

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 35 FOR 2021



September 3, 2021

To Mayor Keller and Members of the City Council:

UPCOMING MEETINGS

To obtain City Department or City Boards and Commissions meeting information, please visit <https://www.hagerstownmd.org/27/Government>. We encourage you visit our website at <https://www.hagerstownmd.org> for all City-related updates. Other inquiries may be made by visiting the City Resident 311 page at <https://www.hagerstownmd.org/841/Services>.

SEPTEMBER 2021						
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 4pm Hagerstown Planning Commission Meeting	2	3	4
5	6 HOLIDAY CITY OFFICES CLOSED	7 NO M&C MEETING	8	9 4pm Board of Traffic & Parking Meeting 4:30pm Hagerstown Historic District Commission Meeting	10	11
12	13	14 3pm Executive Session 4pm Work Session	15	16	17	18
19	20	21 3pm Executive Session 4pm Work Session	22 7pm Board of Zoning Appeals Meeting	23 4:30pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 7pm Regular Session	29 7pm Hagerstown Planning Commission Meeting	30		

COMMUNICATIONS

This Week's Headlines & Media Releases

- As COVID Positivity Rate Rises, Doctors Field Questions About Masks, Shots and More
- Roommate Guilty of Second-Degree Murder in 2018 Stabbing
- Want to Help Improve Wheaton Park? Here's Your Opportunity
- World Canals Conference Starts Monday; the C & O is the Main Attraction
- City Park Lake's 100th Anniversary Recognized
- Life Remembered: Clear Spring Community Remembers Longtime Mayor
- Pangborn park Lake, Hamilton Run Updates Nearing Completion

- WCPS Students Go Back to School
- Be Prepared: Heavy Rain Expected from Tropical Storm Ida
- Washington County Commissioner Hospitalized with COVID-19
- Most WCPS Students Have Their Routine Vaccinations
- Press Release: Women's Club 100th Anniversary
- Press Release: Mayor to Present Proclamation at 9/11 Ceremony
- Press Release: Prohibition Hub Anniversary Celebration

This Week's Video Projects

- Wheaton Park Community Input Meeting
- City Park Lake 100th Anniversary Celebration footage

Channel 25 Hub City Now Programming

- Mayor & Council Meeting
- "Council WRap"
- "City Park Lake 100th Anniversary Celebration" :30 spot
- "City Park Lake 100th Anniversary Celebration" Promotional Video
- "Building City Park" Video Series: Part 5
- Potterfield Pool :30 spot
- City Park Train Hub Promo
- "State of the City" Presentation
- "Council WRap" Promo
- Hagerstown Greens at Hamilton Run :30 spot
- "Hub-Bub" Video Podcast
- Stormwater Program Informational Video
- MTA Commuter Connection

City Website

- www.hagerstownmd.org attracted 13,448 user visits for the week of August 23-29, 2021.

- The most popular top entrances (the first page users accessed on the website):

• Home Page	2,411
• Utility Billing Page	1,333
• City Park Lake 100 th Anniversary Page	394
• Potterfield Pool Page	296
• Parks & Recreation Page	268
• Civic Alerts Page	258
• Police Page	248
• City Park 100 Page	238
• City Park Page	169
• Bids Page	163

- Top Searches:

- "Online bill payment"
- "True"
- "Fireworks"
- "Employment"
- "Pay my bill"

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Task Force: Jill Thompson, Director of Community and Economic Development, participated in a meeting of the Task Force on the Economic Future of Western Maryland. The Task Force opened their meeting to economic development professionals and business representatives to hear feedback on economic needs in Washington, Allegany and Garrett Counties. Councilmember Shelley McIntire represents the City of Hagerstown as a member of the Task Force.

Grand Openings and Anniversary Celebrations: Staff have been working on the following celebrations in September:

- Friday, September 3 | 10 a.m. | Grant Opening of Nathan's Ridge
323-335 North Potomac Street– faith-based transitional living recovery program for men
- Thursday, September 9 | 9:30 a.m. | 100th Anniversary of Women's Club of Hagerstown
31 South Prospect Street
- Thursday, September 9 | 6 p.m. | 1st Anniversary of Prohibition Hub
28 South Potomac, Level B
- Friday, September 17 | 3 p.m. | Grand Opening of Veterans Restoration LLC
28 South Potomac – in alley adjacent
- Monday, September 20 | 2 p.m. | Grand Opening of The Ice Cream Shop
96 West Washington Street

Events: Upcoming events include:

- **Imagine Hagerstown** Fourth Friday, September 24, 5-8 p.m., University Plaza featuring The Woodshedders and Rudy and the Bluefish. www.imaginehagerstown.org. Free. BYO chair, food, drink.
- Save the Date: Alsatia Club Thunder in the Square – Friday, September 24 – more information will be forthcoming
- 'Tis the Season: Staff is looking ahead to plan traditional events, including Holly Fest on November 22! Youth performance groups interested in participating can download an application at the following link and are due October 15: <https://www.hagerstownmd.org/.../7148/Holly-Fest-Application>

ENGINEERING

1. **Stadium.** Staff met with the Maryland Stadium Authority and discussed several issues:
 - Appraisal of the land the City owns in the project site
 - Relocation of existing operations
 - Update on parking study
 - Relocation of Cultural Trail
2. **Transportation Issues.** Staff attend quarterly meeting with State Highway and County transportation staff and here are some of the highlights:
 - SHA received funding for the design and construction of sidewalks on the Dual Highway from Eastern Boulevard to I-70. Design will start soon
 - SHA will fund their portion of the improvements of Eastern Boulevard and Rt 64. Hopefully the County bids this for construction next year
 - Professional Boulevard bridge will be complete by the end of September. The County submitted the construction documents for phase II (widening of Professional Court) to the State for final review and hope to bid this winter
 - Staff raised the issues of the lack of maintenance in the medians on the Dual Highway, the need to check a few timing issues in the downtown signal grid and an update on the Paul Smith Boulevard projects and access permit on the Dual Highway.

- MPO is doing speed management study on Dual Highway between Cannon Avenue and Cleveland Avenue and evaluating a possible mid-block crosswalk
 - Annual Secretary of Transportation tour meeting is October 7th
3. **Wheaton Park.** Staff held a public input session on possible improvements to the park and discussed what to do with the vacant house. About 20 people attended. We will compile the comments and then develop some draft concepts for the park.
 4. **Saylor House at Kiwanis Park.** The Washington County Historical Trust is making slow, steady progress on the house restoration.



5. **Engineering Statistics**

Description	Week of 8/30/21	Calendar Year 2021 TOTALS
Traffic complaints received	5	147
Work Orders completed	4	108
Traffic counts completed	0	21
Construction Projects		
Description	Week of 8/30/21	Calendar Year 2021 TOTALS
Projects advertised for bids	0	1
RFP's Advertised	0	2
Projects under construction	11	11
Projects completed	1	1

PLANNING & CODE ADMINISTRATION

Zoning:

- Zoning Certificate for Rochester Place (Ann's Plum) – Renshaw Das Hospitality Group, LLC- Change in ownership
- Zoning Certificate for 614 Hamilton Lane – Robert & Oscar Claire- Auto Repair
- Zoning Certificate for 12810 Shank Farm Way – Stone House Urban Winery –Wine Tasting, Wine Making and Wine Sales

New Development Cases: None.

Planning Commission: The following issues were on the Commission's September 1 agenda:

- Consultation - Car Sales and Required Site Standards – 850 Pennsylvania Avenue – Applicant sought guidance on the design standards required to implement automobile sales.
- Site Plan for Fairgrounds Park Skatepark – 851 North Cleveland Avenue, ZS-2021-11 – Approved.
- Consultation – Revision of Existing Linwood Hollow Forest Conservation Plan for Anticipated development, FC-2005-07 – The Commission responded favorably to the potential purchaser's concerns about the location of certain forest conservation areas and their impact on potential development of the site. The Commission expressed willingness to discuss adjusting the existing forest conservation plan to make the developable area of the site more "regular".
- Amendments to the Comprehensive Plan regarding the extension of R. Paul Smith Boulevard – the Commission moved to amend the Comprehensive Plan to remove the R. Paul Smith Boulevard extension to Howell Road from the plan, add new proposed road alignments on the Harrison Tracts on both sides of Dual Highway in response to feedback from SHA, and other minor updates regarding plans that have transpired since the adoption of the plan.
- Discussion of the August 25th field trip to Walden – The Commission discussed positive and less positive elements of the development and were instructed to provide any questions they may have about the development to staff, or the Chair. Staff, the Chair, and the City Engineer and Fire Chief will meet on Friday afternoon via "Zoom" with the planning director of the jurisdiction Walden is located in (Silver Spring Township). The purpose of the meeting is to get the "staff" story of how the development came to be, what they like about it, what they would change, and to pose questions about what we saw in the field on the trip.
- The revised bylaws were adopted with minor adjustments.

Historic District Commission Agenda for September 9: No New Cases filed for the 9/9 Meeting

Weekly Activity Report: August 23–27, 2021

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	5	Residential -	2	Commercial -	2	Other -	1	9
Electric	24	Residential -	15	Commercial -	4	Other -	5	23
Plumbing	14	Residential -	9	Commercial -	3	Other -	2	14
Mechanical	8	Residential -	1	Commercial -	7	Other -	0	9
Engineering Dept.	4							2
TOTAL	55		27		16		8	57

Est. Value of Issued Building Permit Projects:		FY22 Fiscal Year Totals:
Residential	\$ 263,000.00	\$ 2,079,920.00
Commercial	\$ 1,092,000.00	\$ 17,867,961.00
Apartment	\$ 0.00	\$ 12,584,039.00
Sign	\$ 7,700.00	\$ 85,236.00
TOTAL	\$ 1,362,700.00	\$ 32,617,156.00

Projects of Interest

Demo existing plaster wallboard on walls and ceilings at 25 W. Washington St. - \$50,000
 Interior renovations including adding tenant space at 1121 Maryland Ave. - \$750,000
 Construct single family home at 801 Security Rd. - \$248,000
 Shore and install new framing for building stabilization for future tenant fit-out at 25 W. Washington St. - \$250,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2020 – JUNE 30, 2021

	PROPERTIES	UNITS
Registrations received week of Aug 23 – Aug 27	32	216
New applications issued week of Aug 23 – Aug 27	4	5
Total 2020-2021 registered (includes additions and subtractions since 6/8/20)	3,284	8,840
Percentage of rental license renewals that have registered for the 2020-2021 license year	86.0%	91.1%

Notes: The 2021-2022 rental license renewals for 9,709 units in 3,819 properties were mailed on April 30, 2021.

PAYMENT

Weekly payment received	\$ 8,335
Weekly adjustment/credits	\$ 1,725

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	91
Electrical	37
Plumbing	34
Mechanical	16
Safety	11
Neighborhood Vitality	59
Quality of Life	0
Preventive Maintenance	10
Planning & Zoning	3

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

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:	1,597	Field Interviews:	3
Arrests/Warrants Served:	23	Moving Violations:	28
Domestic Violence Calls:	23	Safety Repair Orders:	0
DUI Arrests:	2	Warnings:	26
Reports Filed:	119		

REPORTS

08/26/21: Officer Culp was flagged down by a resident at Walnut Towers on South Walnut Street. The resident stated there was a vehicle parked in the area for over a month. The vehicle had expired tags as of February 2020 and had four parking tickets on the windshield from the street sweeper. The officer made an attempt to reach the owner by phone and the owner stated his daughter parked the vehicle in that area. The officer went to the daughter's residence but she did not answer the door. The officer had the vehicle towed and placed a hold on the vehicle. No further details are available.

08/27/21: Officer Routhier responded to North Potomac Street for a service to stand by. The property manager of the building explained to the officer she came to the apartment complex to show the property to a perspective client and found a homeless male inside. The officer made entry through an unlocked window and found the male. The male stated he had been staying there for several days since he is homeless. The condition of the apartment was move in ready with running water and electricity. The male was arrested and transported to Central Booking and charged with Burglary 4th Degree.

08/28/21: Officer Wheat responded to a report of a driver of a motor vehicle who was passed out behind the wheel at the intersection of Devonshire Road and West Washington Street. When Officer Wheat arrived at Devonshire Road, he found the vehicle in park and the engine was running. The driver apparently fell asleep and became disoriented when the officer tried to awaken him. The driver was slow to respond to questions and spoke with slurred speech. The officer asked the driver if he would consent to the standardized field sobriety test to which the driver refused. The driver was transported to Central Booking and while there he consented to a breath test. Due to the results of the test, he was charged with Driving Under the Influence of Alcohol, Driving While Impaired by Alcohol and other related charges.

08/30/21: Officer Miscannon was dispatched to West Antietam Street for a report of a theft. The victim advised that a male had stolen some tools from his job site. The male took a Skill saw valued at \$250 and a battery charger valued at \$200. The victim stated the male was tall and he was not wearing a shirt. The officer checked the City cameras and observed a male walking east on Antietam with tools in his hands. The male then turned and was out of camera view. A photo of the male was sent out to HPD personnel in an attempt to identify him. No further information is currently available.

OTHER NEWS/INFORMATION

Congratulations to Master Officer Randy Keefer and Officer Jonathan Zupan. Master Police Officer Randy Keefer and Officer Jonathan Zupan were selected as Co-Officers of the Month for July 2021. Master Police Officer Keefer has been employed by the City of Hagerstown for 13 years and Officer Zupan has been employed for 3 years. Both are currently assigned to the Patrol Division. In July 2021, MPO Keefer responded to a report of a residential burglary in progress involving a handgun. As MPO Keefer started to approach the residence on foot, he observed a male holding a handgun run from the residence. The male dropped the handgun shortly after exiting the residence and briefly attempted to retrieve it, but upon seeing MPO Keefer, decided to run off. MPO Keefer was able to quickly scoop up the handgun and proceeded to chase the male on foot. Officer Zupan, who responded to the area to assist, observed the male running and joined in the foot pursuit before finally losing sight of the male. Officer Zupan proceeded to the area where

he lost sight of the male and quickly located him attempting to hide beneath a porch. With the help of other officers, Officer Zupan was able to safely take the suspect into custody. Because of their actions in quickly apprehending an armed home invader, Master Police Officer Randy Keefer and Officer Jonathan Zupan were chosen as Co-Officers of the Month for July 2021. The Hagerstown Police Department is proud to have dedicated officers such as Master Police Officer Keefer and Officer Zupan as some of its own and congratulates them 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	152	151
	University District Deck	265	265
Number of Student Permits	Central, Market, Rochester Lots	50	43
Number of Patrons Using Decks	A & E Deck	1559	1523
	University District Deck	1313	1366
Number of Citations Issued	(Includes Warnings)	256	237
Late Payment Notifications		16	7
Peak Occupancy (%)	A & E Deck	60% Thurs @ Noon	65% Fri @ 6 PM
Peak Occupancy (%)	University District Deck	70% Fri @ 10 AM	67% Tues @ 10 AM

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

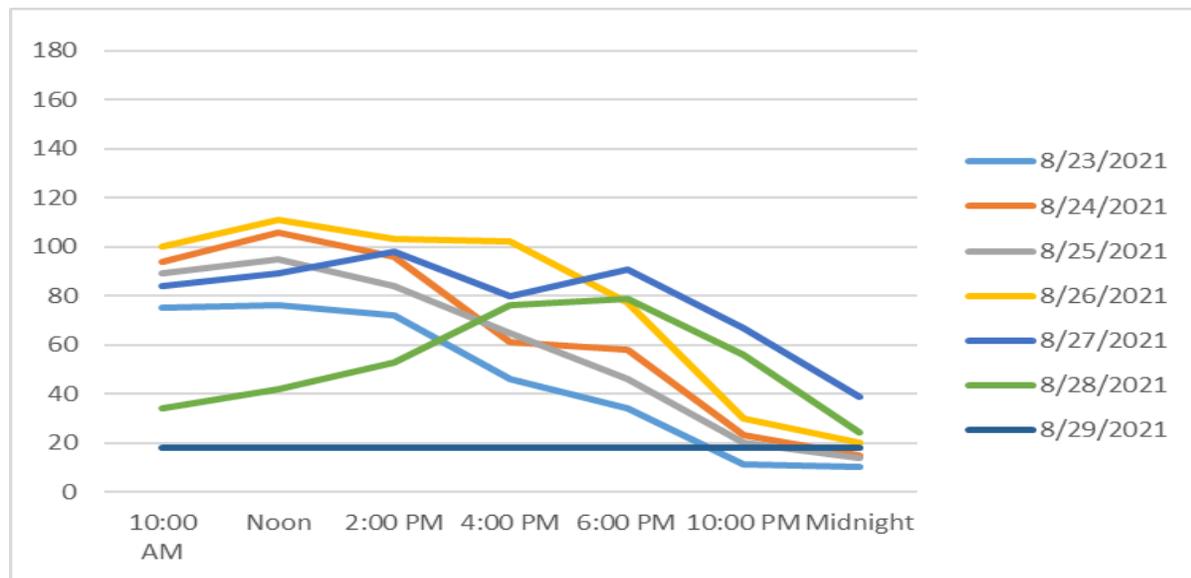
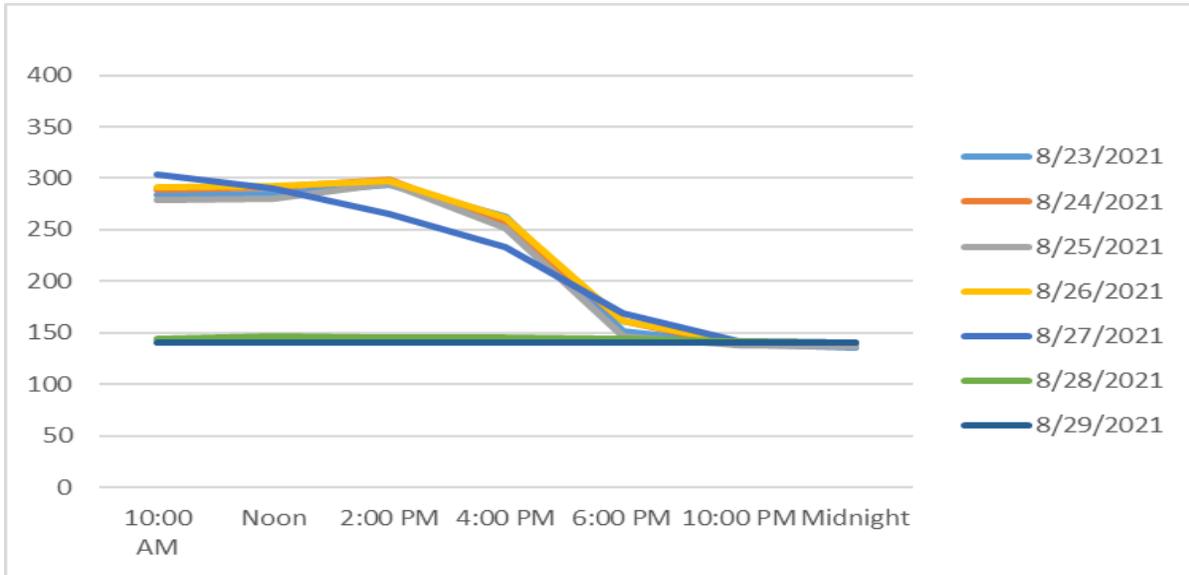


CHART NO. 3 – UD PARKING DECK WEEKLY OCCUPANCY



CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	
DCED	0	0
Engineering	0	1
Fire	0	0
Light	4	1
Parks & Recreation	2	2
Planning & Code	2	0
Police	10	5
Public Works	5	5
Wastewater	2	0
Water	4	3
Human Resources	0	0
Weekly Totals	29	17
Yearly Total	645	616

AFTER HOURS CALL BACKS

Tuesday, August 24, 2021 @ 4:36 PM: HPD called to request assistance in viewing security camera footage after stabbing incident at the University District Parking Deck. Staff was called in and provided the Detective with information on a flash drive.

Friday, August 27, 2021 @ 3:30PM: Public Works received a call about large amount of dirt in street on East Wilson Boulevard between Pope Avenue and Rose Hill Avenue. Staff was called in to run the sweeper along that stretch of road.

NORTH & EAST AVENUES

Traffic Control Division staff assisted in conversion to one-way streets with signage and signal work. Traffic flow on East Avenue only flows eastward from Potomac Street to Cannon Avenue. Traffic flow on North Avenue only flows westward from Mulberry Street to Potomac Street.

Signs were removed and new signs installed as necessary to direct the proper flow of traffic. Traffic signals were also removed as necessary. Additional sign (bike lane signs, street sweeping, etc.) and signal work (signal pole removal) is needed to complete the project.

UPCOMING EVENTS

- City Park Fall Fest, Saturday, September 18th
- Harvest Hoedown, Saturday, October 9th @ Fairgrounds Park
- Drive Through Trick or Treat, Thursday, October 28th @ Fairgrounds Park
- City Park Lighting, Friday, December 3rd

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 8/26 - 308 East Magnolia Avenue – Miss Utility locate; emergency locate for Potomac Edison Company to replace a primary electric line. Time Out: 4.7-4.8

- Sat. 8/28 - 123 North Mulberry Street – total outage; two fuses operated during a storm. Time Out: 7.9-9.3

- Various HLD locations – total outages, lines down, trees on wires, etc. Time Out: 17.0-19.8

- 826 Woodland Way – total outage; the service conductor was reattached to the house after the tree branches were removed. Time Out: 23.1-2.3

- Sun. 8/29 - Area of Madison Avenue and Elizabeth Street – total outage; a fuse operated and was replaced after clearing the line of vegetation. Time Out: 4.1-5.8

- Tues. 8/31 - 31 East North Avenue – tree on line; the service conductor was reattached to the house after a large branch was cleared from the line. Time Out: 16.5-18.2

- 906 Corbett Street – tree on line; HLD facilities were clear, tree branches were found to belong to Antietam Broadband and Verizon. Time Out: 18.5-18.7

- Wed. 9/1 - 1208 Glenwood Avenue – lines down; line was found to belong to Verizon. Time Out: 16.0-16.7

- 1096 Virginia Avenue – total outage; line crews refused the line after the primary conductor was reattached to the pole top insulator. Time Out: 16.7-17.5

- 315 North Prospect Street – disconnected service for electrician to replace customer’s main breaker. Time Out: 17.5-18.2

- 114 Bryan Place – total outage; the service conductor was reattached to the house after the tree branches were removed. Time Out: 20.5-22.5

Distribution

- In coordination with engineering staff, crews performed various upgrades to the system, improving reliability to our customers.

- Crews continue to assist Point Broadband with make ready work.

- Area of Wesel Boulevard – lines crews continue to build the new 34.5KVA line extension for the service to Amazon distribution center and surrounding area.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	3	3	1

Engineering

- Multiple permit reviews and service upgrade requests have been reviewed and/or completed by engineering staff. Staff performed underground locate requests across the system.
- Engineering staff reviewed SCADA communication devices.
- Engineering staff compiled and release a bid for stock materials used in the construction and maintenance of the electric distribution system.
- Engineering staff continued design work on various development projects throughout the City.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 25, 2021	4.96	0.00
Thursday, August 26, 2021	4.86	0.00
Friday, August 27, 2021	4.77	0.29
Saturday, August 28, 2021	5.49	1.16
Sunday, August 29, 2021	5.32	0.09
Monday, August 30, 2021	5.53	0.21
Tuesday, August 31, 2021	5.34	0.00
Weekly – Avg. Flow / Total Rainfall	5.18	1.75
Aug – Avg. Flow/Total Rainfall	6.02	3.50

Miscellaneous

- Troubleshooting faulty contactors on OAB purge blowers.
- Cleaned and calibrated ChemScan unit.
- Located faulty underground wiring that serves pole lights.
- Installed new wiring for mechanical oiler solenoid valves.
- Replaced bearing and bearing carrier to #2 Pista Grit unit.
- Routine MVP Plant Work orders & Corrective Work Orders.

Wastewater Collection Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	#12,#14	15,067'		

Collection System Maintenance Tasks

- Grinder pump call, 11114 Pinewood Drive, reset smart switch.
- Grinder pump call, 11006 Parkwood Drive, Excavated and replaced discharge assembly.
- Sewer backup, 351 East Antietam Street, flushed lateral, cleared blockage.
- Continued generator maintenance.
- General pump shop repair work.
- Set precast concrete base for sampling steps at WWTP .
- Mowed Pump Stations #3, 17, 18 and 26; weed-whacked Pump Station #5 and sprayed Accord, also sprayed Accord at Pump Station #26 for Johnson grass.
- General cleanup, around the shop, and offices.

Administration

Wastewater Division – Customer Call Log Summary 2021							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	1	0	0	5	9
YTD 2021	105	53	6	0	0	115	279

Engineering

- Review of Site Development and City Permit Drawings.
- Gathering information for service inquiries.
- Updating GIS databases completed with water projects.
- Ongoing Construction Inspection of ongoing water projects.

Lab

- Process and regulatory testing were routine for the week.
- Consolidation of electronic and paper file system in progress.
- Pre-treatment file organization in-progress.
- Lachat yearly PM and Service completed.
- QA/QC data entry.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
08/26/21	11.70		11.70
08/27/21	11.48		11.48
08/28/21	10.70		10.70
08/29/21	10.72		10.72
08/30/21	11.33		11.33
08/31/21	10.98		10.98
09/01/21	10.69		10.69
<i>Average:</i>			<i>11.09</i>

Water Production at R. C. Willson & Pump Station Distribution

- Staff worked on facility maintenance and routine preventative maintenance.
- Staff repaired Trac Vac at R.C. Willson plant.

Water Production at Breichner / Edgemont Reservoir

The Edgemont Reservoir pool elevation is currently at 1.34 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, design criteria and project schedule.

Water Distribution

- Crews performed customer service work and new meter installations as needed.
- Crews continued replacement of residential meters throughout the water service area.
- Crews installed a 10" double detector check at Northpointe building #2 on Wesel Blvd.
- Crews installed new service on Marsh Pike.

Laboratory

- Process and regulatory testing were routine for the week.
- Bacteriological monitoring for August monthly report in progress.
- Completed HPC analysis on distribution samples.
- Collected composite samples from lagoon discharge.
- Completed monthly chlorine residual summary.
- Collected samples for distribution monitoring for nitrification.
- Collected material samples from Crystal Falls.
- Handled two (2) customers' concerns on water quality.
- Completed 3rd quarter DBP report.
- New water lab electrical and DI water install in progress.
- Consolidation of electronic and paper file system in progress.

Engineering

	<u>City</u>	<u>County</u>
Site Plans	-	1
Preliminary Plats	-	-
Grading Plan	-	-
Final Plat	-	-
Building Permits	13	-
Development Plan	1	-

- Updating GIS mapping.
- Review of City permit and site development project drawings.
- Storm event planning.
- Generate water service and allocation invoices.
- Gather and submit information related to the water infrastructure for future projects.



Respectfully submitted,

Handwritten signature of Scott A. Nicewarner in blue ink.

Scott A. Nicewarner
City Administrator