

CITY OF HAGERSTOWN, MARYLAND

STATUS & INFORMATION REPORT NO. 11 FOR 2018



March 16, 2018

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

MARCH 2018

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>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7pm Blues Bash @ Maryland Theatre	2	3
4	5	6 7am State of the City @ Hager Hall 3pm Executive Session 4pm 34 th Special Session 4:10pm Work Session	7	8 4pm Board of Traffic & Parking 4:30pm Hagerstown Historic District Commission Meeting	9	10
11	12	13 4pm Work Session	14 4pm Hagerstown Planning Commission Meeting	15	16	17 7:30am St. Patrick's Day Run Fest @ City Center 10am-2pm Main Street Sweets on the Street @ MD Theatre Lobby & Courtyard
18	19	20 3pm Executive Session 4pm Work Session	21 7pm Board of Zoning Appeals Meeting	22 4:30pm Hagerstown Historic District Commission Meeting	23	24
25	26	27 7pm Regular Session	28 7pm Hagerstown Planning Commission Meeting	29	30 HOLIDAY City Offices Closed	31

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Main Street Update:

- Main Street Hagerstown's Business Relations Work Group met for their monthly meeting. They discussed doing additional "Ambassador Visits" to Main Street businesses which are scheduled to continue the first week of April. They also discussed ways the Work Group can help support the City's efforts in bringing in prospective new businesses. The Group also continued to discuss recognizing the businesses currently in the Main Street area.
- Staff attended the Main Street Maryland Quarterly Meeting in Taneytown. Updates were provided on the upcoming celebration of Main Street Maryland's 20 Year Anniversary and new reporting software. The afternoon had a presenter, Tom Fidler Jr., from MacKenzie Retail, sharing information on the future of retail in downtowns and ideas on how to meet customer needs in a physical store compared to an online shop.
- Main Street's Monthly Downtown Business Owner Forum was held this month. Mr. Kimble Lee, Local Veteran Representative with the Department of Labor, Licensing, and Regulation, spoke on how he can help businesses find and employ veterans in their businesses. He also provided information on the services his office offers.
- Staff is finalizing plans for the Sweets on the Street event planned for Saturday, March 17th. All vendor spots have been filled. The YMCA is volunteering to help with the cookie decorating station during the event and several Main Street volunteers are assisting with setup, staffing during the event, and teardown.

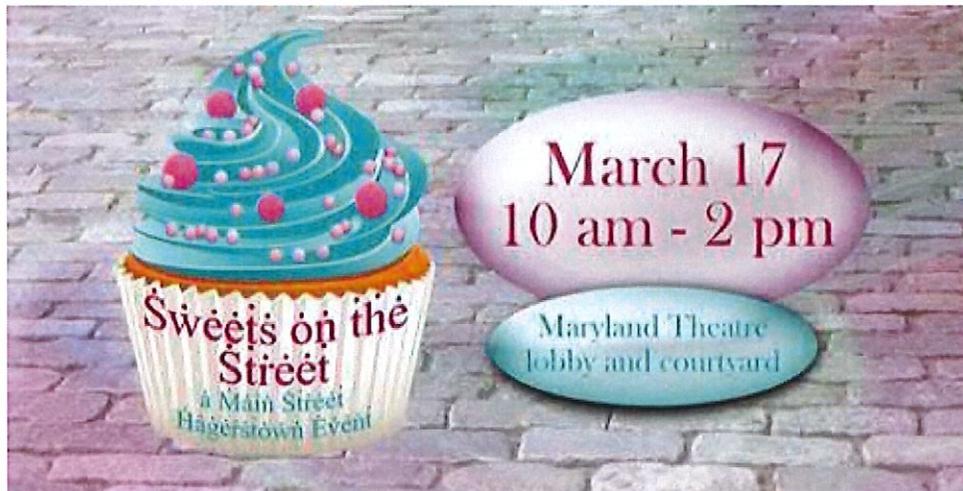
Sweets on the Street ~ Saturday, March 17 at 10 a.m. – 2 p.m.

Main Street Hagerstown is excited to present the inaugural Sweets on the Street event at the Maryland Theatre in downtown Hagerstown. This one day event will be held indoors and outdoors and will allow guests to sample and purchase a variety of chocolates, cupcakes, doughnuts and more.

In addition to sampling and purchasing treats from local vendors, enjoy:

- Sweets Walk (10:15 a.m. and 11:45 am, 2 rounds each)
- Cookie Decorating (10:30am and 12:45pm)
- Hot Chocolate Bar (while supplies last)
- Pie Eating Contest (11am - winners receive gift cards to Pretzel and Pizza Creations Hagerstown and 28 South)

This event is free to attend and will be held in conjunction with the St. Patrick's Day Run Fest 2018! For more information, visit the Main Street Hagerstown Facebook page.



Events Update:

- **St. Patrick's Day Run Fest ~ Saturday, March 17**

This event honors Dan McDougal, M.D. and benefits the Community Free Clinic of Washington County. The event is sponsored by Washington County Recreation Department and the City of Hagerstown. Activities include 4 Leaf Clover Kids Run, 1 mile Fitness Walk, 5K, 8K and Half Marathon. St. Patrick's Day themed attire is highly encouraged. Registration begins at 7:30 a.m. For more information visit St. Patrick's Day Run Fest 2018 Facebook event page or register at www.imathlete.com.

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
House Fires	1	Community Risk Reduction	13
Building Fires	2	Public Service Calls	2
Medical Assistance	25	Personal Injury Collision	4
Assist other Fire Departments	5	Fuel/Hazard Spills	0
Automatic Fire Alarms	6	Gas Leaks	0
Cooking Fires	1	Investigation: Odor, Smoke, Fire	1
Electrical Wiring Malfunction	1	Dumpster/Outside Fires	2

Commercial Building Fire – 3/12/18: Hagerstown Firefighters were called to Hagerstown Spring Works at 436 East Baltimore Street for a fire at the automotive repair business. The fire was reported at 1:43 a.m. and took approximately an hour to bring the blaze under control. An investigation into the cause of the fire is on-going.

A Life Saved! – 3/12/18: Hagerstown Firefighters responded to a reported apartment fire at 320 South Potomac Street. Upon arrival firefighters forced entry into the front of the home to rescue a 5-year-old girl. The child was taken to Meritus Medical Center and then was flown to Children's Hospital as a precaution. She is expected to make a full recovery.

INFORMATION TECHNOLOGY, COMMUNICATIONS & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- Traffic Advisory: St. Patrick's Day Run Fest

Channel 25:

- Watch the **Hub City Now** Newsroom at the top of every hour. This week's news stories include:
 - o Mulberry Lofts Renovation
 - o Bester Community of Hope "Keep Our City Clean" PSA
 - o Vicki Scuri "Rail Switch" Public Art Feature
- Special Broadcasts:
 - o State of the City - full presentation
 - Monday, Wednesday, Saturday at 7 PM
 - Sunday at 3 PM
 - o MTA Commuter Connection
 - Thursday at 7 PM
 - Saturday at 1 PM

- On-going productions:
 - o See Something, Say Something PSA
 - o Neighborhoods 1st Celebration video

Websites:

- **City Website:**

- o About **7,700** users visited www.hagerstownmd.org for the week of March 5-11, 2018 (-200 visitors from last week)
- o Top entrances (first page users accessed on the website)

▪ Home Page	2,087
▪ Utility Billing Page	792
▪ Jobs Page	267
▪ Police Page	234
▪ Hub City 100 Miler Page	105
- o Top Searches:
 - "what bills can I pay online"
 - "jobs"
 - "careers"
 - "pay bill"
 - "zoning"

PARKS & ENGINEERING

ENGINEERING DIVISION

1. **Coordination Meeting with State and County.** Staff attended the quarterly meeting and the following topics of interest were discussed:
 - ADA projects on Route 40 in the downtown are still not complete, City staff pressed for the State to wrap these up.
 - Reconstruction of the Cleveland Avenue/Route 40 intersection has been awarded and will occur this summer. This includes improved sidewalks, crosswalks, and accessible pedestrian signals.
 - At the request of the City, rutting pavement on Route 60 north of Northern Avenue will be repaired this Spring by State Highway.
 - The design has commenced for the Phase II of the I81 widening (to north of Halfway Boulevard).
 - State Highway is designing new sidewalks and crosswalks on Dual Highway from Cannon Avenue to Eastern Boulevard. Construction funding is not committed yet.
2. **Maryland Historic Trust Capital Grant Application.** Staff applied for a \$75,000 Historic Preservation Capital Grant for repairs to the Fairgrounds Park entrance building and gatekeepers house.
3. **Railroad Crossings.** Staff met with Maryland State Highway to complain about the condition of three rail crossings in the southend. The CSX Roadmaster will be reviewing the crossing surfaces on South Potomac Street (near Rose Hill), Summit Avenue and Walnut Street (both near Park Circle) for repairs.

4. **Street Trees.** A college student majoring in urban forestry is going to be preparing a pilot program "Street Tree Inventory" database of the downtown area and we expect him to make a presentation at our Arbor Day ceremony.
5. **Engineering Statistics.**

TRAFFIC ISSUES		
Description	Week of 3/12/18	Calendar Year 2018 TOTALS
Traffic complaints received	2	39
Work Orders completed	2	20
Traffic counts completed	1	5
CONSTRUCTION PROJECTS		
Description	Week of 3/12/18	Calendar Year 2018 TOTALS
Projects advertised for bids	2	3
RFP's Advertised	1	3
Projects under construction	3	3
Projects completed	0	0

PARKS DIVISION

1. **Golf Course Opening.** The Golf Course is tentatively scheduled to open for the season on Friday, March 23rd, weather permitting. Course hours through March 31st are 9 a.m. – 5 p.m., and the Course will be closed on Easter Sunday. Opening specials for the month of March are 18 holes with a cart for \$20. Seniors can play 18 holes with a cart for \$15. Season passes are available for City and Non-City Residents.
2. **Municipal Stadium.** We continue to rebuild storm drains in the Municipal Stadium parking lot. To prepare for the April 12th season opener, we are inspecting the bleacher boards for safety. We are also replacing the screen walls along the Clubhouse and rebuilding a concession counter.
3. **Caboose SOLD!** We sold one caboose at the City Park Train Exhibit for \$15,000 and the second one is being advertised for sale. The caboose sales were in the 2018 budget as general fund revenue.
4. **Gametime Adult Sports Leagues:**
 - Monday Night Kickball at Fairgrounds Parks
Begins March 19, 2018. Start time is 6p.m. Cost is \$35/person or \$350/team.
 - Tuesday Night Dodgeball & Wiffleball at Pangborn Park
Begins March 20, 2018. Start time is 6 p.m. Cost is \$35/person or \$350/team.
 - Wednesday Night Kickball at City Park
Begins March 21, 2018. Start time is 6 p.m. Cost is \$35/person or \$350/team.
4. **Park Maintenance.** This week we are expanding the safety areas around the play equipment to meet current safety codes.
5. **Restroom Upgrades.** Work continues on upgrading the restrooms at Pangborn Park, City Park and Hellane Park. This week the contractor poured the concrete floors in Pangborn Park.

PLANNING & CODE ADMINISTRATION

New Development Cases:

- Parcels A, B, & C of Rachuba Hager's Crossing (end of Honeysuckle Lane) – Rachuba Hager's Crossing, LLC – final plat.

Planning Commission: The Planning Commission took the following action on these cases at its March 14 meeting:

- 58 South Potomac Street – Schmankerl Stube Bavarian Restaurant – approved a minor site plan for an addition.
- 12605-12606 Barton Drive – Richmond American Homes – approved a site plan for a model home court.
- 231-291 Eastern Boulevard North – Kensington Commercial Center – approved a site plan for a shopping center.

Weekly Activity Report: March 5–9, 2018

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	7	2	Commercial -	5	0		3	
Electric	15	11	Commercial -	4	0		15	
Plumbing	9	5	Commercial -	0	4		8	
Mechanical	8	7	Commercial -	0	1		8	
Engineering Dept.	2						2	
TOTAL	41	25		9	5		36	

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:	
Residential	\$ 265,000.00		\$ 4,349,513.00
Commercial	\$ 206,700.00		\$ 15,794,066.00
Apartment	\$ 0.00		\$ 1,502,970.00
Sign	\$ 0.00		\$ 306,484.00
TOTAL	\$ 471,700.00		\$ 21,953,291.00

Projects of Interest

- Construct single family home at 1010 Pope Avenue - \$120,000
- Construct single family home at 1014 Pope Avenue - \$120,000
- Installation of roof mounted solar array at 760 Bowman Avenue - \$206,700

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2017 – JUNE 30, 2018		
	PROPERTIES	UNITS
Registrations received week of Feb 26 – Mar 2	9	13
New applications issued week of Feb 26 – Mar 2	0	0
Total 2017-2018 registered (includes additions and subtractions since 5/1/17)	3,616	9,357
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, 2017, six property owners were fined for failure to register as a rental facility.

PAYMENT

Weekly payment received	\$ 900
Weekly adjustment/credits	\$ 225

INSPECTIONS	
TYPE	NUMBER CONDUCTED
Building	19
Electrical	42
Plumbing	15
Mechanical	9
Safety	45
Neighborhood Vitality	8
Quality of Life	11
Preventive Maintenance	21
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.

POLICE DEPARTMENT

STATS

Calls for Service:	1,576	Field Interviews:	53
Arrests/Warrants Served:	16	Moving Violations:	39
Domestic Violence Calls:	26	Safety Repair Orders:	6
DUI Arrests:	1	Warnings:	84
Reports Filed:	136		

REPORTS

03/08/18: Officers responded to Wayside Avenue for a reported burglary. Upon arrival, officers made contact with the victim who reported that three males had entered his residence through a back door and held him at gunpoint. The males appeared to be in their 20's and all three were wearing black clothing and gloves. The victim further stated he was tied up and the males then ransacked his residence. The suspects took his keys to his house and car, an Xbox One, a Samsung GalaxyS8, and U.S. currency. The total value of the stolen items was \$2,600. A K-9 track was requested and Officer Bartles responded to the scene. Unfortunately the track ended at the rear of the residence. However, Officers Bartles observed a fresh set of tire tracks to the rear of the residence. Officers attempted to talk to the neighbors but no one responded to their door. There currently is a person of interest and no further details are available at this time.

03/09/18: Officers were dispatched to Soul Haven Wellness & Recovery Center on Antietam Street for a report of a male with a gun. Officer Decker located the victim who advised that a male pointed a gun at her. The victim stated she made a comment to the suspect that apparently he found offensive and then pulled a gun from his waistband. He put the gun to her chest and said he would shoot her. He then put the gun back in his waistband and left the building. The victim knew the suspect since both of them frequent Soul Haven. There were two other witnesses that confirmed the account from the victim. Officers arrested the suspect on 03/10/18 charged him with Assault 1st and 2nd Degree, Reckless Endangerment and Possession of Gun.

03/10/18: Officer T. Helman responded to Potomac Avenue for a reported assault with a knife. A witness advised that a male had been assaulting a female. The witness stated he tried to come to the aid of the female when the suspect struck him above the eye with a sword. The witness stated that he, the victim, and the suspect were hanging out together at his residence when the suspect became agitated for an unknown reason. The incident escalated and a neighbor came to investigate the screaming that he heard. The neighbor told the suspect that he should not be hitting anyone. At that point the suspect took

the witness' cell phone and left the residence. When the Officer transported the victim back to her residence, one that she shares with the suspect, the suspect was there. The suspect was arrested and transported to Central Booking and charged with Assault and other related charges. The suspect made verbal threats directed to the victim. Due to the amount of danger involved, the Officer then transported the victim to the District Court Commissioner's Office to obtain a Protective Order against the suspect. No further details are available.

PRESS RELEASE

On 03/15/18 at 12:28 a.m., Officers responded to McDonald's located at 17610 Garland Groh Boulevard in reference to a report of a robbery in progress. Upon arrival, Officers were advised a male dressed in all black clothing had entered the restaurant, displayed a handgun, and demanded money. The male was last seen leaving the restaurant on foot.

A K-9 track was conducted in the area which led officers to the 17000 block of Gettysburg Way. Through further investigation, the suspect was identified as 20 year old Kevin Dujan Warren who resides in the area of 17000 block of Gettysburg Way. Approximately two hours later, Warren, who was an employee of McDonald's, was taken into custody without incident. He was transported to the Washington County Detention Center where he was charged with Armed Robbery, Robbery, Assault 1st and 2nd Degree, Theft, Handgun on Person and Firearm in the Use of Felony/Violent Crime. Warren is currently being held without bond.

OTHER NEWS/INFORMATION

Congratulations to Officer Michael Anderson. Officer Michael Anderson has been selected as Officer of the Month for February 2018. Officer Anderson has been employed by the City of Hagerstown for two years and is currently assigned to the Patrol Division.

In February, Officer Anderson and other officers from HPD were dispatched to a call where a juvenile was threatening to harm himself with a knife. Upon arrival, Officers attempted to calm the juvenile and get him to drop the knife. The juvenile refused to comply and at one point moved the knife to his temple and began to apply pressure.

While the juvenile was momentarily distracted, Officer Anderson quickly employed a bare-handed disarming technique to safely disarm the juvenile before he was able to cause any serious injury to himself or others.

Based on his quick, decisive actions in safely disarming the juvenile, Officer Anderson has been selected as the Hagerstown Police Department Officer of the Month for February 2018. The Hagerstown Police Department is proud to have dedicated officers such as Officer Anderson as one of its own and congratulates him for a job well done.

PUBLIC WORKS

Parking Deck Update: The electricians were able to return and begin work on the UD Parking Deck sooner than the scheduled start date in April. Final connections to the equipment should take place the week of March 19th. The intent is to have the UD Deck be operational by the end of March.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	0	2
Human Resources	0	0
Light	0	3
Parks & Engineering	3	4
Police	9	6
Public Works	9	5
Wastewater	3	0
Water	4	2
Weekly Totals	28	22

Spring Work Staff: With Spring upon us, additional staffing will be needed to mow grass, clean up properties and paint red curbs. Seven seasonal staff members have been hired thus far and will begin work on April 2nd. They will work to mow the public right-of-ways, assist with the Code Department's private property abatement program, paint red curbs to restrict parking and help collect trash along with a number of other issues requiring manual labor. The staff will be paid the minimum wage rate that will go into effect on July 1 (\$10.10/hour). Per the AFSCME 1540 contract, these employees can work 40 hours per week but only up to 7 months per calendar year. By the end of October, their employment will end with the City.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Sat. 3/10 - 324-332 Belview Avenue- total outage; squirrel caused a line fuse to operate. Time Out: 9.3-10.8

- Sun. 3/11 - 100 Block North Prospect Street- total outage; large truck tore service wires down. Time Out: 9.5-11.7

- Across, 155 Jonathan Street- pole damaged; no damages to HLD facilities were found. Time Out: 17.2-17.8

- Mon. 3/12 - 437 East Baltimore Street- building fire; the meter and service was disconnected at the request of HFD. Time Out: 2.2-3.2

- 320-322 South Potomac Street- fire; seven meters were removed and service disconnected due to house fire. Time Out: 22.8-23.8

- Tues. 3/13 - Elizabeth Street and South Burhans Boulevard - pole damaged; vehicle struck utility pole in accident however, no damages were found to HLD facilities. Time Out: 2.4-3.7

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.

- Engineering and Distribution staff reviewed final build details with Altec Industries for the replacement of an HLD digger truck.

- The Staff Engineer met with multiple contractors to discuss project details in HLD's service area.

- Engineering, Distribution, and Administration met to discuss additions to the HLD Safety Manual and processes.

- The Staff Engineer continued work on distribution feeder protection device coordination.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, March 7, 2018	7.93	0.00
Thursday, March 8, 2018	7.89	0.00
Friday, March 9, 2018	7.53	0.00
Saturday, March 10, 2018	7.07	0.00
Sunday, March 11, 2018	6.86	0.00
Monday, March 12, 2018	7.00	0.00
Tuesday, March 13, 2018	6.97	0.00
Weekly – Avg. Flow / Total Rainfall	7.32	0.00
Mar - Avg. Flow/Total Rainfall	8.01	0.36

Miscellaneous

- Replaced broken bellows on UV Transmission Monitor.
- Troubleshoot PLC at ENR building. Replaced faulty Ethernet switches and 24 volt power supply.
- Disconnected wiring and controls from abandoned polymer equipment and prepared it for removal.
- Repaired stainless steel door on OAB that was damaged from wind.
- Repaired electrical rails on the overhead crane at the ENR.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	4,19,26	1,245'	424'	20
Flushing	3	11,729'		

Collection System Maintenance Task

- Sewer Back up, flushed Sumans Alley for Housing Authority, cleared blockage.
- Sewer Back up, 1432 Hamilton Boulevard, CCTV found problem on the private side.
- Sewer Back up, 900 South Potomac Street, cleared blockage from main and lateral.
- Sewer Back up, 114 North Potomac Street, Collapsed sewer line on the private side.
- Odor complaint, 12816 Terrace Extended, problem on the private side.
- Grinder Pump Call, 1504 Woodlands Run, met with electrician to make repair on their side.
- Customer call from 423 North Colonial Drive, found issue to be broken cleanout, instructed owner how to make repair.
- Pump Station #3, repacked check valve #1.
- Pump Station #17, installed new station lighting.

- Pump Station #21, changed pump-off float.
- Hauled crushed stone for stock pile at shop.
- Excavated site at Pump Station #3 to install secondary access for equipment for upgrade project, hauled in millings on both roadways.
- Began saw cutting patches for repairs.
- General pump shop repair work.
- Dropped enzyme bags at various lift stations and trouble spots in the system to control FOG.

Administration

Wastewater Division – Customer Call Log Summary 2017/2018							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	0	0	0	3	5
YTD 2018	17	25	1	3	2	26	74

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

Engineering

- Staff met with the Wastewater Inspector regarding field modifications of the Proposed Phase II sewer extension in the Southern Boulevard project.
- The response to the Black Rock Estates cleanout upgrade program is approximately 33 % complete.

Laboratory

- Analyzed drinking water samples for simple nutrients.
- Confirmed receipt of DRM-QA 38 from the EPA with DMR-QA Coordinator.
- 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
03/08/18	9.90		9.90
03/09/18	9.49		9.49
03/10/18	9.54		9.54
03/11/18	9.17		9.17
03/12/18	9.64		9.64
03/13/18	9.67		9.67
03/14/18	9.82		9.82
Average			9.60

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 made to filter #4 on the influent actuator.
 - PS4 – The hot water heater was repaired on the eye wash system.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at .8 foot. 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 a service line leak on Burnside Avenue. New services were installed on Brownstone Place.

Laboratory

- Collected composite samples from lagoon discharges.
- Collected Distribution system samples for monitoring for nitrification.
- Collected monthly TOC removal efficiency samples.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	7
Preliminary Plats	-	2
Grading Plan	-	1
Final Plat	2	-
Building Permits	12	3

- Staff met with the Distribution Division Superintendent at the proposed Crystal Falls Drive bridge replacement to discuss relocation of the raw water mains.



Respectfully submitted,

Valerie A. Means
City Administrator