

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 35 FOR 2019



September 6, 2019

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

SEPTEMBER 2019

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	2 HOLIDAY City Offices Closed	3 No M&C Meeting	4	5	6	7
8	9	10 3:30pm Executive Session 4pm Work Session 6pm Remembrance In The Park @ City Park	11 4pm Hagerstown Planning Commission Meeting	12 4pm Board of Traffic & Parking Meeting 4:30 pm Hagerstown Historic District Commission Meeting	13	14
15	16	17 3pm Executive Session 4pm Work Session	18	19	20	21 10am-4pm City Park Fall Fest 10am Monarch Butterfly Parade @ Cultural Trail
22	23	24 7pm Regular Session	25 7pm Hagerstown Planning Commission Meeting	26 4:30 pm Hagerstown Historic District Commission Meeting	27	28
29	30					

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Celebrating Business:** The Grand Opening of the Community Free Clinic's new Community Mental Health Care will be Thursday, September 12 at 3 p.m. The location is 235 Mill Street, Suite 3.

2. **Engine Room Art Space:** The opening reception for The New Collection by Guy Terry Kuhn was held on Thursday from 6–9 p.m. The exhibit will run through September 29th.
3. **Events:** Upcoming events include:
 - Hagerstown Gridiron Championship
Saturday, September 7
6 p.m. at North's Mike Callas Stadium
The Rebels will visit the Hubs for the 63rd meeting in this rivalry. South has a slight edge in the series 31-30 with a tie the inaugural year.
 - Thunder in the Square
Friday, September 27
 - City Center Ghost Tours
Friday, October 18
 - 94th Annual Mummers Parade
Saturday, October 26

FIRE DEPARTMENT

FIRE DEPARTMENT CALLS FOR ASSISTANCE			
Cooking Fires	1	Community Risk Reduction	2
Water Rescue	1	Public Service	3
Medical Assistance	28	Personal Injury Collision	5
Assist other Fire Departments	9	Smoke/Odor Removal	1
Automatic Fire Alarms	8	Gas Leaks	1
Investigation: Malicious/False Alarms	1	Investigation: Carbon Monoxide Incident	0
Electrical Wiring	1	Dumpster/Outside Fires	1

Dog Rescue – Martin Marietta Quarry – Bottom Road Williamsport, Maryland: The Hagerstown Fire Department was contacted at 11:20 a.m. Wednesday, September 4th for assistance in aiding in a high-angle rescue of a dog stranded on a ledge at Martin Marietta Quarry in Williamsport. Firefighters trained as Rope Rescue Technicians responded with Truck 4. Upon arrival at the quarry, the firefighters were briefed on the situation and devised a plan to deploy the aerial ladder and lower a rescuer from the tip of the ladder. At this point, a rope rescue system was constructed. A firefighter was lowered over 100 feet to a rock shelf to retrieve the dog, Wesson, who had been missing from his family over the last week. Once Wesson was retrieved, he was placed in the provided harness and the dog's harness was attached to the firefighters harness. The operation was then switched from lowering to hauling, and staff successfully extracted FAO Rusty Gutshall and Wesson from the quarry, without injury or equipment damage to any HFD staff or items.

This was a joint operation of staff from HFD, Washington County Special Operations, and Williamsport Fire & EMS that worked together as a team for a successful outcome.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **State Highway.** Staff attended the quarterly meeting of State Highway and Washington County officials to discuss issues of mutual interest. Some items of note include:
 - Replacement/installation of sidewalk in the City's portion of the Dual Highway will commence soon.
 - Several brick crosswalks in the downtown will be replaced with stamped concrete as part of this contract.

- Pavement failures in the 700 and 800 block of West Franklin Street will be patched this Fall.
 - Eastern Boulevard at Jefferson Street widening will be bid this Winter.
2. **Handicap Parking Policy.** We are in the process of developing a policy to provide guidance of where to install handicap parking in the City. Several agencies are reviewing and we will present this information to Mayor and Council in November.
 3. **Board of Traffic & Parking.** The Board will meet September 12th to discuss:
 - Alley 2-136: Proposal to be one-way
 - Handicap Parking Policy
 - Belview Avenue parking in 200 block
 - Park Lane at Forest Drive: sight distance
 - On-street metered parking standards
 4. **Milling & Overlay.** Milling and overlay work has commenced throughout the City.
 5. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 9/1//19	Calendar Year 2019 TOTALS
Traffic complaints received	2	124
Work Orders completed	0	99
Traffic counts completed	2	49
CONSTRUCTION PROJECTS		
Description	Week of 9/1//19	Calendar Year 2019 TOTALS
Projects advertised for bids	0	8
RFP's Advertised	0	7
Projects under construction	9	12
Projects completed	0	3

PARKS DIVISION

1. **New Program Series.** Starting in September....Enroll and see more details online at: www.hagerstownmd.org/parksandrec
 - o Tinkergarten, starts September 14th & 16th
 - o Aikido Basics, September 5th – October 10th
 - o Art of Self Defense, September 5th - October 10th
 - o Bang, September 28th *Free Demo Class* *New Program*
 - o Belly Dance, September 9th - October 7th
 - o AntiGravity Fitness, Tuesdays & Wednesdays
 - o Sharqui the Belly Dance Workout, September 10th - October 8th *New Program*
 - o TaiChi Fundamentals, September 2nd - October 12th
 - o Yoga For Weight Loss, September 16th - November 6th
 - o Zumba, September 17th - November 12th
2. **Pooch Plunge.** The Pooch Plunge at Potterfield Pool is scheduled for Saturday, September 7th. Visit the Humane Society-Washington County website for details.
3. **City Park Play Equipment.** Installation of the new play equipment in the South End of City Park is near completion.

PLANNING & CODE ADMINISTRATION

Planning Commission: The Planning Commission is scheduled to review these matters on September 11:

- 1301 Potomac Avenue – Eklund Family Partnership, LLC – request for a one-year extension of the Local Conversion District Overlay requirement that the use commence within two years of approval.
- 2019 Land Management Code Amendments Package – begin review of Phase 2 amendments.

Historic District Commission: The HDC will be reviewing these cases on September 12:

- 831 Oak Hill Avenue – Justina and Andrea Aragon – revision to previously approved application for a rear deck, which is proposed to be reduced in size.
- Workshop for 43-47 West Washington Street – Rodney Tissue

Weekly Activity Report: August 26–30, 2019

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	6	Residential -	3	Commercial -	3	Other -	0	5
Electric	14	Residential -	10	Commercial -	2	Other -	2	15
Plumbing	4	Residential -	3	Commercial -	1	Other -	0	4
Mechanical	5	Residential -	4	Commercial -	1	Other -	0	5
Engineering Dept.	6							7
TOTAL	35		20		7		2	36
Est. Value of Issued Building Permit Projects:					FY20 Fiscal Year Totals:			
Residential				\$ 302,186.00				\$ 1,483,443.00
Commercial				\$ 546,750.00				\$ 2,194,410.00
Apartment				\$ 500.00				\$ 1,016,500.00
Sign				\$ 0.00				\$ 37,384.00
TOTAL				\$ 849,436.00				\$ 4,731,737.00
Projects of Interest								
- Interior alterations to include pharmacy, floral and seafood areas at 1729 Dual Highway - \$541,000								
- Restoration of existing single family home after fire at 214 North Potomac Street - \$280,000								
RENTAL LICENSING PROGRAM YEAR: JULY 1, 2018 – JUNE 30, 2019								
					PROPERTIES			UNITS
Registrations received week of August 26 – August 30					18			30
New applications issued week of August 26 – August 30					2			2
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)					3,480			9,026
Percentage of rental license renewals that have registered for the 2018-2019 license year					91.2%			93.8%
Notes: The 2019-2020 rental license renewals for 9,609 units in 3,807 properties were mailed on May 3, 2019.								
PAYMENT								
Weekly payment received		\$ 3,325						
Weekly adjustment/credits		\$ 750						

INSPECTIONS	
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	51
Electrical	46
Plumbing	17
Mechanical	16
Safety	62
Neighborhood Vitality	35
Quality of Life	6
Preventive Maintenance	10
Planning & Zoning	5
INSPECTIONS KEY:	
<u>Categories of Conditions</u>	
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:	1,550	Field Interviews:	33
Arrests/Warrants Served:	32	Moving Violations:	34
Domestic Violence Calls:	25	Safety Repair Orders:	9
DUI Arrests:	2	Warnings:	50
Reports Filed:	147		

REPORTS

08/29/19: Officer Reese was dispatched to South Burhans Boulevard in reference to a theft. The victim stated that he was in the hospital for several days and when he returned home he noticed his dirt bike and 4-wheeler were missing from his backyard. The victim's neighbor told him that he noticed there were some juveniles, approximately 15 years old and younger, in his yard. The juveniles were looking around the yard but the neighbor did not see them remove anything. The dirt bike is a Honda 225, green in color and is valued at \$2,800. The 4-wheeler is a BAJA Storm, red in color and is valued at \$900. There are no suspects at this time.

08/30/19: Officer Miscannon responded to West Franklin Street for a report of a burglary in progress. Dispatch advised the officer that an individual was in the residence after he had been evicted. When the officer arrived he could hear someone inside. The officer announced his presence and asked the individual to come out of the residence. The male complied and stated that he knew he was not to be in the residence, however he thought he could get in, shower, and then leave before anyone would notice. The officer contacted the property owner and received a copy of the eviction notice. The male was then charged with Burglary 4th Degree and Trespassing Private Property. It was later discovered that the male had an outstanding warrant for his arrest. The warrant was served.

08/31/19: Officer Patterson was on routine patrol when he recognized a black male from previous criminal related incidents sitting on a front porch. The officer checked the wanted status of the male and discovered he was wanted for a parole violation in Harrisburg, Pennsylvania. The officer then circled the area to attempt to arrest the male for the active warrant. The male began to flee the area and the officer called for him to stop. The male stopped and put his hands up. The officer, who could detect a strong odor of alcohol, directed the male to put his hands behind his back. Instead the male stiffened his arms and bladed his body. The officer was then forced to take the male to the ground to get handcuffed. The male also had drug paraphernalia in his possession. The male was charged with Resisting Arrest, Possession of Drug Paraphernalia and Possession of an Open Container.

09/01/19: Office McKinley was traveling behind a white Hyundai with West Virginia tags on West Washington Street. He observed the vehicle make unnecessary lane changes, straddle the white dashed line dividing the lanes, and then fail to stop at a stop line at West Washington Street/North Burhans Boulevard. The vehicle turned onto West Franklin Street and the officer activated his emergency lights. The vehicle pulled into the parking lot of the Salvation Army. The officer identified himself as a police officer and the reason for the traffic stop. The driver opened the glove box to retrieve her license and registration. In plain view was a black Smith & Wesson handgun. The officer removed the magazine that was inserted into the firearm to find seven rounds loaded inside of it. None were chambered into the firearm. In addition to the handgun, the officer observed several different kinds of controlled dangerous substances in the vehicle and a large sum of money in excess of \$1,500. The driver was transported to Central Booking and charges with Handgun in Vehicle, Loaded Handgun in Vehicle and Possession of a Controlled Dangerous Substance-Not Marijuana.

09/03/19: Sergeant Cox and officers were dispatched to the Baymont Inn and Suites on Dual Highway for a report of a male yelling at hotel staff and patrons. Sergeant Cox made contact with the male and advised him that he needed to leave the private property. Sergeant Cox asked the male if he had been drinking and the male replied he was not intoxicated and that he just wanted to walk home. The male was released and instructed to go home. Sergeant Cox walked back to his cruiser and drove to East Antietam Street. There he observed that same male peering in the window of Anthony's Pizza and yelling at the patrons. Sgt. Cox stopped and just as he was exiting his vehicle, the male punched the window of Anthony's Pizza. Fortunately, the window did not shatter. The male was taken into custody and transported to Central Booking and charged with Attempt Malicious Destruction of Property and Disorderly Conduct.

OTHER NEWS/INFORMATION

Congratulations to Officer Curtis Kelley. Officer Curtis Kelley has been selected as Officer of the Month for July 2019. Officer Kelley has been employed by the City of Hagerstown for 12 years and is currently assigned to the Patrol Division as a K-9 handler.

In July 2019, Officer Kelley was on patrol when he observed a juvenile walking along the road. Officer Kelley stopped to talk to the juvenile and learned that he was an autistic juvenile who had walked off from his residence. Officers were eventually able figure out where the juvenile lived and sent an officer to contact his family who were sleeping and unaware that he had walked off. Officer Kelley walked with the juvenile and kept him company until family members could arrive to pick him up.

Based on his alertness in locating the juvenile before he was reported missing and his caring and companionship in staying with the juvenile until family members could arrive to pick him up, Officer Curtis Kelley has been selected as the Hagerstown Police Department Officer of the Month for July 2019. The Hagerstown Police Department is proud to have dedicated officers such as Officer Curtis Kelley as one of its own and congratulates him for a job well done.

PUBLIC WORKS

CHART NO. 1 – GENERAL PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	175	173
	University District Deck	388	388
Number of Student Permits	Central, Market, Rochester Lots	18	14
Number of Patrons Using Decks	A & E Deck	1314	NA
	University District Deck	1832	NA
Number of Citations Issued	(Includes Warnings)	196	163
Late Payment Notifications		43	41
Peak Occupancy (%)	A & E Deck	73% Wed @ Noon	66% Wed @ Noon
	University District Deck	62% Mon @ 2 PM	54% Thu @ Noon

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

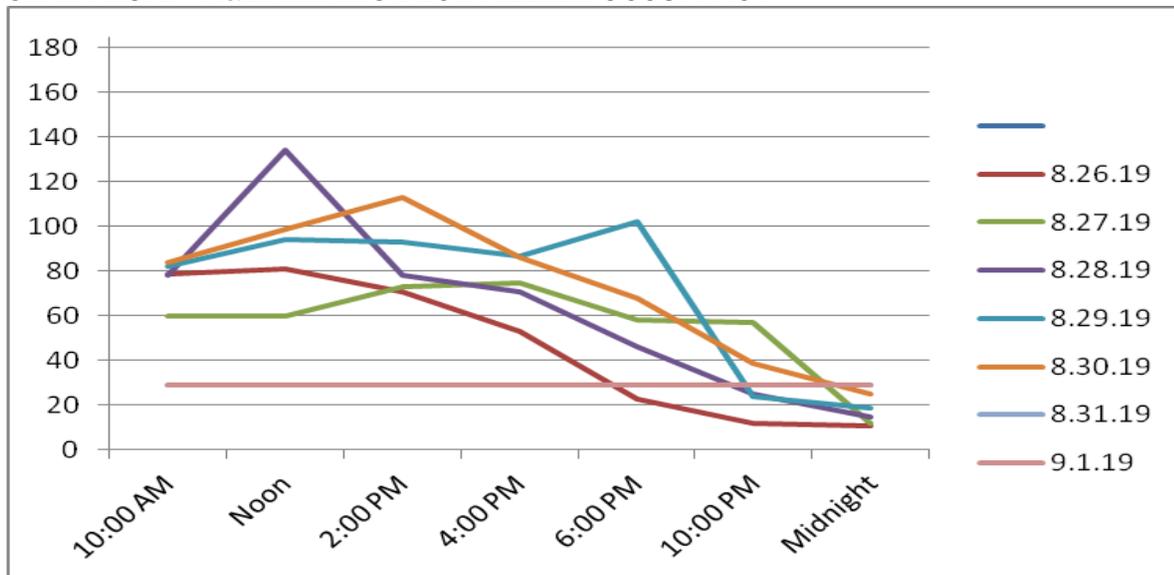
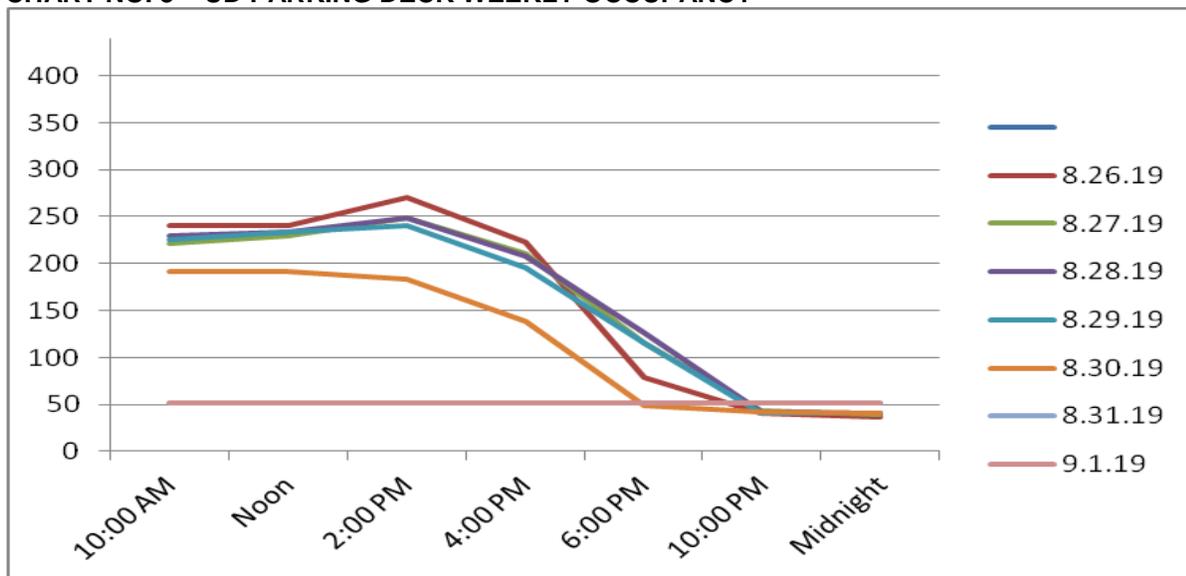


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	0	4
Human Resources	1	0
Light	3	2
Parks & Engineering	6	4
Police	10	8
Public Works	6	7
Wastewater	2	3
Water	4	2
Weekly Totals	32	30
Yearly Total	802	

AFTER HOUR CALL BACKS

- Monday, 8/26/19 @ 6:41 p.m.: Report of a traffic signal door open at Cleveland Ave. and Liberty Street. Found the smaller police access door open. Supervisor latched the door.

- Saturday, 8/31/19 @ 8:37 a.m.: Staff called about a lot of dumped furniture and trash at the Market House dumpster. Supervisor went to the site to investigate. Staff was able to fit all the items into the dumpster. No further assistance was needed.

¹AFTER HOURS CALL BACK DATA

	Issues for 2019	August	July
Street Issue	Debris and limbs in street	3	3
Parking System			1
Traffic Signal	On flash, cabinet on fire	6	6
Traffic Signs			
Building Maintenance	Market House dumped trash	1	
Fleet Maintenance			2
Weather Related			
Misc.			
Total		10	12
Total Call Backs 2019		65	

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month 2019	Number of Miles of Streets Swept
January	509
February	423
March	430
April	1094
May	989
June	494
July	783
August	928
Total Miles Swept for 2019	5,650

BULK TRASH COLLECTIONS

Month 2019	Number of Collections
January	21
February	25
March	22
April	38
May	23
June	30
July	26
August	24
Total Bulk Trash Collections for 2019	209

PROPERTY ABATEMENTS COMPLETED

Month for 2019	Number of Property Abatements
January	16
February	5
March	3
April	26
May	77
June	71
July	83
August	61
Total Abatements by PW for 2019	342

TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS DIVISION

This Week's Headlines & Media Releases:

- City Council Agrees to Extend Water to Three Projects North of Hagerstown
- Hagerstown City Council Approves North Cannon Avenue Traffic Change
- \$400K in Grants Earmarked to Fight Addiction in Washington County
- Despite Talks, Questions Linger on Hagerstown's 911 Center Payments
- Hagerstown & Wash. Co. Pursuing MOU to Formalize Fire, Rescue & EMS Matters
- Washington Goes Purple Holds Vigil, Tries to Educate Youth About Opioid Prevention
- County, City Differences Create 'a Tough Spot' for Water, Development Plans
- Press Release: Gridiron Championship Classic Opens Season Saturday
- Press Release: Community Mental Health Care Grand Opening
- Traffic Advisory: Antietam Street
- Traffic Advisory: Church Street
- Traffic Advisory: South Potomac Street
- Traffic Advisory: South Potomac Street REVISED

This Week's Video Projects

- BCOH Video Shoots

Channel 25 Hub City Now Programming:

- Stormwater Program Informational Meeting
- "Experience Downtown Hagerstown" :30 Spot
- Fall Fest/Porchfest :30 Spot
- Fit Room :30 Spot
- Valley Co-Op Video
- Mayor & City Council Meeting—Thursday at 7pm, Saturday at 9am, and Sunday at 9am & 3pm
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 8,651 user visits for the week of Aug. 26 – Sept. 1, 2019.

- The most popular top entrances (the first page users accessed on the website):
 - Home Page 2,019
 - Utility Billing Page 944
 - Police Page 242
 - Parks & Recreation Page 172
 - Jobs Page 163
 - Bids Page 162
 - Potterfield Pool Page 128
 - Formcenter Page 109
 - Collection-Schedules-Zones Page 98
 - Trash-Recycling Page 91

- Top Searches:
 - “True”
 - “Jobs”
 - “Towed car”
 - “Hotels”
 - “Maps”

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Fri. 8/30 - 1201 Maryland Avenue: Scheduled overtime for service upgrade: Time-out 0254-0442.

- Sat. 8/31 - 937 Spruce Street: Miss Utility emergency locate: Time-out 0642-0709

- Sat. 8/31 - 735 Maryland Avenue: Tree trimmers tore service down. Repairs made and service restored. Time-out 1552-1705

- Sat. 8/31 - Area of 600 Washington Avenue: Outages -- A squirrel caused a transformer and line fuse to operate: Crew responded and restored power. : Time-out 1917-2017

- Tues. 9/3 - Wesel Boulevard: Two streetlights damaged in auto accident. Line crew removed the damaged lights. Time-out 1640-1810

Distribution

- HLD crews continue with substation feeder inspections. This allows HLD to be proactive in finding potential issues before they become a problem. This assists with improving the reliability of our system for our customers.

- HLD crews completed the installation of the new service at 858 Willow Circle for the new Beachley Furniture facility.

- HLD crews completed the replacement of several poles across our system.

Engineering

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

- The Staff Engineer began design for the rebuild of subtransmission and distribution facilities in the area of HLD's Bulldog and Mitchell substations.

- Engineering staff coordinated multiple vehicle repairs for HLD line operations equipment.
- The Staff Engineer began specification of substation and line materials needed for HLD facility construction.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 28, 2019	5.14	0.61
Thursday, August 29, 2019	4.80	0.00
Friday, August 30, 2019	4.58	0.00
Saturday, August 31, 2019	4.33	0.00
Sunday, September 1, 2019	4.20	0.01
Monday, September 2, 2019	4.50	0.14
Tuesday, September 3, 2019	4.60	0.00
Weekly – Avg. Flow / Total Rainfall	4.59	0.76
Aug - Avg. Flow/Total Rainfall	4.89	2.69
Sept - Avg. Flow/Total Rainfall	4.43	0.15

Miscellaneous

- Continued upgrading inside the Operations Building.
- Disconnected power and controls from Synagro's temporary equipment.
- Rebuilt pneumatic actuators on PSA Oxygen Skid.
- Replaced circuit boards and surge protectors in Methanol Pump control panels.
- Disconnected and removed #3 RAS pump in ASPS building and took to AR&E for repair.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	#15,#16	1,067'	503'	18
Flushing	#24	11,597'		

Collection System Maintenance Task

- Odor Complaint, 12816 The Terrace Extended, Flushed mainline.
- Odor Complaint, 401 Jefferson Street, flushed mainline.
- Sewer backup, 17622 Slate Way, problem is on private side, c/o also needs replaced.
- Grinder pump call, 1616 Woodlands Run, reset breaker on both pumps.
- Pump Station #8, Recalibrated and read flow meters, and performed drawdown test at station.
- Pump Station #22, Demo'd cabinet, set up Temp control in preparation for new SCADA and Transfer Switch.

- Pump Station #26, pulled flow meter.
- Installed new service at 19 Catawba Drive.
- Manhole #15039, installed new frame and cover.
- Manhole #21027, installed new frame and cover.
- General pump shop repair work.
- Dropped enzyme bags at various pump stations and trouble spots in the system.

Administration

Wastewater Division – Customer Call Log Summary 2018/2019							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	1	1	0	0	4	6
YTD 2019	27	35	11	2	0	50	125

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

Engineering

- Staff met with the City Attorney regarding the proposed future Pump Station # 9 site acquisition.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
08/29/19	10.33		10.33
08/30/19	10.76		10.76
08/31/19	10.00		10.00
08/25/19	9.77		9.77
09/01/19	10.59		10.59
09/02/19	11.02		11.02
09/03/19	11.36		11.36
Average			10.55

Water Production at R. C. Willson

- R.C. Willson and Pump Stations–Staff worked on facility maintenance and routine preventative maintenance.
- R.C. Willson and PS4–Work continues with the contractor on the pump replacement.
- R.C. Willson–Repairs were completed on the slope mower.
- PS3–Repairs were made on the UPS.
- Mack Tank–Installed the C12 Analyzer.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 1.7 feet. 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.
- Crews continue to replace residential meters throughout the water service area.

Laboratory

- Process and regulatory testing were routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	1
Preliminary Plats	-	-
Final Plats	-	-
Replat	-	-
Grading Plan	-	2
Building Permits	14	5

- Staff met with the Water Division Manager to discuss current and future projects.
- Staff attended a progress meeting for the Co. Henry K. Douglas Drive Extension Project.



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner". The signature is fluid and cursive, with a large loop at the end.

Scott A. Nicewarner
City Administrator