

City of Hagerstown, Maryland Status & Information Report No. 8 for 2014

February 28, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

MARCH 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 3pm Executive Session 12pm Annual Library Luncheon 4pm Work Session	5	6 7pm Cabin Fever Blues Bash @ MD Theatre	7	8
9	10	11 4pm Work Session	12	13	14	15 8am St. Patrick's Day "Run For Your Luck" 5K @ Public Square/City Center
16	17	18 7:15am State of the City @ Hager Hall 4pm Work Session	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/Ribbon Cutting being held on Thursday, March 27 at 4:30 PM for Roccograndi Management LLC - DBA: Charles Schwab. The business is located at 18045 Garland Groh Blvd in Hagerstown. The contact is Denise Orsino.

2. **Events**
 - All details for the Cabin Fever Blues Bash are being finalized. The event is March 6, 2014 at 7:00 PM at the Maryland Theatre.

 - The Western Maryland Blues Fest will be going live soon with a new website. It will be responsive to all mobile devices.

- Plans are being made for the St. Patty's Day Run for Your Luck Event in City Center on Saturday, March 15. The event is a combined effort of the City of Hagerstown, Washington County Recreation Department and the Community Free Clinic. Over 200 are registered already.
 - Staff is working with a group on the upcoming Taste of the Arts Event on April 24, 2014. The event will benefit the Maryland Theatre, the Washington County Arts Council and the Barbara Ingram School for the Arts.
3. **A&E District:** The Arts and Entertainment District has partnered with the Washington County Arts Council to sponsor a lecture/workshop entitled Copyright Basics for Artists. It will be held at the Washington County Museum of Fine Arts on Saturday, April 5 at 12 p.m.
 4. **Fundraising:** Sponsorship packets have been created and distributed for the St. Patty's Day Run and the Western Maryland Blues Fest. The Blues Fest Fundraising Committee have raised over \$60,000 to date.
 5. **City Market:** Master Gardeners will be in this weekend to answer your horticulture questions. Have concerns regarding winter planting? Ask them this Saturday, 8:00 AM to 12:00 PM.
 6. **This Week's Headlines and Media Releases:**
 - Budget Officer Appointed to Director of Finance Position
 - Hagerstown Magazine Marks 10-Year Anniversary of Publication
 - Feedback Needed for Potential Community Garden
 - Historic Window Restoration Workshop Offered
 - E-casts:
 - ▶ A Special Invitation for a 10th Anniversary Celebration for Hagerstown Magazine
 7. **Channel 25:**
 - Watch the City Newsroom at the top of every hour. This week's news stories include:
 - ▶ Property Owner Recruits New Business Through First-Third Grant
 - ▶ Black History Month Tribute - Jonathan Street Churches
 - ▶ Cabin Fever Blues Bash Preview
 - ▶ St. Patrick's Day 5K Press Conference
 - ▶ Competitive Negotiated Sale Property - 170 West Washington Street
 - ▶ Live Hagerstown Commercial
 - ▶ Cabin Fever Blues Bash Commercial
 - Special Broadcasts:
 - ▶ Reno Post and Lyon Post Dedication Ceremony - Fri, Sat, Sun at Noon
 - ▶ Divided Valor - Daily at 5:00 p.m.
 - In production:
 - ▶ State of the City
 8. **Websites:**
 - City Website
 - ▶ About 5,400 users visited www.hagerstownmd.org for the week of February 17, 2014 - February 23, 2014.

- ▶ Top entrances (first page users accessed on the website):
 - Home page 2,539 users
 - Jobs page 392 users
 - Utility Billing page 254 users
- ▶ Top Searches:
 - "zoning map"
 - "accounting"
 - "dog park"
 - "permit calculator"
 - "restaurants"
- ▶ Desktop Users: 3,933
- ▶ Mobile Users: 1,421

PLANNING & CODE ADMINISTRATION DIVISION

1. **New Businesses**
 - 602 Potomac Avenue, Apt. 2NE – Sky Air Cleaning – home office for a cleaning business.
 - 109 South Potomac Street, Apt. 2F – TK Home Visits, LLC – home office for a painting and home improvement contractor.
 - 55 West Franklin Street – City Stylez – retail sales of men’s and women’s clothing.
2. **Board of Zoning Appeals:** No appeals were filed before the deadline for the March 19 hearing.
3. **Planning Commission:** The Planning Commission considered the following on February 26:
 - West City Elementary School – design to relate to Hager’s Crossing Drive streetscape.
 - Fairgrounds Park – approval of site plan for dog park parking lot.
 - Meeting with Urban Partners.
4. **Code Administration Weekly Activity Report:** February 18–21, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	2	Residential -	0	Commercial -	1	Other -	1	4
Electrical	15	Residential -	7	Commercial -	7	Other -	1	15
Plumbing	15	Residential -	12	Commercial -	3	Other -	0	15
Mechanical	14	Residential -	10	Commercial -	4	Other -	0	15
Engineering Dept.	8							6
TOTAL	54		29		15		2	55
Est. Value of Issued Building Permit Projects:					Fiscal Year Totals:			
Residential					\$ 0.00	\$ 7,059,706.00		
Commercial					\$ 121,700.00	\$ 7,806,157.00		
Apartment					\$ 3,000.00	\$ 6,340,690.00		
Sign					\$ 0.00	\$ 222,113.00		
TOTAL					\$ 124,700.00	\$ 21,428,666.00		

Adding two portable classrooms at E. Russell Hicks Middle School, 1321 South Potomac Street - \$120,000

RENTAL LICENSES FOR PROGRAM YEAR EFFECTIVE JULY 1, 2013

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	4	5
New Applications Issued	4	4
Total Registered (includes those added since 5/1/13)	3170	8888
Percentage of total invoiced that are registered	99.0 % +	99.0% +

Notes: The 2013-2014 rental license renewals for 8,678 units in 3,220 facilities were printed and mailed on May 1, 2013. There have been many properties brought into the program or removed since then.

PAYMENT

Total Payments Received	\$ 250
Adjustments	\$ 0

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	27
Electrical	31
Plumbing	27
Mechanical	11
Safety	17
Neighborhood Vitality	37
Quality of Life	5
Preventive Maintenance	4
Planning & Zoning	17

INSPECTIONS KEY:

Categories of Conditions

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.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

- TIME AND ATTENDANCE SOFTWARE PROJECT:** Implementers from Intellitime will be on-site two days next week to work with pay admins and their backups on time card processing. We continue to evaluate the number/needs for time clocks in City physical locations. We have finalized for testing the import/export files between Intellitime and MUNIS. We also continue to fine-tune departmental processes through internal discussions and with Intellitime staff next week.

2. **MUNIS VERSION 10.4 UPGRADE:** IT and Tyler OSDBA will be working together to implement our first virtual server to house our MUNIS financial software system beginning with Version 10.4. Tyler staff will install 10.4 in a **TEST** environment in March for staff to become familiar with before a full implementation is performed in early Summer.
3. **REMOTE DEPOSIT PROCESS:** Support Services staff will be meeting with representatives of Fulton Financial Bank (Hagerstown Trust). This process would significantly decrease the time between payment receipt and deposit into our accounts, allowing deposit at the time of payment. This is a stated 2014 goal of Support Services to better serve our customers and we hope to have a full implementation in early Summer.
4. **SERVER ROOM UPGRADES:** Glessner has completed the construction of our new wiring/equipment racks in the 1st floor server room. They have also completed the pulling of old analog phone and modem cabling/cabinets in the server room. Staff will now work with Glessner to begin the process of wire identification and organization with no downtime expected for computing services.
5. **UTILITY COLLECTION REPORTING PROCESS:** Customer Service staff continue to be aggressive in Utility past due collection efforts, especially regarding those that are in the 90+ past due bucket or have been turned over to our collection agencies. Staff met with representatives of Roger Schlossberg's office to discuss the higher dollar (greater than \$100) utility collection efforts. Schlossberg's office is now using skip tracing software and has been able to locate more delinquent customers and feels that this is improving our collection rate. The attorney's office has also been successful in garnishing more wages to ensure more weekly and bi-weekly payments. All accounts that have judgments are continued to be followed with the hope of finding the customer for payments. We will be getting quarterly reports on what has been sent, aging report and collection results.
6. **TAX LEGAL REMINDERS:** Support Services will be sending out the legal real property tax reminder notices as required by COMAR on February 28. For FY14, there will be 1,029 properties and 1,270 actual bill accounts (for those still owing years in arrears) mailed out for a total dollar amount in principal/interest/fees (including liens) of \$1,053,936 (5.9%) of total receivable. This amount outstanding is 2% less than at this time last year.
7. **CABLE FRANCHISE RENEWAL NEGOTIATIONS:** Staff continues to work with our franchise consultants and City Attorney to craft a renewal of the cable franchise agreement with Antietam Cable. Several productive discussions have been held the past week between the parties and more are expected in the coming week.
8. **PARKS & RECREATION MANAGEMENT SYSTEM REVIEWS:** The Parks and Recreation department will be evaluating the parks management system from Active Software as a tool to integrate with MUNIS for parks and recreational program management. It will also allow for a portal for registration and payment for programs through the City's web site.

PARKS & ENGINEERING DEPARTMENT

1. **Program Open Space** We recently received notice that the following projects have been approved for FY14 POS funding (the amount in parentheses includes our required 10% match.)
 - Potterfield Pool Amenities - \$49,500 (\$55,000)
 - Potterfield Shade Canopies - \$13,500 (\$15,000)
 - Kiwanis Park Pavilion - \$22,500 (\$25,000)
 - City Park Pavilion - \$22,500 (\$25,000)
 - Pangborn Park Gazebo - \$10,800 (\$12,000)
 - City Park Band Shell Seating - \$22,500 (\$25,000)
 - Fairgrounds Park Outdoor Gym - \$22,500 (\$25,000)

2. **Alley Condition Survey** Based on the success of the street inventory and the important data derived from it, staff plans to issue a Change Order to our vendor to survey the alleys. This will help us assess the overall condition of the alleys and set priorities for the use of future funding
3. **Safe Routes to School Grant** For the third week in a row, we are submitting a major grant request. This week, we are requesting \$375,000 from the Safe Routes to School programs to upgrade traffic signals (with count-down pedestrian lights and ADA-compliant operations) at Frederick Street and Mill Street and also at Salem Avenue and Nottingham Road. Many thanks to Emily McFarland for "quarterbacking" all three grant applications.
4. **Golf Course** Weather permitting, we plan to reopen the course for play on Friday, March 7th. Prep work includes picking up limbs and debris, ordering chemicals, inventory and restocking the Pro Shop. We also need to train the new staff. New score cards will be printed with paid advertising by several local businesses.
5. **Outdoor Exercise Equipment** Staff issued an RFP for this Program Open Space funded project and we expect to have about nine pieces of equipment installed along the walking trails in Fairgrounds Park by May. We plan to have three stations with three pieces at each that include strength training and cardiovascular workouts. HEAL staff have indicated they will work with us to develop a recreation program to utilize the equipment this summer.
6. **43-53 West Washington Street Asbestos Removal** The contractor has addressed all the issues with the Maryland Department of the Environment and we expect asbestos removal to commence next week. We personally contacted BISFA, the Maryland Theatre, Washington County staff, and The Plum to make them aware of the work. The alley sees a lot of buses and BISFA students; therefore, our work has to be carefully coordinated with the school.
7. **Concessions** Staff solicited bids for the operation of the concession stands at the City Park and Potterfield Pool. We received two bids and we plan to interview them next week and select one. The vendors rent both concession stands from the City for the exclusive right to provide food services at these two locations.
8. **Ice Rink update** Staff continues to meet weekly with the new HIAAA Board of Directors. Last week they approved their bylaws and we plan to meet this week on the proposed Operating Agreement. Next week is a joint meeting with the HYHA to discuss the transition, especially the transfer of funds. We expect the Operating Agreement with HIAAA to be on the March 18th Work Session.
9. **Dog Park Parking Area** Planning Commission approved site plan and SCS approved grading plan, so work started February 27th. This is a small six-space lot adjacent to the dog park for those owners who have ambulatory issues.
10. **Curb and Sidewalk Notices** It's an annual occurrence, but this week we will be sending out about 50 notices to property owners to upgrade their sidewalks and /or curbs prior to next summer's street maintenance program.
11. **Engineering Division Items**

Traffic issues		
Description	Week of 2/23/14	Calendar Year to date
Traffic complaints received	8	27
Work Orders completed	2	21
Traffic counts completed	0	0
Construction Projects		
Description	Week of 2/23/14	Calendar Year to date
Projects advertised for bids	0	9
Projects under construction	5	5
Projects completed	0	0

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,501	Field Interviews:	95
Arrests/Warrants Served:	15	Moving Violations:	59
Domestic Violence Calls:	15	Parking Violations:	18
DUI Arrests:	1	Safety Repair Orders:	39
Reports Filed:	153	Warnings:	114

2. REPORTS

- 02/20/14: The Hagerstown Police Department responded to Church Street for a reported vehicle theft. The victim stated his van was parked in a parking lot in the space designated for his business. The vehicle was locked and the keys were on his person. The van was entered into National Crime Information Center as stolen. No further information is available at this time.
- 02/21/14: Officer Bobetich was dispatched to Goodwill on Burhans Boulevard for a burglary report. An employee stated the donation trailer was broken into around 10:30 p.m. on the 20th. The suspect gained entry from the side door and removed items valued at approximately \$200. No additional information is available at this time.
- 02/22/14: HPD responded to Adams Avenue for a theft report. The victim advised that his Playstation 3 and Samsung tablet were stolen from his residence. The victim had a good idea who may have taken the items. No additional information is available at this time.
- 02/24/12: Officer Craft responded to Jimmy Johns on the Dual Highway for a reported counterfeiting. The owner of the business was contacted by the bank indicating they discovered a counterfeit bill in his deposit the previous day. The officer gathered information and requested this case be forwarded to the Criminal Investigation Division.

3. OTHER NEWS/INFORMATION

- Effective February 24, 2014, Officer Amanda Cline was transferred from Charlie Platoon to Delta Platoon under the command of Sgt. Mark Renner.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	183	175
	University District Deck	393	398
	Downtown Parking Lots	382	382
Number of Patrons Using Decks	A & E Deck	2,267	1,694
	University District Deck	1,928	1,718
Sales of Discount Coupons		50	0
Number of Citations Issued	(Includes Warnings)	117	82
Number of Late Payment Notifications		23	33
Number of Cars Booted		0	0

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	1	1
Human Resources	0	0
Light	1	0
Parks & Engineering	1	0
Police	5	3
Public Works	2	2
Wastewater	0	1
Water	0	0
Weekly Totals	10	7

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.

St. Patrick's Day Run: March 15, 2014, is the scheduled St. Patrick's Day run that begins and ends in the downtown. Public Works will be providing assistance with traffic control, staging and other minor logistics issues.

Seasonal Staffing: Applications are being processed for seasonal staff. These employees typically begin work in early to mid April and assist with grounds maintenance (mowing, weeding, etc.) and traffic control (painting red curb and such).

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Fri. 2/21 - 139 South Locust Street- lines down; lines were found to belong to Verizon. Time Out: 16.1-16.8
 - Sun. 2/23 - 226 East Franklin Street- fire; Lineman disconnected service and removed two meters until repairs are complete and service is inspected by Electrical Inspector. Time Out: 1.7-2.8
 - 546 West Church Street- damaged meter; customer's meter was replaced due to being broken by falling ice. Time Out: 10.1-11.3
 - 1033 Lindsay Lane- Miss Utility locate; emergency locate for Columbia Gas Company to make repairs to gas main break. Time Out: 12.2-12.8

Distribution Recent activity included:

- Metering Staff received no high bill complaints this week.
- 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.
- Engineering staff distributed the new HLD Safety Manual to lines operations employees and discussed the amendments and changes to the manual. Many changes were made to align HLD with current safety processes and guide our employees safely through the work day. HLD Engineering staff will now begin the review and finalization of the HLD Grounding Manual, which will be used to instruct HLD crews how to properly ground de-energized overhead and underground electric facilities for protection while working on the line.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
11	1	2	0

3. **Engineering** Staff worked on the following projects:
 - Engineering staff completed multiple permit reviews and service upgrade requests.
 - Staff coordinated the repair of multiple HLD line operations vehicular equipment and substation battery charging equipment.
 - The Staff Engineer responded to multiple requests for commercial energy usage information by providing consumption charts and electric details to the requesting parties.

- Engineering staff evaluated modern line mounted load current monitoring devices (CT's) that would allow HLD to record information that could be analyzed for potential problems with overhead electric facilities to prevent an outage or overload condition. Newer technology allows quick placement by HLD crews and rapid retrieval of the data via an infrared port. These would replace the old analog "boat anchor" CT's currently used that are approximately the size of a shoe box and weigh 10-15 pounds.
- The Staff Engineer reviewed bid returns for multiple HLD stock items used to construct and operate the electric system.

4. **Administration:**

- Staff submitted to the Maryland Office of People's Counsel a Data Request consisting of thirty-one questions regarding case 9505(h) - the Hagerstown Light Department's annual fuel adjustment charges that have been applied to all customer bills beginning February of this year. Staff completed the Public Service Commission's request in January. The hearing for this case will be held at the William Donald Schaeffer Tower in Baltimore on March 11th.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Feb 19, 2014	8.80	0.21
Thursday, Feb. 20, 2014	9.53	0.00
Friday, Feb. 21, 2014	11.26	0.36
Saturday, Feb. 22, 2014	11.77	0.00
Sunday, Feb. 23, 2014	11.53	0.02
Monday, Feb. 24, 2014	11.02	0.00
Tuesday, Feb. 25, 2014	10.23	0.00
Weekly - Avg. Flow / Total Rainfall	10.59	0.59
Monthly - Avg. Flow / Total Rainfall	9.49	3.49

Miscellaneous

- Maintenance installed the recently rebuilt Nitrified Recycle Pump #3, on OAB.
- Repaired channel #1 UV effluent gate.
- Repaired/rebuilt gear reducer on traveling mechanism for Final Clarifier #1.
- Removed obstruction from 6M sludge transfer pump.
- Routine maintenance (MP-2 Program) and Corrective Work Orders.
- Received Launder Covers for #4 & #6 Final Clarifiers.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# Inspected
CCTV Inspections	36	300	30	2
Flushing	29	2,015		

Collection System Maintenance Task

- Shut down Station # 15 and plugged manholes 12073, 12072 & 12071 and checked for leaks below flow line. 12073 and 12071 no leaks. 12072 has significant leak at effluent; approx. 5 GPM. Found clean water in reach 07012 and 01049 CCTV verified infiltration in joints.

- Plugged manhole 12073 and checked manholes 12070 and 12064; no leaks detected.
- Sealed leak and parged walls in manhole 08015; approx. 2 GPM.
- Cleaned off snow on Station lanes: 13, 12, 28, 15 & 17; shoveled around controls at 24 and 10.
- Built hitch hauler for 2" receiver to haul snow blower and power washer.
- Replaced inverter in unit 525 also replaced air filter.
- Inspected lines in district 36, found two more issues and installed another plug into cleanout stand pipe, will invoice owner for time and rental.
- Cleaned lateral at 859 Dewey Avenue for Bob Jones.
- Confirmed power plug was ok at 20001 Boxwood Drive.
- Fluid Solutions dropped off the two warranty Homa's Grinder pumps and advised they may have the first 10 new pumps next week.
- Grinder pump calls from 11217 Eastwood Drive, 11107 Pinewood Circle, 1533 Kensington Drive and 20001 Boxwood Circle. Replaced pump cores and power plug's.
- Blockage call from 158 West North Street (owner's problem) and 319 Bryan Place will CCTV.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	1	6	1	1	0	2	11
YTD	10	23	3	1	0	10	47

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

Engineering

- Staff met with the Wastewater Operations Manager and Collections Division staff regarding the draft Traffic Control Plan for the Pump Station # 12 Interceptor construction project.
- Staff met with Maryland State Highway Administration representatives at First Data regarding the proposed Traffic Control Plan.
- Staff met with a water customer regarding sewer service billing.
- Staff attended a development review meeting at the County Planning Office.

Wastewater Laboratory

- The annual DMRQA proficiency testing requirements notice has been received from the USEPA.
- Study 34 begins March 21st. Testing materials will be ordered from the provider in the next couple weeks.
- Charlie Hatfield, with the Maryland Department of the Environment, will be inspecting the plant and lab today (Thursday).
- 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>
2/20/14	12.84		12.84
2/21/14	12.42		12.42
2/22/14	12.67		12.67
2/23/14	12.43		12.43
2/24/14	12.04		12.04
2/25/14	12.28		12.28
2/26/14	12.69		12.69
Average			12.48

Water Production at RC Willson

- Operations

- Cleaning
- Routine PMs
- We are currently slowly filling the Hellane Tank.

- Maintenance

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

- Instrumentation

- R C Willson – Working on a problem with the in-line fluoride meter
- Pump Stations – Installed a new bucket on Pump #3 at Station #6
- Pump Stations – Installed a new auto valve on Pump #3 at Station #6

Water Production at Breichner

- The Edgemont Reservoir is currently at -2.2'; the bypass is open and the hydrant is open. Brian Hopkins from the Engineering Division began the daily inspections of the reservoir yesterday.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We repaired a leak on Northern Avenue and are working on meter exchanges.

Laboratory

- The testing of proficiency samples for the lab's annual recertification continues.
- The third quarter of the USEPA regulation UCMR 3 sampling was collected. The contract lab will be picking them up today (Thursday).
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan	2	4
Simplified Plat		1
Building Permit	7	1

- Staff attended an Outreach for the Phase IV Willson Plant improvements project.
- Staff met with the City Attorney regarding expediting the Robinwood Drive water main loop project.
- Staff met with Water Division staff, the Utilities Director and a consultant regarding monitoring the Edgemont Reservoir.
- Staff attended a development review meeting at the County Planning Office.

- Staff met with a representative of Washington County Engineering and the Water Distribution Superintendent regarding the proposed new water service for HCC as part of the Robinwood Corridor II widening project.

Respectfully submitted,



Bruce Zimmerman
City Administrator