

# City of Hagerstown, Maryland Status & Information Report No. 6 for 2015

February 13, 2015

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

FEBRUARY 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5	6	7
8	9	10 4pm Special Session 4:20pm Work Session	11	12	13	14
15	16 <b>HOLIDAY CITY OFFICES CLOSED</b>	17 3pm Executive Session 4pm Work Session	18	19	20	21
22	23	24 5pm Work Session 7pm Regular Session	25	26	27	28

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

**1. Grand Openings/Anniversaries**

- The unveiling of the seats and capital projects was held at the Maryland Theatre this week. Over 200 people attended and toasted the new construction enhancements and seats. It was a celebration of the arts, education, entertainment and a private/public partnership.
- A Grand Opening and Ribbon Cutting for Anne Arundel Dermatology will occur on Friday, February 27 at 4:30 PM. This business is located at 1185 Imperial Drive, Suite 200 in Hagerstown.
- Please mark your calendar now for a Grand Opening and Ribbon Cutting for Regenerate. The business is located at 20 West Washington St., Suite 101 in City Center Hagerstown. The event will take place on Monday, March 9 at 4:30 PM. The owner is Eric Sarmiento.

**2. Events**

- The Cabin Fever Blues Bash will be held at the Maryland Theatre and feature Homemade Jamz Blues Band. Tickets went on sale this week and are \$15. The sponsors are the Herald Mail, Antietam Cable Television, Volvo, Antietam Brewery, M&T Bank, and the Maryland Theatre.
- The Western Maryland Blues Fest is just beginning its fundraising campaign and a number of sponsors have committed. Sponsorship packages were sent out this week. Currently, the Western Maryland Blues Fest is accepting submissions for the children's t-shirt art.

- The City of Hagerstown, Washington County Government and the Community Free Clinic will host a St. Patty's Day Running Fest on March 14, 2015 which includes a one mile walk, a 5k course, an 8k course and a 1/2 marathon.
- Food and craft vendor applications for all of the City events that use these types of vendors are on-line for business to apply. The link is <http://www.hagerstownmd.org/index.aspx?nid=564>.
- The Augustoberfest Committee met this week. They are planning their 20th Anniversary Event which will be held on August 22 and 23, 2015.

3. **A&E District**

- Staff is working with the State of Maryland to organize the Annual A&E Managers Meeting being held in City Center Hagerstown on April 20. The meeting will begin and end at the Washington County Free Library.
- The A&E Management Board met with Rodney Tissue this week to discuss art concepts on the trail and review a draft concept of trail sign designs. Also, the group reviewed a draft plan of potential art locations along the trail. Live Sound Co. met with the group to show new wireless equipment which can be interactive with the art pieces. On February 26, the group is meeting with Patricia Walsh with the Americans for the Arts, Public Arts Network to get ideas on how to proceed.

4. **Volunteers:** The Volunteer Program is continuing. Bev David has been speaking with general volunteers, event volunteers and others. A number of people want to assist in enhancing the City. We are searching for more snow angels. We need about three more volunteers.

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

- Parks and Recreation Offers Expanded Fitness Programs
- Barbara Ingram Student Selected as 2015 Blues Fest Poster Artist
- E-casts:
  - Get Your Tickets NOW for Cabin Fever Blues Bash!
  - A Special Invitation for a Grand Opening and Ribbon Cutting for Anne Arundel Dermatology

6. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Black History Month Promotion
  - PARCC Assessment PSA (from MML)
  - Cabin Fever Blues Bash Promo
  - Boy Scout Builds Birdhouses in Parks for Eagle Scout Project
  - Live Hagerstown Promotion
  - Clearing the Way: On the Road with Public Works
- In Production:
  - Black History Month Tribute

7. **Websites:**

- City Website:

- About 5,400 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of February 2 - February 8, 2015.
  
- Top entrances (first page users accessed on the website):
  - ▶ Home page 2,012 users
  - ▶ Jobs page 381 users
  - ▶ Utility billing page 228 users
  
- Top searches:
  - ▶ "zoning map"
  - ▶ "jobs"
  - ▶ "most wanted"
  - ▶ "property tax"

- engageHagerstown:

- Total Participants: 423
- Unique Visitors: 8,029
- Page Views: 43,348
  
- Current Topics:
  - ▶ What exterior code violations have the greatest impact on your neighborhood?
  - ▶ What are some creative ideas for enhancing programming and operations at The Greens at Hamilton Run?
  - ▶ What would you like to see populating storefronts in Hagerstown's City Center?
  - ▶ What are your ideas for strengthening and expanding workforce development in our community?

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Planning Commission:** The Planning Commission considered the following on February 11:

- Trilogy II – Light Business Park – approved a site plan amendment to add signage.
  
- Kiwanis Park – 371 Dynasty Drive – Public Park and Canoe Launch (Phases 2 and 3) – approved the site plan and amendment to Forest Conservation Plan for Light Business Park.
  
- 2014 Land Management Code Text Amendments – began consideration of comments received at public review meeting.

2. **Historic Wayside Marker:** Several years ago, a wayside marker for the Rochester House was removed from the retaining wall at the Rochester Lot due to its deteriorating condition. Planning staff recently found a replacement fiberglass panel that had been purchased when the marker was originally installed and stored for future use. This panel and the metal frame were delivered to the Public Works staff who refurbished the frame, installed the new panel and the renovated marker was reinstalled at the Rochester Lot this week. Many thanks to Erik Kline and his crew for their efforts.

3. **Weekly Activity Report:** February 2–6, 2015

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	3	Commercial -	1	Other -	1	3
Electric	13	Residential -	11	Commercial -	2	Other -	0	13
Plumbing	6	Residential -	4	Commercial -	1	Other -	1	6
Mechanical	7	Residential -	4	Commercial -	3	Other -	0	7
Engineering Dept.	14							14
<b>TOTAL</b>	45		22		7		2	43
<b>Est. Value of Issued Building Permit Projects:</b>				<b>Fiscal Year Totals:</b>				
Residential				\$ 6,100.00				\$ 3,825,798.00
Commercial				\$ 150,000.00				\$ 36,103,940.00
Apartment				\$ 0.00				\$ 7,909,543.00
Sign				\$ 0.00				\$ 213,592.00
<b>TOTAL</b>				<b>\$ 156,100.00</b>				<b>\$ 48,052,873.00</b>
- Minor fire repair to wall and dining room remodel for Wendy's at 17786 Garland Groh Boulevard – \$150,000								
<b>RENTAL LICENSING PROGRAM</b>								
				<u>PROPERTIES</u>				<u>UNITS</u>
Total registered or invoiced for 2014-2015 program				3,452				9,473
Registrations received weeks of February 2 – 6				3				3
New applications issued weeks of February 2 – 6				6				10
Percentage of total invoiced that have registered & paid				99.8 %				99.8 %
<b>PAYMENT</b>								
Weekly payment received		\$ 225						
Weekly adjustment/credits		\$ 1,250						
<b>INSPECTIONS</b>								
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>							
Building	37							
Electrical	53							
Plumbing	27							
Mechanical	14							
Safety	62							
Neighborhood Vitality	54							
Quality of Life	9							
Preventive Maintenance	26							
Planning & Zoning	8							
<b>INSPECTIONS KEY:</b>								
<b>Categories of Conditions</b>								
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.							

## FIRE DEPARTMENT

### MONTHLY FIRE REPORT FOR JANUARY 2015

<u>Breakdown By Incident Type:</u>	<u>TOTAL</u>	<u>LOSS</u>
Fire	26	\$44,160
Overpressure Rupture, Explosion, Overheat	1	
Rescue & EMS Incident	96	
Hazardous Condition (no fire)	25	
Service Call	43	
Good Intent Call	4	
False Alarm & False Call	38	
Special Incident Type	3	
<b>TOTAL INCIDENTS</b>	<b>236</b>	<b>\$44,160</b>

<u>Breakdown By Property Type:</u>	<u>TOTAL</u>	<u>LOSS</u>
Assembly	13	\$ 5,000
Educational	3	\$ 50
Health Care, Detention & Correction	7	
Residential	143	\$28,610
Mercantile, Business	15	
Manufacturing, Processing	5	
Storage	6	
Outside Property	44	\$10,500

#### Incident By District:

Sharpsburg Fire (Co 1)	1	.42 %
Williamsport Fire (Co 2)	1	.42 %
Long Meadow Fire (Co 27)	4	1.69 %
Hagerstown (HFD)	272	86.86 %
Maugansville Fire (Co 13)	2	.84%
Halfway Fire (Co 26)	2	.84%
Leitersburg Fire (Co 9)	1	.42%
Funkstown Fire (Co 10)	16	6.77%
Out Of County (OUT)	3	1.27 %
Fairplay Fire (Co 12)	1	.42 %

**Average Turnout Per Incident:** 6

**Injuries:** Civilians 1                      Firefighters 0

**Deaths:** Civilians 0

**Average Time of Arrival within City Limits:** 4:26 min

**Fire Scene Property Values:** \$32,362,100

**Fire Losses:** \$44,160 (.14%)

**Property Saved:** \$32,317,940 (99.86%)

## PARKS & ENGINEERING

1. **Community Garden.** Located at 513 South Potomac Street, we have started construction of the new community garden. The lumber has been received, and construction of the garden plots will start next week, weather permitting. At this point, all 21 plots are spoken for and we have a waiting list of at least five names. The Operating Committee will assign plots next week.

2. **Recreation Items**

- Yoga Programs
  - Yoga for Weight Loss Series – continues with 35 students and runs through March 4. Due to popularity, we are seeking out another indoor location to continue the series. Possible locations include the Trilogy Center and Cortland Mansion.
  - Yin Yoga (held on Feb 3) – There were 17 students who attended this one-day class. A second one is scheduled for February 24 and we are accepting registrations.
  - Partners Yoga (Feb 10) – 6 registered for this one-day class.
  - Glow Flow Yoga – this program is scheduled for February 17; 4 students have pre-registered to date.
- Meditation. This program continues as a Series through March 4. To date, 13 students are registered for this class.
- New Partnerships & Programs. Staff is communicating with Fit Labs and 368 Athletics to introduce some new spring programs like Fitness Boot Camps and Fitness Challenges.
- Hager House. Staff is developing a scripted tour that enables us to be ADA compliant. Inventorying of the many items in the Museum and House continues as well as event planning for monthly programs in 2015.
- New Rec Program Guide. Staff is researching ideas to produce a new Recreation Program Guide that would highlight many of our new programs, events, facilities and partnerships with groups like the Ice Rink and BMX. The guide would be produced seasonally as new programs develop.

3. **Welcome to Hagerstown Sign.** Located in Hellane Park along the Route 40 Corridor (eastbound), the "Welcome to Hagerstown" sign will be completed soon. We are in the process of installing "Sister City Hagerstown, Indiana" and "Sister City Wesel, Germany" on the sign and the installation of lights to complete this project.

4. **Ice & Sports Complex.** At the Ice Rink's request, we constructed a dividing wall with door to create a storage area above their locker room.

5. **City Park Seasonal Lighting.** Department of Public Works, Community Affairs, Lights Department, and Parks and Engineering staff are working together to develop a plan to improve the seasonal Christmas display. We are finalizing a plan for Council review and will present it in March.

6. **Engineering Division Items**

Traffic issues		
Description	Week of 2/6/15	Calendar Year-to-date
Traffic complaints received	4	23
Work Orders completed	3	15
Traffic counts completed	2	2
Construction Projects		
Description	Week of 2/6/15	Calendar Year-to-date
Projects advertised for bids	1	8
Projects under construction	7	
Projects completed	0	0

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,403	Field Interviews:	73
Arrests/Warrants Served:	21	Moving Violations:	29
Domestic Violence Calls:	20	Parking Violations:	195
DUI Arrests:	0	Safety Repair Orders:	15
Reports Filed:	145	Warnings:	74

### 2. REPORTS

- **02/05/15**: Officer Cline responded to Dick's Sporting Goods located on Garland Groh Boulevard for a report of a theft from an employee. The Lost Prevention employee became suspicious when she discovered empty boxes in the stock room. Observation led her to call a specific employee into her office. The employee admitted to the theft and gave an itemized list of merchandise he had taken. The employee was charged with theft over \$1,000.
- **02/08/15**: Officer Graffagnini was dispatched to John Street for the report of a vehicle theft in progress. Contact was made with the victim and he stated his Dodge Dakota parked in front of residence was just stolen. He started the truck to warm it up and then went inside to get his coat and within five minutes his truck was stolen. A short time later the victim called to report his truck was seen on Memorial Boulevard near Rose Hill Cemetery. Officers quickly located the stolen truck. The suspect was charged with theft.
- **02/09/15**: Officer Delicati responded to George Street for a burglary report. The victim stated she believed someone was in her house due to an open window and the kitchen door open. Nothing appeared to be disturbed or missing. No suspect was found in the residence.

### 3. OTHER NEWS/INFORMATION

- **Note from a Hagerstown citizen**: *I had a blowout on the Dual Highway today from rotten tires. Officer Lam of the Hagerstown Police Department stopped and helped me – he even changed my tire for me. I will be dropping off a thank you card Monday morning for him.*
- **Kudos to these HPD Officers**: *As a Hagerstown City resident and police lieutenant in a Frederick County jurisdiction, I write this from both a personal and professional vantage. At approximately 0940 hours, my neighbor called about a suspicious person near my personal car in the 1300 block of Oak Hill Avenue. Upon further inspection of my camera system I noticed three males that had been looking into my car, preparing to break the window with a brick. The males were startled by an alert neighbor and left the area. A minute later, they returned and smashed another neighbor's car window. We called HPD. HPD officers contacted me later that same day to inform me two of the three suspects were caught within two hours of the event and were likely involved in other theft/malicious destruction of property occurrences throughout the City this morning. Officers White, Reese, Lam, Spigler, under the supervision of Sgt. Hay, were nothing less than exceptional. This team worked like clockwork. Although an incident of destruction of property is low on the priority list of things needing immediate attention in a city of 40k+, these men and women of HPD performed exceptionally well together, and I did not want that to go unrecognized. Kudos to this shift of HPD officers! Keep up the good work.*
- **Officer Decker - Hagerstown Police Department's First Drug Recognition Expert**: Officer William C. Decker of the Hagerstown Police Department recently graduated from the International Association of Chiefs of Police's National Drug Evaluation and Classification Program which is federally funded by the National Highway Traffic Safety Administration. Officer Decker is the first HPD officer to achieve this prestigious accomplishment.

The DRE course represents one of the most challenging and demanding courses offered police. Officer Decker accepted the challenge and responsibility to become a DRE because he saw the need for this expertise "on the street." The stated goal of DREs is to reduce vehicle accidents, injuries and deaths – specifically those caused by drug impaired drivers.

A DRE officer can determine which drug or combination of drugs cause an individual's impairment. The DRE is able to make these determinations by observing behaviors and performing non-invasive medical tests such as blood pressure, pulse, muscle tone, eye functions and body temperature. DRE officers are also trained to recognize impairments from diabetes, stroke and other medical conditions as well as drug and alcohol usage.

"Officer Decker's expertise represents yet another effort to assure the safety of Hagerstown citizens, and the Department's dedication to professionalism," said Chief Mark Holtzman.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	210	210
	University District Deck	459	447
	Downtown Parking Lots	364	355
<b>Number of Patrons Using Decks</b>	A & E Deck	1,778	1,080
	University District Deck	2,072	1,377
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	179	120
<b>Number of Late Payment Notifications</b>			52
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	NA	NA
	University District Deck	NA	NA

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	1	1
<b>Fire</b>	1	0
<b>Human Resources</b>	0	0
<b>Light</b>	1	3
<b>Parks &amp; Engineering</b>	3	0
<b>Police</b>	7	9
<b>Public Works</b>	5	6
<b>Wastewater</b>	3	0
<b>Water</b>	3	7
<b>Weekly Totals</b>	24	26

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

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

Sun 2/8 - Western Maryland Hospital, 1500 Pennsylvania Avenue - partial outage; squirrel caused transformer fuse to operate, (1) 65T fuse replaced to correct problem and restore power. Time Out: 13.8-14.7

**Distribution** Recent activity included:

- Metering staff received one high bill complaint this week; upon testing, meters were found to have met all Public Service Commission requirements.

- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
12	0	3	0

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

- Engineering staff completed multiple permit reviews and service upgrade requests.
- Engineering staff performed street light facility additions to the electric model in the GIS environment.
- The Staff Engineer continued review of electric facilities for the A&E Trail and evaluated multiple photometric simulation software packages that would assist HLD with lighting plans.
- Tree trimming along CSX rail facilities with Pittman Tree services, HLD, and CSX has been coordinated. The work is scheduled to occur at the end of February or early March.
- The Staff Engineer and Substation Technician continued work on SCADA communications for HLD substations.

**Administration**

- Shipment on one of HLD's large substation power transformers has been returned to the manufacturer in South Boston, VA for investigation of failing internal parts and subsequent repair. This unit, manufactured in 2001 as one of the originals at Fairground Substation, was taken offline in 2009 due to some gassing issues.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

Date	Willson	Breichner	Total
2/05/15	12.13		12.13
2/06/15	12.19		12.19
2/07/15	12.16		12.16
2/08/15	11.92		11.92
2/09/15	12.02		12.02
2/10/15	12.16		12.16
2/11/15	12.22		12.22
Average			12.11

**Water Production at RC Willson**

*- Operations*

- Routine cleaning
- Routine PMs

*- Maintenance*

- R C Willson – Routine PMs

*- Instrumentation*

- R C Willson – Working on the new del-pac communications
- Pump Stations – Finished the installation of pump #3 at Station #2

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -9.0'; the bypass is open slightly and the hydrant is closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout, hauling spoils out of the West End and leveling dirt at the water plant. We are also working on the 2015-16 overlay list.

**Laboratory**

- Completed quarterly sampling of TTHM and HAA5.
- Ordered proficiency testing materials from RTC for our annual recertification of our Water Quality Laboratory.
- Reported 1<sup>st</sup> quarter TOC removal for both the Breichner and the Willson treatment plants.
- Collected TSS and Aluminum composite sample from lagoon discharge.
- Updated THM, POE, Pb and Cu loop study, and NH3/TKN spreadsheets.
- Requested revised results from Fairway due to an error in reporting sampling location. The location initially reported did not match chain-of-custody.
- Reviewed paper on nitrification prepared by AWWA for the EPA.
- Attended webinar on nitrification.
- Collected Pb and Cu samples for Hazen and Sawyers loop study.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Replat		1
Building Permit	13	3

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Pre-Construction conference for the Md. Route 144/Western Maryland Parkway intersection which is to be converted by the State Highway Administration into a round-about.
- Staff attended a Wellness Committee meeting at Human Resources.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, Feb. 4, 2015	6.86	0.00
Thursday, Feb 5, 2015	6.83	0.00
Friday, Feb 6, 2015	6.34	0.00
Saturday, Feb 7, 2015	6.72	0.00
Sunday, Feb 8, 2015	6.61	0.00
Monday, Feb 9, 2015	6.59	0.10
Tuesday, Feb 10, 2015	6.54	0.02
Weekly - Avg. Flow / Total Rainfall	6.64	0.12
Monthly - Avg. Flow /Total Rainfall	6.86	0.32

**Miscellaneous**

- Troubleshoot loss of power to #1 Bar Screen.
- Mobilize pumps and safety equipment needed for scheduled maintenance on 12" Utility waterline on Wednesday Feb. 11, 2015.
- Worked with Collections to camera utility water line.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# lat inspected
CCTV Inspections	7, 22	263	0	0
Flushing	2, 5, 21, 22	2,893		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Lateral Only	10	1	Roots	18.3

**Collection System Maintenance Task**

- Cleaned lines where we previously cut roots and inspected one reach on Cannon Avenue.
- Exercised emergency generators.
- Downloaded Newgate flow data.
- Odor complaint at Elizabeth Court (dry trap).
- Installed gates at pump station 8.
- Went to County Department of Water Quality to borrow a pump for effluent pump around at WWTP, setup second 6" pump at WWTP and preformed a dry run, dropped flow level eight inches below wall.
- Cleaned floats and wet wells at station 9, 19 and 21.
- Grinder call to 11117 Eastwood again to find no problem, met with resident to discuss low pressure issue & policy.

**Administration**

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	3	2	0	0	1	7
YTD 2015	9	11	3	0	0	6	29

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

**Engineering**

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Pre-Construction conference for the MD. Route 144/Western Maryland Parkway intersection which is to be converted by the State Highway Administration into a round-about.
- Staff attended a Wellness Committee meeting at Human Resources.

**Wastewater Laboratory**

- Contacted Chemical Solutions with regard to their detection limits for cadmium and silver. They are unable to reach the required limits, so we will be switching to ALS for our quarterly metals for our raw, effluent, and thickener.
- Contacted Industrial Pre-Treatment manager with regard to detection limit requirements for industries.
- Added punches for lab technician due to clock malfunction.
- Notified IT of issue and acquired PIN number for technician to use for clocking in/out instead of using the fingerprint scanner.
- Analyzed river and Willson samples for NH3/TKN.
- Notified MDE's DMR-QA coordinator of receipt of DMR-QA 35 study packet.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,



Rodney Tissue  
City Engineer