

# City of Hagerstown, Maryland Status & Information Report No. 44 for 2014

November 7, 2014

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

NOVEMBER 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5	6	7	8
9	10	11 <b>HOLIDAY</b> <b>CITY OFFICES</b> <b>CLOSED</b> No M&C Meeting	12	13	14	15
16	17	18 4pm Work Session	19	20	21 7pm Public Square Tree Lighting  8pm Hollyfest	22
23	24	25 7pm Regular Session	26	27 <b>Thanksgiving</b> <b>Holiday</b> <b>CITY OFFICES</b> <b>CLOSED</b>	28 <b>Thanksgiving</b> <b>Holiday</b> <b>CITY OFFICES</b> <b>CLOSED</b>	29
30						

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:**

- Please mark your calendars now. d'Vinci Interactive is marking its 20<sup>th</sup> anniversary with a celebration on Thursday, November 13, 2014 at 4:30 PM. d'Vinci Interactive has been a leader in designing technology-driven learning experiences and applications since it was founded by the late Vince Hellane in 1994. The business is located at 28 South Potomac Street on the fourth floor.
  
- A Grand Opening/Ribbon Cutting for Fresh Academicz at 22 North Mulberry Street, Suite 011 in Hagerstown has been slated. The event will be held on Monday, November 17, 2014 at 4:30 PM. The owner is Pedrito Arizmendi. Please join us in celebrating another business making downtown Hagerstown its home.
  
- Wright Hand Studio is also having a Grand Opening/Ribbon Cutting at 571 Jefferson Street on Tuesday, December 2 at 1:00 PM. The owner is Stephen Wright. Take a look at this clay studio and some of Mr. Wright's creations.

2. **Events:**

- **City Wide Trick-Or-Treat** was held on Friday, October 31 from 6:00 PM to 8:00 PM throughout the City of Hagerstown.
- The 13th Annual Hagerstown Gridiron Championship Classic will be played on Friday, November 7 at 7:00 PM at South High's School Stadium. At the end of the game, Councilmember Kristin Aleshire will present the trophy to the winning team to be kept at their school throughout the year. The North High MVP Scholarship is being sponsored by the Kiwanis Club, and the South High MVP Scholarship is being sponsored by Orrstown Bank.
- Staff is working on holiday events and decorating for this time of year including, Hollyfest and the Christmas Tree Lighting set for November 21.

3. **A&E District**

- The Hagerstown A&E District will be home to the Annual Arts and Entertainment District Managers Meeting which is tentatively planned for April 20, 2014. State staff came to Hagerstown this week to review sites.

4. **Fundraising**

- Staff is working on fundraising for the George Washington Statue and holiday events.
- Staff attended a meeting this upcoming week to start working on fundraising efforts for the Community Gardens.

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

- Mayor & Council Pay Tribute in Veterans Day Observances
- Celebrate America Recycles Day: Recycle Your Electronics for FREE
- E-casts:
  - City Residents Can Recycle Electronics for FREE
  - Save the Date for the 2015 Western Maryland Blues Fest
- Traffic Advisory
  - Broadfording Road Re-opening
  - Prospect Avenue

6. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Korean War Veterans Monument video
  - Small Business Saturday Promotion
  - November Pop-Up Shops Promotion
  - Hagerstown Gridiron Championship Commercial
  - A Trip with the Mayor to Wesel, Germany
  - Fire Prevention Tips
  - "The Fishing Lesson" Public Art Promotion
  - Special Broadcasts:
    - ▶ Divided Valor - Saturday and Sunday at 2:00 p.m.
  - In production:
    - ▶ Action Products Supports Mercy Ships Medical Endeavors
    - ▶ "The Fishing Lesson" Public Art Sculpture

- ▶ Hagerstown Ice & Sports Complex Re-dedication Promotion

7. **Websites**

- City Website:

- About 7,900 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of October 27, 2014 - November 2, 2014.
- Top entrances (first page users accessed on the website):
  - ▶ Home page 2,696 users
  - ▶ Calendar 1,104 users
  - ▶ Jobs page 329 users
- Top Searches:
  - ▶ "trick or treat"
  - ▶ "main street"
  - ▶ "broadfording road"

- engageHagerstown:

- Total Participants: 336
- Unique Visitors: 5,936
- Page Views: 35,341
- Current topics:
  - ▶ Which hometown team will you be cheering on at the North vs. South football game?
  - ▶ How can we promote and encourage character development in our community?
  - ▶ Vote for your favorite holiday song! The winner will be used to celebrate the Christmas Tree Lighting in Public Square.
  - ▶ What recycling options would help you get rid of household trash in a more environmentally friendly way?

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued**

- 258 S Potomac Street, Apt. 2F – R & J Painting – home office for a painting contractor.
- 505 West Franklin Street – Errand Boy – home work station for a hauling and lawn maintenance business (all equipment to be stored outside City limits).
- 1217 Virginia Avenue – Kids Label Cannery – home work station for retail sales of home-canned jellies and pickles (off-site sales only at craft fairs).

2. **New Development Review Cases**

- 608-610 Maryland Avenue – Poffenberger – final plat

3. **Planning Commission:** The Planning Commission is scheduled to review the following matters on November 12:

- Bharat & Sons Estates, LLC – 1441 Wesel Boulevard – sketch plan for stormwater management

- Aschenbach-Hagerstown LLC – 17966 Garland Groh Boulevard – proposed mass grading plan
  - CortPark Apartments – Concept Plan for Expansion of the Number of Units – written decision
  - 2014 Shopping Center Occupancy Study
  - 2015 Planning Commission Meeting Schedule
4. **Historic District Commission:** The HDC will consider the following cases on November 13:
- 21 South Potomac Street – The Maryland Theatre Association, Inc. - sign and grant
  - 26 East North Avenue – Sarah A. Viera – pergola
  - 43-47 West Washington Street – City of Hagerstown – rear landing
5. **Board of Zoning Appeals:** The BZA will consider one case at its November 19 hearing. An appeal was filed by North Prospect Properties, LLC, and Mike’s Holding, LLC, t/a Mike’s Tavern, c/o Schlossberg & Mastro for a special exception to expand a nonconforming use for kitchen improvements and cold storage facilities and to permit construction of a new fresh-air seating area at the premises designated as 636-638-640 North Prospect Street.
6. **Code Administration Weekly Activity Report:** October 27–31, 2014

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	5	Commercial -	1	Other -	0	14
Electric	20	Residential -	8	Commercial -	10	Other -	2	20
Plumbing	15	Residential -	10	Commercial -	5	Other -	0	15
Mechanical	9	Residential -	2	Commercial -	7	Other -	0	9
Engineering Dept.	8							8
<b>TOTAL</b>	<b>58</b>		<b>25</b>		<b>23</b>		<b>2</b>	<b>66</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 439,078.00				\$ 2,371,038.00			
Commercial	\$ 18,149,500.00				\$ 31,500,745.00			
Apartment	\$ 337,003.00				\$ 2,832,643.00			
Sign	\$ 11,400.00				\$ 133,757.00			
<b>TOTAL</b>	<b>\$ 18,936,981.00</b>				<b>\$ 36,838,183.00</b>			
<b>Projects of interest:</b>								
- Construct West City Elementary at 12615 Sedgwick Way - \$17,528,000								
- Construct four townhomes in Collegiate Acres - \$320,000								
- Convert mercantile space into clinic and renovate three apartment units at 7 North Potomac Street - \$600,000								
<b>RENTAL LICENSING PROGRAM</b>								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Total registered or invoiced for 2014-2015 program					3,399	9,233		
Registrations received week of October 27					10	97		
New applications issued week of October 27					6	12		
Percentage of total invoiced that have registered & paid					97.0 %	98.3 %		
<b>PAYMENT</b>								
Weekly payment received		\$ 1,670						
Weekly adjustment/credits		\$ 300						

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	44
Electrical	57
Plumbing	26
Mechanical	26
Safety	78
Neighborhood Vitality	44
Quality of Life	9
Preventive Maintenance	27
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.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **ELECTRIC SERVICE REGULAR PROCESS CUTOFF CONCLUDE:** The period for processing the standard cutoff process for delinquent Electric accounts concluded on 10/31. Key statistics are below:

Decrease in overall delinquency between April 1 – October 31:	\$631,696.06
<b>Target</b> Delinquency for 2014, 31-60 past due:	6%
<b>Actual</b> Delinquency on 10/31, 31-60 past due:	5.7% (0.3% over goal)
<b>Target</b> Delinquency for 2014, 61-120 past due:	4%
<b>Actual</b> Delinquency for 2014, 61-120 past due:	1.94% (2.06% over goal)
<b>Target</b> Delinquency for 2014 – 120+ past due:	1.8%
<b>Actual</b> Delinquency for 2014 – 120+ past due:	1.9% (0.1% under goal)
<b>Overall</b> Delinquency for 2013 as of 10/31/13:	17.5%
<b>Overall</b> Delinquency for 2014 as of 10/31/14:	10% (decrease of 7.5% in 2014)
Total service interruptions (4/1/14 – 10/31/14):	2,263
Total service restores:	1,448
Percentage of interruptions restored:	64%

As stated before, the implementation of late fees as well as more aggressive collection and payment arrangement processes contribute to the decrease in the delinquent receivable this year. It is also important to note that for the 120+ past due amount, one account contributes to about 60% of the total amount. That account is under strict payment arrangements and is adhering to date.

2. **IMPLEMENTATION OF ACTIVE! RECREATION SOFTWARE:** IT staff, in partnership with the Parks & Recreation Department, completed implementation of the new Parks & Recreation Registration and Information Systems software package. This system will significantly improve the ability for P&R to management their programs throughout the City.
3. **IMPLEMENTATION OF GASBOY SOFTWARE UPGRADE:** IT staff, in partnership with Central Maintenance Garage (CMG) and Public Works, completed the major upgrade of the GasBoy Fuel Management System located at the Shed on West Memorial Boulevard. This software upgrade provides significant feature enhancements and new opportunities to manage the allotment of fuel and assets for Public Works.
4. **TIME AND ATTENDANCE PROJECT:** IT Staff continue to work with City departments in getting acclimated to the new time clock process.

**PARKS & ENGINEERING**

1. **Health Department Grant.** Parks & Recreation obtained a grant in the amount of \$10,000 from the Washington County Health Department to assist in the creation of programs that will increase physical activity in the City over the next nine months. Staff will provide details at the next Council Work Session.
2. **Marsh Run Walls.** The contractor is finally on site making repairs to the significant wall failures at five locations. The work should be complete in a couple weeks.
3. **Activenet.** The golf course “went live” on our new ActiveNet Point of Sale Software on Wednesday, November 5<sup>th</sup>. The new POS system will assist with reporting, tracking inventory and supporting proshop staff on a more simplistic close-out to their shift.
4. **Golf Course.** The golf course will host Shepherd University Campus Recreation students for a golf outing on Saturday, November 8<sup>th</sup>. The club house is also being considered as an indoor site for recreation programs like yoga, during the winter months of January and February. The course closes for winter on December 7<sup>th</sup>.
5. **Engineering Division Items**

Traffic issues		
Description	Week of 10/31/14	Calendar Year-to-date
Traffic complaints received	10	142
Work Orders completed	7	112
Traffic counts completed	0	37
Construction Projects		
Description	Week of 10/31/14	Calendar Year-to-date
Projects advertised for bids	0	20
Projects under construction	12	17
Projects completed	1	8

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,647	Field Interviews:	92
Arrests/Warrants Served:	24	Moving Violations:	8
Domestic Violence Calls:	31	Parking Violations:	187*
DUI Arrests:	1	Safety Repair Orders:	44
Reports Filed:	169	Warnings:	53

\*This number represents parking tickets issued by Officers, Auxiliary Unit and Parking Attendants

2. **REPORTS**

- **10/30/14:** Officer Biddle was dispatched to Guilford Avenue for a report of a burglary. The victim stated her son arrived home from school and discovered his XBOX, Play Station 3 console and approximately 10-15 games were missing from the residence. It is believed that the suspect gained access through a basement door. There are no suspects at this time.
- **10/31/14:** Officer R. Dean responded to Meritus Medical Center for an assault victim. The officer was advised that the victim had been hit in the face with a baseball bat. The victim fell to the ground and when he woke up he was bleeding from the mouth. The victim stated the assault occurred behind a business located on Church Street. The officer went to the area in which the assault took place but found no traces of blood. No further information is available at this time.
- **11/01/14:** A Hagerstown Police Officer responded to a store located on Maryland Avenue in reference to a theft that had just occurred. The store manager stated that a female customer was confronted and told to remove unpaid store items from her purse. The customer then pushed the employee from her path, exited the store, and left the area. An employee was able to get the vehicle's tag number and the officer was able to view a photo of the female via MVA records. The officer put together a photo array and two employees positively identified the same person as the suspect. Charges of theft and assault are forth coming.

3. **PRESS RELEASE**

- On Wednesday November 5, 2014 at approximately 12:52 AM, officers from the Hagerstown Department of Police were dispatched to the 300 block of South Locust Street for reports of "shots fired". Upon arriving, officers located evidence of a shooting (i.e. shell casings) to the rear of a residence and also learned one of the individuals involved was barricaded inside. That individual, along with several other people inside the residence at the time, were taken into custody without incident by the Washington County Special Response Team (SRT) hours after the initial call. During the course of the investigation, detectives were told Mason Storm Burnett encountered two unknown males wearing dark clothing and masks after he exited the rear door of the residence. One of these males produced a handgun and fired several rounds at Burnett. Burnett, who was also in possession of a handgun, returned fire. Neither individual was injured during the exchange. The investigation also revealed this was not a random incident and the public was not in any danger. Burnett has been charged with: Felon in Possession of a Firearm, Handgun on Person, Reckless Endangerment, and Discharging a Firearm in City Limits. A handgun was recovered from the residence during the execution of a search warrant.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	196	195
	University District Deck	444	446
	Downtown Parking Lots	366	367
<b>Number of Patrons Using Decks</b>	A & E Deck	1,818	1,973
	University District Deck	1,882	2,152
<b>Sales of Discount Coupons</b>		100	0
<b>Number of Citations Issued</b>	(Includes Warnings)	198	165
<b>Number of Late Payment Notifications</b>		30	48
<b>Number of Cars Booted</b>		0	2
<b>Peak Occupancy (%)</b>	A & E Deck	63%	81%
	University District Deck	60%	65%

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	1
Human Resources	0	0
Light	3	1
Parks & Engineering	1	2
Police	8	5
Public Works	4	5
Wastewater	3	2
Water	3	6
<b>Weekly Totals</b>	<b>24</b>	<b>22</b>

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.

### <sup>1</sup>AFTER-HOURS CALL OUT DATA

	Issues for October 2014	October	September
Street Issue	Drain lids missing, sewage in street, tree in street	4	7
Parking System			
Traffic Signal	Signals on flash, not functioning	5	4
Traffic Signs			
Building Maintenance			
Fleet Maintenance			
Weather Related			
Property Issues			1
Misc.	Dumpster set in street involved in accident	1	
<b>Total</b>		<b>10</b>	<b>12</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. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

### STREET SWEEPING DATA

Month 2014	Number of Miles of Streets Swept
January	139
February	95
March	778
April	896
May	1,058
June	1,137
July	1,006
August	782
September	1,193
October	1,046

Public Works typically operates two street sweepers everyday from Monday through Friday. Sweepers do not run on city designated holidays, heavy rain days, severe inclement weather (heavy rain, snow, etc.) or when temperatures are much below 32° F. Many streets in the core of the downtown are permanently posted for weekly cleaning. Streets outside of these areas are manually posted by staff on a regular basis.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

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

- Thur. 10/30 - Commonwealth Avenue- lines down; street light wire pulled loose from pole. Time Out: 16.0-17.2
- 832 Potomac Avenue- lines down; vehicle struck utility pole in accident, our facilities were found to have no damage. Time Out: 19.0-20.5
- Sat. 11/1 - 725 George Street (rear)- total outage; bird caused transformer fuse to operate, (1) 10T transformer fuse replaced to restore power. Time Out: 9.5-10.5
- 617 Adams Avenue- partial outage; connectors were replaced at the pole. Time Out: 15.0-16.0
- 137 South Prospect Street- lines arcing; tree branch trimmed from primary service to correct issues. Time Out: 22.0-23.7
- Sun. 11/2 - 609 Adams Avenue- partial outage; customer's main breaker failed. They were advised them to contact electrician for repairs. Time Out: 0.0-1.0
- 7 Moller Avenue- total outage; customer's main breaker failed. They were advised to contact electrician for needed repairs. Time Out: 14.0-15.0
- Tues. 11/4 - 351 Highland Way- reconnected service for Sprint Cellular after repairs were completed. Time Out: 15.5-16.5
- Wed. 11/5 - 225 West Howard Street- total outage; squirrel caused transformer fuse to operate, (1) 10T fuse replaced to and restore power. Time Out: 6.7-7.0

**Distribution:** Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
41	0	6	1

**Engineering** Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- Engineering staff performed underground locating services in regards to the City wide tree planting project.
- The Staff Engineer began tabulating the amount of exterior concentric neutral underground cable that has been installed on the HLD distribution network. This is being performed using our Electric GIS system model after engineering staff field identified installation locations. The cable is approaching end of life status and will be prioritized for replacement over the coming years.
- The Staff Engineer coordinated tree trimming operations with Pittman's Tree Service working for HLD to clear and maintain electric facility right of ways.
- The Staff Engineer reviewed and evaluated street lighting requests by HLD customers.

**WATER DIVISION**

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/30/14	11.19		11.19
10/31/14	11.04		11.04
11/01/14	10.65		10.65
11/02/14	11.00		11.00
11/03/14	11.17		11.17
11/04/14	11.27		11.27
11/05/14	11.25		11.25
<i>Average</i>			<i>11.08</i>

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs
- Working with contractor on plant upgrades

*- Maintenance*

- R C Willson – Performing routine PMs
- R C Willson – Training

*- Instrumentation*

- R C Willson – Working with construction crews for upgrades

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -10'; the bypass and the hydrant are closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout and are working with the City, County and State on overlay projects. We have completed the installation of a new 8" water main on Buford Drive. Testing will be done next week and then put in service.

**Laboratory**

- Collected 1st set of monthly THM samples.
- Completed spreadsheet for our POE THM/TOC, raw TOC, and pH for the raw and finished water.
- Created spreadsheet for data from field sampling sheet for bacteriological sampling.
- Resubmitted quarterly disinfectant residual monitoring form to Water Division Manager.
- Contacted our consecutive systems to notify them that we will be collecting our 4<sup>th</sup> quarter TTHM/HAA5 the week of November 17<sup>th</sup>.
- Attended "Character Counts" meeting at the Library.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	2	1
Building Permit	10	7

- Staff attended a Willson Water Treatment Plant Phase IV progress meeting.
- Staff met with the City Engineer regarding water service for the proposed Community Garden on South Potomac Street.

- Staff met with an architect's representative regarding a proposed apartment's water service upgrade in Cavetown.
- Staff met with the Robinwood Corridor II County project engineer for final approval of the design of a water main relocation.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Oct 29, 2014	5.82	0.09
Thursday, Oct 30, 2014	5.68	0.00
Friday, Oct 31, 2014	5.44	0.00
Saturday, Nov 1, 2014	5.40	0.00
Sunday, Nov 2, 2014	5.62	0.00
Monday, Nov 3, 2014	5.61	0.00
Tuesday, Nov 4, 2014	5.49	0.00
Weekly – Avg. Flow / Total Rainfall	5.58	0.00
Oct – Avg. Flow /Total Rainfall	6.02	3.10
Nov – Avg. Flow/Total Rainfall	5.58	0.00

**Miscellaneous**

- Replaced shallow well pump (R2-D2) that serves effluent sample sink.
- Repaired/replaced defecting light fixtures throughout buildings.
- Winterized plant equipment and process piping.
- Routine maintenance (MP2 Program) and Corrective Work Orders.
- AR&E was onsite to install new Hitachi 100 HP VFD on effluent pumps.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	10	882	162	12
Flushing	9,14	11,963		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
Manholes	14	3	Overlay	risers

**Collection System Maintenance Task**

- Replaced duplex discharge assembly at 1664 & 1666 Woodlands Run.
- Replaced grinder pump back pressure tube 1658 Woodlands.
- Replaced grinder pump core at 20207 Mahogany Court, 612 Fairmeadows Boulevard and 11332 Eastwood Drive.
- Replaced cast Iron lateral from main to curb at 319 Woodpoint Avenue.

**Administration**

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	4	2	0	0	0	6
YTD	45	89	23	1	4	70	232

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

**Engineering**

- Staff met with Collections Supervisors regarding modification of easements for existing gravity mains adjoining a proposed industrial expansion.
- Staff met with City Permits staff for finalizing the wastewater permits process upgrade.

**Wastewater Laboratory**

- Received our repaired auto diluter from Hach.
- Renewed our service contract for the Lachat.
- Notified Wastewater Plant personnel of our intentions to close the lab on Tuesday, November 11<sup>th</sup> in observance of the Veteran's Day holiday.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,  
  
Bruce Zimmerman  
City Administrator