

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 7 FOR 2019



February 15, 2019

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

<b>FEBRUARY 2019</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
3	4	5 7am State of the County @ Fountain Head  4pm Work Session	6 7pm Hagerstown Planning Commission Meeting (rescheduled from January)	7	8	9 6am-12pm Sweet Times at the Market
10	11	12 4pm Work Session	13 4pm Hagerstown Planning Commission Meeting	14 4pm Board of Traffic & Parking Meeting  4:30pm Hagerstown Historic District Commission Meeting	15	16
17	18	19 4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 6pm Work Session  7pm Regular Session	27 7pm Hagerstown Planning Commission Meeting	28 4:30pm Hagerstown Historic District Commission Meeting		

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

**Main Street:** Two Main Street Hagerstown work groups (Clean, Safe and Green and Business Relations) met this week. Items discussed included items needed to launch the Adopt a Block Program that Clean, Safe and Green are working on, as well as speaker topics for an upcoming business speaker series.

**Dual Ribbon Cutting:** Unlocking Resilience (Owner: Jennifer Canby, MSW, LCSW-C) and Keep Exploring Yourself (Owner: Danielle Hudak, MSW, LCSW-C) shared a Grand Opening and Ribbon Cutting on Wednesday, February 13<sup>th</sup>. Councilmember Emily Keller presided the dual ribbon cutting. Unlocking Resilience and Keep Exploring Yourself are individual therapy practices that provide trauma services to children, youth, adults, families, professionals, and community systems. They also both utilize Helpers Armor, a seven-week program that assists therapists, social workers, teachers, nurses, police officers, case workers, etc. in combating compassion fatigue, burn out, and/or secondary traumatic stress, with the goal of contributing to the well-being of Washington County. Both are located at Mulberry Lofts, 22 Mulberry Street.

## FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
Cooking Fires	1	Community Risk Reduction	36
Building Fires	0	Public Service	5
Medical Assistance	31	Personal Injury Collision	6
Assist other Fire Departments	10	Victim Assistance	3
Automatic Fire Alarms	10	Gas Leaks	1
Electrical Wiring Malfunction	2	Investigation: Carbon Monoxide Incident	2
Water/Steam Leak	1	Dumpster/Outside Fires	0

**2/14/19: Fairview Road After-the-Fire Neighborhood Visit:** The Hagerstown Fire Department went door-to-door in the neighborhood of a recent fire to educate residents on the important of having working smoke alarms in their homes. Firefighters installed 18 smoke alarms in homes that either had non-working smoke alarms or no alarms at all. Smoke alarms are provided free of charge to any resident located in the city limits of Hagerstown.

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Salem Ave at Linganore.** The new crosswalk was made operational on February 14<sup>th</sup>. Pedestrians who push the button will cause traffic on Salem Avenue to stop and cars on Linganore Avenue are not allowed to make turns on red. Cars approaching on Linganore will be detected with cameras. Thanks to Public Works for their assistance on this project.
  
2. **Street Trees.** We sent a change order to Botanica to use the remaining \$2,100 in the Forest Conservation Fund account to plant six new trees to replace dead ones in the downtown area. These are the only trees we have planted in the last three years because there have been no Forest Conservation funds collected, and that is only source of funding we have.
  
3. **Inspectors.** Since Thanksgiving, we had no City Inspectors on Engineering staff and the Engineering Designers were performing that work as needed. Next week we expect to have both inspector positions filled with the return of Roger Reed as well as new employee Austin Allman.

4. **Engineering Statistics**

<b>TRAFFIC ISSUES</b>		
Description	Week of 2/10/19	Calendar Year 2019 TOTALS
Traffic Complaints Received	5	33
Work Orders Completed	4	20
Traffic Counts Completed	2	12
<b>CONSTRUCTION PROJECTS</b>		
Description	Week of 2/10/19	Calendar Year 2019 TOTALS
Projects Advertised For Bids	0	0
RFP's Advertised	1	3
Projects Under Construction	9	9
Projects Completed	0	0

**PARKS DIVISION**

1. **July 4<sup>th</sup> Fireworks Show.** This event will be the responsibility of Parks & Recreation Division starting in 2019. Staff met to discuss the event and it was decided to go “back to basics” with food vendors and merchants available from 7:30-9:30 p.m. The fireworks show would then follow at dusk at approximately 9:30 p.m. No shuttle service will be provided.
2. **Park Improvements this week.**
  - Hager House – Construction of a replacement shed is now complete.
  - Park Signage – We are in the process of updating all our park signs with new information.
  - City Park Restrooms – New plumbing fixtures have been installed and we are repainting the City Park restrooms.
  - Municipal Stadium – We continue to repair several broken lines at the Stadium.

**POLICE DEPARTMENT**

**STATS**

Calls for Service:	1,198	Field Interviews:	16
Arrests/Warrants Served:	24	Moving Violations:	45
Domestic Violence Calls:	18	Safety Repair Orders:	4
DUI Arrests:	1	Warnings:	96
Reports Filed:	146		

**REPORTS**

**02/07/19:** Officer Morris responded to George Street for a reported robbery. The juvenile victim stated to the officer that he was at AC&T on Burhans Boulevard putting air into his bicycle tire when two known juvenile males approached him and pulled the bike from him. The one male stated he would punch the victim if he tried to get the bike back. The victim went home and reported the incident to his mother, who in turn called the police. The officer went to the suspect’s house. The suspect was not home, however the officer spoke with the juvenile’s mother. Later that day the suspect’s mother made arrangements for her son to return the bike to the officer. The bike was returned and the juvenile was charged with the following: Robbery, Assault 2<sup>nd</sup> Degree, and Theft \$100–Under \$1,500. The juvenile was released to his mother. No further details are available.

**02/08/19:** Officer Hill responded to Broadway for a burglary report. The property owner stated that his daughter rents from him and she came home to find the window in her back door shattered. Next to the shattered glass on the porch was a brick. The brick shattered only one pane and did not allow the suspect to gain access into the residence. The owner of the property advised it would cost approximately \$300 to replace the door. There were no witnesses and there are no suspects at this time.

**02/09/19:** Sergeant Bobetich was conducting checks of the businesses and parking lots on Garland Groh Boulevard. He located a tan Blazer that had front end damage, three flat tires and displayed a Maryland dealer plate that did not return to the vehicle in question. The officer approached the vehicle to find the vehicle full of trash and a male and female sleeping in the vehicle. The officer conducted a check on the VIN plate of the Blazer which returned to a 1999 Chevrolet truck. The Blazer was not currently registered in any state. The officer noticed a thermal cup that contained hypodermic syringes that was sitting in the cup holder of the vehicle. The female occupant stated she is pregnant and the syringes were not hers. The officer arrested the male occupant and charged him with Theft Less \$100 and Drug related charges. The female was transported to the Rescue Mission to seek shelter for the night. No further details are available.

**02/10/19:** Officer Wolfe was dispatched to North Locust Street for a report of a disturbance. The caller had advised dispatch that a male came from his apartment and started banging on her door. When the officer arrived and approached the apartment, he could hear a man yelling loudly and banging on the walls. The officer advised the male to open the door, however the individual would not respond to the officer. The male was banging on the door so hard that chips of paint were falling from around the door frame. The officer tried to reach the landlord to help gain access into the apartment. The landlord stated she would come to the property however she could not come right at that moment. The officer advised that if the male failed to open the door, the officer would need to use forced entry to gain access to the building. When the male still failed to respond to the officer, Officer Wolfe had to use forced entry at which time he was able to take the male into custody. It was determined that due to his erratic behavior and possible drug impairment the male should be transported by ambulance to Meritus Medical Center. While trying to get the male to the ambulance, the male assaulted the officer. Prior to leaving the scene the building maintenance arrived and secured the male's apartment. The officer will be filing charges against the male for Disorderly Conduct and Assault 2<sup>nd</sup> Degree.

**02/11/19:** Officer Daveler responded to Kasinoff Avenue for the report of fraudulent charges made on several credit cards. The victim explained to the officer that she mentioned to a male on Instagram that she had recently been scammed and was complaining to the male about the loss of her money. The male stated he has a friend that works for the FBI and he would help get the person that scammed her and get her money back for her. The alleged FBI agent called the victim and stated he found the scammer but needed \$60,000 to begin the court paperwork. He led her to believe that the money would be returned to her after the scammer went to court. The victim gave the \$60,000 and the alleged FBI agent stated he needed her credit card numbers to "return" the \$60,000 back to her. When she began seeing charges on her credit cards she knew she had been scammed again. She called the police and was advised to contact her bank and close all her credit cards. No further details are available.

## **PRESS RELEASES**

On 02/08/19 at 9:13 a.m. officers responded to the Columbia Bank located at 1640 Dual Highway for a report of an armed robbery. Upon arrival, officers were advised that a male dressed in dark clothing, a face mask, gloves and hoodie entered the bank. He displayed a handgun and demanded money from the clerk. The suspect left the bank before taking any money. No one was injured during the attempted robbery. The suspect is described as being approximately 5'6" and thin build. The race of the suspect is unknown.

The male was last seen fleeing on foot going east in the 1600 block of Dual Highway. A K-9 track was conducted and no suspect was located. At this time, HPD is seeking the public's assistance. If you have any information regarding to this incident or the identity of the suspect, please call 301-790-3700 x234.

## **PLANNING & CODE ADMINISTRATION**

### **New Development Cases:**

- 55 Sycamore Street – Columbia Gas of Maryland – minor site plan for a pole building.
- McCleary Hill, Phase 1 – final plat.

**Planning Commission:** The Planning Commission met on February 6 (which was rescheduled from January 30), and listened to comments from the PenMar Association of Realtors and a representative from the Washington County Republican Central Committee on the proposed changes to the temporary sign regulations. Commission members agreed to remove the sign proposal from the packet of amendments to allow the rest of the package to move forward.

On February 13 commission members continued review of their bylaws and the 2018 Land Management Code amendments.

**Weekly Activity Report:** January 28, 2019–February 8, 2019

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	12	Residential -	5	Commercial -	5	Other -	2	9
Electric	19	Residential -	8	Commercial -	10	Other -	1	19
Plumbing	21	Residential -	14	Commercial -	4	Other -	3	21
Mechanical	14	Residential -	10	Commercial -	3	Other -	1	14
Engineering Dept.	13							13
<b>TOTAL</b>	79		37		22		7	96
<b>Est. Value of Issued Building Permit Projects:</b>					<b>FY19 Fiscal Year Totals:</b>			
Residential	\$ 2,850.00				\$ 4,394,828.00			
Commercial	\$ 16,311,000.00				\$ 39,450,956.00			
Apartment	\$ 0.00				\$ 1,867,149.00			
Sign	\$ 58,500.00				\$ 163,078.00			
<b>TOTAL</b>	<b>\$ 16,372,350.00</b>				<b>\$ 45,876,011.00</b>			
<b>Projects of Interest</b>								
<ul style="list-style-type: none"> <li>- Erect a 20' free standing sign, 10 building signs, and menu board for Krispy Kreme at 531 Dual Highway - \$45,000</li> <li>- Remodel existing space to create 15,000 sq. ft. for future production lines at 1200 Frederick Street - \$16,166,000</li> <li>- Install new cell tower at 1110 Pennsylvania Avenue - \$100,000</li> <li>- Install support beams for third floor/second floor ceiling at 90-98 West Washington Street - \$35,000</li> </ul>								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019</b>								
							<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of Jan. 22 – Feb. 1							16	21
New applications issued week of Jan. 22 – Feb. 1							6	6
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)							3,621	9,233
Percentage of rental license renewals that have registered as of May 2, 2018							99.5%	99.5%
<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		\$ 1,275						
Weekly adjustment/credits		\$ 975						
<b>INSPECTIONS</b>								
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>							
Building	94							
Electrical	49							
Plumbing	48							
Mechanical	15							
Safety	73							
Neighborhood Vitality	52							
Quality of Life	13							
Preventive Maintenance	8							
Planning & Zoning	2							

<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.

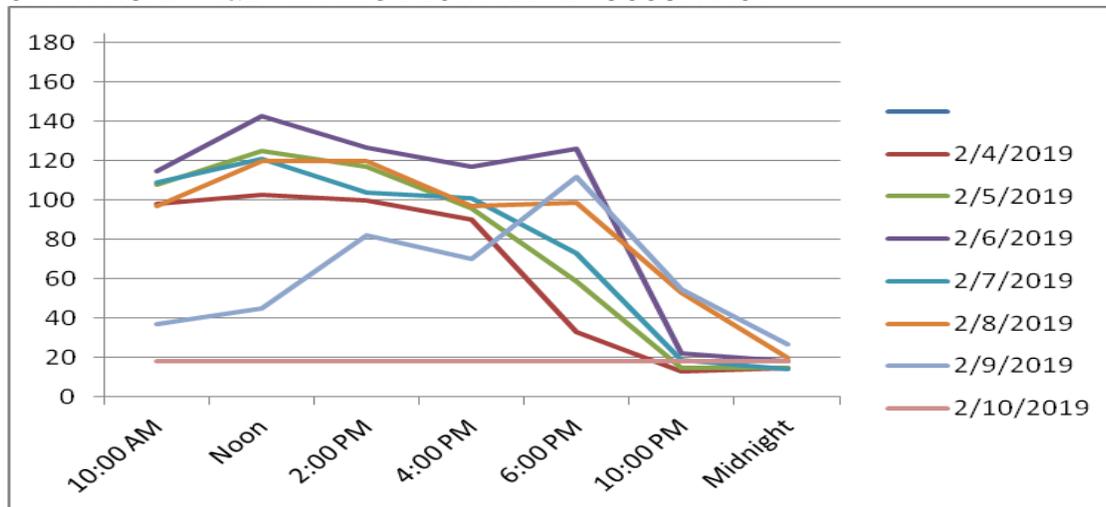
**PUBLIC WORKS**

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

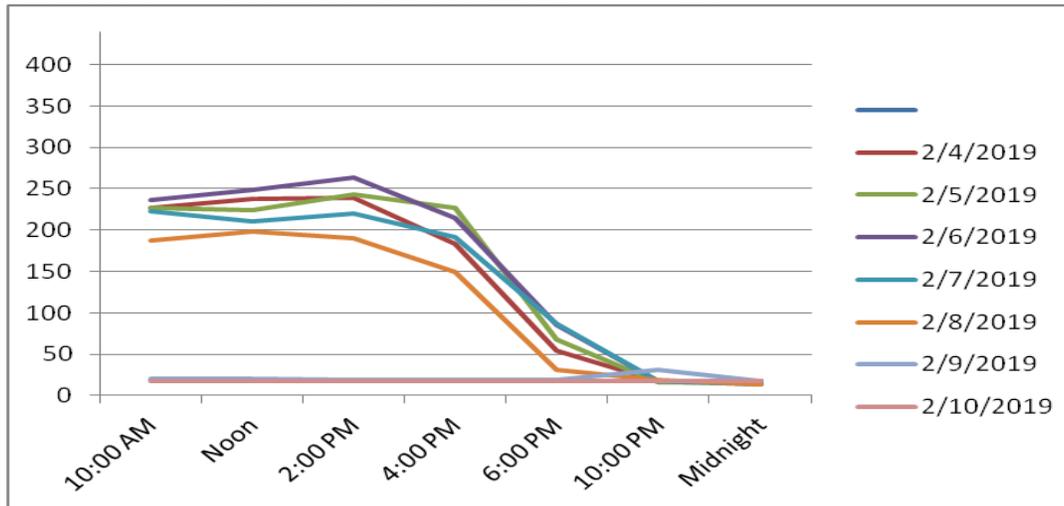
		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	193	194
	University District Deck	379	378
<b>Number of Patrons Using Decks</b>	A & E Deck	1699	1582
	University District Deck	1997	1920
<b>Number of Student Permits</b>	Central, Market, Rochester Lots	8	6
<b>Number of Citations Issued</b>	(Includes Warnings)	273	72
<b>Number of Cars Booted</b>		0	0
<b>Late Payment Notifications</b>		55	40
<b>Peak Occupancy (%)</b>	A & E Deck	78% Wed @ Noon	*100% Sat @ PM
<b>Peak Occupancy (%)</b>	University District Deck	60% Wed @ 2 PM	56% Tue @ 10 AM

\*NOTE: Event at the Maryland Theater

**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	0	2
Human Resources	0	0
Light	1	2
Parks & Engineering	1	0
Police	6	7
Public Works	3	5
Wastewater	0	1
Water	4	6
<b>Weekly Totals</b>	<b>15</b>	<b>24</b>
<b>Yearly Total</b>	<b>120</b>	

**AFTER HOUR CALL BACKS**

- Friday 2/8/19 @ 4:45 p.m.: Elevator trouble at the A&E Parking Deck. HFD had to assist removing occupants. Elevator was put out of service.
- Saturday 2/9/19 @ 7 a.m.: 9-1-1 called about an isolated icy street condition at Washington Avenue and West Side Avenue. Staff called back to salt icy patch.
- Saturday 2/9/19 @ 5:30 p.m.: Pay station at the A&E Parking Deck failed. Technician called in to make repair. Found a dollar bill jammed in the machine. The bill was removed and the machine placed back in operation.
- Sunday 2/10/19 @ 1:15 p.m.: Miss Utility emergency locate for a gas line leak at Berner Avenue and Avalon Avenue. Staff confirmed there were no underground electrical wires for traffic signals.

**<sup>1</sup>AFTER HOURS CALL BACK DATA**

	Issues for 2019	January	
Street Issue			
Parking System			
Traffic Signal	Signals on flash	2	
Traffic Signs			
Building Maintenance	Door failure	1	
Fleet Maintenance	Generator repair, fuel station	3	
Weather Related	Icy streets	3	
Misc.			
<b>Total</b>		<b>9</b>	
<b>Total Call Backs 2019</b>			<b>9</b>

<sup>1</sup>After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. Field personnel may or may not be contacted depending upon the issue.

**STREET SWEEPING DATA**

Month 2019	Number of Miles of Streets Swept
January	509
<b>Total Miles Swept for 2019</b>	<b>509</b>

**BULK TRASH COLLECTIONS**

Month 2019	Number of Collections
January	21
<b>Total Bulk Trash Collections for 2019</b>	<b>21</b>

**PROPERTY ABATEMENTS COMPLETED**

Month for 2019	Number of Property Abatements
January	16
<b>Total Abatements by PW for 2019</b>	<b>16</b>

**SNOW OPERATIONS.** Snow began to fall late in the day on Sunday, February 10, 2019, from Winter Storm Maya. A crew was scheduled in to handle the storm that eventually turned to ice and then rain. By late Monday night, Winter Storm Nadia hit bringing with it icy conditions that closed schools on Tuesday. Snow operations ran through Tuesday clearing the ice from the streets while it rained all day. An additional 250 tons of salt were ordered to replace what had been used through the two storms.

**TECHNOLOGY & SUPPORT SERVICES**

**COMMUNICATIONS DIVISION**

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

- Hagerstown Working to Close \$3.4 Million Budget Shortfall Without Tax Hike
- ‘Our Number One’ Hagerstown Crossing Guard Places Second in Nationwide Contest
- Hagerstown to Consider Next Inductees to Memorial Park Honor Circle
- Hagerstown Might Repeal Public Utility License Agreement
- Press Release: Hagerstown Infusion Grand Opening
- Press Release: Board of Traffic & Parking Vacancy
- Weather Advisory for Trash & Recycling
- Trash & Recycling Presidents’ Day Advisory
- Traffic Advisory: Manor Drive
- Traffic Advisory: South Potomac Street

**This Week’s Video Projects:**

- Mayor & City Council Special & Work Session
- “State of the City” Video Scheduling
- “State of the City” Video Shooting

**Channel 25 Hub City Now Programming:**

- "See Something, Send Something" App Video
- "Open For Business" Video
- "Council WRap" Segment
- The Fit Room :30 Spot
- 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 8,317 user visits for the week of February 4-10
- The most popular top entrances (the first page users accessed on the website):
  - Home Page 1,954
  - Utility Billing Page 815
  - Form Center Page 308
  - Police Page 301
  - Jobs Page 241
  - Bids Page 126
  - Hub City 100-Miler Page 106
  - Firefighters Page 103
  - Parks & Recreation Page 79
  - Dine Downtown Page 71
- Top Searches:
  - "True"
  - "Jobs"
  - "How to evict from home"
  - "Online billing payment—Munis link"
  - "Property tax"

**UTILITIES**

**ELECTRIC DIVISION**

**Problem Areas**

- Fri. 2/8 - 1031 Spruce Street: Total outage. Crew arrived to find a tap broken at the transformer. Time Out: 8.5 – 10.5.
- Sat. 2/9 - R 554 Salem Avenue: Partial outage. Crews arrived to find a secondary lead burnt at the transformer. Time Out: 20.4-22.3
- Sun. 2/10 - UIP Project: Scheduled outage to reroute primary feed to BISFA, Professional Arts building, Hager’s Row. Time Out: 6.0-11.5.9
- Sun. 2/10 - 36 Avalon Avenue: Miss Utility emergency locate. Time Out: 13.6-14.5
- Tues. 2/12 - 324 South Mont Valla Avenue: Service pulled loose, wires smoking: Timeout 15.0-15.5

**Distribution**

- HLD crews continue with substation feeder inspections. This work allows us to be proactive and find potential issues before they become a problem. This assists with improving the reliability of our system for our customers.

- HLD crews completed five service upgrades this week.

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- HLD Staff met with multiple manufacturer representatives regarding products HLD is reviewing for use on the electric system.
- The Staff Engineer completed the design of upgrades to the underground electric facilities in the Northgate area. Distribution staff will begin these upgrades in the spring of 2019 for improved reliability and operation of the underground facilities.
- The Staff Engineer submitted a manifest of HLD overhead and underground transformers for refurbishment by the Emerald Transformer Company.
- Engineering staff completed the installation of a rack system which supports multiple reels of overhead and underground cable for the HLD electric system. This is the first of two installations that helps organize our inventory and provide valuable floor space for future stock items.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, February 6, 2019	9.28	0.00
Thursday, February 7, 2019	9.29	0.00
Friday, February 8, 2019	9.23	0.11
Saturday, February 9, 2019	8.67	0.00
Sunday, February 10, 2019	8.52	0.00
Monday, February 11, 2019	8.98	0.43
Tuesday, February 12, 2019	12.90	0.85
Weekly – Avg. Flow / Total Rainfall	9.55	1.39
Feb – Avg. Flow/Total Rainfall	9.64	1.39

**Miscellaneous**

- Replaced motor starter and thermal overloads on #2 BNR mixer.
- Repaired Bredel pump and piping on Magnesium Hydroxide tank.
- Reconnected float bracket and floats on #5 Final Clarifier tank.
- Disassembled air release valve that was leaking on #3 in-plant pump. Made temporary repair on float and linkage until new parts come in.
- Performed backpressure testing on PSA Oxygen Skid valves.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

<b>Activity</b>	<b>Districts</b>	<b>L. F. main</b>	<b>Feet of lateral</b>	<b># inspected</b>
CCTV Inspections	24	0	185'	5
Flushing	14	11,557'		

### **Collection System Maintenance Task**

- Sewer Backup, 17610 Basalt Drive, issue on private side, all cleanouts in this section are broken, letter to be sent.
- Sewer backup, 17820 Garland Groh Boulevard, problem was debris in their lateral. Vacuumed out their cleanout to stop overflow and advised them to get a plumber to clean lines. Second time this has been an issue there.
- Sewer Backup, 422-424 Mechanic Street, problem is on the private side.
- Pump Station #3; set up scaffolding inside wet well and began prepping the walls to be painted. Also continued removing all old control systems and installing new PLC controls, wrote new program.
- Continued working on problem cleanouts in Abby Lane, prepping them for Mr. Rehab.
- General pump shop repair work.
- Dropped Enzyme bags at various lift stations and trouble spots in the system.

### **Administration**

<b>Wastewater Division – Customer Call Log Summary 2018/2019</b>							
<b>Type</b>	<b>Blockages</b>	<b>Grinder Pumps</b>	<b>Odor Complaints</b>	<b>Flushing</b>	<b>WW Pump Station</b>	<b>Other</b>	<b>Totals</b>
Weekly	0	0	0	0	0	3	3
<b>YTD 2019</b>	<b>3</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>28</b>

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

### **Engineering**

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the Utilities Director to discuss water and sewer service for a commercial development.
- Staff attended Automation training for an Accella update at the County Office Building.
- Staff met with representatives of the County Dept. of Water Quality regarding redirecting Joint Service Area flow.

### **Laboratory**

- Continued cross-training lab personnel on Lachat operation.
- Responded to questions from MDE Facility Inspector.
- Reviewed Lab Technician Job Description.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

**WATER DIVISION**

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/07/19	10.73		10.73
02/08/19	10.77		10.77
02/09/19	10.66		10.66
02/10/19	10.28		10.28
02/11/19	10.30		10.30
02/12/19	10.35		10.35
02/13/19	10.43		10.43
Average			10.50

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

- R.C. Willson – Repairs were made to Blower #1.
- R.C. Willson – Completed repairs on the chemscan sample lines.
- PS6 – Replaced the 4-way function valve on Pump #1.
- PS4 – Completed the annual backflow inspection and service.
- 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 4.0 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.
- Repairs were completed on a water main break on Woodburn Drive.

**Laboratory**

- Continued cross-training lab personnel on Lachat operation.
- Completed monthly bacteria report.
- Collected 1<sup>st</sup> quarter DBP samples.
- Collected final samples for UCMR 4.
- 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	-	1
Final Plat	-	1
Building Permits	8	6
Replat	1	1

- Staff attended a development review meeting at the County Planning Office.
- Staff met with the Utilities Director to discuss water and sewer service for a commercial development.
- Staff attended Automation training for an Accella update at the County Office Building.
- Staff met with a utility contractor on a vault installation for a commercial redevelopment project.



Respectfully submitted,

A handwritten signature in blue ink that reads "Michael Spiker". The signature is written in a cursive style.

Michael Spiker  
Interim City Administrator