

# City of Hagerstown, Maryland Status & Information Report No. 4 for 2014

January 31, 2014

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

FEBRUARY 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5	6	7	8
9	10	11 4pm Work Session	12	13	14	15
16	17 <b>HOLIDAY CITY OFFICES CLOSED</b>	18 NO M&C MEETING	19	20	21	22
23	24	25 7pm Regular Session	26	27	28	

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- Please mark your calendar now for a Grand Opening and Ribbon Cutting for the Bank of Charles Town at 1101 Frederick Street in Hagerstown. The event will be held on Tuesday, February 4 at 2:00 PM. We hope you can make it. The contact is Karen Burkhart.
- Hagerstown's SCORE Chapter is celebrating their national organization's 50th anniversary and the chapter's 30th anniversary of offering expert, free counseling for startup and continuing small businesses. Mayor Dave Gysberts, Downtown Manager Andrew Sargent and SCORE Chapter President Bob Jones will join Vickie Hrabal, owner of Oak Hill Interior Design, to announce the anniversaries' kickoff event on Tuesday, February 4 at 3:30 PM. The celebration will be held in the Oak Hill Interior Design showroom at 114 North Potomac Street. Owner Hrabal was SCORE Hagerstown's 2012 Small Business Award Winner.
- We will be announcing a date soon for the Grand Opening and Ribbon Cutting of Roccograndi Management LLC; DBA: Charles Schwab; 18045 Garland Groh Blvd, Hagerstown, MD 21740

2. **Events**

- All details for the Cabin Fever Blues Bash are being finalized. The event will occur on Thursday, March 6 at the Maryland Theatre, and it will feature Eric Steckel. He is youngest guitarist ever to be invited onstage to perform with English blues legend John Mayall, and capable of displaying guitar techniques and sounds recalling those of legends Jimi Hendrix, Stevie Ray Vaughn and Joe Bonamassa, this 23-year-old could just be one of the next superstars of the blues.

- Plans are being made for the St. Patty's Day Run for Your Luck Event in City Center on Saturday, March 16. The event is a combined effort of the City of Hagerstown, Washington County Recreation Department and the Community Free Clinic. We will be hosting a press conference on Tuesday, February 11 at 2:00 PM.
  - Staff met this week with members of the Washington County Museum of Fine Arts to begin planning the Festival at City Park slated for September 20th.
3. **Volunteers:** Volunteer Bev David who is serving as a Volunteer Coordinator started to come into the office each Tuesday from 10:00 AM to 2:00 PM. She is working on compiling a list of volunteer needs from the departments.
4. **City Market:**
- The Soup's On Contest was a great success - 13 vendors participated and many new customers entered the contest. Some of the favorite soups were Cream of Carrot (Pixie Hollow Treasure's), Cheeseburger Soup (Patsy's Corner) and Hunter's Stew (Waltz Family Farm).
  - This weekend Master Gardeners will be in City Market discussing Medicinal Herbs from 8:00 AM to 12:00 PM; plus be available for all of your gardening questions.
5. **This Week's Headlines and Media Releases**
- Bank Founded in West Virginia Expanding in Hagerstown
  - E-casts: A Special Invitation for a Grand Opening of Bank of Charles Town
6. **Channel 25**
- Watch the City Newsroom at the top of every hour. This week's news stories include:
    - Virtual tours of City buildings
    - Live Hagerstown Promotion
  - In production:
    - Black History Month Tribute
    - State of the City
7. **Websites**
- *City Website:*
    - About 5,500 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of January 20, 2014 - January 26, 2014.
    - Top entrances (first page users accessed on the website):
      - ▶ Home page                    2,723 users
      - ▶ Jobs page                        306 users
      - ▶ Utility Billing page            229 users
    - Top Searches:
      - ▶ "pay water bill"
      - ▶ "city taxes"
      - ▶ "houses for sale"

Staff have been monitoring search entries for recurring search inquiries and have updated page descriptions with these terms in order to more effectively produce the proper page results for users.

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued**
  - 420 Salem Avenue – Paddles Bar and Grill (former Shaff’s Pub).
  - 605-621-625 North Prospect Street – Seven D Wholesale of Maryland, LLC – wholesale sales of building products (former Potomac Dealers Supply).
2. **Historic District Commission:** The HDC reviewed the following matters on January 23:
  - 911 Potomac Avenue – Douglas and Kathy Wright – approved application to replace dormer windows with vinyl, six-over-one, with exterior grilles (continued from January 9).
  - 6 West Washington Street – Dean Martin/Sign Here for Staffmark – approved application for a two-sided projecting sign.
  - 43 South Prospect Street, #5 – Paul Wade/Restorations Unlimited, Inc. for Jeff Driscoll – approved application for repairs and new storm windows.
  - Workshop – 227 South Prospect Street – Denise Ringley – replacement windows.
3. **Planning Commission:** The Planning Commission met on January 29 and considered the following matters:
  - 373 Dynasty Drive – Light Business Park (Lot 8R) – approved final plat.
  - Human Burial Sites Resource Inventory and Map.
  - 2013 Building and Neighborhood Protection and Enhancement Report.
4. **Speaking Engagement:** The Zoning Administrator accepted an invitation from the Antietam Exchange Club to speak at its breakfast meeting on Tuesday. The subject was the various City initiatives for Civil War heritage tourism and the leveraging of funding and resources to maximize the number and quality projects and their impact compared to their relatively negligible cost to the City.
5. **Board of Zoning Appeals:** The BZA will hear one case on February 19. A variance for a six-foot fence in the front yard with barbed wire has been filed by Praxair Distribution Mid-Atlantic, LLC, t/a GTS-Welco at 400 West Memorial Boulevard.

**Code Administration Weekly Activity Report: January 21–24, 2014**

<b>PERMITS</b>								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	3	Residential -	0	Commercial -	1	Other -	2	5
Electrical	6	Residential -	0	Commercial -	6	Other -	0	6
Plumbing	8	Residential -	5	Commercial -	3	Other -	0	10
Mechanical	2	Residential -	0	Commercial -	2	Other -	0	2
Engineering Dept.	9							9
<b>TOTAL</b>	<b>28</b>		<b>5</b>		<b>12</b>		<b>2</b>	<b>32</b>
<b>Est. Value of Issued Building Permit Projects:</b>					<b>Fiscal Year Totals:</b>			
Residential	\$ 2,000.00				\$ 7,005,656.00			
Commercial	\$ 2,830,200.00				\$ 7,047,957.00			
Apartment	\$ 1,000.00				\$ 6,252,6900.00			
Sign	\$ 0.00				\$ 195,663.00			
<b>TOTAL</b>	<b>\$ 2,833,200.00</b>				<b>\$ 20,501,966.00</b>			
Air Handling Unit and CUV Replacement at E.R .Hicks Middle School, 1321 South Potomac Street - \$2,700,000  Rework of the check outs at Wal-Mart, 17850 Garland Groh Boulevard - \$112,000								

<b>RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013</b>		
<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	3	8
New Applications Issued	2	3
Total Registered (includes those added since 5/1/13)	3157	8863
Percentage of total invoiced that are registered	98.1%	99.0%
<b>Notes:</b> The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013.		
<b><u>PAYMENT</u></b>		
Total Payments Received	\$ 400	
Adjustments	\$ 3,400	
<b>INSPECTIONS</b>		
<u>TYPE</u>	<u>NUMBER CONDUCTED</u>	
Building	23	
Electrical	18	
Plumbing	24	
Mechanical	5	
Safety	16	
Neighborhood Vitality	12	
Quality of Life	8	
Preventive Maintenance	1	
Planning & Zoning	0	
<b>INSPECTIONS KEY:</b>		
<b><u>Categories of Conditions</u></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**

- Burhans Bridges** We received 10 bids for the rehabilitation of three bridges over Norfolk Southern Railroad. The low bid was Olympus Painting Contractors of Tarpon Springs, FL in the amount of \$1,329,592.96. Staff will review the bids and work through the extensive "Concurrence in Award" process with the State Highway Administration. Federal Aid is paying 80% of the cost of the project.
- Chesapeake & Atlantic Trust Fund Grant Proposal** Staff submitted a proposal for a Chesapeake & Atlantic Coastal Bays Trust Fund Capital Improvement Grant. If we receive this \$500,000 grant, it will fund stormwater improvements at Frederick Street and at the Central Maintenance Garage.

3. **Ice Rink** The HIAAA Board is meeting weekly in anticipation of an April 1<sup>st</sup> takeover of operations. Articles of Incorporation were filed last week and a "startup" board (in place now through June) of 12 members was appointed. Officers were elected Wednesday night.
4. **Franklin ST (US 40 WB) at Potomac Street Pedestrian Lights** We learned this week that the State Highway Administration is planning to install Audible Accessible Pedestrian Pushbuttons, Countdown Pedestrian Signals and update sidewalk ramps at this location. This will mean additional poles in the sidewalk areas to accommodate the "chirping" audio system for seeing-impaired individuals.
5. **Municipal Stadium** As approved by Mayor & Council, we replaced deteriorated plywood on the outfield fences, added padding to some of the fence posts for safety, and repaired the leaking roof on the clubhouse.
6. **New Play Equipment** To be paid for by Community Parks & Playgrounds state funding, we ordered six merry-go-rounds to replace existing out-of-date equipment which was becoming costly to maintain.
7. **Jonathan Hager House & Museum** Staff is meeting with members of the Historical Society to plan the 275<sup>th</sup> Anniversary of the Hager House which is scheduled for Saturday, September 20<sup>th</sup> (when the "Fishing Lesson" sculpture will be revealed). We are also researching for a commemorative ornament.
8. **Training** Our Parks Supervisor (who is a Wildlife Damage Control Operator) and golf course maintenance employees attended the required training to become recertified in turf maintenance
9. **Engineering Division Items**

Traffic issues		
Description	Week of 1/24/14	Calendar Year to date
Traffic complaints received	3	6
Work Orders completed	5	6
Traffic counts completed	0	0
Construction Projects		
Description	Week of 1/24/14	Calendar Year to date
Projects advertised for bids	2	2
Projects under construction	6	6
Projects completed	0	0

## POLICE DEPARTMENT

### STATS

Calls for Service:	1,317	Field Interviews:	36
Arrests/Warrants Served:	15	Moving Violations:	75
Domestic Violence Calls:	24	Parking Violations:	17
DUI Arrests:	2	Safety Repair Orders:	17
Reports Filed:	133	Warnings:	101

### REPORTS

- 01/25/14: Officer Lam responded to Salem Avenue for a report of an assault. The victim had a visible laceration above her right eye. CRS transported her to Meritus Medical Center for treatment. The victim stated she was jumped and knocked down by a known suspect. Officers observed blood on a nearby tree and snow that was disturbed showing signs of a struggle. The suspect was found and transported to Central Booking and charged with assault and reckless endangerment.

- 01/26/14: Officer McNew was dispatched to Baltimore Street in reference to a broken vehicle window. The victim stated she heard a loud crashing sound and went outside and found subjects running from her vehicle. The officer was unable to locate any suspects. No further information is available at this time.
- 01/27/14: HPD responded to Yellow Jacket Road for the report of a theft. A Beazer Homes Construction site had a shipment of plywood stolen. A second delivery of plywood was made and it was stolen as well. Neighbors did not see anything regarding the thefts. No further information is available at this time.
- 01/2/14: Officer Plummer responded to South Potomac Street for a report of a burglary in progress. Upon arrival officer observed a suspect attempting to enter a vacant apartment using a screwdriver. Fresh pry marks were visible on the door in the main hallway and also on the door leading to the balcony. The suspect was transported to Central Booking and charged with 4<sup>th</sup> degree burglary.

#### **OTHER NEWS/INFORMATION**

- On Tuesday, January 28<sup>th</sup>, the Hagerstown Police Department held "Day on the Job" activities for 11 8<sup>th</sup> grade students, all sons, daughters or relatives of Washington County first responders and/or Parole and Probation agents. The students were introduced to various areas of HPD operations and divisions. Presenters included: Ofc. Tom Kelley, Sgt. Jim Robison, Ofc. Mike Alderton, Evidence Tech Sherri Rhodes, Crime Scene Tech Jessie Shaffer, Crime Analyst Brad Stotemyer, and Chief Mark Holtzman. HPD plans to expand this educational activity and welcomes recommendations for future student groups.
- The Hagerstown Police Department is currently hiring police officers. The next testing date for applicants is scheduled for Thursday, March 13, 2014 at 8:00am at the Hagerstown Community College ARCC. Interested persons should visit our website @<http://www.hagerstownpd.org> or contact Dave Long at 301-790-3700 x305.
- Police in Maryland are cracking down this Super Bowl XLV: DUI enforcement to be increased on Super Bowl Sunday; the Hagerstown Police Department strongly recommends:

#### **If you're watching the game at a sports bar or restaurant:**

- Designate your sober driver, or plan another way to get home safely before the game begins.
- If you don't have a designated driver, then ask a sober friend for a ride home; or call a cab.
- Never let friends drive if they have had too much to drink.

#### **If you're hosting a Super Bowl Party, please follow these simple guidelines:**

- Planning a Super Bowl party is a lot of responsibility. Remember, fans don't let fans drive drunk!
- Include a "safe ride home plan" for guests who drink.
- Before kickoff, take car keys from anyone who is thinking of driving drunk.
- Serve food and include non-alcoholic beverages at the party.
- Stop serving alcohol at the end of the third quarter and begin serving coffee and dessert.
- Designated drivers should have easy access to their cars at the end of the night.
- Reward designated drivers with incentives.
- Keep phone numbers of local cab companies handy.

**At the end of the night, two very important things to remember are:**

- Don't rely on coffee to make you sober. Caffeine boosts alertness, but it won't sober you up. Only time will do that.
  
- Use your seatbelt. Your seat belt is your best defense against a drunk driver in a crash.

**PUBLIC WORKS**

**PARKING SYSTEM DATA**

		Current Week	Previous Week
<b>Number of Permit Holders</b>	A & E Deck	164	168
	University District Deck	296	278
	Downtown Parking Lots	382	382
<b>Number of Patrons Using Decks</b>	A & E Deck	1,406	1,419
	University District Deck	1,048	1,835
<b>Sales of Discount Coupons</b>		0	0
<b>Number of Citations Issued</b>	(Includes Warnings)	53	161
<b>Number of Late Payment Notifications</b>		12	17
<b>Number of Cars Booted</b>		0	0

**CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	0	1
<b>Fire</b>	4	4
<b>Human Resources</b>	0	0
<b>Light</b>	2	1
<b>Parks &amp; Engineering</b>	1	1
<b>Police</b>	8	9
<b>Public Works</b>	1	2
<b>Wastewater</b>	0	1
<b>Water</b>	10	4
<b>Weekly Totals</b>	26	23

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.

**SNOW/ICE STORM COSTS**

No.	Date	Labor	Overtime Labor	Totals
1	12/08/13	\$4,125	\$12,431	-\$16,556
2	12/10/13	\$5,711	\$561	-\$6,272
3	12/14/13	\$0	\$16,712	-\$16,712
4	01/02/14	\$3,338	\$10,155	-\$13,493
5	01/05/13	\$1,133	\$6,659	-\$7,792
6	01/10/14	\$903	\$13	-\$917
7	1/18/14	\$0	\$3,590	-\$3,590
8	1/21/14	\$10,857	\$9,760	\$20,617
	Prep Work/Salt Deliveries	\$4,880	\$107	-\$4,987
	<b>Sub-Totals</b>	<b>\$30,946</b>	<b>\$59,988</b>	<b>-\$90,934</b>
	Salt			-\$158,672
	Vehicle/Equip. Repairs			-\$54,593
	Shovels, bagged salt, etc.			-\$3,373
	<b>Total Expenses</b>			<b>-\$307,572</b>
	<b>Budget Amount</b>			<b>\$399,900</b>
	<b>Budget Balance</b>			<b>\$92,328</b>

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
- Thur. 1/23 - 52 Wayside Avenue- total outage; transformer fuse was replaced to restore power. Time Out: 19.0-20.5
  - East Magnolia Avenue- Miss Utility locate; emergency locate for Hagerstown Water department to make repairs to water main break. Time Out: 19.1-19.9
  - Fri. 1/24 - 122 South Mulberry Street- Miss Utility locate; emergency locate for Hagerstown Water Department, HLD facilities were found to be clear for emergency repairs to a water main break. Time Out: 23.0-23.7
  - Sat. 1/25 - 1335 Fairchild Avenue- total outage; tree branch fell on service wire, tree was trimmed from wires & fuse was replaced (1) 10T to restore power. Time Out: 0.5-3.0
  - Sun. 1/26 - 816 Guilford Avenue- Miss Utility locate; emergency locate for Hagerstown Water department to make repairs to water main break. Time Out: 11.8-12.4
  - Mon. 1/27 - 834 Frederick Street- Miss Utility locate; emergency locate for Hagerstown Water department to make emergency repairs to water main break. Time Out: 19.8-20.2
  - 909 Beechwood Drive- Miss Utility locate; emergency locate for Hagerstown Water department to make emergency repairs to water main break. Time Out: 23.6-0.1

**Distribution** Recent activity included:

- Metering staff received two 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 Bulldog 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
13	1	2	0

3. **Engineering**

Staff worked on the following projects:

- Engineering staff reviewed and completed multiple permits, electrical service upgrades, and site plans on HLD's system.
- Engineering staff continue to verify data and customize the properties of the Milsoft GIS Electric model after our upgrade. These changes will streamline data entry and management of the facilities.
- Staff is investigating an RFI (radio frequency interference) inquiry from one of our customers. So far staff has minimized the possibility of interference from HLD's primary distribution facilities and we continue to investigate the secondary distribution facilities.

4. **Administration**

- The Engineering and Administration staff evaluated a new infrared imaging camera to replace the existing unit which has become obsolete and no longer supported by the manufacturer. HLD uses the IR imager to investigate electrical equipment for potential problems before they become catastrophic.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Jan. 22, 2014	7.28	0.00
Thursday, Jan. 23, 2014	7.18	0.00
Friday, Jan. 24, 2014	6.96	0.00
Saturday, Jan. 25, 2014	6.82	0.00
Sunday, Jan. 26, 2014	6.77	0.00
Monday, Jan. 27, 2014	6.63	0.00
Tuesday, Jan. 28, 2014	6.59	0.00
Weekly - Avg. Flow / Total Rainfall	6.88	0.00
Monthly – Avg. Flow /Total Rainfall	7.51	1.29

**Miscellaneous**

- Located and removed obstruction from suction line to Synagro transfer pumps on Jan. 22<sup>nd</sup> and 23<sup>rd</sup>
- Disassembled piping on MagOx Tank and pump that was frozen. Installed new pipe and valves then installed new heat tape and insulation.
- Troubleshoot wiring from K-Panel in O2 Building to OAB Deck. Lost signal to Oxygen Inlet valve on Trains 1 & 2.
- AR&E has Nitrified Recycle Pump rebuilt. In the process of coordinating installation.
- Located and ordered replacement part for Grit Classifier screw conveyor, should be here by the end of February.

**Wastewater Collection**

**Collection System Maintenance Task**

- Replaced 6' of 3" water supply hose on unit 528.
- Painting floors in collection building.
- Plowing snow at stations, WWTP and Admin building.
- Blockage at 300 Radcliff Avenue was at 42' (may or may not have been on public sewer).
- 21 North Cleveland Avenue (cleaned at least 10' past property line and saw nothing).
- Grinder pump calls for 11117 Parkwood Drive and 1613 Woodlands (both tested OK) installed Pentair pump at Woodlands and Homa pump on Parkwood Drive.
- Retrieved necklace from main sewer line on Fawn Bridge and returned to owner.
- Cleaned mains in district 29.

- Cleaned wet well at Potomac Ridge for A.R.& E.
- Cleared pump failure at station 1.
- Downloaded station 18 and 26 Mag-Meter data.
- Inspected 643 South Potomac Street lateral no conflict on public sewer.
- Jetter call after hours to 937 Chestnut Street; vacuumed line through clean out.
- Downloaded Posm CCTV reports to office and new hard drive.

**Administration**

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	0	4
YTD	7	13	2	0	0	4	26

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

**Engineering**

- Staff met with a consultant regarding a commercial site expansion and redesign project.
- Staff attended an awards luncheon for employees reaching length of service milestones.

**Wastewater Laboratory**

- Annual method detection limits continue to be performed on the permit required analytical parameters.
- The laboratories new balance has locked up. The distributor has been notified. Our old balance is being used for the time being.
- A sampler was set to collect a sample from Mack Truck's discharge into our system. The sample is being analyzed for permit compliance.
- Process and regulatory testing was routine for the week.

**WATER DIVISION**

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

Date	Willson	Breichner	Total
1/23/14	12.83		12.83
1/24/14	12.85		12.85
1/25/14	12.99		12.99
1/26/14	13.01		13.01
1/27/14	12.94		12.94
1/28/14	12.88		12.88
1/29/14	13.05		13.05
Average			12.93

**Water Production at RC Willson**

- *Operations*
  - Cleaning
  - Routine PMs
  - Producing extremely high volumes of water due to main breaks

- *Maintenance*

- R C Willson – Routine PMs
- R C Willson – Continue working on the new PAC system

- *Instrumentation*

- R C Willson – Troubleshooting problems with the security system
- Breichner Plant – Installing a new in-line pH meter and installing new plumbing

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -3.2'; the bypass is closed and the hydrant is closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed throughout the system. We repaired leaks on Beechwood Drive, Frederick Street, Distant View Drive and Corbett Street and are working on several hydrants that were damaged during the bad weather.

**Laboratory**

- Proficiency testing samples have been acquired for the lab's annual recertification. They will be analyzed in the upcoming weeks.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		5
Preliminary Plat		1
Building Permit		1

- Staff met with the City Attorney, Utilities Director and Water Operations Manager regarding expediting a developer's water main project.
- Staff attended an awards luncheon for employees reaching length of service milestones.
- Staff met with a consultant on a commercial redevelopment project.

Respectfully submitted,



Bruce Zimmerman  
City Administrator