

City of Hagerstown, Maryland

Status & Information Report No. 20 for 2015

May 22, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MAY 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 3pm Special Session 4pm Work Session	6	7	8	9
10	11	12 4pm Work Session 7pm Public Hearing – Proposed Budget	13	14	15 National Bike To Work Day	16 10:30am Memorial Park Dedication 12pm Neighborhood Day of Hope @ Wheaton Park
17	18	19 3pm Executive Session 3:45pm Special Session & Work Session	20	21	22	23
24	25 HOLIDAY CITY OFFICES CLOSED	26 5pm Work Session 7pm Regular Session	27	28 5-7pm Western MD Blues Fest @ University Plaza	29 5:30-10pm Western MD Blues Fest @ City Center Lot	30 12-9:30pm Western MD Blues Fest @ City Center Lot
31 12-5pm Western MD Blues Fest @ City Park						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**
 - Please mark your calendar now for a Grand Opening and Ribbon Cutting at the Washington County Playhouse. The business is located at 44 North Potomac Street (please use back entrance) in City Center Hagerstown. The event will take place on Friday, June 5 at 4:00 p.m.
 - Alsip and Associates, PC will be hosting a Grand Opening and Ribbon Cutting on June 8 at 4:30 p.m. It is an architectural, planning and consulting firm located at 119 King Street.

2. **Events**

- City Councilmembers Lewis Metzner and Penny Nigh will be taking part in the Memorial Day Wreath Laying Ceremony coordinated by Morris Frock Post 42, The American Legion, at the Washington County Courthouse on Sunday, May 24, 2015 at 2:00 PM. Immediately afterwards, City Councilmembers will lay a wreath at the Medal of Honor Triangle and Memorial Boulevard and visit the Korean War Memorial.
- The Western Maryland Blues Fest will be held next weekend from May 28 to May 31, 2015. All details are being finalized. The committee has met its sponsorship goal and has raised over \$111,000 to date. Tickets are on sale.
- The Neighborhood 1st Medal of Honor group, Robert W. Johnson Community Center, Inc. (RWJCC) and the Jonathan Street community will host the 3rd Annual Honoring Our Veterans Program on Sunday, May 31, 2015 at 6:00 PM. The program will start at the triangle of North Jonathan and Charles Streets with the laying of a wreath from Mayor Gysberts. The program will continue at Wheaton Park with music and poetry. This year's special honoree is Mr. Benjamin "Ben" F. Taylor who served 26½ years of service in the U.S. Navy. Mr. Taylor's most recent accomplishment is graduating last week with his second Master's degree. The community is proud of Ben's many accomplishments and will honor him for all his achievements. Please come out and show your support.
- Wind Down Friday will be held from 6:00 PM to 9:00 PM on Friday, June 5 in City Center.

3. **A&E District:** The Hagerstown A & E Management Team is planning the upcoming Sounds of the Square event, and a calendar listing will soon be released.

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 now focusing on getting volunteers for the Blues Fest and other events.

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

- Parks & Recreation Division Announces Upcoming Community Yard Sales
- Trash, Recycling and Yard Waste Collection Delayed for Memorial Day
- Traffic Advisory: Footsteps for the Future 5K
- E-casts:
 - Announcing the 2015 Spring Sprout Grant Program!

6. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Bike Month Promotion
 - Month in Review segment
 - Blues Fest Previews - Thursday, Friday, Saturday, Sunday
 - Building Safety Month Tips
 - Pop-Up Shops May Promotion
 - In production:
 - ▶ Emerald Ash Borer Public Information
 - ▶ Memorial Park/Circle of Achievement Overview
 - ▶ Police Support Literacy with Books in Cruisers

7. **Websites:**

- City Website:

- About 7,300 users visited www.hagerstownmd.org for the week of May 11, 2015 - May 17, 2015.
- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,317 users
 - ▶ Jobs page 407 users
 - ▶ Utility billing page 322 users
- Top Searches:
 - ▶ "city park"
 - ▶ "water"
 - ▶ "bids"
 - ▶ "handicap parking"

- engageHagerstown:

- Total Participants 482
- Unique Visitors 10,447
- Page Views 49,643
- Current topics:
 - ▶ What are some creative ways to incentivize pop-up businesses to make the City Center their permanent home?
 - ▶ What would you like to see on the big screen for this year's Movies in the Park series?
 - ▶ What is the best way to make a splash and enhance the Potterfield Pool experience this summer?
 - ▶ What do you believe is key for creating positive change in Hagerstown's future?

PLANNING & CODE ADMINISTRATION DIVISION

1. **Planning Commission:** The Planning Commission will review the following items on May 27:

- Land Management Code Text Amendment – Consideration of Mayor and Council Revision to Fence Height for Residential Properties Adjacent to Commercial and Industrial Uses.

2. **Historic District Commission**

- The HDC reviewed the following applications on May 14:
 - 834 Potomac Avenue – Paul Frey – approved an application for a decorative metal fence.
 - 49 South Potomac Street – Zepheira Sports Bar/Hamada Abu Ziyad – approved a revision to previously approved sign grant application.
 - 44 North Potomac Street – Washington County Playhouse – approved applications for signs and an awning, including a sign grant and a façade grant.

- 927-929 Oak Hill Avenue – Paul Johnson for Varner Paddock – denied applicant’s request to wrap front porch columns and porch fascia in aluminum. Applicant has agreed to participate in a workshop so a solution can be found.
 - A special meeting was held May 21 for staff to review an amendment to previously approved replacement windows at 100 North Potomac Street. The changes were approved.
 - The following applications have been filed for the May 28 HDC meeting:
 - 993 Potomac Avenue – Tanner and Roberto Rebeil – Fence
 - 67 West Franklin Street – Camel LLC – Revision to Previously Approved Application for Window Replacement
 - 61 East North Avenue – Terry Jenkins (representing the owners) – Rear Alterations
 - Workshop: 927-929 Oak Hill Avenue – Varner Paddock – Porch Repairs
3. **Memorial Park Follow Up:** Feedback is filtering in regarding the ribbon cutting at Memorial Park on the 16th. Following the ceremony, we learned that Alabama was not the farthest distance descendants traveled to attend after all. Extended and unconnected branches of the Wheaton family used the event to create a family reunion/meet-and-greet of extended family members – several of whom never met before. Approximately 30 members of the family traveled from several states – including Washington State and Missouri. Below is a photograph of Mayor Gysberts with the Wheaton family. The family was represented in the ceremony by Jacob Wheaton’s 97.5 year old grandson John H. Wheaton (seated, center in black suit), who resides in Montclair, New Jersey.



4. **Code Administration Weekly Activity Report:** May 11–15, 2015

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	7	Residential -	3	Commercial -	3	Other -	1	5
Electric	16	Residential -	9	Commercial -	6	Other -	1	15
Plumbing	4	Residential -	2	Commercial -	1	Other -	1	4
Mechanical	6	Residential -	4	Commercial -	2	Other -	0	6
Engineering Dept.	8							9
TOTAL	41		18		12		3	39

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 21,970.00	\$ 4,905,127.00
Commercial	\$ 11,000.00	\$ 42,021,320.00
Apartment	\$ 2,500.00	\$ 8,059,915.00
Sign	\$ 0.00	\$ 313,479.00
TOTAL	\$ 35,470.00	\$ 55,299,841.00

RENTAL LICENSING PROGRAM YEAR EFFECTIVE JULY 1, 2015

	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of May 11-15	195	336
New applications issued week of May 11-15	9	12
Total 2015-2016 registered (includes changes since 5/1/15)	200	343
Percentage of total invoiced that have registered	6.0 %	3.8 %

Notes: The 2015-2016 rental license renewals for 9,002 units in 3,360 properties were printed and mailed on May 1, 2015.

PAYMENT

Weekly payment received	\$ 25,200
Weekly adjustment/credits	\$ 1,050

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	53
Electrical	37
Plumbing	14
Mechanical	4
Safety	32
Neighborhood Vitality	125
Quality of Life	2
Preventive Maintenance	3
Planning & Zoning	4

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.

PARKS & ENGINEERING

1. **Grant for the Maryland Energy Administration (MEA).** Staff was informed that our grant application was approved by MEA and we are eligible to receive a \$65,612 grant to assist us in being more energy efficient. No match is required. Half of the grant is designated for "low mod" and the Police Athletic League area of the grandstand was approved as a location to address. The other half of the funds we would use to address parks and recreation areas such as the ice rink, clubhouse, park residences, etc. In the coming days we will get a grant award letter and a Grant Agreement. The MEA would like for us to approve the agreement at the June 9th special session. The money can be used as follows:
 - Energy audits 30%
 - Project expenses 70% (implementing the results of the audit such as retrofit lights, insulation)We also need to approve policies to attempt to save energy.
2. **Bicycle Master Plan.** We learned this week that the local regional planning organization, the MPO, approved our request to fund an update of our bike plan. For this effort, \$20,000 is earmarked that will be completed by *Michael Baker and Associates*. Work will start in July and we will want the Bicycle Advisory Committee to have a lot of input in the process as well as host another public meeting to solicit ideas.
3. **Potterfield Pool.** Installation of all the concrete around the splash pad, including the steps, is now complete. The plumbing and electrical work should be completed this week. Installation of two canopies will also be completed this week. State inspection as well as the Health Department inspection is scheduled for Thursday, May 28. If all goes well, the splash pad will be open for use on Saturday, May 30th, with a ribbon cutting on Saturday, June 6th at 12:30 p.m.
4. **Recyclebank Update**

Here is some data from the most recent report from Recyclebank:

 - 31.7% % of units subscribed to Recyclebank (i.e. members of Recyclebank)
 - 565,816 Total points credited to members in March
 - 149 Average number of points earned by members in March
 - 129,636 Total points spent in March (redeemed)
 - 170 Number of LOCAL rewards redeemed in March (local restaurants, etc.)
 - \$45,846 Savings redeemed by members in the last year.
5. **Totes.** We had an inspector re-check the 16-block area where we sent letters to remove totes from sidewalks. About 40% of the totes were removed from being stored on the sidewalks.
6. **Geocaching** Join us this Friday, May 22nd, from 1pm-5pm as we introduce our new City Park Geo Trail! In partnership with the Washington County CVB, Maryland Geocaching Society and the Fine Arts Museum, we are expecting up to 1,000 people to visit the City Park and our Hager House and Train Museums this Friday! More information can be found at: http://www.geocaching.com/geocache/GC5J6X4_city-park-geotrail-kickoff-event
7. **The Greens at Hamilton Run.** All the aeration, overseeding and fertilizing is now complete, the sand traps have been edged and filled. Work in progress, we are spraying the greens, cleaning out the run and elevating trees. With the course in great condition, we are seeing an increase in play.

8. **170 West Washington Street.** The Building Permit is approved. The first thing that will happen will be the asbestos removal which will take 2-3 weeks due to notification required to MDE. Once the asbestos has been removed the windows, new roof and painting can proceed. Planning staff selected more traditional colors for this structure.
9. **Emerald Ash Borer:** Staff hosted a tree-tagging event in City Park on Saturday. About 14 volunteers installed around 100 educational tags on the ash trees throughout the park. Four children were part of the group. On Thursday, the contractor began treating the first 54 trees. The DNR forester noted the decline in the trees from last fall...we may want to bite the bullet and treat all 108 "high priority" trees this year so we don't lose any more. We are planning to cut down 126 trees this winter.



10. **Engineering Division Items**

Traffic issues		
Description	Week of 5/15/15	Calendar Year-to-date
Traffic complaints received	3	58
Work Orders completed	2	43
Traffic counts completed	0	16
Construction Projects		
Description	Week of 5/15/15	Calendar Year-to-date
Projects advertised for bids	0	15
Projects under construction	9	
Projects completed	0	0

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,830	Field Interviews:	70
Arrests/Warrants Served:	13	Moving Violations:	50
Domestic Violence Calls:	22	Parking Violations:	unavailable
DUI Arrests:	0	Safety Repair Orders:	11
Reports Filed:	170	Warnings:	68

2. **REPORTS**

- **05/14/15:** Officer Blackmire responded to Virginia Avenue for a reported burglary. The business owner of Dead End Tavern stated that someone had broken in through the side of the business by removing an air conditioning unit. There was damage done to the window frame, the air conditioning unit and a back fence. There was US currency missing from the register. No further information available.

- **05/16/15:** Officer Culp was dispatched to Mechanic Street for an assault report. The victim stated that two black juveniles struck him in the head with a rock which caused him to fall from his bicycle. The juveniles also punched and kicked him and then slammed the bike several times on the road. CRS arrived and took the victim to Meritus Medical Center. No additional details are available at this time.
- **05/18/15:** Officer Walck responded to Ross Street for a reported theft from a motor vehicle. The victim stated that two pair of sunglasses, valued at \$200, had been taken from her unlocked vehicle. It should be noted that similar thefts from motor vehicles occurred in the same area during the same time frame. No further information is available.

3. **PRESS RELEASES**

- Update to Missing Person report taken on 5/20/15. This has now been classified as a Homicide: On 05/20/15 at approximately 1:30 p.m., officers were flagged down in the 100 block of North Mulberry Street by a concerned citizen requesting a welfare check of a possible missing juvenile. Officers responded to 124 East Avenue to check the residence and take the report of the missing juvenile. Through the course of the investigation officers became suspicious of the information being provided. Detectives then obtained a search warrant of the residence and located the body of the victim concealed within the house.

At this time Ernie Benjamin Chase, step-father of the victim, has been arrested and charged with the murder of Melissa Skye Collins.

4. **OTHER NEWS/INFORMATION**

- **Welcome Aboard:** A special welcome to Officer Michael Anderson who has joined the Hagerstown Police Department as of Monday, May 11, 2015. Officer Anderson was a Deputy Sheriff for 14 years in San Francisco, California. Officer Anderson was a Marylander before moving to California and has now decided to return home. We wish him well as he continues his police career here at the Hagerstown Police Department. If you see Officer Anderson, stop and say hello, and welcome him to Hagerstown.
- **HPD Participates in Literacy Initiative:** The Hagerstown Rotary Literacy Initiative will advocate for a community-wide collaboration to increase the number of students entering school ready to learn and decrease the number of elementary students experiencing summer learning loss.

Childhood Literacy is becoming increasingly understood to be important to our community. It is increasingly being recognized that the most effective way to raise productive, contributing members of society is to help parents develop a broad range of skills in their children, easily measured by literacy related skills.

Officer Amber Blackmire and Officer Sean Graffagnini wanted to be active participants in this worthy cause so they distributed books at an after school program at Elgin Station and at the Day of Hope event at Wheaton Park. The children were thrilled and the parents were thanking the officers for supporting this valuable program. This is another great example how police officers can have a positive connection with the community they serve.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	253	253
	University District Deck	426	426
	Downtown Parking Lots	403	402
Number of Patrons Using Decks	A & E Deck	2,308	2,023
	University District Deck	2,216	2,142
Sales of Discount Coupons		0	0

Number of Citations Issued	(Includes Warnings)	157	165
Number of Late Payment Notifications		57	54
Number of Cars Booted		2	0
Peak Occupancy (%)	A & E Deck	83% (Sat @ noon)	67% (Tues @ noon)
	University District Deck	66% (Tue @ noon)	71% (Thur @ 4 pm)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	2	2
Human Resources	1	0
Light	0	6
Parks & Engineering	1	1
Police	12	3
Public Works	4	4
Wastewater	1	4
Water	1	1
Weekly Totals	22	22

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:

- Thur. 5/14 - 405 Jonathan Street- lines down; lines were found to belong to Antietam Cable Television. Time Out: 20.0-20.5.
- Fri. 5/15 - 24 Cypress Street- lines down; service was reattached to house to correct problem and restore power. Time Out: 15.0-15.3
- Sat. 5/16 - Gerber's Alley- arcing wires; tree branches trimmed from secondary wires. Time Out: 16.3-17.1
- Tues. 5/19 - 816-818 Dewey Avenue- tree on lines; large tree branch tore service loose from residence. Time Out: 5.9-7.5

Distribution: Recent activity included:

- Metering Staff received two high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
- Line crews continue trimming trees in various residential locations.
- Work for the new Senior Center located at 21 Willard Street, including an upgrade of our system, is progressing with completion in the near future.
- Crews began reinstalling the overhead lines along the MELP plant. This damage occurred last October from the demolition project.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
7	0	0	1

Engineering Staff worked on the following projects:

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed.
- The Staff Engineer continued work on the pedestrian lighting and electrical infrastructure plan for the proposed A&E Trail.

Administration:

- Staff completed review of the Interconnection agreement with Potomac Edison.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, May 13, 2015	6.15	0.00
Thursday, May 14, 2015	6.17	0.00
Friday, May 15, 2015	6.09	0.00
Saturday, May 16, 2015	6.30	0.49
Sunday, May 17, 2015	6.36	0.00
Monday, May 18, 2015	6.44	0.23
Tuesday, May 19, 2015	6.99	0.30
Weekly – Avg. Flow / Total Rainfall	6.35	1.02
May – Avg. Flow /Total Rainfall	6.57	1.48

Miscellaneous

On Monday 05/18/2015 at about 10:30 am while the tech for the company that maintains our UPS Battery Backup System was doing the yearly maintenance, he accidentally cut power on the emergency bypass switch. This event caused the plant to lose all of the plant process computers, the main plant PLC and all of the plant servers. During the loss of critical power, all of the effluent pumps went off-line and had to be placed in manual along with other equipment in the plant. When the pumps were restarted the plant flows went from 0 to 24 MGD causing UV bulb units issues in 2 of the 3 UV channels. All plant equipment has since been restored to automatic operation except the plant servers, which are still being worked on.

- Installed new ORP Sensor in fermenter scrubber.
- Pulled UV bulbs on all three channels and cleaned.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSes Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	4	200	12	1
Flushing	15	5,202		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Main & Lateral	4	1	Roots	12.5

Collection System Maintenance Task

- Cleaned all trouble spots and returned to District 15.
- Blockage call at 1103/1105 Potomac Avenue; CCTV service connection found roots, excavated and replaced service connection.
- CCTV service connection at Dunkin Donuts insufficient grade, added to trouble spot cleaning list.
- Cleaned pumps at Station 3 multiple times and wet well twice, installed rebuilt muffin monster.
- Cleaned wet well at Station 2.
- Start up on #2 pump at Station 8 complete and on line, will pull #1 pump and replace next week.
- Exercised emergency generators and rebuilt E-One low pressure pumps.
- Replaced grinder at 11326 Eastwood Drive and 20102 Teakwood Drive and reset tube and smart start switch at 1625 and 1635 complex.
- Installed rebuilt pump motor for Station 19.
- Removed shrubbery then topsoil, grass seed and straw at barn.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	6	0	0	1	0	9
YTD 2015	34	36	4	4	2	27	107

* 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 GIS training at Hood College.
- Staff met with development partners to discuss sewer service for a lot on Vermont Avenue.
- Staff met with a representative of Habitat for Humanity, City Engineering and Planning Staff regarding a two lot subdivision on Jefferson Street.
- Staff attended a pre-construction conference for Yale Drive.

Wastewater Laboratory

- Collected another cyanide sample from wastewater plant effluent. The lab that analyzes our CN samples inadvertently exceeded the hold time for this analysis. They will analyze the second sample at no charge.
- Continued to analyze DMR-QA samples. Results are to be reported by July 10th.
- Continued training lab technician as the next industrial pretreatment sampler.
- 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>
5/14/15	12.77		12.77
5/15/15	12.33		12.33
5/16/15	12.22		12.22
5/17/15	11.91		11.91
5/18/15	12.77		12.77
5/19/15	12.38		12.38
5/20/15	12.30		12.30
<i>Average</i>			12.38

Water Production at R C Willson

- The Phase IV project is nearing completion – AAM is completing the clear-well cleaning work and will continue to work on the construction close-out task list.

- *Operations*
 - Staff completed Chloramination training through the Maryland Center for Environmental Training in preparation for the secondary disinfection conversion this summer.
 - The Phase IV Project Team continues to work with Hazen and Sawyers on the new SCADA system conversion and start-up.

- *Maintenance*
 - Routine preventative maintenance was completed.
 - Routine facilities maintenance was completed.

- *Instrumentation*
 - Staff continues to work on improvements to the wireless network for communication with remote facilities.

Water Production at Breichner

- The Edgemont Reservoir is currently at -10.4 feet. Triad Engineering continues to complete investigative work to assess the existing reservoir impoundment – this work will be completed during the summer.

Water Distribution

- Distribution crews are working throughout the system performing customer service work as needed. Crews are installing radio read meters throughout the system and are working on our large meter testing program. Several hundred feet of new water main has been installed on Buford Drive. Installed a new clamp for the chlorine feed system at Pump Station # 3.

Laboratory

- Compared pH units using a certified pH QC sample of known value.

- Transported samples from R.C. Willson clearwell cleaning to Fairway Laboratory.

- Requested quotes for our upcoming SOC/VOC monitoring for the R.C. Willson and Breichner WTPs from Microbac due to a delay in receiving the third quote for this project.

- Reviewed scope of services and specifications for our upcoming LT2 sampling with the Water Division Manager.

- Collected biweekly NH3/TKN samples for the Potomac River and the R.C. Willson WTP.

- Collected weekly TOC on Potomac River.

- Collected weekly THM/TOC samples for the Willson WTP.

- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	2	0
Preliminary Plat	1	1
Final Plat	1	0
Building Permit	10	0

- Staff met with an ISO representative regarding the recertification of the Distribution System.
- Staff attended a development review meeting at the County Planning Office.
- Staff attended GIS training at Hood College.
- Staff met with development partners to discuss options for water service to a lot on Vermont Avenue.
- Staff met with a representative of Habitat for Humanity and City Engineering and Planning staff regarding a two lot subdivision on Jefferson Street.
- Staff attended a Pre-construction conference for Yale Drive.
- Staff met with a consultant regarding proceeding with a main extension on Md. Route # 68 which was approved in 2001.
- Staff attended a Willson Phase IV progress meeting.

Respectfully submitted,



Bruce Zimmerman
City Administrator