



City of Hagerstown, Maryland Status & Information Report No. 10 for 2009

March 13, 2009

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

| ❖❖ MARCH 2009 ❖❖ | | | | | | |
|------------------|--------|---|-----------|---|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 No Meeting 7 pm State of the City @ MD Theatre | 4 | 5 7:30 Cabin Fever Blues Bash @ MD Theatre | 6 | 7 |
| 8 | 9 | 10 Primary Election No Meeting | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 4 pm Work Session | 18 | 19 7 pm Utility Relief Silent Auction @ Hagerstown Hotel and Conference Center | 20 | 21 |
| 22 | 23 | 24 4 pm Work Session | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 7 pm Regular Session | | | | |

COMMUNITY AFFAIRS

1. **GOING GREEN BROCHURE.** Our office met with the Engineering Department, and we are beginning to produce a Going Green Brochure. More information will be forthcoming.
2. **ARBOR DAY.** The Arbor Day Ceremony is being set for April 24, 2009 at Fairgrounds Park.
3. **CABIN FEVER BLUES BASH.** The Cabin Fever Blues Bash was held last week and over 700 people attended. The tickets for the Western Maryland Blues Fest are now on sale at www.blues-fest.org.
4. **UTILITY RELIEF SILENT AUCTION.** Tickets for the Utility Relief Silent Auction were mailed this week. The Silent Auction will take place Thursday, March 19th at the Hagerstown Hotel at 1910 Dual Hwy in Hagerstown from 7 to 9 pm.
5. **COMMUNICATIONS TO CITIZENS & VISITORS.** The following press releases were distributed: Temporary Closing of Hagerstown Greens at Hamilton Run Golf Course; 2009 Utility Relief Silent Auction
6. **WEBSITE UPDATES:**
 - The Light Departments Residential and Commercial Electrical Service applications are available online at www.hagerstownmd.org/Utilities/Electric.html
 - The Planning Department latest information about Public Hearings is available online at www.hagerstownmd.org/Plan_Dev/PublicHearings.asp

- Residents of the Mills Park area can find a survey about the proposed Hiking/Biking Trail online at <http://www.hagerstownmd.org/MillsPark.asp>
- Tickets for the 2009 Western Maryland Blues Fest is available online at www.blues-fest.org
- Information about the 2009 Utility Relief Silent Auction can be found at www.hagerstownmd.org/utilityreliefsilentauction.html

COMMUNITY DEVELOPMENT

1. **Neighborhood College.** Our 6th session of Neighborhood College will begin on Monday evening. We have 12 residents registered, including two council candidates.
2. **A & E District.** Creative Minds was held March 12. Over 100 attendees enjoyed the dinner sponsored by the CVB and shared their ideas for the further development of the A & E District. A wide range of artisans, performers and other creative disciplines participated in break out sessions. We were able to learn of challenges, possible solutions and gathered a substantial number of ideas to create a vibrant arts community and district. We learned that more communication is needed on all levels. The group also stated that increasing community support would benefit the effort and suggested more local patronage and the creation of facilities where their talents could be showcased. We are creating a data base of artists and those who support the arts and are beginning to form committees to move the process forward. The event proved to be well received and the group is looking forward to reconvening again, not wanting to wait the six months suggested. The Washington County Museum of Fine Arts has offered their facility as the next location.
3. **Stimulus and Neighborhood Stabilization.** We are still awaiting instructions from HUD on the types of projects which will be eligible for stimulus money. What we do know is that we will have to track these funds separately from our normal entitlement money. We are working with the accounting department to create a way to assure compliance with this requirement.

The last word we got on Neighborhood Stabilization money was that the list of recommended projects was in the Governor's office. Department of Housing and Community Development staff had hoped for a decision by the end of March, but it now appears that we won't learn anything until sometime in April.

4. **We would like to thank:** Ann Bass and Lindsey Weaver of the Washington County Arts Council for their assistance in planning Creative Minds. A successful event such as this requires a team effort and they were more than eager to help Cindy in any way they could.

ENGINEERING & CODE ADMINISTRATION

1. **Jonathan Street** Staff from the City's Water division began the installation and tie-in of water mains at the Jonathan Street/Church Street intersection. Once this work is completed, blasting and excavation for the sewer reconstruction will resume.
2. **CSX Sign** The sign listing the information to contact CSX when there is a problem at the Virginia Avenue railroad crossing near Park Circle (by the former Grille at Park Circle) will be re-installed.
3. **South Potomac Street Property** Mike Heyser and Joe Frazier visited 140 South Potomac Street and found the contractor has removed all of the decking on the main roof and plans to set the beam and install the rafters early next week.
4. **Curb and Sidewalk Notices** Normal procedures are being followed to issue Curb and Sidewalk Notices to property owners, allowing them sufficient time to address the deficiencies prior to the overlay.

FINANCE DEPARTMENT

1. **House Bill 484 and Senate Bill 379.** We received word through our Hagerstown-Washington County Coalition lobbyist and MML that the State Legislature has filed House Bill 484 and Senate Bill 379 to create a Task Force to study county and municipal revenue structures in Maryland. The purpose of the task force will be to study and evaluate the revenue structure of the county and municipal governments within the State. Included in the bill is the direction for the study to consider the current revenue sources available to each city and county. Optional revenue sources available to cities and counties, but not used. The authority of each city and county to raise revenues from additional sources. And the revenue sources used by cities and counties in other states.

The task force is also to make recommendations regarding the authority of county and municipal governments to increase sources of revenue. They are to submit a report on their preliminary findings by November 30, 2009 and are to issue a final report of their findings and recommendations to the governor by December 31, 2009.

The bill is currently being reviewed by the House Ways and Means Committee and the Senate Budget and Taxation Committee.

HUMAN RESOURCES

1. **Grant Funds/Wellness Program:** The City received a \$2,500 grant from the Injured Workers Insurance Fund to help HR kick off a Wellness Program that will be offered beginning in April to our employees. We don't want to give away too much information, but we hope to offer some great incentives to the participants of this program. In the near future look for flyers that will provide further details of the program.

INFORMATION TECHNOLOGY

1. **MUNIS Financial System:**
 - Phase IB (Inventory and Work Orders): These modules went into production last week. Staff is now requisitioning inventory items from all City storerooms through the MUNIS system. Departments are also utilizing the Work Orders module to allocate inventory, labor, and vehicle costs to projects. Additional work on Work Orders will continue through April.
 - Phase II (Utility Billing): The first of several Utility Billing consultations, parameter setups, and training occurred last week with our MUNIS implementer. City staff will work to create specifications for a modification to the MUNIS system to allow for Average Payment Processing (APP) abilities during the coming week. MUNIS only allows for budget payments, which are not allowed in our situation due to the MD PSC tariff restriction. MUNIS staff will be back on site the first week of April to continue with module setup and business process review. GO LIVE for this module is mid August, 2009.
 - Phase III
 - (Tax): The first data conversion file was imported into our MUNIS Training system last week. City and MUNIS staff reviewed data and have identified issues for the MUNIS staff to resolve. Training will be given next week on the Tax Billing process via a web conference. Staff was also able to save \$5,000 of project costs by limiting the number of tax documents for MUNIS to convert to 2 instead of 8. The remaining 6 forms will be created and maintained by City staff using Crystal Reports.
 - (Cashiering): MUNIS presented a demonstration of the Tyler Cashiering system we purchased. MUNIS staff will be installing the system in a test environment so that additional business process can be done by City staff.
 - Phase IV (HR / Payroll): MUNIS and City staff are scheduling a "refresher" demonstration of this module to allow for proactive business process review. This meeting will occur in April. Kickoff of this module will be the first week of July, 2009.
 - Phase V (Permits / Licensing): The new phase of the project was signed off on by M&C in February. We will be incorporating this module into the overall financial system project and look to have a kickoff meeting scheduled for April.
 - Training. IT continues to provide regular training both in the classroom and on-site for staff on all currently implemented modules.

As always, we thank all staff involved in this project for their patience and their cooperation in the implementation of the MUNIS system. It is a big change in how we do business, and we truly appreciate your ideas and your concerns as we move forward.

2. **Geographic Information Systems (GIS):** IT has received 20 proposals for review in awarding the bid for development of our City GIS Needs Assessment and ultimately our GIS Strategic Plan. A committee of City stakeholders is reviewing these proposals and will meet on March 20 to narrow the list down to 5 vendors. These five will be interviewed, with a selection being put before M&C in April. GIS continues to expand its presence and usefulness in government throughout Maryland as evidenced in the increased use by the State. The link <http://www.marylandgis.net/index.jsp> is an example of the State's increased emphasis on GIS and its integration with municipal GIS operations.

PARKS DEPARTMENT

1. **Pangborn Park Restrooms** – We painted the exterior of the refurbished restrooms at Pangborn Park, completing this project. We will compile all costs and request reimbursement from POS.
2. **Park Circle Fountain** – To be funded by CDBG, we completed laying the block for the foundation. A 220 ft. trench was cut across Key Street/Virginia Ave and our crews buried 4" conduit and concreted the ditch. The Water Department will now install a 2" water line to the meter to service the new fountain. The plumber has started installing pipe that will supply water to the fountain and the electrician started installing conduit for the lights and the pump. After the plumber and electrician are finished, the next step is to concrete the floor of the fountain.
3. **Staley Park Springhouse** – Due to age and deterioration, we installed new metal roofing on the springhouse at Staley Park. We will soon paint the exterior.
4. **Municipal Stadium** – We continue to prepare for the Hagerstown Suns' April 13 opening day – minor building maintenance, bleacher repair, repairing decks and fencing, etc.
5. **Park Season Prep** – We are reattaching the plumbing fixtures and pipes and turning the water on to prepare for our park season. To date, the restrooms and concession stands are turned on at Fairgrounds Park, City Park, Pangborn Park, Municipal Stadium, Staley Park, American Little League (Mill Street), Hager Park, and Hellene Park. Although the water is now turned on, the facilities will not be open evenings and weekends until our Park Attendants return on April 3. Some of our grounds maintenance seasonals will be returning March 30.

PLANNING DEPARTMENT

1. **New Development Cases:**
 - 32 East Washington Street - Combs and Clips - beauty supplies.
2. **Planning Commission:** The Planning Commission reviewed and discussed the following on March 11:
 - Groh Parking Lot Improvements - 851-881 Pennsylvania Avenue - approved the site plan and forest conservation plan.
 - Amendments to Commercial Districts - reviewed and approved revised text; amendments will be advertised for a public review meeting on March 25.
3. **Historic District Commission:** The HDC considered the following on March 12:
 - 826 The Terrace - Karl Sanford - approved application for installation of an air conditioning compressor.
 - 457 North Potomac Street - Brian McKoy/Revest, LLC - approved alterations, including rebuild of front flagstone patio and window replacement.
 - **Workshop:** 65-67 West Franklin Street - Nader Daneshzadeh - Bay Windows. Mr. Daneshzadeh sought guidance from the Commission regarding repairs to the front of the building that were made after a fire damaged the building about two years ago. Repairs to architectural elements on the front of the building were not consistent with the pre-fire historic design. The Commission advised him that, given there is good documentation of the design of the bay window as it appeared before the fire, the Commission would likely have to reject an application for after-the-fact approval of the current appearance of the work.
 - **Workshop:** 9-11 West Antietam Street - Mike Deming and John Lestitian - structural issues. A two-story tall brick section on the rear of this building is in a severe state of deterioration. The owner and Code Administration came to the Commission for guidance on how to deal with this situation, since they will not know exactly how much of the rear of the building would need to be removed until work begins. They explained that time is of the essence because this part of the building is in imminent danger of collapse, and Code Administration may need to move forward to compel securing the situation. The Commission directed Mr. Deming to do what he needs to comply with the direction of Code Administration to stabilize the situation, including selective demolition if necessary, but not remove any more of the rear of the building than is truly necessary.

4. **MML/MACO Meeting:** Staff attended a joint meeting of MACO and MML in Annapolis on March 6th to hear MACO's and MML's positions on the proposed planning legislation bills. There are a number of bills from the State to update the planning law and expand upon the reporting requirements from local governments to the state. There are a few bills from the usual hawks that would create unfunded mandates on local government for administration of development review and planning. MACO and MML are working diligently to protect our interests.
5. **BOE Redistricting Meeting:** Staff made a presentation to the BOE's FEAC (redistricting committee) on March 10th on the status of the City's residential development projects. Also present giving presentations were the County Planning Director and Boonsboro's Town Planner.
6. **Phase Two of Comprehensive Rezoning:** The Planning Commission wrapped up their review of the proposed amendments for the phase two comprehensive rezoning and the proposed amendments to the zoning text for the commercial districts. Their public hearing is scheduled for March 25th. We don't expect to have this before the Mayor and City Council until June.
7. **MDP Planning Director's Meeting:** Staff will attend the Maryland Department of Planning's quarterly meeting for planning directors in Annapolis on March 19th. One suspects the meeting will focus heavily on their planning legislation activities.

POLICE DEPARTMENT

| Calls for Service | CDS Arrests | Other Criminal Arrests (Including Warrants) | Parking Tickets | Moving Violations | DUI | Search Warrants Executed |
|--------------------------|--------------------|--|------------------------|--------------------------|------------|---------------------------------|
| 2,141 | 14 | 38 | 439 | 118 | 4 | 1 |

1. **CDS Arrest (2/27):** At 10:24 p.m. an officer stopped a vehicle for a stop sign violation. While talking with the driver, the officer saw a handgun case sitting on the back seat next to the driver's four year old son. Upon further investigation, the officers found the unlocked case contained a loaded .45 caliber handgun for which the driver had no permit. A K-9 scan of the vehicle resulted in a positive alert, and the subsequent search resulted in the officers finding marijuana and cocaine. The cocaine was in sufficient quantity and was packaged to indicate distribution. The driver, Gregory Edwin Oswald of Bishop Lane in Smithsburg, and passenger, William Floyd Miller, Jr. of West Side Avenue, were arrested for possession with intent to distribute cocaine, possession of marijuana, illegal possession of a handgun, and related offenses. The vehicle and \$590 were seized for forfeiture.
2. **1st Degree Assault (2/27):** At 12:41 a.m. officers responded to 55 South Potomac Street for a reported domestic assault. The female victim told officers her husband had assaulted her and tied her up with bungee cords to prevent her from leaving. She was able to free herself and get out to call the police. While officers were still at the scene the suspect, Ricky Alan Bassford, returned. When officers attempted to arrest him, he refused to comply and refused to drop the two knives he was holding. An officer had to Taser him three times before he dropped the knives and was taken into custody. He has been charged with 1st and 2nd degree assault, reckless endangerment, and false imprisonment.
3. **Attempt to Disarm Officer (3/1):** At 10:08 p.m. officers responded to 24 West Baltimore Street for a domestic assault. The first officer found that the suspect, Travis Alan Russ, had assaulted his wife. When he tried to arrest Russ, Russ resisted and during the ensuing struggle attempted to pull the officers gun from its holster. When assisting officers arrived, they had to Taser Russ to get him under control. He was charged with 2nd degree assault and attempting to disarm a police officer.
4. **Stabbing (3/5):** At 6:48 p.m. officers responded to Buffalo Wings and Bar on Maryland Avenue for an assault that just occurred. They learned that the suspect, Mark Alan Bryan of Wakefield Road, started a fight with another person inside. Both agreed to leave, but the fight restarted out front. Bryan pulled a knife and unsuccessfully attempted to cut the other male. Bryan left the area on foot but was soon arrested by officers in the area of Chestnut Street. He was charged with 1st and 2nd degree assault and related offenses.

5. **Armed Robbery (3/5):** At 8:15 p.m. officers contacted a male robbery victim at 312 North Locust Street. He reported he was walking home when a black male, 6'-0", thin, and dressed in dark clothes suddenly approached him and robbed him at gunpoint. The suspect took cash and the victim's cell phone before walking east toward Randolph Avenue.
6. **Stabbing (3/8):** At 1:14 a.m. officers responded to the West End Pub for a fight and assault. They learned that the victim had been in the bar when Antonio Leon Mooney of 15 West Franklin Street, approached him, said a few words, then punched him in the face. In the ensuing fight, Mooney pulled a knife and tried stabbing the victim. The victim suffered a cut to the abdomen as a result. Officer located Mooney a short distance from the bar and arrested him for 1st and 2nd degree assault, and related offenses.
7. **Destruction of Property & Weapon Arrest (3/10):** At 1:29 a.m. officers responded to 665 Hayes Avenue for a male who had just broken out a car window. Their investigation revealed that Woodrow Wilson Morris, Jr. of 38 East Franklin Street threw a beer bottle through the window of a parked car. Officers located him and had to pepper spray him when he refused to put down a knife he was holding.

RECREATION DEPARTMENT

1. HAGER HOUSE PROGRAMS AND EVENTS:

- Railroad Museum at City Park: Staff moved ahead this week with the plans to cosmetically restore the Western Maryland and C&O cabooses on site that are open to the public. Staff took steps to secure donations of paint and material and a start date is expected within the next two weeks. We are confident that the painting can be done by our dedicated core of volunteers. Also the calendar of events for the coming season will be finalized for publication in the next couple weeks.
- Hager House Programs and Events: As the 2009 visitation season nears staff has been busy preparing the "German Easter" presentation as well as the special events and historical programs scheduled for April.
- Tours: Requests for tours continued this week with a group from Grace Academy booking a tour of approximately 50 people for late April.
- Maintenance: In addition to the regular cycle of cleaning this week staff began the cosmetic touch ups of the trim in the Hager House. Additionally, preparations have begun for the spring planting of the Hager gardens.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call outs included:
 - Sat. 3/7 - 529 Summit Avenue. Partial outage; squirrel on transformer, replaced (1) 15% fuse B-Phase. Time Out: 8.6-9.7
 - 200 block of Alexander Street (rear). Lines down; found ACTV wire down, cut drop down and informed ACTV of problem. Time Out: 12.0-12.9
 - East Magnolia Avenue & East Irvin Avenue. Miss Utility emergency locate; area cleared for Columbia Gas personnel. Time Out: 0.0-0.5
- Sun. 3/8 - 912 Maryland Avenue. Total outage; replaced (1) 6T fuse and repaired squirrel guard. Time Out: 12.9-13.9
- Mon. 3/9 - 48 Mealey Parkway. Reconnect service at pole for billing office. Time Out: 16.2-17.7
2. **Distribution.** Recent activity included:
 - Completed work at the Barbara Ingram School For The Arts.
 - Metering Department received five high bill complaints this week. Upon testing, found all met Public Service Commission guidelines.
 - Week 6 of the 12-week Spanish course has been completed.
 - Temporary service to job trailer was disconnected this week at the West End Reservoir.
 - The removal of old communication cable from Zayres Substation, Plan Substation and Snook Substation to Light Department is now underway. Fiber optic cable will then be installed.

- Tree trimming continues in various residential areas.
- Line maintenance work continues in various locations.
- Jones Substation maintenance and feeder inspection continues.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 22 | 0 | 1 | 0 |

3. Engineering (Staff worked on the following projects):

- The Staff Engineer met with representatives from the Wastewater Department at the Treatment Plant to help solve a problem with the three-phase monitoring relays on the dry step-down transformer's control panel.
- The Electrical Engineer and the Department Manager traveled to Front Royal, Virginia, to attend a conference held by the Municipal Electric Power Association of Virginia (MEPAV). The main focus of the conference was smart grid technology and energy conservation efforts.
- The Staff Engineer met with representatives from the County on their new site at the corner of West Franklin Street and Prospect Street to discuss lighting needs.
- Several new electric service designs, existing electric service relocations, and existing electric service upgrades have been completed.

WATER DIVISION

Plant Flows - System Demand (MGD)

| Date | Willson | Breichner | Total |
|----------|---------|-----------|-------|
| 03/05/09 | 10.65 | | 10.90 |
| 03/06/09 | 11.23 | | 10.41 |
| 03/07/09 | 10.66 | | 10.67 |
| 03/08/09 | 10.19 | | 11.63 |
| 03/09/09 | 10.86 | | 11.18 |
| 03/10/09 | 10.90 | | 10.70 |
| 3/11/09 | 10.45 | | 11.31 |
| Average | | | 10.70 |

- The flows for this week are estimated due to a faulty flow meter on the west transmission main (scheduled for replacement the end of March).

Water Production at RC Willson

- Willson continues to operate well; water temperature is currently 54 degrees. Potassium permanganate and cationic polymer feeds have been started due to an increase in organics brought on by the warmer water temperatures.
- The instrumentation and maintenance crews have completed the installation of a new pump/motor at Pump Station #3; it is now back in service. They have also started preparing for the installation of new valve shafts on the 30" influent valves in the suction well at Willson.
- The instrumentation crew continues working on the relocation of the PLC (programmable logic controller) at Pump Station #4. They have also been installing conduit for the new backwash fill valve at Willson.

Water Production at Breichner

- The Edgemont Reservoir is currently at -6.6', the bypass and the hydrant are closed. The Breichner Plant was not operated last week. We are currently performing a controlled discharging from the lagoon.

Laboratory

- We are investigating a notification from MDE of a 4,000 gallon spill of fly ash into the Potomac at the New Page Paper Mill, significantly upstream of the Willson Plant. This follows a notification Friday night of a release from a sedimentation pond near the town of Barton. The sedimentation pond spill was contained and it appears that the fly ash spill is of no concern because of sedimentation at the spill and the massive dilution volume of the Potomac by the time it reaches our intake. The operators have been notified to look for significant treatment changes and additional samples will be taken.

- A performance testing evaluation sample for inorganic analysis of potable water has been completed. The results were submitted to the PT providers.
- Gary Palmer and Curtis Gordon attended a potable water sampler certification course on March 11th.

Engineering

- Staff met with the owner and consultant of a commercial site under MDE water quality directive for new water service.
- Staff met with representatives of printing companies regarding proposals for printing and binding our Standards and Specifications.
- Staff met with a commercial developer regarding application for additional water service in a Priority 3 area.
- Staff is reviewing numerous GIS vendor proposals.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|--------------------------|------------|-------------------|
| Wednesday, March 4, 2009 | 5.36 | 0.00 |
| Thursday, March 5, 2009 | 5.33 | 0.00 |
| Friday, March 6, 2009 | 5.26 | 0.00 |
| Saturday, March 7, 2009 | 5.23 | 0.00 |
| Sunday, March 8, 2009 | 5.01 | 0.00 |
| Monday, March 9, 2009 | 5.31 | 0.00 |
| Tuesday, March 10, 2009 | 5.22 | 0.00 |
| | | |
| Weekly Average/Total | 5.25 | 0.00 |
| Monthly Average/Total | 5.27 | 0.05 |
| Yearly Average/Total | 6.06 | 2.13 |

- The Wastewater Treatment Plant continues to operate efficiently; all parameters are within MDE compliance specifications. Maintenance crews continue with corrective and preventative work orders.
- February NPDES Permit was submitted to MDE and EPA, there were no violations for the month of February.
- Monthly Progress meeting for the ENR-UV project was held this week. The project remains on schedule and within budget parameters.

| Activity | Districts | Linear Feet of Main | Feet of Lateral | # of Lateral Inspections |
|-------------------------------|-----------|------------------------|------------------------------------|--------------------------|
| Closed Circuit TV Inspections | 4, 8 | 1,474 | 568 | 27 |
| Flushing | 14, 22 | 3,464 | | |
| Point Repairs | | # of Repairs | Reason | LF of Repairs |
| Main & Lateral | 22 | On-going Summit Avenue | Broken pipe & roots, offset joints | 79 |

- Issues continue with the flow meter at Newgate, readings are unstable. This flow meter measures flow that is transferred to the Washington County WWTP. The meter's repair is the responsibility of Washington County Department of Water Quality.

Customer Service Calls

- Blockage between manhole 22050 & 22152, used root cutter to clean

Laboratory

- WET testing sampling has been completed for this quarter. The last composite sample was collected Friday for bio monitoring. Another round of bio monitoring samples will be collected in the next quarter of this year.
- A new controller head was acquired and installed in the plant's final effluent sampler. The one it replaced will be cleaned, inspected, and used as a backup.

Administration

- Staff attended several meetings and training sessions; Munis Work Orders., Patching Pre-Construction, Munis Inventory, ENR-UV monthly construction progress meeting.
- Staff met with KCI who will be reviewing project status for MDE, this meeting was associated with pay applications for the ENR-UV and Headworks projects.
- Staff met with representatives of printing companies on proposals for Standards and Specifications printing and binding.
- Staff is reviewing numerous GIS vendor proposals

| Reviews: | City | County |
|------------------|------|--------|
| Site Plan | 1 | |
| Simplified Plat | 2 | |
| Building Permits | 8 | |

**City of Hagerstown Strategic Plan -
Focus on the Quality of Life in Hagerstown**

Respectfully submitted,

Bruce J. Zimmerman
City Administrator