

# City of Hagerstown, Maryland Status & Information Report No. 1 for 2016

January 8, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

<b>JANUARY 2016</b>						
* For additional information and a complete list of 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>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>HOLIDAY CITY OFFICES CLOSED</b>	2
3	4	5 3pm Executive Session 4pm Work Session	6	7 4:30pm Hub City 100 Miler Kick-off at Fairgrounds Park	8	9
10	11	12 4pm Executive Session 5pm Work Session	13 4pm Planning Commission Workshop Meeting	14 4:30pm Historic District Commission Meeting	15	16
17	18 <b>HOLIDAY CITY OFFICES CLOSED</b>	19 4pm Work Session	20 7pm Board of Zoning Appeals Meeting	21	22	23
24	25	26 5pm Budget Retreat  7pm Regular Session	27 7pm Planning Commission Meeting	28 4:30pm Historic District Commission Meeting	29	30
31						

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Downtown Movement and Main Street:** Staff attended the Downtown Movement meeting on Wednesday. Discussion included Second Saturday events for January and February. Volunteers are coordinating the first Second Saturday of 2016. The theme is "New Year, New You Wellness Expo" and will be held on Saturday, January 9 from 3:00 p.m. to 6:00 p.m. at The Ballroom at Schindel Rohrer above 28 South Restaurant. Enjoy an opportunity to be covered from the inside out and head to toe with stations on healthy food and nutrition, baby & parent care, skin care, exercise, and more! For more information follow the following links: <https://www.facebook.com/HagerstownMainStreet/?fref=ts> or <https://www.facebook.com/thedowntownmovement/?fref=ts>
  
2. **Grand Opening:** The City of Hagerstown is welcoming Pizza & Pretzel Creations! Pizza & Pretzel Creations will be celebrating their grand opening at 20 West Washington Street on Tuesday, January 26<sup>th</sup>. Please join Mayor David Gysberts at 2 p.m. for the official ribbon cutting.

## FIRE DEPARTMENT

1. **HFD is ready for Winter!** Thanks to the collaboration and cooperation of the Public Works Department, the Hagerstown Fire Department now has a 36" snow blower to assist with clearing the sidewalks at all of the Fire Departments facilities including the City Market House and Community Rescue Service. HFD will also assist with snow removal at the Hagerstown Police Department.

HFD has also acquired a new 9' V-Snow Plow thanks to the Western Enterprise and Independent Junior Fire Engine Companies. The plow will be attached to Utility 3, a repurposed HFD vehicle.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

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

- Hub City 100 Miler Kick-Off Scheduled for January 7<sup>th</sup>
- Second Saturday "New Year, New You" Wellness Expo
- Advisories:
  - Temporary street closure South Potomac Street between Washington Street and Antietam Street – January 8
  - Temporary street closures for Donut Drop – December 31
  - Christmas Tree Collection Schedule
- E-casts:
  - Community Meeting for Public Art Along the New Trail – January
  - Support Hagerstown's Sustainable Maryland Initiatives. Take this Survey

2. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Clearing the Way with Public Works
- In production:
  - Year in Review for 2015
  - Police Body Cameras Public Information video

3. **Websites:**

- City Website:
  - About 8,100 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of December 28, 2015 – January 3, 2016.
  - Top entrances (first page users accessed on the website):
    - ▶ Home page 3,131 users
    - ▶ Utility Billing page 354 users
    - ▶ Police page 245 users
    - ▶ Hub City 100 page 244 users
  - Top Searches:
    - ▶ "trash"
    - ▶ "restaurants"

- ▶ "Christmas tree collection"
- ▶ "donut drop"
- ▶ "yoga"
- engageHagerstown:
  - Current topics:
    - ▶ What three factors are most central to Hagerstown's heritage or identity?
    - ▶ What kinds of attributes, skills and experience should a new Chief of Police have?
    - ▶ 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?

## PARKS & ENGINEERING

### 1. Engineering Items

- Public Art Meeting. On Monday night at 6:00 pm at the library, we are inviting the public to attend a meeting where we are seeking input on the Master Plan for public art along the A & E Trail.
- Surveys. Please take part in two important surveys:
  - Bicycle: The Regional Bicycle Study Survey is now open to the public through Feb 5th: <https://bikehepmpo.metroquest.com/>
  - Sustainability (that includes City Recreation questions): The City of Hagerstown is a Sustainable Maryland community. We want to continue our efforts and need your help through the end of January: [www.hagerstownmd.org/sustainablehagerstown](http://www.hagerstownmd.org/sustainablehagerstown)
- Doub Farm. Staff met with the developers and with State Highway Administration (SHA) regarding the creation of a million square foot Town Center on the Doub tract in the NE quadrant of I70 and the Dual Highway. The issue of a monumental entrance onto the Dual Highway was the main topic of discussion and without it, the project won't happen. At this point, the SHA is evaluating some preliminary concepts and a traffic study will likely be done in the next few months. This development could produce over \$1 million annually in tax base expansion.
- Projects
  - Contracts recently advertised for bids:
    - ▶ A&E Trail
    - ▶ A&E Trail Signs & Crosswalks
    - ▶ APS signal upgrade at Walnut/Antietam (no ramps)
  - Contracts recently completed:
    - ▶ Annual Overlay
    - ▶ Street Tree Installation
    - ▶ Stopbars & crosswalk installation
    - ▶ Demolition 40-50 East Baltimore Street
    - ▶ Accessibility Ramp Installation

- Projects currently under construction:
  - ▶ Alleys 3-36 & 5-11 (90% complete)
  - ▶ 170 West Washington Street (95% complete)
  - ▶ Stormwater retrofit at WPC (80% complete)
  - ▶ Rehabilitation of Three Bridges on Burhans Boulevard (20% complete)
  - ▶ Kiwanis Park (80% complete)
- Projects currently under design:
  - ▶ Alley contract to include reconstruction of numerous alleys
  - ▶ Safe Routes to school signal upgrade (Salem/Indiana & Frederick/Mill)
  - ▶ South Prospect Street wall repair

Traffic issues		
Description	Week of 1/3/16	2015 Year totals
Traffic complaints received	3	150
Work Orders completed	4	103
Traffic counts completed	2	46
Construction Projects		
Description	Week of 1/3/16	2015 Year totals
Projects advertised for bids	3	32
Projects under construction	5	
Projects completed	5	20

2. **Parks & Recreation Items**

- Hub City 100 Miler - The Kick-off to the 3<sup>rd</sup> Annual Hub City 100 Miler on Thursday was very well attended. We secured a new partnership with Subway who provided 150 free 6" subs at the Kick-off! Over 600 participants willing to challenge themselves to 1 mile a day for 100 days have registered for the program. Staff worked with local fitness enthusiasts to host a variety of options for a 20-minute work-out at the kick-off. The Hub City 100 Miler is a community challenge that aims to inspire and motivate people to become active through various forms of physical activity, especially in the winter months when it's easy to become idle.



- Yoga - A new eight week session for Yoga for Weight Loss begins this Monday, January 11 at the Golf Course Clubhouse. Registration is already full at 40 participants! The classes take place on Monday and Wednesday evenings throughout Jan/Feb/early March.
- City Park Playground Equipment – Partially funded by Shentel/Sprint, replacement playground equipment is being installed in the south end of City Park. Installation should be completed within the next couple of weeks.
- Safety Maintenance – Completed every three years, we replaced all the swing chains and clevises. We are now making minor repairs as needed and adding mulch to all the playground areas.

## PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued**
  - 1722 Dual Highway – Cutting Edge Pizza, LLC, d/b/a Little Caesar's – carry-out only pizza restaurant (no delivery, no dine in).
  - 10 East Washington Street – El Paso Cantina and Grille, LLC – restaurant (change to an LLC).
2. **New Development Cases**
  - Staley Park – City of Hagerstown – minor site plan for a 600-square-foot pavilion.
  - Fairground Park – City of Hagerstown – minor site plan for a 600-square-foot pavilion.
  - 17996 Garland Groh Boulevard - Aschenbach Hagerstown LLC (Centre at Hagerstown, Lot 6, Phase I) – site plan for a shopping center.
3. **Planning Commission:** The following cases are scheduled for January 13, 2016:
  - 7-15 Eastern Boulevard North - Centre at Antietam – site plan for pad site building.
  - 1547 Mt. Aetna Road – Brethren Mutual Insurance Co. – site plan for parking lot.
  - 1009-1011 Pennsylvania Avenue – Vincent Groh – Pennsylvania Avenue entrance.
  - Garland Groh Boulevard and Broadfording Road – AC&T – landscaping waivers.
  - Concept Review of A & E Walking Trail.
  - Comprehensive Plan Update: Housing and Neighborhoods Element.
4. **Historic District Commission:** The following cases are scheduled for consideration on January 14, 2016:
  - 30 East North Avenue – Andrew Escalet – remove front porch (continued from last meeting – applicant was not present).
  - 102 Broadway – Allegany Wrecking/Joel Merrbaugh for Barbara Bristow – demolish garage.
  - 40 South Potomac Street – TMG Studios/Tracy Carr for Don Bowman – signs.
  - Residential Design Guidelines – complete review.

5. **Weekly Activity Report:** December 14–31, 2015

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	12	Residential -	7	Commercial -	1	Other -	4	15
Electric	37	Residential -	23	Commercial -	14	Other -	0	37
Plumbing	33	Residential -	30	Commercial -	2	Other -	1	33
Mechanical	16	Residential -	13	Commercial -	3	Other -	0	16
Engineering Dept.	18							17
<b>TOTAL</b>	116		73		20		5	118
<b>Est. Value of Issued Building Permit Projects:</b>				<b>Fiscal Year Totals:</b>				
Residential				\$ 43,900.00				\$ 2,702,966.00
Commercial				\$ 424,630.00				\$ 7,443,405.00
Apartment				\$ 500.00				\$ 519,750.00
Sign				\$ 16,000.00				\$ 268,780.00
<b>TOTAL</b>				<b>\$ 485,030.00</b>				<b>\$ 10,934,901.00</b>
<b>PROJECTS OF INTEREST</b>								
- Renovate Family Dollar & expand to existing empty space at 921 Pennsylvania Avenue - \$285,630								
- Installing interior accessible lift at Congregation B'nai Abraham, 53 East Baltimore Street - \$75,000								
<b>NO FEES</b>								
					<b>PROPERTIES</b>		<b>UNITS</b>	
Registrations received week of Dec. 14 – Dec. 31					10		20	
New applications issued week of Dec. 14 – Dec. 31					6		11	
Total 2015-2016 registered (includes changes since 5/1/15)					3,352		8,994	
Percentage of total invoiced that have registered					99.5 %		99.5 %	
<b>Notes:</b> The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015.								
<b>PAYMENT</b>								
Weekly payment received		\$ 1,650						
Weekly adjustment/credits		\$ 975						
<b>INSPECTIONS</b>								
<b>TYPE</b>				<b>NUMBER CONDUCTED</b>				
Building				77				
Electrical				93				
Plumbing				61				
Mechanical				32				
Safety				106				
Neighborhood Vitality				86				
Quality of Life				12				
Preventive Maintenance				147				
Planning & Zoning				17				
<b>INSPECTIONS KEY:</b>								
<b>Categories of Conditions</b>								
Safety		Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails						
Neighborhood Vitality		Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.						
Quality of Life		Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens						
Preventive Maintenance		Conditions which are technical violations and need addressed to prevent deterioration. Example: 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:	1,452	Field Interviews:	29
Arrests/Warrants Served:	24	Moving Violations:	52
Domestic Violence Calls:	19	Parking Violations:	180
DUI Arrests:	3	Safety Repair Orders:	7
Reports Filed:	136	Warnings:	55

**2. REPORTS**

- **12/31/15:** Officer Routhier responded to the Locust Point Market for a theft in progress. The victim advised that someone went behind the counter and stole her purse while she was assisting another customer. The description of the suspect was a female with dark hair, wearing a gray hooded sweatshirt, acid colored jeans and carrying a gray purse. Another officer located a female matching the description of the suspect on Baltimore Street. She was detained and had in her possession the contents from the victim's purse, as well as her own drug paraphernalia. She was transported to Central Booking and charged with theft and possession of drug paraphernalia.
- **01/03/16:** Officer Cline was dispatched to Central City Liquors for the report of a robbery in progress. A customer of the establishment was walking to her vehicle when a black male attempted to take her purse. The victim held on to her purse and the suspect then dragged her across the parking lot. The suspect was unsuccessful in getting the purse and he fled the area.
- **01/04/16:** Officer Bobetich responded to West Washington Street for a burglary report. The victim advised that his garage door was locked and someone kicked open the door. Damage was done to the frame work but nothing appeared to be missing.
- **01/05/16:** Officer Lippy was at District Court when a disturbance ensued in Courtroom 1. The bailiff escorted the loud citizen to the hallway and asked that she leave the building. At this time the citizen assaulted the bailiff and Officer Lippy informed the citizen she was under arrest. She was instructed to place her hands behind her back but she refused. She was transported to Central Booking and charged with Disorderly Conduct, Assault 2<sup>nd</sup> Degree and Resisting Arrest.

**3. PRESS RELEASES**

- On Saturday, January 2, 2016, at approximately 11:48 p.m., officers from the Hagerstown City Police Department were dispatched to an address on Murph Avenue for a home invasion/robbery. They were advised two males had entered the property with firearms and assaulted one of the tenants inside.  
  
Through investigation, officers learned one of the suspects, Joel Adelberto Rodriguez, was a relative of the victim and that Rodriguez had struck the victim in the head with a shotgun during the course of the robbery. During the robbery an undisclosed amount of money was taken from the residence.  
  
The victim was taken to Meritus Medical Center for non-life threatening injuries. Rodriguez was taken into custody with a few hours after the incident at his residence on Jonathan Street. A shotgun was recovered from the residence during the arrest.

4. **OTHER NEWS/INFORMATION**

- **New Crime Analyst at the Hagerstown Police Department:** Effective January 04, 2016, Emily Gusman is the new Crime Analyst at the Hagerstown Police Department. She will report to Captain Langston in the Patrol Division.

The focus of crime analysis is the study of crime (e.g. rape, robbery, and burglary); disorder problems (e.g. noise complaints and suspicious activity); and information related to the nature of incidents, offenders, and victims or targets of crime.

Emily will review police reports each day with the goal of identifying patterns as they emerge. This analysis is crucial in reducing crime and disorder by providing policing strategies, such as hotspots policing and CompStat management strategies.

We wish her well as she begins her career at the Hagerstown Police Department.

- **K-9 Fatima Retires:** Effective December 31, 2015, K9 Fatima retired from the Hagerstown Police Department. K9 Fatima served this Department since 2009 and has conducted numerous patrol and narcotics deployments resulting in the arrest of many suspects and the seizure of numerous illegal narcotics.

We thank K9 Fatima for her service and wish her well in retirement.

<b>PUBLIC WORKS</b>
---------------------

**PARKING SYSTEM DATA**

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	254	270
	University District Deck	462	469
	Downtown Parking Lots	499	486
Number of Patrons Using Decks	A & E Deck	1,191	1,214
	University District Deck	952	841
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	133	90
Number of Late Payment Notifications		19	51
Number of Cars Booted		0	0
Peak Occupancy (%)	A & E Deck	*68% (Thur @ 6 PM)	65% (Tue @ 2PM)
	University District Deck	36% (Thur @ noon)	47% (Tue & Wed noon)

\*Donut Drop in Square at 7 PM

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	0	2
Human Resources	1	0
Light	3	2
Parks & Engineering	0	0
Police	7	4
Public Works	5	3
Wastewater	1	1
Water	2	2
<b>Weekly Totals</b>	<b>19</b>	<b>14</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 December 2015	December	November
Street Issue			2
Parking System	Credit card stuck in machine	1	
Traffic Signal			4
Traffic Signs	Stop sign knock down	1	2
Building Maintenance			1
Fleet Maintenance	Truck malfunction	1	
Weather Related			
Property Issues			
Misc.			
Total		3	9
Total Call Outs for 2015	64 - for an average of 1.23 call outs per week		

<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 2015	Number of Miles of Streets Swept
January	358
February	266
March	664
April	1,787
May	1,067
June	1,233
July	1,040
August	680
September	966
October	1,347
November	1,120
December	1,036

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. 12/31 - Corner of, East Wilson Blvd. and Frederick Street- pole damage; vehicle struck utility pole in accident however, no damage was found to HLD facilities. Time Out: 20.3-20.7

Sun. 1/3 - 370 South Locust Street- blinking lights; two connectors were replaced to correct problem. Time Out: 11.4-12.2

- Tues. 1/5 - 418 Summit Avenue- total outage; a transformer fuse was replaced. Time Out: 20.9-22.2
- Wed. 1/6 - 22 South Mont Valla Avenue- service was disconnected for electrician to make emergency repairs to customer's meter socket. Time Out: 15.0-15.6
- 22 South Mont Valla Avenue- service was reconnected after completion of electrician repairs to meter socket. Time Out: 17.9-19.0

**Distribution:** Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Work to replace old underground primaries in various locations of the City of Hagerstown is currently on-going.
- Feeder inspections for 2016 have been begun for Zayre substation.
- Line crews have completed several service upgrades and new meter installations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
14	0	4	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.
- Engineering staff began researching replacement batteries for the Zayre substation relay/control house.
- The Staff Engineer completed a pole attachment agreement and related mapping for LUMOS Technologies to attach fiber optic cable to HLD owned utility poles.

**Administration:**

- For the proposed ESS projects, staff is in review of any interconnection agreements necessary through the Commission and developing rate structure for their anticipated system losses.
- 

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, December 30, 2015	8.08	0.06
Thursday, December 31, 2015	7.39	0.01
Friday, January 1, 2016	6.65	0.00
Saturday, January 2, 2016	6.55	0.00
Sunday, Jan 3, 2016	6.58	0.00
Monday, January 4, 2016	6.61	0.00
Tuesday, January 5, 2016	6.51	0.00
Weekly – Avg. Flow / Total Rainfall	6.91	0.07
Dec - Avg. Flow/Total Rainfall	6.53	4.00
Jan - Avg. Flow/Total Rainfall	6.58	0.00

- Met with Envirep to perform start-up on new Gorman-Rupp sump pump.
- Made corrections on safety issues that were found during the last inspection.
- Disconnected suction piping to 6M transfer pump and removed debris that was obstructing flow.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

### **Wastewater Collection**

#### **SSES Weekly Progress**

<b>Activity</b>	<b>Districts</b>	<b>L. F. main</b>	<b>Feet of lateral</b>	<b># inspected</b>
CCTV Inspections	N/A	0	0	0
Flushing	15,29,33,36	39,311'		

#### **Collection System Maintenance Task**

- Vacuumed cleanout at 401 Brookline Avenue (owner making arrangements for repair).
- Installed and repaired interface at Station #18.
- Pulled and cleaned #1 pump at Station #22, found rags on impeller bolt.
- Grinder Pump bench work at shop and configuring parts for grinder pump discharge assemblies, also making new tubes.
- Cleaned wet wells at Pump Stations #5, 9, 23, and 28.
- Adjusted floats at Pump Station #28.
- Exercised generators at all pump stations.
- Checked grinder pump at 11006 Parkwood Drive, replaced pump and cleaned grease from tank.
- Collected Newgate flow data.
- Dropped Enzyme bags to control FOG at various pump stations.
- Changed batteries for flow meter at MH #15122.
- Unit #518 to go back to Rausch for repair/replacement of locator.
- Made gasket forms, made gaskets for grinder pump discharge piping.
- Grinder pump call at 1518 Kensington Drive, unplugged high float, sensing tube found filled with grease; pulled and replaced pump.
- Excavated at 328 Wakefield Road for partial blockage from buildup of scale in cast iron pipe.
- Inspected manholes at Woodlands Run, Crestwood Drive, and Northern Avenue for sulfide damage.
- Homeowner at 457 Links View Drive notified the second time of standpipe issue. Homeowner required to excavate and repair.
- Parged manholes 20002/20003 Maryland Avenue, and 22018/22019 Park Circle.
- Staff met at Pump Station #8 to discuss County progress with completing punch list items.
- Completed manhole inspections in Districts 3 & 4 for replacement of old style 3" covers.

- Cleaned leaves at Pump Station #25.
- Replaced lock on Grinder Pump tank at 20214 Mahogany Circle at homeowner request.
- Followed up with Homeowner at 1512 Howell Road, repair completed to both private lateral pipes prior to our connection.
- Backup at 413 Guilford Avenue; problem on homeowner.
- 306 A & B Woodpoint Avenue odor problem found to be a broken cleanout on porch.
- Pump Station #28; found low level float to be bad, replaced.
- Reinstalled transducer at Pump Station #18.
- Backup at 84 Nottingham Road; homeowners cleanout filled with debris, vacuumed out lateral, CCTV lateral, cleared root intrusion, homeowner replaced cap.
- Assisted Mack/Volvo crew by plugging their forcemain while they made repairs at their lift station.
- Began drilling pick holes in manhole lids in District #1, for easier, safer access.
- Continued checking for 3" frame and covers to be replaced in District #4.
- Back up 313 Daycotah Avenue, problem in lateral, cleaned mainline and CCTV lateral.
- 814 Forest Drive, problem on us; cleaned lateral.
- 20210 Mahogany Circle replaced bad check valve.
- CCTV and cleared roots from VFW's Washington Street lateral.
- Total sewer cleaning for the year 400,049 feet.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	3	1	0	0	3	9
YTD 2015	50	96	23	7	11	73	260
YTD 2016	0	1	1	0	0	3	5

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

**Engineering**

- Staff met with the Utilities Director and Division managers for general projects and budget discussions.
- Staff met with a consultant regarding the impact of re-subdivision of adjoining parcels on existing sewer service.
- Staff attended a Plan Review Committee meeting at City Planning.

**Wastewater Laboratory**

- Contacted Lachat regarding an OL warning for the peristaltic pump.
- Completed NH3 MDLs.

- 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 A. Means". The signature is written in a cursive style with a large, sweeping initial "V".

Valerie Means  
City Administrator