

City of Hagerstown, Maryland

Status & Information Report No. 33 for 2014

August 22, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

AUGUST 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 <i>No M&C Meeting</i>	6	7	8	9
10	11	12 3pm Executive Session 4:15pm Work Session	13	14 8am-2pm Market Faire in the Square	15	16
17	18	19 4pm Work Session	20	21	22 6-9pm Wind Down Hagerstown – Game On	23 11am-10pm Augustoberfest
24 11am-5pm Augustoberfest	25	26 4pm Work Session 7pm Regular Session	27	28	29	30
31						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION
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1. **Events**

- The next Wind Down will be held on South Potomac Street. The Maryland Theatre and their committee has selected a sports theme for the event and it is entitled "Game On." It will be held on August 22, 2104. It's a night of fun and games as we celebrate many of America's favorite pastimes. "Lucky Punk" is the band and playing on South Potomac Street in the Arts & Entertainment District. After all, dancing is a sport, right? There's a play area for the kids and plenty of activities for grown-ups, too!
- Augustoberfest will be held on August 23 and 24, 2014. On Saturday the event will be slated for 11:00 AM to 10:00 PM and on Sunday from 11:00 AM to 5:00 PM. This Hagerstown tradition, now in its 19th year, features Bavarian entertainment and food. The official keg-tapping will be at 2 p.m. on Saturday.
- Staff are working with groups on three September Events including Zumba Party, September 12; Porchfest, September 13; City Park Fall Fest, September 20 and Thunder In The Square, September 25.

2. **A&E District**

- Sounds of the Square is continuing on Fridays in Public Square from 5:00 PM to 7:00 PM. Michael Jonnes is chairing the subcommittee. Entertainers coming up are Dustin Shillingberg on Aug. 29; Candice Craig on Sept. 5; Barbara Ingram School for the Arts on Sept. 12; School of Rock, Acoustic Performers on Sept. 19; Rock Band, School of Rock, on Oct. 3 and Alt. 40 for Oct. 10.
- An Arts Preview is being planned for October 2 at University Plaza in order to educate the public on all the arts organizations in Hagerstown and their many events. More information coming soon.

3. **Fundraising**

- Staff are working on fundraising for the City Park Fall Fest. The fundraising for the Fishing Lesson Sculpture has been completed.

4. **This Week's Headlines and Media Releases:**

- Loose Leash Walking Clinic Offered at Hagerstown Dog Park
- Media Advisory: Augustoberfest and the Maryland Theatre
- E-casts:
 - Color Yourself Healthy in Color Splash 5K
 - Economic Development Newsletter July/August
 - Traffic Advisory: Milling and Repaving Route 40
 - Traffic Advisory: West Antietam Street at Burhans Boulevard
 - Traffic Advisory: Pavement Preservation Program
 - Traffic Advisory: Wind Down Friday

5. **Channel 25**

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - Porchfest Preview
 - New Outdoor Fitness Equipment Workout
 - 100th Anniversary Celebration for the Hagerstown Municipal Band
 - Augustoberfest Promotion
 - Maryland Theatre Seating Promotion
 - Pop-Up Shop Event Promotion
 - Augustoberfest commercial
 - Celebration Fanfare and Song: Hagerstown Municipal Band's 100th Anniversary Performance
 - Special Broadcasts:
 - ▶ Divided Valor – Saturday and Sunday at 2:00 p.m.
- In production:
 - The Community's City Center Plan
 - Hispanic Festival Promotion

6. **Websites**

- City Website:

- About 6,900 users visited www.hagerstownmd.org for the week of August 11, 2014 - August 17, 2014.
- Top entrances (first page users accessed on the website):
 - ▶ Home page 2,388 users
 - ▶ Utility Billing 342 users
 - ▶ Jobs page 310 users
- Top Searches:
 - ▶ "police"
 - ▶ "hotels"
 - ▶ "city code"
 - ▶ "museum"

- engageHagerstown:

- Total Participants: 253
- Unique Visitors: 3,830
- Page Views: 27,165
- Current topics:
 - ▶ What do you consider a "must-have" experience in Hagerstown?
 - ▶ What kind of retail opportunities would bring you downtown?
 - ▶ How can we work together to motivate the community to keep our streets clean and trash-free?
 - ▶ What are your dreams for downtown Hagerstown?

- YouTube:

- 159 subscribers
- Most watched videos:
 - ▶ Pop-Up Shops Coming to Downtown Hagerstown 821 views
 - ▶ New to Fairgrounds Park - Outdoor Fitness Equipment 586 views
 - ▶ Augustoberfest 2014 427 views
 - ▶ Hagerstown Municipal Band 100th Season Celebration 241 views
 - ▶ Hagerstown Municipal Band 100th Season 232 views

PLANNING & CODE ADMINISTRATION DIVISION

1. **Board of Zoning Appeals:** Two cases were heard by the BZA on August 20:

- 32 West Baltimore Street – WLR Holding Company – granted a special exception for an expansion of a nonconforming car wash operation.

- 1450 Lindsay Lane – Lawrence and Nancy Weber – granted a variance for permission to reduce the rear setback to 18 feet for construction of a sunroom.
2. **Planning Commission:** The Planning Commission will review the following on August 27:
 - Comprehensive Plan Update – proposed Future Land Use amendments.
 3. **Historic District Commission:** The HDC will review the following proposals on August 28:
 - 115-117 South Potomac Street – Dr. Prasad Readdy/Dale Ford – revision to previously approved application for replacement windows.
 - 6 and 12 South Potomac Street – Bridge of Life/Daniel Poyner – revision to previously approved application for façade alterations.
 - 50 Summit Avenue – Leroy Roberts/Advantage Bail Bonds – proposal for a new projecting sign.
 4. **Off-Premise Sign Ordinance:** Staff has begun to look at updates to Chapter 204, Signs. This chapter is commonly thought of as the City’s off-premise sign ordinance (billboards), however it does include some provisions dealing with on-premise signs (signs that advertise activities occurring on the property, or a business located on the property, where the sign is posted). One of the basic changes would be to make this strictly an off-premise sign ordinance and shift on-premise sign provisions to the Land Management Code, as appropriate. The last time this chapter of the code was modified was in 1999.
 5. **Land Use Amendments for the Downtown:** Planning and economic development staff met this week to discuss draft revisions to the Land Management Code that would affect the CC-MU zoning district – the downtown. We expect to begin review with the Planning Commission in September.
 6. **Western Maryland GIS Users Group Meeting:** Planning staff attended the Users Group Meeting at Frostburg State University on August 15. Approximately 25 GIS professionals from across Western Maryland were in attendance. Topics covered included using GIS data to measure effects of nitrogen and phosphorous on Chesapeake Bay wildlife and new data and mapping tools available through the State’s IMap 2.0 system. The IMap 2.0 is also free and available to the general public at imap.maryland.gov.
 7. **Hagerstown-Eastern Panhandle MPO meeting:** The next meeting of our Metropolitan Planning Organization (MPO) is on August 27 at the Hagerstown Regional Airport. The usual items will be discussed and Kevin Burgess of the Federal Highway Administration will make a presentation on Performance Based Planning and Programming and MAP-21 (federal transportation bill).
 8. **Code Administration Weekly Activity Report:** August 11–15, 2014

PERMITS								
<u>TYPE</u>	<u>NUMBER OF NEW APPLICATIONS</u>							<u>NUMBER ISSUED</u>
Building	9	Residential -	4	Commercial -	2	Other -	3	9
Electrical	11	Residential -	3	Commercial -	7	Other -	1	11
Plumbing	8	Residential -	6	Commercial -	2	Other -	0	8
Mechanical	8	Residential -	3	Commercial -	5	Other -	0	8
Engineering Dept.	2							2
TOTAL	38		16		16		4	38
<u>Est. Value of Issued Building Permit Projects:</u>					<u>Fiscal Year Totals:</u>			
Residential				\$ 27,075.00				\$ 441,077.00
Commercial				\$ 556,000.00				\$ 7,230,113.00
Apartment				\$ 0.00				\$ 2,394,540.00
Sign				\$ 4,850.00				\$ 34,090.00
TOTAL				\$ 587,925.00				\$ 10,099,820.00

Projects of interest:
 - Interior renovations for dental office at 1150 Omega Drive - \$284,000
 - Interior renovations, remodel McDonald's dining area and play place at 1737 Dual Highway – \$250,000

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations received	54	76
New applications issued	4	19
Total 2014-2015 registered (includes changes since 5/1/14)	2,821	7,789
% of total invoiced that are registered (does not include cancelations)	85.2 %	87.0 %

Notes: The 2014-2015 rental license renewals for 8,958 units in 3,312 facilities were printed and mailed on May 2, 2014.

PAYMENT

Total Payments Received	\$ 3,800
Adjustments	\$ 3,700

INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	32
Electrical	52
Plumbing	23
Mechanical	12
Safety	20
Neighborhood Vitality	78
Quality of Life	1
Preventive Maintenance	5
Planning & Zoning	7

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

1. **Utility Receivables.** As of 8/18/2014, 89% of outstanding electric and 85.7% of outstanding water bills are in the CURRENT category. This is the highest percentage of current receivables shown in the past three years of the new financial system. The utilities are at 2.57% of total receivable 61-120 past due (electric) and 2.78% of total receivable 61-120 past due (water), both of which are well under targets. This can be attributed, in part, to the late fee implementation, increased collection efforts, and the continued streamlining of payment process through our lockbox processing.

2. **Remote Deposit Process Implemented.** Support Services has implemented a new remote deposit process with our banking partner, The Columbia Bank. Checks presented for payment are now run through this automated system four times a day for immediate deposit into our account. This eliminates at least one day lag time in getting funds into the bank, as well as show on our customers statements in a more timely fashion. Remote deposit for checks presented in City Hall or our dropbox, combined with our electronic lockbox process for mailed payments, have improved our cash flow process for both all billed receivables by over 80%.
3. **Time and Attendance – Time Clock Implementations.** IT staff continue to work in installing the new biometric time clock devices in City installations for the new Intellitime Time and Attendance System. To date, there are 11 clocks in operation, with another 12 to be ordered/installed over the next 2 months.
4. **MUNIS Version 10.5:** Staff have worked with Tyler Technologies OSDBA staff to upgrade our test environment for the MUNIS financial system from Version 10.4 to Version 10.5. We hope to begin staff testing of this new version in September, with implementation in early Winter. This version provides a significant visual change in the MUNIS screens, as well as some process enhancements in all modules of the software. IT staff will work to provide quick reference sheets to help in the transition from Version 9.3.
5. **FY15 Tax Collections/Supplemental Tax Billings Completed:** Support Services staff have processed and mailed over 250 supplemental tax bills from the period between May 1 and June 30 when the State is preparing the main 2015 tax file. The receipt of tax payments are going through our electronic lockbox process significantly decreasing processing time formerly done manually in City Hall. Collections on FY15 tax receivables are \$13.53 million (61.39% of total receivable). This is an increase of collections over the same period in FY2014 when \$11.96 million (58.56%) of receivable was collected.

PARKS & ENGINEERING

1. **Pavement Preservation** Craig Paving will start on the patches for the slurry streets next week, and they hope to keep the patching crew on City work until it is finished, probably early October. Crackfilling is complete.
2. **Demolition of the rear of 43-53 West Washington Street** After months of delay caused by additional asbestos and the asbestos abatement contractor, the demolition re-started and the old building is nearly down and hauled away. We expect this project to be complete by early October.
3. **Recreation**
 - 2nd Annual City Championship to be held this Saturday, August 23rd at the Greens at Hamilton Run. Shotgun start at 8am.
 - A new program, the Garden Preview, will be held at the Hager House on Friday, August 22nd and Saturday, August 23rd from 10am – 4pm. Special tours focusing on how plants and herbs were used in the days of Jonathan Hager will be featured.
4. **Out for Bids** We are advertising two projects this week:
 - Reconstruction of Alleys 5-10 and 5-37
 - Street Tree contract: This will be the largest tree planting contract we have ever done. We are working to finalize the locations of approximately 500 trees by the end of September.

Both bids will be submitted for Mayor & Council at the Sept 23rd Regular Session.
5. **City Park “The Fishing Lesson”** We lowered the main lake, dug down to solid ground, added boulders, and poured concrete for the base for the bear statue.
6. **Memorial Park, Phase II** Funded by POS and CDBG, the new fountain has been installed; the granite “honor walls” will be shipped soon and installed; and the plaza should be complete in a few weeks. The “Timeline of City History” markers are also installed.

7. **Engineering Division Items**

Traffic issues		
Description	Week of 8/15/14	Calendar Year-to-date
Traffic complaints received	8	114
Work Orders completed	8	91
Traffic counts completed	2	24
Construction Projects		
Description	Week of 8/15/14	Calendar Year-to-date
Projects advertised for bids	0	14
Projects under construction	8	13
Projects completed	2	6

POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,758	Field Interviews:	84
Arrests/Warrants Served:	22	Moving Violations:	48
Domestic Violence Calls:	26	Parking Violations:	20
DUI Arrests:	0	Safety Repair Orders:	10
Reports Filed:	185	Warnings:	71

2. **REPORTS**

- **08/14/14:** Officer Lam responded to the Hampton Inn on the Dual Highway in reference to a theft from a motor vehicle. The victim stated he was missing some items from his vehicle that were there the night before. Items were valued over \$600. The victim believed he locked his vehicle however there were no signs of forced entry. No further information is available at this time.
- **08/15/14:** Officer C. Kelley was dispatched to Madison Avenue in reference to a robbery. The victim advised he was approached by two black males and that one of the males punched him, knocked him down and placed a knife to his throat demanding the victim's wallet and cell phone. The victim complied. No further information is available at this time.
- **08/16/14:** Officer Vogel responded to Locust Street for a reported assault. The victim stated that two men in an alley near the Potomac Towers came out of hiding with a gun. The one male pulled the trigger to the gun twice but the weapon did not fire. The victim began to run and the suspects chased him, caught up with him, and punched him several times in the face. The suspects believed that the victim had a gun that belonged to them. A search was conducted in the area but the suspects were not located.
- **08/17/14:** Officer Delicati responded to Rik's Café located on Maryland Avenue in reference to males and a female fighting. The two males were arguing over a female. The officer advised the group to stop yelling and lower their voices since they were in a parking lot. The officer gave a second warning and the female continued her yelling. She was arrested and charged with Disorderly and Fail to Obey a Lawful Order.
- **08/18/14:** Officer Lam was dispatched to Hagerstown Spring Works on Baltimore Street in reference to a Malicious Destruction of Property. The owner of the business stated he discovered a hole in his fence on the west side of the property. The hole was large enough for a person to fit through. Further investigation revealed that catalytic converters had been taken from various vehicles on the property. It is estimated the loss is about \$13,000. No further information is available at this time.

3. **PRESS RELEASE**

- School is open and the Hagerstown Police Department asks you to make a special effort to reduce your speed and make Hagerstown’s streets a safer place for everyone – including school children. Hagerstown Police officers will be increasing visibility and awareness around our schools to protect children walking to and from schools. The Hagerstown Police Department reminds drivers to:
 - Be aware of all pedestrians to your front and sides.
 - Yield to pedestrians in an intersection or crosswalk.
 - Give Crossing Guards your full attention.
 - Never overtake or pass any vehicle stopped at an intersection or crosswalk to permit a pedestrian or bicyclist to cross the roadway.
 - Stay alert at all times. Put cell phone away.
 - Always stop-both ways-for a loading or discharging school bus. Allow children plenty of room to get on or leave school buses. Illegally passing a school bus is a serious violation. Drivers are not to proceed until a school bus resumes moving and turns off its red warning lights.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	198	193
	University District Deck	286	287
	Downtown Parking Lots	386	379
Number of Patrons Using Decks	A & E Deck	1,602	1,557
	University District Deck	1,432	1,323
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	207	190
Number of Late Payment Notifications		56	39
Number of Cars Booted		0	3

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	0
Fire	1	2
Human Resources	0	0
Light	1	2
Parks & Engineering	0	1
Police	7	8
Public Works	4	4
Wastewater	1	4
Water	4	1
Weekly Totals	19	22

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.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Fri. 8/15 - West Church Street – Emergency locate for Miss Utility. Time Out: 17.5-18.1
- Sun. 8/17 - 906 Rosehill Avenue - partial outage; Customers service entrance cable failed at the service head. Line crew made temporary repairs and advised customer to contact an electrician for permanent repairs. Time Out: 10.2 - 11.6
- 68 Elizabeth Street – Total outage. Main breaker tripped. Time Out: 17.0-18.2
- Mon. 8/18 - Street Light Patrol in various areas of the downtown core, including the central parking lot, in preparation for Augustoberfest. Time Out: 20.0 – 22.5
- Tues. 8/19 - 1418 Glenwood Avenue. Customer reported wire down; Verizon service drop. Time Out: 16.6 – 17.0
- Wed. 8/19 Intersection of South Mulberry & Antietam Streets – Open meter socket on the signal controller. The meter socket cover was replaced and secured. Signal Department was notified to do a follow-up check to insure that their installation was not tampered with. Time Out: 3.3-3.7

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.
- Line crews continue with the removal of meters and the disconnection of services that have been vacant for more than a year. Services that have been vacant for a year or more require an inspection before reconnection.
- Line crews completed the installation of the new street lighting along South Potomac Street in front of the new Bester School.
- Line crews began switching out fixtures and poles so that they can be cleaned, sanded, and repainted. The new epoxy paint that we using should reduce the painting cycle for the poles and fixtures.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
35	8	4	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- HLD staff evaluated bid for Vegetation Management and Right of Way Maintenance for HLD overhead electric facilities.
- The Staff Engineer finalized bid documents for an HLD Aerial Bucket Truck purchase.

Administration:

- Staff completed Net Metering Report Data Request #2 for Public Service Commission Staff.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Aug 13, 2014	6.55	0.00
Thursday, Aug 14, 2014	6.37	0.00
Friday, Aug 15, 2014	6.16	0.00
Saturday, Aug 16, 2014	5.84	0.00
Sunday, Aug 17, 2014	5.99	0.00
Monday, Aug 18, 2014	6.02	0.00
Tuesday, Aug 19, 2014	5.99	0.00
Weekly – Avg. Flow / Total Rainfall	6.13	0.00
Aug – Avg. Flow/Total Rainfall	6.20	1.54

Miscellaneous

- Removed waste sludge pump from ASPS Building and replaced with rebuilt pump. Rebuilt defective pump in the shop to keep for a spare.
- Rebuilt 8" Jamesbury valve for the Skid in compressor building.
- Replaced valve 1-C on Skid.
- Removed blockage from 6M sludge transfer pump.
- Routine Maintenance (MP 2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	City park	560	0	0
Flushing	5 & City Park	4,333		
Point Repairs		# of Repairs	Reason	L.F. of Repairs
Manhole	06116	1	Water Tight Cover	

Collection System Maintenance Task

- City Park, Crews continued cleaning and televising the 24" storm drain line that runs along Virginia Ave for the Engineering Dept.
- Cleaned wet well at pump station 3, picked up watertight frame and cover.
- 1051 Klick Way; (sheared pipe just outside wall, water circulating thru sump pump into yard).
- Odor complaint at 335 Bryan Place (main clear, no odor).
- Odor complaint & holes in yard at 13011 Pennsylvania Avenue (odor coming from County facilities, holes are from old septic, Department of Water Quality was also going to talk to resident).
- Replaced broken riser at 1116 Sunnyside.
- Grinder call from 600 Fairmeadows Boulevard, replaced electrical pig tales.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	1	2	0	0	3	6
YTD	40	68	9	1	2	54	174

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

Wastewater Laboratory

- Contacted Culligan water service for new D-45 ion-exchange tanks for DI water system.
- Purchased new battery for ISCO autosampler for collecting industrial wastewater samples.
- Submitted confirmation of results for DMR/QA 34 to MDE coordinator.
- Old peristaltic pump is still in-service.
-
- Loaner peristaltic pump on stand-by.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
8/13/14	11.29		11.29
8/14/14	11.54		11.54
8/15/14	11.50		11.50
8/16/14	11.24		11.24
8/17/14	11.18		11.18
8/18/14	12.41		12.41
8/19/14	11.29		11.29
Average			11.49

Water Production at RC Willson

- Operations

- Routine cleaning
- Routine PMs

- Maintenance

- R C Willson – Routine PMs
- R C Willson – Installed a temporary del-pac feed point on the north sedimentation basin
- R C Willson – Working on the new PACL feed system

- Instrumentation

- R C Willson – Working with contractor
- R C Willson – Working on the new PACL feed system
- Pump Stations – Repaired a sodium hypo leak at pump station #4

Water Production at Breichner

- The Edgemont Reservoir is currently at -9.75'; the bypass is closed and the hydrant is closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout and are working with the City, County and State on overlay projects. We repaired a leak on West Franklin Street and are replacing a section of 2" line on Wise Street. Also, we are working on the demolition of the house at the water plant.

Laboratory

- Submitted Registration of New Laboratory Personnel form to MDE Certification Officer.
- Registered new laboratory personnel for Water Sampler Certification, which will be held in Taneytown September 17th.
- Ordered PT samples from ERA for the analyses of drinking water.
- Attended second hands-on training of the City's new timekeeping system.
- Requested maintenance replace fuse on still in the water lab. Still is not functioning normally.
- Sampled for Mn at the Breichner Plant.
- Collected sample for quarterly TOC removal between raw and finished water.
- Completed monthly balance check.
- Completed monthly colorimeter check.
- Completed monthly spore strip analyses (autoclave).
- Collected weekly THM/TOC sample.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		3
Concept Plan	1	
Building Permit	20	

Respectfully submitted,



Bruce J. Zimmerman
City Administrator