

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 46 FOR 2018



November 30, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

DECEMBER 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 German 10am-4pm Christmas Tours @ Hager House 11am-5pm Christkindl Markt 2pm Holly Fest @ MD Theatre
2 12-5pm German Christmas Tours @ Hager House	3	4 3:15pm Executive Session 4pm Work Session	5	6	7	8 10am-4pm German Christmas Tours @ Hager House
9 12-5pm German Christmas Tours @ Hager House	10	11 4pm Work Session	12 7pm Hagerstown Planning Commission Meeting	13 4pm Board of Traffic & Parking Meeting 4:30pm Historic District Commission Meeting	14 6-8pm Christmas with Santa at HPD	15
16	17	18 7pm Regular Session	19 7pm Board of Zoning Appeals Meeting	20	21	22
23	HOLIDAY CITY OFFICES CLOSED	HOLIDAY CITY OFFICES CLOSED	26	27	28	29
30	31 6pm Krumpe's Donut Drop @ Public Square					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Business Development: Staff attended SMART PROC 2018 in Frederick, Maryland. The two-day event offered valuable insights from procurement experts in government, business, and academia that will benefit large contractors, small businesses, minority- and women-owned concerns, and businesses run by service-disabled veterans. This event has attracted over 10,000 attendees from government, industry and academia with 50 annual exhibitors.

Main Street: Staff along with Main Street volunteers are finalizing preparations for the Christkindl Markt at University Plaza scheduled for December 1st from 11 a.m. to 5 p.m. Over 40 vendors will be participating in the event.

Events: Upcoming events on December 1st include:

- Hub Hugs the Market – North Hagerstown High School’s Hospitality and Tourism Students are hosting an event at the Historic City Farmer’s Market, 6 a.m. – 12 p.m. Numerous vendors will be selling holiday-related items!
- Holly Fest – free performance at the Maryland Theatre at 2 p.m. Dancin’ Time Studios, Ballet and All That Jazz, Hagerstown City Ballet, Washington County Showkids, Seed Dance Company, and BISFA Dance Ensemble are performing.
- Engine Room Art Space – Artist reception: Anthony Jones and Brent Jones – “Requiem – Mass for the Dead,” 6 - 9 p.m.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE

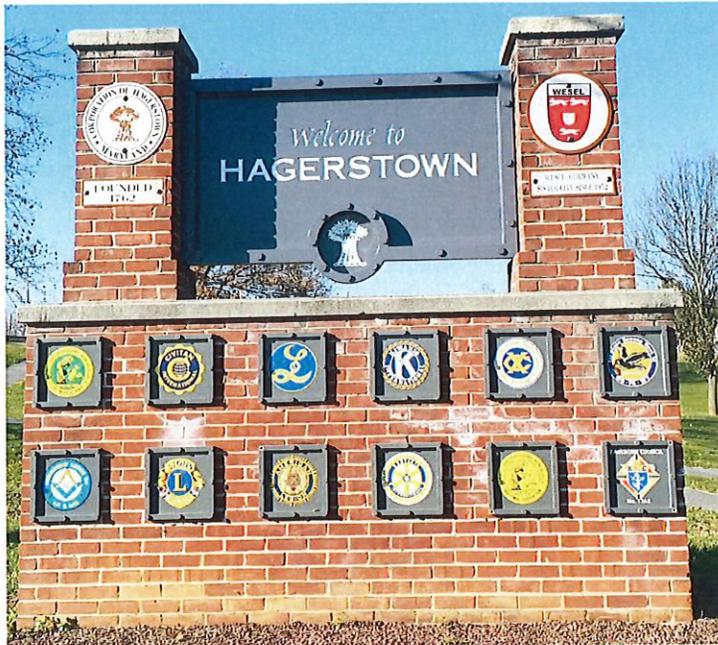
Chimney Fires	1	Community Risk Reduction	74
Elevator Call	1	Public Service	6
Medical Assistance	24	Personal Injury Collision	6
Assist other Fire Departments	3	Fuel/Hazard Spills	1
Automatic Fire Alarms	7	Gas Leaks	1
Arcing/Electrical Hazard	3	Investigation: Carbon Monoxide Incident	1
Water/Steam Leak	1	Dumpster/Outside Fires	1

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Professional Court.** We received the 100% set of drawings for Professional Boulevard from the County and will make our final review this week. The County will bid the City-portion as an “Add Alternate” to widen the City portion.
2. **Pavement Markings.** Midlantic is trying to complete the pavement markings. Completed overlay work and work requested by neighborhood group.
3. **Mulberry at Antietam Street.** Pole bases are complete, curb and sidewalk is complete on SE corner, and progressing on the NE and NW corners.
4. **Potomac at Howard.** Our traffic consultant has started design of the signal upgrade at this intersection.

5. **New “Welcome To Hagerstown” Sign.** The welcome sign on the Dual Highway was showing signs of rot and peeling paint. We had the sign replaced this week to match the three other welcome signs on Route 40.



6. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 11/25/18	Calendar Year 2018 TOTALS
Traffic complaints received	1	158
Work Orders completed	0	109
Traffic counts completed	1	30
CONSTRUCTION PROJECTS		
Description	Week of 11/25/18	Calendar Year 2018 TOTALS
Projects advertised for bids	0	15
RFP's Advertised	0	4
Projects under construction	9	9
Projects completed	0	3

PARKS DIVISION

1. **City Park Lighting.** The annual City Park Tree Lighting is scheduled for Friday, November 30 from 6 to 9 p.m. at City Park. The official ceremony begins at 7 p.m. at the Key Street stage where all the lights around the lake will be illuminated for the holiday season. Activities continue all evening long at the Museum of Fine Arts, Mansion House Art Gallery, and the Hager House.
2. **German Christmas Tours.** German Christmas tours will be happening at the Hager House this weekend and next. Come and see the Hager House decorated with seasonal inspiration.
3. **Parks Projects.**
 - Thomas Kennedy Park: We added topsoil and graded out for landscaping.
 - Cultural Trail: We are preparing the foundation for new artwork.
 - Potterfield Pool: We are constructing a new backwash retaining tank.

PLANNING & CODE ADMINISTRATION

Zoning Certificates:

- 18089 Garland Groh Boulevard – Mizu Japanese Restaurant.
- 1829 Howell Road, Suite 2B – Hagerstown Infusion, LLC – infusion therapy office.

New Development Cases:

- 595 Dual Highway (Lot 2) – BAI Hagerstown, LLC – final plat.
- 261-263 South Prospect Street – City of Hagerstown – minor plat.

Board of Zoning Appeals: No appeals were filed for the December 19 hearing.

Weekly Activity Report: November 13– 21, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	15	Residential -	5	Commercial -	7	Other -	3	10
Electric	10	Residential -	7	Commercial -	1	Other -	2	11
Plumbing	11	Residential -	8	Commercial -	3	Other -	0	11
Mechanical	9	Residential -	6	Commercial -	3	Other -	0	9
Engineering Dept.	11							11
TOTAL	56		26		14		5	52
Est. Value of Issued Building Permit Projects:					FY18 Fiscal Year Totals:			
Residential				\$ 355,100.00				\$ 2,713,793.00
Commercial				\$ 2,770,700.00				\$ 16,880,044.00
Apartment				\$ 55,000.00				\$ 1,316,149.00
Sign				\$ 0.00				\$ 45,403.00
TOTAL				\$ 3,180,800.00				\$ 20,963,389.00
Projects of Interest								
- Construct new single family home at 12424 Gemstone Drive - \$150,000								
- Construct new single family home at 12428 Gemstone Drive - \$160,000								
- Phase 2: Three-story addition to existing structure for restaurant and residence at 58 South Potomac Street - \$2,500,000								
- Interior renovations including upgrades to plumbing and electric at 1571 Wesel Boulevard - \$250,000								
- Remove rear brick wall and replace in kind, replace fire escape at 145-147 East Franklin Street - \$55,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019								
					PROPERTIES			UNITS
Registrations received week of Nov. 13 – Nov. 21					12			14
New applications issued week of Nov. 13 – Nov. 21					2			2
Total 2018-2019 registered (includes additions and subtractions since 5/2/18)					3,529			9,113
Percentage of rental license renewals that have registered as of May 2, 2018					98.5%			98.5%
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				\$ 1,450				
Weekly adjustment/credits				\$ 625				

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	74
Electrical	81
Plumbing	41
Mechanical	26
Safety	48
Neighborhood Vitality	60
Quality of Life	5
Preventive Maintenance	68
Planning & Zoning	3
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:	1,096	Field Interviews:	8
Arrests/Warrants Served:	14	Moving Violations:	27
Domestic Violence Calls:	28	Safety Repair Orders:	4
DUI Arrests:	2	Warnings:	69
Reports Filed:	119		

REPORTS

11/22/18: Officer Moczydlowsky arrived at Hager Hall on Dual Highway to keep peace and order as a party at the facility was letting out. While standing at the front exit he observed several individuals yelling back and forth at one another as if they were instigating a fight. He needed to separate one female from another and ordered her to leave the area. As the officer was walking back to the exit he saw that same female return to the other female and strike her in the face with a closed fist. The aggressor was placed under arrest and at that time she fell to the ground and resisted arrest. Other officers came to assist and she was transported to Central Booking and charged with Fail to Obey Lawful Order, Disorderly Conduct, Resisting Arrest, and Assault 2nd Degree.

11/23/18: Officer Patterson responded to North Locust Street for a reported burglary. The victim stated she left her home on 11/22/18 at 1:30 p.m. and returned on 11/23/18. Upon entry she observed a window screen that had been cut. The opening was large enough for an adult person to fit through. The lock to the window was broken and would not lock securely. She was suspicious of a male acquaintance since he was the only other person that was aware of the broken window lock. She was missing a 55 inch television from her residence. This same acquaintance has stolen from her before. The officer will be checking local pawn shops for the television. No further details are available.

11/24/18: Officer Decker was dispatched to Maryland Avenue for a reported disturbance. The caller advised that a female had just "keyed" a 2002 GMC Envoy. The officer observed deep scratches to the rear passenger door. The suspect had left the area but the caller knew her name. The officer proceeded to locate the suspect at her residence. The suspect was home and stated she will pay for the damages to the SUV. The suspect advised she thought the vehicle belonged to her baby's father. The suspect was charged with Malicious Destruction of Property.

11/24/18: Officer Kimmel responded to George Street for a heroin overdose. Upon arrival the Community Rescue Service was already on the scene and had advised the male he needed to go to the hospital. The male refused further treatment. An individual in the residence administered Narcan to the male before calling 911. The male stated he is a heroin user but has never overdosed before. He refused to offer information to the police as to where he purchased his heroin and further declined to speak with the Narcotics Task Force. No further details are available.

11/25/18: Officer Brady was dispatched to Five Below located on Garland Groh Boulevard for a report of harassment. The store manager advised that an unknown male customer entered the store and sexually harassed a store employee. The male suspect is described as being in early 30's, approximately 6 feet tall, skinny build, a short goatee and long dread locked hair with a du-rag on his head. The suspect asked for assistance in finding a pair of headphones. The employee directed him to the area and he made several sexual advances to her. The male suspect then grabbed the employee by the arm and pulled her to him. He made threats that he would find out her last name and stalk her on social media. The suspect paid for his merchandise and left the store. The officer requested a copy of the store video to review and to assist in identifying the suspect.

11/26/18: Officer Mikash and other officers from the Hagerstown Police Department responded to West Howard Street for a report of a robbery. Officer Mikash spoke with the victim and was advised he was seated on the porch of an abandoned house when an unknown white SUV drove up to him. There were two unknown black males in the SUV, wearing masks and displayed a handgun to him. The victim ran from the porch and attempted to leave the area when the males exited the SUV and chased him. The victim fell to the ground and one of the males struck him in the back of the head with the handgun. The males took his wallet which contained his driver's license and credit cards and also took his iPhone. The officers were not successful in locating the white SUV. No further details are available at this time.

OTHER NEWS/INFORMATION

Congratulations to Officer Shawn Weaver. Officer Shawn Weaver has been selected as Officer of the Month for October 2018. Officer Weaver has been employed by the City of Hagerstown for three years and is currently assigned to the Patrol Division.

In October 2018 Officer Weaver and other officers from the Hagerstown Police Department responded to an address in Hagerstown for a report of a male assaulting a female. Upon his arrival, Officer Weaver was directed to a vehicle parked to the rear of the residence. As he approached the vehicle, Officer Weaver observed a male leaning into the vehicle over top of a female yelling at her and appearing to assault her. Officer Weaver was able to pull the male off of the female. The male then attempted to assault Officer Weaver, but Officer Weaver was able to take the male to the ground where a struggle ensued. The male was eventually able to get up to his feet but was taken to the ground a second time by Officer Weaver. The struggle continued on the ground for some time, but Officer Weaver was eventually able to gain control of the male and safely take him into custody without any further incident. The female victim did not suffer any serious injuries during the incident.

Based on his quick, selfless actions in redirecting the male away from the female victim and for safely taking the suspect into custody, Officer Shawn Weaver has been selected as the Hagerstown Police Department Officer of the Month for October 2018. The Hagerstown Police Department is proud to have dedicated officers such as Officer Weaver as one of its own and congratulates him for a job well done.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	183	184
	University District Deck	380	380
Number of Patrons Using Decks	A & E Deck	753	823
	University District Deck	902	1301
Number of Citations Issued	(Includes Warnings)	134	173
Number of Cars Booted		0	0
Late Payment Notifications		36	34
Peak Occupancy (%)	A & E Deck	NA	NA
Peak Occupancy (%)	University District Deck	NA	NA

Parking Occupancy: Per the Holiday Free Parking program, the gates at both decks are raised Friday afternoon through Monday morning every weekend through the New Year. This action negates the occupancy numbers for the system. The A&E Parking Deck continues to be used quite a bit during programs at the Maryland Theater. Occupancy counts will resume after the first of the year.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	2
Fire	3	2
Human Resources	0	0
Light	1	2
Parks & Engineering	1	1
Police	6	2
Public Works	2	2
Wastewater	0	1
Water	3	2
Weekly Totals	17	14
Yearly Total	1130	

AFTER HOUR CALL BACKS

- 11/13/18 @ 9 PM: Pedestrian traffic signal was struck by a truck. Staff was called in to secure the site and ensure there were no electrical issues. Typically, electrical wires are exposed. Repairs were made at a later date.
- 11/18/18 @ 7:30 PM: A second pedestrian signal was completely knocked down at the intersection of East Avenue and Mulberry Street. Staff secured the site and removed the entire structure for replacement at a later date.
- 11/23/18 @ 9 AM: Signals went on flash at the intersection of Rt. 40 and Garland Groh Boulevard. This is a state owned signal that is maintained by the City. A signal controller in the cabinet failed and had to be replaced.
- 11/24/18 @ 8:30 AM: The icy weather this Saturday stayed just above freezing. Staff was brought in to spread salt on the bridges since they freeze first. The salting was a precautionary measure.
- 11/25/18 @ 1 AM: 911 alerted staff to icing conditions on the bridges. The bridges were salted a second time.

SPECIAL EVENTS

- Donut Drop on Monday, December 31st

Building Maintenance

- Staff completed the painting of the IT space and has moved onto the City Clerk's space. This work includes the removal of base cabinets, painting and reorganizing of the space.

Traffic Control

- Work has focused almost entirely on decorating for Christmas. Banners have been hung in the downtown, on the bridges and in the University Plaza. Christmas trees have been decorated at 5 Corners, the Medal of Honor Triangle and at Washington Square. Silhouettes were set in City Park as well as Santa placed on the lake and lights were hung on the tree on the lake.

Streets

- Winter started early this year with an ice/rain event on Thursday, November 15th. Staff focused their efforts this day and next cleaning up after about six inches of snow, sleet and ice fell. Over 200 tons of salt were placed on the streets.
- Work was completed on the storm drains on Marshall Street. Additional storm drain work will continue as the weather allows.

Property Management

- Roof work was completed on the Roslyn Building. Window replacement work was delayed with windows scheduled for delivery December 21st and January 12th. This will push back settlement of the property until approximately March 1st.

TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS DIVISION

This Week's Headlines & Media Releases:

- Hagerstown Launches Downtown 'Open For Business' Campaign, Urges Residents to 'Shop Small'
- Hagerstown, Funkstown to Partner on Wastewater Service Deal
- Hagerstown Now in Third Highest Rainfall Season
- North High Students Plan City Market Vendor Fair
- Press Release: City Park Lighting
- Press Release: AmeriServ Grand Opening
- Traffic Advisory: City Park Lighting Event
- Traffic Advisory: East Avenue, Randolph Avenue & John Street

This Week's Video Projects:

- Mayor & City Council Regular Session
- "See Something, Send Something" App Video Editing
- "Open For Business" :30 Spot Scriptwriting

Channel 25 Hub City Now Programming:

- Hub City 100-Miler :30 Spot
- "Open For Business" Video
- Giga Hub City Video
- City Park Lighting :30 Spot
- Holiday Events :30 Spot

- The Fit Room :30 Spot
- Cultural Trail "Features" :30 Spot
- Act Now PSA
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 6,134 user visits for the week of November 19-25
- The most popular top entrances (the first page users accessed on the website):
 - Home Page 1,407
 - Utility Billing Page 597
 - Collection Schedules/Zones Page 187
 - Police Page 165
 - 170 West Washington Street Page 133
 - Trash & Recycling Page 79
 - Firefighters Page 78
 - Jobs Page 67
 - City Park Lighting Page 58
 - Hub City 100-Miler Page 56
- Top Searches:
 - "True"
 - "Jobs"
 - "When should I set out trash/recycling/yard waste for collection?"
 - "Trash and recycling"
 - "Pay bill"

UTILITIES

ELECTRIC DIVISION

Service Calls:

- Thur. 11/22 - 139 South Locust Street- total outage; the customer's meter was ajar in meter socket causing outage. Time Out: 17.0-18.2
- Fri. 11/23 - 39 Elizabeth Street- Miss Utility locate; emergency locate for Hagerstown Water Department to make emergency repairs. Time Out: 12.6-13.2
- 132 Wayside Avenue- Miss Utility locate; emergency locate for Columbia Gas to make repairs. Time Out: 23.1-23.9
- Sat. 11/24 - 1200 Dual Highway; Miss Utility locate; emergency locate for Hagerstown Water Department to make repairs to a water main break. Time Out: 13.5-14.5
- 915 West Franklin Street- tree on line; line crews trimmed large tree branch away from secondaries and refused the line to restore power. Time Out: 17.3-18.3
- Sun. 11/25 - Area, North Locust Street and East Franklin Street- pole damaged; vehicle struck traffic signal pole in an accident. Hagerstown Signal Department was notified of needed repairs. Time Out: 0.1-0.8
- 819 Woodland Way- partial outage; large tree branch tore service wire down. Time Out: 8.9-10.7

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The HLD Engineering Group welcomed a new employee to our team. Kevin Adelsberger will be performing the roll of Electrical Engineering Designer.
- The Staff Engineer investigated and evaluated multiple voltage complaints throughout our territory and determined if HLD facilities were the root cause.
- Engineering staff performed multiple sketches for HLD pole replacements to accommodate communication facility attachments.
- HLD Engineering and Distribution employees walked through the UIP process for the changeover of HLD facilities from overhead to underground. The HLD plans for this to take place over the next few months.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, November 21, 2018	12.59	0.00
Thursday, November 22, 2018	11.67	0.00
Friday, November 23, 2018	10.57	0.00
Saturday, November 24, 2018	13.70	0.00
Sunday, November 25, 2018	15.05	0.00
Monday, November 26, 2018	13.38	0.00
Tuesday, November 27, 2018	12.40	0.00
Weekly – Avg. Flow / Total Rainfall	12.77	0.00
Nov – Avg. Flow/Total Rainfall	12.92	4.18

Miscellaneous

- Replaced Gauges and hoses on Parkson Filter Modules.
- Replaced coil and capacitor on control panel in UV PSU #3.
- Replaced circuit board and control wiring on weather station.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	12	1,010'	244'	14
Flushing	10	15,884'		

Collection System Maintenance Task

- Odor complaint, 315 Frederick Street, no issue found, advised owner to check traps in residence.
- Odor complaint, 13060 Hawkins Circle, odor not sewer related.
- Sewer back up, 201 East Franklin Street, problem on the private side.

- Sewer back up, 211 Division Avenue, problem on the private side.
- Grinder pump call, 11319 Eastwood Drive, reset smart switch.
- Grinder pump call, 1533 Kensington Drive, reset smart switch.
- Grinder pump call, 20210 Plumwood Drive, pulled and replaced pump, also, owner still needs to repair alarm wiring to residence.
- General pump shop repair work.
- Dropped enzyme bags at various lift stations and trouble spots in the system.
- Pump Station 3, continued rehab project, connected new manhole into new wet well, shut down bypass pumping operation.
- Pump Station 17, installed new SCADA Unit, everything is operational and working great.
- Pump Station 27, replaced main breaker, battery, and battery charger.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	2	0	0	2	6
YTD 2018	47	93	5	3	3	102	253

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

Engineering

- Flow isolation for the infiltration/inflow reduction effort in the oldest section of Londontown is complete. Sewer sections proposed for rehabilitation are now scheduled for early 2019.

Laboratory

- Requested Total Phosphorous analysis for wastewater effluent samples from Fairway Labs.
- Continued to investigate source of error with TP analysis.
- Ordered new reagents used in the TP analysis. Phosphorous contamination is still present. TP will continue to be outsourced until issue is resolved.
- Discussed Pinnacle Foods annual inspection with County Pretreatment Manager.
- Responded to question from contract lab regarding sample analysis. There was a mistake with the analysis requested on the COC.
- Completed annual balance calibration.
- 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>
11/22/18	9.52		9.52
11/23/18	9.70		9.70
11/24/18	9.79		9.79
11/25/18	10.24		10.24
11/26/18	10.06		10.06
11/27/18	10.24		10.24
11/28/18	10.16		10.16
Average			9.95

Water Production at R. C. Willson

- R.C. Willson – Staff continue to work with contractors on the tank mixing and screen replacement project.
- 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 13.6 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.
- Repairs were made to a water main break on Woodside Drive, Dual Highway and Virginia Avenue. Service leak repairs were also completed on Elizabeth Street and Virginia Avenue.

Laboratory

- Collected composite sample from lagoon discharge.
- Collected UCMR 4 samples from POE and distribution sample locations.
- Reported TOC removal efficiency to Water Production Superintendent.
- Completed annual balance calibration.
- Completed bacteriological sampling for the Town of Smithsburg.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	-	1
Grading Plan	-	-
Final Plat	-	1
Building Permits	12	4
Development Plan	-	-

- Staff met with the Water Division Operations Manager to discuss a proposed commercial development at the Airport.
- Staff met with a consultant regarding water service alternatives for a proposed residential development in the County.
- Staff met with a contractor to discuss water service upgrade for an existing customer and an adjoining property.



Respectfully submitted,

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

Valerie A. Means
City Administrator