

City of Hagerstown, Maryland Status & Information Report No. 27 for 2016

July 8, 2016

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JULY 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
3 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	4 HOLIDAY CITY OFFICES CLOSED 6pm Fireworks at Fairgrounds Park	5 No M&C Meeting	6	7	8 7pm Outdoor Movies at City Park	9
10 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	11	12 No M&C Meeting	13 4pm Planning Commission Meeting	14 4:30pm Historic District Commission Meeting	15	16
17 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	18	19 8am-3pm City of Hagerstown Housing Summit @ Bridge of Life Church 5pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22 7pm Outdoor Movies at City Park	23
24 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park	25	26 7pm Regular Session	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29	30
31 7:30pm Hagerstown Municipal Band Concert @ Band Shell/City Park						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Farmers Market Update:** Karen Humbertson recently joined the DCED team as the Farmers' Market Assistant. Karen will be working part-time with the majority of her time spent at the Market on Saturdays.

2. **Housing Summit:** Staff continues to coordinate details for the upcoming Housing Summit. The goal of the summit is begin a conversation with local and regional leaders to improve housing and neighborhoods for all members of our community by assessing where we are, learning best practices and building strategic partnerships to shape the future. The event will be held on Tuesday, July 19th from 8 a.m. - 3 p.m. at the Bridge of Life Church, located at 14 South Potomac Street in City Center. Lunch will be provided for registered attendees. For registration, sponsorship opportunities or more information please visit this link: <http://md-hagerstown.civicplus.com/CivicAlerts.aspx?AID=518>
3. **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

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
 - Nominations Being Accepted for 2016 Highlight Hagerstown Awards
 - Advisory: Trash, Recycling and Yard Waste Collection Delay for July 4th Holiday
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
3. **Websites:**
 - City Website
 - About 10,800 users visited www.hagerstownmd.org for the week of June 20 - June 26, 2016
 - Top entrances (first page users accessed on the website):

▶ Home page	6,460 users
▶ Calendar page	641 users
▶ Fairgrounds Park page	609 users
▶ Utility Billing page	460 users
▶ Jobs page	310 users
 - Top Searches:
 - ▶ "fireworks"
 - ▶ "property taxes"
 - ▶ "rental"
 - ▶ "building permit"
 - ▶ "fourth of july"

INFORMATION TECHNOLOGY/SUPPORT SERVICES

1. **Tax Bills for FY17 Distributed.** 13,711 tax bills were distributed to city residents on July 1. The total tax receivable is \$23,084,815.42, a 5.2% increase over FY16. Assessments rose about 2.5% from FY16. There were also less exemptions due to the expiration of several annexation agreements in FY16. Total tax exempted for FY17 is \$4.4 million (624 exempted parcels).
2. **June Support Service Volume.** Below are calls/lobby customers serviced by the six front-line staff in June. Staff were able to service 85% of the offered calls into the Customer Service/Tax queues while also serving walk-in customers. Staff were able to service an average of 2,261 customers total per week in June.

JUNE, 2016		
VISITS	CALLS	TOTAL
694	964	1658
734	1068	1802
814	810	1624
614	658	1272
1975	1344	3319
947	681	1628
5778	5525	11303
51.1%	48.9%	
	-2.2%	

3. **Broadband Implementation in City Center Hagerstown:** Antietam Cable has almost finished their fiber installation in the City Center area and will be passing 5,000 plus residents/businesses when the run is complete. This is a sharp increase in the original plan for properties passed provided in March. ACTV will identify about 30 pilot commercial customers to test their service and once complete will open the service up to the general public. New Frontiers Internet Services is also offering a fiber package to commercial/residential customers with their service going live in the late Summer/early Fall. Each of these offerings will offer business/residents high-speed (> 1Gb) service at extremely affordable pricing. Staff will be presenting the benefits of taking advantage of either of these companies services' via high-speed broadband connectivity at a Chamber of Commerce Eggs & Issues in August.

PARKS & ENGINEERING

PARKS & RECREATION DIVISION

1. **Year-to-Year Report for Potterfield Pool.** Potterfield Pool ended June with some positive growth in almost all areas of attendance and a 13% increase in gross revenue from last year.

(Memorial Day weekend thru June 30th)

POS Product	2015	2016
City resident annual passes sold	18	31
Fitness swim punch cards	1	5
Daily swim: (Age 3-4)	226	277
Daily swim: (Age 5-12)	969	1518
Daily swim: (Age 13-61)	2110	1933
Daily swim: (Age 61+)	40	37
Daily swim: (Family up to 5 people)	567	755
Total Gross Revenue	\$20,568	\$23,258 (13% increase)

Note: Camp swims are not included in this data and will be compiled at the end of the season

2. **Year-to-Year Report for Greens at Hamilton Run.** Unfortunately, poor spring weather, especially in May, pushed golf course attendance and sales to drop compared to last year. A 23% decrease in gross revenue.

(Opening thru June 30th)

POS Product	2015	2016
Merchandise Sales	\$1,655	\$1,495
Concession (food and drink) sales	\$8,178	\$7,018
Cart Rentals revenue	\$15,540	\$9,278
# of 9-holes rounds started	6,939	5,976
Greens Fees Revenue	\$70,064	\$59,841
City Resident Season Passes Issued	7	8
Total Gross Revenue	\$95,437	\$77,632 (23% decrease)

3. **Fairgrounds Park Indoor Recreation Center.** We started working on the exterior, replacing metal siding at the entrance to the Recreation Room.
4. **Recreation.** Upcoming events include:
- Outdoor Movie at City Park
July 8th, Dusk. Join us for free showing of the "Minions" movie in the City Park Band Shell! The first 100 Minions who wear yellow will receive a free pair of Minion goggles! A magician will entertain the crowd beginning at 7:30pm. Bring a blanket or a lawn chair, or enjoy the Band Shell benches, and treat yourself to concessions and a fun evening under the stars!
 - Yoga for Weight Loss
Summer Session begins: July 11th – Aug 31st, 5:45pm – 6:45pm. This 8-week yoga series focuses on a strong mind-body connection, while toning the body and burning fat. Meets twice a week, Mondays and Wednesdays, at Robinwood Professional Center, Suite #142 (silver or blue entrance) with Michelle Grimes. Experience how yoga speeds up the metabolism, enhances self-awareness, and helps encourage your progress to make healthier food choices! \$105. Meritus employees/former students/100 Milers: \$85.
 - Geocaching in the Parks
Intro to Geocaching. July 9th, 1:00pm-2:30pm. Geocaching is a real-world, outdoor treasure hunting game using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache (container) hidden at that location. Come join us and learn about the hundreds and thousands of geocaches hidden all around you. Meets at Pangborn Park.
 - CPR Pro (for the first responder or healthcare professional)
July 13th, 4pm. Student will receive training from an experienced, licensed emergency-response professional. Learn priceless critical life-saving skills such as how to respond to someone choking, when and how to administer CPR, First Aid, and essential safety and emergency practices. In partnership with Mid-Atlantic Emergency and Safety Consultants, LLC. Classes held at Antietam Fire Hall, 790 Potomac Ave. \$50.

PLANNING & CODE ADMINISTRATION

1. Zoning Certificates Issued:
 - 500 South Burhans Boulevard – S & M Auto, LLC – accessory retail sales of tires associated with automobile repair business.
2. Planning Commission: The Planning Commission will consider these items on July 13:
 - ZS-2016-04 – Site Plan For National Road Park (Tentative)
 - Comprehensive Plan Update: Water Resources Element.

3. Historic District Commission: The HDC is scheduled to review these cases on July 14:
 - 13 North Potomac Street – Gloryfire Ministries – upper floors window replacement.
 - 15 East Avenue – Mark Bartel for Sean Bartel – rear porch alterations and new front stoop.
 - 17 East Avenue – Mark Bartel – front stoop replacement and modification to side porch railing system.
 - 1018 Oak Hill Avenue – Victoria Pembroke – repair garage wall.
4. 2016 Amendments to Land Management Code: Staff will brief the Mayor and City Council on July 19th on the package of amendments forwarded by the Planning Commission. Many changes are content neutral – correcting structural inconsistencies, clarifying intent, correcting department references, etc. Fourteen items would add or revise content, some minor and others more significant in nature. Many involve adjusting setbacks or maximum size of permitted items. Other changes include adding provisions for outdoor flea markets, indoor car sales, and off-track betting facilities, and revising provisions for home day care and residential facilities with in-house professional care. One provision provides consistency with State law on gasoline sales pricing signs. Another provision establishes procedures for timing of recordation of Home-owners Association (HOA) documents. And finally, the definition of livestock (only permitted in the AT zone) would be revised to include honey production. The public hearing will be advertised for the July 26th regular session of the Mayor and City Council.
5. Fairchild Heights HOA: The City Attorney has researched this situation and formulated a plan of action to gain compliance on establishment of an active Home-owners Association for the Fairchild Heights townhouse development. This will clear up any misunderstanding over responsibility for maintenance of the open space areas in that subdivision – including the berm on Pennsylvania Avenue.
6. Registration of Rental Units: It is that time of year for registration of rental units in the City's Rental Facilities program. As the below data reveals, compliance by the registration deadline is at an all-time high this year. By the initial deadline, 75.7% of invoiced rental properties had registered. As a result, the volume of processing was tremendous in the last week of June as property owners were striving to beat the deadline. In past years, we tended to see 50% compliance by the beginning of the program year.
7. Vacant Structures Program: In follow up to the discussion with the Mayor and City Council on the Vacant Structures Program on June 14th, staff are drafting proposed revisions to the definitions of "Active Work" and "Vacant Residential Structure." These changes would: 1) postpone registration of vacant residential structures for another six months if they are being marketed for sale by a licensed realtor; 2) postpone registration of vacant residential structures which have undergone renovations until six months after issuance of a Use and Occupancy permit; and 3) clarify what constitutes "active work" under permits to gain that exemption from the program. Discussion with the Mayor and City Council of these proposed code amendments is scheduled for August 16th.
8. Other Program Updates: On August 23rd, PCAD and HPD staff are scheduled to provide the Mayor and City Council with an update on application of the Crime Free Housing program since its March 2014 adoption. In addition at that meeting, PCAD staff are scheduled to provide a report on our research of the nature of inspections which are undertaken at "sheltered housing" in Hagerstown.

9. Weekly Activity Report: June 27 – July 1, 2016

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	10	Residential -	6	Commercial -	3	Other -	1	11
Electric	20	Residential -	12	Commercial -	7	Other -	1	19
Plumbing	8	Residential -	7	Commercial -	1	Other -	0	8
Mechanical	9	Residential -	3	Commercial -	6	Other -	0	9
Engineering Dept.	8							4
TOTAL	55		28		17		2	51
Est. Value of Issued Building Permit Projects:				Fiscal Year Totals:				
Residential				\$ 909,524.00				\$ 5,856,151.00
Commercial				\$ 140,281.00				\$ 25,731,375.00
Apartment				\$ 25,873.00				\$ 1,195,606.00
Sign				\$ 5,300.00				\$ 414,928.00
TOTAL				\$ 1,080,978.00				\$ 33,198,060.00
Projects of Interest								
<ul style="list-style-type: none"> - Construct four single family townhomes in Collegiate Acres - \$867,891 - One room TV studio in DCED office at 14 North Potomac Street - \$45,281 - Tenant fit-out for Antietam Chiropractic Clinic at 89 West Lee Street - \$45,000 								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016								
					PROPERTIES		UNITS	
Registrations received week of June 27 – July 1					810		2,220	
New applications issued week of June 27 – July 1					7		10	
Total 2016-2017 registered (includes changes since 5/1/16)					2,627		7,187	
Percentage of total invoiced that have registered					75.7 %		79.0 %	
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		\$ 165,110						
Weekly adjustment/credits		\$ 825						
INSPECTIONS								
TYPE				NUMBER CONDUCTED				
Building				36				
Electrical				35				
Plumbing				21				
Mechanical				12				
Safety				57				
Neighborhood Vitality				130				
Quality of Life				4				
Preventive Maintenance				17				
Planning & Zoning				7				
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:	1,762	Field Interviews:	42
Arrests/Warrants Served:	20	Moving Violations:	1
Domestic Violence Calls:	27	Parking Violations:	159
DUI Arrests:	1	Safety Repair Orders:	0
Reports Filed:	165	Warnings:	1

2. REPORTS

06/30/16: Officer Routhier responded to Summit Avenue for a reported suspicious incident. The victim's mother advised that her daughter and two friends were playing in a nearby alley when a white male approached them asking them to help him find his dog that went into the woods. The girls stated "no" so the male offered them candy if they would help him. The girls said no and ran home. The officer told the girls they made a very good decision by saying no and running home to report the incident to an adult. The officer was given a description of the male but could not locate him. No further details are available at this time.

07/01/16: Officer M. Anderson was dispatched to North Locust Street for a report of a burglary. The victim stated that his house had been burglarized. He was missing a large blue water jug containing bills and coins as well as missing several pieces of jewelry. The officer noticed some new pry marks to the door frame. The officer checked a security camera in the area and saw a black male on a pink and silver bicycle carrying a large blue water jug. The officer was unable to locate the male. However, the next day the officer saw a bicycle matching the one captured on the camera. He waited for the owner to come to the bicycle and the owner matched the male on camera as well. Further investigation is needed and possible charges are forthcoming.

07/03/16: Officer Weaver responded to Sunbrook Lane for drugs found on the property. The owner of the property stated that he located a pill bottle of Oxycodone in his yard. The officer tried to locate the person the pills were prescribed to but was unable to locate anyone in the community with that name. The pill bottle was collected and carded for destruction. No further information is available.

07/04/16: Officer Bricker was dispatched to Basalt Way for a reported stolen vehicle. The owner advised he was having a holiday get together and was on his porch at 1 a.m. At that time, his vehicle was still parked in front of his house. A neighbor later called the victim because he did not see his car and knew his plans were to be home this weekend. This is when the owner realized his vehicle had been stolen. The officer entered the vehicle into NCIC as stolen. There are no additional details at this time.

3. OTHER NEWS/INFORMATION

Congratulations: Ryan Haldeman and Coty Campbell joined the Hagerstown Police Department on July 5, 2016, and on the same day began their training at the Hagerstown Community College Police Academy. They will be under the command of Sgt. Stewart Heckman. We wish them well.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	284	283
	University District Deck	244	242
	Downtown Parking Lots	580	562
Number of Patrons Using Decks	A & E Deck	1,212	1,808
	University District Deck	1,538	1,606
Sales of Discount Coupons		95	0
Number of Citations Issued	(Includes Warnings)	212	142
Number of Late Payment Notifications		NA	45
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	50% Wed @ Noon	93%* Sat @ 10 PM
	University District Deck	52% Wed @ Noon	50% Tues @ Noon

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	4
Human Resources	0	0
Light	0	2
Parks & Engineering	0	1
Police	13	10
Public Works	1	1
Wastewater	0	2
Water	1	7
Weekly Totals	17	27

¹AFTER-HOURS CALL OUT DATA

	Issues for June 2016	June	May
Street Issue	Tree in street, oil on street, item in drain	3	2
Parking System			1
Traffic Signal	Multiple signals on flash, wires cut	4	2
Traffic Signs			
Building Maintenance			
Fleet Maintenance			1
Weather Related	Trees in street from high winds	3	
Property Issues			
Misc.			
Total		10	6

¹After-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 2016	Number of Miles of Streets Swept
January	531
February	167
March	955
April	1,265
May	1,110
June	1,091

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- 6/30 - Various locations- (reconnections for non-payment). Time Out: 16.0-16.3
- 7/1 - 1038-1040 Hamilton Blvd.- remove meters and service for homeowner to do renovations. Time Out: 16.0-16.5
- 7/3 - 1051 Maryland Avenue- partial outage; bird caused transformer fuse to operate. (1) 10T fuse replaced to restore power. Time Out: 10.9-11.0
- East Avenue and Mulberry Street- pole damaged; vehicle struck crosswalk sign in accident. Signal Department was notified of needed repairs. Time Out: 11.0-12.1
- Forest Drive and Prospect Avenue- pole damaged; vehicle struck street light pole completed. Lineman removed damaged pole until follow up repairs were completed the following business day. Time Out: 12.8-13.2
- 7/4 - Rear, 112 East Baltimore Street- tree on line; large tree branch fell on service wires. Line crew removed branch from service wires and advised customer to contact tree trimming service for maintenance to remaining tree. Time Out: 13.2-13.5

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.
- HLD Lineman completed the roadside tree care expert class, passing the exam and are now certified with the State of Maryland Forest Service.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
6	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 engineering staff.
- The Staff Engineer prepared invoices for recovery of incurred costs repairing HLD facilities due to negligence and vehicle accidents.

- At approximately 9:45 pm on Tuesday July 5th, a raccoon caused a total outage of HLD's Wesel Substation, interrupting power delivery to approximately 3,700 customers. HLD employees quickly diagnosed the damaged facilities, cleared/replaced them, and restored power to all customers in a little over 2 hours.

Administration:

- Staff continues working on the Wholesale Power Supply negotiations with Garrett Cole and Erin Shealy of GDS and Tom Rudebusch, our FERC attorney. A meeting was held on the 30th to review all of the submissions and prepare a short list of suppliers.
- The MELP demolition continues and as of the 7th, two boilers and a minimal amount of superstructure remain standing. The next process will involve testing of the rubble and the removal of the below ground structure.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
06/30/16	12.07		12.07
07/01/16	11.83		11.83
07/02/16	11.52		11.52
07/03/16	11.13		11.13
07/04/16	10.86		10.86
07/05/16	11.56		11.56
07/06/16	11.98		11.98
Average:			11.56

Water Production at R. C. Willson

- Staff continues to work with Hazen and Sawyer on the Tank Mixing and Traveling Screen Replacement Project. The tank appears to be leaking around the ring-wall and staff is working with a tank inspection company to coordinate an inspection/evaluation of the tank finish and steel integrity.
- *Operations:* Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance. Staff assisted Potomac Edison to allow them to perform maintenance on their infrastructure.
- *Maintenance:* Staff worked on routine plant maintenance and preventative maintenance on equipment.
- Instrumentation
 - Staff continues to work on the installation of the new chlorine scales at R. C. Willson.
 - Staff is installing new level sensors on the sedimentation basins at R. C. Willson.
 - Pump Stations – Installing new 4-way function valves on several pumps.
 - Tanks – Installing the instrumentation for the new West End Tank level.

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 met with MDE for a site inspection and to discuss ongoing work.

Water Distribution.

- Distribution crews are working throughout the system performing customer service work as needed. Crew have been installing and testing meters throughout the water distribution system. Work continues on the water main replacement project on Frederick Street.
- Crews also installed new services at Westfield Estates. The annual hydrant flushing program is on-going.

Laboratory

- Collected Distribution System samples for monitoring for nitrification.
- Completed the Lead and Copper Report. Results qualify for reduced monitoring.
- Mailed Lead and Copper Result Notices to customers.
- Collected weekly TOC sample on the 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	2
Preliminary Plats	-	1
Final Plats	-	-
Building Permits	27	2

- Staff attended a Plan Review Committee meeting at City Planning.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 29, 2016	6.10	0.00
Thursday, June 30, 2016	6.03	0.00
Friday, July 1, 2016	5.93	0.04
Saturday, July 2, 2016	5.64	0.00
Sunday, July 3, 2016	5.55	0.00
Monday, July 4, 2016	5.99	0.37
Tuesday, July 5, 2016	6.35	0.10
Weekly – Avg. Flow / Total Rainfall	5.94	0.51
June - Avg. Flow/Total Rainfall	6.52	3.65
July - Avg. Flow/Total Rainfall	5.89	0.51

Miscellaneous

- Troubleshoot modulating control valves to the BNR. Replaced analog boards and control modules.
- Pulled all three UV channels and cleaned the bulbs. Pumped down channel #3 and removed debris built up in the bottom of channel.
- Replaced ferric pump for Final Clarifier #1.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	2,5,24	952'	401'	19
Flushing	5	12,247'		

Collection System Maintenance Task

- Grinder Pump call 11110 Eastwood Drive, replaced pump.
- Grinder Pump call 11116 Eastwood Drive, no issues found.
- Grinder Pump Bench work at shop.
- Flushed storm sewer on Lee Street for Engineering.
- Flushed storm sewer/ CCTV'd at Park Circle for Engineering.
- Backup at Suns Stadium in their lateral from Clubhouse/Office. CCTV'd lateral, everything looks clear.
- Backup at 617 Chestnut Street, problem on private side.
- Transferring data/ programs to new PC's. ITS also completed download of existing SCADA program.
- Exercised generators.
- Dropped Bio-bags at various stations and trouble spots to control FOG.
- Chlorinated Pump Stations 15,18 & 23.
- Downloaded and changed batteries in flow meters at Manholes 15122 & 36001.
- Collected Newgate flow data.
- Pump Station 2; cleaned wet well.
- Repaired mainline at 1302 The Terrace, reach 02019-02021, 0+06.5, hole in pipe.
- Saw cut and prepped roadway for patching at; 1302 The Terrace, 12 East Avenue, 331 Radcliffe Avenue and 847 Woodland Way, to be patched next week.
- Inventoried and restocked fittings for CIP projects.
- Hauled in stone for our inventory.
- Dug test pits for project on Dunn Irvin Drive.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	0	0	2	5
YTD 2016	30	40	5	0	2	66	143

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

Engineering

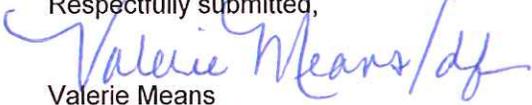
- Staff attended a Plan Review Committee meeting at City Planning.

Wastewater Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Discussed sampling and analysis of sludge samples with GHD.

- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie Means
City Administrator