

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 1 FOR 2018



January 5, 2018

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

### JANUARY 2018

*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 <b>HOLIDAY CITY OFFICES CLOSED</b>	2 No M&C Meeting	3	4	5	6
7	8	9 3pm Executive Session  4pm Work Session	10 4pm Planning Commission Workshop	11 4:30pm Historic District Commission Meeting	12	13
14	15 <b>HOLIDAY CITY OFFICES CLOSED</b>	16 4pm Work Session	17 7pm Board of Zoning Appeals	18	19	20
21	22	23 4pm Work Session	24	25 4:30pm Historic District Commission Meeting	26	27
28	29	30 7 pm Regular Session	31 7pm Planning Commission Regular Meeting			

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

**Main Street:** Main Street Hagerstown had their monthly meeting this week. The group worked on finalizing their 2018 meeting and event calendar. Business Relations will continue with their monthly Downtown Business Forums every third Thursday. Clean Safe and Green plans to continue with the twice a year cleanups and flower plantings with the Spring Planting scheduled for May 12. Organization is planning another Volunteer Recruitment event for May 2<sup>nd</sup>. Promotions will be working on adding three additional events to downtown which include Sweets on the Street on March 17, Chalk Art Festival on June 16, and Battle of the Drumlines on August 24<sup>th</sup>. They will also be hosting the second Christkindl Markt event on December 1<sup>st</sup>. The Design Group is exploring a couple of streetscape enhancements including updating the street banners.

**Small Business Development Center Training:** Danelle Hayer, Business Development Specialist, met with Herb Melrath from the SBDC and discussed utilizing the conference rooms in the DCED for video conferences. The SBDC offers a comprehensive range of training courses and programs to educate small businesses. These meetings are held in Frederick but with this partnership we will be able to offer training locally here in Hagerstown. Staff will continue to work with SBDC to coordinate logistics and a schedule.

**Grand Openings:** The City welcomed Alicia's Hair Studio on Tuesday, December 19. Alicia Crawford is the owner. The salon, located at 45 West Baltimore Street, offers a variety of treatments, haircuts and other styling options.

**City Farmers' Market:** The Children In Need Clothing Drive exceeded our expectations! All three boxes were filled to the top with tons of clothing and shoes. Thank you to all who donated! The Market and Children In Need truly appreciate your generosity.

**FIRE DEPARTMENT**

<b>FIRE DEPARTMENT CALLS FOR ASSISTANCE</b>			
House Fires	0	Community Risk Reduction	17
Building Fires	0	Public Service	5
Medical Assistance	32	Personal Injury Collision	4
Assist other Fire Departments	10	Excessive Heat/Overheated motors	4
Automatic Fire Alarms	15	Gas Leaks	3
Cooking Fires	3	Investigation: Odor, Smoke, Fire	8
Carbon Monoxide Alarms	2	Dumpster/Outside Fires	2

**INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES**

**COMMUNICATIONS**

**Media Releases:**

- 100-Day Challenge Motivates Hagerstown Community
- Now Accepting Applications for Community Garden Plots

**Channel 25:**

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
  - o Bester Community of Hope "Keep Our City Clean" PSA
  - o Alison Sigethy "Fantastical Garden" Feature
  - o Hub City 100 Miler commercial
  - o Valley Co-op commercial
  - o GigaHub City Promotion
  - o BuroBox commercial
- Special Broadcasts:
  - o Beyond the Headlines: Ask the Chief
    - Wednesday at 7:00PM
    - Sunday at Noon

**Websites:**

- **City Website:**

- o About **7,500** users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of December 25 - December 31, 2017 (+500 visitors from last week)
- o Top entrances (first page users accessed on the website)
  - Home Page 1,938
  - Trash Collection Schedule 582
  - Water Main Break Update 222
  - Christmas Tree Collection Page 177
  - Hub City 100 Miler Page 172
- o Top Searches:
  - "trash and recycling"
  - "residential trash"
  - "jobs"
  - "online bill pay"
  - "Christmas tree collection"

**PARKS & ENGINEERING**

**ENGINEERING DIVISION**

1. **Certified Stormwater Inspector.** Zach Rawe attended a two-day seminar and obtained his certification to complete Stormwater Facility Inspections, which are required by MDE every three years. Congratulations Zach!
2. **Sportsplex Feasibility RFP.** The RFP was issued this week and we have about five firms interested in submitting proposals already. Hope to bring a recommendation to City Council in late February.
3. **Crosswalk Requested by Neighborhood First.** We advertised a contract to install a pedestrian activated crosswalk flashing lights at intersection of Prospect Avenue and Forest Drive. Bid opening will be held January 17<sup>th</sup>. This will be funded by CDBG and includes sidewalk along north side of Prospect Avenue.
4. **Projects Under Design.** Design continues for the following:
  - 2018 Alley Reconstruction program
  - Belview Avenue bio-retention/traffic calming
  - Widening of Langdon Street
5. **Alley Reconstruction Contract.** The Alley Reconstruction contract has been completed. We are holding \$5,000 until a few punchlist items are completed in the Spring.
6. **Engineering Statistics.**

Traffic issues		
Description	Week of 1/1/18	2017 TOTALS
Traffic complaints received	3	169
Work Orders completed	0	120
Traffic counts completed	1	64
Construction Projects		
Description	Week of 1/1/18	2017 TOTALS
Projects advertised for bids	1	15
Projects under construction	6	10
Projects completed	2	9

## PARKS DIVISION

1. **Playground Inspection.** Roger Reed was recently certified as a playground inspector. To date, 12 of 17 playgrounds have been audited based on the current requirements. A database of playground installation records and inspection reports has been created. Some non-compliant issues found are as follows:
  - Use/Safety Zones around equipment not large enough.
  - Five merry-go-round decks not compliant due to the size of holes in the decks.
  - Two adaptive swings with nylon harnesses that can potentially cause strangulation have been replaced.
  - Proper signage and labeling of appropriate ages. Labels have been created and new signs designed.
  - An incorrectly sized Rope Jungle Bridge at National Road Park is being replaced by the manufacturer.
  - Fall height for some equipment is too high. Engineered wood fiber (mulch) is being added and equipment adjustments are being made.

Our staff is actively addressing the issues.

2. **2017 Facility Reports.** Below is the year-end report for the Golf Course and Train Museum. Note play at the golf course dropped 17% from 2016. We found other ways to cut costs, but its concerning that play is decreasing.

Total Years End	2015	2016	2017
# of Golfers	16228	12981	11032
Greens Fees	\$151,084.50	\$128,410.00	\$95,779.00
Concessions	\$18,162.50	\$14,008.50	\$13,896.51
Merchandise	\$4,028.45	\$3,640.50	\$5,169.50
Rentals	\$36,196.00	\$25,584.50	\$55,523.50
Tournaments	\$4,360.00	\$2,925.00	\$3,735.00
Sponsorships		\$4,350.00	\$350.00
<b>Total Revenue</b>	<b>\$213,831.45</b>	<b>\$178,918.50</b>	<b>\$174,453.51</b>

Train Museum	2015	2016	2017
<b>Total Visitors</b>	<b>1048</b>	<b>1136</b>	<b>1355</b>
<b>Train Total Revenue</b>	<b>\$2,237.23</b>	<b>\$1,522.00</b>	<b>\$2,618.50</b>

3. **Golf Course Honor System.** A sign has been placed at the golf course to encourage those who would still like to golf during the Winter season to make a donation. The sign is located on the lower level door and reads: *"Please Pay to Play, \$10 Suggested Amount, Slot in Lower Level Door of Pro Shop, For Questions, 301-739-8577x169, Thank You for Enjoying our Course and Keeping it Playable."*

## PLANNING & CODE ADMINISTRATION

### New Development Cases:

- 38, 46, 54 South Potomac Street – Bowman 2000 LLC – final plat.
- 50 East Baltimore Street – Thomas Kennedy Park – minor site plan.
- 580 Pangborn Boulevard – EMSOURCE Group Companies – site plan for grading.
- 37 Jonathan Street – Washington County Division of Engineering – final plat.

**Planning Commission:** The Planning Commission will consider these matters on January 10:

- 580 Pangborn Boulevard – EMSOURCE Group Companies – site plan.
- 221 All Star Court (Lots E and E-1) – Hagerstown Commerce Center – final plat.
- 125 North Prospect Street - Four States Christian Missions, Inc. – final plat.
- 50 East Baltimore Street – Thomas Kennedy Park – minor site plan.
- 1301 Potomac Avenue – Eklund Family, LLC – Local Conversion District Overlay – recommendation to Mayor and City Council.
- 2017 Land Management Code Update – Section 4.

**Historic District Commission:** The HDC will review the following cases on January 11:

- 37 South Prospect Street – Ed Tovornik – alterations to rear of main building, the carriage house, and cottage.

**Weekly Activity Report:** December 11–29, 2017

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
	Building	10	Residential -	5	Commercial -	4	Other -	
Electric	39	Residential -	21	Commercial -	16	Other -	2	39
Plumbing	28	Residential -	16	Commercial -	5	Other -	7	28
Mechanical	13	Residential -	5	Commercial -	7	Other -	0	13
Engineering Dept.	57							57
<b>TOTAL</b>	147		48		32		10	156
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential					\$ 249,006.00			\$ 2,682,373.00
Commercial					\$ 2,078,800.00			\$ 14,735,916.00
Apartment					\$ 97,000.00			\$ 1,438,065.00
Sign					\$ 6,200.00			\$ 188,123.00
<b>TOTAL</b>					<b>\$ 2,431,006.00</b>			<b>\$ 19,044,471.00</b>
<b>Projects of Interest</b>								
- Fit-out to re-purpose building 1 & 2 medical marijuana cultivation/processing plant. Ground 1 <sup>st</sup> & 2 <sup>nd</sup> floor for Phase 2 at 504 East First Street - \$2,000,000								
- New single family home at 310 Dayspring Road - \$205,000								
- Demo existing back fire egress stairs and rebuild at 918-920 Mulberry Avenue - \$45,000								
- Tenant fit-outs of suite 014, 016, and 018 at 22 North Mulberry Street - \$50,000								
- Interior renovations and resurfacing rear porches at 39 East Washington Street - \$40,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018</b>								
					<b>PROPERTIES</b>	<b>UNITS</b>		
Registrations received week of Dec 11 – Dec 29					20	34		
New applications issued week of Dec 11 – Dec 29					2	2		
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					3,591	9,313		
Percentage of rental license renewals that have registered as of November 3, 2017					99.0%	99.0%		
<b>Notes:</b> The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. On November 21, six property owners were fined for failure to register as a rental facilities.								
<b>PAYMENT</b>								
Weekly payment received		\$ 2,850						
Weekly adjustment/credits		\$ 125						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	95
Electrical	113
Plumbing	49
Mechanical	29
Safety	120
Neighborhood Vitality	33
Quality of Life	10
Preventive Maintenance	67
Planning & Zoning	2

**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:	1,412	Field Interviews:	17
Arrests/Warrants Served:	14	Moving Violations:	22
Domestic Violence Calls:	31	Parking Violations:	241
DUI Arrests:	2	Safety Repair Orders:	7
Reports Filed:	127	Warnings:	76

**REPORTS**

**12/28/17:** Officer Molineaux was dispatched to Wayside Avenue for a reported assault. The victim stated he was assaulted by a group of individuals, one of which was known to him. He was originally assaulted on Oak Hill Avenue and he was able to run away. He said that the suspects then caught up with him and he was assaulted again. The suspects used rocks in the assault against to the victim. Community Rescue Service was contacted and transported the victim to Meritus Medical Center for treatment of his injuries. The investigation is on-going.

**12/29/17:** Office Routhier responded to Washington Street for the report of a counterfeit bill. The suspect handed the employee a \$20 bill. She knew the bill was fake since there was no security strip and no color changing ink. The suspect then officered to pay with a different bill however the store manager requested the customer leave the store. The manager contacted the Police Department and the bill was confiscated and placed into evidence. The officer will try to identify the suspect. No further information is available.

**01/01/18:** Officers St.Clair and Biden were dispatched to East Washington Street for a female who appeared to be intoxicated. Officer Biden located the female and called for an ambulance. The female was experiencing involuntary body movements and appeared to be under the influence of a substance. The female advised that she just smoked Spice. The female did not possess any substance or paraphernalia on her person. No further details are available.

**01/02/18:** Officer Cline responded to Church Street for the report of a theft. The victim stated that he allowed a homeless individual by the name of "Tommy" to spend the night at his residence due to the extreme cold weather. The homeless male left the residence to go eat at the Rescue Mission on Prospect Street. The victim later realized that he had some missing jewelry and called the police. The officer went to the Rescue Mission to see if "Tommy" was there. The staff at the Rescue Mission stated there was no Tommy there and there were not familiar with this individual. No further details are available.

**01/02/18:** Officer Cline was dispatched to West Irvin Drive for the report of a theft. The victim advised that a package was stolen from her porch on December 21, 2017. The victim contacted the company who replaced the stolen items. The new package was received by the victim on December 29, 2017. On December 31, 2017 the original package was placed back on her porch. It had been opened and two of the items were missing. There are no suspects at this time.

**01/03/18:** Officer Crouse responded to Sumans Avenue for a burglary that occurred overnight. The victim stated she left her residence around 10 p.m. and when she returned she found her apartment had been ransacked with clothing and household items thrown on the floor. She discovered her TV and laptop computer, valued over \$1,000, missing. The victim believes the suspect entered the apartment through the back window, however the officer did not see any pry marks on the window or prints in the snow. There is no additional information at this time.

**OTHER NEWS/INFORMATION**

**Congratulations to Officer Jesse Patterson.** Effective December 21, 2017 Officer Jesse Patterson completed his Field Training and is certified for solo patrol. He is assigned to the Patrol Division and has been assigned to the Charlie Platoon. He will be under the command of Lt. Chad Woodring. We wish him well as he continues his police career at the Hagerstown Police Department.

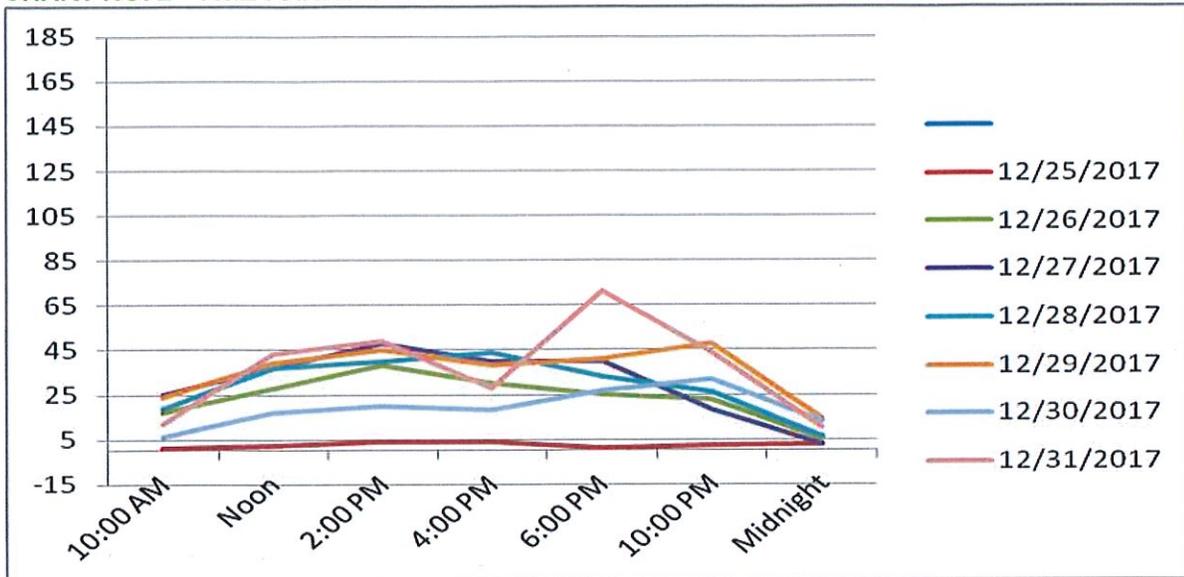
**PUBLIC WORKS**

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

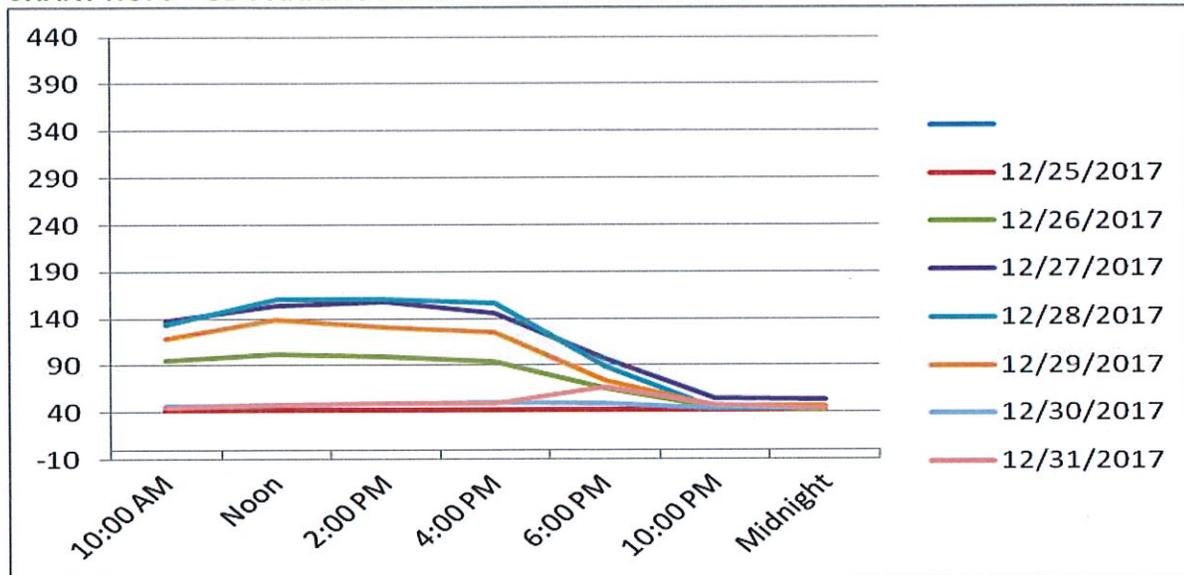
		<b>Current Week</b>	<b>Previous Week</b>
<b>Number of Permit Holders</b>	A & E Deck	216	215
	University District Deck	275	426
	Parking Lots	370	366
<b>Number of Patrons Using Decks</b>	A & E Deck	1009	1881
	University District Deck	779	1444
<b>Sales of Discount Coupons</b>		50	0
<b>Number of Citations Issued</b>	(Includes Warnings)	221	199
<b>Number of Cars Booted</b>		0	0
<b>Late Payment Notifications</b>		49	59
<b>Peak Occupancy (%)</b>	A & E Deck	*39% Sun @ 6 PM	76% Wed @ 2 PM
	University District Deck	37% Thu @ 2 PM	52% Tue @ Noon

\*Donut Drop

**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	1
Fire	0	0
Human Resources	0	0
Light	2	2
Parks & Engineering	0	0
Police	2	8
Public Works	1	5
Wastewater	2	1
Water	0	8
Weekly Totals	7	25
<b>Total Completed Repairs 2017</b>	<b>1311</b>	

**STREET SWEEPING DATA**

Month 2017	Number of Miles of Streets Swept
January	941
February	769
March	671
April	689
May	727
June	609
July	1030
August	1090
September	794
October	920
November	842
December	523
<b>Total Miles Swept in 2017</b>	<b>9605</b>

**<sup>1</sup>AFTER-HOURS CALL OUT DATA**

	Issues for December 2017	December	November
Street Issue	Wires lying in the street	1	2
Parking System			
Traffic Signal	Signal on flash	1	
Traffic Signs	Stop sign knocked down	1	
Building Maintenance			
Fleet Maintenance			
Weather Related	Salt street Water Dept (main break)	1	
Property Issues			1
Misc.			1
Total		4	4
<b>Total for the 2017</b>		<b>80</b>	

<sup>1</sup>After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. Field personnel may or may not be contacted depending upon the issue.

**BULK TRASH COLLECTIONS**

Month 2017	Number of Collections
January	14
February	16
March	34
April	22
May	25
June	32
July	21
August	27
September	25
October	23
November	23
December	26
<b>Total Collections for 2017</b>	<b>288</b>

**PROPERTY ABATEMENT COMPLETED**

Month 2017	Number of Property Abatements
January	3
February	8
March	2
April	14
May	85
June	49
July	34
August	43
September	40
October	31
November	5
December	5
<b>Total Abatements by PW for 2017</b>	<b>319</b>

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Problem Areas**

- Sat. 12/30 - IFO 805 View Street and Manila Avenue - pole damaged; Pole stuck in vehicle accident no damage to HLD facilities. Time Out: 12.4-13.0
- Sun. 12/31 - Bowman Avenue and Willow Circle- emergency locate \* all clear \* for water department Time Out: 17.6-18.0
- Mon. 1/1 - 353 Musey Avenue. Pole# 262 6T transformer fuse operated caused by squirrel Time Out: 19.6-20.9

**2017 Distribution Recap**

- Responded to 5,133 Miss Utility locates.
- Replaced or installed 59 poles in 2017.
- Assisted Verizon with 17 pole replacements.
- Repaired 824 street lights.
- Performed a combination of 155 service installations & upgrades, both residential and commercial.
- Lineworkers responded to 258 after hours/weekend calls for service.
- Meter Serviceworkers performed 148 after-hours service reconnections.
- Line crews inspected, as part of our annual feeder inspection program, a combination of 985 poles, transformers, switches, & other HLD facilities.
- Meter Readers read approximately 17,000 meters each month, or approximately 228,000 reads a year.

- Trimmed 246 and removed 6 trees.
- City tree service contractor, ARS Inc., Trimmed 791 trees and removed 77 trees.

**Engineering**

- Staff communicated the final electrical installation requirements with the contractor for 881 Pennsylvania Avenue as the new service is being completed.
- Several service upgrade sketches have been completed at the request of the electrician.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, December 27, 2017	5.13	0.00
Thursday, December 28, 2017	5.32	0.00
Friday, December 29, 2017	5.11	0.00
Saturday, December 30, 2017	5.06	0.01
Sunday, December 31, 2017	5.01	0.00
Monday, January 1, 2018	5.00	0.00
Tuesday, January 2, 2018	5.21	0.00
Weekly – Avg. Flow / Total Rainfall	5.12	0.01
Dec – Avg. Flow /Total Rainfall	5.26	0.49
Jan – Avg. Flow/Total Rainfall	5.21	0.00

**Miscellaneous**

- Disassembled 6" sludge feed line to Synagro, located and removed blockage.
- Replaced eccentric bushing and replaced shear pins on 7M sludge transfer pump.
- Replaced faulty peristaltic ferric pump that serves OAB flow path.
- Replaced #3 SS inspection hatch on OAB.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

SSES Weekly Progress

<b>Activity</b>	<b>Districts</b>	<b>L. F. main</b>	<b>Feet of lateral</b>	<b># inspected</b>
CCTV Inspections	21	166'	237'	17
Flushing	8	300'		

**Collection System Maintenance Task**

- Sewer back up, 942 Mulberry Avenue, problem on the private side.
- Sewer back up, 810 Washington Avenue, problem on the private side.
- Sewer back up, 141 North Prospect Street, excavated and repaired the mainline, relocated light pole 3' away from main.

- Sewer back up, 1151 The Terrace, back up on the City, cleaned mainline.
- Grinder pump call, 1660 Woodlands Run, no issues found.
- Grinder pump call, 1644 Woodlands Run, no issues found.
- Grinder pump call, 11008 Palmwood Circle, replaced pump.
- Grinder pump call, 11332 Eastwood Drive, replaced pump.
- Pump Station #2, cleaned wet well and assisted PE with take down of station while new pole was being set.
- Pump Station #4, replaced control module, pump controller, and lag float.
- Pump Station #11, began painting interior of Station.
- General pump shop repair work.
- 936 Chestnut Street; Excavated and replaced service lateral from main line to C/O at curb.
- Cleaned Potomac Manor lift station for AR&E.
- Installed five manhole riser conversions on North Prospect Street.
- Hauled Stone for our stock pile at shop.
- General shop/pole barn cleanup and inventory.
- Dropped enzyme bags at various lift stations and trouble spots in the system.

**Administration**

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	0	0	0	0	2	4
<b>YTD 2017</b>	<b>65</b>	<b>93</b>	<b>8</b>	<b>6</b>	<b>1</b>	<b>86</b>	<b>259</b>
Weekly	0	3	0	0	0	1	4
<b>YTD 2018</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>

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

**Engineering**

- Staff attended a Plan Review Committee meeting at City Planning.

**Laboratory**

- Began annual Method Detection Limit Study.
- Collected monthly Pure Water sample.
- Reviewed Volvo Trucks water usage for December with County Pretreatment Manager.
- 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>
12/28/17	11.04		11.04
12/29/17	9.84		9.84
12/30/17	9.98		9.98
12/31/17	10.14		10.14
01/01/18	10.52		10.52
01/02/18	11.12		11.12
01/03/18	11.29		11.29
Average			10.56

**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 – Maintenance is being completed on the Potassium pump motor.
  - RC Willson – Repairs are being made to the North SCM.
  - RC Willson – Repairs are being made to the water softener.
  - RC Willson – Evaluations are being completed on the fire alarm system in the chemical building.
  - Pump Station #4 – The motor has been repaired on Pump #2.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at .7 foot (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. Repairs were made to a water main break on Virginia Avenue and Tammany Lane.

**Laboratory**

- Collected composite sample from lagoon discharge.
- Completed monthly bacteria report.
- Completed 4<sup>th</sup> Quarter Disinfectant Residual Report.
- Completed Town of Smithsburg monthly bacteria report.
- Process and regulatory testing were routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	1
Preliminary Plats	-	-
Final Plats	1	-
Grading Plan	1	1
Building Permits	16	11

- Staff met with a consultant regarding final details and approval of an industrial redevelopment site plan.

- Staff met with a fire protection company representative to discuss water availability for an existing commercial building.
- Staff attended a plan review committee meeting at City Planning.



Respectfully submitted,

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

Valerie A. Means  
City Administrator