

# City of Hagerstown, Maryland

## Status & Information Report No. 43 for 2016

October 28, 2016

To Mayor Gysberts and Members of the City Council:

### UPCOMING MEETINGS

<b>OCTOBER 2016</b> <i>* 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></i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5 4pm Planning Commission Meeting	6	7 7am-4pm Par Fore Pink @ Greens at Hamilton Run	8 7am-2pm Community Yard Sale @ Stables at Fairgrounds Park  1-4pm Harvest Hoedown@ Fairgrounds Park
9	10	11 4pm Work Session	12	13 4:30pm Historic District Commission Meeting	14	15
16	17	18 3:30 pm Executive Session  4 pm Work Session	19 7pm Board of Zoning Appeals Meeting	20	21	22 10am-4pm Tommy 202 Rides @ City Park
23	24	25 7pm Regular Session	26 7pm Planning Commission Meeting	27 4:30pm Historic District Commission Meeting	28	29 11am-1pm Howl-O-Ween Dog Costume Parade@ Fairgrounds Park  6pm Mummies Parade
30	31 6-8pm City-Wide Trick-or-Treat					

### COMMUNITY & ECONOMIC DEVELOPMENT

- Department of Community and Economic Development (DCED) staff attended the Washington County Economic Development Commission "City Center" Committee meeting this week. Mike Fitzgerald is chairing this committee, and DCED staff joined a discussion about the ways in which the County City Center Committee volunteers, the Main Street volunteers and the City can work together on common goals of business attraction and housing development downtown.

2. DCED and Planning and Code Administration Department (PCAD) staff met with representatives from Pen-Mar Regional Association of Realtors to hear feedback from realtors and investors about the challenges to commercial and residential development in both downtown and in the City. Follow up meetings will take place to continue to work on improved communications and customer relationships.
3. DCED staff attended the Entrepreneurism Summit hosted by the Greater Hagerstown Committee, the Chamber of Commerce and CHIEF. Speakers at the event represented TEDCO, the U.S. Chamber of Commerce Foundations, the University System of Maryland, and the Maryland Department of Commerce.
4. **Burobox:** The Community Development Network of Maryland featured the Burobox as part of their state-wide Community Development Week. On Monday, October 24 local, regional and state officials attended with remarks made by Mayor Gysberts, Delegate Wilson, and Michael Halosky with the Maryland Department of Housing and Community Development. The group received a tour of the Burobox and parts of the A&E District. A reception was held at the Washington County Arts Council.
5. **Main Street Update:**
  - Main Street Hagerstown continues to plan and execute Second Saturday events. The November 12 will feature a Veterans theme.
  - Staff continue to work with the Downtown Movement to get ready for November's Pop up Shop events on November 18, 19 and 26.
6. **Events:**
  - ***City Center Ghost Tours*** will be held on October 28 beginning at 7 p.m. Reservations and admission for both walking tours and hay ride tours are required. Tours leave from the Potomac Walk outside of Bulls and Bears Restaurant. Light refreshments provided by Bulls and Bears.  
  
*Hayride Ghost Tour: 7 p.m., 8 p.m., and 9 p.m. - \$6 per seat*  
  
*Walking Tours: 7 p.m. and 8 p.m. - Adults: \$3 | Children 6-12: \$1 | Children 5 and under: Free*  
  
To make reservations visit: <https://www.eventbrite.com/d/md--hagerstown/hagerstown-city-center-ghost-tour/?crt=regular&sort=best>.
  - ***91<sup>st</sup> Annual Alsatia Mummies Parade*** will be held on October 29<sup>th</sup> at 6 p.m. in Hagerstown's City Center. This traditional autumn evening event features local floats, bands, costumed mummies and more! Contact the Alsatia Club at 301.739.2044 for more information or visit [http://www.alsatiacubinc.com/parade\\_info.html](http://www.alsatiacubinc.com/parade_info.html)

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

### COMMUNICATIONS

1. **This Week's Headlines and Media Releases:**
  - Call to Artists: Be the 2017 Blue Fest Visual Artist
  - Fairgrounds Dog Park Hosts 4<sup>th</sup> Annual Howl-o-Ween Dog Costume Parade
  - E-casts:
    - o Dogs in Costume!
    - o Pocket Market Call for Art

2. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - o City Park Lighting Commercial
  - o Public Square Tree Lighting Commercial
  - o Pop-Up Shops Promo
  - o Small Business Saturday Promo
  - o Maryland Theatre 100<sup>th</sup> Anniversary video
  - o Hagerstown Cultural Trail video update
  - o "If I Were Mayor..." video booth responses montage
- In Production:
  - o Binding Interest Arbitration Public Information
  - o November Events Preview

3. **Websites:**

- City Website:
  - o About 8,700 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of October 17 - October 23, 2016
  - o Top entrances (first page users accessed on the website):
    - Home page                    3,061 users
    - Calendar                      805 users
    - Utility Billing page        409 users
    - Jobs page                      251 users
  - o Top Searches:
    - "trick or treat"
    - "solicitations"
    - "jobs"
    - "trash and recycling"
    - "events"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Annual Overlay.** All slurry, patches and overlay streets are complete with the exception of the southern end of Frederick Street (held up by the water main work) and South Prospect Street (held up by the wall replacement). Gas Company also overlaid Jefferson, Mulberry, Hager and South Potomac Street. We sent pavement drawings to Alpha and they are working on completing them.

2. **Street Trees.** We opened bids for the 2016 Street Tree Planting. We received two bids with low being from Botanica Enterprises. Since the account currently has \$9,600 we will issue the Notice of Award "Not to Exceed \$9,600" that will mostly include replacing dead trees in downtown area.
3. **2016 Alley Reconstruction Program.** Contractor has completed three (3) alleys, nearly completed the 4<sup>th</sup> and will start on the 5<sup>th</sup> and 6<sup>th</sup> on Monday October 31<sup>st</sup>. We have encountered more unsuitable soil under the alleys than expected so we anticipate this contract being over budget. We will use remaining funds to prepare the next alley contract for Spring construction.
4. **Engineering**

Traffic issues		
Description	Week of 10/21/16	Year to date
Traffic complaints received	4	147
Work Orders completed	4	97
Traffic counts completed	2	53
Construction Projects		
Description	Week of 10/21/16	Year to date
Projects advertised for bids	1	18
Projects under construction	11	
Projects completed	0	7

**PARKS & RECREATION DIVISION**

1. **Terrapin Park.** We are installing a sidewalk at Terrapin Park so the children have a more direct route to and from school.
2. **Howl-O-Ween.** The Howl-O-Ween Dog Costume Parade is this Saturday. See flyer below.



## PLANNING & CODE ADMINISTRATION

### New Development Cases:

- 365 East Franklin Street – Coinop Warehouse – ESD Concept Plan.

### Planning Commission: The commission considered these items on October 26:

- 901 Pope Avenue – Jeffrey Crampton - Public Review Meeting to add uses to previously approved Conversion District.
- Comprehensive Plan Update: Downtown Element.
- 21 Willard Street – Washington County Senior Center – redline revision.

### Board of Zoning Appeals: Four appeals have been filed for the November 16 hearing:

- 1200 Frederick Street - Christopher A. Jarc, P.E., PMP LEED-AP – variance for an addition.
- 1743 Dual Highway – Washco Tristate Plaza LLC – confirmation of a nonconforming use and a change of nonconforming use.
- 145 East Antietam Street – Clarence Berry – special exception for a barber shop.
- 1106 Fry Avenue – Roger and Margaret Suter – variance for a rear porch addition.
- 1400 Potomac Avenue – Siegfried Schletterer – variance for a shed along Calvert Terrace.

**Door Tags:** Code Administration informational door tags will now be printed in English on one side and Spanish on the other side. This will be an effective tool for field staff to deliver clear messages to residents on frequent code violations.

**Munis Self Service:** Munis Self Service has been expanded to include information about permits, associated inspections, and plan review comments. A manual has been created to instruct permit holders and residents on how to navigate the system. The manual will be emailed to all contractors, architects, and engineers that have provided our office with an email address in the last five years.

### Weekly Activity Report: October 17–21, 2016

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	10	Residential -	5	Commercial -	4	Other -	1	7
Electric	23	Residential -	13	Commercial -	8	Other -	2	23
Plumbing	12	Residential -	12	Commercial -	0	Other -	0	13
Mechanical	9	Residential -	3	Commercial -	6	Other -	0	9
Engineering Dept.	6							12
<b>TOTAL</b>	<b>60</b>		<b>33</b>		<b>18</b>		<b>3</b>	<b>64</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 447,035.00				\$ 3,265,733.00
Commercial				\$ 584,500.00				\$ 5,727,881.00
Apartment				\$ 0.00				\$ 592,875.00
Sign				\$ 2,000.00				\$ 186,839.00
<b>TOTAL</b>				<b>\$ 650,545.00</b>				<b>\$ 9,773,328.00</b>
<b>Projects of Interest</b>								
- Construct four new single family homes in Greenwich Park - \$416,000								
- Interior renovations for bathroom and offices at 340-342 North Potomac Street - \$400,000								
- Construct demising wall to create two commercial spaces at 18085 Garland Groh Boulevard - \$65,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017</b>								
					<b>PROPERTIES</b>			<b>UNITS</b>
Registrations received week of Oct 17 – Oct 22					7			11
New applications issued week of Oct 17 – Oct 22					4			7
Total 2016-2017 registered (includes changes since 5/1/16)					3,325			8,777
Total still outstanding from May 1 renewal mailing					35			56

**Notes:** The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016. A Notice of Violation was sent on October 21 to the owners of 40 properties we've identified as occupied rentals, but whose license is not yet renewed for the 2016-2017 program year. Failure to register by November 21 will result in a citation of at least \$500 per violation.

**PAYMENT**

Weekly payment received	\$ 1,225
Weekly adjustment/credits	\$ 125

**INSPECTIONS**

<b><u>TYPE</u></b>	<b><u>NUMBER CONDUCTED</u></b>
Building	66
Electrical	49
Plumbing	19
Mechanical	14
Safety	52
Neighborhood Vitality	61
Quality of Life	10
Preventive Maintenance	45
Planning & Zoning	25

**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**

**STATS:**

Calls for Service:	1,453	Field Interviews:	39
Arrests/Warrants Served:	15	Moving Violations:	19
Domestic Violence Calls:	12	Parking Violations:	182
DUI Arrests:	0	Safety Repair Orders:	0
Reports Filed:	138	Warnings:	65

## REPORTS:

**10/20/16:** Officer Rowe was dispatched to Church and Prospect Streets for a report of an armed robbery. The victim advised she was walking from a friend's house on Summer Street when a black male and a black female, on a green bicycle, approached her and displayed a handgun. They demanded her money. She complied and the suspects fled on foot towards Prospect Street. The victim stated she recognized the male and knows him by his street name as "True". An extensive search of the area was conducted by police manpower with K-9 assistance, but was unsuccessful in finding the suspects or the bicycle. The Criminal Investigation Division will follow up with this case.

**10/21/16:** Officer Main responded to East Irvin Avenue for a report of a burglary. The victims stated they were in the process of moving from this address and would check periodically on the remaining personal property still there. On this date, it was discovered that the freezer on the back porch was missing along with other electrical items and tools. The total loss was valued at approximately \$1,000. There are no further details.

**10/23/16:** Officer Weaver was dispatched to Rose Hill Avenue for a reported malicious destruction of property. The caller and property owner stated that someone had removed the porch railing and threw it in the front yard. He also stated that the property is up for sale and the individual that has a contract on the property is the one that discovered the damage and alerted the home owner. There are no suspects at this time.

**10/24/16:** Officer Rowe responded to Broadway for a reported assault and domestic standby. The victim stated that on Saturday, October 22, 2016 she and her boyfriend got into a verbal argument that turned physical. He attempted to strangle her by placing his hands around her neck. The officer did observe redness and bruising in the neck area. The victim contacted the police on October 24 to standby while she retrieved her personal belongings. The suspect was at the Broadway residence and was charged with Assault 2<sup>nd</sup> degree and Reckless Endangerment. The victim was able to retrieve her belongings. No further details are available.

**10/25/16:** Officers Sinclair and McKoy were dispatched to North Locust Street in reference to a disturbance. Multiple callers were advising that a black male, wearing no clothing, was in the street causing a disturbance. The officers observed the male yelling that he is "Jesus Christ" and appeared to be under the influence of an unknown substance. A witness advised that the male uses "dippers" a street name for PCP. The witness was not willing to offer any other information regarding this incident. The Community Rescue Service responded and transported the male to Mertius Medical Center. No further information is available.

## PRESS RELEASES:

- On 10/25/16 at 9:43 p.m. officers from the Hagerstown City Police Department responded to the 300 block of Dual Highway near Advanced Auto Parts for a report of a stabbing. Upon arrival officers located one male victim with multiple stab wounds. The victim was transported to Meritus Medical Center with non-life threatening injuries.

Officers were given a description of the suspects and began searching the area. Officers quickly located the suspects in a wooded area to the rear of the Venice Inn, in the 300 block of Dual Highway. The suspects were arrested without incident. The suspects are identified as 31 year old Roger Ernest Heare Jr of Funkstown, MD and 39 year old Stephen James Fulk of Funkstown, MD. Fulk and Heare were charged with 1st Degree Assault, 2nd Degree Assault and Reckless Endangerment. They are both currently being held at the Washington County Detention

- On 10/26/16 at 4:35 p.m. officers responded to the 800 block of Dale Street for a report of shots fired. Upon arrival officers located an adult male victim suffering from a gunshot wound. The victim was transported to Meritus Medical Center with non-life threatening injuries. Prior to the officer's arrival all suspects fled the area in unknown directions.

During the incident there were a large amount of people on the street. HPD is asking that if you witnessed the incident or have any information related to the incident to please call 301-790-3700 x899 or email [crimetip@hagerstownpd.org](mailto:crimetip@hagerstownpd.org) if you wish to remain anonymous.

**OTHER NEWS/INFORMATION:**

**Congratulations:** Effective October 25, 2016, Officer Zachary Rowe is certified for solo patrol and is assigned to the Patrol Division. He will transfer to Charlie Platoon under the command of Sgt. Ed Plummer. We wish him well as he begins his police career with us!

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	186	189
	University District Deck	462	460
Number of Patrons Using Decks	A & E Deck	1652	1860
	University District Deck	1850	2044
Sales of Discount Coupons		0	24
Number of Citations Issued	(Includes Warnings)	172	168
Number of Late Payment Notifications		99	NA
Peak Occupancy (%)	A & E Deck	71% Tue @ Noon	*86% Thu @ Noon
	University District Deck	64% Tue @ 2 PM	*81% Thu @ Noon

\*Governor Hogan Visit to Downtown

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	1	3
Human Resources	0	0
Light	3	1
Parks & Engineering	0	2
Police	8	10
Public Works	8	8
Wastewater	2	1
Water	4	0
Weekly Totals	26	25

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Problem Areas**

- Fri. 10/21 - 314 North Cannon Avenue- wire down; slack was removed from service wires. Time Out: 15.7-16.1
- Sat. 10/22 - 1437 Hamilton Boulevard- tree on lines; remove tree limbs from service wires. Time Out: 12.4-13.3

**Distribution**

- Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
14	0	1	0

## Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer developed installation standards and design for a new type of recloser that HLD will be installing on its distribution system.
- The Staff Engineer and Distribution staff met with All Reliable Services Vegetation Management and CSX rail officials to coordinate activities along CSX rail facilities.
- Engineering and Distribution staff participated in a "virtual inspection" of HLD's new utility bucket truck being constructed by Altec Industries of Birmingham, AL. The truck is 99% complete and is expected to be delivered to HLD prior to the Thanksgiving holiday.
- Engineering staff held the monthly HLD safety meeting. This month covered eye protection and fall arrest.

## Administration

- Staff met with engineers the project manager from Alevo to discuss the installation of the first battery storage unit on our subtransmission system.

<b>WATER DIVISION</b>
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### **Plant Flows - System Demand (MGD)**

	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/20/16	11.68		11.68
10/21/16	10.84		10.84
10/22/16	10.60		10.60
10/23/16	10.63		11.63
10/24/16	11.36		11.36
10/25/16	11.23		11.23
10/26/16	11.23		11.23
			Average: 11.22

### Water Production at R. C. Willson

Staff will be meeting with Hazen and Sawyer to finalize the contract documents for the Tank Mixing and Traveling Screen Replacement Project. The Orchard Hills Tank remains off-line for inspection – the tank was cleaned this week. Staff is also working with Corrosion Control Corporation to schedule interior and exterior tank painting of the Orchard Hills Tank. The Henson Tank is also off-line and has been drained and flushed. Staff is working with the cathodic protection contractor to schedule an inspection of the Henson Tank.

### 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.
- Work continues on the installation of the ice removal system on the sedimentation basins.
- Staff continues to make repairs on the Sulfuric Acid pump.
- Repairs were made to the plumbing on the Carbon Feed System.

### Instrumentation

- RC Willson – Staff is working to make repairs to the third floor lighting.

- RC Willson – Repairs were made to the backwash valve filters 2 and 3.
- RC Willson – Staff completed the switchgear annual maintenance.
- RC Willson – Repairs are in progress on the south stream current monitor.
- Pump Stations – Work has been completed to winterize the pump stations.
- Pump Stations – Repairs continue on the transducer suction and discharge taps.

**Water Production at Breichner/Edgemont Reservoir**

The Reservoir is currently at 0.5 feet (dry level) and the floor is fully vegetated to reduce erosion and sediment transport potential. Staff is working with MDE to secure permits to continue with the ongoing site evaluation.

**Water Distribution**

Distribution crews performed routine customer service work throughout the water service area. Crews also worked on residential meter replacements, restores and routine meter testing. Meter tiles and roadway boxes are being adjusted and replaced throughout the system. Repairs were made to the water main on Marshall Street. Crews also repaired a water service on Jarkey Drive and a water leak on Woodland Way. Work continues on the Frederick Street water main replacement project.

**Laboratory**

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Process and regulatory testing was routine for the week.
- Collected distribution system samples for monitoring for nitrification.

**Engineering**

Reviews:	City	County
Site Plans	2	1
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	25	4

- Staff participated in the South Hagerstown High School Academic Leadership Academy program hosting two students for an engineer shadowing opportunity.
- Staff attended a development review meeting at the County Planning Office.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 19, 2016	5.54	0.00
Thursday, October 20, 2016	5.41	0.00
Friday, October 21, 2016	5.19	0.06
Saturday, October 22, 2016	4.91	0.01
Sunday, October 23, 2016	5.04	0.00
Monday, October 24, 2016	5.15	0.00
Tuesday, October 25, 2016	5.34	0.00
Weekly – Avg. Flow / Total Rainfall	5.23	0.07
Oct - Avg. Flow/Total Rainfall	5.45	0.53

**Miscellaneous**

- Started-up new blowers and checked necessary equipment and controls to put sludge storage tank #2 in service.
- Cleaned UV Bulbs and rotated channels.
- Replaced two (2) 4" Dezurik valves on suction piping to 6M & 7M transfer pumps.
- Worked with Xylem and Collections to fabricate and install temporary effluent bypass piping.
- Routine maintenance (MP2 Program) and Corrective Work orders.

**Onsite Vendors**

- Taylors: Cleaning out sludge storage tank #1.
- Xylem: Fabricated effluent bypass piping.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	5	979'	965'	39
Flushing	5,7,11	14,053'		

**Collection System Maintenance Task**

- Unit 508; installed new lights on crane, adjusted proximity switch on passenger side outrigger.
- Unit 519; Completed DOT inspection.
- Pump Station 2; installed new block heater on generator.
- Pump Station 5; installed block heater and new Jack on generator and completed painting at station.
- Pump Station 19; installed new block heater on generator, changed program to address motor shut down on clogged Ultra Sonic tube and installed new fuel filter.
- 1529 Kensington Drive; tested grinder pump, two days with no issues.
- Scada system; installed new FIU and PC in WWTP control room.
- Exercised emergency generators.
- Collected Newgate flow data.
- Sewer back up at 128 Sunbrook Lane; problem on the private side.
- Odor complaint at 23 South Cannon Avenue; tested atmosphere and flushed line.
- Dropped enzyme bags at various pump stations and trouble spots.
- Downloaded flow meter data and changed batteries at meters 15122 and 36001.
- Mowed grass around Collections area and Frederick Street.
- Pulled and replaced ARV on Pump Station 23 force main on South side of MD144, and Pump Station 28 force main in front of Potomac Center on Marshall Street.
- Met with WWTP staff about new MagOX building at plant, possibly going to use garage now.

- Completed bypass piping in preparation for cleaning utility water supply line at WWTP next Thursday.
- Removed old "tile" structure and replaced with a standard manhole for BOV on Pump Station 23 force main.
- Adjusted Manholes for Overlay on West Washington Street, conversion installed in manhole #17162 and manhole #17161 was lowered.
- Sewer backup at 31 Eastern Blvd; Weis Market, problem found to be behind the curb, on the private side.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	0	1	0	0	4	7
YTD 2016	43	68	16	1	2	101	231

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

**Engineering**

- Staff participated in the South Hagerstown High School Academic Leadership Academy program hosting two students for an engineer shadowing opportunity.
- Staff attended a development review meeting at the County Planning Office.
- Staff attended a meeting with the Wastewater Division staff, representatives of Synagro and a consultant regarding improvements to the Pellitizer Facility.

**Wastewater Laboratory**

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

Valerie A. Means  
City Administrator