

# City of Hagerstown, Maryland Status & Information Report No. 8 for 2016

February 26, 2016

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

<b>MARCH 2016</b>						
* For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <a href="http://www.hagerstownmd.org/calendar.aspx">http://www.hagerstownmd.org/calendar.aspx</a>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 7am State of the City @ Hager Hall  3:30pm Executive Session  4pm Special Session & Work Session  6:30pm State of the City @ Library	2	3	4	5
6	7	8 4pm Work Session	9 4pm Planning Commission Meeting	10 4:30pm Historic District Commission Meeting	11	12 8am St. Patrick's Day Run Fest (Downtown Hagerstown)
13	14	15 4pm Work Session	16 7pm Board of Zoning Appeals Meeting	17	18	19
20	21	22 7pm Regular Session	23	24 4:30pm Historic District Commission Meeting	25 <b>HOLIDAY CITY OFFICES CLOSED</b>	26
27	28	29 No Meeting	30 7pm Planning Commission Meeting	31		

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Washington County Business Awards:** DCED sponsored a City table to support the 17<sup>th</sup> Annual Washington County Chamber Awards on Wednesday, February 25. Nine businesses with a City presence were nominated and the following won awards:
  - At Your Service Award: Visit Hagerstown (The Hagerstown-Washington County Convention & Visitors Bureau)
  - Leading Edge Award: Washington County Public Schools
  - Non-Profit of the Year: Hospice of Washington County

- Washington County Business Person of the Year: Mary Ellen Waltemire (of One Step Closer Coaching) – note not located in City but provides coaching services to many City businesses.
2. **Upcoming Events:** Events in City Center include:
    - Grand Opening Pizza & Pretzel Creations: The official ribbon cutting and grand opening will be Tuesday, March 1 at 2:00 p.m. Pizza & Pretzel Creations is located 20 West Washington Street.
    - Cabin Fever Blues Bash: Friday, March 4 – 7:00 p.m. at the Maryland Theatre featuring Hamilton Loomis
    - Saint Patrick's Day RunFest: Saturday, March 12 – City Center - 8 a.m. race day registration; 9:45 a.m. opening remarks; 12p.m. - after party. For more information visit: <http://hagerstownmd.org/index.aspx?NID=950>
  3. **Fundraising:** The Western Maryland BluesFest continues the fundraising campaign and a number of sponsors have committed.
  4. **Community Art Project:** Engine Room Art Space began a collaborative art installation last Saturday, February 20 and continues to welcome visitors to come and contribute to the work. Visitors can bring their own art supplies or use gallery supplies to trace their shadow on the wall and fill the shape with whatever they want, to express themselves. The end result will hopefully be a massive abstract mixed media artwork with a little bit of personality from each person that contributed. A reception for this project along with the Shadows installation by Art Education Graduate student, Mindy Sizemore and her collaborators will be this Saturday February 27<sup>th</sup> from 6-9 p.m. Visitors are invited to enjoy refreshments, add to the wall, take a picture with your shadow and meet other artists involved. For more information on gallery events please visit: <http://www.engineeroomartspace.com/> or <https://www.facebook.com/engineeroomart>

## FIRE DEPARTMENT

1. **After-the-Fire Neighborhood Community Risk Reduction Visits:** The Hagerstown Fire Department visited the neighborhood in the 500 block of East Franklin Street on Saturday, February 20<sup>th</sup>. We visited with 131 residences in the area where the fire occurred February 17<sup>th</sup> and offered the residents fire prevention information. We installed six smoke alarms. Smoke alarms are free to City of Hagerstown residents.
2. **Smoke Alarm installations:** The Hagerstown Fire Department is working with the local Red Cross to offer free smoke alarms to City residents. We visited 119 homes in the south end of Hagerstown on Saturday, February 20<sup>th</sup> with 49 smoke alarms being installed.

## INFORMATION TECHNOLOGY & SUPPORT SERVICES

1. **This Week's Headlines and Media Releases**
  - RESCHEDULED: Pretzel and Pizza Creations' Grand Opening
  - City Customer Service and Tax Area Will be Closed February 25<sup>th</sup>
  - Yard Waste Collection Resuming February 28<sup>th</sup>
  - City Continues to Address Needs at Edgemont Reservoir
  - E-casts:
    - You're Invited: State of the City 2016
    - Please Take This Short Main Street Survey!

- Hub City 100 Miler - HALFWAY THERE - Week 8
- Deadline for Blues Fest Early Bird Specials is February 29th

2. **Channel 25:**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
  - Month in Review for January 2016
  - Black History Month Tribute
  - Live Hagerstown Promotion
- In production:
  - State of the City: Report on 2015 Accomplishments
  - Police Body-Worn Cameras Public Information video
  - 2016 Black History Month Tribute

3. **Websites:**

- City Website:
  - About 9,300 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of February 15-21,2016
  - Top entrances (first page users accessed on the website):
    - ▶ Home page                    3,809 users
    - ▶ Utility Billing page        436 users
    - ▶ Jobs page                     374 users
  - Top Searches:
    - ▶ "trash"
    - ▶ "zoning map"
    - ▶ "animal control"
- engageHagerstown:
  - Current topics:
    - ▶ What three factors are most central to Hagerstown's heritage or identity?
    - ▶ What kinds of attributes, skills and experience should a new Chief of Police have?
    - ▶ Why do you get involved online? Why is a digital format beneficial for you?
    - ▶ What are our community's priorities for planning our City's future?

4. **Hearing Assistance in Council Chamber:** A hearing assistance system is now in use in the Council Chamber for meeting attendees who are hearing impaired. It was successfully used by a meeting attendee on Tuesday, February 23<sup>rd</sup>. Users can choose to listen to the meeting through headphones or wear a receiver around their neck that will interface with telecoil hearing aids. Appropriate signage is posted to notify guests of the availability of the system.

## PARKS & ENGINEERING

### ENGINEERING DIVISION

1. **South Prospect Street Bridge.** Latest bridge inspection revealed a significant failure in the northeast abutment wall. Public Works staff will be taking steps to close the sidewalk on Antietam Street and to wrap the stone wall with chain link fence. The reconstruction of this wall needs to be done this summer.
2. **A&E Trail.** Mayor & Council approved six separate contracts with a total amount of \$1,452,579. The main trail construction contract is with C Wm Hetzer with the other five contracts for signage, crosswalks, pavers, insets and security cameras.
3. **Waste Management.** Staff met with Waste Management to go over proposed changes to our Ordinances and to discuss issues the City or Waste Management are having. We are planning another staff "ride along" on the trash truck in a week or two.
4. **Safe Routes to School.** The State has completed the ADA review portion of the project and sent us comments. We have revised the drawings and are beginning the process of obtaining Right-of-Entry agreements with property owners on four corners. We would like to complete this construction during summer when school is out but timing depends on the State review process.
5. **Green Street Application.** We are submitting an application for a grant to construct the filtration system on Walnut Street near City Park that will collect gutter flow and filter it before the water enters Marsh Run. This application will also include bump outs at the intersection of Baltimore and Potomac that will improve pedestrian access and will also collect and filter gutter flow.
6. **Engineering**

Traffic issues		
Description	Week of 2/21/16	Year to date
Traffic complaints received	1	21
Work orders completed	0	12
Traffic counts completed	0	2
Construction Projects		
Description	Week of 2/21/16	Year to date
Projects advertised for bids	0	3
Projects under construction	5	
Projects completed	0	1

### PARKS & RECREATION DIVISION

1. **Recreation**
  - We are working with Dave Donohue with Mid-Atlantic Emergency and Safety Consultants, to offer NEW "Certified to Administer CPR and Basic First Aid Classes" and "Child and Babysitter Safety" classes at our golf course clubhouse. This Friday, February 26, we have sold 15 out of 20 seats for the CPR class!!
  - CPR. This CPR program will leave you, confident, knowledgeable, and credibly and officially certified, as an active agent and advocate for ultimate CPR safety.
  - Child and Babysitter Safety. This Child and Babysitter Safety program will leave you, confident, knowledgeable, and credibly and officially certified, as an active agent and advocate for ultimate Child and Babysitter Safety.

2. **Golf Course.** We have sold all of the ads for the Golf Course Scorecard and continue to recruit sponsors for the Tee Markers. Course will reopen for the season in about three weeks.
3. **Municipal Stadium.** In the clubhouse, we are now replacing some of the broken ceramic tile and re-grouting the shower room.
4. **Potterfield Pool.** The upcoming season starts on May 28<sup>th</sup> and we will be open for the season starting June 9<sup>th</sup>. Starting the week of August 21<sup>st</sup> we will only be open weekends and Labor Day. Some new items for the season:
  - We will be **open evenings** until 8 p.m. M-Thur and the first Friday of each month (June, July, August and September). Pool will be available for rentals the other evenings.
  - Will develop and offer 1) aqua camp, 2) junior life guarding camp, 3) water aerobics and 4) swim lessons and 5) Mommy and Me classes.
  - We are reviewing proposals for more chairs, adding better sound system and a basketball hoop.
5. **Hager House.** Staff is finalizing plans and promoting our German Easter Tours and Egg Hunt coming up at the Hager House beginning March 18<sup>th</sup> – 24<sup>th</sup>. We are already seeing registration in Active for the Egg Hunt and securing donations to cover costs for the eggs and candy.
6. **Tree Maintenance.** Due to the Emerald Ash Borer, we removed 8 more trees at City Park and 24 at Fairgrounds Park. We are also grinding the stumps out.

<b>PLANNING &amp; CODE ADMINISTRATION</b>
---

1. **Zoning Certificates Issued**
  - 62 West Antietam Street – Krispy Krunchy – eat-in restaurant.
  - 1003-E Maryland Avenue – JL Cabinet 888, Inc. – retail sales of pre-manufactured cabinets (change in ownership only).
  - 13042 Nittany Lion Circle – Divine Natural Beauty – home work station for internet sales of beauty products.
2. **New Development Cases**
  - Hagerstown Cultural Trail – West Antietam Street to Park Circle – site plan.
  - 160 Hood Street – Herald-Mail – final plat (Hagerstown Cultural Trail).
3. **Planning Commission:** On February 24 the Planning Commission considered the following items:
  - View Street Diner – postponed the applicants’ request for an extension of Local Conversion District Overlay.
  - CortPark – approved the design of Eastern Boulevard entrance.
  - Hagerstown Cultural Trail – amenities and easements update.
  - Reviewed revisions to the Community Facilities Element of the Comprehensive Plan.
4. **Board of Zoning Appeals:** One case has been submitted for the March 16 BZA hearing. A special exception request was filed by Sheila Lowman for Sheila’s Jewelry & Loan at 1044 Virginia Avenue.

5. **Weekly Activity Report:** February 16–19, 2016

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	1	Residential -	1	Commercial -	0	Other -	0	3
Electric	8	Residential -	4	Commercial -	3	Other -	1	8
Plumbing	13	Residential -	10	Commercial -	2	Other -	1	13
Mechanical	3	Residential -	2	Commercial -	1	Other -	0	3
Engineering Dept.	10							8
<b>TOTAL</b>	<b>35</b>		<b>17</b>		<b>6</b>		<b>2</b>	<b>35</b>

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 3,000.00	\$ 2,953,504.00
Commercial	\$ 90,000.00	\$ 8,696,755.00
Apartment	\$ 0.00	\$ 521,550.00
Sign	\$ 0.00	\$ 320,980.00
<b>TOTAL</b>	<b>\$ 93,000.00</b>	<b>\$ 12,492,789.00</b>

**Projects of Interest**  
 - Tenant fit out for pediatric clinic at 1150 Omega Drive - \$90,000

<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2015 – JUNE 30, 2016</b>		
	<u>PROPERTIES</u>	<u>UNITS</u>
Registrations received week of Feb. 16 – Feb. 19	11	13
New applications issued week of Feb. 16 – Feb. 19	8	10
Total 2015-2016 registered (includes changes since 5/1/15)	3,379	9,029
Percentage of total invoiced that have registered	99.9 %	99.9 %

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

<b>PAYMENT</b>	
Weekly payment received	\$ 975
Weekly adjustment/credits	\$ 0

<b>INSPECTIONS</b>	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	13
Electrical	25
Plumbing	13
Mechanical	5
Safety	73
Neighborhood Vitality	18
Quality of Life	17
Preventive Maintenance	41
Planning & Zoning	2

<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: Mortar deterioration, clogged gutters, minor rotting wood

Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance.
	<u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

**POLICE DEPARTMENT**

**1. STATS**

Calls for Service:	1,458	Field Interviews:	35
Arrests/Warrants Served:	12	Moving Violations:	38
Domestic Violence Calls:	17	Parking Violations:	132
DUI Arrests:	3	Safety Repair Orders:	10
Reports Filed:	144	Warnings:	44

**2. REPORTS**

- **02/18/16:** Officer Decker responded to Western Maryland Outdoor Sports for a reported theft. The manager stated that an unknown light skinned female entered the store and inquired about employment. While speaking with the female an unknown male entered the store. When the female left the store the unknown male could not be located in the store. The manager remembered a call from another business sharing their experience of a customer causing a distraction while another customer would steal merchandise. At that point the manager ran to the door in time to see the vehicle pulling away from the business. That vehicle matched the vehicle involved in the other store's incident. He checked the store's inventory and discovered two chainsaws were missing after the two exited the business. Detective Coy is assisting with this case.
- **02/20/16:** Officer Salahov was dispatched to a hit and run accident in the area of East Baltimore Street. The victim told Dispatch that a green Ford Taurus crossed the line and swiped his vehicle and made no attempt to stop. While en route to the scene, Dispatch advised that a Community Rescue Service (CRS) crew was with a disabled vehicle that matched the description of the hit and run vehicle. The CRS crew believed the driver of the vehicle was under the influence of some type of substance. At that point the officer diverted to the area of the disabled vehicle to assist CRS. Upon arrival the officer questioned the driver to see if he had just left the scene of an accident. The suspect tried to enter his vehicle and leave the area. The suspect assumed an aggressive posture and made fists. The officer and the CRS crew took control of the situation and were able to take the suspect into custody. It was also discovered that the suspect had active warrants with the Washington County Sheriff's Department.
- **02/22/16:** Officer T. Helman responded to Meritus Medical Center for a reported stabbing with minor injuries. The officer made contact with the victim and he stated that he was waiting for a cab in the area of East Washington Street when someone stabbed him. The officer was unable to gather any other information due to the fact the victim refused to answer any other questions. No additional information is available.
- **02/23/16:** Officer Mikash responded to the west end of Hagerstown for the report of a sexual assault. The victim stated that she had dinner with a male and after dinner they returned to her residence. The male became very aggressive and began assaulting her. She repeatedly asked him to stop the assault however he did not comply. After the incident she went to Meritus Medical Center for treatment. She requested to speak with a detective. Detective Ackerman has been assigned to this case. No further information is available.

**3. OTHER NEWS/INFORMATION:**

- **EVOC Training for the Hagerstown Police Department:** HPD officers and supervisors will be attending the Emergency Vehicle Operators Course (EVOC) this week. This course provides emergency vehicle operators with the knowledge and skills necessary to safely operate an emergency vehicle in emergency and non-emergency mode. Classroom topics

covered include legal aspects of emergency vehicle operations, navigation and route mapping, driver roles and responsibilities, basic driving skills, and proper driving procedures. Hands-on training includes controlled braking, backing up, turning, parallel parking, crash avoidance techniques and precision driving skills. This is a required course every year for all officers of the Hagerstown Police Department. Be safe HPD.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	290	290
	University District Deck	460	445
	Downtown Parking Lots	514	514
<b>Number of Patrons Using Decks</b>	A & E Deck	1,818	2,040
	University District Deck	1,754	2,261
<b>Sales of Discount Coupons</b>		0	14
<b>Number of Citations Issued</b>	(Includes Warnings)	100	121
<b>Number of Late Payment Notifications</b>		36	57
<b>Number of Cars Booted</b>		0	0
<b>Peak Occupancy (%)</b>	A & E Deck	83% Thur @ 2 PM	*76% Sun @ 4 PM
	University District Deck	66% Wed @ 2 PM	78% Tue @ noon

\*MSO concert

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
<b>DCED</b>	1	1
<b>Fire</b>	1	1
<b>Human Resources</b>	0	0
<b>Light</b>	0	3
<b>Parks &amp; Engineering</b>	0	0
<b>Police</b>	6	8
<b>Public Works</b>	5	3
<b>Wastewater</b>	3	2
<b>Water</b>	4	5
<b>Weekly Totals</b>	20	23

\*Due to snow storm, work focused on snow equipment and emergency repairs. No work orders were completed.

### FY16 SNOW OPERATIONS COSTS

Storm No.	Date	Labor	Overtime	Totals
1	1/12/16	\$2,576	\$3,331	\$5,907
2	1/22/16	\$52,963	120232	173,196
3	2/8/16	\$10,947	\$5,537	\$16,484
4	2/12/16	\$1,921	\$6,694	\$8,615
5	2/15/16	\$3,074	\$20,904	\$23,978
<b>Totals</b>		\$71,480	156,699	\$228,179
Vehicle & Equipment Repairs				\$50,527
Miscellaneous Operating Supplies (shovels, sidewalk salt)				\$3,317
Other Major Purchases (snow blower, parts)				\$3,585
Salt (1,300 tons to date)				\$96,070
<b>Total Expenses</b>				<b>\$381,678</b>
FY16 Snow Operations Budget				\$401,868
<b>Budget Balance</b>				<b>\$20,190</b>

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

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

- Sat. 2/20 - 838 Dewey Avenue- blinking lights; 120 ft of triplex wire was replaced.  
Time Out: 19.0-20.1
  
- Sun. 2/21 - 1220 Frederick Street- Miss Utility locate; emergency locate for Rills Construction Company to make repairs to a main telephone cable. Time Out: 10.1-10.4
  
- 19 North Mont Valla Avenue- tree on line; large tree branch cleared from secondary. Time Out: 13.5-14.2

**Distribution:** Recent activity included:

- Metering Staff received no high bill complaints this week.
  
- Feeder inspections for Zayre's substation continues.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
2	0	0	0

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

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
  
- Bid documents have been prepared for HLD electrical materials that will be used for the lighting and electrical infrastructure in support of the A&E Trail along with new LED cobrahead fixtures.
  
- Engineering and Distribution staff installed the new recloser in Bulldog SS and prepared it for energization.
  
- Engineering staff prepared HLD safety apparatus for yearly recertification.

**Administration**

- Staff reviewed and evaluated the proposals for engineering and consulting services for our future wholesale power contract RFP. The selected firm will be presented to Mayor and Council in March for approval.

### WASTEWATER DIVISION

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Feb 17, 2016	13.18	0.01
Thursday, Feb 18, 2016	11.96	0.00
Friday, Feb 19, 2016	10.52	0.00
Saturday, Feb 20, 2016	10.19	0.00
Sunday, Feb 21, 2016	11.25	0.45
Monday, Feb 22, 2016	11.48	0.01
Tuesday, Feb 23, 2016	10.93	0.09
Weekly – Avg. Flow / Total Rainfall	11.36	0.56
Feb - Avg. Flow/Total Rainfall	10.90	3.39

- Met with Velodyne Rep for start-up and training on new polymer unit.
- Installed Cat 5 Ethernet cable for new Velodyne system.
- Started demo on pressurization pumps and concrete pump bases.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	700'			

**Collection System Maintenance Task**

- Cleaning mains in trouble spots.
- Cleaned wet wells at pump stations #2, #3, #15, #21, #22 and #23.
- Found and cleared blockage at MH09095-MH09096
- Cleaned tube in Grinder Pump at 20207 Mahogany and reset.
- Blockage in homeowners lateral at 20007 Cherry Hill.
- Pump Station #2; made 4" Ultrasonic experimental tube into a permanent installation.
- Exercised emergency generators.
- Collected Newgate flow data.
- Painting interior at Pump Station #3.
- Applied bonding adhesive to floor at Station #5, prepped for painting.
- Cleaned grease line at WWTP.
- Installed new door at pump station #6.
- Replaced toilet in shop.
- Snow & ice removal at pump stations and cleared sidewalks.
- Installed bypass at pump station #18.
- General shop work.

**Administration**

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	3	2	0	0	0	5	10
YTD 2016	8	14	2	0	1	16	41

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

## Engineering

- Staff investigated a sinkhole on Florida Avenue which impacted a main line and a lateral.

## Wastewater Laboratory

- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

<b>WATER DIVISION</b>
-----------------------

## Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
02/18/16	13.16		13.16
02/19/16	12.54		12.54
02/20/16	12.64		12.64
02/21/16	12.22		12.22
02/22/16	12.41		12.41
02/23/16	12.12		12.12
02/24/16	11.92		11.92
<i>Average</i>			12.43

## Water Production at R C Willson

- Staff is working with MDE on the new funding package for the replacement of the Traveling Screens at the R.C. Willson Plant and for the installation of active mixing system in four finished water storage tanks.
- Operations
  - Operations were routine this week - staff worked on facility maintenance and routine preventative maintenance. The Willson Plant was shut down on Feb 19<sup>th</sup> to allow Distribution field crews to make the repair to the Transmission Main on Virginia Avenue.
- Maintenance
  - Maintenance staff worked on routine preventive maintenance and continues to provide assistance with plant operations, as needed.
- Instrumentation
  - Work is ongoing for the lighting and heating system in the Chlorine rooms. Staff is working with Hazen and Sawyer to identify and address back-flow prevention requirements on the chemical feed systems at the Willson Plant.

## Water Production at Breichner/Edgemont Reservoir

- The Edgemont Reservoir is currently overflowing - the bypass valve and the hydrant are open. Site evaluation is on-going to track and document seepage. Staff submitted a revised funding package to MDE for repairs to the Edgemont Reservoir. Staff is also working with MDE to refine the day to day operations of the Reservoir.

## Water Distribution

- Distribution crews are working throughout the system performing customer service work as needed. Crews have been installing new meters, testing meters, and reading fire line meters throughout our system. Crews also repaired a leak on our 24" Transmission Main on Virginia Avenue and a 6" leak on Florida Avenue.

## Laboratory

- 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	-
Preliminary Plats	-	1
Final Plats	-	1
Building Permits	8	-

- Staff met with a commercial owner and consultant on modifications to existing fire and domestic services.
- Staff met with an industrial owner's engineer, architect and contractor, Water Operations Manager and Utilities Director regarding modifications to an existing water service.
- Staff continues to monitor the conditions and parameters at the Edgemont Reservoir.
- Staff met with a consultant for a commercial expansion project to discuss negotiation of a water main easement.
- Staff met with a fire protection company representative regarding options for a commercial building service repair.



Respectfully submitted,

*Valerie A Means*  
Valerie Means  
City Administrator