

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 21 FOR 2017



May 26, 2017

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

### MAY 2017

*\* 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 3pm Executive Session  4pm Work Session	3 National Bike To School Day  6:30pm Evening Social Ride – Hub City Bike Loop	4	5	6 9am Hub City Bike Loop Ride
7	8	9 3pm Executive Session  4pm Work Session	10 4pm Planning Commission Meeting	11 4:30pm Historic District Commission Meeting	12	13
14	15	16 4pm Work Session  7pm Public Hearing – Budget & Tax Rate	17 7pm Ride of Silence  7pm Board of Zoning Appeals	18	19 National Bike To Work Day	20 Hub City Bike Loop Ride  National Pike Wagon Train
21	22	23 7pm Regular Session	24	25 Historic District Commission Meeting	26	27 Potterfield Pool Opening
28	29 <b>HOLIDAY CITY OFFICES CLOSED</b>	30 No M&C Meeting	31 7pm Planning Commission Meeting			

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Burobox:** Staff worked with the Small Business Administration and the SBDC to host the SBA Resource Day at the BuroBox. There were 40 attendees and several vendors from Federal and State government agencies as well as local vendors such as SCORE, SBDC, and the TIC.

2. **Main Street Update:** Main Street Hagerstown held their Volunteer Recruitment and Appreciation event on Thursday, May 25, 2017 at the Gourmet Goat. Several people attended who were interested in finding out more about Main Street. Certificates of Appreciation were also presented to Rob Galioto, Aaron Peteranecz, Taylor Bowen and Joanne Ballengee for their two-year commitment of serving as chairs to workgroups; to Mark DeFries for his work on creating the Gigahub City website and logo creation to help the City market the 1 gigabit; and to Monika Wertman for her hard work on getting a new website launched for Main Street Hagerstown.
3. **Engine Room Art Space:** On Saturday, May 27<sup>th</sup> there will be a closing for the current exhibit at The Engine Room. Color coded features both sculptures and drawings by Dylan Collins recently completed after approximately 10 years. This vibrant and surreal body of work references anatomical diagrams and imaginary machines to draw attention to the complex relationships between organic bodies and the desires of the human made world. Refreshments will be served and the artist will be present.
4. **Grand Opening:** Please mark your calendars for the grand opening of Beacon House on Tuesday, June 6 at 11 a.m. Beacon House is located at 22 North Mulberry Street in Suite 116.
5. **Events:** Staff coordinated a staff logistics meeting to review the following events: St. Mary's Church Corpus Christi Procession (Sunday, June 18) and Tour of Washington County (Friday, June 16).
6. **Wind Down Fridays:** The schedule for the 2017 Wind Down season is listed below. Unless otherwise noted, the times are 6–9 p.m.
  - June 9th – Tall, Blonde & Thirsty
  - July 14th (Bike Night) -- Made in the 80's
  - August 11th – South Mountain Breed
  - September 29th (Thunder in the Square, 6-10pm) – Staff Infection
  - October 6th – Back Roads Blues

**FIRE DEPARTMENT**

<b>FIRE DEPARTMENT CALLS FOR ASSISTANCE</b>			
House Fires	0	Community Risk Reduction	169
Cooking Fires	2	Public Service	8
Medical Assistance	49	Personal Injury Collision	11
Assist other Fire Departments	11	Fuel/Hazard Spills	0
Automatic Fire Alarms	7	Water Problem	2
Elevator Service Calls	2	Investigation: Odor, Smoke, Fire	3
Downed Power Lines	1	Dumpster/Outside Fires	6

**INFORMATION TECHNOLOGY & SUPPORT SERVICES**

**COMMUNICATIONS**

1. **This Week's Headlines and Media Releases:**
  - Railroad Heritage Days Offers an Entertaining Excursion Off the Rails
  - Splash Into Summer: Potterfield Pool Opens for Season This Weekend

- E-Casts:
  - o Reminder Main Street Consumer Focus Group Participation
  - o Hagerstown Cultural Trail – Grand Opening
  - o Blues Combo Tickets Special 2017
  - o Blues Fest Volunteer

.2. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - o Blues Fest 2017 Sunday Event Promotion
  - o Blues Fest 2017 Saturday Event Promotion
  - o Hagerstown Greens Promotion
  - o Hagerstown Cultural Trail HENSE Mural Promotion
  - o Building Safety Month
  - o Hagerstown Cultural Trail Artist Promotion
  - o Bird Watching in City Parks
  - o BuroBox promotion
- Scheduled:
  - o Memorial Park Welcomes 2017 Circle of Achievement Inductees  
5:00 pm Monday, Wednesday, Friday and Saturday
  - o MTA Commuter Connection:  
7:00 pm Wednesday and Saturday
  - o Divided Valor:  
Noon Sunday
  - o Valor in the Streets:  
3:00 pm Sunday
- In Production:
  - o Hagerstown Cultural Trail History

.3. **Websites:**

- **City Website:**
  - o About 7,125 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of May 15–21, 2017.
  - o Top entrances (first page users accessed on the website)
    - Home page 2,481
    - Utility Billing 654
    - Jobs Page 301
    - Police Page 178
    - Parks Fitness Challenge Page 174

- o Top Searches:
  - "jobs"
  - "true"
  - "events"
  - "milkweed sale"
  - "internship"
  - "pay water bill"

## PARKS & ENGINEERING

### PARKS DIVISION

1. **Potterfield Pool.** Under the management of Community Pool Services, Inc., the Claude M. Potterfield Swimming Pool opens this Saturday, May 27<sup>th</sup>, from 12:30pm – 5:00pm.
  - Coming in June, a NEW Aquaclimb will be installed! The new Aquaclimb is a unique, fun way for kids to learn about climbing and develop healthy skills for life. Patrons can also enjoy recreation games at the pool like gaga ball and ping pong, and basketball hoops in the water.
  - Registration is open now for official American Red Cross swim lessons in partnership with the Hagerstown Area Summer Swimming. Red Cross levels 1-6 area offered each session. Classes meet over a two week period for 30 minute each.
  - Be a part of the 2017 Summer Swim Team hosted by Hagerstown Area Summer Swimming. Join a fun-filled, skills based program for kids ages four through eighteen. The fun will include swim meets, pool parties, pep rallies and more! As long as you can make it down the pool for one length, anyone can join the team (open at all skill levels).
  - Reserve the pool for birthday parties! The pool is available for rental on Fridays 7-9 p.m. (except the first Friday of each month) and Saturdays and Sundays from 6-9 p.m.
2. **Fit Room Rentals.** Staff is working on implementing a reservation system through our Active Network site to take private party reservations in our new Fit Room. The public will be able to make reservation requests online beginning after June 1<sup>st</sup>. The Fit Room will be available for rent on Fridays and Sundays until 10 p.m. (with a few dates reserved for Rec Classes); and Saturdays from 1:30-10 p.m.
3. **Railroad Heritage Days.** This annual event was held May 20<sup>th</sup> & 21<sup>st</sup> at our City Park Railroad Museum in partnership with the Roundhouse Museum. Approximately 251 adults and 321 kids ages 16 & under over attended the two-day event.

### ENGINEERING DIVISION

1. **Cultural Trail.** There are eight significant pieces of "art" in the works along the Cultural Trail:
  - **"Face of Hagerstown"** Photo Murals: 400 pictures were submitted to the Washington County Arts Council by local photographers and 35 were selected by a jury and the Artist Selection Committee for 3' x 3' displays at the Herald Mail fence and the Chic's Seafood wall on Lee Street. They pieces show local people in various ways working and playing, and they are a great diversity by race and economic status. They will be up by the grand opening.
  - Three **artistic shade structures** are being installed in the Herald Mail plaza by Parks staff and they will be complete by the grand opening.

- In the oval at the Herald Mail plaza, the Artist Selection Committee selected Adam Curtis, a local artist to build a **large metal sculpture**. The foundations are being installed and the art will be installed in early June. It will be complete by the grand opening.
- The **Mural of Unusual Size** is complete except for some punch work items. In June, a clear coat will be applied in order to protect the mural.
- Near the Housing Authority there is a **water feature** that looks like water bubbling out of a rock formation (picture below). There is also a **butterfly garden** that will be maintained by the Lions Club.



- The Artist Selection Committee selected Allison Sigethy, another local (Alexandria) artist, to design a **metal sculpture** which will look like plants and flowers. They will be complete by the grand opening.
  - A **laser cut metal fence** is being installed along Ellsworth property. This is a partnership with Ellsworth Electric and they are paying approximately half of the cost. The artistic fence was designed by Vicki Scuri. This will not be done by the grand opening and will likely be done by end of summer.
2. **Safe Routes to School.** Met at Salem Avenue and Indiana Avenue to discuss stakeout for next week so the contractor can start June 5<sup>th</sup>. We found out that the gas company is also getting ready to start work in this area so we will have to coordinate the two.
  3. **2016 Overlay Program Complete.** Craig Paving completed the overlay of South Prospect and Frederick Streets. Alpha Space Control came in the next day and completed most of the pavement markings. They will finish next week.
  4. **Engineering Statistics.**

Traffic issues		
Description	Week of 5/19/17	2017 TOTALS
Traffic complaints received	2	55
Work Orders completed	0	42
Traffic counts completed	1	17
Construction Projects		
Description	Week of 5/19/17	2017 TOTALS
Projects advertised for bids	0	9
Projects under construction	13	
Projects completed	0	0

## PLANNING & CODE ADMINISTRATION

1. **Planning Commission:** The Planning Commission will consider the following matters on May 31:
  - Workshop for a proposed text amendment to allow auto repair in an I-MU (Industrial Mixed Use) zoning district.
  - Workshop for a proposed amendment regarding how to treat lots created by simplified plat for nonconforming townhouse units when the nonconforming use expires or is removed.
  - Consultation for proposed minor adjustments to the Floodplain Management Ordinance (Article 6 of the Land Management Code) required by the Maryland Department of the Environment.
  - Extension of a Local Conversion Overlay District (and tentative approval of the site plan) for Khadene Wilson (restaurant) at 400 Jonathan Street
  - Review of the 2016 Annual Report to the Maryland Department of Planning
  
2. **Weekly Activity Report:** May 15–19, 2017

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	11	Residential -	8	Commercial -	2	Other -	1	11
Electric	19	Residential -	11	Commercial -	8	Other -	0	19
Plumbing	10	Residential -	7	Commercial -	1	Other -	2	10
Mechanical	13	Residential -	5	Commercial -	8	Other -	0	13
Engineering Dept.	9							12
<b>TOTAL</b>	<b>62</b>		<b>31</b>		<b>19</b>		<b>3</b>	<b>65</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 106,920.00				\$ 5,525,632.00			
Commercial	\$ 1,503,700.00				\$ 20,079,581.00			
Apartment	\$ 25,000.00				\$ 5,281,814.00			
Sign	\$ 0.00				\$ 403,000.00			
<b>TOTAL</b>	<b>\$ 1,635,620.00</b>				<b>\$ 31,290,027.00</b>			
<b>Projects of Interest</b>								
- Refinish basement, new framing and repair areas due to fire damage at 1520 Violet Drive-\$38,000								
- Roof replacement on different portions of South Hagerstown High School - \$1,500,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017</b>								
						<b><u>PROPERTIES</u></b>	<b><u>UNITS</u></b>	
Registrations received week of May 15 – May 19						342	657	
New applications issued week of May 15 – May 19						11	34	
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)						602	1,117	
<b>Notes:</b> The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017.								
<b><u>PAYMENT</u></b>								
Weekly payment received		\$ 47,775						
Weekly adjustment/credits		\$ 4,050						
<b>INSPECTIONS</b>								
<b><u>TYPE</u></b>	<b><u>NUMBER CONDUCTED</u></b>							
Building	41							
Electrical	36							
Plumbing	18							

Mechanical	16
Safety	51
Neighborhood Vitality	122
Quality of Life	8
Preventive Maintenance	17
Planning & Zoning	2
<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**

**STATS**

Calls for Service:	1,822	Field Interviews:	37
Arrests/Warrants Served:	17	Moving Violations:	20
Domestic Violence Calls:	36	Parking Violations:	208
DUI Arrests:	1	Safety Repair Orders:	2
Reports Filed:	178	Warnings:	31

**REPORTS**

**05/18/17:** Officer Campbell was dispatched to East Franklin Street for an assault report. The victim and employee stated that an unknown black female came into the Metro PCS store. The female had a broken phone and wanted it repaired. The employee explained there would be a charge for the repair. The female became upset causing a disturbance. The female customer then reached behind the counter and took a display phone. When the employee tried to recover the display phone, the female assaulted her in the face. The female has not yet been identified.

**05/20/17:** Officer Spigler responded to West Side Avenue in reference to a theft of a leaf blower and weed trimmer. The tools had been secured with a cable and lock but suspect cut the lock. The value of the tools is estimated at over \$300. There are no suspects at this time.

**05/22/17:** Officer Bobetich was dispatched to AC&T on Burhans Boulevard for a malicious destruction of property. The victim went to AC&T thinking that she needed air in her tires. When she attempted to put air into the tires she noticed that three of her tires had been slashed. At that point she called the police to report the destruction of her tires. There are no suspects at this time.

**05/23/17:** Officer Wolfe responded to East Antietam Street for the report of a theft from a motor vehicle. The officer made contact with an employee for Potomac Case Management. She advised that someone had entered one of their company vehicles during the night and had taken a white iPhone charging cable. No other items were taken. There are no further details at this time.

## PRESS RELEASES

**Update:** On May 23, 2017, the Hagerstown City Police Department, with the assistance of the Washington County Sheriff's Office, arrested 18 year old Jason Scott Carter, II, of Hagerstown, without incident in the area of Marsh Pike and Longmeadow Road.

On May 24, 2017, detectives from the Hagerstown City Police Department along with the Maryland State Police apprehension Team and the Howard County Police Department located and arrested 19 year old Easton Eugene Blickenstaff of Hagerstown, Maryland. Blickenstaff was located in Laurel, Maryland. He was taken into custody without incident.

Both Carter and Blickenstaff were arrested for their connection with the Homicide of 20 year old Eddie Jerome Ragland and the shooting of 18 year old Jaseye Sayvon Stephens. They are charged with 1<sup>st</sup> and 2<sup>nd</sup> Degree Murder, Attempted 1<sup>st</sup> and 2<sup>nd</sup> Degree Murder and other related charges. Carter and Blickenstaff were transported to the Washington County Detention Center where they are currently being held without bond.

## OTHER NEWS/INFORMATION

**Congratulations to Officer Tyler Helman and Officer Michael Young.** Officer Tyler Helman and Officer Michael Young have been selected as Officers of the Month for April 2017. Officer T. Helman has been employed by the City of Hagerstown for six years and Officer Young has been employed for three years. Both are currently assigned to the Patrol Division.

On April 25, 2017, Officer T. Helman and Officer Young responded to an address in Hagerstown for a report of a male who was threatening "suicide by cop." The male was reported to be armed with an axe and a claw hammer. As the officers arrived and began to investigate the situation, they were approached by the male who was holding an axe and a hammer as described. After refusing to obey repeated commands to drop the objects, the male indicated that he wanted the officers to kill him or else he would kill them. The male then began approaching Officer T. Helman in a threatening manner. Officer T. Helman deployed his department-issued Taser; however, the Taser did not have the desired effect, and the male continued to hold onto his weapons. Reacting quickly, Officer Young deployed his Taser, causing the subject to drop the weapons and to be taken into custody safely.

By maintaining their composure and relying on their training in choosing appropriate levels of force commensurate with the situation, Officer T. Helman and Officer Young were able to safely resolve a potentially deadly situation without any loss of life and to allow the subject to get the help he needed. Because of this, Officer Tyler Helman and Officer Michael Young have been selected as the Hagerstown Police Department Officers of the Month for April 2017. The Hagerstown Police Department is proud to have dedicated officers such as Officer T. Helman and Officer Young as some of its own and congratulates them for a job well done.

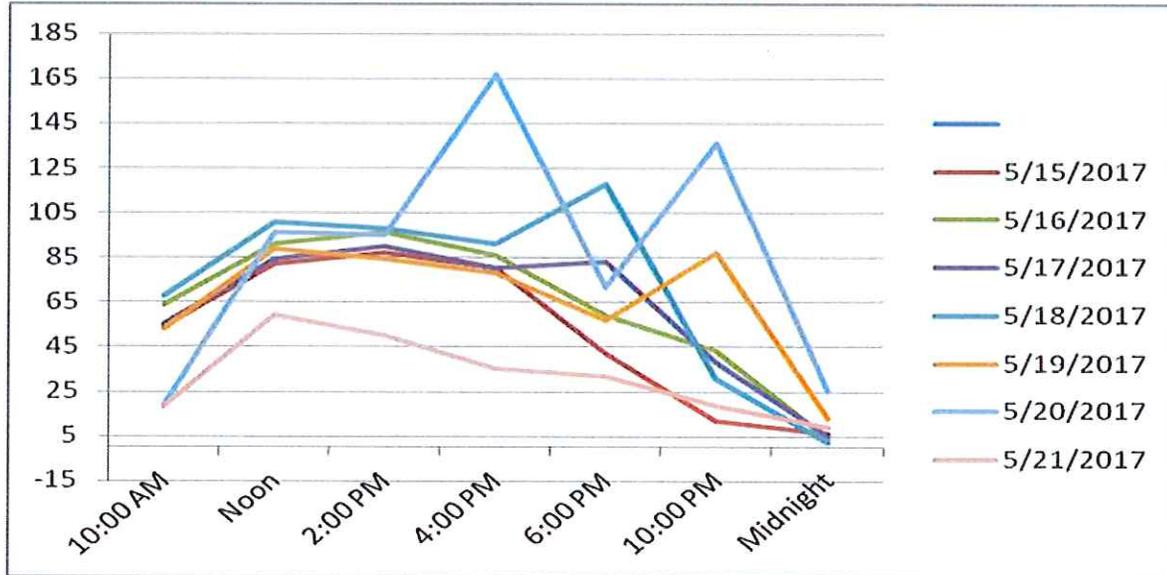
## PUBLIC WORKS

### CHART NO. 1 – GENERAL PARKING SYSTEM DATA

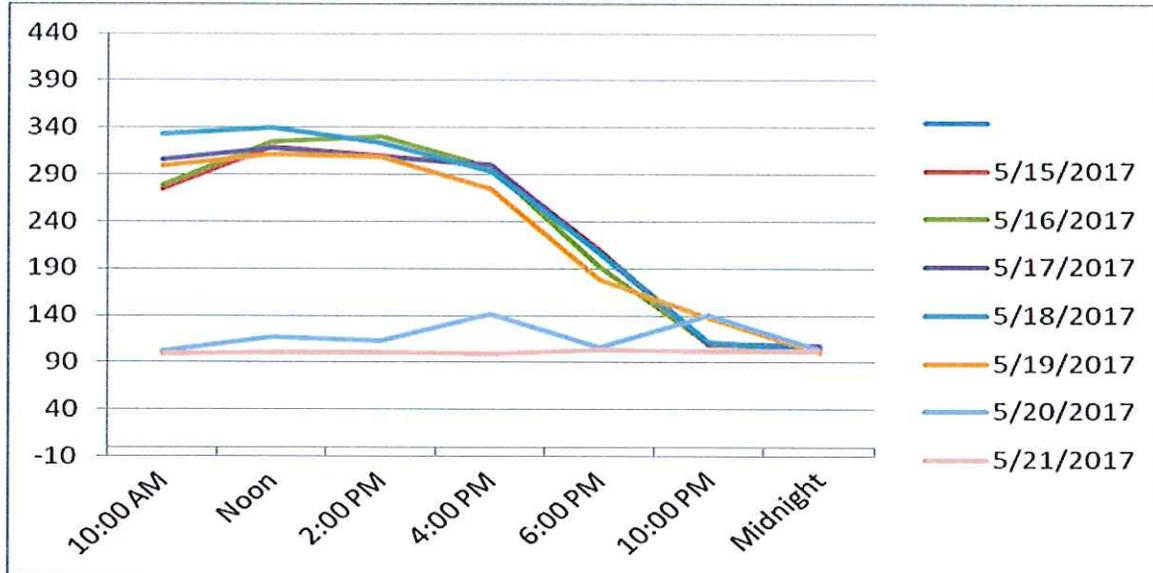
		Current Week	Previous Week
Number of Permit Holders	A & E Deck	226	226
	University District Deck	423	423
	Parking Lots		320
Number of Patrons Using Decks	A & E Deck	2045	2028
	University District Deck	2280	2262
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	263	239
Number of Cars Booted		0	0
Late Payment Notifications		71	47
Peak Occupancy (%)	A & E Deck	*86% Sat @ 4 PM	86% Sun @ 4PM
	University District Deck	79% Thu @ Noon	79% Thu @ 2PM

\*Event at MD Theater

**CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY**



**CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY**



**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	0	0
Fire	4	3
Human Resources	0	0
Light	3	4
Parks & Engineering	1	2
Police	12	16
Public Works	5	7
Wastewater	2	2
Water	4	5
Weekly Totals	31	39

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

#### Problem Areas

- Thur. 5/18 - 316 Avon Road- tree on wires; lineman removed tree branch from service wires to correct problem. Time Out: 19.2-20.7
- Sat. 5/20 - 1000 Willow Circle- partial outage; lineman replaced one broken cut-out to correct problem and restore power. Time Out: 6.0-7.2

#### Distribution

- Metering Staff received one high bill complaint this week. Upon testing, meter was found to have met all Public Service Commission requirements.
- HLD line crews participated in two day safety training. The courses covered pole top rescue, bucket truck rescue, and equipotential grounding. HLD will be revising its personal protective grounding specifications in the near future and provided training to the line crews prior to implementation. Over the next few months, engineering staff will continue its specification of grounding processes and further train employees prior to implementing the process.

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

#### Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed bids for materials and approved new materials for use on HLD's electric system.
- The Staff Engineer worked with Avista Realtime Systems to amend data transfer properties to HLD's pilot project for reliable communications to outlying electric substations.
- Engineering staff coordinated multiple major repairs to HLD line construction vehicles.

#### Administration

- Staff will perform a nighttime ride-out of the downtown core prior to upcoming major City events to ensure the proper operation of HLD street lighting. Lights that are found to be inoperable will be repaired prior to these events.
- Staff completed data request no. 1 for the Maryland Public Service Commission regarding RM57.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 17, 2017	7.17	0.00
Thursday, May 18, 2017	6.95	0.00
Friday, May 19, 2017	6.56	0.00
Saturday, May 20, 2017	6.35	0.00
Sunday, May 21, 2017	6.15	0.00
Monday, May 22, 2017	6.33	0.00
Tuesday, May 23, 2017	6.34	0.00
Weekly – Avg. Flow / Total Rainfall	6.55	0.00
May - Avg. Flow/Total Rainfall	7.25	3.05

**Miscellaneous**

- Located and removed obstruction from suction piping on 7M transfer pump.
- Replaced bearings on #3 blower in ASPS.
- Disassembled Auma influent UV gate actuators and ordered necessary parts to rebuild.
- Troubleshoot UV power stations and replaced defective parts on AC units.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	22,26	426'	32.7'	3
Flushing	19	11,870'		

**Collection System Maintenance Task**

- Sewer Back up call, 67 Eastern Boulevard, Problem on private side.
- Sewer Back up call, 241 Nottingham Road, Problem on private side.
- Grinder Pump call, 11106 Eastwood Drive, Reset switch.
- Grinder Pump call, 1529/1531 Kensington Drive, worked on wiring issue.
- Chlorinated wet wells for Pump Stations 2 and 23.
- Marked, saw cut, dug out, and completed final blacktop patch repairs, (3) Fairchild, (1) St Claire Street.
- Set up flow meter in manhole #26012.
- General pump shop repair work.
- Dropped bio-bags at various trouble spots and lift stations to control FOG.

## Administration

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	7	11
YTD 2017	27	24	4	2	0	40	97

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

## Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.
- The Collection System I/I Rehabilitation Phase 1A project continues with sewer main lining progressing on schedule.

## Laboratory

- 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>
05/18/17	11.66		11.66
05/19/17	11.59		11.59
05/20/17	10.86		10.86
05/21/17	11.00		11.00
05/22/17	11.53		11.53
05/23/17	11.18		11.18
05/24/17	10.80		10.80
<i>Average:</i>			<i>11.23</i>

### Water Production at R. C. Willson

- Operations:
  - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - Repairs are being made to the flood valve on the Trac-Vac system.
- Instrumentation
  - RC Willson – Work continues with ABB on the installation of a SCADA work station in the chemical building.
  - RC Willson – Staff are in the process of replacing the turbidimeters on all filters.
  - Pump Station #2 – Upgrades are still in progress on the PLC/control panel.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 3.5 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff met with Hazen and Sawyer and MDE Dam Safety to discuss the final report, annual MDE Dam Inspection Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

**Water Distribution.** Distribution crews are working throughout the system performing customer service work and new meter installations as needed. The leak survey program is still in progress. Work continues on the main replacement project on East Antietam Street.

**Laboratory**

- Collected annual synthetic organic compounds (SOC's) from Willson point of entry.
- Collected disinfectant residual samples from Smithsburg.
- Collected lagoon composite for aluminum and TSS.
- Process and regulatory testing was routine for the week.

**Engineering**

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

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a fire protection company representative regarding an apartment renovation.
- Staff met with the Walmart project manager and construction superintendent to follow up on water service discrepancies.
- Staff met with a directional drilling contractor to discuss water service extension to an improved residential parcel.



Respectfully submitted,  
*Valerie A. Means*  
Valerie A. Means  
City Administrator