

City of Hagerstown, Maryland Status & Information Report No. 25 for 2016

June 24, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JUNE 2016

** For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 5pm Western MD Blues Fest @ University Plaza	3 5:30pm Western MD Blues Fest @ City Center Lot	4 12pm Western MD Blues Fest @ City Center Lot
5 12pm Western MD Blues Fest @ City Park Bandshell	6	7 4pm Work Session	8 4pm Planning Commission Meeting	9 4:30pm Historic District Commission Meeting	10 7pm Outdoor Movies at City Park	11 7am Community Yard Sale @ Fairgrounds Park Stables 8am Fishing Frenzy @ Pangborn Park
12	13	14 1pm Work Session 2pm 94 th Special Session 2:10pm Work Session (continued)	15	16	17	18
19 7:30pm Hagerstown Municipal Band Concert	20	21 7pm Regular Session	22	23 4:30pm Historic District Commission Meeting	24 7pm Outdoor Movies at City Park	25
26 7:30pm Hagerstown Municipal Band Concert	27 MML Convention in Ocean City	28 No M&C Meeting MML Convention in Ocean City	29 MML Convention in Ocean City 7pm Planning Commission Meeting	30		

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **GHC Presentation:** Department of Community & Economic Development team members Jill Frick, Amanda Whitmore and Randy Gray, along with Planning and Code Administration Director Kathy Maher, presented a Downtown Progress update to the Greater Hagerstown Committee at their monthly meeting on Friday, June 24. The team reviewed progress on the implementation of the City Center Plan; provided updates on Main Street Hagerstown and other key downtown programs; and a reviewed City incentives and the available City-owned properties for sale through the Competitive Negotiated Sale (CNS) process.

2. **Entrepreneurship Workshop:** Congressman John K. Delaney held an Entrepreneurship Workshop at the Washington County Free Library Community Room on Monday, June 20. DCED staff set up a table at the event to share information about our programs and services including the Burobox entrepreneurship resource center at 60 West Washington Street.
3. **A& E Annual Meeting:** Amanda Whitmore, Downtown Coordinator, attended the Maryland State Arts Council's Arts & Entertainment District Annual Meeting on Monday in Baltimore and heard great presentations from Cynthia Nikitin with Project for Public Spaces, Liesel Fenner with the State Arts Council on Public Art projects, and Ben Wieseman with REV Birmingham.
4. **Events:**
 - **Shakespeare in the Park:** Shakespeare in the Park was held in University Plaza over the weekend and had record breaking attendance Friday and Saturday night. Audiences of 140+ on both nights. Additionally, 115 attended on Sunday.
 - **Miss Maryland:** Miss Maryland and Miss Maryland's Outstanding Teen Pageants will be held in Hagerstown at The Maryland Theatre in June. Preliminaries will be held Wednesday–Friday, June 22–24, at 7:30 p.m. Saturday, June 25 will be the final evening of competition at 7 p.m. The Mayor's Luncheon will be held on Friday, June 24 at 12 p.m. at Bulls and Bears Restaurant.
 - **Wind Down Fridays:** Upcoming Wind Down Fridays include:
 - July 15th – Bike Night: Speed it Up featuring River Knott
 - August 12th – Summer Lovin' featuring Made in the 80's
 - September 30th – Thunder in the Square featuring Staff Infection
 - October 21st – Freaky Friday featuring Slackwater 4
5. **Grand Opening:** The City of Hagerstown welcomed Salon Chic to their new location at 146 Fairground Avenue. Mayor Dave Gysberts and members of the City Council held a grand opening and ribbon cutting ceremony on Tuesday, June 21st at 3 p.m. Salon Chic was founded in Frederick 22 years ago prior to expanding to Hagerstown. Salon Chic is a full service beauty bar and a family owned business. For more information on Salon Chic, you can contact 301-798-7197 or visit www.salonchicbeautybar.com.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Outdoor Movie Series Presents "Star Wars: The Force Awakens"
 - City's Parks and Recreation Manager Announces Retirement
 - Traffic Advisory: Locust Street, East Avenue
 - Traffic Advisory: Alleys Near West Washington Street
 - Traffic Advisory: South Potomac Street
 - E-casts:
 - Improve Housing Opportunities in the City of Hagerstown
 - Free Outdoor Movie in City Park This Friday!

2. **Channel 25:** Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Kiwanis Park Grand Opening
 - Police Body-Worn Cameras Public Information
 - Swim Lesson Promotion for Potterfield Pool
 - Birdwatching Promotion
 - Tommy 202 Promotion
 - Summer City Events Promotion

3. **Websites:**

- City Website:
 - About 11,400 users visited www.hagerstownmd.org for the week of June 13 - June 19, 2016
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,748 users
 - ▶ Utility Billing page 413 users
 - ▶ Potterfield Pool page 407 users
 - ▶ City Park page 218 users
 - Top Searches:
 - ▶ "fireworks"
 - ▶ "farmers market"
 - ▶ "jobs"
 - ▶ "zoning map"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Streets.** The Federal Highway Administration has changed the definition of street classifications. State Highway officials came to our office to review the new definitions and do a preliminary evaluation of the streets in Hagerstown. We had prepared our own classification map a year or so ago and they seemed to agree with most of our designations. They will develop a map and send to us for comment. This map may be tied to future funding.
2. **Intern.** Hannah Martin is an intern in our office this Summer and has already completed a GIS map to show Traffic Impact Studies so we can track them by clicking on links to the study location shown on the map. She is starting to make some modifications to our GIS Traffic Count map that will show counts locations on the map with a colorized legend to indicate the type of count and a link to pull up the counts. Bill Killinger and Tim Williams did a lot of background work but the new map will make it more accessible by anyone in our department.
3. **Collegiate Acres.** We have met with representatives of the HOA regarding three issues:
 - Parking Spaces – Install minor pavement marking adjustments as requested. We are scheduling this with our marking contractor.
 - New wall at corner of MD Rt. 58 and Terps Boulevard: A wall was built without a permit and we have received complaints about restricted sight distance. Even though the Building Inspector does not require a permit, we advised the HOA that the wall needs to be lowered to provide adequate sight distance.

- Dead trees on the streets and Terrapin Park: We met with Botanica Enterprises and scheduled them to replace dead trees in the park and the streets with homes. We also identified which trees Public Works will remove from the median of Terps Boulevard.

4. **Engineering**

Traffic issues		
Description	Week of 6/17/16	Year to date
Traffic complaints received	1	85
Work Orders completed	1	54
Traffic counts completed	2	27
Construction Projects		
Description	Week of 6/17/16	Year to date
Projects advertised for bids	0	9
Projects under construction	10	
Projects completed	0	4

PARKS & RECREATION DIVISION

1. **City Park Outdoor Movie.** A force will awaken in Hagerstown's City Park this Friday night, June 24th. Enjoy a free outdoor movie showing of the newly released film, "Star Wars: The Force Awakens" (PG-13) at the band shell in City Park. While the movie starts at dusk (approximately 8:40 p.m.), the fun begins just before at 7 p.m. with opportunities for awesome activities to get the audience tapped into the force!

Pre-movie activities include an intergalactic Star Wars characters parade. Outstanding prizes will be awarded for best costume in children and adults categories! Event goers can win a lightsaber, a copy of the movie, posters, or a Chewbacca hat! Attendees will have a chance to win a brand new buzz-worthy audio-robotic Chewbacca mask. On-site appearances will be made by Storm Troopers from Darth Vader's 1st 501st Legion and Darth Vader himself, Princess Leia, Hans Solo, Chewbacca, and the Jedi. Pre-movie activities will be emceed and hosted by the DJ musical stylings of iHeart Radio and Hot 99.5 FM

2. **Potterfield Pool.** We replaced some of the deteriorated seats of the lifeguard chairs. We also received, assembled and set up a new ping pong table.

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 607 West Washington Street – Bargains for Less – retail sales of furniture, including design services.
 - 1633 Edgewood Place, Apt. 204 – Lu Laroe Pamela and Raphael – online clothing sales and in-home parties at customers’ homes only.
 - 63 Eastern Boulevard, North – Pet Valu, Inc. – retail sales of pet food and pet supplies.
 - 1280-G Wesel Boulevard – PIC Automotive – repair and installation of car electronics (sound, GPS, video, remote start).
2. **New Development Cases:**
 - 600 South Potomac Street – Rose Hill Cemetery – site plan for columbarium near intersection of East Howard Street and South Potomac Street.
3. **Planning Commission:** The Planning Commission will review the following matters on June 29:
 - 806-808 Marshall Street – 30 E Antietam Stg LLC – waiver request and approval of minor plat.

- 18013 Terps Boulevard (Parcel A) – The Reserve at Collegiate Acres: 1) approval of a final plat; and 2) workshop for driveway improvements.
- Comprehensive Plan Update: Growth Management & Land Use Element (continued from meeting on June 8).

4. **Weekly Activity Report: Jun 13–17, 2016**

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	14	Residential -	9	Commercial -	4	Other -	1	8
Electric	11	Residential -	7	Commercial -	4	Other -	0	11
Plumbing	11	Residential -	8	Commercial -	2	Other -	1	10
Mechanical	11	Residential -	6	Commercial -	5	Other -	0	12
Engineering Dept.	36							24
TOTAL	83		30		15		2	65
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 660,247.00				\$ 4,711,327.00
Commercial				\$ 302,500.00				\$ 25,263,151.00
Apartment				\$ 0.00				\$ 1,169,733.00
Sign				\$ 0.00				\$ 403,848.00
TOTAL				\$ 962,747.00				\$ 31,548,059.00
Projects of Interest								
- Three single family homes in Collegiate Acres – \$649,597								
- Tenant fit-out for Community Action Council at 117 Summit Avenue - \$220,000								
- Tenant fit-out for Encore Ventures LLC at 1165 Imperial Drive - \$80,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
					<u>PROPERTIES</u>			<u>UNITS</u>
Registrations received week of June 13 – June 17					278			1,059
New applications issued week of June 13 – June 17					5			7
Total 2016-2017 registered (includes changes since 5/1/16)					1,534			4,196
Percentage of total invoiced that have registered					44.2 %			46.1 %
Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were printed and mailed on May 2, 2016.								
PAYMENT								
Weekly payment received	\$ 79,425							
Weekly adjustment/credits	\$ 375							
INSPECTIONS								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	29							
Electrical	33							
Plumbing	14							
Mechanical	12							
Safety	86							
Neighborhood Vitality	120							
Quality of Life	0							
Preventive Maintenance	7							
Planning & Zoning	26							
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.

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,706	Field Interviews:	43
Arrests/Warrants Served:	18	Moving Violations:	98
Domestic Violence Calls:	27	Parking Violations:	159
DUI Arrests:	5	Safety Repair Orders:	1
Reports Filed:	148	Warnings:	75

2. REPORTS

06/16/16: Officer Salahov responded to the 700 block of Spruce Street for a reported motor vehicle theft. The victim was leaving for work and noticed that her vehicle, a 2013 Chevy Cruze, was ransacked. The spare key to her Jeep Liberty was removed from the Chevy Cruze center console. The victim advised that her silver 2006 Jeep Liberty had been parked across the street from the location of the Chevy Cruze and was missing. The vehicle was entered into NCIC as stolen and no additional information is known.

06/17/16: Officer Moczydlowsky was dispatched to the 1100 block of Fairview Road for a reported motor vehicle theft. The victim notified that the unlocked 2016 Jeep Compass was stolen from in front of the residence. The car seat which had been secured in the back seat area was removed and located in the roadway a few feet from the vehicle's original parked location. The vehicle was entered into NCIC.

06/18/16: Officers responded to the 900 block of Dual Highway in reference to a female who had just fallen and was now unresponsive. The female was found with no pulse and not breathing. Rescue breathing and chest compression were begun along with the use of emergency equipment [AED]. The victim regained breathing and a pulse and was transported to Meritus Medical Center by CRS personnel.

06/19/16: Officers responded to the 600 block of West Franklin Street in reference to a large group involved in verbal confrontation. One subject reported that a male suspect displayed a handgun, fired one shot into the front grill of a red 2005 Chevy SUV, and then he and all subjects from both opposing sides fled the area. The reporting person supplied information that this confrontation may be "gang" related. Sgt. Lehman and Det. Brashears responded to HPD headquarters to further question the reporting person.

06/20/16: Officer Bricker responded to the 1000 block of West Washington Street for a reported physical confrontation. Witnesses notified that one of the male subjects involved was traveling from the area on a yellow and blue moped. The subject returned to the dispatched location in an apparent rage. Ofc. Bricker was able to calm the male subject. However, moments later he began to resume his disruptive behavior. After numerous requests by Ofc. Bricker and other responding officers, the subject was arrested and charged with Disorderly Conduct, Failure to Obey, and Resisting Arrest.

06/21/16: Officer Vogel was dispatched to the 900 block of Mulberry Avenue for a reported burglary to an apartment. The resident advised that as he was unlocking his front door he could hear an unknown person inside. As he entered the apartment, the suspect fled the scene through a back door and down outer stairs. The victim found the back apartment door damaged and the apartment ransacked. Stolen from the victim's residence were an Xbox 360 and approximately 25 video games and assorted clothing items. A bottle of cologne was recovered from the backyard. No fingerprints were obtained from this recovered item or from the apartment interior.

06/22/16: Officer Bricker was dispatched to the area of 1000 West Washington Street, Washington County Transportation Department, for a report of two motor vehicle thefts in progress. In route to the scene, Ofc. Bricker found an abandoned white Taurus, bearing MD tag#LG47542, in the area of Nottingham, West Washington, and West Franklin Streets. Another officer advised that he also located a second vehicle, a Dodge Nitro, bearing MD tag#LG85317. Officers observed three male juveniles fleeing the area. Two of the three juvenile subjects were detained and furnished the identity of the third juvenile. Officers responded to the residence of that third subject where he was placed in custody. All subjects were charged with Motor Vehicle Theft, Burglary, Juvenile Curfew, Driving Without a License and Theft. The vehicles were returned to the custody of the County Commuter.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	283	272
	University District Deck	236	233
	Downtown Parking Lots	562	562
Number of Patrons Using Decks	A & E Deck	1,486	1,997
	University District Deck	1,503	1,604
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	94	214
Number of Late Payment Notifications		42	48
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	57% Fri @ 10 PM	84% Sat @ 4 PM
	University District Deck	44% Mon @ Noon	51% Tue @ Noon

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	2	5
Human Resources	0	0
Light	1	1
Parks & Engineering	4	0
Police	2	5
Public Works	6	8
Wastewater	1	0
Water	4	6
Weekly Totals	20	26

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Thur. 6/16 - 841 Summit Avenue- lines down; tree branch tore secondary voltage wires down.
Time Out: 19.0-20.0
- 237 Jefferson Street- arcing wires; loose connector were replaced at the pole.
Time Out: 22.0-23.1
- Fri. 6/17 - 424 North Locust Street- total outage; the customer's main breaker tripped.
Time Out: 18.1-19.2
- Sat. 6/18 - 900 Wesel Blvd.- pole damaged; street light pole #14 damaged in vehicle accident. Light removed temporarily until replacement the following business day. Time Out: 1.2-2.1
- 804 Washington Avenue- total outage; connectors were replaced at the pole.
Time Out: 10.2-11.0
- 518 George Street- total outage; squirrel caused transformer fuse to operate.
Time Out: 11.0-12.0
- Mon. 6/20 - 337 Ridge Avenue- blinking lights; connectors were changed at the service head.
Time Out: 15.5-18.4
- 820 Marion Street- total outage; tree branch fell on secondary wires causing a transformer fuse to operate. Time Out: 18.6-19.0
- Tues. 6/21 - 577 Liberty Street- total outage; bird caused a line fuse to operate.
Time Out: 6.2-7.2
- Wed. 6/22 - 1555 Violet Drive- lines down; lines were found to belong to Potomac Edison.
Time Out: 4.2-6.0
- Thur. 6/23 - 650 North Prospect Street- tree on line. Time Out: 6.4-7.4

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Crews continue feeder inspections for Zayre's substation.
- Line Department has resumed our project to replaced outdated underground facilities that have since reached the expected life span.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
7	0	0	3

Engineering

Staff worked on the following projects:

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer prepared invoices for recovery of incurred costs repairing HLD facilities due to negligence and vehicle accidents.

- Engineering staff completed stock inventory for fiscal year end processes
- Engineering staff created a new specification for replacement street-lighting along Wesel Blvd. Frequent recent auto accidents have depleted our inventory of these poles.
- Engineering staff investigated the cause of a recent widespread outage out of Frederick St. substation in an attempt to prevent a similar occurrence in the future.
- The Staff Engineer created and released bids with assistance from the Finance Department for Over-Current Protection Devices and Wildlife Guard for HLD's high voltage electric distribution system.

Administration:

- Staff met with a representative from the Maryland Department of Commerce and representatives of Capital Data Centers to determine the electrical needs of the Center and their financial obligations for potential service upgrades.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
06/16/16	11.76		11.76
06/17/16	11.50		11.50
06/18/16	11.37		11.37
06/19/16	11.55		11.55
06/20/16	12.17		12.17
06/21/16	11.43		11.43
06/22/16	11.54		11.54
<i>Average</i>			<i>11.61</i>

Water Production at R C Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. The wash-water appears to be leaking around the ring-wall and, as such, staff is working with a tank inspection company to coordinate an inspection/evaluation of tank finish and steel integrity.
- Operations: Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance.
- Maintenance: Staff worked on routine plant maintenance and preventative maintenance on equipment.
- Instrumentation:
 - RC Willson – Working on the installation of new chlorine scales.
 - RC Willson – Working on the installation of level sensors on the sedimentation basins.
 - Tanks – Installing the instrumentation for the new West End Tank level.
 - Tanks – Working on the signal between Orchard Hills and Mack.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir has been drained and staff will maintain the reservoir in a dry condition utilizing the 24" sluice gate which is now open 60 turns. Site evaluation is on-going to track and document seepage. Staff continues to work with MDE to refine the day to day operations of the Reservoir. Staff has reviewed the engineering proposal from the engineering team (Hazen & Sawyer and Triad).

Water Distribution. Distribution crews are working throughout the system performing customer service work as needed. Crews have been installing and testing meters throughout our system and hauling spoils from the West End staging area to a permitted fill-site. Annual hydrant flushing program is underway and will continue through mid-November.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Discussed Lead and Copper monitoring requirements with MDE.
- Completed LT2 report for the 9th round of source water monitoring.
- 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	5	3
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	18	4

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a consultant regarding a proposed commercial/residential improvement plan.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 15 2016	6.12	0.12
Thursday, June 16, 2016	7.35	1.14
Friday, June 17, 2016	7.00	0.00
Saturday, June 18, 2016	6.22	0.00
Sunday, June 19, 2016	6.00	0.00
Monday, June 20, 2016	6.28	0.00
Tuesday, June 21, 2016	6.90	0.80
Weekly – Avg. Flow / Total Rainfall	6.55	2.06
June - Avg. Flow/Total Rainfall	6.54	3.02

Miscellaneous

- Making corrections for infractions listed on Monthly Safety Inspection.
- Disassembled 6" valves on sludge transfer pumps and removed obstructions.
- Troubleshoot HVAC equipment in ASPS building. Repaired micro switches on motorized dampers and rewired controls.
- Troubleshoot burnt wiring and controls for BNR modulating valve.
- Installed new 2" solenoid valves on #1 PistaGrit unit.

- 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	270'	38'	1
Flushing	5	4,471'		

Collection System Maintenance Task

- Grinder Pump at 20107 Cherry Hill Drive, removed inline check.
- Grinder Pump at 11131 Mahogany Drive, replaced pump and tube.
- Grinder Pump at 20206 Mahogany Drive, smart switch tripped.
- Grinder Pump at 20134 Teakwood Drive, leaking yolk.
- Pump Station 19; completed control panel lighting upgrade, trimmed trees along the access road.
- Backup call at 1021-1023 Main Avenue, inspected lateral our section is clear.
- Cleaned storm drain on Lee Street for Engineering.
- Cleaned wet well for A.R. & E.
- Reported sink hole to Public Works at 711 Locust Street.
- Grinder Pump bench work at shop.
- Assisted locating and excavating lateral at 1055 Mt. Aetna Road for new sewer connection.
- Exercised all emergency generators.
- Dropped bio-bags at various pump stations and trouble spots to control FOG.
- Pumped out tank at National Little League.
- Brush hogged/trimmed City owned area from curb to Light Department Substation along Frederick Street, removed rocks and other debris for easier mowing.
- Cleaned out drying beds at WWTP and took metals to Conservit.
- Drilled access holes in two manholes on East Place.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	4	0	0	1	3	7
YTD 2016	29	33	5	0	2	63	132

* 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 attended a Plan Review Committee meeting at City Planning.

Wastewater Laboratory

- Met with MDE regarding Industrial Pretreatment audit.
- Analyzed Water Distribution System samples for NO3/NO3, OP, and NH3.
- Completed DMR-QA 36.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie Means".

Valerie Means
City Administrator