted her in the face. The victim was bleeding profusely from her nose and the blood was running down her clothing. Her ex-boyfriend left the residence on foot after the assault. Paramedics from the Halfway Fire Department responded on scene and believed the victim's nose to be broken. She was transported to Meritus Medical Center for treatment. Through an application of charges, the suspect is being charged with Assault 2<sup>nd</sup> Degree.

**10/29/18:** Officer Reese was dispatched to Meritus Medical Center in reference to a robbery. There the officer observed the victim had received injuries to the left side of his face. The victim stated he left his girlfriend's house on North Potomac Street to get a drink from a nearby vending machine. While walking he was struck in the head with a pistol. He stated that when he fell to the ground, the suspect stole money from his pants pocket and kicked him several times. The suspect was wearing a ski mask. There were no witnesses and no video camera captured the incident.

**10/31/18:** Officer McNew responded to AC&T on Garland Groh Boulevard regarding a damaged motor vehicle. The officer made contact with the driver of the 2017 Old Dominion Freight Line truck. She stated she went inside to pay for the gas and there was a problem with her credit card which the transaction took longer than anticipated. Apparently, there was a vehicle parked behind that truck that became irritated with the wait and wrote a derogatory comment, with a permanent marker, on the driver's side door of the truck. No further details are available at this time.

**OTHER NEWS/INFORMATION:**

**Good News:** This Saturday, November 3, 2018, entry level testing will be conducted at the Hagerstown Police Department. All timeslots have been filled for this testing date!

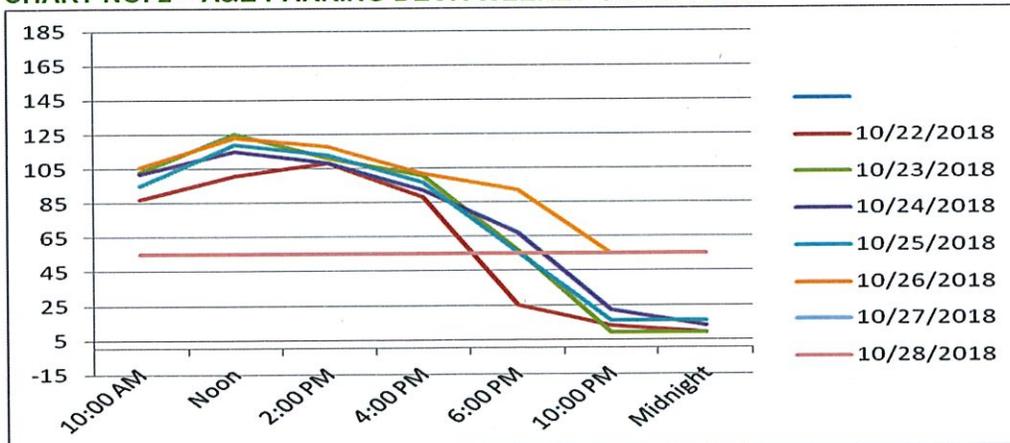
**PUBLIC WORKS**

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

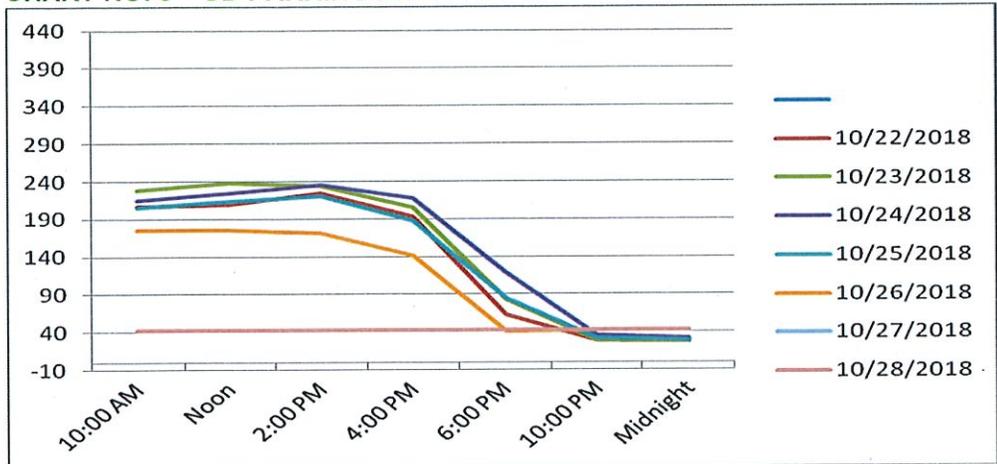
		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	181	181
	University District Deck	380	380
<b>Number of Patrons Using Decks</b>	A & E Deck	1219	1592
	University District Deck	1781	2005
<b>Number of Citations Issued</b>	(Includes Warnings)	224	263
<b>Number of Cars Booted</b>		0	4
<b>Late Payment Notifications</b>		68	70
<b>Peak Occupancy (%)</b>	A & E Deck	68%	*94%
		Tue @ Noon	Fri @ 6 PM
<b>Peak Occupancy (%)</b>	University District Deck	55%	55%
		Tue @ Noon	Tues @10AM

\*Event at MD Theater Friday and Saturday

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



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



Note: Counter malfunction at UD Deck

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	1	0
Fire	1	2
Human Resources	0	0
Light	1	3
Parks & Engineering	1	5
Police	6	9
Public Works	9	3
Wastewater	5	3
Water	1	3
Weekly Totals	25	28
Yearly Total	1052	

**AFTER HOUR CALL BACKS**

- 10/26/18 @ 6:30 p.m.: NO PARKING signs for the Mummers Parade were removed by vandals in the 600–900 block of South Potomac Street on Friday. Staff was brought in to install the signs again.
- 10/27/18 @ 8 a.m.: The NO PARKING signs removed by vandals on Friday were removed again after staff had posted the spaces. Additional staff was brought back in Saturday morning to post one more time.

**SPECIAL EVENTS**

- Christmas Tree Lighting in the Square Friday, November 16<sup>th</sup>
- Tree Lighting in City Park on Friday, November 30<sup>th</sup>
- Christkindl Market in University Plaza Saturday, December 1<sup>st</sup>
- Hollyfest on Saturday, December 1<sup>st</sup>
- Donut Drop on Monday, December 31<sup>st</sup>

**STREETS**

- Staff worked over two days posting streets, setting barricades and placing detour signs for the Mummers Parade. With the help of Parks personnel, they then cleaned up after the parade sweeping streets and removing all the traffic control devices. It takes over a dozen people to clean up after the parade.

- Work has begun on repairing multiple storm drains on the Virginia Avenue and Wilson Boulevard overpass. Several of the concrete collars surrounding the drains have broken causing potential damage to vehicles and tires. The concrete collars will be removed, the top of the drains repaired and asphalt paving placed in lieu of the concrete.
- November 2, 2018 is the last day for the seasonal employees. They are a tremendous help in labor work with mowing, trash collection, painting and traffic control. Work will resume for seasonal employment again in April 2019.

### **TRAFFIC CONTROL**

- Work will begin on or about November 5<sup>th</sup> with the installation of Christmas decorations. The first order of business will be to install the pole wraps in the downtown. Only about half of the new pole wraps have arrived as previously discussed. The new wraps of garland and lights will be installed on East and West Washington Streets, North Potomac Street between Franklin Street and Public Square, South Potomac Street from Public Square to Antietam Street and on the 20 poles in Public Square itself. In addition to those, the trees in the Square will receive lighting on the lower trunks.
- The traffic signal pole on the northeast corner of Antietam Street and Summit Avenue was damaged some time ago. Replacement parts are no longer available for this older pole. A temporary repair will be made in December to brace the pole until it can be replaced with a new one.

### **PROPERTY MANAGEMENT**

- Staff has been working on clearing the former Massey building at 28 East Baltimore Street in advance of the sale of the property. Stored items were relocated, sold or discarded.
- Work has begun on painting the IT (Information Technology) area just off the main lobby of City Hall. Walls are being patched and a new coat of paint applied.
- Roof work has begun on the Roslyn Building. The general contractor, A. V. Rauth & Sons, Inc., hired Bonded Applicators to install the new roofing. The roof work should wrap up by mid-November. The new windows are on order with the hope of arriving later in November.

## **TECHNOLOGY & SUPPORT SERVICES**

### **COMMUNICATIONS DIVISION**

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

- Long Silent Moller Organ Company Factory May Sing New Tune
- Hagerstown Ethics Commission Meets to Confirm Position on 'Gift' Policy
- Pups on Parade at Annual Halloween Event at Fairgrounds Park
- Hagerstown Police Offer Safety Tips for Trick-or-Treating
- Revitalize Hagerstown Ready for Round Two
- Hagerstown Wastewater Upgrades Entering Final Stage
- Press Release: Change of Location for Dog Costume Parade
- Press Release: Hana Thai Grand Opening
- Press Release: Family Farm & Home Grand Opening
- Press Release: Hagerstown Gridiron Championship Classic

- Traffic Advisory: Trick-or-Treat Event

**This Week's Video Projects:**

- "Open for Business" Video shooting

**Channel 25 Hub City Now Programming:**

- Hagerstown Greens at Hamilton Run :30 Spot
- Cultural Trail Artist Video: Hense "Mural of Unusual Size"
- The Fit Room :30 Spot
- Cultural Trail "Features" :30 Spot
- Act Now PSA
- Mayor & City Council Meeting—Thursday at 7 p.m., Saturday at 9 a.m., and Sunday at 9 a.m. and 3 p.m.
- MTA Commuter Connection

**City Website:**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 9,697 user visits for the week of October 22-28
- The most popular top entrances (the first page users accessed on the website):
  - Home Page 1,915
  - Calendar Page 1,436
  - Utility Billing Page 798
  - Police Page 215
  - Dog Costume Parade Page 208
  - Electric Division Page 132
  - Jobs Page 129
  - Parks & Recreation Page 11
  - Hager House Page 110
  - Firefighters Page 96
- Top Searches:
  - "True"
  - "Trick or treat"
  - "Jobs"
  - "Power outage"
  - "Halloween"

**UTILITIES**

**ELECTRIC DIVISION**

**Service Calls:**

- Thur. 10/25 - 1018 Pope Avenue- lines down; lineman found that lines belonged to Potomac Edison Company. Time Out: 20.5-21.2
- Fri. 10/26 - 417 Jonathan Street- code compliance requested that we disconnect service and remove meter. Time Out: 22.2-22.9
- Sun. 10/28 - 720 Franklin Street- total outage; squirrel caused a transformer fuse to operate. Time Out: 9.0-9.7

- 423 Ridge Avenue- total outage; bird caused transformer to operate. Time Out: 18.2-19.2
- 1030 Ross Street- total outage; the customer's main breaker had tripped. Time Out: 19.2-19.8
- 501 Frederick Street- house fire; Hagerstown Fire Department requested the meter removed and service disconnected. Time Out: 22.8-23.6

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Engineering staff coordinated and held an in-service presentation by TSE for HLD's new conductor pulling machine.
- Engineering and Administrative Staff reviewed applications and made recommendations for the hiring of an Electrical Engineering Designer to join the HLD Engineering Group.
- Engineering staff repaired SCADA communications with HLD's Wesel Substation. A UPS power supply was found to have failed.
- The Staff Engineer coordinated specifications with a representative from the TESLA Corporation to prepare for residential energy storage system installations at HLD customers' homes.
- The Staff Engineer and Electric Operations Manager met with Avista Realtime Systems to discuss a new SCADA system that will simplify HLD's operations of the system and reduce its expenditures.
- The Staff Engineer prepared a photometric layout depicting the improvement of lighting distribution in the Central Lot area by replacing existing HID fixtures with LED fixtures.
- Engineering staff inspected two residential development's street light installations prior to acceptance of the streets by the City. Facilities not meeting spec will be repaired by the developer.
- The Staff Engineer and Distribution Foreman met with City Staff, other Utility officials, and Contractors to coordinate plans for utility relocation regarding the Urban Improvement Project. The HLD plans to begin underground facility installation in December 2018.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Oct 24, 2018	7.24	0.00
Thursday, Oct 25 2018	7.22	0.00
Friday, Oct 26, 2018	7.05	0.24
Saturday, Oct 27, 2018	8.54	0.29
Sunday, Oct 28, 2018	7.63	0.02
Monday, Oct 29, 2018	7.56	0.00
Tuesday, Oct 30, 2018	7.58	0.00
Weekly – Avg. Flow / Total Rainfall	7.55	0.55
Oct – Avg. Flow/Total Rainfall	9.14	1.21

**Miscellaneous**

- Removed faulty VFD on DAFT and wired direct to on/off switch till the temporary gravity belt thickener (GBT) is put in service.
- Troubleshoot ATS at the ENR and O2 building(s). Replicated power outage and verified load transfer.
- Installed temporary power feed cables from O2 Building MCC to GBT power distribution panel.
- Completed temporary utility water piping to accommodate temporary gravity belt thickener (GBT).
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	22	467'		
Flushing	10	10,405'		

**Collection System Maintenance Task**

- Odor complaint, 165 Sunbrook Drive problem on private side.
- Odor complaint, 12826 The Terrace, problem on the private side, advised homeowner to contact a plumber.
- Grinder pump call, 1529 Kensington Drive, reset smart switch.
- Grinder pump call, 1541 Kensington Drive pulled and replaced pump.
- Grinder pump call, 20004 Boxwood Circle, reset smart switch.
- Sewer back up, 811 The Terrace, problem on the private side.
- Dropped Enzyme bags at various pump stations and trouble spots in the system.
- General pump shop repair work.
- Installed new LED lights in the pump shop to replace old broken units.
- CCTV'd storm drain for Public Works at Antietam Street and Walnut Avenue.
- Pump Station 3, began site prep work and excavation of wet well and manholes.
- Installed new high level float from manhole on the Golf Course to lift station.

**Administration**

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	0	0	0	4	6
YTD 2018	46	87	3	3	3	95	237

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

**Engineering**

- Staff met with a Collections Division Supervisor regarding several inquiries for service locations and status.

**Laboratory**

- Analyzed drinking water samples for simple nutrients.
- Completed annual site visit for the maintenance of Lachat.
- Scheduled site visit with Volvo to observe their method for measuring wastewater flow.
- 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>
10/25/18	10.20		10.20
10/26/18	9.91		9.91
10/27/18	9.78		9.78
10/28/18	10.16		10.16
10/29/18	10.47		10.47
10/30/18	10.89		10.89
10/31/18	10.69		10.69
<i>Average</i>			<i>10.30</i>

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

- R.C. Willson – Staff continue to work with contractors on the tank mixing and screen replacement project.
- R.C. Willson – Repairs were made to the basin de-icing systems.
- 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 1.9 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.

**Laboratory**

- Collected distribution samples for monitoring for nitrification.
- Collected composite sample from lagoon discharge.
- Collected bacteria samples from Smithsburg Tank.
- Sampled Mack Tank for VOCs.
- Received sampling supplies for UCMR 4 monitoring.

- Submitted corrective action report to MDE Lab Certification Program.
- Process and regulatory testing was routine for the week.

**Engineering**

Reviews:	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	-	-
Grading Plan	-	1
Final Plat	-	-
Building Permits	13	-
Development Plan	-	-

- Staff met with representatives of a residential builder to discuss alternatives for water services modifications.
- Staff met with a residential owner regarding water service availability for a property in the County.



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

# Multiple Facilities

## Monthly Calendar For November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> (ID#69) 9a-11:30a Living Well with Diabetes #6092 (ID#69) 12p-1p Diabetes Prevention Program - Prevent T2 #6095 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba Toning #6152 (ID#69) 8:15p-9:15p AntiGravity Fitness FUNDamentals #6209	<b>2</b> (ID#69) 10a-12p CPR and First Aid #6160 (ID#69) 5:30p-6:30p Art of Self Defense #6111 (ID#69) 6:45p-8p Aikido for Teens and Adults #6107	<b>3</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 10a-11a Zumba Toning #6148 (ID#69) 11a-12p Zumba #6144 (ID#69) 12:30p-1:30p American Sign Language for Beginners #6175 (ID#69) 2p-3p Singl #6169
<b>4</b> (ID#69) 8a-9a Hip Hop Soul #6156 (ID#69) 10a-1:30p Child and Babysitter Safety #6163 (ID#69) 2p-6p Square Dance- November #6100 (ID#69) 6p-7p Family Yoga #6172	<b>5</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:15p-8:30p Belly Dance for Beginners #6179	<b>6</b> (ID#69) 7:30a-8:30a AntiGravity Fitness FUNDamentals #6114 (ID#69) 12:15p-1p AntiGravity® Fitness FUNDamentals #6120 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba #6140	<b>7</b> (ID#69) 1p-3:30p Living Well with Chronic Disease #6167 (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:30p-8:30p AntiGravity® Fitness FUNDamentals #6117	<b>8</b> (ID#69) 9a-11:30a Living Well with Diabetes #6092 (ID#69) 12p-1p Diabetes Prevention Program - Prevent T2 #6095 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba Toning #6152 (ID#69) 8:15p-9:15p AntiGravity Fitness FUNDamentals #6210	<b>9</b> (ID#69) 5:30p-6:30p Art of Self Defense #6111 (ID#69) 6:45p-8p Aikido for Teens and Adults #6107	<b>10</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 10a-11a Zumba Toning #6148 (ID#69) 11a-12p Zumba #6144 (ID#69) 12:30p-1:30p American Sign Language for Beginners #6175 (ID#69) 2p-3p Singl #6169
<b>11</b> (ID#69) 8a-9a Hip Hop Soul #6156 (ID#69) 12p-7p Baby Shower	<b>12</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:15p-8:30p Belly Dance for Beginners #6179	<b>13</b> (ID#69) 7:30a-8:30a AntiGravity Fitness FUNDamentals #6114 (ID#69) 12:15p-1p AntiGravity® Fitness FUNDamentals #6120 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba #6140	<b>14</b> (ID#69) 1p-3:30p Living Well with Chronic Disease #6167 (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:30p-8:30p AntiGravity® Fitness FUNDamentals #6117	<b>15</b> (ID#69) 12p-1p Diabetes Prevention Program - Prevent T2 #6095 (ID#69) 2p-3p Walk with Ease #6168 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba Toning #6152 (ID#69) 8:15p-9:15p AntiGravity Fitness FUNDamentals #6211	<b>16</b> (ID#69) 5:30p-6:30p Art of Self Defense #6111 (ID#69) 6:45p-8p Aikido for Teens and Adults #6107	<b>17</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 10a-11a Zumba Toning #6148 (ID#69) 11a-12p Zumba #6144 (ID#69) 12:30p-1:30p American Sign Language for Beginners #6175 (ID#69) 2p-3p Singl #6169
<b>18</b> (ID#69) 8a-9a Hip Hop Soul #6156 (ID#69) 9:30a-10:30a AntiGravity Fitness FUNDamentals #6212 (ID#69) 10:45a-11:45a AntiGravity Fitness FUNDamentals #6213 (ID#69) 2p-3p AntiGravity Fitness FUNDamentals #6214	<b>19</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:15p-8:30p Belly Dance for Beginners #6179	<b>20</b> (ID#69) 7:30a-8:30a AntiGravity Fitness FUNDamentals #6114 (ID#69) 12:15p-1p AntiGravity® Fitness FUNDamentals #6120 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba #6140	<b>21</b> (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:30p-8:30p AntiGravity® Fitness FUNDamentals #6117	<b>22</b> (ID#69) 12p-1p Diabetes Prevention Program - Prevent T2 #6095 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba Toning #6152	<b>23</b> (ID#69) 5:30p-6:30p Art of Self Defense #6111 (ID#69) 6:45p-8p Aikido for Teens and Adults #6107	<b>24</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 10a-11a Zumba Toning #6148 (ID#69) 11a-12p Zumba #6144 (ID#69) 12:30p-1:30p American Sign Language for Beginners #6175 (ID#69) 2p-3p Singl #6169

# Multiple Facilities

## Monthly Calendar For November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>25</b> (ID#69) 8a-9a Hip Hop Soul #6156 (ID#69) 3p-7p Birthday party	<b>26</b> (ID#69) 9a-10a Tai Chi (Oct.22- Dec.1) #6097 (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:15p-8:30p Belly Dance for Beginners #6179	<b>27</b> (ID#69) 7:30a-8:30a AntiGravity Fitness FUNDamentals #6115 (ID#69) 12:15p-1p AntiGravity® Fitness FUNDamentals #6121 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba #6140	<b>28</b> (ID#69) 5:45p-7p Yoga For Weight Loss - returning student #6123 (ID#69) 7:30p-8:30p AntiGravity® Fitness FUNDamentals #6118	<b>29</b> (ID#69) 12p-1p Diabetes Prevention Program - Prevent T2 #6095 (ID#69) 5:45p-6:45p Yoga For Weight Loss II - returning student #6135 (ID#69) 7p-8p Zumba Toning #6152 (ID#69) 8:15p-9:15p AntiGravity Fitness FUNDamentals #6215	<b>30</b> (ID#69) 5:30p-6:30p Art of Self Defense #6111 (ID#69) 6:45p-8p Aikido for Teens and Adults #6107	