

City of Hagerstown, Maryland

Status & Information Report No. 16 for 2013

April 26, 2013

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

APRIL 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5	6
7	8	9 4pm Work Session	10	11 MD International Film Festival	12 MD International Film Festival	13 7am-2pm Community Yard Sale @ Fairgrounds Park MD International Film Festival
14	15	16 4pm Work Session	17	18	19	20
21	22	23 3-7pm Work Session 7:30pm Regular Session	24 Administrative Professionals Day	25	26	27
28	29	30 4pm Work Session				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**
 - The Schmankerl Stube Restaurant in City Center Hagerstown will celebrate its 25th Anniversary later this year with the opening of the Washington County Free Library. However, the City will recognize Charles Sekula and Dieter Bloesel and present them with a small proclamation recognizing their efforts and this great restaurant. The month of April is the official 25th Anniversary. Mayor Gysberts will present this proclamation at 3:30 PM on Tuesday, April 30 at 58 South Potomac Street.
 - A Grand Opening and Ribbon Cutting for Right at Home located at 223 North Prospect Street, Suite 203 will be held at 4:30 PM on May 23, 2013. The owners are Steve Luber, Jean Long and Eileen McLaughlin. The Community Relations Officer is Ryan Burns.
2. **Events**
 - Shepherd University hosted the 2013 Capstone Exhibit. A portion of the exhibit was held in City Center Hagerstown on April 20, 2013 from 5:00 to 9:00 PM at 60 West Washington and Melanie Anderson Photography on the square. The event was well attended.

- The Earth Day Ceremony was held on Monday, April 22 at 10:30 AM at University Plaza, and the Arbor Day Ceremony will be held on April 26 at 10:00 AM at the new Memorial Park.
- Maymart will be held on May 9, 2012 and Taste of the Arts on May 16, 2013.
- Mark your calendars now for the Taste of the Arts Event in City Center on May 16, 2013 from 5-8 PM. It features samplings from City Center restaurants coupled with entertainment. It benefits the Barbara Ingram School for the Arts Foundation, the Maryland Theatre and Washington County Arts Council.
- Faire off the Square will start on May 25, 2013 from 9:00 AM to 2:00 PM in the North Potomac Street Parking Lot. It is coordinated by the Downtown Alliance and the first event will benefit the Humane Society.
- The Western Maryland Blues Fest held a Children's T-Shirt contest. There were 44 submissions from students and a winner will be announced next week.

3. **Fundraising**

- Community Affairs Office is in the midst of their fundraising campaigns for the Western Maryland Blues Fest. They have raised over their goal of \$90,000 to date.
- Augustoberfest Event fundraising is underway.
- Dog Park Task Force met on Friday and set a goal of \$20,000. They are currently at \$6,000 raised.

4. **Market** The Maryland Department of Agriculture came to the Market last Saturday to educate and train our produce and fruit farmers on programs that the Social Services Department provides to families and senior citizens. These programs provide "checks" that can be used to purchase fresh fruits and vegetables and even honey for the seniors. We had four produce vendors attend. The remaining produce vendors are hoping to attend a training soon.

6. **This Week's Headlines and Media Releases:**

- Bester Students Planting Trees on Arbor Day at New Memorial Park
- Community Free Clinic to Accept St. Patrick's Day Run Proceeds
- Public Meeting Scheduled for Cable Television Franchise Renewal
- CANCELLED: Arts & Entertainment Deck Parking Closure
- E-casts:
 - ▶ Good News, Hagerstown!
 - ▶ Hagerstown Advance News

7. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - ▶ WCPS Student Art Exhibition at Washington County Museum of Fine Arts
 - ▶ Earth Day Ceremony at University Plaza
 - ▶ University Plaza and City Park in Full Bloom
 - ▶ Dixie Kitchen Grand Opening
 - ▶ Kerry's Hair & Day Spa Grand Opening
 - ▶ April Events in the Arts & Entertainment District
 - ▶ Walgreens on Dual Highway Celebrates Grand Opening

- ▶ Dan Hall State Farm Celebrates Grand Opening
- In production:
 - ▶ Four videos to be used for QR Code signs in City Park
 - ▶ Blues Fest Preview
- Also airing at select times:
 - ▶ "Divided Valor: Hagerstonians in the Civil War" - daily at 3:00 PM

8. **Websites:**

- *YouTube:*
 - ▶ The City of Hagerstown's YouTube channel can be accessed at www.youtube.com/cityofhagerstown
- New videos this week:
 - ▶ The City of Hagerstown Welcomes Kerry's Hair & Day Spa to City Center!
 - ▶ University Plaza and City Park in Full Bloom
 - ▶ Earth Day at University Plaza
 - ▶ April 23rd Mayor & Council Meeting
 - ▶ Dixie Kitchen Grand Opening
 - ▶ WCPS Student Art Exhibition at WCMFA
- *City Website:*
 - ▶ Website analytics for www.hagerstownmd.org for the week of April 19 - April 24:

Top 10 Content by Titles:

1.	Home page	4,443 visits
2.	Utility Billing	202 visits
3.	Police	134 visits
4.	Parks & Recreations	104 visits
5.	Electric Division	90 visits
6.	City Park	80 visits
7.	Utilities	70 visits
8.	View City Maps	68 visits
9.	Fairgrounds Park	68 visits
10.	Historic City Farmers' Market	60 visits

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses:**

- 301 South Burhans Boulevard – Railroad Junction – restaurant (moved from Noland Drive).
- 1509 Potomac Avenue – Ben's Flower Shop – retail florist (moved from South Potomac Street).

2. **Board of Zoning Appeals:** The BZA will hear two cases on May 15:

- 449 North Prospect Street – Antietam Office & Storage, LLC – administrative appeal of a notice of zoning violation regarding a use not permitted by the Zoning Ordinance.
- 323 Belview Avenue – Dixie E. Hart – variance to reduce the required side setback and aggregate side setbacks for a carport.

3. **Hager's Crossing Community Meeting** – Staff from Washington County, the School System, the School System's site and building designers, and the City met with residents of the Hager's Crossing neighborhood on April 24th to discuss proposed plans to amend the PUD plan to allow for a new elementary school. About 60 residents attended. There were a few concerns expressed about current speed of traffic on the development's collector roads and about bringing people into the neighborhood from outside, but most in attendance spoke in favor of having a school in their neighborhood and asked what they could do to make sure that it was approved. Staff collected the names and contact information for those in attendance and we will keep them apprised of upcoming meetings on the project as the PUD amendment and site plan move forward. The County plans to submit the PUD amendment application on April 26th. The preliminary consultation with the Planning Commission is planned for May 8th.
4. **Weekly Activity Report:** April 15–19, 2013

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	3	Commercial -	2	Other -	0	13
Electrical	10	Residential -	4	Commercial -	6	Other -	0	10
Plumbing	10	Residential -	10	Commercial -	0	Other -	0	10
Mechanical	7	Residential -	4	Commercial -	1	Other -	2	7
Engineering Dept.	8							7
TOTAL	40		21		9		2	47
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 541,100.00				\$ 6,435,720.00
Commercial				\$ 668,000.00				\$ 27,066,010.00
Apartment				\$ 800.00				\$ 1,555,608.00
Sign				\$ 13,500.00				\$ 257,424.00
TOTAL				\$ 1,223,400.00				\$ 35,314,762.00
Construct two single family homes in Greenwich Park - \$240,000 Construct two single family homes in Collegiate Acres - \$280,000 Construct building for truck service & vehicle detailing at 1951 Dual Highway - \$530,000 Construct men's and women's bathroom on 1 st floor at 1165 Imperial Drive - \$65,000								
RENTAL LICENSES								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	8			10				
New Applications Issued	7			10				
Total Registered Since 6/1/12	3089			8434				
PAYMENT								
Total Payments Received	\$ 500							
Adjustments	\$ 0							
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	48							
Electrical	36							
Plumbing	18							
Mechanical	7							
Safety	70							
Neighborhood Vitality	48							
Quality of Life	15							
Preventive Maintenance	49							
Planning & Zoning	2							

Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.

INSPECTIONS KEY:

Categories of Conditions

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.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **ELECTRIC SERVICE INTERRUPTIONS – CUSTOMER SERVICE VOLUMES FIRST THREE WEEKS OF SEASON (PHONE/LOBBY):** The department has resumed interruptions of service for delinquent paying electric customers as of April 1. As of April 25, 461 accounts were interrupted for non-payment, of which 257 (56%) have had their service restored due to payment and/or agency pledge on the account. This accounts for approximately \$124,500 of delinquent revenue (60+) either collected or pledged, plus \$4,100 in service fees.

The department experienced the highest call and lobby volume since the installation of our call management system in early 2006. During the first 3 weeks of April, **just under 6,000 calls** were offered into the Customer Service queue, with **over 2,900 lobby visitors** being serviced by **four full-time and one part-time staff person** (staff work both phones and lobby customers). This compares to the same time period in 2012 (3,900 calls offered into the queue and 2,050 lobby visitors) and 2011 (3,700 calls offered, 1,900 lobby visitors). A "normal" week will average 950 calls offered and 500 lobby visitors. Staff were still able to help 50% of those calling, though customer experienced very long hold times due to having three times the volume of calls coming into the system. Of course, 100% of those coming into the lobby were handled. Staff feedback show that 8 out of 10 customers serviced were asking for payment arrangements either on termination notices or on current bills to keep them from being delinquent on either an electric and/or water bill. Staff did a tremendous job handling the volume as well as handling the temperament of customers while negotiating tough arrangements (maximizing the amount paid towards the bill or facing service interruption) as well as those upset with the extended hold times. Staff will resume with water service interruptions the week of April 29.

2. **Welcome:** IT & Support Services would like to welcome Meghan Taccino, our new Part-Time Customer Service Representative.
3. **TAX SALE PREPARATION:** Staff are compiling information on delinquent real estate tax parcels for their delivery to the County Treasurer and inclusion in the June, 2013 tax sale auction. Staff are working through approximately 200 parcels as of April 25th that have until May 3 at 2:00 PM to pay their 2013 tax bill. If still delinquent, the parcel will be turned over to the County for sale in June. The number of parcels sent to tax sale has stayed static for the last several years.

4. **ONE MARYLAND BROADBAND IMPACT STUDY:** The project committee, along with the Design Nine consultant, have met for the last discussion group meeting on April 23. A full draft report will be sent to the group the week of May 13, with a presentation to what is hoped to be a combined County/City government session scheduled sometime in June. Initial indications from the study continue to show a significant opportunity for broadband expansion within the City for both economic development and recreational use. The group also received the first draft of pro-forma financial statements, network designs, and coverage maps. Following discussion on this information, Design Nine will update their results and produce a final draft for last feedback.
5. **TYLER CASHIERING – BREKFORD SPEED CAMERA REVENUE COLLECTION:** IT staff, in conjunction with Tyler/MUNIS and Brekford technical staff, continue to work on a potential interface that will allow the Tyler Cashiering System used by the City for the collection of revenues for utility/tickets/general billing payments to also be used for speed camera collections. Currently, the only method of payment is through the Brekford website. We hope to be able to provide more flexibility by opening up both our lobby and City website to speed camera payments.
6. **MUNIS FINANCIALS VERSION UPGRADE TO TESTING ENVIRONMENT/SERVER UPGRADE:** IT staff will begin working to get hardware ready for the implementation of the latest MUNIS Financial system upgrade to Version 10.3 into the TEST environment for version testing of our financial modules.
7. **IVR – MUNIS INTEGRATION:** Tyler/MUNIS and ICON staff will be talking next week on plans to integrate phone voice mail systems with our MUNIS Financial System to allow for utility payment information to be transferred to our Utility Customer Service phone queue for account balance and payment information to be given directly from the queue without representative intervention. We are also researching whether we will be able to provide payment options via the phone without incurring additional costs.
8. **TIME AND ATTENDANCE RFP - TECHNICAL AND PRICING PROPOSAL RESPONSE DEADLINE:** The deadline for vendors of Time and Attendance software applications to respond to our RFP is Monday, April 29. This system will complete the ability to provide full service Human Resource/Payroll functions for City staff and provide much need functionality to our ability to track employee time and costs related to projects and labor tied to them.
9. **FY2014 TAX BILL FORM DESIGN IN-HOUSE TESTING:** IT Staff have designed a new tax form for 2014 tax bills and will be testing in May. The bill provides flexibility not able to be produced using the Tyler/MUNIS forms program. The form will allow cashiers to print a complete tax bill at their counter without having to do a print screen of information. The new form will also be able to print a form with information pro-rated throughout a 12 month period, instead of just a 6 month period per Tyler forms. Citizens have asked for this functionality and we hoped to have provided it this tax year.
10. **SMART PHONE DATA RETRIEVAL TRAINING:** Our new Police Technologist will be attend training at the Washington County Sheriff's Dept. on how to pull data of smart phones next week. Criminals have become adept at hiding information on the storage units of smart phones, or on removable SD cards that are inserted in smart phone devices. This training will allow the position to aid HPD in getting information quickly into the hands of detectives.

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,615	CDS Arrest:	2
Criminal Arrest/Warrants:	23	DUI Arrests:	1
Moving Violations:	58	Search Warrants Executed:	0
Safety Repair Orders:	2+	Field Interviews:	62
Warnings:	98	Parking Tickets:	27

2. **REPORTS**

- 04/19/13: Officer Marshall responded to The Dollar Store on Eastern Boulevard for a report of a burglary that occurred overnight. Officer Weedon responded to that same address earlier for a destruction of property where someone had thrown a rock through the front door. The assistant manager stated that someone had broken into the store during the night and exited through the rear exit. He further stated he has not had the opportunity to determine if anything had been taken. There were no witnesses to the incident. Further investigation will continue.
- 04/19/13: Officer Younkens was dispatched to Noland Drive for a reported burglary. The victim reported that she locked the front and rear doors before going to bed. However, when her husband came home later he reported the front door was closed but unlocked. A quick look around the living room revealed that the family Sony PS3 and several games were missing. There were no signs of forced entry to the doors or windows. There are no suspects at this time.
- 04/21/13: Officer Constable responded to East Avenue for a reported assault. The victim was on his way home from Sheetz when he noticed an older red Ford Explorer following him. There were three white males and one black male in the vehicle. The vehicle stopped and the males got out and assaulted him with their fists. No weapons were displayed. No further information is available at this time.
- 04/22/13: Uniform patrol officers responded to Susquehanna Bank on Frederick Street in reference to a robbery in progress. Dispatched stated the suspect was a white male, wearing a black jacket, ball cap and sunglasses. A customer service representative stated that a white male came in and handed her a note. The note stated he wanted money and he had a gun and would use it. The representative handed the money to the suspect. He took the money, and the note, but displayed no weapon. The suspect left the bank on foot. A more complete description was gathered when the surveillance video was viewed. Detectives Ackerman and Kayser interviewed the witnesses to get further information about the robbery. The investigation will continue.

3. **OTHER NEWS/INFORMATION**

- A special welcome to new hire Beth Watson. She will be working part-time in the Central Records Division at the Hagerstown Police Department. We wish her well.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	198	198
	North Potomac Deck	370	369
	Downtown Parking Lots	372	371
Number of Patrons Using Decks	A & E Deck	2,099	2,189
	North Potomac Deck	1,839	1,957
Sales of Discount Coupons		50	0
Number of Citations Issued	(Includes Warnings)	236	228
Number of Late Payment Notifications		43	29
Number of Cars Booted		1	2

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	6	2
Human Resources	1	0
Light	5	5
Parks & Engineering	2	1
Police	4	6
Public Works	7	8
Water	1	9
Wastewater	1	0
Weekly Totals	30	31

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

- Problem Areas.** Recent call-outs included:

 - Thur. 4/18 - 311 Jefferson Street (rear) - pole damaged; pole was found to be a private pole. Time Out: 17.0-17.7
 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.
 - Various locations- (reconnections for non-payment). Time Out: 17.2-17.7
 - Fri. 4/19 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.4
 - 1320 Outer Drive- lines down; Lineworker replaced triplex cable to correct problem and restore power. Time Out: 16.0-18.0
 - 705 Oak Hill Avenue- total outage; tree branch fell against transformer causing fuses to operate; (2) transformer fuses replaced to correct problem. Time Out: 19.5-20.0
 - Sat. 4/20 - 379 Yorkshire Drive- lines down; conduit from street light had pulled loose from pole; Lineman disconnected street light temporarily until follow up repairs were completed on the next business day. Time Out: 15.7-16.2
 - Sun. 4/21 - 24 East Magnolia Avenue- tree on line; tree limb was removed from service wires to correct problem. Time Out: 2.7-3.2
 - 320 Nottingham Road- Miss Utility locate; our service was found to be clear for National Trench Company to make emergency repairs to main wastewater line. Time Out: 8.0-8.5
 - Mon. 4/22 - 230 North Mulberry Street- Miss Utility locate; our services were clear for Columbia Gas to make emergency repairs to gas main break. Time out: 0.9-1.2
 - Various locations- (reconnections for non-payment). Time Out: 16.6-17.2

2. **Distribution** Recent activity included:
- Metering Staff received no high bill complaints this week.
 - Line crews continue annual feeder inspections for Wesel Substation.
 - Line crews continue trimming trees in various residential locations.
 - Line crews performed various service upgrades and meter installations.
 - Continued with pole inspections and re-tagging throughout the City.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
12	0	8	0

3. **Engineering** Staff worked on the following projects:
- Staff reviewed and processed multiple building permits regarding fences and new construction involving HLD electrical distribution equipment.
 - Staff began mapping the underground electrical infrastructure at the Wastewater Treatment Plant for entry into the electric GIS model for up-to-date knowledge of the facilities in the event of an outage that HLD needs to assist with.
 - The Engineering staff met with Altec (bucket truck manufacturer) to discuss repairs to HLD's industry specific vehicles that they can assist with.
 - The Engineering staff reviewed and designed multiple electric service plans throughout the City.
 - The Staff Engineer reviewed and specified additional safety materials for use by HLD field personnel.
4. **Administration:**
- Staff attended the annual meeting with the PPC (Public Power Coalition) in Wilmington, Delaware to discuss issues on various PJM topics. The outcome of these topics could affect future transmission and generation pricing from our supplier. The PPC makes decisions to vote on PJM topics with the public's best interest in mind.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 17, 2013	5.88	0.29
Thursday, April 18, 2013	5.67	0.00
Friday, April 19, 2013	6.31	0.67
Saturday, April 20, 2013	6.16	0.10
Sunday, April 21, 2013	5.99	0.00
Monday, April 22, 2013	5.99	0.00
Tuesday, April 23, 2013	5.88	0.00
Weekly Average/Total	5.98	1.06
Monthly Average/Total	5.91	1.78

Projects

- AR&E replaced the top bearing of #1 Nitrified recycle pump.
- Water dept crane reinstalled the motor for #1 nitrified recycle pump.
- Light department was on site to repair the plant site lights
- Mike Callendrelle from IST was in to do maintenance on the Pressure Swing Absorbtion skid for the oxygen generation system.

Miscellaneous

- Maintenance hooked up dry air to the methanol containment pipe between the pump room and injection vault to clear the containment pipe leak alarm. We are waiting on instructions for venting and sealing the pipe.
- Maintenance repaired the hypo feed line to the Odor Control Scrubber for sludge holding tank No. 1 and restored chemical feed to the unit. Unit back in service.
- Light Department was on site working on site lighting Friday 4/19/13.
- Maintenance installed Nitrified Recycle Pump # 1 motor after AR&E installed the upper bearing. The Unit back in service. AR&E will be in next week to schedule pulling one of these pumps to assess damage below the upper bearing.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	2, 11, 12	919	339	17
Flushing	11, 12	11,075		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	11	1	Roots	23.5

Collection System Maintenance Task

- Called to 1244 Pope Avenue; owners' problem.
- Cleaned mains in district 12.
- Installed Bio-Bags throughout infrastructure to control FOG.
- Finished sealing leaks in manhole 07019; ready for epoxy.
- Setup traffic control for repair at 1552 Dual Highway, excavated lateral, replaced wye and section of lateral, found heavy roots in main, steel plated ditch so crew could cut roots. Removed plates, installed shoring so flushing crew could remove roots.
- Installed main line and backfilled, top soiled, and spread straw.
- Placed topsoil behind curb at 1020 Bramley, seeded and spread straw.
- Excavated ditch for plant to repair chemical feed line through wall in the operations building then backfilled ditch.
- Moved bundle of 6" pipe into pole barn.
- Grinder Pump bench work.
- Grinder Pump for 1535 Kensington.

Administration

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	0	0	0	1
YTD	21	17	2	4	4	10	58

* Other - consist of calls that maybe 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 a consultant regarding final approval for a commercial redevelopment project.
- Staff met with Utilities Department staff regarding water and sewer allocation for an existing commercial development.
- Staff met with Washington County Engineering representatives and the Utilities Department Director to discuss Robinwood Corridor II design issues.

Wastewater Laboratory

- Annual DMRQA proficiency sample testing continues.
- The ChemScan unit's readings were off by a considerable amount, maintenance was notified.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
4/18/13	11.74		11.74
4/19/13	11.56		11.56
4/20/13	11.25		11.25
4/21/13	11.39		11.39
4/22/13	11.70		11.70
4/23/13	11.53		11.53
4/24/13	11.55		11.55
Average			11.53

Water Production at RC Willson

- *Operations*
 - Completing routine PMs.
 - Mowing/yard work.
- *Maintenance*
 - R C Willson – Performing routine PMs.
 - Breichner Plant – Installing clear well pumps.
- *Instrumentation*
 - R C Willson – Installing level system Edgemont.
 - Pump Stations – Installing MCC for future Pump #3 Station #2.

Water Production at Breichner

- The Edgemont Reservoir is currently at -3.25'; the bypass and the hydrant are open.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed and are working on meter exchanges throughout the system. We have completed work on Sunset Avenue and are replacing meter tiles and hydrants on Bryan Place. We also repaired a leak on Cornell Avenue and are starting work on Volvo Way replacing a large meter.

Laboratory

- The Consumer Confidence Report was sent to HBP along with a PO to print the 32,000 copies. They will produce a proof first for final approval.
- Process and regulatory testing on the Potomac supply was routine.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		1
Building Permit	6	

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant regarding final approval for a commercial redevelopment project.
- Staff met with Utilities Department staff regarding water and sewer allocation for an existing commercial development.

Respectfully submitted,



Bruce Zimmerman
City Administrator