

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 2 FOR 2018



January 12, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

<h3 style="margin: 0;">JANUARY 2018</h3> <p style="font-size: small; margin: 0;">For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at http://www.hagerstownmd.org/calendar.aspx</p>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 HOLIDAY CITY OFFICES CLOSED	2 No M&C Meeting	3	4	5	6
7	8	9 3pm Executive Session 4pm Work Session	10 4pm Planning Commission Workshop	11 4:30pm Historic District Commission Meeting	12	13
14	15 HOLIDAY CITY OFFICES CLOSED	16 3pm Work Session 6:10pm Executive Session 7pm Community Meeting @ Elgin Station	17 7pm Board of Zoning Appeals	18	19	20
21	22	23 4pm Work Session	24	25 4:30pm Historic District Commission Meeting	26	27
28	29	30 7 pm Regular Session	31 7pm Planning Commission Regular Meeting			

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street: Updates include:

- The Arts & Entertainment District held their monthly management meeting. Kitty Clark was introduced to the group as the new Community Events Coordinator. Additionally, updates were given on Main Street Hagerstown efforts and that a \$500 Maryland State Arts Council Technical Assistance Grant was awarded to assist with printing A&E brochures.

- Main Street Hagerstown's Business Relations Work Group met for their monthly meeting. The group will be walking Main Street Hagerstown packets around to existing businesses as part of a new effort to be Business Ambassadors to new and existing businesses. These packets include information about what Main Street is, different services that Main Street offers to businesses, information about downtown Hagerstown, and how to get listed on the Main Street Hagerstown website.
- Main Street Hagerstown's Sub Event Planning Committee met to plan their next quarterly event, Sweets on the Street, to occur on March 17 with the Run Fest. Main Street plans to have several dessert vendors in a downtown property offering sweet treats to runners, spectators, and visitors as well as different sweet activities like cake walks and cookie decorating.

Events: Staff coordinated a meeting with the City logistics team and representatives from the Saint Patrick's Day Run Fest. The event will be held on Saturday, March 17. For more information visit the event's Facebook page at St. Patrick's Day Run Fest 2018.

Engine Room Art Space: An Opening Reception will be held Friday, January 12 from 2–4 p.m. for a new group exhibit *Through Our Eyes*. Join Maria and her students from *Feel Good Art with Maria* to experience the power of art, expression, creative energy and liberation of the mind. This exhibit runs through January 26.

FIRE DEPARTMENT

17729 Perlite Way – Laundry Room Fire: Hagerstown firefighters responded to a fire at 11729 Perlite Way on Sunday, January 7th at 12:16 p.m. The fire occurred in the laundry room on the lower level of the townhouse. The occupants were alerted to the fire by the electric with battery back-up smoke alarm. A resident of the townhome went to investigate and observed smoke on the lower level discovering a laundry basket on fire next to the gas fired water heater. The sprinkler system activated, extinguishing the fire. All occupants were able to evacuate the home safely. The Fire Department secured the water flow from the sprinkler system. The Fire Marshals were able to replace the sprinkler heads allowing the occupants to return to the residence.

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

COMMUNICATIONS

Media Releases:

- Prospective Council Candidates Narrowed to Five
- 21 Applicants File for Vacant Council Position

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
 - o Bester Community of Hope "Keep Our City Clean" PSA
 - o Alison Sigethy "Fantastical Garden" Feature
 - o Hub City 100 Miler commercial
 - o Valley Co-op commercial
 - o GigaHub City Promotion
 - o BuroBox Commercial

- Special Broadcasts:
 - o Beyond the Headlines: Ask the Chief
 - Wednesday at 6 PM
 - Sunday at 12 PM

Websites:

- *City Website:*
 - o About **9,000** users visited www.hagerstownmd.org for the week of January 1-7, 2018 (+1,500 visitors from last week)
 - o Top entrances (first page users accessed on the website)
 - Home Page 2,168
 - Utility Billing Page 719
 - Hub City 100 Miler Page 437
 - Trash Collection Schedule 338
 - Christmas Tree Collection Page **306**
 - o Top Searches:
 - "trash and recycling"
 - "residential trash"
 - "water"
 - "jobs"
 - "Christmas tree collection"
 - "bids"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Calls for Public Art.** In conjunction with the art council, staff is applying for two grants from the Maryland State Arts Council. Both are for \$5000. The Artist Committee from the Cultural Trail project met and felt we should apply for these two projects:
 - Interactive Sculpture Public Art Project in the Sculpture Garden of the Cultural Trail
 - Interactive Wall Art Project in University Plaza (AE District)

The calls will be released this week and the artist has to be selected BEFORE we can apply for the grants in April. We are virtually guaranteed of the getting the grants. Our \$7,500 match will be from the CIP in the approved Budget. Installation would be fall of this year.

2. **Marsh Run Trail.** This grant funded project is for the design of a 0.45 mile long, 10 foot wide multi-use trail along Marsh Run. This trail, located within the unimproved right-of-way of West Memorial Boulevard, will connect an existing multi-use trail to the east at Potomac Street with the Hagerstown Cultural Trail to the west at Summit Avenue. We received Expressions of Interest from seven consulting firms this week. Staff will shortlist the qualified firms and issue them a RFP for price and technical proposals. We hope to have Council approval of a design contract in April or May.
3. **Green Streets Grant on Maryland Avenue.** The Neighborhood 1st requested short sections of medians at intersections for traffic calming, but with no traffic calming funds this year we are applying for the grant as another option. Bio-retention areas to "clean" street runoff can create "pinch points" to also slow traffic.

4. **Engineering Statistics.**

Traffic issues		
Description	Week of 1/8/18	2017 TOTALS
Traffic complaints received	0	169
Work Orders completed	0	120
Traffic counts completed	1	64
Construction Projects		
Description	Week of 1/8/18	2017 TOTALS
Projects advertised for bids	0	15
Projects under construction	6	10
Projects completed	2	9

PARKS DIVISION

1. **Hub City 100 Miler.** The Kick-Off for the 2018 Hub City 100 Miler is this Saturday, January 13th from 1-3 p.m. Join us as we gather to walk the first mile as a team around Fairgrounds Park. Afterwards enjoy free activities in the Fit Room.
2. **Sportsplex Feasibility Study.** The Request for Proposals is advertised and we have already had six nationally known firms contact us to pick up the documents. We are starting to get a lot of questions as well. We hope to have a recommendation to Council in late February.
3. **City Park Playground Equipment.** We received confirmation of both a CPP and a POS grant so this week we advertised for the fabrication of play systems in City Park. The budget is \$200,000 total. The City proposes \$160,000 for furnishing the main play system in City Park, \$25,000 for a "train-themed" piece at the Train Exhibit in City Park, and \$15,000 for City-supplied mulch, access paths, etc. The City staff will complete the installation. Selection will be based on the overall value provided, especially the quality of the play experience.

PLANNING & CODE ADMINISTRATION

New Zoning Certificates:

- 1580H Wesel Boulevard – Quality Wings LLC d/b/a WINGSTOP – fast casual restaurant; dine in/carry out.

New Development Cases:

- 1010-1012 Pope Avenue (Lots 30-31) – Habitat for Humanity of Washington County – final plat.
- McCleary Hill – Phase I – McCleary Hill Associates I, LLP – development plan.

Planning Commission: The Planning Commission considered these matters on January 10:

- 580 Pangborn Boulevard – EMSOURCE Group Companies – approved a site plan for grading work.
- 221 All Star Court (Lots E and E-1) – Hagerstown Commerce Center – approved a final plat.
- 125 North Prospect Street - Four States Christian Missions, Inc. – approved a final plat.
- 50 East Baltimore Street – Thomas Kennedy Park – approved a minor site plan.
- 38, 46, 54 South Potomac Street – Bowman 2000 LLC – approved a final plat.
- 1301 Potomac Avenue – Eklund Family, LLC – Local Conversion District Overlay – recommended approval of the overlay rezoning request to the Mayor and City Council.

- 686 Pennsylvania Avenue – Sweeney Brothers – workshop for potential Conversion District Overlay.
- 2017 Land Management Code Update – began review of the graphics amendments.

Weekly Activity Report: January 2–5, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
	Building	4	Residential -	4	Commercial -	0	Other -	
Electric	9	Residential -	9	Commercial -	0	Other -	0	9
Plumbing	6	Residential -	6	Commercial -	0	Other -	0	6
Mechanical	7	Residential -	6	Commercial -	1	Other -	0	7
Engineering Dept.	2							2
TOTAL	28		25		1		0	33
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential				\$ 14,000.00				\$ 2,696,373.00
Commercial				\$ 47,000.00				\$ 14,782,916.00
Apartment				\$ 63,905.00				\$ 1,501,970.00
Sign				\$ 14,700.00				\$ 202,823.00
TOTAL				\$ 139,605.00				\$ 19,184,082.00
Projects of Interest								
- Renovation to single family dwelling unit #1 on first floor at 321 South Potomac Street - \$45,000								
- Create window openings on the inside wall between Potomac Walk & The Masonic Temple, archway opening on first floor – Phase 1 at 54 South Potomac Street - \$47,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018								
					PROPERTIES	UNITS		
Registrations received week of Jan 2 – Jan 5					5	6		
New applications issued week of Jan 2 – Jan 5					0	0		
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)					3,596	9,319		
Percentage of rental license renewals that have registered as of November 3, 2017					99.0%	99.0%		
Notes: The 2017-2018 rental license renewals for 9,345 units in 3,624 properties were mailed on May 4, 2017. On November 21, six property owners were fined for failure to register as a rental facility.								
PAYMENT								
Weekly payment received		\$ 450						
Weekly adjustment/credits		\$ 0						
INSPECTIONS								
TYPE	NUMBER CONDUCTED							
Building	24							
Electrical	25							
Plumbing	10							
Mechanical	5							
Safety	99							
Neighborhood Vitality	7							
Quality of Life	33							
Preventive Maintenance	50							
Planning & Zoning	5							

INSPECTIONS KEY:	
Categories of Conditions	
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

POLICE DEPARTMENT

STATS

Calls for Service:	1,501	Field Interviews:	55
Arrests/Warrants Served:	18	Moving Violations:	18
Domestic Violence Calls:	18	Parking Violations:	222
DUI Arrests:	1	Safety Repair Orders:	2
Reports Filed:	133	Warnings:	65

REPORTS

01/04/18: Officer Moczydlowsky was dispatched to North Burhans Boulevard for a reported burglary. An employee advised that an unknown suspect broke into the restaurant and stole items. The items included bottles of liquor with an approximate value of \$4,000 - \$5,000, a Smart TV, a Bose Bluetooth Speaker and US currency. The suspect entered through a broken window damaged by a previous burglary. The broken window was covered and secured with plywood however the suspect was still able to gain access to the inside of the restaurant. There are no suspects at this time.

01/05/18: Officer Brady responded to East Hillcrest Road for a report of malicious destruction of property. The victim stated she and her husband heard what they thought was glass breaking. They investigated the noise and discovered a window in the kitchen had been broken. They also found damage had been done to the kitchen door frame. They saw no one in the area and were unable to provide any suspect information. No further details are available.

01/06/18: Officers Bricker and Weaver were dispatched to Nikko's Restaurant on Wesel Boulevard for an intoxicated female trying to assault customers. As the officers arrived at the scene, the female was exiting the restaurant. The female was yelling and throwing her hands in the air. When Officer Bricker approached the female, she could smell a strong odor of alcohol emitting from her breath. She began to kick and punch the side of the building and became assaultive and kicked Officer Weaver. It should be noted that the female fought so aggressively that she knocked off the body cameras from both officers. She was transported to Meritus Medical Center for medical care. Charges are forthcoming.

01/07/18: Officer McKinley was on routine patrol when he observed three males in the Hope Center parking lot located on North Prospect Street. The officer observed a black male and a white male attempt a hand to hand exchange just about 15 feet from the cruiser. The white male had a small black bag that is commonly used for the distribution of controlled dangerous substances. When the white male saw the cruiser he placed the black bag in his pants pocket. When the officer approached the white male he stated that he did nothing wrong and he was leaving the area. In an attempt to detain the male from fleeing, the officer grabbed the male's arm. At this time the male took his hand from his pocket and a syringe cap fell onto the pavement. The officer also located a metal spoon with burn marks on the underside. These items are common paraphernalia used to melt down controlled substances in order to inject it. All items were placed into evidence in the Hagerstown Police Department's Evidence Drop Box.

The male would offer no information as to where he purchased his controlled substance. He was arrested and charged with drug related charges.

PRESS RELEASES:

On 01/06/18 at 11:51 p.m. officers were in the area of Wareham Place when they heard gunshots. Upon arrival, officers located 39 year old James Andrew Brown in the 100 block of Wareham Place, suffering from gunshot wounds. Brown, of Hagerstown, was transported to Meritus Medical Center where he was later pronounced dead. Through investigation detectives learned that the victim and suspect had engaged in a physical altercation, which lead to the shooting of Brown. At this time a suspect is in custody and an update to this release is forthcoming.

UPDATE: On 01/07/18 at 6:05 a.m., Detectives and Officers from HPD located 41 year old Ronald Abdul Armstead of Hagerstown, in the 200 block of West Franklin Street. Armstead was arrested without incident in connection with the murder of 39 year old James Andrew Brown. Armstead was transported to Washington County Detention Center and is charged with 1st Degree Murder, 2nd Degree Murder, Reckless Endangerment and Related Firearm Violations. Ronald Abdul Armstead is currently being held without bond.

OTHER NEWS/INFORMATION

- Effective Friday, January 5, 2018, Officer Joshua Thompson completed Field Training and is certified for solo patrol. He is assigned to the Patrol Division and was transferred from Baker Platoon to Charlie Platoon. He is under the command of Lt. Chad Woodring. We wish him well as he continues his law enforcement career at the Hagerstown Police Department.
- The Patrol Division recently had their Report Room moved to a different location within Police Headquarters. In December of 2017, the fitness room, which had been located in the back of Police Headquarters, was moved to the PAL Building. The Patrol Division had outgrown their Report Room so it was decided to relocate the Report Room to the former fitness room to provide the Patrol Division with additional space. The new Report Room location has allowed for four reporting stations and a large area for packaging case evidence. A TV was mounted on the wall which will be valuable for training sessions. HPD would like to thank Public Works, Laber's Furniture and the many employees that helped with the room transition.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	220	216
	University District Deck	286	275
	Parking Lots	374	370
Number of Patrons Using Decks	A & E Deck	1282	1009
	University District Deck	1090	779
Sales of Discount Coupons		0	50
Number of Citations Issued	(Includes Warnings)	208	221
Number of Cars Booted		0	0
Late Payment Notifications		47	49
Peak Occupancy (%)	A & E Deck	57% Wed @ Noon	*39% Sun @ 6 PM
	University District Deck	57% Wed @ Noon	37% Thu @ 2 PM

*Donut Drop

CHART NO. 2 – A&E PARKING DECK WEEKLY OCCUPANCY

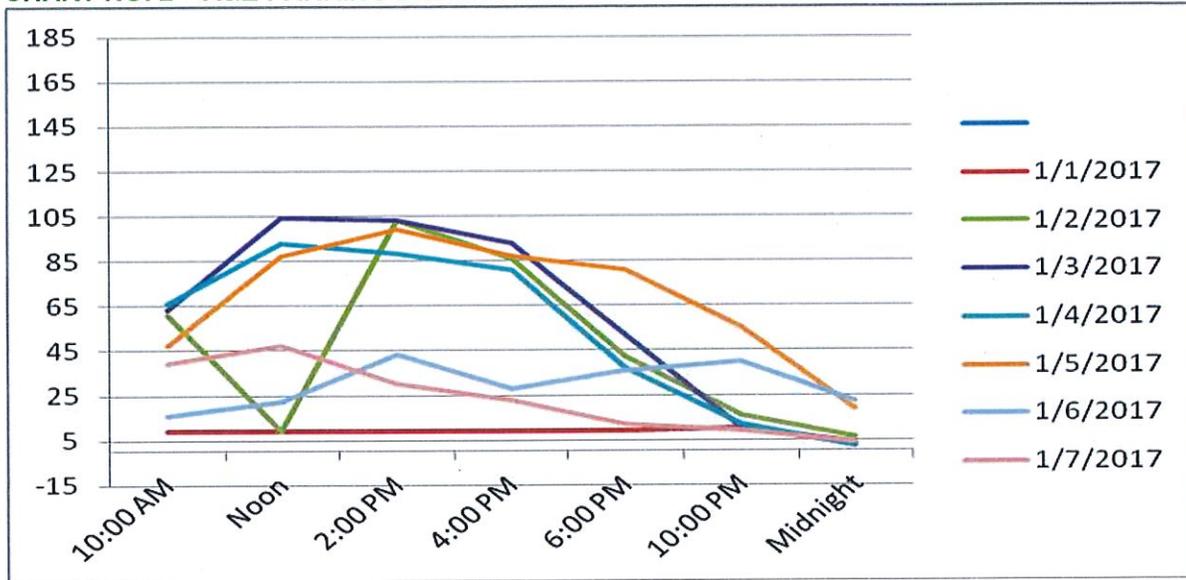
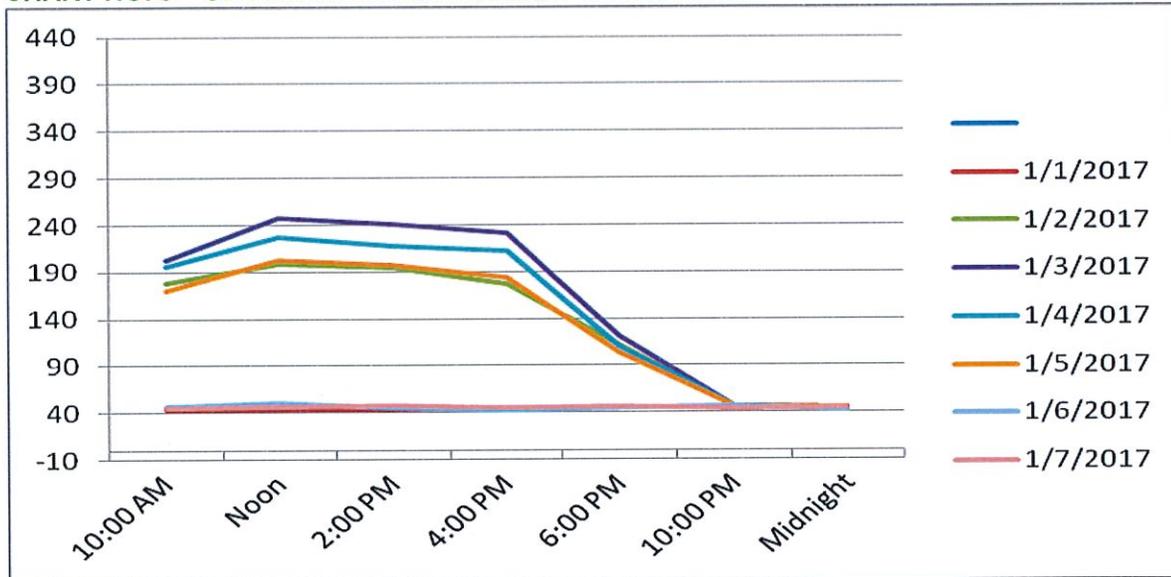


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	1	0
Human Resources	0	0
Light	3	2
Parks & Engineering	2	0
Police	14	2
Public Works	7	1
Wastewater	1	2
Water	2	0
Weekly Totals	30	7

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 1/4 - 322 South Mulberry Street- lines arcing; crew repaired a broken tap. Time Out: 16.3-17.2
- 427 Cook Street- lines down; lines were found to belong to Antietam Cable Television and they were notified of needed repairs. Time Out: 19.1-19.7
- Fri. 1/5 - 247 South Prospect Street- tree on line; a tree branch was removed from the triplex. Time Out: 20.5-21.0
- Sat. 1/6 - 1 East Franklin Street- Miss Utility locate; emergency locate for Hagerstown Water Department to repair a water main break. Time Out: 3.4-4.2
- 1 East Franklin Street- line crew repaired 5" conduit damaged during an emergency repair to the earlier water main break. Time Out: 9.5-13.4
- 30 East Antietam Street- total outage; customer's main breaker was found to have tripped. Time Out: 19.9-20.6
- Sun. 1/7 - 657 Pennsylvania Avenue- Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to a gas main break. Time Out: 2.8-3.3
- 315 Mealey Parkway- Miss Utility locate; emergency locate for Hagerstown Water Department to make emergency repairs to a water main break. Time Out: 14.5-15.9
- 585 Pangborn Blvd. - Miss Utility locate; emergency locate for Hagerstown Water Departments repairs to a water main break. Time Out: 22.8-23.3
- Tues. 1/9 - 918 Summit Avenue- disconnection of service; the meter was removed and the service was cut to the house at request of Hagerstown Fire Department due to a water main break and house being condemned. Time Out: 16.8-17.3

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- Staff made changes to various system elements to accommodate the high electrical demand from the recent cold weather.
- The Staff Engineer specified replacement disconnect switches for HLD substations.
- The substation technician performed infrared scans of HLD equipment during the cold weather to identify any areas of potential trouble.
- The Staff Engineer continued design work on HLD facilities for the UIP project.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 3, 2018	5.37	0.00
Thursday, January 4, 2018	5.34	0.00
Friday, January 5, 2018	5.34	0.00
Saturday, January 6, 2018	5.21	0.00
Sunday, January 7, 2018	5.24	0.00
Monday, January 8, 2018	5.24	0.01
Tuesday, January 9, 2018	5.29	0.00
Weekly – Avg. Flow / Total Rainfall	5.29	0.01
Jan - Avg. Flow/Total Rainfall	5.24	0.01

Miscellaneous

- Removed DO probes from OAB flow path to clean/remove ice.
- Finished block work and installed lintel on new MCC door in Control Bldg.
- Shutdown PSA Oxygen Skid and performed valve maintenance.
- Repaired leak on MagOx pump.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#2	480'	56'	2
Flushing	Final 2017	408,975'		

Collection System Maintenance Task

- Hauled stone for stock pile at shop.
- General Shop and Pole Barn cleanup.
- Installed new Air Release Valve on Force main of Pump Station #17.
- Painted interior of Pump Station #3.
- Grinder Pump call, 20129 Teakwood Drive, thawed pump installed heat blanket.
- Grinder Pump call, 11338 Eastwood Drive, alarm issue on the private side.
- Grinder Pump call, 20012 Teakwood Drive, replaced pump.
- Grinder Pump call, 11332 Eastwood Drive, Thawed pump and installed heat blanket.
- Grinder Pump call, 20016 Teakwood Drive, no issues found.
- Grinder Pump call, 11009 Parkwood Drive, Thawed pump and installed heat blanket.
- Grinder Pump call, 20129 Teakwood Drive, Thawed pump and installed heat blanket.

- Grinder Pump call, 11010 Parkwood Drive, Check valve broke and came apart on pump, causing backflow into tank and basement. Cleaned basement, cleaned tank, replaced pump.
- Sewer Back up, 500 Mitchell Avenue flushed lateral, problem on the private side.
- Sewer Back up, 36 West Lee Street, problem on the private side.
- Sewer Back up, 1713 Western Maryland Parkway, clean out broken off, went into lateral and removed obstruction with Flusher.
- Dropped Enzyme bags at various lift stations and trouble spots in the system.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	4	6	0	1	0	6	17
YTD 2018	4	9	0	1	0	7	21

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

Engineering

- Staff met with a developer's representative to discuss a proposed commercial/residential project near the Dual Highway.
- Staff attended a development review meeting at the County Plan Review and Permitting Office.
- Staff met with a Board of Education representative regarding modification of the alignment of a proposed fence at Bester Elementary School.

Laboratory

- Continued annual Method Detection Limit Study.
- Reviewed Sierra Nevada Corporation Discharge Permit Draft.
- 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>
01/04/18	11.87		11.87
01/05/18	10.28		10.28
01/06/18	11.02		11.02
01/07/18	11.64		11.64
01/08/18	11.69		11.69
01/09/18	11.99		11.99
01/10/18	11.78		11.78
Average:			11.46

Water Production at R. C. Willson

- Operations:
 - Operations were routine this week – Staff worked on facility maintenance and routine preventative maintenance.

- Maintenance
 - RC Willson – Staff worked on miscellaneous equipment preventive maintenance.
- Instrumentation
 - RC Willson – Repairs were completed on the Nonionic Feed System.
 - RC Willson – Repairs are being made to the North SCM.
 - RC Willson – Repairs were completed on the Sulfuric Acid Feed System.
 - RC Willson – Repairs were made to the space heaters.
 - RC Willson and Pump Stations – Assisted Water Distribution with frozen meter service orders.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 1.0 feet (dry level). Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule. The project continues to be on schedule.

Water Distribution. Distribution crews are working throughout the system performing customer service work and new meter installations as needed. Repairs were made to water main breaks on Pennsylvania Avenue, Maugansville Road, East Antietam Street, and Mealey Parkway. Crews also worked to restore service due to frozen meters in the area.

Laboratory

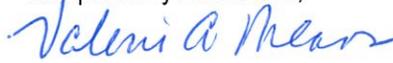
- Collected composite samples from lagoon discharges.
- Submitted lagoon discharge lab data to Plant Superintendent for the month of December.
- Prepared Point of Entry Water Quality Parameter Report (POE WQPs).
- Prepared Distribution WQP Report.
- Submitted POE and Distribution WQPs to MDE in compliance with the Lead and Copper Regulation.
- Submitted annual Inorganic Contaminant Self-Monitoring Report to MDE.
- Collected samples from the distribution system for monitoring for nitrification.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	-	2
Preliminary Plats	-	-
Final Plats	2	-
Grading Plan	-	-
Building Permits	5	-

- Staff attended a development review meeting at the County Plan Review and Permitting Office.
- Staff met with a Board of Education representative regarding modification of the alignment of a proposed fence at Bester Elementary School.
- Staff met with a developer's representative to discuss a proposed commercial/residential project near the Dual Highway.



Respectfully submitted,

 Valerie A. Means
 City Administrator