

# City of Hagerstown, Maryland Status & Information Report No. 4 for 2016

January 29, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

### FEBRUARY 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 No M&C Meeting	3 4pm Planning Commission Meeting	4	5	6
7	8	9 4pm Work Session	10	11 4:30pm Historic District Commission Meeting	12	13
14	15 <b>HOLIDAY CITY OFFICES CLOSED</b>	16 4pm Work Session	17 7pm Board of Zoning Appeals Meeting	18	19	20
21	22	23 7pm Regular Session	24 7pm Planning Commission Meeting	25 4:30pm Historic District Commission Meeting	26	27
28	29					

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Day in Annapolis:** Staff from cross departments attended the Washington County Community Coalition's "Day in Annapolis" on January 28, 2016. The day began in Annapolis with lunch with the Western Maryland Delegation and concluded with the "We Mean Business" legislative reception that evening. The lobbyist for the group is John Favazza of Manis, Canning & Associates. The legislative agenda for 2016 includes three items: I-81 Widening; Adoption of new Maryland Building Performance Standards (MBPS) codes every six years vs every three years; Hagerstown as a pilot city for a City Revitalization Improvement Zone (CRIZ). Staff from the Department of Technology, Communications & Support Services did the design and layout of the legislative book.
2. **Grand Openings:** Due to winter storm Jonah, the grand opening for Pizza & Pretzel Creations originally scheduled on Tuesday, January 26th was postponed. Pizza & Pretzel Creations is located 20 West Washington Street. Staff is working to reschedule the official ribbon cutting and grand opening.
3. **Snow Angel Program:** Staff continues to coordinate the matching of Snow Angels with volunteers. There is a waiting list for citizens requesting the assistance. More Snow Angel volunteers are needed. Anyone interested in becoming a Snow Angel please contact DCED or visit <http://www.hagerstownmd.org/index.aspx?nid=166>

## FIRE DEPARTMENT

1. **HFD was ready for Winter Storm Jonas!** The repurposed Utility 3 vehicle was staffed with two persons as a response unit and primary snow removal unit. It was equipped with a large capacity snow blower, tow strap and chains. Utilizing the newly installed 9' v-plow, HFD assisted with snow removal at all City Fire Stations, Community Rescue Service, the Hagerstown Police Department and the City Market House lot. Utility 3 responded as needed on almost every EMS call. Hagerstown Fire Department employees and volunteers worked tirelessly to get the job done!

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **This Week's Headlines and Media Releases:**
  - City Staff, Resources are Ready for Winter Snow Storm
  - Resident Notifications (Pilot Program):
    - Free Parking in City Center Decks Continues Through Next Week
    - UPDATE: City Operations During Winter Storm Jonas
    - Crews Working to Clear Streets, Sidewalks After Winter Storm
    - Power Outage in the North End Being Addressed
    - FREE Parking in City Center Decks
    - Recycling and Trash Collection Delay
    - Clearing Our Streets, Alleys and Sidewalks
    - UPDATE: Snow Operations and Trash & Recycling Collection
  - Advisories:
    - Free Parking in City Center Decks Continues Through Next Week
  - E-casts:
    - Hub City 100 Miler - Week 4
    - We Want Your Two Cents! Sustainability and Bicycling Surveys
    - FREE Parking in City Center Decks
2. **Channel 25:**
  - Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Clearing the Way for Public Works
    - Live Hagerstown Promotion
  - In production:
    - Month in Review for January 2016
    - Police Body Cameras Public Information video

3. **Websites:**

- City Website:

- About 11,100 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of January 18 - January 24, 2016
- Top entrances (first page users accessed on the website):
  - ▶ Home page 4,138 users
  - ▶ Storm update page 1,964 users
  - ▶ Utility Billing page 325 users
- Top Searches:
  - ▶ "snow removal"
  - ▶ "building permits"
  - ▶ "street clearing"
  - ▶ "youtube"

- engageHagerstown:

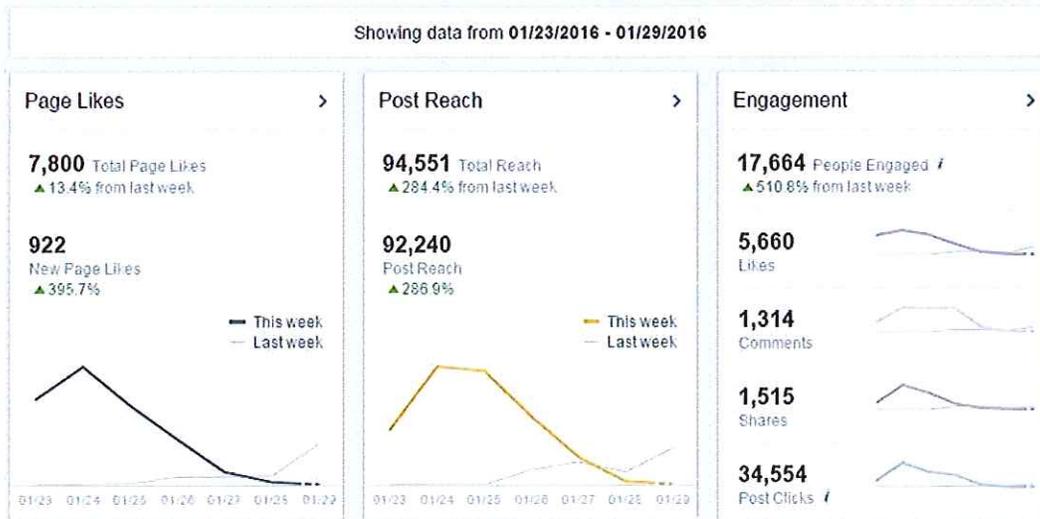
- Current topics:
  - ▶ What three factors are most central to Hagerstown's heritage or identity?
  - ▶ What kinds of attributes, skills and experience should a new Chief of Police have?
  - ▶ Why do you get involved online? Why is a digital format beneficial for you?
  - ▶ What are our community's priorities for planning our City's future?

4. **Website Analytics During Winter Storm Jonas (Friday, January 22 - Thursday, January 28):**

- Total Visits to City Website: 13,300
- Views of snow coverage under "Stay Informed": 2,070
- Popular search terms:
  - Snow removal
  - Trash pickup
  - Snow
  - Street clearing of snow
  - Snow angel
  - Parking
  - Weather
  - Mail

- Facebook Insights on The City of Hagerstown - Municipal:

□ Page Traffic:



□ Post performance and engagement:

Published	Post	Type	Targeting	Reach	Engagement	Promote
01/26/2016 12:47 pm	ALL streets have been plowed and re-opened in the city. We'r	Image	Global	22.4K	5.6K 997	<a href="#">View Results</a>
01/25/2016 5:17 pm	City offices will be OPEN tomor row - Tuesday, January 26th. O	Text	Global	689	34 17	<a href="#">Boost Post</a>
01/25/2016 1:40 pm	We've received a lot of inquirie s regarding clearing alleys... R	Text	Global	16.7K	2.3K 350	<a href="#">Boost Post</a>
01/25/2016 12:24 pm	We're still at it and trying to get t hings back to normal. This stor	Image	Global	23.6K	3.3K 840	<a href="#">View Results</a>
01/25/2016 7:05 am	Parking will be FREE at both Ci ty Center parking decks throug	Image	Global	13.4K	628 653	<a href="#">View Results</a>
01/24/2016 6:56 pm	City offices will be CLOSED on Monday, January 25th. We've b	Image	Global	15.1K	1.5K 580	<a href="#">View Results</a>
01/24/2016 5:34 pm	NORTH END RESIDENTS: We have crews working to repair a	Text	Global	4.2K	446 119	<a href="#">Boost Post</a>
01/24/2016 3:24 pm	City residents: trash and recycli ng collection will be delayed O	Image	Global	24.8K	1.1K 766	<a href="#">View Results</a>
01/24/2016 9:17 am	This snow has certainly taken a toll on all of us. There are many	Image	Global	50.9K	9.3K 2K	<a href="#">View Results</a>
01/23/2016 11:59 am	We have great partners in our c ommunity! The homeless shelt	Text	Global	6.4K	347 353	<a href="#">Boost Post</a>
01/23/2016 9:13 am	PLEASE play it safe and don't d rive unless it is absolutely nece	Image	Global	16.1K	1.3K 1.1K	<a href="#">View Results</a>
01/22/2016 2:53 pm	We are working for you, Hagers town! We'll have updates for wh	Image	Global	22.3K	2.7K 1.1K	<a href="#">View Results</a>
01/21/2016 6:31 pm	It's coming... Are you ready? Th e City of Hagerstown is prepare	Image	Global	13.4K	1.2K 364	<a href="#">View Results</a>

- How we compare to Washington County Government:



**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

- Pedestrian Study Burhans at George Street.** Traffic consultant has completed the study of pedestrian safety on North Burhans Boulevard near George Street. They recommend that we do NOT add a crosswalk at George Street but did have suggestions to encourage pedestrians to cross at signalized intersections and will ultimately be submitted to Mayor & Council for approval.
- Neighborhoods 1<sup>st</sup>.** Prepared concept plan to slow traffic and give pedestrians a safer place to cross Mulberry Avenue at Pangborn Boulevard. This plan is being distributed to the neighborhood and may be on the February Board of Traffic & Parking meeting, and will ultimately be submitted to Mayor & Council for approval.
- Add Parking for Residents.** We obtained approval from State Highway to allow the City to add eight parking spaces on the north side of Washington Avenue west of High Street to provide more parking for residents. The actual pavement markings will be completed this Spring as weather allows.
- APS signal upgrade at Walnut/Antietam.** Held Pre-bid meeting and will send out the minutes and Addendum 01 this week. With suggestions from one of the bidders we found we can reduce the scope of work somewhat to save funds.

Traffic issues		
Description	Week of 1/24/16	Year to date
Traffic complaints received	3	6
Work Orders completed	3	5
Traffic counts completed	0	1
Construction Projects		
Description	Week of 1/24/16	Year to date
Projects advertised for bids	1	3
Projects under construction	5	
Projects completed	0	1

## PARKS & RECREATION DIVISION

### 1. **Ice Rink**

Here are some highlights from the January HIAAA Board meeting:

- The Ice Rink continues to show strong financial numbers and assets have nearly doubled in the last year.
- Public skates are “overflowing” with people and they are working to add public skate times.
- February 20<sup>th</sup> is free public skate date (sponsored by Sprint) and ‘learn to play hockey free’ day.
- Locker-room project should be completed in the next two months.
- Began to seriously discuss a proposal for a second sheet of ice and adding indoor soccer.

2. **Snow Removal.** Due to the amount of snow we received, we assisted Public Works with removing snow from the streets. We also did snow removal in our parks, walkways, and parking lots.

### 3. **Winter Rec Programs**

- Staff is coordinating a mass order of t-shirts for the 100 Miler and is working with sponsors to customize team shirts for: Team CityFit, Team WCPS, Team George (County Government), Team Meritus and Team Volvo. Registration has closed for the 2016 Hub City 100 Miler and an official 925 have registered!
- Yoga for Weight Loss continues at the Golf Course Clubhouse on Monday and Wednesday evenings with a sold-out class. Black Light Yoga has been rescheduled due to weather to February 4<sup>th</sup> at 6 p.m.

## PLANNING & CODE ADMINISTRATION

### 1. **Zoning Certificates Issued**

- 1008 South Potomac Street – Splash Car Wash LLC, d/b/a South End Auto Sales – vehicle sales facility with not more than 5-10 vehicles.
- 25 North Cannon Avenue – Hope-Well Hagerstown, LLC d/b/a Express Pharmacy – retail sales of prescription and over-the-counter medications.
- 201 South Cleveland Avenue, Suite 101 – Hope-Well Cleveland, LLC d/b/a Express Pharmacy – retail sales of prescription and over-the-counter medications.

2. **Planning Commission:** The Planning Commission considered the following at its January 27 Regular Meeting:

- Preliminary Consultation: 808-810 Mulberry Avenue – reviewed a proposed minor subdivision and made suggestions for revisions.
- 2016 Land Management Code Text Amendment Package – begin reviewing staff proposals for amendments to the Land Management Code.

3. **Weekly Activity Report:** January 18–22, 2016

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	1	Commercial -	2	Other -	0	8
Electric	14	Residential -	9	Commercial -	4	Other -	1	14
Plumbing	5	Residential -	4	Commercial -	1	Other -	0	6
Mechanical	4	Residential -	3	Commercial -	1	Other -	0	4
Engineering Dept.	3							3
<b>TOTAL</b>	<b>29</b>		<b>17</b>		<b>8</b>		<b>1</b>	<b>35</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 98,500.00				\$ 2,926,875.00
Commercial				\$ 10,000.00				\$ 7,603,905.00
Apartment				\$ 0.00				\$ 519,750.00
Sign				\$ 46,100.00				\$ 314,880.00
<b>TOTAL</b>				<b>\$ 154,600.00</b>				<b>\$ 11,365,410.00</b>
<b>Project of Interest:</b>								
- Interior renovations to first and second floor due to fire at 708 Jefferson Street - \$50,000								
- Removing wall and adding second floor master bath at 953 View Street - \$35,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016</b>								
					<b>PROPERTIES</b>			<b>UNITS</b>
Registrations received week of Jan. 18 – Jan. 22					4			4
New applications issued week of Jan. 18 – Jan. 22					5			5
Total 2015-2016 registered (includes changes since 5/1/15)					3,362			9,010
Percentage of total invoiced that have registered					99.9 %			99.9 %
<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								\$ 300
Weekly adjustment/credits								\$ 0
<b>INSPECTIONS</b>								
<b>TYPE</b>				<b>NUMBER CONDUCTED</b>				
Building				16				
Electrical				30				
Plumbing				15				
Mechanical				13				
Safety				25				
Neighborhood Vitality				42				
Quality of Life				5				
Preventive Maintenance				53				
Planning & Zoning				1				
<b>INSPECTIONS KEY:</b>								
<b>Categories of Conditions</b>								
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails							
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.							
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens							
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood							

Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance.
	<u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,351	Field Interviews:	24
Arrests/Warrants Served:	14	Moving Violations:	20
Domestic Violence Calls:	21	Parking Violations:	46
DUI Arrests:	2	Safety Repair Orders:	4
Reports Filed:	74	Warnings:	38

2.

**REPORTS**

- **01/22/16:** Officer R. Dean responded to Summit Avenue for a burglary report. A citizen advised he went to his shed and discovered someone had put a change machine in his out building. Dispatch ran a burglary check and it revealed that Monkey Joe's reported their change machine stolen. It was verified the machine did belong to Monkey Joe's and the machine was released to the manger. No further information is available.
- **01/21/16:** Officer Spigler was dispatched to Bed, Bath, Beyond on Garland Groh Boulevard for a theft in progress. The assistant manager advised an unknown white male, approximately 20 years old, concealed a vacuum cleaner under his coat and headed for the door. She attempted to stop him but he proceeded through the door without paying. He sped away in a white 2013 Hyundai. The owner of the vehicle was discovered with the help of the MVA. Since the owner lives outside City limits, HPD requested assistance from the Washington County Sheriff's Department. To date, the owner has not been located.
- **01/22/16:** Officer Morris responded to Summit Avenue for a report of shots fired. Dispatch advised the caller did not want to be identified. Residents in the area stated they heard four to six shots coming from the area of Holburn Alley. Officers checked the area of Holburn Alley for shell casings, but none were found.
- **01/26/16:** Auxiliary Officer Miller noticed a glass pane broken from a door on East Franklin Street. He notified the Hagerstown Police Department and Officer Goggin responded to the area. After receiving permission to enter the business, he proceeded to search the business and found no one inside. The owner stated that no currency was kept in the cash register but she did discover that over \$200 worth of crab meat was stolen. There are no known suspects at this time.
- **01/26/16:** Officer Vanderwall was dispatched to McDonald's on East Washington Street for a counterfeit \$100 bill. The manager advised a large, white woman had given the cashier a fake \$100 bill at the drive through window. The cashier alerted the manager what was taking place. The manager advised to have the individual pull to the front of the building to receive her change and food. When the manger tried to copy the registration number from the Jeep the suspect sped away. Further investigation will follow.
- **01/26/16:** Officer Fuqua responded to Weis Market on Eastern Boulevard for a report of an undesirable male inside the store. The individual was served with a No Trespass Letter and was asked to leave the business. The individual pushed the letter away striking the officer's hand. The unruly male went to the outside curb and continued to attract the attention of customers with his yelling and undesirable behavior. He continued to disregard the officer's orders to lower his voice. The male was taken into custody and charged with Assault 2<sup>nd</sup> degree, Disorderly Conduct and other related charges.

3. **OTHER NEWS/INFORMATION**

- **Congratulations:** Effective Friday, January 15, 2016, Officer Kevin Brashears was selected as the Department's newest Detective. He will transfer to the Criminal Investigative Division as manpower allows. We wish him well as he continues his police career in a new division.
  
- **Police Officer Testing:** On January 21, 2016, the Hagerstown Police Department offered testing for the position of Police Officer. There were 34 individuals that took the test and 16 of them passed the test. This was a written test only. The physical agility test will be given at a later date to those that passed the written test. There will be another written test scheduled in February. Those interested in applying may register on-line to take the written test.
  
- **K-9 Handler Training:** Officer Curtis Kelley will be attending K-9 handler training in Loudon, TN for the next six weeks. His academy starts February 1, 2016, and ends March 11, 2016. Officer Kelley's K-9 partner, Jacky, is a German Shepherd mix. K-9 Jacky will be trained to assist police and other law-enforcement personnel in their work. He will be trained to search for drugs and explosives, search for lost people, looking for crime scene evidence, and protecting his handler. Police dogs must remember several hand and verbal commands. The most commonly used breed is the German Shepherd. We wish Officer Kelley and K-9 partner Jacky the best as they travel to Tennessee for their training.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	258	256
	University District Deck	376	361
	Downtown Parking Lots	503	500
<b>Number of Patrons Using Decks</b>	A & E Deck	1,016	1,576
	University District Deck	1,341	1,555
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	119	159
<b>Number of Late Payment Notifications</b>		36	NA
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	62% Thu @ Noon	57% (Tue @ 2 PM)
	University District Deck	62% Wed @ Noon	56% (Thu @ 2 PM)

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	<b>Current Week</b>	<b>Previous Week</b>
<b>DCED</b>	0	0
<b>Fire</b>	2	2
<b>Human Resources</b>	0	0
<b>Light</b>	2	0
<b>Parks &amp; Engineering</b>	1	3
<b>Police</b>	3	4
<b>Public Works</b>	3	13
<b>Wastewater</b>	1	2
<b>Water</b>	0	7
<b>Weekly Totals</b>	12	31

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:

- Thur. 1/21 - 16 Randolph Avenue- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 17.8-18.5
- Sat. 1/23 - Corner of Wilson Boulevard and Potomac Avenue- pole damaged; pole was found to belong to Potomac Edison and they were contacted regarding needed repairs. Time Out: 0.5-1.5
- 817 Virginia Avenue- lines arcing. Time Out: 6.0-8.0
- 72 Wayside Avenue- partial outage; customer's main breaker tripped. Time Out: 14.5-16.0
- 221 Summit Avenue- total outage; tree branch pulled service loose from house. Time Out: 21.5-23.5
- 321 Nottingham Road- lines arcing; heavy snow caused lines to slack. Time Out: 12.0-13.0
- Sun. 1/24 - 124 Ray Street- lines down; Verizon was notified of needed repairs. Time Out: 123.0-13.0
- 213 High Street- heavy snow caused spouting to fall on customer's service wires. Time Out: 13.7-14.7
- 400 North Prospect Street- total outage; Magnetic Crane broke pole and pulled energized conductor to the ground. 1,500 customers experienced either partial or total loss of power as a result. Time Out: 16.0-19.0
- 316 South Potomac Street- total outage; lineworker replaced 15'ft of burnt triplex. Time Out: 21.5-0.0
- Mon. 1/25 - 116 Wayside Avenue- Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to a gas main break. Time Out: 17.3-18.1
- Tues. 1/26 - 627 Chestnut Street- Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to a gas main break. Time Out: 22.1-22.7
- Wed. 1/27 - 912 Franklin Street- Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 1.9-3.7
- 24 East Franklin Street- pole damaged; snow plow hit a 10'ft streetlight. Time Out: 4.3-4.9
- 308-310 North Jonathan Street- meters were removed and service disconnected from both properties due to a water main break and flooding. Time Out: 19.1-19.8

**Distribution:** Recent activity included:

- Metering Staff received two high bill complaints this week. Upon testing, meters were found to have met all Public Service Commission requirements.
- Staff removed snow from all HLD maintained sidewalks and from the substation access driveways.

- Reorganization of material storage areas has commenced.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
2	0	2	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 provided a cost estimate for relocation and upgrade of HLD high voltage underground cables and transformers service a local manufacturing facility.
- The Staff Engineer completed a design to provide three phase electrical service to an expanding retail store.
- The Staff Engineer completed revisions to the HLD Street Lighting Manual and posted the document to City's website.
- The Substation Technician completed repairs to the Bulldog Substation #1 Feeder Breaker that was damaged just after the winter storm. Cause of damage was due to a private entity making contact with overhead HLD facilities causing an electrical fault.

**Administration**

- Staff completed Data Request No. 1 for the Office of People's Counsel regarding Public Service Commission Case 9505(j).
- Staff released the Request for Proposal of consulting services in our efforts to procure a Wholesale Purchase Power contract beyond May 31, 2017.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 20, 2016	6.98	0.00
Thursday, January 21, 2016	6.89	0.00
Friday, January 22, 2016	6.65	0.00
Saturday, January 23, 2016	6.22	0.00
Sunday, January 24, 2016	6.29	0.18
Monday, January 25, 2016	6.46	0.08
Tuesday, January 26, 2016	6.69	0.00
Weekly – Avg. Flow / Total Rainfall	6.60	0.26
Jan - Avg. Flow/Total Rainfall	6.96	2.00

- Troubleshoot/replace sample pump driver card in ChemScan unit.
- Disconnect Ferric Chloride feed piping and clean strainers.
- Troubleshoot fault on #3 Nitrified Recycle Pump.
- Snow preparation/removal.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	N/A			

**Collection System Maintenance Task**

- 11252 Eastwood Drive, reset pressure tube for Grinder Pump.
- Met with County to go over Unit #563, took unit to CMG for fuel leak.
- Met with WH Cooke to go over issues with Ultrasonic controller at station #2, they will replace with new sensor next week.
- Painting Pump Station #8 lower level.
- Cleaned and waxed Units #518 and #527.
- Grinder Pump bench work in shop.
- Continued to inventory Loft area and Pole Barn.
- Pumped wet well for AR&E.
- Collected Newgate Flow Data.
- CCTV Tractor unit #518 to Rausch for repair.
- Drilled manholes in District #11.
- Storm preparation: Fueled and ran all generators, backhoes, loaders, dump trucks and portable pumps. Installed snow plows on vehicles. Filled Extra fuel cell on Unit #500 in the event of an emergency.
- Assisted Public Works throughout the weekend with 24hr snow removal operations.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	0	0	0	0	0	1
YTD 2016	4	6	2	0	1	5	18

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

**Wastewater Laboratory**

- Due to the weather, Contract Lab cancelled WET testing. WET testing will now be completed during the week of February 15<sup>th</sup>.
- Notified MDE that BOD samples were not able to be read on Saturday due to the weather.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.
-

## WATER DIVISION

### Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
01/21/16	12.95		12.95
01/22/16	12.95		12.95
01/23/16	12.01		12.01
01/24/16	12.49		12.49
01/25/16	12.89		12.89
01/26/16	13.28		13.28
01/27/16	13.27		13.27
<i>Average</i>			12.83

### Water Production at R C Willson

- The Phase IV work has reached final completion and staff continues reviewing project close-out documentation. Staff submitted the final Change Order to MDE for review and approval and will submit this Change Order to Mayor and Council in February.
  
- Operations
  - Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance. Staff also worked on snow removal. Water demand is very high for this time of year – this is likely due to leaks and customers leaving their water run to prevent pipes from freezing.
  
- Maintenance
  - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed. Staff also worked on snow removal.
  
- Instrumentation
  - Instrumentation staff continues work with ABB on the new SCADA system. Staff is working on the lighting and heating system in the Chlorine rooms.

### Water Production at Breichner

- The Edgemont Reservoir pool elevation is -11.1 feet below crest with the bypass valve open (two turns) and the hydrant closed. Site evaluation is on-going to track and document seepage associated with recent precipitation and natural fluctuation of the reservoir. Level I of the Emergency Action Plan was activated per MDE associated with the predicted snow storm.

### Water Distribution

- Distribution crews are working with Public Works clearing, plowing, shoveling, and hauling snow. Crews also cleared snow on Water Department properties. Leaks were repaired on Randolph Avenue, Glenside Avenue, and Frederick Street. Crews also provided assistance to Funkstown on a water system leak.

### Laboratory

- Collected TSS and Aluminum sample from Lagoon discharge.
  
- Received new thermometers for Collert incubator.
  
- 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**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	1
Preliminary Plats	0	0
Final Plats	1	1
Building Permits	18	1

- No activity to report due to storm preparation and closures.



Respectfully submitted,

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

Valerie Means  
City Administrator