

# City of Hagerstown, Maryland Status & Information Report No. 15 for 2013

April 19, 2013

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

APRIL 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 4pm Work Session	3	4	5	6
7	8	9 4pm Work Session	10	11 MD International Film Festival	12 MD International Film Festival	13 7am-2pm Community Yard Sale @ Fairgrounds Park  MD International Film Festival
14	15	16 4pm Work Session	17	18	19	20
21	22	23 3-7pm Work Session  7:30pm Regular Session	24 Administrative Professionals Day	25	26	27
28	29	30 4pm Work Session				

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries:** The City hosted Grand Opening/Ribbon Cuttings for Walgreens at 1601 Dual Highway in Hagerstown, Maryland; for Dixie Kitchen located at 1037 Maryland Avenue and for Kerry's Hair & Day Spa at 35 North Potomac Street.
2. **Upcoming Events**
  - The Maryland International Film Festival was held April 11 to April 13, 2013. The largest night was opening night at the Maryland Theatre when Argo was shown. A reception and an award presentation was held honoring Tony Mendez. Tony and his wife, true American heroes, have brought significant attention to Hagerstown and Washington County. The tenacity and creativity of Tony Mendez saved six Americans from great peril and imprisonment.
  - Shepherd University will host the 2013 Capstone Exhibit this weekend. A portion of the exhibit will be held in City Center Hagerstown on April 20, 2013 from 5:00 PM to 9:00 PM. The event will be held at 60 West Washington and Melanie Anderson Photography.

- The Earth Day Ceremony will be held on Monday, April 22 at 10:30 AM at University Plaza, and the Arbor Day Ceremony will be held on April 26 at 10:00 AM at the new Memorial Park.
  - Maymart will be held on May 9, 2012 and Taste of the Arts on May 16, 2013.
  - The Western Maryland Blues Fest held a Children's T-Shirt contest. There were 44 submissions from students and a winner will be announced next week.
3. **City Market**
- This Saturday, April 20<sup>th</sup>, the Maryland Department of Agriculture will be meeting with the market produce and fruit vendors to provide information on programs to help them sell their products. In particular, a program which will enable senior citizens and families to purchase fresh fruits and vegetables from the vendors will be highlighted.
  - Master Gardeners' will have their second installment of the Child-Parent Learning Activity - "A Growing Experience" in Market Alley from 8:30 AM to 10:30 AM.
  - Grandma's Greenhouse returns to Market this weekend featuring "Grandma" Loretta's locally famous bouquets and flower arrangements. Ms. Loretta is a seasonal vendor who is sought after by customers as soon as it gets warm outside!
4. **This Week's Headlines and Media Releases:**
- City of Hagerstown Recognizes Earth Month
  - Private Sector and City Partner to Attract Business in City Center
  - Shepherd University Seniors Display Artwork in City Center
  - City College: How Your Local Government Works, How It's Working for You
  - Free Weekly Walking Group at Fairgrounds Park
  - Study for Alternative Multi-Use Center Sites Available on City Website
  - Two Businesses Celebrating Grand Openings This Week
  - E-casts:
    - ▶ We Need You! Campaign for Kickstarter
5. **Channel 25:**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
    - ▶ April Events in the Arts & Entertainment District
    - ▶ Walgreens on Dual Highway Celebrates Grand Opening
    - ▶ Dan Hall State Farm Celebrates Grand Opening
    - ▶ St. Patrick's Day Run Wrap-Up
  - In production:
    - ▶ Grand Opening of Dixie Kitchen
    - ▶ Grand Opening of Kerry's Hair & Day Spa
    - ▶ Four videos to be used for QR Code signs in City Park
  - Also airing at select times:
    - ▶ "Divided Valor: Hagerstonians in the Civil War" - daily at 3:00 PM.
6. **Websites**
- *City Website:*
    - ▶ Website analytics for [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of April 11 - April 17:

- Web traffic was slightly up this week as there were over 6,700 visitors to the site who viewed over 17,000 pages.
- *Top Content:*
  - ▶ Home page 6,270 visits
  - ▶ Jobs page 681 visits
  - ▶ Calendar 286 visits
- *Top Entrances (the first page of the site users accessed):*
  - ▶ Home page 6,082 users
  - ▶ Jobs page 206 users
  - ▶ Calendar 46 users

**PLANNING & CODE ADMINISTRATION DIVISION**

**1. New Businesses:**

- 350 East Washington Street – CarGroup Holdings, LLC, d/b/a webuyanycar.com – office for wholesale vehicle sales (office only, no on-site vehicle sales).
- 144 South Locust Street – Antoinette Cullen – home office for internet sales of general merchandise.
- 17636 Garland Groh Boulevard – Books-A-Million, Inc., d/b/a “2<sup>nd</sup> & Charles” – retail sales of secondhand books, games, and miscellaneous items.

**2. New Development Cases:**

- Day Road – Shaool Holdings, LLC – temporary parking lot

**3. Planning Commission:** The April 24 Planning Commission was canceled because there were no development cases ready for review. Commission members were encouraged, instead, to attend the Board of Education’s neighborhood meeting at Hager’s Crossing on the proposed new elementary school, which was scheduled for that night.

**4. Historic District Commission:** On April 11 the HDC reviewed five cases and held one workshop:

- 100 South Potomac Street – Alice Virginia & David W. Fletcher Branch of the Washington County Free Library – approved a wall sign.
- 19-21 Broadway – Dale M. Ford – approved application to replace rear stairs and replace railing to match porch railing.
- 12 North Prospect Street - City of Hagerstown – approved demolition of motel.
- 804 Hamilton Boulevard – Wheaton Properties LLC – approved replacement windows for entire structure.
- 43 South Potomac Street – Flying Pie Company – approved plans to rehab the façade and also a façade grant.
- 57 West Franklin Street - Mansoor Emral Shaool/Sassan Emral Shaool – continuation of workshop to discuss window replacement and facade alterations, which are subject to an open zoning violation case. Commission advised that the windows on the front need to comply with the Design Guidelines, where the rear was acceptable as-is. After much discussion, the applicant was advised that the side windows could be approved without grilles replicating the historic windows that were replaced without HDC approval, but the existing windows on the sides, which do not reflect the historic window patterns on the building, were not acceptable.

At its next meeting, the HDC will review an application filed by the County for an emergency generator at the rear of 120-128 West Washington Street for a planned back-up 911 Center. The HDC has moved its meetings to 4:00 p.m. through July to accommodate the work commitments of one of its members, given the Commission's current difficulties in meeting quorum requirements due to two vacancies.

5. **Board of Zoning Appeals:** The BZA heard one appeal on April 17: A variance to reduce the required side setback for an addition to 0 feet was granted for property at 636 North Mulberry Street. The BZA granted the variance with the condition that the property owner exhaust all reasonable avenues to obtain a maintenance agreement or easement from the neighbor to allow for the maintenance of the side of the building. The addition was necessary to provide a first floor bedroom and bathroom for the home owner who a disabled veteran.
6. **Portable Storage Containers and Roll-off Trash Containers:** Staff members are working with the City Attorney on an update to the City Code to address roll-off trash containers and to modify the portable storage containers ordinance. This will be on a workshop agenda with the Mayor and City Council on May 7<sup>th</sup>.
7. **Downtown Master Plan Prep:** Staff is gathering downtown data and surveying past local plans in prep for the upcoming consultant-assisted project to develop a Downtown Master Plan for Hagerstown. Master Plans differ from Comprehensive Plans in that they generally go a step beyond policy and strategy recommendations and include graphical representations which identify specific locations for specific redevelopment options and public realm improvements. They also usually include a timeline for implementation of the plan's recommendations. The City's last master plan for downtown was developed in 1993. Since that time, the City has worked to implement that plan and updated downtown planning in two city-wide Comprehensive Plans (1997 and 2008) and with revitalization strategies for the downtown developed for various program plans, such as A&E District (1999), Community Legacy (2002), and Sustainable Community (2012). The City is fortunate to have such a strong foundation to assist with development of a vision for the downtown for 2013 and to layout strategies and locations for implementation of that vision.
8. **Weekly Activity Report:** April 8–12, 2013

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	8	Residential -	6	Commercial -	1	Other -	1	5
Electrical	13	Residential -	6	Commercial -	7	Other -	0	13
Plumbing	4	Residential -	3	Commercial -	0	Other -	1	4
Mechanical	7	Residential -	4	Commercial -	2	Other -	1	7
Engineering Dept.	44							42
<b>TOTAL</b>	<b>76</b>		<b>19</b>		<b>10</b>		<b>3</b>	<b>71</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 11,535.00				\$ 5,894,620.00			
Commercial	\$ 27,000.00				\$ 26,398,010.00			
Apartment	\$ 0.00				\$ 1,554,808.00			
Sign	\$ 38,000.00				\$ 243,924.00			
<b>TOTAL</b>	<b>\$ 76,535.00</b>				<b>\$ 34,091,362.00</b>			
Remove existing sign cabinet and replace with same size and same logo at 240 Railway Lane - \$38,000								
<b>RENTAL LICENSES</b>								
<u>NUMBER</u>	<u>FACILITIES</u>			<u>UNITS</u>				
Registrations Received	3			3				
New Applications Issued	4			5				
Total Registered Since 6/1/12	3081			8424				

<b>PAYMENT</b>	
Total Payments Received	\$ 150
Adjustments	\$ 0
<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	52
Electrical	41
Plumbing	17
Mechanical	10
Safety	43
Neighborhood Vitality	29
Quality of Life	6
Preventive Maintenance	10
Planning & Zoning	0
<b>Notes:</b> Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.	
<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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.

## PARKS & ENGINEERING

1. **Downtown Parking Signs.** As a follow-up to the Rich & Associates study, we issued a work order for the installation of 28 signs in the downtown. As Phase I of this project, the signs will direct motorists to public parking (replacing 15 current signs) and providing 13 "lot identification signs". We expect these signs to be installed by summer. A larger Phase II portion of the project will be developing wayfarer signs/kiosks for pedestrians from the parking lots to points of interest. Staff will work on this later this year.
2. **Birdwatching in Our Parks.** Staff met with Anna Hutzell with the "Washington County Bird Club", a chapter of Maryland Ornithological Society about developing a bird watching program in our parks. Over the next two months they will develop a list of about two dozen species in both Mills Park and along the Hamilton Run path (between Pangborn and Fairground Parks) and we will have self-interpretive signs made for people to "watch" for the various species. A pamphlet could also be developed.
3. **Memorial Park.** Many of the trees are now planted. The Woodmen of the World donated and we installed a new flagpole. Arbor Day celebration will occur here next Friday with the installation of over a dozen flowering cherry trees.

4. **Sidewalks Damaged by Street Trees.** Huntzberry will begin work on this contract in two weeks. All the FY13 money will be expended on just two streets... Sunset Avenue and Church Street.
5. **Hager House and 202.** Both facilities are now open both Friday and Saturday from 10:00 a.m. to 4:00 p.m. Additional part time staff was hired this week for the Hager House.
6. **City Park Band Shell.** The new benches have been ordered; we are now excavating and preparing for the concrete to be poured.

<b>POLICE DEPARTMENT</b>
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1. **STATS**

Calls for Service:	1,737	CDS Arrest:	1
Criminal Arrest/Warrants:	24	DUI Arrests:	0
Moving Violations:	40	Search Warrants Executed:	1
Safety Repair Orders:	22	Field Interviews:	51
Warnings:	85	Parking Tickets:	16

2. **REPORTS**

- **04.13.13:** Officers from HPD were dispatched to The Columbia Bank, 1571 Wesel Boulevard, for a reported armed robbery. When officers arrived on scene, they located a male victim near the night deposit drop box with a laceration on his hand. The victim advised that when he went to drop a deposit bag into the bank's night deposit drop box, an unknown black male armed with a knife attacked him and took the deposit bag. The suspect then fled towards Ashley Furniture and Big Lots. The victim was treated and released at the scene. With the assistance of the Washington County Sherriff's Department and Maryland State Police, a male matching the suspect's description was located on South Burhans Boulevard near Wesel Boulevard. The male, Dennis Udo Wagner-Smith, was subsequently identified as being the individual who committed the robbery. Wagner-Smith has been charged with armed robbery, robbery, 2nd degree assault, and theft.
- **04.15.13:** Officers from the Hagerstown Department of Police were dispatched to the rear of 225 Jonathan Street for a "shots fired" call. When officers arrived in the area, they eventually located a male victim within the 100 block of Bethel Street who was suffering from a gunshot wound to the right leg. The male was subsequently transported to Meritus Medical Center where it was determined that his injury was non-life threatening. During the course of the investigation, John Anthony Leonard IV and three other males were identified and arrested for weapons violations originating from the incident. The weapons were seized by the Hagerstown Police Department. The case is still being actively investigated.

3. **OTHER NEWS/INFORMATION**

- Sergeant Stewart Heckman has been selected as the Officer of the Month for March 2013. Sergeant Heckman has been employed by the City of Hagerstown for nine years and is currently assigned to the Uniform Patrol Division's Charlie Platoon.

Sergeant Heckman was nominated for his actions on the morning of March 23, 2013, in dealing with a barricaded subject who was brandishing a knife and refusing to let several subjects leave a residence. Sergeant Heckman was able to establish telephone communication with one of the subjects being held inside the residence. After telephone communication was lost, Sergeant Heckman began texting the subject, getting crucial updates on the developing situation inside the residence.

Based on his calm demeanor and patience in maintaining communication and for his alert reaction when the suspect attempted to exit the residence, Sergeant Heckman was selected as the Hagerstown Police Department Officer of the Month for March 2013. The Hagerstown Police Department is proud to have dedicated officers such as Sergeant Heckman as one of its own and congratulates him for a job well done.

## PUBLIC WORKS

### PARKING SYSTEM DATA

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	198	198
	North Potomac Deck	369	369
	Downtown Parking Lots	371	370
<b>Number of Patrons Using Decks</b>	A & E Deck	2,189	1,878
	North Potomac Deck	1,957	1,937
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	228	207
<b>Number of Late Payment Notifications</b>		29	39
<b>Number of Cars Booted</b>		2	4

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	2	2
Light	5	4
Parks & Engineering	1	0
Police	6	8
Public Works	8	6
Water	9	8
Wastewater	0	4
<b>Weekly Totals</b>	<b>31</b>	<b>32</b>

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

**Aerial Platform Inspections:** The following was reported in a monthly news letter from the National Lift Truck, Inc. "In order to comply with ANSI (American National Standards Institute) standards and the OSHA (Occupational Safety Health Administration) General Duty Clause, an annual inspection must be performed on all aerial work platforms."

For the City of Hagerstown, this includes bucket trucks for Public Works and City Light. It also includes the ladder trucks for the Fire Department. Staff at Central Maintenance has been coordinating the testing with the different departments and American Test Center has been completing the test as an independent testing source.

American Test Center has also been performing tests on the ladders, hot sticks (tools used for high voltage issues) and hydraulic oils. All these items can conduct electricity causing harm or death to the user if the items are not properly constructed or grounded.

Issues with any of items must be corrected before the truck can be placed back into operation.

### STREET SWEEPING DATA

Month	Number of Miles of Streets Swept
January	402
February	806
March	762

Public Works typically operates two street sweepers everyday from Monday through Friday. Sweepers do not run on city designated holidays, heavy rain days, severe inclement weather (heavy rain, snow, etc.) or when temperatures are much below 32° F. Many streets in the core of the downtown are permanently posted for weekly cleaning. Streets outside of these areas are manually posted by staff on a regular basis.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
  - Thur. 4/11 - Various locations- (reconnections for non-payment). Time Out: 17.2-17.9
  - Various locations- (reconnections for non-payment). Time Out: 16.0-16.5
  - Various locations- (reconnections for non-payment). Time Out: 17.3-18.4
  - Various locations- (reconnections for non-payment). Time Out: 16.0-16.7
  - Fri 4/12 - 921 Beechwood Drive (rear)- total outage; squirrel caused transformer fuse to operate; (1) 10T fuse replaced to correct problem and restore power. Time Out: 16.5-17.0
  - Sun. 4/14 - 26 North Mulberry Street- lines down; lines were found to belong to Verizon. Time Out: 13.6-14.1
  
2. **Distribution** Recent activity included:
  - Metering Staff received three high bill complaints this week; upon testing, meters were found to have met all Public Service Commission requirements.
  - 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.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
6	0	3	1

3. **Engineering** Staff worked on the following projects:
  - Staff reviewed and designed multiple electric service plans throughout the City.
  - Staff coordinated and attended Confined Space Entry training for HLD line crew employees. Thank you to the Hagerstown Fire Department for their assistance with the training, both in the classroom and in the field.
  - The Staff Engineer evaluated preventative maintenance measures for HLD bucket trucks and equipment to insure they are kept in working order.
  - Staff reviewed and processed multiple building permits regarding fences and new construction involving HLD electrical distribution equipment.
  
4. **Administration:**
  - With the installation and implementation portion of the two-way radio project now completed, we have identified and are working through a few minor problems with the system as designed.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, April 10, 2013	5.77	0.00
Thursday, April 11, 2013	5.67	0.00
Friday, April 12, 2013	6.39	0.72
Saturday, April 13, 2013	5.76	0.00
Sunday, April 14, 2013	5.83	0.00
Monday, April 15, 2013	5.72	0.00
Tuesday, April 16, 2013	5.64	0.00
Weekly Average/Total	5.82	0.10
Monthly Average/Total	5.88	0.72

**Miscellaneous**

- SCADA servers are back in service but OCC will need to come on site to correct some other problems.
- Maintenance cleared several blockages in the Holding Tank Transfer Pumps suction line.
- Maintenance adjusted the travel switches on UV Channel # 1 effluent gate.
- Maintenance and collections system dug up the Hypo line for the scrubber and made repairs.
- Water Department crane removed the motor on #1 Nitrified recycle pump for upper bearing replacement.
- Sludge Holding Tank #2 was inspected for possible improvements.

**Wastewater Collection**

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	15, 17	640	38	2
Flushing	12	7,140		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>L.F. of Repairs</b>
LPFM	50	1	Broken Force Main	4
Lateral Only	3	1	Roots	7

**Collection System Maintenance Task**

- Cleaning in District 12.
- Cut roots from man hole run 1104611047, washed down manhole 07018, 09013 and 09014 for repair also, inspected 11046, 11047.
- Placed confined space permit books at stations 1,3,5,8,9,10 and 12.
- Down loaded flow data from Negate interceptor.
- Replaced generator power card at Station 8 and adjusted voltage.
- Repaired boom controller on unit 528.
- Found major blockage on Pope Avenue, Jet-Vac removed roots and grease.
- CCTV 1404 Church Street service connection (Orangeburg pipe 6' past curb).

- Blockage at 16 Avalon CCTV owner issue.
- Bio-Bags throughout infrastructure to control FOG
- Inspected 54 grinder canisters in Brightwood for compliance.
- LPFM break at 11110 and 11116 Eastwood Drive. Excavated repaired and replaced pump cores.
- 20007 Cherry Hill Circle, 20209 Mahogany Circle, 20304/ 20308 Parkwood Court, fixed leaking O-Rings and/or replaced pump cores.
- Brightwood, found no power at 11130 Eastwood Dr (left card and note).
- 20006 Mt. Aetna now has power to pump and alarm.
- Cleaned wet well at Potomac Ridge for A.R.E.

**Administration**

Wastewater Division – Customer Call Log Summary 2013							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	3	0	1	0	0	6
YTD	21	16	2	4	4	10	57

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

**Engineering:**

- Staff attended a Pre-Bid Meeting for the Pump Station # 12 construction project.
- Staff attended a Plan Review Committee meeting at City Planning.

**Wastewater Laboratory:**

- Annual DMRQA proficiency sample testing continues.
- A new coliform incubator was acquired and put in place. It replaces a 30 year old incubator. The County lab requested the old unit for use doing a very infrequent test that we have been doing for them for year. It was donated to them.
- Process and regulatory testing was routine for the week.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
4/11/13	12.74		12.74
4/12/13	11.40		11.40
4/13/13	11.46		11.46
4/14/13	11.66		11.66
4/15/13	11.56		11.56
4/16/13	12.08		12.08
4/17/13	11.65		11.65
Average			11.80

**Water Production at RC Willson**

**- Operations**

- Completing routine PMs.
- Pulling trac-vacs.

- *Maintenance*

- R C Willson – Performing routine PMs.
- R C Willson – Drained Henson Tank.
- R C Willson – Trac-vac maintenance.

- *Instrumentation*

- R C Willson – Installed i/o cabinet at Willson.

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -3.5'; the bypass is closed and the hydrant is open.

**Water Distribution**

- Crews continue to work on the meter exchange program and general preventative maintenance of the system. Also, we are getting the equipment ready for spring and summer facility maintenance. Repair was made to a 2" main on Summit Avenue.

**Laboratory**

- Printing quotes for this year's Consumer Confidence Report were acquired. HBP was the lowest to print the 32,000 copies.
- Monthly THMs were collected at Stage 2 sites.
- The lab is working on getting a bid for the annual USEPA mandated SOC testing. The laboratory of choice is also the lab selected to perform our upcoming USEPA mandated one year quarterly UCMR 3 testing. They were reminded that we are scheduled to begin testing in August.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		4
Final Plat	1	
Building Permit	18	14

- Staff attended a Willson Plant Phase IV Construction Management Kick-off Meeting.
- Staff attended a Plan Review Committee meeting at City Planning.

Respectfully submitted,



Bruce Zimmerman  
City Administrator