

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 30 FOR 2018



August 3, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2018						
<i>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</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Music By The Lake
5 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	6	7 3pm Executive Session 4pm Work Session 5:30pm National Night Out @ Fairgrounds Park	8 4pm Hagerstown Planning Commission Meeting	9 4pm Board of Traffic & Parking Meeting 4:30pm Historic District Commission Meeting	10 7:30pm Krumpe's Donut Alley Rally 5K @ 912 Maryland Avenue-Alley 6-9pm Wind Down Friday @ University Plaza	11 11am-4pm What's NXT Downtown Summer Slide Festival @ Downtown Hagerstown, Walnut Street
12 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	13	14 4pm Work Session	15 7pm Board of Zoning Appeals Meeting	16	17	18 11am-10pm Augustoberfest @ Central Lot
19 11am-5pm Augustoberfest 6-9@ Central Lot 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	20	21 3pm Executive Session 4pm Work Session	22	23 4:30pm Historic District Commission Meeting	24	25
26 7:30-9pm Hagerstown Municipal Band Concert @ City Park Bandshell	27	28 7pm Regular Session	29 7pm Hagerstown Planning Commission Meeting	30	31	

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development: Staff attended the Opportunity Zone Conference in College Park, Maryland, and learned more about the new tax incentive for investing in our communities. The conference was hosted by Maryland Department of Housing and Community Development (DHCD) and the Maryland Department of Commerce.

Burobox: Staff showed the BuroBox to two prospective start-up businesses.

Main Street: Main Street Hagerstown leadership group this week to discuss work plans for the fiscal year and upcoming downtown events.

Events: Upcoming City-sponsored events include:

- Friday, August 10 | Registration begins at 6 p.m. | Run/Walk begins at 7:30 p.m. – Krumpes’s 5K – City-sponsored – for more information please visit: <http://krumpesdonuts.com/event/2018-krumpes-donut-alley-rally/>
- August 11 – Dash N’ Splash (Parks and Rec) and Summer Slide (What’s NXT) – city-sponsored

Historic Farmers Market: Next week is National Farmers Market Week (August 5 – 11). The Mayor will present a proclamation at the August 7th Work Session.

Wind Down Fridays: The City-sponsored Wind Down events are relocating to University Plaza. The 2018 schedule is listed below. Unless otherwise noted, the times are 6–9 p.m. For more information please visit <http://winddownhagerstown.com/>

- August 10th – Hot Diggety Dog | featuring South Mountain Breed
- September 21st – featuring Lucky Punk
- October 5th – featuring Matt Otis & The Sound

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE

House Fires	0	Community Risk Reduction	15
Building Fires	1	Public Service	7
Medical Assistance	22	Personal Injury Collision	9
Assist other Fire Departments	5	Downed Power Lines	3
Automatic Fire Alarms	9	Water Rescue	3
Investigation: Malicious/False Alarms	3	Vehicle Fires	2
Water/Steam Leak	1	Dumpster/Outside Fires	3

Garage Fire – West Wilson Boulevard: Hagerstown firefighters responded to a garage fire on Sunday, July 29, 2017. Flames were shooting through the roof of the building when firefighters arrived on scene a little after 1 p.m. The fire was caused by a lawn mower that was being repaired by the homeowner. The fire destroyed the garage and contents, including a new pickup truck.

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Mulberry Street at Antietam Street.** A pre-bid meeting was held for the signal replacement with four prospective bidders in attendance. Staff issued Addendum #1 to respond to questions at the meeting and to add Alternate ‘A’ for the Salem Avenue pedestrian signal and crosswalk at Linganore Avenue.

2. **2018 Alley Reconstruction Program.** Staff issued a Change Order to add alleys between Virginia Avenue and Summit Avenue. We obtained a written agreement from Columbia Gas that they will partially pay for these alleys (\$48,321.36) due to work they recently completed in the alleys.
3. **Traffic Island.** We prepared a Change Order to rebuild the island at the intersection of Pennsylvania Avenue and Burhans Boulevard at request of the Oak Hill West Neighborhoods 1st Group. Funding will be from Highway User Revenues.
4. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 7/28/18	Calendar Year 2018 TOTALS
Traffic complaints received	7	120
Work Orders completed	7	89
Traffic counts completed	1	17
CONSTRUCTION PROJECTS		
Description	Week of 7/28/18	Calendar Year 2018 TOTALS
Projects advertised for bids	0	13
RFP's Advertised	1	4
Projects under construction	6	6
Projects completed	0	0

PARKS & RECREATION DIVISION

1. **Recreation Items.**
 - Working with instructors to input programs and compile listings for Fall/Winter 2018-2019 seasonal Parks & Recreation guide.
 - Due to rainy weather, final City Park outdoor movie of the season, "The Greatest Showman," has been rescheduled for Tuesday, August 7th at dusk.
 - CPR/first aid certification program this Friday, August 3rd from 10am-12, space available. City staff encouraged to participate.
 - BMX Track Race at Fairgrounds Park, 10am-1pm on Saturday, August 4th.
 - Dive-In movie at the pool is scheduled for Saturday, August 11th at dusk.
 - Dash & Splash fun run and summer slide event the morning of August 11th. Tickets available online through: showclix.com
 - Free Monarch Butterfly workshop at Kiwanis Park, August 11th at 11am.
 - Yard Sale at Fairgrounds Park on August 11th from 7am-2pm.
 - Fit Room schedule for month of August attached.
2. **City Park Lower Lake Fountain.**



The fountain was installed in the City Park lower lake! Funded by Program Open Space, the fountain has four LED lights and the center column shoots 30' into the air and sprays water over a 35' diameter. The fountain could be installed now that the lake has been dredged and the water is sufficiently deep. Ellsworth Electric donated their time and materials to getting the fountain up and running.

PLANNING & CODE ADMINISTRATION

Planning Commission: The Planning Commission will be considering these items on August 8:

- 879 Commonwealth Avenue – Electromet – site plan for a new storage building.
- Review of Annual Report to Maryland Department of Planning.
- Land Management Code Amendments (including review of revised package of amendments; follow-up discussion on rooming houses from the July 11 meeting; and Fair Housing analysis).

Historic District Commission: The HDC will be reviewing an application for a backyard fence at 474 North Potomac Street on August 9.

Board of Zoning Appeals: No cases were filed for the August hearing.

Weekly Activity Report: July 23–27, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS						NUMBER ISSUED	
Building	10	Residential -	6	Commercial -	2	Other -	2	6
Electric	17	Residential -	9	Commercial -	8	Other -	0	17
Plumbing	9	Residential -	4	Commercial -	3	Other -	2	8
Mechanical	6	Residential -	4	Commercial -	1	Other -	1	10
Engineering Dept.	18							16
TOTAL	60		23		14		5	57
Est. Value of Issued Building Permit Projects:					FY18 Fiscal Year Totals:			
Residential				\$ 5,000.00				\$ 733,098.00
Commercial				\$ 2,724,111.00				\$ 7,058,501.00
Apartment				\$ 40.00				\$ 900,040.00
Sign				\$ 0.00				\$ 0.00
TOTAL				\$ 2,729,151.00				\$ 8,691,639.00
Projects of Interest								
- Construct one story building on slab for Krispy Kreme with drive thru at 531 Dual Highway - \$974,426								
- Construct one story building on slab for Wendy's with double drive thru at 930 Dual Highway - \$1,100,000								
- Remove three teller stations and replace with accessible teller stations at 1800 Dual Highway - \$400,000								
- 2,877 sq. ft. building addition for Le's Nails Salon at 710 Dual Highway - \$140,700								
- Convert real estate office into dental office at 1303 Pennsylvania Avenue - \$100,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019								
					PROPERTIES	UNITS		
Registrations received week of July 23 – July 27					83	221		
New applications issued week of July 23 – July 27					0	0		
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)					3,111	8,267		
Percentage of rental license renewals that have registered as of May 2, 2018					83.0%	87.1%		
Notes: The 2018-2019 rental license renewals for 9,489 units in 3,747 properties were mailed on May 2, 2018.								
PAYMENT								
Weekly payment received		\$ 16,125						
Weekly adjustment/credits		\$ 2,550						

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	30
Electrical	37
Plumbing	18
Mechanical	12
Safety	75
Neighborhood Vitality	193
Quality of Life	0
Preventive Maintenance	19
Planning & Zoning	0

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:	1,563	Field Interviews:	34
Arrests/Warrants Served:	16	Moving Violations:	25
Domestic Violence Calls:	25	Safety Repair Orders:	4
DUI Arrests:	1	Warnings:	91
Reports Filed:	172		

REPORTS

07/26/18: Officer Salahov responded to North Avenue for an assault report. The victim advised he was assaulted by four unknown juveniles. The incident occurred in the alley to the rear of the 500 block of North Mulberry Street. He sustained a laceration to his head and a scrape to the right knee. The juveniles demanded his wallet but the victim refused. The victim began to run but was tripped by one of the juveniles. While he was on the ground, one of the juveniles punched him in the face with a closed fist. The juveniles were described as all black males around the age of 15-16 years old. No further information is available.

07/27/18: Officer Morris was dispatched to the Dual Highway for a reported theft. Family Dollar was reporting a shoplifter who had just left the business. The white female was seen placing items in her purse. The female passed the registers and an employee questioned the female as to paying for the items in her purse. The female left the store and entered a black vehicle with Maryland registration. The officer ran a check on the registration and learned the owner of the vehicle. Since the owner lived outside the City's jurisdiction, the Washington County Sheriff's Department assisted. The officer went to the residence but no one answered the door. The investigation is on-going.

07/28/18: Officer McKinley responded to Washington Avenue for a reported malicious destruction of property. The victim stated that someone had smashed out the rear window to his Ford Mustang. A large rock was located on the floor board. The owner stated he did not hear anything during the night and located the damage in the morning. There were no witnesses to the incident. The cost of the replacement window is not known at this time.

07/30/18: Officer Eichelberger was dispatched to East North Avenue for a report of a stolen vehicle. The victim advised that a male came to his house and wanted to buy his 2003 Subaru that he had parked around back of his residence. The male asked if he could test drive the vehicle and the owner consented. The male drove the vehicle around the back parking lot. His girlfriend showed up and she sat in the passenger seat. The male asked if he could ride around the block. The male left the area and never returned the vehicle. The suspect is described as a white male with short light hair with a medium build, approximately 5'9" -5'10" in height. His girlfriend is described as a white female and is taller than the suspect. No further details are available.

07/31/18: Officer Routhier responded to Lynnhaven Drive for a disturbance. Dispatch advised the suspect had stolen the caller's phone. The victims advised they were outside with their daughter so she could ride her new bike when someone driving a black Hyundai turned the corner at a high rate of speed. The parents yelled to the driver to slow down due to the safety of their daughter. The driver stopped her vehicle, stepped out and began to argue with the parents of the girl. The dad called 911 and the mother began to video the incident. The driver then grabbed the phone from the mother's hands and left the area. The suspect was described as a white female with dark hair. She was identified by her registration plate. The officer will be filing a District Court application for charges of Theft Less \$1,500. No further details are available.

OTHER NEWS/INFORMATION

The next written testing date for the Hagerstown Police Department has been scheduled for Saturday, August 18, 2018, at 10 a.m. Testing will be held at HPD Headquarters in the Roll Call/Briefing Room. Space is limited so the test will be administered on a first come first serve basis.

Anyone interested in taking the entry level test will need to contact Jeff Morgan by email at jmorgan@hagerstownpd.org.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	171	172
	University District Deck	403	403
Number of Patrons Using Decks	A & E Deck	1290	1065
	University District Deck	1595	1702
Number of Citations Issued	(Includes Warnings)	213	226
Number of Cars Booted		0	0
Late Payment Notifications		64	59
Peak Occupancy (%)	A & E Deck	77%	48%
		Wed @ 6 PM	Wed @ Noon
	University District Deck	48%	52%
		Fri @ Noon	Tue @ 10 AM

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

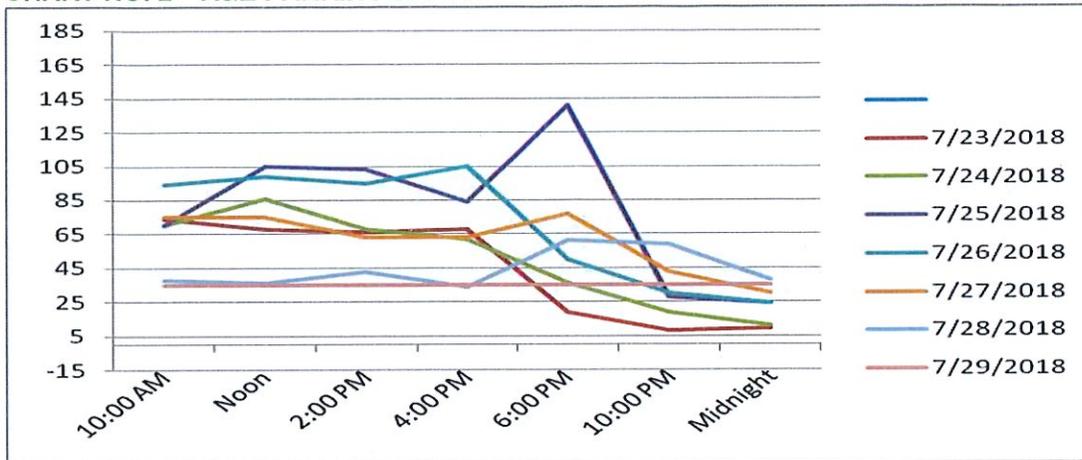
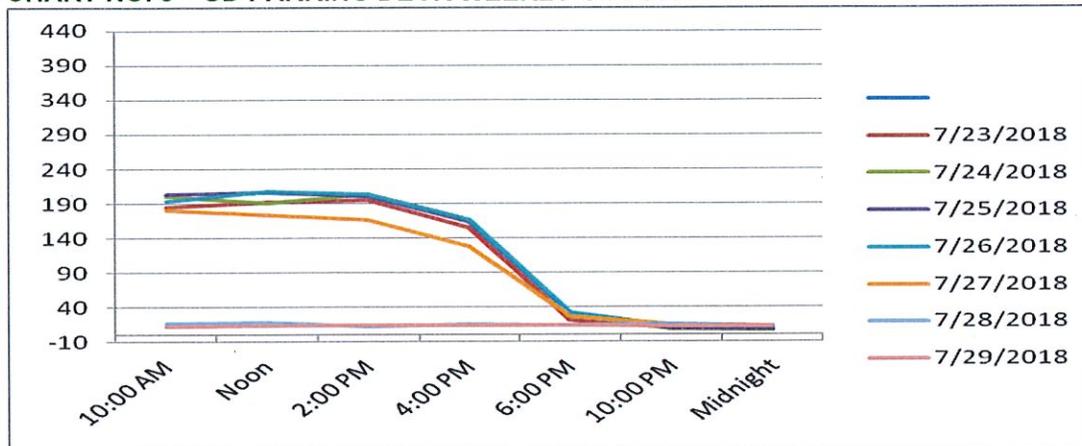


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	1
Human Resources	0	0
Light	0	0
Parks & Engineering	1	2
Police	17	9
Public Works	10	2
Wastewater	0	0
Water	9	0
Weekly Totals	39	14
Yearly Total	722	

STREET SWEEPING DATA

Month 2018	Number of Miles of Streets Swept
January	899
February	712
March	560
April	590
May	975
June	100
July	1181
Total Miles Swept for 2018	6017

AFTER HOUR CALL BACKS

7/23/18 @ 6:00 PM: Truck with a high load destroyed two traffic signal heads on Northern Avenue at Hamilton Boulevard. Staff was called in to replace the signal heads and place the signal back into operation.

7/28/18 @ 8:00 AM: Received a call that the storm water management (SWM) pond located in Collegiate Acres may have a clogged storm drain and the pond may overflow. Staff investigated and found SWM pond working per design. While the water level was high, the potential for overflowing did not appear to be an issue.

7/29/18 @ 3:00 PM: Calles received that the traffic signal at Cleveland Avenue and Antietam Street was not functioning properly. The issue was related to the street overlay project where some of the traffic loops had been damaged or removed during pavement preparation.

¹AFTER HOURS CALL BACK DATA

	Issues for 2018	July	June
Street Issue	Limb in the street, storm water pond	2	2
Parking System			1
Traffic Signal	Flashing, cycling, destroyed	5	3
Traffic Signs			1
Building Maintenance	Private property issue	1	1
Fleet Maintenance	Gas island needed reset	1	1
Weather Related			
Misc.			
Total		9	9
Total Call Backs 2018		58	

¹After-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 2018	Number of Collections
January	10
February	16
March	32
April	24
May	19
June	32
July	30
Total Bulk Trash Collections for 2018	163

PROPERTY ABATEMENTS COMPLETED

Month 2018	Number of Property Abatements
January	2
February	9
March	8
April	10
May	52
June	55
July	59
Total Abatements by PW for 2018	195

SPECIAL EVENTS

Staff assisted with traffic control for the USA Cycling event on Sunday, July 29th. PW staff was on hand to assist with the cleanup of the event.

Next up:

- Krumpe's Donut Run on Friday, August 10th
- Friday Night Wind Down on Friday, August 10th
- Summer Slide on Baltimore & Walnut Streets on Saturday, August 11th
- Hope in the Square on Friday, August 17th
- Augustoberfest on Saturday, August 18th and Sunday, August 19th

SPECIAL LIGHTING REQUESTS

August has been officially declared as Muscular Dystrophy Month. The City received a request in January 2018 to light buildings/landmarks/bridges in a lime green color on August 8th to recognize Muscular Dystrophy. The city has agreed to light the City Hall clock tower in green on that one day.

On a related note, the City will be lighting the City Hall clock tower and numerous street lamps downtown with purple light for the entire month of September. This is to bring awareness to the opioid crisis affecting this city.

TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS DIVISION

This Week's Headlines & Media Releases:

- Hagerstown Receives Rave Reviews for Role in USA Cycling Championships
- City to Celebrate National Night Out at Fairgrounds Park
- Traffic Advisory: City Center

This Week's Video Projects:

- USA Cycling Amateur Road Nationals Bicycle Race – Hagerstown
- Mayor & Council Meeting Regular Session

Channel 25 Hub City Now Programming:

- Dash N' Splash Promo Video
- Thomas Kennedy Park Groundbreaking Video
- Parks & Recreation Fitness Challenge
- Cultural Trail Artist Video: Adam Curtis "Rise"
- Augustoberfest Promo
- Act Now PSA
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection—Thursday at 7pm & Saturday at 1pm

City Website:

- www.hagerstownmd.org attracted 8,276 user visits for the week of July 23-29, 2018

- The most popular top entrances (the first page users accessed on the website):

o Home Page	1,965
o Utility Billing Page	657
o Police Page	258
o Potterfield Pool Page	238
o Outdoor Movies at City Park Page	213
o Jobs Page	161
o City Park Page	126
o Bids Page	111
o Fire Page	96
o Fairgrounds Park	91

- Top Searches:

o "True"
o "Jobs"
o "Hotels"
o "Pay water bill"
o "Recycling"

UTILITIES

ELECTRIC DIVISION

Service Calls

- Fri. 7/27 - 811 Forrest Drive- re-energize service following the completion of tree trimming.
Time Out: 15.0-15.2
- Sat. 7/28 - 1304 Pennsylvania Avenue- Miss Utility locate; emergency locate for Columbia Gas.
Time Out: 18.9-19.4
- Sun. 7/29 - 529 West Wilson Boulevard- garage fire; Hagerstown Fire department request that we disconnect service to garage until property has been repaired and inspected.
Time Out: 13.4-14.9
- 1012 Brinker Avenue, #301- total outage; the customer's main breaker had tripped.
Time Out: 22.6-23.4
- Wed. 8/1 - 67 Broadway- total outage; the customer's main breaker tripped. Time Out: 16.8-17.0
- 627 George Street- lines down; lines were found to belong to Verizon Phone Company.
Time Out: 19.7-20.3

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- An interdepartmental meeting was held to discuss the implementation and work processes regarding the downtown UIP.
- Several utility pole locations were staked for multiple overhead line extension projects.
- Engineering staff reviewed standard stock quantities and adjusted the reorder quantities as necessary for frequently used items.

Administration

- The test results of the MELP basement floor was approved following State of Maryland review. Now the final phase of the demolition project can be completed. Staff met with Triad Engineering to review the final steps of the project. Further coordination with the demolition contractor is required to re-pump the water from the basement and backfill.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 25, 2018	13.34	0.44
Thursday, July 26 2018	12.11	0.00
Friday, July 27 2018	10.59	0.27
Saturday, July 28, 2018	9.74	0.00
Sunday, July 29, 2018	8.95	0.00
Monday, July 30, 2018	9.39	0.26
Tuesday, July 31, 2018	9.16	0.00
Weekly – Avg. Flow / Total Rainfall	10.47	0.97
July - Avg. Flow/Total Rainfall	7.99	7.30

Miscellaneous

- Repaired 12" RAS check valve in ASPS building.
- Worked with Atlas Copco to replace heat exchanger on Oxygen compressor.
- Continued with the installation of Velodyne polymer system.
- Calibrated Accu view UV analyzer and replaced piping.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#5,7,22	1,169'	65'	5
Flushing	#8,13	10,987'		

Collection System Maintenance Task

- Sewer back up, 1322 The Terrace, problem on the private side.
- Grinder pump call, 1633 Woodlands Run, no issue found with pump, noises were coming from inside the walls of residence.
- CCTV Northern Ave MHs # 02005-02003 for NPL.
- Mowed grass at Pump Stations and around WWTP.
- Dropped enzyme bags at various Pump Stations and trouble spots in the system.
- Hauled in CR6 and B10 stone for inventory.
- Prepped, formed and concreted top level of new wet well for Pump Station #3.
- Installed risers on MH #s 0830, 0831, 0847 and 0848 on Division Avenue for Overlay project.
- Excavated and repaired sinking MH # 21074 in South Potomac Street.
- General pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	2	0	0	0	1	4
YTD 2018	35	68	1	3	3	64	174

* 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.
- The Collection System Rehabilitation project continues with preparations to work in Wareham Alley.

Laboratory

WATER

- Notified Consecutive Systems of upcoming 3rd quarter DBPs sampling.
- Submitted monthly TOC removal to Water Production Superintendent.
- Prepared monthly Bacteria Report.
- Submitted Bacteria Report to the Town of Smithsburg.
- Met with Utilities Director to discuss revisions of the Laboratory Technician job description.
- Process and regulatory testing was routine for the week.

WASTEWATER

- Reviewed BryoTech site report regarding sponge growth.
- Reviewed SDS of proposed chemical to control sponge growth.
- Continued developing sponge habitat in an attempt to create a controlled environment for sponge to grow.
- Met with Utilities Director to discuss revisions of the Laboratory Technician job description.
- 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>
07/26/18	9.75		9.75
07/27/18	10.01		10.01
07/28/18	9.80		9.80
07/29/18	9.61		9.61
07/30/18	9.56		9.56
07/31/18	9.73		9.73
08/01/18	9.81		9.81
<i>Average</i>			9.75

Water Production at R. C. Willson

- R.C. Willson –Repairs were made to the High Service Pump VFD.
- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 8.0 feet. 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.
- Crews continue to replace residential meters throughout the water service area.
- The large meter testing and hydrant flushing programs are still in progress.

- Main Break repairs were completed on Holiday Drive and Marbern Road.

Laboratory

- Notified Consecutive Systems of upcoming 3rd quarter DBPs sampling.
- Submitted monthly TOC removal to Water Production Superintendent.
- Prepared monthly Bacteria Report.
- Submitted Bacteria Report to the Town of Smithsburg.
- Met with Utilities Director to discuss revisions of the Laboratory Technician job description.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	2	1
Preliminary Plats	-	-
Grading Plan	-	-
Final Plat	-	-
Building Permits	15	5
Development Plan	-	-

- Staff attended a Plan Review Committee meeting at City Planning.
- Staff met with a fire protection company representative regarding an industrial redevelopment project and hydrant flow tests.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means".

Valerie A. Means
City Administrator

Fit Room at Fairgrounds Park at Fairgrounds Park

Monthly Calendar For August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5:45p-6:45p Yoga For Weight Loss - returning student #5952	2	3 10a-12p First Aid & Safety; CPR and First Aid -- 5962 6p-8p Mind & Body; Alkido for Teens & Adults -- 5971	4 9a-10a Mind & Body; Tai Chi for Balance & Movement (July-Aug) -- 5968 10a-1p Blocked for BMX Track vs Track Race #1494
5 12p-1p Turbo Kick #6006	6 9a-10a Mind & Body; Tai Chi for Balance & Movement (July-Aug) -- 5968 5:45p-6:45p Yoga For Weight Loss - returning student #5952	7 9a-11:30a Living Well with Diabetes #6092 7p-8p Zumba #6018	8 5:45p-6:45p Yoga For Weight Loss - returning student #5952	9	10 6p-8p Mind & Body; Alkido for Teens & Adults -- 5971	11 7a-2p Blocked for Yard Sale #1425
12 12p-1p Turbo Kick #6006	13 9a-10a Mind & Body; Tai Chi for Balance & Movement (July-Aug) -- 5968 5:45p-6:45p Yoga For Weight Loss - returning student #5952	14 9a-11:30a Living Well with Diabetes #6092 7p-8p Zumba #6018	15 5:45p-6:45p Yoga For Weight Loss - returning student #5952	16	17 3p-5:30p Luckee Art Studios Klds Camp #6060 6p-8p Mind & Body; Alkido for Teens & Adults -- 5971	18 9a-10a Mind & Body; Tai Chi for Balance & Movement (July-Aug) -- 5968 10a-1p Blocked for BMX State Race #1495
19 10a-1:30p First Aid & Safety; Child and Babysitter Safety -- 5965 2p-6p Square Dance- August #5977	20 9a-10a Mind & Body; Tai Chi for Balance & Movement (July-Aug) -- 5968 5:45p-6:45p Mind & Body; Yoga For Weight Loss - returning student -- 5956	21 9a-11:30a Living Well with Diabetes #6092 5:45p-6:45p Yoga For Weight Loss - returning student #6134	22 5:45p-6:45p Mind & Body; Yoga For Weight Loss - returning student -- 5956	23 5:45p-6:45p Yoga For Weight Loss - returning student #6134	24 6p-8p Mind & Body; Alkido for Teens & Adults -- 5971	25 8a-4p Blocked for VW Show #1422
26	27 9a-10a Mind & Body; Tai Chi for Balance & Movement (July-Aug) -- 5968 5:45p-6:45p Mind & Body; Yoga For Weight Loss - returning student -- 5956	28 9a-11:30a Living Well with Diabetes #6092 5:45p-6:45p Yoga For Weight Loss - returning student #6134	29 5:45p-6:45p Mind & Body; Yoga For Weight Loss - returning student -- 5956	30 5:45p-6:45p Yoga For Weight Loss - returning student #6134	31 6p-8p Mind & Body; Alkido for Teens & Adults -- 5971	