

# City of Hagerstown, Maryland

## Status & Information Report No. 39 for 2015

October 2, 2015

To Mayor Gysberts and Members of the City Council:

<b>UPCOMING MEETINGS</b>
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<b>OCTOBER 2015</b>						
<i>For more information on 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	6 3pm Executive Session  4pm Work Session	7	8 4pm Board of Traffic & Parking  4:30pm Historic District Commission Meeting	9	10 7am Community Yard Sale @ Stables in Fairgrounds Park  1pm Harvest Hoedown @ Fairgrounds Park
11	12	13 4pm Work Session	14	15	16 6pm Wind Down @ MD Theatre  7pm Hager House Ghost Tours	17 7pm Hager House Ghost Tours
18	19	20 4pm Work Session	21 7pm Board of Zoning Appeals Meeting	22 4:30pm Historic District Commission Meeting	23 7pm City Center Ghost Tours	24 7pm Hager House Ghost Tours
25	26	27 7pm Regular Session	28 7pm Planning Commission Meeting	29	30 6-8pm City Wide Trick-Or-Treat	31 11am Howl-O-Ween Dog Costume Parade @ Dog Park/Fairgrounds Park  5pm Spooky Sprint  6pm Alsatia Mummies Parade

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

#### 1. Events

- *Thunder In The Square:* The Alsatia Club and the City of Hagerstown teamed up for the fifth annual event, which includes classic and high performance cars, trucks, motorcycles, and tractors. As part of the Maryland Theatre's Wind Down, the crowd enjoyed a live performance from the Cruisers. Cars quickly filled up City Center! Staff and committee members felt it was the best one yet!
- *Freaky Friday Wind Down Downtown Hagerstown:* The final Wind Down of 2015 will be October 16, 6-9 p.m. The theme is Freaky Friday and will feature music from The Tone Hounds. Relax in City Center while enjoying great local musical talent, children's activities, vendors, and plenty more at the Maryland Theatre. Event occurs rain or shine. For more, visit [www.mdtheatre.org](http://www.mdtheatre.org).
- *First Hagerstown Hose Company 200<sup>th</sup> Anniversary:* Due to the weather forecast, the 200<sup>th</sup> Anniversary Commemoration of First Hagerstown Hose Company parade and open house scheduled for Saturday, October 3 have been cancelled.

#### 2. This Week's Headlines and Media Releases

- City Prepared for Heaving Rains This Weekend
- Middletown Valley Bank Opens New Hagerstown Branch
- City Implementing Water Treatment Plan to Address Synthetic Latex Spill
- E-casts:
  - Grand Opening and Ribbon Cutting for Middletown Valley Bank
  - POSTPONED: Kiwanis Park Grand Opening
  - Playin' Thru Monthly Newsletter

#### 3. Channel 25

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Downtown Summer Slide Festival Highlights
  - Month in Review for August 2015
  - What's New in Hagerstown Promotion
  - History of Peter Buys Bandshell at City Park
  - Citizen's Police Academy Overview
- In production:
  - Partnership to Bring USMH Student Housing Downtown
  - Month in Review for September 2015

#### 4. Websites

- *City Website:*
  - About 8,600 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of September 21, 2015 - September 27, 2015.

- Top entrances (first page users accessed on the website):
  - ▶ Home page 3,356 users
  - ▶ Jobs page 414 users
  - ▶ Utility billing page 370 users
- Top Searches:
  - ▶ "ghost tours"
  - ▶ "halloween"
  - ▶ "railroad museum"
  - ▶ "historic district"
  - ▶ "property taxes"
- engageHagerstown:
  - Current topics:
    - ▶ Why do you get involved online? Why is a digital format beneficial for you?
    - ▶ What are our community's priorities for planning our city's future?

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **New Development Cases**
  - 702 West Washington Street – Alex Kreyn – Local Conversion District Overlay
  - 205-207 and 219 South Potomac Street – Hagerstown Housing Authority – minor subdivision plat
2. **Planning Commission:** The Planning Commission considered the following on September 30:
  - 200 South Edgewood Drive – Twigg Cycles – approved the site plan for two building additions, including a waiver for street trees along South Edgewood Drive
  - Workshop for 806A-806B-808 Marshall Street – subdivision proposal
  - Preliminary consultation for proposed Local Conversion District Overlay at 702 West Washington Street
  - City Comprehensive Plan Update – Transportation Element
3. **Historic District Commission**
  - The HDC took the following action on September 24:
    - 930 The Terrace – Ann and Sarah Wolfe – approved porch alterations
    - 213 South Prospect Street – Winslow and Judith Wheeler – approved driveway repairs and trash enclosure
    - 658-660 Oak Hill Avenue – Emory Rose for Martha Bristow – approved a request to remove the internal gutter system and replace it with external half-round gutters
    - 90-98 West Washington Street (Hamilton Hotel) – approved an application to brick-in first floor windows along alley
    - 36-40 North Potomac Street – approved a new deck and the addition of a stenciled logo in front of the front door

- 20 West Washington Street – Mike Fitzgerald – approved replacement of storefront windows
  - 269-271 South Prospect Street – WLR Management – fence and railing (applicant did not appear—continued until next meeting)
  - 17 East Avenue – Mark Bartel – approved replacement windows, gutters and Hardi-Plank siding on the rear
  - One East Franklin Street – City of Hagerstown – tabled a request to replace existing turned wooden railing system with a vinyl railing system (this item was subsequently withdrawn by the applicant)
- The agenda for the October 8 HDC meeting includes:
- 269-271 South Prospect Street – WLR Management – fence and railing (continued from the September 24 meeting)
  - 63 East North Avenue – Mary E. Cain – fence
  - 109 North Potomac Street – Super Investments, LLC – façade grant for painting
  - 2008 Comprehensive Plan Update – presentation by Planning Staff
  - Design Guidelines Review
4. **Board of Zoning Appeals:** No appeals were filed by the September 30 deadline.
5. **Another Process Success:** The Planning Commission approved the site plan for the expansion of Twigg Cycles at its September 30 meeting. Elapsed time from submission of the appropriate application form, copies of the plan, and review fees: 38 days.
6. **Weekly Activity Report:** September 21–25, 2015

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	10	Residential -	5	Commercial -	5	Other -	0	6
Electric	18	Residential -	8	Commercial -	8	Other -	2	18
Plumbing	11	Residential -	6	Commercial -	3	Other -	2	11
Mechanical	8	Residential -	7	Commercial -	1	Other -	0	8
Engineering Dept.	10							16
<b>TOTAL</b>	57		26		17		4	59
<b><u>Est. Value of Issued Building Permit Projects:</u></b>				<b><u>Fiscal Year Totals:</u></b>				
Residential				\$ 40,900.00		\$ 1,661,800.00		
Commercial				\$ 636,000.00		\$ 3,220,564.00		
Apartment				\$ 750.00		\$ 136,750.00		
Sign				\$ 0.00		\$ 144,300.00		
<b>TOTAL</b>				<b>\$ 677,650.00</b>		<b>\$ 5,163,414.00</b>		
<b>Projects of Interest</b>								
- Convert existing retail/business for City Ballet School at 61-63 East Franklin Street - \$150,000								
- Construct addition as shell for future tenant at 1441 Wesel Boulevard - \$400,000								
- New Retaining wall at 1441 Wesel Boulevard - \$86,000								
<b>RENTAL LICENSING PROGRAM YEAR EFFECTIVE JULY 1, 2015</b>								
					<u>PROPERTIES</u>	<u>UNITS</u>		
Registrations received week of Sept. 21 – Sept. 25					62	170		
New applications issued week of Sept. 21 – Sept. 25					10	13		
Total 2015-2016 registered (includes changes since 5/1/15)					3,216	8,677		
Percentage of total invoiced that have registered					95.7 %	96.4 %		

**Notes:** The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015. A third past due notice for those still not registered was mailed on September 17. A \$100 per structure late fee was added to those accounts still not in compliance.

**PAYMENT**

Weekly payment received	\$ 6,925
Weekly adjustment/credits	\$ 2,150

**INSPECTIONS**

<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	36
Electrical	52
Plumbing	17
Mechanical	9
Safety	59
Neighborhood Vitality	155
Quality of Life	13
Preventive Maintenance	114
Planning & Zoning	11

**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.

**PARKS & ENGINEERING**

1. **Grant Awards.** We received notice this week that the City was awarded two grants for the design of the Marsh Run Multi-Use Trail that will connect Memorial Park with City Park: \$200,000 from the Maryland Transportation Alternatives Program, and \$90,000 from the Maryland Bikeways Program. These funds will be used to complete the design of the trail, including a proposed tunnel under the CSX rail line.
2. **Request for State Funds.** It's official! The State Board of Public Works has approved Community Parks & Playgrounds funding for the two projects listed below. As time and weather permits, we plan to have both projects completed before spring 2016.
  - Community Garden - \$30,000: Expand the community garden and add permanent fencing. The community garden is used by individuals and groups to produce their own food.
  - Staley Park Pavilion - \$25,000: Construct a 20' x 30' pavilion to accommodate seating for large groups of visitors at the park.

3. **Kiwanis Park.** Due to heavy rains over the past few days, the Grand Opening for Kiwanis Park has been postponed until Spring of 2016. This week we installed all of the directional signs, park rules and boating rules. Over the next few weeks, we plan to install the electric service for the Kiwanis Park sign and the parking lot (which will be paved in the Spring).
4. **Safe Routes to School @ Bester Elementary.** This project is basically complete except for the final inspection to make sure the punch list items have been completed. We have notified the State and are waiting for them to schedule their inspection for ADA compliance.
5. **The Greens at Hamilton Run.** Due to inclement weather forecasted, the 3<sup>rd</sup> Annual Par Fore Pink tournament to be held on Friday, October 2<sup>nd</sup> in partnership with Meritus Health's Make a Difference Breast Cancer Screening Program is being rescheduled to Friday, October 23<sup>rd</sup>. Weather permitting, the greens will be aerated on Monday, October 5<sup>th</sup>. The course will remain open for play, however, the greens may be a little rough.
6. **Building Maintenance.** We continue to make repairs and repaint the City Park Mansion House and Band Shell.
7. **Grounds Maintenance.** Our crews continue to trim trees and clean up debris, trim shrubs and weed, and turf maintenance.
8. **Rec Programs**
  - Yoga continues Mondays, Wednesdays through October 21<sup>st</sup> and Saturdays through October 3<sup>rd</sup>. A winter 'Yoga for Weight Loss' program is being planned and dates will be announced soon.
  - Kickball continues Monday evenings at 6pm through end of October/early November.
  - Fit Fido began this past Sunday, September 27<sup>th</sup> and continues for 6 weeks with 4 people registered.
  - Registration for Fitness Boot Camp has been extended an additional week to begin Monday, October 5.
9. **Rec Events**
  - Hager House Ghost Tours are accepting reservation online. *Exclusive* 11pm and midnight tours are being held on Saturday, October 31<sup>st</sup>.
  - Harvest Hoedown – plans are underway for the event to be held on Saturday, October 10<sup>th</sup>.
  - 3<sup>rd</sup> Annual Dog Costume parade is gearing up for Saturday, October 31<sup>st</sup> and registration is open online.
10. **Engineering Division Items**

Traffic issues		
Description	Week of 9/27/15	Calendar Year-to-date
Traffic complaints received	9	123
Work Orders completed	10	92
Traffic counts completed	2	38
Construction Projects		
Description	Week of 9/27/15	Calendar Year-to-date
Projects advertised for bids	0	29
Projects under construction	7	
Projects completed	0	7

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,599	Field Interviews:	46
Arrests/Warrants Served:	27	Moving Violations:	18
Domestic Violence Calls:	28	Parking Violations:	140
DUI Arrests:	1	Safety Repair Orders:	3
Reports Filed:	173	Warnings:	46

### 2. REPORTS

- 09/24/15: Officer Culp responded to James Street for a theft of a bicycle. The victim stated his mountain bike was stolen from his back porch. He further advised the bike was secured with a chain around the porch post. The bike was not very old and in very good condition. There are no suspects and no further information available at this time.
- 09/25/15: Officer Eichelberger was dispatched to East Avenue for a burglary in progress. The victim stated he saw the open door to his shed and went inside and noticed several mopeds were missing. The lock to the shed was intact; however the hasp was cut to the side of the lock. The victim further stated that having his shed broken into is an on-going problem. There are no suspects at this time.
- 09/26/15: Officer Vanderwall responded to Park Place to backup other officers. A male was found partially unconscious and was unable to respond to the officers' questions. CRS was called and the male was transported to Mertius Medical Center. Due to the individual's responses, the medical technicians believe the individual was on something more than alcohol and the incident was perhaps Spice related.
- 09/28/15: Officer Lippy responded to North Potomac Street in reference to a robbery in progress. The victim, who is the property manager for a building on North Potomac Street, stated he was assaulted. He was called to the building in reference to an eviction. The victim advised he had just gotten into his vehicle when a white male opened the driver's side door and said "Give me your money". The suspect hit the victim with a handgun and then removed the victim's wallet, keys and cell phone. The victim sustained injuries to the left cheek. The suspect is described as a white male with a brown beard, tattooed arms and neck as well as tattooed letters on his fingers. No further information is available at this time.

### 3. PRESS RELEASES

- On 10/01/15 at 12:30 a.m. officers from the Hagerstown City Police Department responded to 158 South Mulberry Street (the area of the Corner Pub) for a report of shots fired. Upon arrival officers located evidence that a weapon had been discharged in the area and noticed damage to the property. No suspect was located and there were no injuries.

At approximately 1:24 a.m. officers were still on the scene investigating the previous incident when a black male, approximately 6 ft tall, wearing all black, ran out of The Corner Pub, into the street and fired off 7 rounds. Prior to officers being able to set up a perimeter and locate the suspect, the suspect fled the area. The officers secured the business and upon doing so they located a gun on the floor inside the establishment. There were no injuries or any damage to property during this incident.

The Police Department is asking that if you witnessed the incident or have any information that could be helpful to this case, to please call 301-790-3700 x234 or email [crimetip@hagerstownpd.org](mailto:crimetip@hagerstownpd.org)

4. OTHER NEWS/INFORMATION

- **Congratulations:** Officer Timothy Rossiter retired from the City of Hagerstown on October 1, 2015. Tim has served with the Hagerstown Police Department for 25 years. During those years, he was assigned to the Uniformed Patrol Unit. He has served on various Patrol Platoons and served as a Field Training Officer as well. The last several years of his police career he served as the Administrator for the Automated Speed Enforcement System Program. Tim will be missed and we wish him a happy and healthy retirement!

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	277	276
	University District Deck	468	465
	Downtown Parking Lots	458	453
Number of Patrons Using Decks		1,604	1,764
	A & E Deck		
	University District Deck	2,153	1,567
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	155	243
Number of Late Payment Notifications		39	57
Number of Cars Booted		2	1
Peak Occupancy (%)	A & E Deck	*65% (Fri @ 10 PM)	91% (Sat @10 PM)
	University District Deck	64% (Mon @ 4 PM)	62% (Mon @ 4 PM)

\*Friday Wind Down and Thunder in the Square

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	5	4
Human Resources	0	0
Light	3	3
Parks & Engineering	2	0
Police	6	9
Public Works	7	2
Wastewater	0	2
Water	4	3
Weekly Totals	27	23

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:

- Sun. 9/27 - 56 E. Antietam Street - Total outage; Transformer fuse operated. Time Out: 14.2 – 14.7.

Wed. 9/30 - 209 Mealey Parkway (rear) – total outage; the neutral was broken. The wire was sleeved to restore service. Time Out: 21.2 - 23.2.

**Distribution:** Recent activity included:

- Metering staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Line crews continue with the removal of meters and the disconnection of services that have been vacant for more than a year. Services that have been vacant for a year or more require an inspection before reconnection.
- Line crews have continued with feeder inspections and repairs.
- Line crews are continuing with the process of switching out fixtures and poles so that they can be cleaned, sanded and repainted. The new epoxy paint that we are now using should reduce the painting cycle for the poles and fixtures.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
24	0	1	0

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

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by the Engineering staff.
- Engineering staff reviewed outage response, material inventory, and various other aspects of HLD operations during and after inclement weather.

**Administration**

- Staff made preparations for an extreme weather event forecasted through Monday as Hurricane Joaquin makes its way up the coast.

**WATER DIVISION**

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

Date	Willson	Breichner	Total
9/24/15	12.79		12.79
9/25/15	12.24		12.24
9/26/15	11.91		11.91
9/27/15	11.96		11.96
9/28/15	12.29		12.29
9/29/15	12.53		12.53
9/30/15	12.34		12.34
Average			12.29

**Water Production at R C Willson**

- The Phase IV work is nearing completion – staff met with MDE to begin formal project close-out on September 30th. Staff also participated in a project progress meeting with our General Contractor and SCADA sub-contractor to continue finalization of the project completion schedule and to discuss on-going conversion issues.
- Operations
  - Staff worked closely with MDE and ICPRB regarding the synthetic latex spill on the Potomac River. Staff also implemented Stage 1 of our Emergency Operations Plans in response to notifications from MDE regarding the impending bad weather.
- Maintenance
  - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff also assisted with storm operations preparation.

- Instrumentation
  - Instrumentation staff continues work with ABB on the new SCADA system.

**Water Production at Breichner**

- The Edgemont Reservoir pool elevation is -9.9 feet below crest and the bypass valve and the hydrant are closed to allow for natural fluctuation of the pool elevation and seepage evaluation. Staff continues to work with Triad Engineering regarding the ongoing study and seepage evaluation. Triad and staff are working on edits to the study to include cost estimates and a prioritized sequence for future work. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service work as needed. Crews finished the service changeovers on Buford Drive and will be preparing for the next main replacement on Diane Drive. We also installed two new fire and domestic meters - one at the new school in Hagers Crossing and the other on Wesel Boulevard for the new Harbor Freight.

**Laboratory**

- Collected distribution system samples.
- Updated spreadsheet for monitoring for nitrification in our distribution system.
- Collected monthly THMs.
- Began monitoring the Potomac River and the R.C. Willson WTP for TSS, TDS, TOC, UV254, Turbidity, and Styrene.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

**Engineering**

Reviews:	City	County
Site Plans	1	1
Preliminary Plats	-	1
Final Plats	-	-
Building Permits	12	1

- Final review was completed and approval was issued for the Westfields Day Care Center site plan.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Sept 23, 2015	5.43	0.00
Thursday, Sept 24, 2015	5.36	0.00
Friday, Sept 25, 2015	5.19	0.00
Saturday, Sept 26, 2015	5.08	0.00
Sunday, Sept 27, 2015	5.29	0.04
Monday, Sept 28, 2015	5.32	0.00
Tuesday, Sept 29, 2015	7.14	1.87
Weekly – Avg. Flow / Total Rainfall	5.54	1.91
Sept - Avg. Flow/Total Rainfall	5.63	3.47

On Tuesday 09/29/2015 the area experienced heavy rainfall. Hagerstown registered 1.55 inches, North end had 1.44 inches and the plant received 1.87 inches. The plant peaked at 17.4 MGD. Due to proper planning there was no major impact to the plant.

**Miscellaneous**

- Assisted Collections personnel with exploratory excavation and testing of existing piping for future modifications to existing fermenter.
- Set up necessary pumping equipment so the 2<sup>nd</sup> sludge holding tank can be filled with utility water to accommodate blower start-up.
- Worked with Collections to pump down the effluent chamber to determine if 12" utility water line is starting to become clogged again.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	17,26	1,967	89	7
Flushing	2,21,22	8,528		
		# Tested	# Failures	% Failed
Joint Testing				
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Joints				
Main Line Only				
Lateral Only	54	1	Broken check valve	6'
Main & Lateral				
Manholes				

**Collection System Maintenance Task**

- Call for a sewer backup at 245 Belview; lateral lays flat no backup condition found.
- Investigated persons entering manhole behind 328 North Potomac (Turning Point), issue wasn't sewer it was a Storm Drain inlet, Contacted City Engineering.
- Cleaned grinder pump tank at 1533 Kensington and cleaned pressure tube at 1529 Kensington.
- Replaced smart switch, pump, and corrected power issue at 20210 Mahogany Circle.
- Pump Station #3; cleaned wet well.
- Pulled flow meter from manhole 11042.
- Inspected Storm sewer for Public Works, alley behind 915 Oak Street.
- Finished constructing aluminum squares for extended shaft poles at pump stations #4, 5, 7 & 8.
- Installed new fuel pump for generator on Unit #518.
- Helped homeowner replace new double pole switch at 20123 Teakwood for grinder pump.
- Set up bypass pumping at WWTP effluent chamber.
- Pump Station #4; installed new radio interface.
- Pump Station #2; bench work on control panel, new HOA switches to be in next week, pulled and inspected both pumps, found carpet fiber in pump 2, used Water Departments' crane truck.

- CCTV work on newly installed Yale Drive sewer; inspected 1,643' for City Inspector. No District number is established yet although it will probably be #26.
- 11110 Mahogany Drive replaced grinder pump, excavated and replaced check valve.
- Completed fence installation at Pump Station #2, gate latch, security wire and corner bracing.
- Pump Station #19 installed rip-rap between wet well and concrete vault to stop erosion into adjoining yard. Also cut limbs that were hanging over the control panel.
- Saw-cut and patched two areas in alley off Summit Avenue, one on Frederick Street, one on North Potomac Street.

**Administration**

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	0	1	0	0	3	4
YTD 2015	42	68	14	7	9	50	190

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

**Engineering**

- Plans and specifications for the next phase of the Citywide Sewer Rehabilitation project to reduce infiltration and inflow are 75% complete.

**Laboratory**

**WATER**

- Collected distribution system samples.
- Updated spreadsheet for monitoring for nitrification in our distribution system.
- Ordered colorimeter for measuring monochloramine, free ammonia, and high-range chlorine.
- Ordered new balance for preparing reagents.
- Collected water sample from residence on Sherman Avenue.
- Collected weekly THM sample from Henson Tank.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Process and regulatory testing was routine for the week.

**WASTEWATER**

- Analyzed drinking water samples for NH3, NO2, NO3, and OP.
- Submitted results for DMR-QA 35 re-test for total suspended solids to our proficiency testing supplier.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,

*Valerie Means*

Valerie Means, City Administrator