



City of Hagerstown, Maryland Status & Information Report No. 18 for 2012

May 4, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

| MAY 2012 | | | | | | |
|----------|--------|---|-----------|---|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | 1 3pm Joint Meeting wCounty Commissioners 4pm Work Session | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 4pm Work Session 7pm Budget Hearing | 9 | 10 8am- 2pm Maymart @ Public Square | 11 | 12 |
| 13 | 14 | 15 4pm Work Session | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 7pm Regular Session | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 T.B.D. | 30 | 31 5pm Western MD Blues Fest @ University Plaza | | |

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Openings:** Our next grand openings will be on May 22. Supreme Buffet will be at 11 a.m. and the Hagerstown Children's Theater/Walker Performing Arts at 6 p.m.
2. **Arbor Day Celebration:** Arbor Day Celebration was held at the Hagerstown Greens Golf Course Club House Bester Elementary School Students helped us to plant trees and sang some appropriate songs. Page Wade of Williamsport sang the National Anthem for the program. Councilmember Martin Brubaker served as Master of Ceremonies.
3. **Faire Off the Square:** The First Faire Off the Square was held on Saturday from 9 a.m. to 2 p.m. in the Elizabeth Hager Center Lot. It was well received and will continue to grow each month. Next Faire Off the Square is slated for Saturday, May 26 from 9 a.m. to 2 p.m. and it will benefit the Washington County Humane Society.
4. **Beauty and the Beast:** Barbara Ingram presented Beauty and the Beast at the Maryland Theatre this weekend and approximately 3,000 attended. The Barbara Ingram School Art Foundation also held a fundraiser at Leiters and approximately \$8,000 was raised. This week the Barbara Ingram

School for the Arts will continue Beauty and the Beast and host a street faire. South Potomac Street is slated to be closed between 1-8 p.m. If it rains on Saturday, they will have the event on Sunday, and the streets will be closed between 12-4 p.m.

5. **Maymart:** Maymart will be held on Thursday, May 10 from 8 a.m. to 2 p.m. Vendors will be on the Square as well as other activities. The rain date for this event is Friday, May 11.
6. **Taste of the Arts:** Twelve sites are lined up for the Taste of the Arts Event which will be held on May 17 from 5-8 p.m. in City Center. Proceeds will benefit the Washington County Arts Council, the Barbara Ingram School for the Arts and the Maryland Theatre. Tickets are on sale at the Maryland Theatre.
7. **Western Maryland Blues Fest:** Western Maryland Blues Fest will be held on May 31, June 1, 2 and 3. Staff is working on all aspects of the event. The program for the event will go to print on May 10th.
8. **Tour of Washington County/Bike Night:** Two events will be going to Mayor and City Council for formal street closure approval. One is the Tour of Washington County on June 15th and the other Bike Night on July 6th. The wheels are turning in Hagerstown.
9. **Fundraising:**
 - The Western Maryland Blues Fest has raised over \$80,000 to date.
 - A fundraising campaign for the 150th First Call Weekend being held at the City Park on June 16 and 17 has begun. We are looking for funds for a water tank and for the SS Hunley exhibit.
10. **City Market:** May 12th – Celebrating Mother's at the Market – 150 mini-flower arrangements are being given to Mothers' beginning 8 a.m. and one lucky Mom will receive a free basketful of goodies.
11. **New Website:** The new website was launched on Monday, April 30th. Visit www.hagerstownmd.org to check out all the updates! The new site offers additional information that is effectively organized. It will keep our citizens more well-informed and it will be easier for them to find answers to frequently asked questions.
12. **Some of this Week's Headlines and Media Releases:**
 - Recycling Doubles Under City's New Program
 - Hagerstown Celebrates National Bike Month
 - Golf Clubhouse Re-Opening After "Extreme Makeover"
 - Traffic Advisory: East Antietam Street
 - Celebrate Spring With Maymart in City Center!
13. **E-casts:**
 - Weekend Storybook Street Faire in City Center Hagerstown!
 - Fore! We are proud to announce our Grand Re-Opening!
14. **Hub City on 6:**
 - Watch the Ripken Design presentation to Mayor and Council Mondays and Wednesdays at 7:00 p.m. and Saturdays at noon.
 - Watch Citizens Comments about the multi-use center from the April 24th meeting on Sundays, Tuesdays and Thursdays at 6 p.m.
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - City Engineer: City Can Handle Parking and Traffic for Multi-Use Center
 - Comptroller Throws Support Behind Multi-Use Facility Project

- Be Our Guest: Barbara Ingram School Presents Beauty and the Beast
- Tips From Patrol: Officer Lippy
- SPIN Opens New Restaurant, Nightclub in City Center
- First Property Certified Under Crime-Free Housing Program

In production:

- Public Safety Snippets with Police and Fire Departments
- Preview of the 17th Annual Western Maryland Blues Fest

15. **Websites:**

- The results of Ripken Design's Financial Feasibility Study are available on the City website, including an executive summary and a full report as well as the PowerPoint presentation that was made at the joint session on April 17th. The same links can also be found on the Hagerstown Advance site and www.supportdowntownhagerstown.com.
- Western Maryland Blues Fest website is updated with performer bios, videos and ticket information - www.blues-fest.org
- A community group has created a website to support downtown initiatives and a multi-use center. City staff will be contributing government information on related topics – www.supportdowntownhagerstown.com

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**

- 1303 Pennsylvania Avenue - Downtown Prosperity, LLC, d/b/a Lena's of Hagerstown - retail women's clothing store (new location)
- 72 West Washington Street - Manny's Oriental rugs & Gallery, LLC - retail sales of home decorative items

2. **Planning Commission:** The Commission held a special meeting on May 2 and concluded its review of the second draft of the revised Land Management Code. A public hearing will be held on May 30 on the proposed changes. Copies of the draft revision will be sent to the local engineering companies, frequent city developers and attorneys who regularly interact with the office. Staff plans that the Planning Commission will forward its recommendation to the Mayor and Council in the second half of June. A copy will be posted to the city website.

The commission will meet on May 9 to consider the following items:

- Site plan for Bester Elementary School Rebuild
- Recommendation to Mayor and City Council on the proposed East First Street rezoning
- Distribution of Public Review Draft of the Land Management Code

3. **Historic District Commission:** On April 26, the HDC reviewed and approved the City's plans for a proposed parking lot and landscape area, including a storm drain system, at the Almshouse on North Locust Street.

The Commission is scheduled to consider the following cases on May 10:

- 1032 Hamilton Boulevard - Douglass and Mary Jo Reed - fence
- 1029 The Terrace - Michael G. Radley - shed
- 102 South Prospect Street - Diane De Laet - shed

4. **Heritage Event:** The Heart of the Civil War Heritage Area's "First Call Weekend is coming up on June 16 and 17. Each of the three counties in the heritage area are slated to host one of these event in 2012, 2013 and 2014 to kick off local tourism associated with the 150th anniversary of the Civil War. The City's Office of Public Affairs jumped at the opportunity to draw this event to the City, and is spearheading the management of it so that it has become by default one of the City's observances of the anniversary. Affectionately referred to by some staff as "Civil War-Palooza", the weekend will include many different types of activities and events for the whole family. Details to follow. The HCWHA will be extending an invitation to Lieutenant Governor Anthony Brown to attend the event and officially open the large Civil War arts-and-artifacts exhibit that will be opening at the Fine Arts Museum the same weekend.

5. **Heritage Products:** The logistics have been worked out that will allow "Valor in the Streets: The Battle of Hagerstown to be sold at the CVB Visitor Center. Proceeds will be put back into other projects. The City's second project "Divided Valor: Hagerstonians in the Civil War" has been in production since October, and this week, the narrator's voice-over script and on-screen shots were completed. Editing begins soon. Many thanks go to Kelly Wright who graciously accepted our request to again host our project. Roll out for this new product is slated for late September. Once released, this product too will be available for purchase at the CVB Visitor Center.

6. **Code Administration Weekly Activity Report:** April 23-27, 2012

| PERMITS | | | | | | | | |
|---|-----------------------------------|---------------|-----------|----------------------|------------------------------------|---------|----------|-------------------------|
| <u>TYPE</u> | <u>NUMBER OF NEW APPLICATIONS</u> | | | | | | | <u>NUMBER ISSUED</u> |
| Building | 12 | Residential - | 9 | Commercial - | 3 | Other - | 0 | 9 |
| Electrical | 19 | Residential - | 8 | Commercial - | 10 | Other - | 1 | 18 |
| Plumbing | 7 | Residential - | 5 | Commercial - | 1 | Other - | 1 | 7 |
| Mechanical | 5 | Residential - | 0 | Commercial - | 4 | Other - | 1 | 5 |
| Engineering Dept. | 2 | | | | | | | 4 |
| TOTAL | 45 | | 22 | | 18 | | 3 | 43 |
| Estimated Value of Weekly Issued Building Permit Projects: | | | | | Fiscal Year-To-Date Totals: | | | |
| Residential | | | | \$ 290,750.00 | | | | \$ 5,756,999.00 |
| Commercial | | | | \$ 263,750.00 | | | | \$ 18,804,116.00 |
| Apartment | | | | \$ 10,400.00 | | | | \$ 260,521.00 |
| Sign | | | | \$ 4,500.00 | | | | \$ 364,565.00 |
| TOTAL | | | | \$ 569,400.00 | | | | \$ 25,189,201.00 |
| Building permit(s) of interest issued this week: | | | | | | | | |
| Remodel Coffee Bar and part of snack area for 7-Eleven at 1623 Dual Highway - \$91,000 | | | | | | | | |
| Construct a 3,500 sq. ft. addition for garage at 1050 Florida Avenue - \$172,750 | | | | | | | | |
| Construct two single family dwellings at Collegiate Acres - \$280,000 | | | | | | | | |
| RENTAL LICENSES | | | | | | | | |
| <u>NUMBER</u> | <u>FACILITIES</u> | | | <u>UNITS</u> | | | | |
| Registrations Received | 7 | | | 9 | | | | |
| New Applications Issued | 4 | | | 5 | | | | |
| Total Registered Since 7/1/11 | 3147 | | | 8509 | | | | |
| % of Those Invoiced | 99.9 | | | 99.9 | | | | |
| Notes: The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June 2011. This represents the percentage of those applications returned as of 4/27/12. | | | | | | | | |
| PAYMENT | | | | | | | | |
| Total Payments Received | \$ 450 | | | | | | | |
| Adjustments | \$ 0 | | | | | | | |

| INSPECTIONS | |
|--|--|
| TYPE | NUMBER CONDUCTED |
| Building | 46 |
| Electrical | 37 |
| Plumbing | 10 |
| Mechanical | 11 |
| Safety | 32 |
| Neighborhood Vitality | 40 |
| Quality of Life | 4 |
| Preventive Maintenance | 0 |
| Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. Exterior rental licensing inspections for this program year are completed. Due to a database error, not all inspection numbers were captured this week. | |
| INSPECTIONS KEY: | |
| Categories of Conditions | |
| 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 |

DEPARTMENT OF PARKS & ENGINEERING

1. **Clubhouse Grand Reopening** Construction of our new Clubhouse is now complete and all inspections have been made. Our Grand Reopening is scheduled for Saturday, May 5, 2012 at 12 p.m.
2. **Recycling** According to records, nearly 43 tons of recyclables were collected in the first week that residents used their new recycling totes. This is more than twice the amount collected under the old program. Residents who recycle will see new points accumulate each time recyclables are collected from their City-issued tote. Points accumulated from the week of April 23rd should show up in accounts early next week.
3. **Upcoming Events in City Parks**
 - May 5th – Fairgrounds Park - Washington County Special Olympics Inspiration Walk, 8 a.m. – 2 p.m.
 - May 5th – City Park – Boy Scout Camp-O-Ree, 8 a.m. – 9 p.m.
 - May 6th – Fairgrounds Park South – Bark for Life, 12-4 p.m.
 - May 13th – City Park Band Shell – UCF Outreach Ministries, 12-4 p.m.
 - May 19th – Fairgrounds Park – Love 4 A Child Walk-a-Thon, 9–11 a.m.

- May 19th – City Park Band Shell – Inner Court Family Worship Community Outreach, 10 a.m. – 6 p.m.
- May 20th – City Park Band Shell – Zion Baptist Church Service, 2–8 p.m.
- May 20th – Wheaton Park Band Shell – UCF Outreach Ministries, 2–6 p.m.
- May 27th – City Park Band Shell, UCF Outreach Ministries, 12-4 p.m.

POLICE DEPARTMENT

1. STATS

| | | | |
|---------------------------|-------|---------------------------|----|
| Calls for Service: | 1,697 | CDS Arrest: | 1 |
| Criminal Arrest/Warrants: | 19 | DUI Arrests: | 1 |
| Moving Violations: | 44 | Search Warrants Executed: | 2 |
| Safety Repair Orders: | 9 | Field Interviews: | 21 |
| Warnings: | 28 | Parking Tickets: | 23 |

2. REPORTS

- **04/27/12:** The Hagerstown Police Department and the Washington County Sheriff's Department responded to 927 Pennsylvania Avenue, Trading Post Pawn, for an alarm activation. Upon arrival the front door was unsecured. Officer Batistig and his canine partner Fatima entered the business to search for any possible suspects that might be inside. There were no subjects located and no items appeared to be out of place or disturbed. Officer Keefer noticed that there was damage to the front door lock cylinder. The business representative advised that the damage to the lock is new damage. He also pointed out that the green 55 gallon drum used as a trash can was moved and perhaps used as a stepping stool. At this time there are no known suspects.
- **04/30/12:** Officer L. Dean was dispatched to 235 Alexander Street for a theft of some auto parts. The owner of the vehicle had been doing some repair work to the transmission and removed the catalytic converter and placed the part(s) on the back wall behind the vehicle. The estimated value stolen is \$1,500. The owner knew of no suspects in this matter and no additional information is known at this time.
- **05/02/12:** Officer Wayne Hose was dispatched to the 7-Eleven Store on the Dual Highway for a robbery in progress. He contacted the clerk and she advised that a white male, 5'06", medium build, wearing a blue hooded sweat jacket entered the store and walked to the counter. He asked for a pack of cigarettes and handed her \$7 to pay for them. When she turned back around to give the cigarettes to the subject he displayed a silver handgun wrapped in a white plastic bag. He stated, "Give me your money". She handed the money over to the suspect and he fled westbound to the rear of the store. Officer Bartles conducted a K-9 track but was unsuccessful due to the heavy rains earlier that night. There are no suspects at this time.

PUBLIC WORKS

- 1. March and April Call-outs:** Public Works staff reported to eight separate, after-hour callouts. The breakdown of issues is as follows:

| | | |
|---|----------------|---------------------------------------|
| 2 | Traffic Signal | Signal on flash; Signal not operating |
| 2 | Trees | Limbs in street |
| 1 | Street | Manhole cover dislodged |
| 1 | Wildlife | Ducks in storm drain |
| 2 | Parking | Operator error |

2. **Parking Reminders:** Current policy is to raise the gates and collect \$1 upon entry to the decks during larger events held at the Maryland Theater. The weekend of April 27–29 was BSFA's *Beauty & the Beast* which will be held again the weekend of May 4 – 6 along with a street faire. During this upcoming weekend, the Bridge of Life Church will be holding a women's conference during a similar time frame as the BISFA event. Deck gates will be raised and a dollar collected upon entry (except for those with a parking pass – parking is FREE!). Blues Fest parking will be \$5 per vehicle since this is a City event (again, those with deck passes enter for free).

A draft of the final Parking Master Plan has been completed. Staff reviewed the document for content and grammar. Rich & Associates are currently making the necessary changes. The plan will be brought to the council in June for review.

3. **Street Work:** Storm drain reconstruction is currently taking place on the Virginia Avenue/Wilson Boulevard overpass in preparation for the street overlay project to be completed later in the summer. Staff is continuing to mow grass in the public right-of-ways and two street sweepers are being utilized to keep the streets cleaned.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas** Recent call-outs included:
 - Fri. 4/27 - 1409 Salem Avenue- tree on line; tree branch was removed from service wires to restore power. Time Out: 16.3-17.5
 - Sat. 4/28 - 56 Broadway- total outage; customer's main breaker was tripped; Lineman reset breaker to correct problem and restore power. Time Out: 10.9-12.3
 - 23 North Cleveland Avenue- total outage; customer's main breaker had tripped; Lineman reset breaker to restore power. Time Out: 19.1-20.0
 - Sun. 4/29 - 1137 Oak Hill Avenue- wire down; lineman found all pole grounds in alley behind residence had been cut. Follow up repairs were made the following business day. Time Out: 9.5-10.3
 - Tues. 5/1 - Lee Street & Summit Avenue- lines arcing; Lineman was unable to locate any problems in the area. Time Out: 4.5-4.9

2. **Distribution** Recent activity included:
 - Metering Staff received no high bill complaints this week.
 - Line crews continue annual feeder inspections for Wesel Substation.
 - Line crews continue trimming trees in various residential locations.
 - Line crews performed various service upgrades and meter installations.
 - Continued with pole inspections and re-tagging throughout the City of Hagerstown.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 20 | 2 | 1 | 0 |

3. **Engineering** Staff worked on the following projects:
 - Engineering met with Columbia Gas to express its views regarding their gas line installations near HLD facilities.
 - Engineering reviewed new tools available to HLD line crews for purchase.

- Engineering staff reviewed multiple jobs and proposals from firms doing electrical work within the City.
- Staff performed additions and corrections in HLD's electric GIS model.

4. **Administration:**

- Staff is excited to announce that the Hagerstown Light Dept. will be coordinating with the State of Maryland and other municipal electric utilities to offer customers the "Be SMART Home Rebate Program." This program, which will debut at the end of May, will offer HLD customers incentives to offset the cost of qualified energy efficiency improvements and products added to their home. HLD customers were not able to participate in the EMPOWER program offered to customers of IOU's and large Cooperatives. We hope our customers will take advantage of these incentives from the State to assist them with their energy usage.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|---------------------------|------------|-------------------|
| Wednesday, April 25, 2011 | 7.75 | 0.00 |
| Thursday, April 26, 2011 | 7.51 | 0.00 |
| Friday, April 27, 2011 | 7.20 | 0.00 |
| Saturday, April 28, 2011 | 6.93 | 0.06 |
| Sunday, April 29, 2012 | 7.16 | 0.02 |
| Monday, April 30, 2012 | 6.97 | 0.00 |
| Tuesday, May 01, 2012 | 7.16 | 0.26 |
| Weekly Average/Total | 7.24 | 0.34 |
| Monthly Average/Total | 6.73 | 2.52 |
| Yearly Average/Total | 7.47 | 8.39 |

Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters.
- AR&E was in for startup of Nitrified Recycle Pump and unit service.

Wastewater Collection System

| Activity | Districts | L. F. main | Feet of lateral | # Inspected |
|-----------------|-----------|------------|-----------------|-------------|
| CCTV Inspection | 5 | 1,109 | 124 | 16 |
| Flushing | 1, 2,33 | 3,917 | | |

Collection System Maintenance Task

Pump Station

- Cleaned wet wells at stations 3, 5, 9, 21 and 22.
- Cleaned floats at station 25.
- Replaced burnt receptacle at station 23.
- Changed oil and filters in emergency generators at pump stations 12 and 27.
- Dropped Bio-Bags throughout infrastructure to control FOG.

CCTV

- Flipped camera again and ran the line with the small camera.
- CCTV line at 232 Nottingham where we first vacuumed stones from cleanout, we assume kids dropped them in a broken cap.

Manhole

- Removed trees and brush around manhole on the 54-inch interceptor for Godwin Pumps to install by-pass piping.

Miscellaneous

- Blockage call to 430 Central Avenue appears to be on a common lateral that dumps on Georgia Avenue that has a TC lamp hole at the curb. We never heard back and assume it is open.
- 931 Hamilton Boulevard was experiencing a backup of sewer in the basement, opened the cleanout at curb and found debris in the bottom of the tee. After further investigation we found crush and run stone inside the tee.
- Downloaded flow data a Newgate and Meritus.

Administration

| Wastewater Division – Customer Call Log Summary 2012 | | | | | | | |
|--|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 3 | 0 | 0 | 1 | 0 | 1 | 5 |
| YTD | 23 | 18 | 8 | 5 | 2 | 28 | 84 |

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

- Work has commenced for the lining of the 54 inch main that runs under the old MELP Plant, contractors have opened up the box to begin the framing for the new top, by-pass pumping has started to be setup, and the City crews have clean a portion of the pipe to assist with this project.

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff met with Collections Staff regarding the proposed service connection for the Bester Elementary School Rebuild.

Wastewater Laboratory

- The lab is continuing to perform testing on DMR-QA samples required annually by our permit. Once the analyses are completed the results will be sent to the provider.
- Samples are being collected for the final quarterly round of WET testing of the effluent for the present permit.
- The lab collected, tested, and processed over 2,000 regulatory and process analyses from the treatment stream for the month of April.

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|-----------------------|
| WATER DIVISION |
|-----------------------|

Plant Flows - System Demand (MGD)

| Date | Willson | Breichner | Total |
|---------|---------|-----------|-------|
| 4/26/12 | 12.07 | | 12.07 |
| 4/27/12 | 11.55 | | 11.55 |
| 4/28/12 | 11.17 | | 11.17 |
| 4/29/12 | 11.25 | | 11.25 |
| 4/30/12 | 11.53 | | 11.53 |
| 5/01/12 | 11.67 | | 11.67 |
| 5/02/12 | 12.33 | | 12.33 |
| Average | | | 11.65 |

Water Production at R C Willson

- *Operations*

- Completing routine PMs.
- Performing tests at the stations.

- *Maintenance*

- R C Willson - Performing routine PMs.
- R C Willson - Repaired potassium permanganate feeder.
- Tanks - Assisted with draining of the Showalter Hortonsphere.

- *Instrumentation*

- R C Willson - Replaced pressure differential cells on filter flow meters and loss of head meters.
- Tanks - Assisted with draining of the Showalter Hortonsphere.

Water Production at Breichner

- The Edgemont Reservoir is currently at -4.4'; the bypass and the hydrant are open.

Water Distribution

- Distribution crews are working throughout the system performing customer service duties and working on meter testing and any needed repairs. We have completed work on Waltz Rd. and installed 600' of new 1½" water line. We also repaired a leak on Clover Heights Drive and a hydrant on Blake Road and are replacing a hydrant on Summit Ave.

Laboratory

- During the month 93 samples were collected throughout the distribution system and analyzed for microbiological contaminants and other related parameters.
- Sampling materials are being gathered for 2nd quarter testing of synthetic organic contaminants (SOCs), volatile organic contaminants (VOCs) on the Potomac and Edgemont supplies, and radionuclides for Edgemont.
- Certification forms are being filled out for annual recertification of our potable water testing lab.

Engineering

| <u>Reviews:</u> | <u>City</u> | <u>County</u> |
|-----------------|-------------|---------------|
| Site Plan | 2 | 1 |
| Building Permit | 12 | 2 |

- Staff attended a development review meeting at the County Planning Office.
- Staff attended a planning meeting with the Water Division staff.
- Staff met with State Highway Administration representatives regarding Utility Department costs related to the Edgewood Drive/Dual Highway Intersection Improvements project.

Respectfully submitted,



Bruce Zimmerman
City Administrator