

City of Hagerstown, Maryland Status & Information Report No. 25 for 2015

June 26, 2015

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

JUNE 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5 Wind Down	6
7	8	9 4pm Work Session	10	11	12	13
14	15	16 4pm Work Session	17	18	19 Tour of Washington County – City Center : Hagerstown Criterium Race	20
21	22	23 7pm Regular Session	24	25	26	27
28	29	30 No Meeting – MML Convention/Ocean City				

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. EVENTS

- **Tour of Washington County Bike Race**
The Antietam Velo Club held the 2015 Meritus Health Tour of Washington County Kickoff Criterium powered by SRAM in City Center this week. This event represents the team's partnership with one of the world's leading bicycle component manufacturers. The event started with a bike parade and then three major races. The event is slated for June 17 in 2016.

- **Shakespeare in the Park**
Sponsored by the City of Hagerstown, Maryland Entertainment Group (MEG) brought Hagerstown its 2nd Annual Shakespeare in the Park with their free production of *Romeo & Juliet* in University Plaza. Performances were on Friday, June 19; Saturday, June 20 and Sunday, June 21. Over 300 attendees came to the performances.

- **Miss Maryland and Miss Maryland's Outstanding Teen Pageants**
Wednesday - Friday, June 24-26
7:30 p.m. - Preliminaries

Saturday, June 27, 2015.
7:00 p.m. - Final Night

Miss Maryland and Miss Maryland's Outstanding Teen
Come watch Maryland's best as they vie for the title of Miss Maryland and Miss Maryland's Outstanding Teen. The Miss Maryland/Miss Maryland Outstanding Teen

Pageants are official preliminaries to Miss America and Miss America's Outstanding Teen competitions, the world's largest scholarship organization for women. For more information please visit www.missmd.info.

- **Fireworks at Fairgrounds Park**

July 4, Fairgrounds Park, Hagerstown

Opening ceremonies begin at 6:00 p.m.; entertainment at 6:30 p.m. Fireworks at 9:30 p.m. with 15,996 shells in 30 minutes.

- **Wind Down Downtown Hagerstown**

Relax in City Center while enjoying great local musical talent, children's activities, vendors and plenty more at the Maryland Theatre. Event occurs rain or shine. For dates and more, visit www.mdtheatre.org.

July 17, 6:00 p.m. - 9:00 p.m.

Rev It Up, featuring River Knot

August 21, 6:00 p.m. - 9:00 p.m.

Dog Days of Summer, featuring Prophets of the Abstract Truth

September 25, 6:00 p.m. - 9:00 p.m.

Thunder in the Square, featuring The Cruisers

October 16, 6:00 p.m. - 9:00 p.m.

Freaky Friday, featuring The Tone Hounds

- **Bike Night**

July 17, 6:00 p.m.

City Center will roar with the sound of revved engines as motorcycles roll into Hagerstown. Enjoy a variety of "bikes," entertainment and vendors while visiting our local restaurants and establishments. The event benefits the Maryland Theatre.

- **Music By The Lake**

7:00 p.m. City Park Bandshell

Saturday, July 11 will feature Davis Bradley Duo; Saturday, July 18 will feature Circa Blue; Saturday, July 25 will be Patent Pending Bluesgrass Band and the series will end on Saturday, August 1 with Ernie Bradley and The Grassy Ridge Band.

- **Augustoberfest**

August 22 & 23

City Center, Hagerstown

Saturday, 11:00 a.m. - 10:00 p.m.

Sunday, 11:00 a.m. - 5:00 p.m.

This Hagerstown tradition, now in its 20th year, features Bavarian entertainment and food.

www.augustoberfest.org

- **Downtown Summer Slide Festival**

August 29th in Downtown Hagerstown

11:00 a.m. - 4:00 p.m.

Featuring an 825 foot water slide, beer garden, live bluegrass music, kid's activities, food and fun! For information visit www.whatsnxt.com/slide.

- **This Week's Headlines and Media Releases:**

- Fourth of July Celebration, Fireworks Hosted at Fairgrounds Park

- Zumba in City Park!

- Traffic Advisory: North Potomac Street at Franklin Street

2. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:

□ July is Parks & Rec Month

- Potterfield Pool Splash Pad promotion
- Emerald Ash Borer Public Information
- Month in Review segment
- Memorial Park/Circle of Achievement Overview
- In production:
 - Code Tips: Properly Installing a Swimming Pool

3. **Websites**

- City Website:
 - About 8,900 users visited www.hagerstownmd.org for the week of June 15, 2015 - June 21, 2015.
 - Top entrances (first page users accessed on the website):
 - ▶ Home page 3,041 users
 - ▶ Potterfield Pool page 454 users
 - ▶ Jobs page 323 users
 - Top Searches:
 - ▶ "potterfield pool"
 - ▶ "city park"
 - ▶ "fireworks"
 - ▶ "hotels"
 - ▶ "parking"
- engageHagerstown:
 - Total Participants: 506
 - Unique Visitors: 11,938
 - Page Views: 52,431
 - Current topics:
 - ▶ What is your current perception of the Alms House?
 - ▶ What do you think the Alms House neighborhood needs?
 - ▶ The City is exploring future uses of the Alms House property. What is your idea for what the property should become?
 - ▶ Which local, emerging artists should be considered to include in our upcoming gallery?
 - ▶ What are some creative ways to incentivize pop-up businesses to make the City Center their permanent home?

4. **Community Meeting: Re-purposing a Downtown Building**

Staff hosted a discussion for community members to discuss potential future uses of the Alms House property on Thursday, June 25th at the Bridge of Life Church. Top ideas included restoration of the property to its original use, a community center, incentivized housing for public service employees, and a multi-use space with housing and offices. About 20 people attended.

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued**
 - 22 North Mulberry Street, Suite 010 – Hagerstown Brazilian Jiu Jitsu Academy – martial arts academy, including kids’ programs (after school program, summer camp) and retail sales of T-shirts, boxing gear and uniforms.
2. **Planning Commission:** The Planning Commission meeting was canceled due to lack of a quorum. The next meeting is July 8.
3. **Code Administration Weekly Activity Report:** June 15–19, 2015

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	11	Residential -	7	Commercial -	4	Other -	0	7
Electric	11	Residential -	5	Commercial -	6	Other -	0	10
Plumbing	8	Residential -	7	Commercial -	1	Other -	0	8
Mechanical	6	Residential -	3	Commercial -	3	Other -	0	6
Engineering Dept.	9							9
TOTAL	45		22		14		0	40

<u>Est. Value of Issued Building Permit Projects:</u>	<u>Fiscal Year Totals:</u>
Residential	\$ 8,239.00
Commercial	\$ 74,000.00
Apartment	\$ 0.00
Sign	\$ 3,500.00
TOTAL	\$ 85,739.00
	\$ 5,251,194.00
	\$ 42,795,944.00
	\$ 8,089,915.00
	\$ 330,769.00
	\$ 56,467,822.00

Projects of Interest
 - Demolish existing three story brick structure and demolish garage at 27-29 W. Antietam St. - \$70,000

RENTAL LICENSING PROGRAM YEAR EFFECTIVE JULY 1, 2015		
	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of June 15 – June 19	315	1,099
New applications issued week of June 15 – June 19	7	10
Total 2015-2016 registered (includes changes since 5/1/15)	1,480	3,503
Percentage of total invoiced that have registered	44.0 %	38.9 %

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	\$ 82,725
Weekly adjustment/credits	\$ 450

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	30
Electrical	37
Plumbing	28
Mechanical	11
Safety	72
Neighborhood Vitality	62
Quality of Life	3
Preventive Maintenance	87
Planning & Zoning	1

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.

FIRE DEPARTMENT

1. **MONTHLY FIRE REPORT FOR APRIL 2015**

<u>Breakdown By Incident Type</u>	<u>Total</u>	<u>Loss</u>
Fire	32	\$22,355
Rescue & EMS Incident	127	
Hazardous Condition (no fire)	19	\$100
Service Call	43	
Good Intent Call	8	
False Alarm & False Call	28	
Special Incident Type	6	
TOTAL INCIDENTS	263	\$22,455

<u>Breakdown By Property Type</u>		
Assembly	9	
Educational	9	
Health Care, Detention & Correction	9	
Residential	151	\$19,755
Mercantile, Business	13	
Storage	8	
Outside Property	64	\$700

<u>Incident By District</u>		
Hagerstown (HFD)	229	87.07 %
Maugansville Fire (Co13)	4	1.52 %
Williamsport Fire (Co 2)	1	.38 %
Halfway Fire (Co26)	5	1.90 %
Smithsburg Fire (Co 7)	5	1.90 %
Long Meadow Fire (Co27)	8	3.04 %
Funkstown Fire (Co10)	10	3.80 %
Out Of County	1	.38 %

Average Turnout Per Incident: 5

Injuries: Civilians – 3 Firefighters 0

Deaths: Civilians -- 0

Average Time of Arrival: 4:35 min (*within City limits only*)

Fire Scene Property Values: \$1,957,600

Fire Losses: \$20,455 1.04%

Property Saved: \$1,937,145 98.96%

2. **2015 SMOKE DETECTOR SURVEY – FINAL REPORT**

The Hagerstown Fire Department began the annual Home Smoke Detector Survey on May 26th, 2015. The survey concluded on June 16th. This year personnel surveyed the Downtown Hot Zone – East (Potomac Street, east to Mulberry Street, and Fairground Avenue, south to Baltimore Street) and Census Tract 2. The Downtown Hot Zone – East was last visited in 2013, and Census Tract 2 was last visited in 2009.

Homes Entered	986
Total Contacts	1,024
Service Rendered	344
Total Outreach	3,596
Smoke Alarms Installed	100

During the survey, Fire Department personnel visited and made contact with 986 residential units in the city. Return by mail tags were left at residences where there was no answer. Of these, 38 were returned. We effectively reached 1,024 homes via face-to-face contact or via the return mailer. This resulted in an outreach that affected 3,596 city residents. We provided service to occupants of 344 residential units which included checking smoke alarms and installing new alarms if needed. We installed 100 new smoke alarms.

The 2016 areas that will be surveyed will be the Downtown Hot Zone – East and Census Tract 3.01 and 9 in the city's west end.

PARKS & ENGINEERING

1. **Route 40 Re-Paving.** SHA's project to repave Route 40 through Hagerstown is getting closer. The "Notice to Proceed" will be issued to C. William Hetzer, on or about July 6th. By their contract, they need to finish their work by November 24th. Hetzer did not give any indication of when they actually plan to start the work. The project will include repaving Route 40 (Franklin and Washington Streets in town, Dual Highway to the east) from where they stopped last year (Walnut Street) to a point near Edgewood Drive. SHA is aware of the events planned for downtown over the next few months. One of the biggest potential conflicts may be the "Slide the City" event on Washington Street on August 29th. The contractor didn't get specific on their plan for working in downtown, but they will probably employ the same strategy that they did last year: do two blocks at a time, milling the pavement one day and paving the next. At this point, we are not sure of their exact schedule: they will probably do the milling work at night and the paving work during the day, but that isn't set in stone.
2. **FEMA Maps.** Staff attended FEMA's Community Coordination Meeting on Thursday to discuss the planned adoption of new floodplain maps for Washington County. After analyzing the preliminary floodplain maps, staff sent letters to the owners of properties (approximately 100) where the new floodplain boundaries would be significantly different than the old boundaries, and invited them to attend the CCO meeting. The City and Washington County have thirty days to submit non-technical corrections or comments to FEMA, and will then have ninety days to submit appeals of the new floodplain boundaries. There is a lengthy Federal approval process for the new maps; it is anticipated that the new floodplain boundaries will not become effective until September of 2016.

3. **Dual Highway Medians.** We complained to SHA this week about the medians on the Dual Highway not being mowed. We are getting comments that it looks poor as the gateway into the City. SHA mobilized crews and the median was mowed Thursday.
4. **RR Abandonment.** CSX plans to begin removing their rail line from Frederick Street south to the City Limits on Monday. This will include removal of the at-grade crossings at First Street, Oak Street, East Wilson Boulevard, and Kuhn Avenue. Any streets, sidewalks, or curbs that are disturbed during the removal will be restored to City standards.
5. **Ash Trees.** All treatment is complete on the 108 trees to be saved in City Park. They should be protected for two years. Many other ash trees will be cut down this winter.

6. **Recreation News**

- **Point of Sale:** For the week of June 18th through June 24th, attendance at the pool was 1560 (average 223 per day and figure does not including camp swims) and gross revenue was \$4,806. For the same week, 9-hole rounds started at the Greens at Hamilton Run was 485 (average 69 per day) and gross revenue was \$8,673.
- **NEW Program - Zumba in the Park!** This Saturday morning dance party series by the lake in Hagerstown City Park will be offered for eight weeks beginning July 11, 2015 from 10:30 am- 11:30 am. Participants will meet at the newest pavilion in City Park, the Key Street Pavilion. Below is our flyer and registration is open!



New Program. New Instructor. New Moves. Be the first to experience it all!

Hagerstown City Park

Key Street Pavilion by the lake. Parking lot via Museum Drive

Every Saturday at 10:30am from July 11- August 29

\$40 for 8 weeks \$10 drop-in rate

To register visit
www.hagerstownmd.org/zumbainthepark



- **Hager House:** The American Doll House Tours were a huge success with 268 registered visitors (225 pre-registered for the tours online, plus 43 on-site walk ups).
- **Pool:** Our first Dive-In Movie of the summer was held on Wednesday, June 24th. About 150 people attended.
- **Bird Walks in the Park:** Our Saturday, June 27th Bird Walk at Pangborn Park has 6 people pre-registered. The walk begins at 8am. This program is in partnership with the Washington County Bird Club.
- **Adult Kickball:** This league is in full-swing and will continue for the next 10 weeks on Monday nights at Fairgrounds Park.

7. **Renovation to 170 West Washington Street.** Renovations have started and the contractor uncovered a double-roof frame that we need to review with the architect to resolve how to replace rotten decking. Numerous other issues were encountered once the contractor began to remove items from the building.

8. Engineering Division Items

Traffic issues		
Description	Week of 6/19/15	Calendar Year-to-date
Traffic complaints received	4	79
Work Orders completed	1	54
Traffic counts completed	1	23
Construction Projects		
Description	Week of 6/19/15	Calendar Year-to-date
Projects advertised for bids	1	18
Projects under construction	8	
Projects completed	2	3

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,609	Field Interviews:	57
Arrests/Warrants Served:	23	Moving Violations:	41
Domestic Violence Calls:	27	Parking Violations:	24
DUI Arrests:	1	Safety Repair Orders:	6
Reports Filed:	128	Warnings:	66

2. REPORTS

- 06/18/15: Officer McNew responded to Sheetz on East Washington Street for a reported stolen motor vehicle. The victim stated she parked her vehicle on the west side of the lot and entered Sheetz. When she exited the store she could not locate her vehicle. There were no witnesses to interview. It should be noted that she left her keys in the ignition. The officer will attempt to gain access to the store's surveillance system. There is no suspect or additional information at this time.
- 06/17/15: Officer Isaacs was dispatched to 50 North Burhans Boulevard for a report of an assault. The victim advised he was approached by six black teenage males. One suspect hit him in the face with an unknown object. Another male went inside his pocket and removed his cell phone. The officer canvassed the area for the suspects with negative results. This incident will be forwarded to the Detective Bureau for further investigation.
- 06/19/15: Officer Cline responded to Salem Avenue for the report of an assault. The victim stated that his brother started punching and hitting him in the head. It should be noted the victim's face was swollen, red and bruised. The brother left the residence before the officer arrived. The victim was transported to Meritus Medical Center. Charges will be filed against the brother.
- 06/19/15: Officer Vanderwall was dispatched to Glenwood Avenue for a burglary report. The victim advised she came home around 6 p.m. on June 18 to discover that the window in her bedroom was open. She made a survey of the residence and realized some US currency was missing from her bedroom. The officer was able to obtain three good fingerprints from the windowsill. There are no suspects at this time.
- 06/22/15: Officer T. Helman responded to Sunbrook Lane for a reported theft from a motor vehicle. The victim stated when she entered her van she noticed the vehicle had been ransacked. The console was open and some US currency and coins had been stolen. Nothing else had been taken. There are no suspects at this time.

3. **OTHER NEWS/INFORMATION**

- **Congratulations:** Officer Sean Vanderwall has been selected as Officer of the Month for May, 2015. Officer Vanderwall has been employed by the City of Hagerstown for one year and is currently assigned to the Patrol Division.

On May 10, 2015, Officer Vanderwall was driving through town while off duty and observed a male sitting alongside the road in apparent distress. Officer Vanderwall stopped to check on the male and discovered that he was suffering from a medical condition. Officer Vanderwall called for a uniformed officer and an ambulance to assist the male. The male was transported to the hospital where it was learned that his blood pressure had dropped extremely low, and plaque in his arteries had broken loose. Had Officer Vanderwall not stopped to check on him and get him the medical help that he needed, the citizen believes that he would most likely have died sitting alongside the road. He was so grateful for Officer Vanderwall's assistance, that he contacted the police department to express his gratitude to Officer Vanderwall.

Based on his compassion and concern for the citizens of Hagerstown, even when off duty, Officer Vanderwall has been selected as the Hagerstown Police Department Officer of the Month for May 2015. The Hagerstown Police Department is proud to have dedicated officers such as Officer Vanderwall as one of its own and congratulates him for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	262	262
	University District Deck	308	306
	Downtown Parking Lots	419	408
Number of Patrons Using Decks	A & E Deck	1481	1,851
	University District Deck	1526	1,563
Sales of Discount Coupons		110	0
Number of Citations Issued	(Includes Warnings)	133	177
Number of Late Payment Notifications		43	41
Number of Cars Booted		0	4
Peak Occupancy (%)	A & E Deck	75% (Fri @ 10PM)	77% (Sat @ 4 pm)
	University District Deck	50% (Thu @ noon)	52% (Thu @ 2 pm)

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	2
Fire	4	6
Human Resources	0	0
Light	1	3
Parks & Engineering	3	2
Police	6	5
Public Works	15	9
Wastewater	1	0
Water	4	2
Weekly Totals	34	29

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

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, June 17, 2015	7.41	0.27
Thursday, June 18, 2015	7.94	0.27
Friday, June 19, 2015	7.21	0.06
Saturday, June 20, 2015	7.96	1.42
Sunday, June 21, 2015	9.06	0.13
Monday, June 22, 2015	8.08	0.00
Tuesday, June 23, 2015	7.83	0.04
Weekly – Avg. Flow / Total Rainfall	7.92	2.19
June – Avg. Flow /Total Rainfall	7.56	6.50

Miscellaneous

- Installed new wiring and controls in O2 building so OCC can integrate existing OAB equipment into the SCADA system.
- Troubleshoot and remove defective I/P transducer on O2 valve. Installed manual regulator to operate valve until parts arrive.
- Organize equipment & materials for inventory.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	8, 21	1104	459	20
Flushing	16, 17, 18	7,409		
Point Repairs	Districts	# of Repairs	Reason	L.F. of Repairs
Main Line Only	11	1	Offset Joint	9.1

Collection System Maintenance Task

- Pumping station # 4 was struck by lightning last week. We excavated force main and installed a 12 inch wye and valve to by-pass station 4. We installed a new SCADA antenna with cable and pulled the # 2 pump unit for repairs, AR&E will supply an estimated cost to rewind motor. We will need to purchase two new VFD drives for station 4.
- Experienced a power outage at Pump Station #3 due to storm.
- Responded to 11003 Eastwood Dr; replaced pump core also need to replace discharge assembly.
- Installed Bio-Bags throughout infrastructure to control FOG.

Administration

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	0	1	1	2	5
YTD 2015	35	46	4	6	3	30	124

* 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.

Wastewater Laboratory

- Analyzed water distribution samples for ammonia, nitrite, and orthophosphate.
- Submitted DMR-QA 35 results to our PT provider.
- Requested quotes for two incubators and a drying oven.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
6/18/15	12.32		12.32
6/19/15	12.38		12.38
6/20/15	12.23		12.23
6/21/15	12.08		12.08
6/22/15	13.19		13.19
6/23/15	12.68		12.68
6/24/15	12.33		12.33
Average			12.46

Water Production at R C Willson

- The Phase IV work continues with the Ammonia system being tested over the past week. The General Contractor continues to complete the critical path items as well as punch list items. Weekly conference calls have been scheduled to ensure all project needs are met.
- *Operations:*
 - Crews primarily worked on routine facilities maintenance and routine preventive maintenance. Training is ongoing on the new chemical feed systems as well as the new SCADA system.
- *Maintenance*
 - Maintenance staff worked on routine preventive maintenance and continues to participate in employee training for the new equipment.
- *Instrumentation*
 - Instrumentation staff continues work with ABB on the new SCADA system. Staff is also working on the automated valve at Pump Station 3 and installing communication equipment at the Willson Plant.

Water Production at Breichner

- The Edgemont Reservoir pool elevation is -7.9 feet below crest and the bypass valve and the hydrant are closed. As a result of the storm events over the weekend, staff operated the valve and hydrant to slow pool elevation increase. Staff continues to work with MDE and have developed a Standard Operating Procedure to allow for natural fluctuation of the reservoir level to allow Triad Engineering to continue with the ongoing seepage study.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. The meter replacement and meter testing programs are ongoing – staff continues to coordinate testing with commercial and industrial customers throughout the service area. A leak was repaired on North Colonial Drive over the weekend. Work continues on Buford Drive installing a new 8” Main.

Laboratory

- Reviewed results for Synthetic Organic Compounds and Volatile Organic Compounds and prepared annual SOC/VOC report.
- Collected distribution system samples for chloramine conversion and discussed results of distribution system monitoring with Water Division Manager.
- Prepared a spreadsheet to track data collected from distribution system.
- Delivered half of this year’s Consumer Confidence Reports to Presort for distribution
- Answered questions from laboratories interested in bidding on LT2 project.
- 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 Plans	2	1
Preliminary Plats	0	0
Final Plats	0	0
Building Permits	19	4

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a Plan Review Committee meeting at City Planning.

Respectfully submitted,

 Valerie Means
 City Administrator