

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 32 FOR 2017



August 11, 2017

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

<h3 style="margin: 0;">AUGUST 2017</h3> <p style="font-size: small; margin: 0;">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></p>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1  No M&C Meeting	2	3	4	5  7pm Dive-In Movie Night at Potterfield Pool  7pm Music By The Lake
6  7:30pm Hagerstown Municipal Band Concert	7	8  4pm Work Session	9  4pm Planning Commission Meeting	10  4pm Board of Traffic & Parking  4:30pm Historic District Commission Meeting	11	12  7am-2pm Community Yard Sale
13  7:30pm Hagerstown Municipal Band Concert	14	15  4pm Work Session	16	17	18  6:30am Senior City Golf Championship	19  8am 5 <sup>th</sup> Annual City Golf Championship
20  7:30pm Hagerstown Municipal Band Concert	21	22  3pm Executive Session  4pm Work Session	23	24  4:30pm Historic District Commission Meeting	25	26
27  7:30pm Hagerstown Municipal Band Concert	28	29  12:30-4:30pm M&C Goal Setting Retreat @ DCED  5-6pm BuroBox Grand Opening @ 60 W. Washington St.  7pm Regular Session	30  7pm Planning Commission	31		

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### 1. Economic Development Updates:

- On Thursday, DCED staff attended the annual Minority & Women Owned Business Conference, sponsored by the Hagerstown-Washington County Chamber of Commerce. Several business owners expressed interest in possibly opening an office in Downtown Hagerstown.
- The Entrepreneur Council of Washington Council held their monthly meeting in DCED's office. Staff participate on the Council by assisting in the planning of a November "shark tank" style business pitch competition. Save the Dates and the website will be launched soon with the competition scheduled for the evening of Thursday, November 16. Last year's top winner was the Pediatric Movement Center which the City recently held a Grand Opening for. Additional competitions are being planned for 2018 to include High School and College level competitions.
- Manning Media hosted a Facebook Marketing Lunch & Learn event at the BuroBox. BuroBox members were invited to attend and the event was open to the public as well. Eight attendees showed up for the hour long event. Another Lunch & Learn event is scheduled at the BuroBox for Thursday, November 9 at 11:30 a.m.
- DCED staff along with City Administer Valerie Means and Mayor Bob Bruchey attended an initial Local Organizing Committee (LOC) meeting lead by the Hagerstown Washington County Visitor's Bureau for the 2018 and 2019 USA Cycling Amateur Road National Championships. The dates for 2018 are July 26-29 with the Criterium Race is Downtown Hagerstown on **Sunday, July 29, 2018**. The date for 2019 has not yet been set. The CVB was successful in securing this very significant, national event for Hagerstown with an expected \$1.5 million economic impact for each year.

### 2. Grand Openings:

- Beauty Palace Grand Opening – Tuesday, August 22 at 10 a.m.– 207 West Washington Street
- BuroBox Grand Opening – Tuesday, August 29 – 5-7 p.m. – 60 West Washington Street

### 3. Wind Down Fridays: The schedule for the 2017 Wind Down season is listed below. Unless otherwise noted, the times are 6–9 p.m.

- September 29th (Thunder in the Square, 6-10 p.m.) – Staff Infection
- October 6th – Back Roads Blues

## FIRE DEPARTMENT

### FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	0	Community Risk Reduction	8
Building Fires	0	Public Service	2
Medical Assistance	21	Personal Injury Collision	1
Assist other Fire Departments	13	Water Rescue	2
Automatic Fire Alarms	11	Elevator/Service Call	3
Victim Assistance	2	Investigation: Odor, Smoke, Fire	3
Downed Power Lines	2	Electrical Wiring /Equipment Malfunction	1

# INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

## COMMUNICATIONS

### This Week's Headlines and Media Releases:

#### E-Casts:

- Golf Newsletter August 2017

#### Channel 25:

- ▶ Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Thomas Kennedy Memorial presentation
  - Augustoberfest promotion
  - Fall Fest and Porchfest promotion
  - HPD PSA Theft from Motor Vehicles
  - Peter Buys Band Shell History promotion
  - Hagerstown Cultural Trail Feature Art
  - Montage of Hagerstown Cultural Trail June 17<sup>th</sup>
  - Hagerstown Greens Promotion
  - Bird Watching in City Parks
  - BuroBox promotion
- ▶ Scheduled:
  - MTA Community Commuter  
Wednesday and Saturday 7:00 PM

#### Websites:

##### City Website:

- About **7,205** users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of July 31, 2017 – August 8, 2017.
- Top entrances (first page users accessed on the website)
  - Home Page 2,273
  - Utility Billing Page 668
  - Potterfield Pool Page 595
  - Jobs Page 246
  - Police Page 187
- Top Searches:
  - "true"
  - "jobs"
  - "pay bill"
  - "vendor programs"
  - "east island pavilion"
  - "music by the lake"

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **Pavement Preservation Program.** The City's contractor, C. William Hetzer, continues to perform crack filling and patching on streets that will receive slurry seal. It is anticipated that slurry seal operations will begin in approximately two weeks, to be followed by the milling and overlay operations on streets at various locations around town.
2. **Maryland Avenue Signal Improvements.** The State Highway Administration notified the City that they are about to give their contractor a Notice to Proceed for improvements to the traffic signal at the South End Shopping Center. The improvements will include the installation of crosswalks on Maryland Avenue and Downsville Road, along with pedestrian lights and pushbuttons. SHA expects completion of the project by the end of November.
3. **2017 Alley Reconstruction Program.** We held the preconstruction meeting and reviewed comments regarding adjacent property owners and utility concerns as well as stakeout procedures. Construction is expected to begin on Monday, August 14<sup>th</sup> at Alleys 2-117 and 2-119. We will hand deliver letters to the residents on those two alleys this week to advise them of the work.
4. **Line Painting.** Alpha Space Control started long line painting and stopbar & crosswalk thermoplastic to redo faded lines, using the map we prepared to identify the faded lines and a sketch of each intersection. We have a budget of \$15,000 for long lines and \$25,000 for stopbars/crosswalks so we try to do the most faded ones with concentration on the higher volume streets.
6. **Engineering Statistics.**

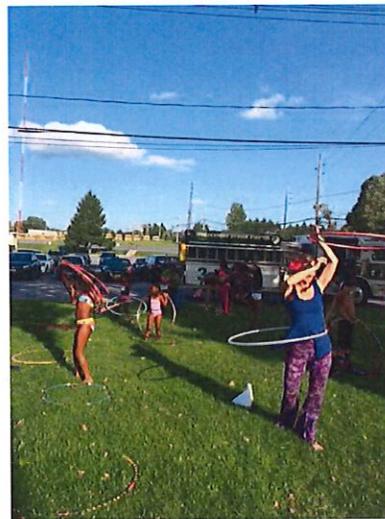
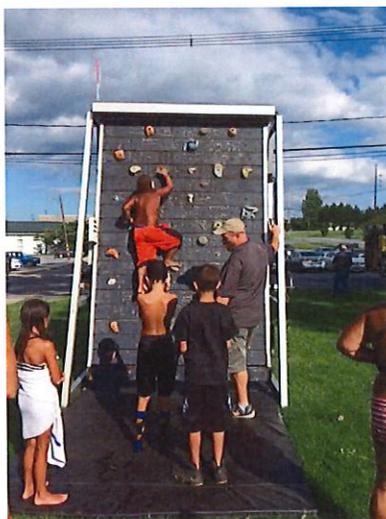
Traffic issues		
Description	Week of 8/4/17	2017 TOTALS
Traffic complaints received	10	94
Work Orders completed	9	77
Traffic counts completed	3	31
Construction Projects		
Description	Week of 8/4/17	2017 TOTALS
Projects advertised for bids	1	12
Projects under construction	14	
Projects completed	0	1

### PARKS DIVISION

1. **National Road Park.** We continue to construct a new plaza area; we are presently working on installing benches and picnic tables, the park sign, planting areas, trees and sidewalk.
2. **Parks Fitness Challenge.** The 1<sup>st</sup> Annual Parks Fitness Challenge came to an end on Saturday, August 5<sup>th</sup>. We had 105 adventure seekers participating in this program which encouraged families and people of all ages and fitness abilities to complete two challenges a week in our City Parks. With a grant made possible by the Washington County Health Department, each participant was given a free pedometer. Many prizes were donated by local business. Below is some great feedback we received on the program:
  - *This has been a fun challenge that I have taken family members along on.*

- *One of the most amazing things is the discovery of Mills Park! We only live a few blocks away and have since 1977, but I never realized that Mills Park was there! Since starting the Parks Challenge, I have walked its trails when the honeysuckle was in bloom and got some beautiful photos. I tried the bench and swing workouts there. My husband has joined me at times when I walked, and I brought two of my grandkids along to see the "hidden" secret park. They were excited when after looking at the bird photos we saw some ducks close by.*
- *We enjoyed going on the Cultural Trail and we went on one of the paddle boats at the City Park together. We also watched one of the outdoor movies at the City Park. I want them to have these great memories to look back on!*
- *Thanks for providing these adventures!*
- *The challenge has really opened my eyes to the many sights in Hagerstown.*

3. **Potterfield Pool - Splash Dive-In Movie Event.** On Saturday, August 5<sup>th</sup>, the front lawn at Potterfield Pool offered free activities for families to enjoy from 5-8 p.m. Approximately 300 people attended the event. Attendees enjoyed a rock wall, inflatable water slide, a dunk tank, balloon bending. The evening ended with a movie on the pool deck at dusk.



5. **CPR Training - Friday, August 11<sup>th</sup> in the Fit Room:** In partnership with Mid-Atlantic Emergency & Safety Consultants, LLC, several members of the Parks & Rec staff attended a two hour training course and became certified to administer CPR and First Aid. The course included classroom training with both textbook materials and interactive experience training with manikins. An exam at the end of the course demonstrates learning to acquire a certification car

## PLANNING & CODE ADMINISTRATION

**Planning Commission:** The Planning Commission reviewed the following on August 9:

- Approved an ESD Sketch Plan for the Urban Educational Complex at 13-17 South Potomac Street.
- Approved an ESD Sketch Plan for a second Lidl grocery store at 17974 Hager's Crossing Drive.
- Approved a site plan for the Burger King Rebuild at 503 Dual Highway.
- Tabled a discussion on redesign of the new entrance road at Cortpark until more members could be present.

**Weekly Activity Report:** July 31 – August 4, 2017:

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	2	Commercial -	4	Other -	2	13
Electric	20	Residential -	6	Commercial -	13	Other -	1	20
Plumbing	16	Residential -	8	Commercial -	7	Other -	1	16
Mechanical	10	Residential -	4	Commercial -	6	Other -	0	10
Engineering Dept.	9							10
<b>TOTAL</b>	<b>63</b>		<b>20</b>		<b>30</b>		<b>4</b>	<b>69</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential				\$ 120,800.00				\$ 219,284.00
Commercial				\$ 174,108.00				\$ 830,547.00
Apartment				\$ 0.00				\$ 99,585.00
Sign				\$ 0.00				\$ 14,885.00
<b>TOTAL</b>				<b>\$ 294,908.00</b>				<b>\$ 1,164,301.00</b>
<b>Projects of Interest</b>								
- Construct single family home at 330 Fridinger Avenue - \$100,000								
- Interior demolition of select areas at 1535 Potomac Avenue - \$85,000								
- Demolition of entire structures at 111-117 West Franklin Street - \$35,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018</b>								
					<b>PROPERTIES</b>			<b>UNITS</b>
Registrations received week of July 31 – August 4					56			104
New applications issued week of July 31 – August 4					6			10
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					3,267			8,677
Percentage of rental license renewals that have registered as of July 14, 2017					90.1%			92.9%
<b>Notes:</b> The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. A 2 <sup>nd</sup> past due notice, which included a \$50 late fee, was mailed in early August to those that remain outstanding.								
<b>PAYMENT</b>								
Weekly payment received		\$ 7,950						
Weekly adjustment/credits		\$ 800						

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	50
Electrical	49
Plumbing	21
Mechanical	12
Safety	97
Neighborhood Vitality	129
Quality of Life	23
Preventive Maintenance	104
Planning & Zoning	4

**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:	1,785	Field Interviews:	77
Arrests/Warrants Served:	27	Moving Violations:	6
Domestic Violence Calls:	26	Parking Violations:	176
DUI Arrests:	1	Safety Repair Orders:	5
Reports Filed:	169	Warnings:	58

**REPORTS**

**08/04/17:** Officer T. Helman responded to Little Hayden Circle for a reported theft from a motor vehicle. The victim stated that someone had broken into her vehicle during the night. The vehicle was secured but the suspect gained entry by throwing a rock through the driver's side window. The rock was found on the floor of the vehicle. There was an envelope in the vehicle that contained some US currency and it was now gone. It should be noted that there was a computer in the back seat that was not disturbed. There is no suspect and no further details are available.

**08/05/17:** Officer Salahov was dispatched to North Mulberry Street for an assault. The caller advised he was in a physical altercation with his older brother shortly before he called 911. The older brother accused the victim of threatening his girlfriend. The 911 Center received a second call related to this incident. Apparently, the younger brother became hostile and went to his older brother's residence and threw an object at the window causing the window to shatter. The younger brother was arrested and charged with Assault 2<sup>nd</sup> degree, Disorderly Conduct and Malicious Destruction of Property.

**08/06/17:** Officer Goggin responded to North Cannon Avenue for a reported theft. The victim advised that she is suspicious that her boyfriend of four years may have stolen some of her checks from her checkbook. The two do not reside together however the boyfriend does have a key to her residence. There were six checks removed and not in sequential order. Five of the six checks have already been used to withdraw various amounts from her bank account. The investigation is on-going.

**08/07/17:** Officer Bricker was dispatched to Summit Avenue to a burglary in progress. The caller advised that he came downstairs from his bedroom to find a black male sleeping on his recliner in his living room. The caller said he apparently did not secure the door for the night, which he normally does, and the male just walked in the house. When the male was awakened he appeared to be confused and stated he did not know where he was. He had a few drinks at a local bar and then his plan was to walk to his friend's house to spend the night. It became apparent this was not his friend's residence. He was arrested for burglary 4<sup>th</sup> Degree. A small amount of marijuana was also found on his person when he was processed at Central Booking.

**08/08/17:** Officer Cline responded to South Mulberry Street for a report of an assault in progress. The victim stated that her boyfriend and father of her two children assaulted her. The victim wanted to sleep however the boyfriend wanted to continue an argument they were having. The victim went to the children's room to get away from the boyfriend and get some rest. The boyfriend followed and then began assaulting her in the face. The children began to defend their mother. The boyfriend was arrested and charged with Assault 2<sup>nd</sup> degree. There was a handgun in the house and the officer removed the weapon and placed it in the Hagerstown Police Department's property locker for safe keeping. No further details are available.

**OTHER NEWS/INFORMATION**

**New Interview and Interrogation Wing at HPD.** The new interview and interrogation wing is now completed and open for detectives, agents and officers of the Hagerstown Police Department. This project had been approved for renovation approximately five years ago but due to lack of funding the construction was tabled. This wing consists of three interview and interrogation rooms and a soft interview room for victims and witnesses. The rooms are sound proof and the doors are secured for the safety of all. Originally, this wing was one large room that required an officer to stand guard while detectives were interviewing persons of interest. With this renovation, the wing provides state of the art security and privacy that will allow the detectives to isolate suspects from victims and witnesses. The three interrogation rooms will enable detectives to conduct three interviews simultaneously. This wing will prove to be a very valuable addition to the Hagerstown Police Department.

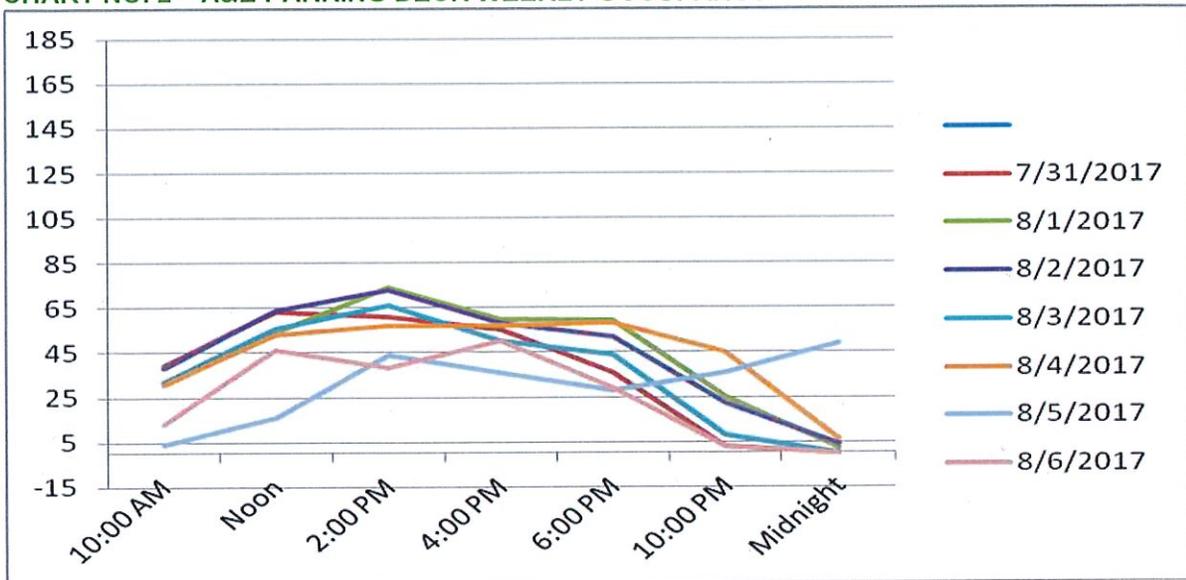
**PUBLIC WORKS**

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

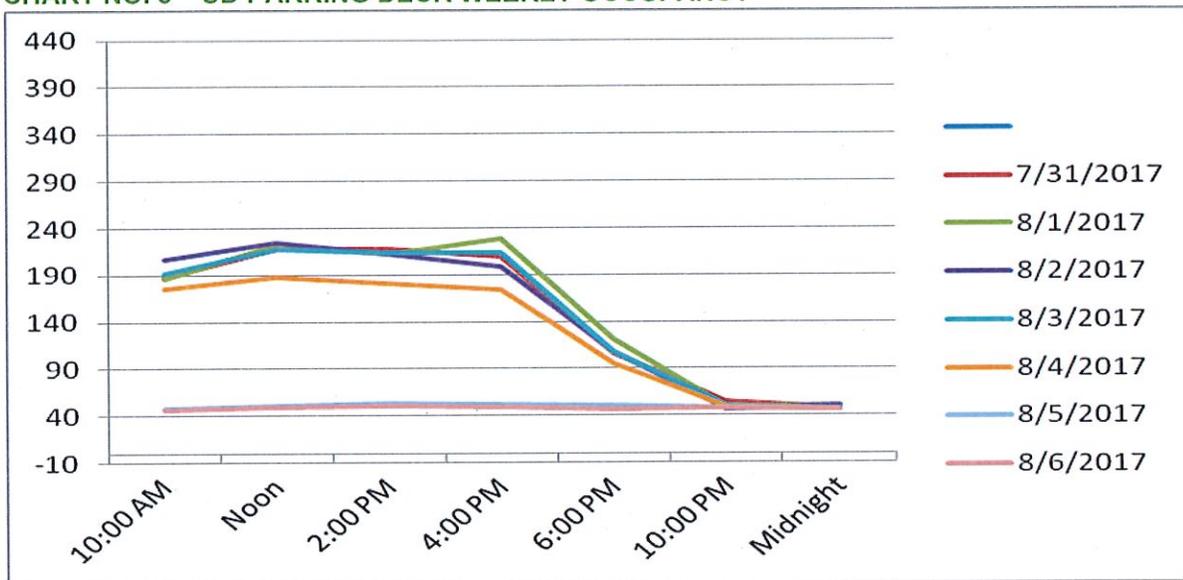
		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	192	192
	University District Deck	284	286
	Parking Lots	339	338
<b>Number of Patrons Using Decks</b>	A & E Deck	1424	1599
	University District Deck	1427	1575
<b>Sales of Discount Coupons</b>		0	30
<b>Number of Citations Issued</b>	(Includes Warnings)	167	235
<b>Number of Cars Booted</b>		1	0
<b>Late Payment Notifications</b>		54	38
<b>Peak Occupancy (%)</b>	A & E Deck	40% Tue @ 2PM	*84% Sat @ 4PM
	University District Deck	52% Wed @ 4PM	58% 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	2
Fire	1	2
Human Resources	0	0
Light	3	4
Parks & Engineering	4	4
Police	4	11
Public Works	5	3
Wastewater	2	0
Water	5	8
<b>Weekly Totals</b>	<b>24</b>	<b>34</b>

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

#### Recent call-outs

Fri. 8/4/17

- 401 South Cannon Avenue – Partial outage. Bad connector at the service head. Time Out: 1728 – 1750
- 425 North Potomac Street – Total outage. A bird had caused a transformer fuse to operate. Time Out: 1905 – 1925
- 521 Salem Avenue – Total outage. A porcelain cutout was cracked and open. Time Out: 1950 – 2025
- 137 East Avenue – Total outage. As a result of the storm that passed through the area, a tree limb came down and tore the service drop off the house. Time Out: 1950 – 2025.
- 1020 Brinker Drink – Total outage. The customer's main breaker was tripped. Time Out 2027-0012

Sat. 8/5/17

- 12 West Lee Street – Total outage. A squirrel caused a line fuse to operate. Timeout: 0727 – 0853
- 140 Summit Avenue – Partial outage. Two fuses on a transformer bank were shorted by a tree as a result of Friday's storm. Time Out: 0727 – 0853
- 122 Magnolia Avenue – Total outage. A tree limb came down and tore the service down. Crews reattached the service and informed the resident that an electrician would be needed to make permanent repairs: Time Out: 0945 – 1118
- 137 East Avenue – Crews responded to reconnect the service following repairs from Friday 8/4/17: Time Out 1520 - 1615

Tues. 8/8/17

- Corner of South Cannon Avenue & Radcliff Avenue, Miss Utility emergency locate for the Water Department. Time Out: 0615 – 0700

#### Distribution

- Metering Staff received no high bill complaints this week.
- In coordination with HLD Engineering, line crews have been working on refinishing many fiberglass street lights that have been identified as being in need of attention
- In coordination with HLD Engineering, line crews began construction of electric facilities to serve Kind Therapeutics on E First St. Required work includes 2 temporary services, pole replacements and extension of our 34.5 KVA line.
- Distribution staff took delivery of an Altec DH50 digger derrick for use by line crews as a demonstration unit. HLD will evaluate the performance of the vehicle and determine if it performs to our needs. The DH series is candidate to replace an aging HLD digger derrick unit.
- Crews continue with various maintenance activities throughout HLD's service territory

#### Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.

- Engineering staff obtained insulating oil samples from (2) HLD substation power transformers for Dissolved Gas Analysis testing.
- The Staff Engineer completed designs for multiple projects in the HLD service territory.
- The Staff Engineer specified and approved new materials for use on the HLD electric distribution system.
- Engineering and Administrative staff reviewed options and proposals for an increase in electric substation security measures.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 2, 2017	7.54	0.00
Thursday, August 3, 2017	8.11	0.96
Friday, August 4, 2017	7.96	1.10
Saturday, August 5, 2017	8.88	0.00
Sunday, August 6, 2017	7.95	0.00
Monday, August 7, 2017	8.33	0.26
Tuesday, August 8, 2017	8.22	0.05
Weekly – Avg. Flow / Total Rainfall	8.14	2.37
Aug - Avg. Flow/Total Rainfall	8.11	2.40

**Miscellaneous**

- Cleaned cooling tower, serviced chemical pumps and recirculation water pumps.
- Disassembled primary sludge pumps and piping. Located and removed obstruction (grit and sand) from discharge piping and pumps.
- Repaired leak on caustic pump and piping.
- Cleaned and calibrated O2 sensor in oxygen injection vault.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	1,5,11,21	434'	16'	1
Flushing	23,24	5,890'		

**Collection System Maintenance Task**

- Grinder Pump call, 11205 Eastwood Drive, electrical issue, no power on private side, advised owner to get an electrician.
- Grinder Pump call, 11134 Eastwood Drive, replaced both pumps.
- Grinder Pump call, 1531 Kensington Drive, our side operating properly, contacted HOA to meet with their electrician to correct issue on their side.

- Sewer Backup, 102 East North Avenue, problem on private side.
- Sewer Backup, 149 Summit Avenue, problem on private side.
- Sewer Backup, 932 Chestnut Street, vacuumed out service at cleanout.
- Sewer Backup, 800 Corbett Street, problem on private side.
- 11549 Englewood Drive, repaired broken lateral and installed new 6" cleanout.
- Unit 512, replaced tail light assembly.
- Unit 589, trailer, repaired/replaced tongue and jack.
- Unit 594, replaced hydraulic line and related hardware on boom.
- Pump Station #3; cleared lane for upcoming project.
- Replaced water valve in Tamper.
- MH# 15054; installed conversion lid on frame and cover.
- Flushed storm drains for Public Works: Memorial Blvd underdrain, 235 East Baltimore Street, 312, 329 and 336 Henry Avenue.
- General pump shop repair work.
- Dropped Enzyme bags at various lift stations and trouble spots in the system 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	3	0	0	0	2	7
YTD 2017	48	48	4	4	0	56	160

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

**Laboratory**

- Refreshed chemicals in Chemsan unit.
- Analyzed drinking water samples for simple nutrients.
- Defrosted effluent sampler refrigerator.
- Ordered microscope supplies for operators.
- 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>
08/03/17	10.84		10.84
08/04/17	10.60		10.60
08/05/17	9.53		9.53
08/06/17	9.72		9.72
08/07/17	10.41		10.41
08/08/17	11.80		11.80
08/09/17	10.99		10.99
<i>Average</i>			<i>10.55</i>

**Water Production at R. C. Willson**

- Operations:
  - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - RC Willson – Repairs were made to the caustic line.
- Instrumentation
  - Pump Station 2 – The pH probe installation has been completed.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 4.4 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation 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. New services were installed in the Emerald Pointe Community. Repairs were made to water main breaks on Salem Avenue, Pennsylvania Avenue and S. Cannon Avenue.

**Laboratory**

- Collected Source Water sample from the Potomac River in compliance with the LT2 regulation.
- Collected daily disinfectant residual samples from the Smithsburg area.
- Collected 3<sup>rd</sup> quarter DBPs.
- Collected distribution samples for monitoring for nitrification.
- Notified Pavestone of results of sampling from their POE. Results were normal.
- Responded to MDE regarding LT2 results.
- Collected TSS and aluminum sample from lagoon discharge composite.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	3
Preliminary Plats	-	-
Final Plats	-	-
Building Permits	10	10
Concept Plans	-	-

- Staff met with an engineer firm for site plan.
- Staff met with a contractor for site plan documentation of a commercial redevelopment project.
- Staff performed flow test for proposed site plans.
- Staff met with the County for the permit system.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means". The signature is fluid and cursive.

Valerie A. Means  
City Administrator