



# City of Hagerstown, Maryland Status & Information Report No. 10 for 2012

March 9, 2012

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

MARCH 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7pm Cabin Fever Blues Bash @ MD Theatre	2	3
4	5	6 4pm Joint Work Session w/County Commissioners	7	8	9	10
11	12	13 4pm Work Session	14	15	16	17 5am-Noon St. Patrick's Day at the Farmers Market  10am St. Patrick's Day Run @ City Center
18	19	20 4pm Work Session	21	22	23	24
25	26	27 7pm Regular Session	28	29	30	31

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

**Grand Openings** The Big Lots Grand Opening Celebration was held Friday, March 9, 2012 at 8:45 a.m. We have requests from three other businesses for grand openings. We will be announcing these openings soon.

**State of the City Address** The State of the City Address was held on Tuesday, March 6 at 7:15 a.m. at the Academy Theater. Over 170 people attended the event. You can now see the event and video on Antietam Cable Channel Six and on the home page of the website.

**St. Patrick's Day Run** The St. Patrick's Day Run will be March 17<sup>th</sup> at 10 a.m.. Washington County, the City of Hagerstown and the Community Free Clinic are working together to make this a large event. Over 270 runners are currently registered, and the \$4,000 sponsorship goal has been obtained.

**Artisan Fair** Staff met with the Downtown Alliance in reference to a once a month Saturday Artisan Fair. The Alliance formed a task force to finalize the details.

**Beauty And The Beast** The Barbara Ingram School for the Arts will be requesting that South Potomac Street close on May 5 for a street fair with a rain date of May 6. The Barbara Ingram School Art Foundation is also planning a sit down dinner fundraiser and auction at Leiters on the night of Saturday, April 28.

**Taste Of The Arts** The City staff is working with the Special Events Committee of the Downtown Alliance for a Taste of the Arts Event on May 17 from 5 p.m. to 8 p.m.

#### **Arts and Entertainment District**

- **Redesignation** Staff will begin working on the redesignation of the district. The packet will need to be completed by April 1, 2012.
  
- **Shepherd University** Staff are working with student artists from Shepherd University to have an art show at four different locations in City Center on April 21, 2012 from 5 p.m. to 9 p.m. Community Affairs and Economic Development Staff toured the staff at Shepherd through more locations this week.

**Volunteers** A volunteer survey is being sent out to all departments to see their volunteer needs.

**Fundraising** The fundraising campaign for the Blues Fest is well underway and soon a fundraising campaign for the 150th First Call Weekend will begin.

#### **City Market**

- The next event is the St. Patrick's Day Shamrock Treat on March 17. Beginning at 8 a.m., a free chocolate treat to the first 100 customers wearing green.
  
- Girl Scouts are selling cookies at the market throughout March. A different troop from the Hagerstown Area Girl Scouts sells each week. Last week's troop sold out.

#### **Hagerstown City News**

- Watch the latest newsroom stories on air at the top of every hour on Hub City on 6 and online at [www.hagerstownmd.org/citynewsroom.asp](http://www.hagerstownmd.org/citynewsroom.asp)
  
- Latest Advisories and Releases are available online at [www.hagerstownmd.org/Shared/cityNews.asp](http://www.hagerstownmd.org/Shared/cityNews.asp)
  
- A listing of the latest events is available online at [www.hagerstownmd.org/shared/calendarOfevents.asp](http://www.hagerstownmd.org/shared/calendarOfevents.asp)
  
- City of Hagerstown job opportunities are posted online at [www.hagerstownmd.org/Shared/JobOpenings.asp](http://www.hagerstownmd.org/Shared/JobOpenings.asp)
  
- Subscribe to **City e-Newsletter** on city homepage.
  
- **WE NOW HAVE 800 "LIKES" AND COUNTING ON FACEBOOK!!!**
  
- **Some of this Week's Headlines and Media Releases:**
  - Look for Recycling Container Postcards in the Mail
  - FREE Networking Events for Business
  - Businesses Can Sponsor Blues Fest
  
- **Hub City on 6 (Channel 6)**
  - ▶ Rebroadcast of the *State of the City* address is scheduled to air Saturday, Sunday, Monday and Wednesdays at 7:00 p.m.
  
  - ▶ Watch in the City Newsroom at the top of every hour. This week's news stories include:
    - Black History Month Tribute: Leon Brumback
    - New Bergman Eye Center is More Than Meets the Eye
    - New State Farm Agency Offers Services Beyond Insurance

- State of the City: Unity is the Key
- ▶ In production:
  - Hagerstown Named One of Top Havens for History Buff Retirees
  - Photography Business Finds Success With Minority and Women-Owned Business Program

**PLANNING & CODE ADMINISTRATION DIVISION**

**1. Zoning Certificates Issued For New Businesses:**

- 1741 Dual Highway - Cash for Gold Hagerstown, LLC - buy and sell precious metals
- 28 West Franklin Street - Broad Axe Live, LLC - restaurant and tavern (change in ownership)
- 21 Elgin Boulevard - C. Denny Durboraw Excavating - home work station for an excavating contractor
- 640 Frederick Street - Compere Multi Services, LLC - office for interpretation and translation services; home health care services; form filing services; money transfer service

**2. Historic District Commission:** The HDC reviewed and approved two cases on March 8. Both cases were on the Consent Agenda:

- 2 West Washington Street - Jassmin Coffee - new signage
- 400 Park Lane - Susan and Paul Pritchard - rear stoop

**3. Planning Commission:** The Planning Commission will consider the following on March 14:

- 625 North Prospect Street - Hub Scrap - site plan for transfer station and outdoor warehouse
- Locust and East Avenue Pocket Park - City of Hagerstown - minor site plan
- Land Management Code Text Amendments - hand out second round of revisions (tentative)

**4. MML/MACO Planners Meeting:** At this meeting in Annapolis on March 2<sup>nd</sup>, we received an update on the status of bills that are of concern to MML and MACO that affect us. The *Bay Restoration Fund bill (SB 240)* would increase the annual flush tax amount on households from \$30/year to \$75/year and to \$75/EDU/year for businesses (capped at 1,600 EDU's). It would also require local governments to establish a program to exempt low-income residents. The *SWM fee bill (HB 987)* would require local governments to adopt a stormwater management fee and collect it from all property owners for use by the local government on SWM upgrades. The *Septic bill (SB 236)* would require designating "tier" areas that determines where septic and sewers may be located and some conflict has arisen over how you deal with conflicts between cities and counties on tier designations. The *PlanMaryland bill (HB 1201)* stipulates that *PlanMaryland* cannot be used as a new cause for denial of permits and that if conflicts arise between locals and state on place designations, that local plans will prevail. There was general discussion of a few other bills: 1) a "maintenance of effort" pension bill; 2) the gas tax proposal appears to be dead; and 3) a code bill would require sprinklers in single-family and two-family dwellings.

**5. Code Administration Weekly Activity Report:** February 27–March 2, 2012

<b>PERMITS</b>								
<b><u>TYPE</u></b>	<b><u>NUMBER OF NEW APPLICATIONS</u></b>							<b><u>NUMBER ISSUED</u></b>
Building	10	Residential -	7	Commercial -	0	Other -	3	10
Electrical	22	Residential -	11	Commercial -	10	Other -	1	22
Plumbing	11	Residential -	7	Commercial -	3	Other -	1	11
Mechanical	5	Residential -	5	Commercial -	0	Other -	0	5
Engineering Dept.	8							8
<b>TOTAL</b>	56		30		13		5	56

Estimated Value of Weekly Issued Building Permit Projects:		Fiscal Year-To-Date Totals:
Residential	\$ 344,538.00	\$ 4,908,833.00
Commercial	\$ 120,000.00	\$ 14,963,172.00
Apartment	\$ 10,000.00	\$ 182,321.00
Sign	\$ 0.00	\$ 348,815.00
<b>TOTAL</b>	<b>\$ 474,538.00</b>	<b>\$ 20,323,141.00</b>

**Building permit(s) of interest issued this week:**

Interior renovations to create office suites and ADA bathrooms at 133 South Burhans Blvd. - \$100,000  
 Construct two single family homes at Collegiate Acres - \$310,000

**RENTAL LICENSES**

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	3	3
New Applications Issued	3	3
Total Registered Since 7/1/11	3114	8456
% of Those Invoiced	99.9	99.9

**Notes:** The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June 2011. This represents the percentage of those applications returned as of 3/2/12.

**PAYMENT**

Total Payments Received	\$ 150
Adjustments	\$ 50

**INSPECTIONS**

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	53
Electrical	46
Plumbing	15
Mechanical	7
Safety	21
Neighborhood Vitality	88
Quality of Life	2
Preventive Maintenance	0

**Notes:** Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. 96% of the exterior rental licensing inspections for this program year are completed.

**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

**PARKS & ENGINEERING**

- Recreation Events** At Hager Park, opening night for Coed Adult Kickball is March 12<sup>th</sup>, 6–8 p.m. Individuals can sign up for a \$30 fee or as a team (up to 15 players) for \$250.
- Municipal Stadium Party Deck** Installation of the wood deck is now complete and we are now constructing steps and a barrier free ramp.

3. **Recycling & Totes** So far for 2012, the tonnage of recyclables collected is 189.05 tons. Comparing this amount to the amount collected in 2011 of 151.3, we have seen a 25% increase. Staff has received over 1,000 calls or emails and 487 changes have been made in response to the post cards citizens received (people who want to change the container size from the "default" or not receive a container at all). Totes will be delivered April 10-21 and the Recyclebank Program goes live on April 23<sup>rd</sup>.
4. **Two Grants Received This Week** Staff was notified that we received a \$60,000 Bikeways Grant (to install additional bike lanes) and a \$27,000 Urban Greening Grant from the Chesapeake Bay Trust. This is the third "tree grant" we received from the CBT in as many years.
5. **Digby Parking Lot** We poured two concrete slabs to mount art work supplied by the Washington County Museum of Fine Arts.

**POLICE DEPARTMENT**

1. **STATS**

Calls for Service:	1,804	CDS Arrest:	7
Criminal Arrest/Warrants:	30	DUI Arrests:	4
Moving Violations:	69	Search Warrants Executed:	1
Safety Repair Orders:	13	Field Interviews:	23
Warnings:	52		

2. **REPORTS**

- **03/02/12:** Sgt. Lehman and Detective Jason Dietz responded to 921 Ross Street to make contact with officers who were working a strong armed robbery. The victims advised they were approached by six black juveniles who assaulted them and stole \$20 along with a cell phone. The suspects ran east in the alleyway. One victim suffered head injuries and the other had abdominal injuries. CRS responded and the victim with the head trauma was transported to Meritus Medical Center. The victims believe this assault may have something to do with a comment made on Facebook. Detective Dietz will continue his investigation. No further details are available at this time.
- **03/04/12:** Officer Ryan Wertz responded to the 7-11 Convenience Store, 1623 Dual Highway, for a report of an armed robbery that just occurred. The employee advised that a male entered the store and looked around for a few minutes. Once all the customers were gone, the male approached the employee, displayed a gun and demanded money and cigarettes. The suspect then left on foot. The suspect is described as a tall, black male with no facial hair. He was wearing a black winter knit hat, black jacket with gray on the inside of the hood and a gray stripe around both elbows, and jeans. A K9 track was done by Officer Shantz and her partner. Prints were lifted from the crime scene and sent to the Western Maryland Crime Laboratory. No further details are available at this time.

**PUBLIC WORKS**

1. **Army Reserve Center:** The U. S. Army Corps of Engineers recently contacted Public Works to inform us that they will be formally vacating the Army Reserve Center on Willard St. The property is owned by the City of Hagerstown while the buildings were constructed by the Army. The lease signed in 1956 does not obligate the Army to restore the property to its former condition. In other words, they do not have to remove the buildings, paving or fencing. The property is approximately 4.6 acres with 3 buildings and multiple parking lots. As part of their vacating the property, the Army has completed an environmental study on the property. They have also contacted other government agencies to see if any other entities would have use of the facility. The Army received no responses. Staff has begun to look at possible new uses for this property. A tour of the facility has been arranged for Wednesday March 21st at 8 a.m.

2. **Office Construction at City Hall:** Work is progressing on a new office on the 3<sup>rd</sup> floor of City Hall in the Permits Office. Drywall has been hung and finished. Work is progressing towards the finishes (trim, paint, etc.). Work should be complete by the end of March.
3. **Preliminary Parking Study:** Parking consultants, Rich & Associates, presented their preliminary findings of the Parking Master Plan to the public on Thursday, February 23<sup>rd</sup>. Their findings thus far are as follows:
  - The amount of publicly provided parking is slightly less than best practice ratio of 50% (the current ratio is about 46% publicly held to 54% privately held parking)
  - At peak time, only about half the parking downtown is occupied (this is consistent for both publicly provided and privately controlled parking)
  - 18% of vehicles overstaying on-street parking time limits; creating a perception of insufficient parking
  - Many private parking spaces with access only from an alley are not easily located or necessarily desirable to patrons
  - The surplus of privately controlled spaces generally are not available to other users

Rich & Associates also provided some initial recommendations. They believe there should be more signs and better signs to direct patrons to the available parking. Once someone has parked, there needs to be better way-finding signs to direct people to their destinations. Also, there should be improved marketing of available parking through the City's website and printed material placed in local businesses.

## TECHNOLOGY & SUPPORT SERVICES

### INFORMATION TECHNOLOGY

**MUNIS – UTILITY BILLING:** Staff training, forms refinement, postal certification and pre-sort testing, parallel bill run testing, custom report generation, and documentation refinement were all a focus of staff this week. There are a couple of issues related to the Average Payment process and the EUSP credit modification that are still to be worked on with MUNIS staff. We are also still working with MUNIS to solidify the handheld input/output process to ensure 100% accuracy in this data. We also continue to refine thoughts towards the GO LIVE time period in which it will take four days to process/validate the data conversion file we receive from MUNIS over the weekend of March 30. This period will require some manual operations related to utility payments and customer inquiries during that time and staff is making every effort to make this as less painful as possible. Pending the results of the issues stated above, a GO/NO GO for April 1 will be made next week.

**HPD – QUALTRAX PROJECT:** Staff had on-site training and implementation of the Qualtrax system. This is a document and process control system for use by the Western Maryland Regional Crime Lab.

**HPD SUBSTATION AT ROSSLYN BUILDING:** Staff are working on providing technology infrastructure to the new substation in the old CHIEF location of the Rosslyn Bldg. Plans are to utilize the infrastructure existing in the Home Store offices and expand it to CHIEF offices. This will be the most economical and timely option for the location.

## SUPPORT SERVICES

### CUSTOMER SERVICE CALL STATISTICS FOR

3/1/2012 TO 3/7/2012

DATE	Total Calls Offered	Total Calls Answered	Avg. Answered per Day/ per Rep	Avg. Call Duration	% Calls Answered	Avg. Hold Time	Counter Walk-Ups	Avg per CSR @ Counter	Total Customers Served	Avg. Customers Served by CSR/day
3/1/2012	157	125	42	117	80	249	115	58	240	120
3/2/2012	179	142	47	126	80	176	134	67	276	138
3/5/2012	226	156	52	115	69	303	163	82	319	160
3/6/2012	191	160	53	135	84	180	76	38	236	118
3/7/2012	154	111	37	124	73	345	77	39	188	94
<b>TOTALS</b>	<b>907</b>	<b>694</b>	<b>46</b>	<b>123</b>	<b>77</b>	<b>251</b>	<b>565</b>	<b>57</b>	<b>1259</b>	<b>126</b>

### TAX / CASHIERING

#### CALL STATISTICS FOR

3/1/2012 TO 3/7/2012

DATE	Total Calls Offered	Total Calls Answered	Avg. Answered per Day/ per Rep	Avg. Call Duration	% Calls Answered	Avg. Hold Time	Counter Walk-Ups	Avg per CSR @ Counter	Total Customers Served	Avg. Customers Served by CSR/day
3/1/2012	20	19	10	99	95	37	114	57	133	67
3/2/2012	43	36	18	104	84	57	178	89	214	107
3/5/2012	53	48	24	117	92	71	172	86	220	110
3/6/2012	29	26	13	94	90	140	96	48	122	61
3/7/2012	22	21	11	87	96	16	103	52	124	62
<b>TOTALS</b>	<b>167</b>	<b>150</b>	<b>15</b>	<b>100</b>	<b>91</b>	<b>64</b>	<b>663</b>	<b>66</b>	<b>813</b>	<b>81</b>

Another great week for both Customer Service and Tax staff in handling customer transactions and call volumes. With call/lobby transactions high on Monday, 3/5 staff were still able to provide timely service right at the service level we have established as a minimum for quality at this time. Call durations will begin to climb now that service cutoffs are close to resuming, as well as staff working with customers on payment arrangements and alternative funding options for getting payment arrearages taken care of. The implementation of the new MUNIS software will also cause this numbers to trend upward as staff becomes accustomed to the vastly different way of handling customer transactions.

**INTERNET PAYMENT OF UTILITIES:** Wednesday, March 7 marked a record day for Internet payment of utility bills. Over \$65,300 in transaction volume was made through the City website. The average for February in dollar volume was just over \$19,000. 227 transactions made up this dollar volume, which is 100 over the average number of transactions per day. We look for this trend to continue, validating our attempt to drive more citizens to the City webpage and potentially accessing information there on City events/information otherwise would not be seen. It has also helped in our ability to handle the calls / mail transactions as can be shown from the numbers above.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

- Problem Areas.** Recent call-outs included:

  - Fri. 2/17 - Various locations- (reconnections for non-payment). Time Out: 17.5-18.0
  - Thur. 3/1 - Various locations- (reconnections for non-payment). Time Out: 17.3-17.9
  - Mon. 3/5 - 619 Frederick Street- reconnected service and installed new meter after emergency repairs were completed by electrician. Time Out: 15.3-15.7

2. **Distribution** Recent activity included:

- Metering Department received one high bill complaint this week, upon testing, meter was found to have met all Public Service Commission requirements.
- Line crews continue annual feeder inspections for Wesel Substation.
- Line crews continue trimming trees in various residential locations.
- Line crews have been assisting the Engineering Department with re-vamping and other maintenance related to the Carroll Heights Project.
- Line crews performed various service upgrades and meter installations.
- Continued with pole inspections and re-tagging throughout the City.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
15	0	0	0

3. **Engineering** Staff worked on the following projects:

- Staff drafted an updated distribution transformer oil testing procedure for employees to follow.
- Staff continued modifying and adding data/features to the Utilities portion of the new City website.
- Staff reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed additions and corrections in HLD's electric GIS model, and completed adding electrical "feeder areas" to the system. These polygonal areas show which electrical circuits serve a given area of the City without the need for interrogating elements to determine their characteristics.

4. **Administration:**

- Power Substation Services out of Wheeling, WV, is expected to be awarded the bid for substation power transformer oil reclamation. HLD will be scheduling and coordinating this work with PSS in the near term.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, February 29, 2011	8.86	1.32
Thursday, March 01, 2011	9.66	0.00
Friday, March 02, 2011	8.81	0.25
Saturday, March 03, 2011	9.16	0.00
Sunday, March 04, 2012	8.72	0.00
Monday, March 05, 2012	8.50	0.00
Tuesday, March 6, 2012	8.18	0.00
Weekly Average/Total	8.84	1.57
Monthly Average/Total	8.84	0.25
Yearly Average/Total	7.94	5.02

### Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters. Treatment is still within acceptable permit limits. Staff submitted the monthly NPDES – DMR information to MDE and EPA using the online NetDMR process. February is the 47<sup>th</sup> consecutive month without a permit violation.
- WWTP Training: Black & Veatch were on site Wednesday, February 29, 2012 for two 4 hour training sessions with operations. These sessions will be submitted to MDE and be able to be used for - Operator Certification renewal.
- Black & Veatch will be finalizing the Headworks and ENR-UV projects in the next few weeks with the submittal of the As-built drawings and O&M manuals. The only remaining issue is the final clarifier covers installation.

### Wastewater Collection System

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	6	443	114	9
Flushing	15,26	10,744		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main Line Only	6	1	Broken Pipe	10
Main & Lateral	6	1	Roots	10

### Collection System Maintenance Task

#### ***Pump Station***

- Started prep work at pump station # 10 for control upgrades.
- Flushed # 2 chemical feed pump at pump station # 26.

#### ***CCTV***

- CCTV unit # 563 at CMG for repairs (generator battery),

#### ***Call-Outs***

- Blockage in lateral at 12821 Oak Hill Avenue flushed and vacuumed the lateral.

#### ***Grinder***

- Replaced pump core at 11210 Parkwood Drive.
- Filled small holes in front of grinder pump canister at 11329 Eastwood, property owner was very happy.

#### ***Miscellaneous***

- Top soiled around clean outs at 1025 and 1028 Hamilton Boulevard.
- Replaced a cracked pipe at 524 East Franklin Street.
- Lateral repair in the rear of 24 North Cleveland Avenue because of root intrusion.
- Injected chemical grout in manhole 17042 to stop a 15 gpm leak. (21,600 gallons per day or 108 EDU's)
- Measured temporary patches on Hamilton Boulevard and Manila Avenue.
- Bio-bags through the infrastructure to control FOG.
- Exercised all emergency Generators.
- Downloaded flow data a Newgate and Meritus.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	2	6
YTD	14	12	4	1	2	11	44

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

- Staff attended the State Of The City address/breakfast at the Academy Theatre.
- Staff will be attending the monthly Watershed Implementation Plan (WIP) meeting on 3-09-12.
- Donald Barton, Wastewater Operations Manager, has submitted his letter of intent to retire. His last day will be June 29, 2012.

**Engineering**

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a commercial development contractor, pipe manufacturer and distributor representatives and the Collections Superintendent regarding the quality of a recent installation of sewer pipe and the pipe material.

**Wastewater Laboratory**

- The WETT chemical toxicity testing results for the wastewater plant effluent was received; nothing atypical was found. The biomonitoring part of the testing is still in progress.
- Regulatory and process sampling and 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>
3/1/12	12.03		12.03
3/2/12	11.42		11.42
3/3/12	10.60		10.60
3/4/12	11.31		11.31
3/5/12	11.63		11.63
3/6/12	11.54		11.54
3/7/12	11.64		11.64
Average			11.45

**Water Production at RC Willson**

*Operations*

- Performing tests at the stations.
- Performing routine maintenance.

*Maintenance*

- Performing routine maintenance.

*Instrumentation*

- R. C. Willson - Installing the new network cabinets in the filter room (this is a large job and will take several weeks to complete).
- Pump Stations - Installing a chlorine feed pump at P.S. #4.

**Water Production at Breichner**

- The Edgemont Reservoir is -3.0'; the hydrant is open and the bypass is open.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service duties along with meter exchanges. We are continuing to do general service work, replacing meter tiles, checking for galvanized services and installing dual checks on the streets scheduled for overlay. We replaced an old hydrant on Marshall Street and have started our yearly flushing.

**Laboratory**

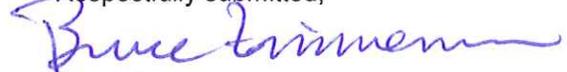
- The results for the performance testing were completed and posted on the PT provider's website. The study ends March 15<sup>th</sup>.
- The lab collected monthly THM samples at our Stage 2 sample sites.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	1	1
Building Permit	13	

- Staff attended a development review meeting at the County Planning Office.
- Staff attended the State Of The City address/breakfast at the Academy Theatre.
- Staff met with the property owner, developer, consultants and representatives of various City departments on a commercial redevelopment project issues.
- Staff met with Water Division staff on various Distribution projects and issues.
- Staff met with a commercial owner's representative on water service for an expansion project.

Respectfully submitted,



Bruce Zimmerman  
City Administrator