

# CITY OF HAGERSTOWN, MARYLAND

## STATUS & INFORMATION REPORT NO. 33 FOR 2017



August 18, 2017

To Mayor Bruchey and Members of the City Council:

### UPCOMING MEETINGS

<h2 style="margin: 0;">AUGUST 2017</h2> <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

### **Main Street Updates:**

- Main Street leadership team met for their monthly meeting. They continue to work on plans for their work groups, including another Fall planting along East Franklin Street and coordinating litter pickup with City staff and community members.
- Main Street's monthly downtown business owner forum was held with the businesses and organizations present sharing what they do. These forums are held every third Thursday of the month. September's topic is updates on the Urban Improvement Project with representatives from the County, City, Maryland Theatre, Board of Education and Bowman Development speaking.

**Burobox:** The Small Business Development Center (SBDC) of Western Maryland in conjunction with the U.S. Small Business Administration (SBA) hosted a "Lenders Quality Circle" at the BuroBox this week. Discussion topics included SBA loans, USDA Rural Communities, and Maryland's Department of Housing and Community Development (DHCD) loan program.



### **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

**Wind Down Fridays:** The schedule for the remaining 2017 Wind Down season is listed below:

- September 29<sup>th</sup> (Thunder in the Square, 6-10 p.m.) – Staff Infection
- October 6<sup>th</sup> (6-9 p.m.) – Back Roads Blues

**Augustoberfest:** The Augustoberfest Committee and staff have been meeting weekly to coordinate all details of the upcoming event. This year the Hagerstown Suns are partnering with Augustoberfest and are featuring German Heritage Night at the Friday, August 18<sup>th</sup> Hagerstown Suns game. The night will have a complete German theme with people dressed up, German music, German food, activities such as a brat eating contest, a pretzel toss and yodeling contest. The first 500 people who are age 21 and older will receive a special giveaway, a Das Boot stein. Augustoberfest volunteers will be at the game promoting Augustoberfest and selling tickets to the festival. The 22<sup>nd</sup> Annual Augustoberfest will be held Saturday, August 26 from 11 a.m. – 10 p.m. & Sunday, August 27 from 11 a.m. to 5 p.m. in City Center. For more information visit [www.augustoberfest.org](http://www.augustoberfest.org) or Facebook.

## FIRE DEPARTMENT

### FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	0	Community Risk Reduction	12
Building Fires	0	Public Service	6
Medical Assistance	24	Personal Injury Collision	6
Assist other Fire Departments	13	Fuel/Hazard Spills	1
Automatic Fire Alarms	9	Gas Leaks	2
Victim Assistance	1	Investigation: Odor, Smoke, Fire	1
Downed Power Lines	1	Unauthorized burning	4

## INFORMATION TECHNOLOGY, COMMUNICATION & SUPPORT SERVICES

### COMMUNICATIONS

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

Citizen's Police Academy Takes Civilians Behind the Badge

**E-Casts:**

- The BuroBox Grand Opening
- August DT Business Owner Forum
- Golf Newsletter August 14, 2017

**Channel 25:**

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

**Websites:**

- **City Website:**

- o About **6,520** users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of August 7–13, 2017.
  
- o Top entrances (first page users accessed on the website)
  - **Home Page** **2,089**
  - **Utility Billing Page** **645**
  - **Jobs Page** **265**
  - **Police Page** **225**
  - **City Park Page** **129**
  
- o Top Searches:
  - "true"
  - "jobs"
  - "pay bill"
  - "explorer program"
  - "water"
  - "birth certificate"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Pavement Preservation.** Crackfilling was completed on Friday, August 11<sup>th</sup>. Hetzer hopes to start patches by Monday, August 21<sup>st</sup>. They have not given us a start date on Slurry Sealing yet and the overlay should start sometime around September 11<sup>th</sup>.
  
2. **Safe Routes to School Traffic Signals and Handicap Ramps.** The new signal poles and mast arms were installed. Most sidewalk work will be complete before the start of school (with a few exceptions where existing poles can't be removed until the new signals are operational). At the end of Frederick Street and Mill Street it is impossible to comply with the maximum sidewalk grades as required by the State of Maryland due to the street grades. We are submitting a waiver request to State Highway before pouring concrete on the NE corner.
  
3. **2017 Alley Reconstruction Program.** Construction started on this project on Monday, August 14<sup>th</sup> at Alley 2-117, where the contractor uncovered a fair amount of unsuitable material that had to be removed. From past experience we anticipated this and allowed for it in the contract. They will begin on Alley 2-129 this week.
  
4. **On-Street Handicap Parking.** Hagerstown has approximately 300 handicap spaces on various streets reserved for specific individuals at their homes. Recently we have had several requests for these private signs on downtown streets in the business district. Our concern is that too many will affect nearby businesses, so we are planning to prepare a policy to address where and how many handicap spaces will be allowed on certain streets. This will have to be reviewed by State, MVA and City Attorney before submitted to Mayor & Council.
  
5. **Pavement Markings.** Alpha Space Control has completed the stopbars and crosswalks and all long lines as much as they can until the overlay, slurry and patches are complete.

6. **Engineering Statistics.**

Traffic issues		
Description	Week of 8/14/17	2017 TOTALS
Traffic complaints received	14	108
Work Orders completed	7	84
Traffic counts completed	1	32
Construction Projects		
Description	Week of 8/14/17	2017 TOTALS
Projects advertised for bids	0	12
Projects under construction	7	
Projects completed	0	3

**PARKS DIVISION**

1. **Parks and Recreation Benchmarks.** Based on 2016 data provided by the National Recreation and Park Association\*, here is how Hagerstown compares with averages for communities of our size or density nationwide (green is "better" than average, red is less):

CRITERIA	*NATIONAL AVERAGE	HAGERSTOWN
Residents per Park	One park for every 1,901 residents	One park for every 1,914 residents
Acres of Park Land per 1,000 Residents	9.6 acres of park land for every thousand residents	7.6 acres of park land for every thousand residents
Park and Recreation FTEs per 10,000 residents	8.5 FTEs on staff for each 10,000 residents	5.0 FTEs on staff for each 10,000 residents
Annual Operating Expenditures	Annual operating expenditures of \$3,500,694	Annual operating expenditures of \$2,561,941
Operating Expenditures per Capita	annual operating expenses of \$77.32 on a per capita basis	Annual operating expenses of \$63.71 on a per capita basis
Operating Expenditures per Acre of Park and Non-Park Sites	The median level operating expenditures is \$11,921 per acre of park and non-park sites managed by the agency	Operating expenditures is \$7,667 per acre of park and non-park sites
Operations Expenditures Per FTE	The typical park and recreation agency has \$103,730 in annual operating expenditures for each employee	\$128,097 in annual operating expenditures for each employee
Sources of Operating Expenditures	Park and recreation agencies derive 60% of their operating expenditures from general fund tax support	About 80% <i>(Note: Increased cost recovery is one of our goals in the upcoming year)</i>

2. **Community Parks & Playground.** Staff submitted for \$200,000 in funds for the Urban Improvement Project Plaza and \$50,000 in funds for the Hagerstown Railroad Museum Improvements.

3. **Pangborn Park Tennis Courts.** Courts were recoated and lined last week. Pickle ball lines were also added.



4. **Golf Tournaments.** Two golf tournaments are scheduled this weekend. This includes the Senior Championship on Friday and City Championship on Saturday. For more information, visit the following link: <http://www.hagerstowngreens.com/>
5. **National Road Park.** We continue to work on the new National Road Park; we are presently installing sidewalks, landscaping and mulch. The grand opening is scheduled for September 12<sup>th</sup>.

## PLANNING & CODE ADMINISTRATION

### **New Development Cases:**

- 1201 Maryland Avenue – Great Southern Wood MD, Inc. – site plan for two lumber storage buildings and a water line for a new fire hydrant.
- 952 Frederick Street – HBP – site plan for a 14,040 square-foot addition.

### **Historic District Commission:** On August 10 the HDC considered the following applications:

- 111 North Potomac Street – Dean Martin/Sign Here – approved a sign.
- 111 West Franklin Street – Washington County Board of County Commissioners – approved demolition of an abandoned structure.
- Workshop for façade design of Maryland Theatre. Maryland Theatre representatives presented an update on its progress toward final design, including exhibiting samples of potential building materials.

### **Weekly Activity Report:** August 7–11, 2017

<b>PERMITS</b>								
<b><u>TYPE</u></b>	<b><u>NUMBER OF NEW APPLICATIONS</u></b>							<b><u>NUMBER ISSUED</u></b>
Building	1	Residential -	0	Commercial -	1	Other -	0	5
Electric	15	Residential -	11	Commercial -	4	Other -	0	15
Plumbing	7	Residential -	5	Commercial -	1	Other -	1	6
Mechanical	10	Residential -	9	Commercial -	1	Other -	0	10
Engineering Dept.	4							4
<b>TOTAL</b>	37		25		7		1	40

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 28,000.00	\$ 247,284.00
Commercial	\$ 95,250.00	\$ 926,597.00
Apartment	\$ 0.00	\$ 99,585.00
Sign	\$ 2,550.00	\$ 17,435.00
<b>TOTAL</b>	<b>\$ 125,800.00</b>	<b>\$ 1,290,901.00</b>

**Projects of Interest**

- Renovations to existing restaurant for Warehouse Taproom including new pizza oven at 1130 Conrad Court - \$80,000
- Permit application re-submitted to fit out and re-purpose 504 East First Street for medical marijuana cultivation & processing plant. - \$6,000,000 (permit not yet issued)

**RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018**

	<b>PROPERTIES</b>	<b>UNITS</b>
Registrations received week of August 7 – August 11	39	87
New applications issued week of August 7 – August 11	7	10
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)	3,306	8,764
Percentage of rental license renewals that have registered as of July 14, 2017	91.2%	93.8%

**Notes:** 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.

**PAYMENT**

Weekly payment received	\$ 6,775
Weekly adjustment/credits	\$ 2,175

**INSPECTIONS**

<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	48
Electrical	47
Plumbing	27
Mechanical	14
Safety	50
Neighborhood Vitality	77
Quality of Life	2
Preventive Maintenance	64
Planning & Zoning	4

**INSPECTIONS KEY:**

**Categories of Conditions**

Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

## POLICE DEPARTMENT

### STATS

Calls for Service:	1,895	Field Interviews:	101
Arrests/Warrants Served:	26	Moving Violations:	27
Domestic Violence Calls:	33	Parking Violations:	147
DUI Arrests:	0	Safety Repair Orders:	5
Reports Filed:	159	Warnings:	60

### REPORTS

**08/10/17:** Officer Moczyslowsky was dispatched to North Prospect Street for the report of a robbery. The victim stated that she was sitting outside a local restaurant making a phone call when an unknown male approached her and asked for the time. He then pushed her to the ground and grabbed the phone from her hand and fled on foot. A passer-by witnessed the incident and came to the aid of the victim. He was able to run after the suspect and caught up with him and took possession of the stolen phone. The good samaritan called the police and at no time did he lose sight of the suspect until the police arrived. The suspect was arrested and charged with Assault 2<sup>nd</sup> Degree and Theft Less than \$1,000.

**08/11/17:** Officer Main responded to Eye to Eye Optical on Eastern Boulevard for a report of malicious destruction of property. An employee stated when she arrived at work she observed the front window to be shattered. The officer will attempt to view the surveillance in the area. No further details are currently available.

**08/12/17:** Officer Goggin was dispatched to Family Dollar on Pennsylvania Avenue for a reported burglary. The store manager advised that when she arrived at work she immediately noticed the front glass door to be shattered. She did not enter the store until police arrived. The officer entered the store and discovered the second glass door was shattered as well. A brick was discovered on the floor between the doors. It should be noted that there were a few boxes of candy inside of the store right next to the second glass door. The manger checked the cash drawers and the safe which did not appear to have been tampered with and nothing seemed to be missing from the store. The suspect used a small metal pipe to break more of the glass so he could fit through the hole initially created by the brick. The officer viewed the surveillance camera and was able to determine the suspect was a black individual wearing black pants, a black hooded jacket, a red shirt, and a blue draw string bag. The suspect had his face covered. Damage to the doors is approximately \$1,800. No further details are available.

**08/13/17:** Officer McKoy responded to North & Locust Food Market on East North Avenue for a reported burglary. The owner of the store was contacted and responded to the scene. The camera showed an unknown suspect throw a cinder block at the front glass door several times. Since the glass was shattered proof, it took the suspect several throws at the glass to break it to gain access. The suspect took various snack items and fled the area. This case has been forwarded to the Criminal Investigation Division for further investigation since this incident is similar to the incident that occurred on August 12, 2017.

**08/14/17:** Officer M. Anderson was driving his marked cruiser westbound on West Franklin Street when Dispatch called out an assault near his area. He responded to the incident and saw a white male standing with blood running down his face. He also saw a female standing on a nearby porch and next to her was an aluminum baseball bat. Community Rescue Services was dispatched to the scene and transported the male to Meritus Medical Center for head injuries. The suspect was angry and assaulted the victim with a baseball bat. She also used the bat on the car he had just exited. No further details are available.

### OTHER NEWS/INFORMATION

**Congratulations Officer Kylee Bricker.** Officer Kylee Bricker has been selected as Officer of the Month for July 2017. Officer Bricker has been employed by the City of Hagerstown for two years and is currently assigned to the Patrol Division.

In July, officers were dispatched to check on the welfare of a female who called 911 advising that she was going to hurt someone. Upon arriving in the area, Officer Bricker observed a female with an object in her hand chasing two other individuals. As Officer Bricker drove up to where the subjects were, she heard the female making threats to "hurt and cut" the other subjects. The female then grabbed one of the individuals she had been chasing by the arms. Officer Bricker exited her vehicle and attempted to remove the male from the female's grip, at which time Officer Bricker was able to identify the object in the female's hand as being a box cutter. Officer Bricker commanded the female to drop the box cutter, but she refused to do so and proceeded to draw her hand back in an attempt to stab the male. As the female was in the process of attempting to stab the male, Officer Bricker deployed her "Taser" and temporarily incapacitated the female long enough for her to be safely taken into custody. Due to Officer Bricker's quick and decisive actions, she was able to prevent the male from being stabbed or suffering any injuries from the weapon.

Because of her ability to quickly take control of and resolve a potentially deadly situation without any significant injuries to the victim or the assailant, Officer Bricker has been selected as the Hagerstown Police Department Officer of the Month for July 2017. The Hagerstown Police Department is proud to have dedicated officers such as Officer Bricker as one of its own and congratulates her for a job well done.

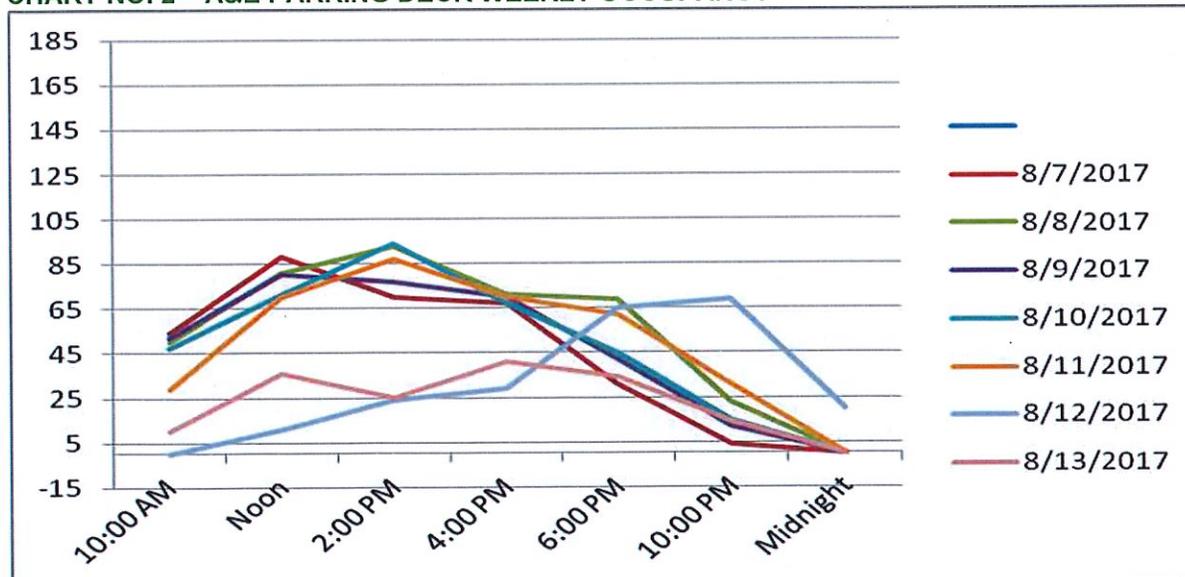
**PUBLIC WORKS**

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

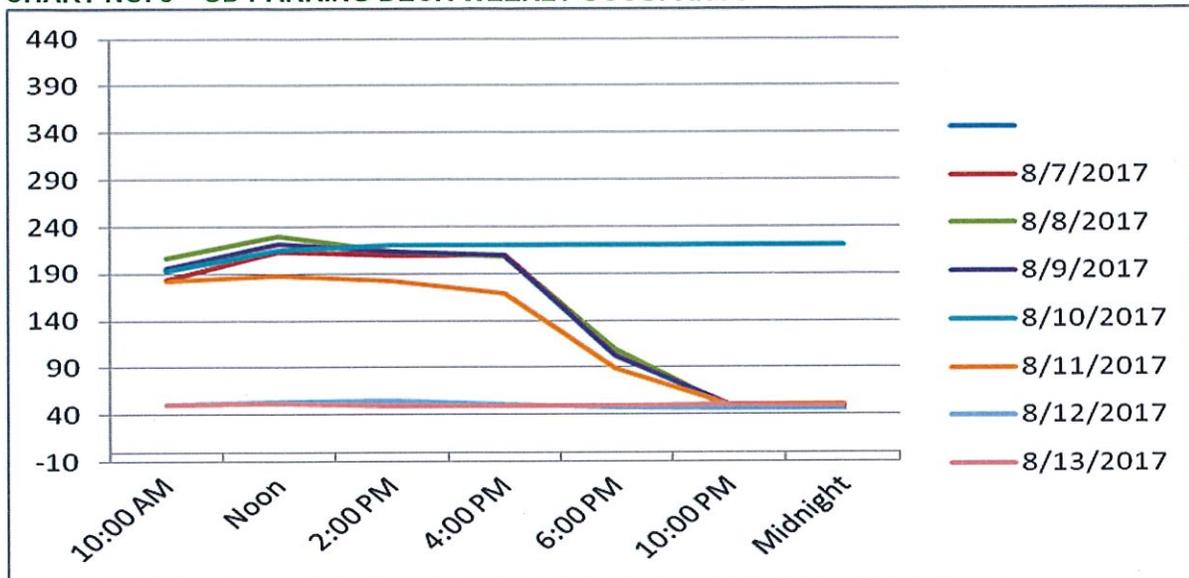
		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	203	192
	University District Deck	283	284
	Parking Lots	340	339
<b>Number of Patrons Using Decks</b>	A & E Deck	1480	1424
	University District Deck	1396	1427
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	164	167
<b>Number of Cars Booted</b>		0	1
<b>Late Payment Notifications</b>		37	54
<b>Peak Occupancy (%)</b>	A & E Deck	51% Thur @ 2PM	40% Tue @ 2PM
	University District Deck	53% Tue @ Noon	52% Wed @ 4PM

\*Event at MD Theater

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



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



Note: A power or data glitch provided inaccurate information on 8/10/2017

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
DCED	2	0
Fire	0	1
Human Resources	0	0
Light	2	3
Parks & Engineering	2	4
Police	8	4
Public Works	8	5
Wastewater	1	2
Water	3	5
<b>Weekly Totals</b>	<b>26</b>	<b>24</b>

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Problem Areas**

- Sun. 8/13 - 16 Elizabeth Street- total outage: squirrel caused transformer fuse to operate. Time Out: 11.1-11.9
- 533 North Locust Street- The service was disconnected for repairs by electrician and reconnection once repairs were complete. Time Out: 12.7-13.4
- 827 Lanvale Street- total outage; squirrel caused a transformer and line fuse to operate Time Out: 17.6-18.8
- Mon. 8/14 - 11 Berger Avenue- The service was reconnected and the meter was reinstalled after replacement of the customers meter socket by electrician. Time Out: 19.1-19.8

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer continued design for HLD SCADA communications between Bulldog and Mitchell Substation.
- The Substation Technician performed maintenance on various substation control buildings.
- The Staff Engineer reviewed various material specifications.
- Engineering staff assisted HPD and City Engineering with requests involving HLD facilities.

**Administration**

- Staff updated and submitted to the Maryland Public Service Commission for review, updates to the Net Energy Metering sections within the Hagerstown Light Department Electric Service Tariff.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 9, 2017	7.89	0.00
Thursday, August 10, 2017	7.73	0.00
Friday, August 11, 2017	7.56	0.10
Saturday, August 12, 2017	7.90	0.77
Sunday, August 13, 2017	7.84	0.00
Monday, August 14, 2017	8.15	0.41
Tuesday, August 15, 2017	8.27	0.00
Weekly – Avg. Flow / Total Rainfall	7.91	1.28
Aug - Avg. Flow/Total Rainfall	8.01	3.68

**Miscellaneous**

- Replaced #2 vacuum pump on hydrocarbon analyzer.
- Rebuilt influent and effluent gate actuators on UV channel #3.
- Cleaned Velodyne polymer system.
- Rebuilt #3 OAB SS hatch.
- Repaired alarm wiring on filter cells 2-5.
- 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	95'	16'	1
Flushing	24	4,923'		

**Collection System Maintenance Task**

- Sewer Backup at 932 Chestnut Street, vacuumed cleanout, cleared blockage.
- Sewer Backup at 800 Corbett Street, problem on the private side.
- Grinder Pump call at 11310 Eastwood Drive, reset smart switch.
- Grinder Pump call at 20120 Teakwood Drive, replaced broken discharge, and both pumps.
- Pumped out Potomac Ridge PS for AR&E so they could complete repairs.
- Cleaned Storm Drains for Public Works At:
  - 400 McDowell Avenue
  - 253 East Baltimore Street
  - 116-117 Elm Street
  - Intersection of Wilson Boulevard and Maryland Avenue
- Installed conversion frames and covers on Manholes: (29)
  - District #22- (27)
  - District # 7-(2)
- 1123 Outer Drive, repaired sink hole.
- 100 Block of East Lee street, corrected noisy manhole.
- Pump Station 6; installed gabion stone on bank to eliminate mowing.
- Installed gabion stone in drainage ditch at Frederick Street substation to eliminate erosion.
- General pump shop repair work.
- Unit #528 worked on boom controls ordered new toggle switch.
- Dropped enzyme bags at various lift stations and trouble spots in the Collection system.

**Administration**

Wastewater Division – Customer Call Log Summary 2017							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	4	0	0	0	2	6
YTD 2017	48	52	4	4	0	58	166

\* 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 met with County Engineering staff on the Southern Boulevard project.
- Staff met with a consultant regarding proposed sanitary sewer service for a existing commercial business.

**Laboratory**

- Analyzed drinking water samples for simple nutrients.
- 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>
08/10/17	10.70		10.70
08/11/17	10.54		10.54
08/12/17	9.86		9.86
08/13/17	10.08		10.08
08/14/17	10.22		10.22
08/15/17	10.50		10.50
08/16/17	10.61		10.61
Average			10.35

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

- Operations:
  - Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.
- Maintenance
  - RC Willson – Staff worked on miscellaneous equipment preventive maintenance.
- Instrumentation
  - RC Willson – Repaired the backwash check valve.
  - RC Willson – Inspection completed on the backwash pump.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 1.9 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 added in the Emerald Pointe Community. Crews are currently working to install a water main on Salem Avenue.

**Laboratory**

- Collected Nitrate/Nitrite sample from Henson Tank and Smithsburg area.
- Collected daily disinfectant residual samples from the Henson Blvd & Smithsburg area.
- Flushed hydrants along route 11 near Henson Boulevard.
- Collected split samples for aluminum to be analyzed by two different labs.
- Completed monthly TOC removal efficiency.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	4
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	12	-
Concept Plans	-	-

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant to discuss a site plan, plat and State Highway Administration utility permit.

- Staff met with County Engineering staff regarding a water main in the Southern Boulevard project.
- Staff attended a Pre-construction meeting for an alley reconstruction project.
- Staff met with a contractor to discuss final steps to secure a County building permit approval.
- Staff met with a consultant for final approval of a commercial site plan.



Respectfully submitted,

A handwritten signature in black ink that reads "Valerie A. Means/df". The signature is written in a cursive style with a large initial "V" and a long, sweeping tail.

Valerie A. Means  
City Administrator