



## City of Hagerstown, Maryland Status & Information Report No. 34 for 2009

September 4, 2009

To Mayor Bruchey and Members of the City Council:

### UPCOMING MEETINGS

◆ ◆ SEPTEMBER 2009 ◆ ◆						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 4pm Work Session	2	3 8 am Market In The Square	4	5
6	7 <span style="background-color: yellow;">Holiday</span> <span style="background-color: yellow;">City Offices Closed</span>	8 4 pm Work Session	9	10	11 8 am September 11 <sup>th</sup> Remembrance Service – Council Chambers	12 10 am Autumn Arts Festival @ Jonathan Hager House
13 10 am Autumn Arts Festival @ Jonathan Hager House	14	15 4 pm Work Session	16	17 8 am Market In The Square	18	19
20	21	22 7 pm Regular Session	23	24	25	26 10 am – 2 pm Convey Of Hope @ Fairgrounds Park
27	28	29 4 pm Mayor & Council Strategic Planning	30			

### COMMUNITY AFFAIRS

1. **GRAND OPENINGS.** Preparations continue for three upcoming Grand Openings- Uncle Louie G's (34 East Washington Street) on Tuesday, September 8, By Grace (2 South Potomac Street) on Saturday, September 12, and Elevations Salon (35 North Potomac Street) on Sunday, September 13.
2. **HARVEST HOEDOWN.** The planning continues for Harvest Hoedown Event which will occur on Saturday, October 10, 2009 at Fairgrounds Park. This includes sponsor recruitment and procurement of the apples and pumpkins that are given away.
3. **PRESS RELEASES/WEBSITE.** Press releases sent out this week are Autumn Arts Festival in City Park (September 12-13) and Labor Day Holiday and traffic advisories for seal treatment for various streets.
4. **HAGERSTOWN ADVANCE.** Staff met with members of the Hagerstown Advance team to review progress and launch and demonstration dates.

5. **HAGERSTOWN GOVERNMENT TELEVISION.** Wind Down Friday at The Maryland Theatre with host Karen Giffin, Director of Community Affairs; Jay Constantz, Executive Director of The Maryland Theatre and Benito Vattelana, Secretary of Board of Directors for The Maryland Theatre.
6. **CITY OF HAGERSTOWN WEBSITE**
  - ▶ Pay your Utility Bills online at [www.hagerstownmd.org](http://www.hagerstownmd.org)
  - ▶ Have a question about the City of Hagerstown email at [www.hagerstownmd.org/Shared/emailQuestionForm.asp](http://www.hagerstownmd.org/Shared/emailQuestionForm.asp)
  - ▶ Want to report a problem with burned out street lights, potholes or trees blocking right of way go online to "I Want to Report Form" at [www.hagerstownmd.org/Shared/IWantToReportForm.asp](http://www.hagerstownmd.org/Shared/IWantToReportForm.asp)

**ENGINEERING & CODE ADMINISTRATION**

1. **PEP** Rodney presented the newly passed PEP incentive program to the Land Use Council of the Washington County Homebuilders. They were overwhelmingly pleased with the program and mentioned several developers they plan to discuss the program with.

2. **Code Administration Division - August 2009 Monthly Activity Report**

**A. Licensing Programs**

▶ **Educational Outreach Summary**

The Fall 2009 Educational Forum is scheduled for Nov 3, 2009 at Hagerstown Community College. This forum is part of a property owners class sponsored by the college and designed to assist investment owners in navigating regulatory guidelines and identifying property maintenance concerns.

Staff are continuing the development of a training module for design professionals for the use of the Maryland Building Rehabilitation Code (International Existing Building Code), as part of the Partners in Economic Progress Program. Staff anticipate training materials will be available at the end of September and training meetings will be scheduled thereafter.

▶ **Number of Licenses by Category**

"Rental Units" below indicate the current number of residential rental units identified for inclusion in the Rental Licensing Program, this year and same date last year. "Processed this month" shows the number registered in this calendar month, compared with the same month in the preceding year. "Processed year to date" is the total registered thus far in the current program year, compared to the same date in last year's program.

<u>Program Year</u>	<u>Rental Units</u>	<u>Processed this month</u>	<u>Processed year to date</u>
2009-2010	8357	1893	6967
2008-2009	7995	1205	5020

The numbers below reflect the number of vacant properties, residential & commercial, registered in the licensing program as of the end of the month.

	<u>Vacant Residential</u>	<u>Vacant Commercial</u>
Aug 2009	74	42
Aug 2008	79	47

**B. Licensing Inspections**

**Categories of Conditions**

**Safety** conditions which are or reasonably present a hazard to an occupant or the public *examples include: no smoke alarms, improper wiring, missing handrails*

**Neighborhood Vitality** conditions which cause or tend to cause diminution to neighboring properties

examples include: weeds, trash, debris, junk vehicles, significant deterioration of a structure or element thereof, broken windows, graffiti

**Quality of Life** conditions (usually interior) which negatively impact the life of the occupant  
*examples include: damaged interior surfaces, missing insect screens, damaged or missing elements which impact quality of life but are non-hazardous*

**Preventive Maintenance** conditions which are technical violations and need addressed to prevent deterioration  
*examples include: mortar deterioration, clogged gutters, minor rotten wood*

**Number of Conditions by Category**

<b><u>Safety</u></b>	<b><u>Neighborhood Vitality</u></b>	<b><u>Quality of Life</u></b>	<b><u>Preventive Maintenance</u></b>
167	284	193	35

NOTE: The numbers above reflect primarily interior and proactive inspections. The next exterior cycle of inspections will begin in mid August

**C. Permits**

**Permits of Interest**

- An accessory structure at 600 South Cannon Avenue (the former MELP) has significant deterioration. Staff have ordered this accessory structure razed. Staff received assurance from the owners' attorneys that the structure will be razed. A permit application has been received, processed, and issued.
- Three applications for building permits were received, processed and issued as part of the Next Day Permit Process.

**Permit Applications per classification**

	<b><u>Building</u></b>	<b><u>Plumbing</u></b>	<b><u>Electrical</u></b>
Aug 2009	48	132	91
Aug 2008	54	63	84

**Issuance Timeframe per Classification\***

<b><u>Building</u></b>	<b><u>Plumbing</u></b>	<b><u>Mechanical</u></b>	<b><u>Electrical</u></b>
1 - 30 days	same day	same day	same day

\* Building Permit timeframe starts once all information is received, external approvals granted and fees are paid.

NOTE: All required information, fees, licenses and insurance must be current to meet these standards

**Number of Permits outside of issuance standards per category**

<b><u>Building</u></b>	<b><u>Plumbing</u></b>	<b><u>Mechanical</u></b>	<b><u>Electrical</u></b>
0	0	0	0

**D. Permitted Work Inspections**

**Number of Inspections per Classification**

<b><u>Building</u></b>	<b><u>Plumbing</u></b>	<b><u>Mechanical</u></b>	<b><u>Electrical</u></b>
209	166	69	196

**Number of Safety Hazards Identified per Classification**

<u>Building</u>	<u>Plumbing</u>	<u>Mechanical</u>	<u>Electrical</u>
0	0	0	0

**Work without permits per Classification**

<u>Building</u>	<u>Plumbing</u>	<u>Mechanical</u>	<u>Electrical</u>
4	2	0	3

**Cases of Interest**

725 Potomac Avenue:

Inspection staff responded to this location several times during the month. The location had been broken into a number of times. The structure is in the foreclosure process and the listed owner cannot be found. Staff ensured that the structure was secured after each break-in. The steps taken after the last break-in will likely deter future attempts. The cost of securing the structure will be placed as a lien against the structure.

Two cases in August involved persons in need of services (Child Protective Services and Medical Services). These cases involved serious conditions and highlight some of the challenges inspectors face. The addresses and names are withheld do to the nature of the cases.

**1<sup>st</sup> Case:** Involved an elderly resident with an excess number of cats. The interior of the structure had a high ammonia odor due to the cat urine and animal feces throughout the structure. Inspector Jon Kerns, worked with relatives of the occupant to condemn the structure as being unfit for habitation. This designation assisted the relatives by removing the option that the occupant could simply return to the structure as status quo. The occupant had been transported to the hospital.

**2<sup>nd</sup> Case:** Involved a tenant occupied property. Inspector Sue Kyler had worked a case for deficient exterior conditions. While conducting case follow-up, Inspector Kyler noted that the interior of the structure likely had poor living conditions. The inspector gained entry to the structure. Filth, animal feces and trash were found throughout the structure. This inspection resulted in the structure being condemned as being unfit for habitation. Child Protective Services and the Washington County SPCA were summoned to the scene. It is likely that this structure will remain vacant until the owner can arrange for legal authority to enter and abate the interior conditions.

**FINANCE**

1. **Popular Annual Financial Reporting Award.** The Government Finance Officers Association (GFOA) has just notified the City that it has awarded the City's its Popular Annual Financial Reporting Award. This award is given to municipal governments who produce high quality popular annual financial reports specifically designed to be readily accessible and easily understandable to the general public. Congratulations should go to our Accounting Manager, Michelle Burkner, who is singularly responsible for developing our latest popular annual report and for submitting it for consideration to the GFOA. The City has also been recognized by the GFOA for producing award winning Comprehensive Annual Financial Reports and Annual Budget documents.

**PARKS DEPARTMENT**

1. **Municipal Stadium** – The Hagerstown Suns have games scheduled all three days over the Labor Day Weekend, ending their baseball season. Surpassing previous years by far, to date, they have had seven sell-out crowds in 2009.
2. **Hager Park Residence** – Lead paint inspection is scheduled for September 10.
3. **Hagerstown Greens** – At the golf course, we cleared out underbrush at #6 tee and corrected some drainage problems.

4. **Park Preparations** – Expecting a busy Labor Day Weekend, we have been sprucing up all our parks. September will be a very busy month at Fairgrounds Park; Parks staff has been meeting with representatives of Tour De Park, Hispanic Festival, and Convoy of Hope who each have an event scheduled at Fairgrounds Park in September. Also scheduled at Fairgrounds Park is a Zion Baptist Church walk. Soccer play begins September 12 and will continue through the fall. At City Park, there is a concert on September 4 and the Autumn Arts Festival on September 12 & 13.

## PLANNING DEPARTMENT

1. **Zoning Certificates Issued For New Businesses:**
  - 44 North Potomac Street, Rear - L & J Productions, d/b/a The Washington County Playhouse - dinner theater
  - 644 Frederick Street - Big C's Trading Post - used appliance sales
2. **New Development Cases:**
  - 339 West Washington Street - China King - walk-in cooler/freezer addition
3. **Planning Commission:** The Planning Commission will discuss the following on September 9:
  - Local Conversion District text amendment
  - Home Occupations text amendment
  - 237 Frederick Street - Jeff Crampton - preliminary consultation
4. **Historic District Commission:** The HDC considered the following on August 27:
  - 705-707 Oak Hill Avenue - John Rohrer - air conditioning units
  - Workshop - continue discussion with Veeda Bassatte about a mural at 107 South Potomac Street

In addition, the HDC will review the following cases on September 10:

  - Rear, 53 West Washington Street - Hagerstown Table Corp./Vincent Groh - partial demolition of rear addition
  - 11, 15 & 16 Public Square - City of Hagerstown - replace rear windows
  - 83 West Washington Street - Hagerstown Trust Company - planter
  - Workshop: 109 South Potomac Street - Veeda Bassette - mural
  - Workshop: 457 North Potomac Street - Brian McKoy - porch railing
  - Workshop: 52 Broadway - vinyl siding on dormer
  - Windows video
5. **Water Resource Element Study:** The County Commissioners reviewed a contract award recommendation from staff on September 1<sup>st</sup> and the motion to award failed for a lack of a second. Two commissioners spoke in opposition to awarding the contract and a third appeared to be in sympathy with the other two in opposition. County staff will keep us apprised of any developments on this issue. If we do not hear back soon, the City will need to go out on our own with an RFP for consultant services for the stormwater analysis that the County's study was supposed to provide for us. There may be an opportunity to partner with the Town of Smithsburg on such an RFP, since they also only need stormwater analysis to finish their required compliance with H.B. 1141. The City received an extension on the deadline for compliance from October 1, 2009 to April 1, 2010. If we cannot complete the work by the new date, we would be eligible for one more six month extension. The law says that localities that do not comply with the H.B. 1141 requirements for a Water Resource Element and a Growth Element (municipalities only) in the Comprehensive Plans will lose their zoning authority. If this were to happen, we would not be able to rezone properties and probably not even assign zoning for annexed properties.
6. **Window Repair Videos:** Community Affairs staff worked with our department on the creation of a two-part video on window repair and weatherization as a public information piece for owners of historic property which will air on Channel 6. The Historic District Commission (HDC) will receive copies of the DVD this week for discussion at their September 10<sup>th</sup> meeting. Once we have the HDC's blessing, Community Affairs will start running the videos as a regular feature on Channel 6.

7. **Doleman Collection Study**: The Board of Directors of the Doleman Black Heritage Museum will meet with the City's consultant on September 9<sup>th</sup> to receive an update on the progress of the City and State funded study of the collection. The end products will be an assessment of the physical condition and historic significance of the pieces in the collection and a feasibility report on the Board's future plans for the collection.

## PUBLIC WORKS

1. **Call-outs**: Two separate tree issues occurred Thursday, August 27, 2009. The Hagerstown Fire Department called around 6:45 PM about a tree blocking the 100 block of South Potomac and wires being down. A large limb from a private residence had fallen across multiple phone lines. By the time Public Works had arrived, Verizon had already been contacted by City Light who had been called first. Verizon staff and Public Works staff cleared the street. The second call-out happened less than two hours later when another tree split and fell into the 100 block of West Franklin Street. Public Works staff was able to pull the tree from the street using a backhoe.
2. **North Potomac Deck Gate Preparation**: Staff was brought in on Saturday, August 22, 2009, to remove the old attendant's booth at the North Potomac Street Deck. Electrical circuits had to be traced and shut off first and then the booth removed. This work is in preparation for the new gate equipment. A basic fee of \$2 is charged for everyone entering the deck until the new system is operational.
3. **CMG Lift Now in Operation**: A new vehicle lift is now in operation at the Central Maintenance Garage. The lift is a four-post design that will lift 90% of the fleet's vehicles. Heavier bucket trucks, dump trucks and like vehicles will be too heavy for the lift, but just about everything else will fit on it. The new lift will assist staff in making repairs and performing maintenance on the vehicles.
4. **Countdown Signals at Potomac and Antietam**: New countdown signals were installed at the intersection of South Potomac Street and Antietam Street. The signals are inserts that replace the existing crossing signals. The walk signal is activated informing pedestrians when to cross. The countdown is then activated shortly thereafter to give a 10 second countdown of the remaining walk time. Staff hopes to install a similar countdown at the mid-block crosswalk in the zero block of West Washington Street. Rodney Tissue is trying to secure approval from the Maryland State Highway to do so.

## RECREATION DEPARTMENT

1. **Potterfield Pool**. September 9th from 6 to 9 pm Pooch Plunge
2. **Fairgrounds Park**
  - September 12th from 8 am to 12 noon MIHI "Tour De Park" Bike Rally
  - September 12th from 10 am to 2 pm Zion Baptist Church "Walk -A-Thon"
  - September 20th from 12 to 6 pm 3rd Annual Hispanic Festival
  - September 26th from 9 am to 3 pm Convoy of Hope "Day of Compassion"
3. **Train Museum**: The Museum continues to experience a consistent rate of people - especially on the weekends. The staff is looking forward to Autumn Arts and is putting final touches on the displays and collections. The staff is also creating a good end of the season activity for the children that will come through that weekend.
4. **City Farmer's Market**: The Market has a great crowd coming through every weekend; we are always looking for new ways to get people in and it's been decided to have the Market "host" a Yard Sale in October. Lots of work is going into this effort from many different angles but all the effort is greatly appreciated by the vendors. The vendors are quite happy that something new and different is going to be tried to pull in a different kind of customer. Hopefully the end result will be new faces coming to Market that will end up being old faces every Saturday into the future.

5. **Hager House & Museum:** The past weekend we had a great turn out for the Colonial Family Fun Day - we were uncertain with the weather at first, but everyone that registered showed and the sun shined the whole three hours that we really needed it to! The newspaper wrote a great article on the event; so we're hoping to put this event on the calendar for 2010. We're in the last days of planning for the Autumn Arts Festival - the vendors, performers, entertainers and so forth are still on board. That's always good! Now for the big weekend.

**TECHNOLOGY & SUPPORT SERVICES**

**TECHNOLOGY**

**MUNIS IMPLEMENTATION**

- **UTILITY BILLING:**
  - o Work continues on review of the ICS system conversion file.
  - o The modifications for Average Payment and Water/Sewer Allocation are due to be delivered by end of September for testing in October.
  - o Tyler continues to work with an issues list generated from last week's trainings.
- **GENERAL BILLING / CASHIERING / PARKING TICKETS / TAX**
  - o **GB:** Staff continues to work on a conversion file for outstanding invoices and the import into MUNIS as a receivable.
  - o **CASHIERING:** Staff is working with Margie Moats on system training and daily operations training. Documentation has been developed and being used in these trainings.
  - o **PARKING TICKETS:** Staff met with Keystone to discuss their module for Maryland Flagging. MUNIS does not provide a process for reporting flags or verifying payment via the VR-119 report. A third-party integration is necessary. HPD already utilizes Keystone as their Crime Management System (CMS) of which this module is included. Additional discussions will be held with Keystone to find a full solution.
  - o **TAX:** Final tax conversion file was delivered to us on 9/3 and will be imported and tested.
  - o We anticipate going LIVE with Cashiering, Tax, and General Billing on 10/1. Parking Tickets will not go LIVE until the flagging issue is resolved.
- **HR/Payroll:**
  - o Staff continue to set-up parameters in the MUNIS system in anticipation for our first conversion and payroll test run in October.
- **Permits / Business License**
  - o Staff are reviewing Tyler Forms to see what forms may be generated by the system for various standardized certificates and inspection sheets.
  - o Staff also continue to review parameters in system setup for a 1<sup>st</sup> data conversion pass.
- **Budget**
  - o Training for Accounting staff has been scheduled for November 12 and 13 on how to prepare the system for entry of the FY10-11 budget into MUNIS.
  - o Training on Payroll for Budget will occur in December, with general user budget training set for January 11<sup>th</sup> through the 14<sup>th</sup>.

**GIS IMPLEMENTATION AND STRATEGIC PLAN**

All revisions on the need assessment documents provided back from staff have been sent to GTG for incorporation into the draft Implementation and Strategic Plan. This draft is due mid-September.

**SUPPORT SERVICES**

Call Stats for Customer Service Reps for 8/28 – 9/2 (3 representatives included)

Total Calls	Avg Calls Per Day	Avg Calls per Rep/Day	Avg. Call Duration	Avg. % Calls Answered	Avg. Hold Time
768	192	64	85 secs.	83%	180 secs.

- Management will begin recording amount of walk-up service to include in the overall service stats in an effort to identify areas of improvement.

- Leslie Palencia, our Pay-by-Phone representative and Spanish interpreter will be leaving on 9/4. She has done a tremendous job in the department in her part-time role and will be missed. Good luck with her nursing career at Shady Grove Adventist Hospital.
- Supplemental tax bills were mailed out this week. Approximately 200 bills were mailed on 8/31.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

- Problem Areas.** Recent call-outs included:

  - Thur. 8/27 - Various locations- (reconnections for non-payment). Time Out: 18.9-20.2
  - 158 South Prospect Street- Tree limbs fell across power lines; lineman found that our services were clear and lines belonged to Antietam Cable and Verizon. Time Out: 18.3-18.8
  - 331 Summit Avenue- Partial outage; found customer had internal problem with a bad breaker and advised them to contact electrician. Time Out: 21.1-21.5
  - Fri. 8/28 - Intersection of Frederick Street & Wilson Blvd.- Pole damaged; vehicle struck utility pole causing guy wires and anchor rods to pull loose from attachment. Temporary repairs were made with follow-up on the next business day to correct any further problems. Time Out: 17.2-17.9
  - 124 South Locust Street- Meter damaged; vehicle struck meter breaking glass globe and damaging meter socket. Meter was replaced and service restored. Time Out: 20.5-21.0
  - Sun. 8/30 - 1113 Linwood Road- House fire; meter was pulled from location until necessary repairs are made. Time Out: 22.5-0.1
  - Tues. 9/1 - Various locations - Street Light Patrol. Time Out: 20.0-22.5
- Distribution** Recent activity included:

  - Inspection and repair of Feeders #1 and #4 at Fairground Substation continues.
  - No high bill complaints were received this week.
  - Line maintenance work continues in various areas.
  - Line crews continue trimming trees in various residential locations.
  - Installation of fiber optic cable from Zayre's Substation to Fairgrounds Substation is now complete.
  - John Lucas was welcomed as a new Lineman to the Hagerstown Light Department.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
33	0	5	0

- Engineering** Staff worked on the following projects:

  - Cost estimates have been obtained for the SCADA system's fiber optic routes from Fairgrounds Substation to Mitchell Substation and from the Light Department to Wesel Substation.
  - New service construction designs have been completed for Habitat for Humanity located in the Gateway Crossing subdivision.

**WATER DIVISION**

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

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
8/28/09	11.12		11.12
8/29/09	10.01		10.01
8/30/09	10.91		10.91
8/31/09	11.35		11.35
9/1/09	11.19		11.19

9/2/09	11.33	11.33
Average		10.90

**Water Production at Breichner**

- The Plant was not operated last week; the Edgemont Reservoir is currently at -9ft. The hydrant is closed and the bypass is open one turn.

**Water Distribution**

Crews are continuing to perform customer service related duties throughout the system which includes meter settings, meter reading and meter exchanges. We are working in the Jefferson Blvd. area changing this area to all radio read meters. We continue working with City and County with their overlay projects and will be working at the Edgemont Reservoir for a week or so. We are also installing a new 4" service to the new CVS in the Longmeadow Shopping Center.

**Engineering Reviews:**

Site Plan	1
Building Permit	9

- Performed a fire flow test on Hopewell Road.
- Staff met with a fire protection company engineer regarding upgrading a commercial and applicable flow data.
- Staff met with Poplar Square's owner/builder regarding the restart of utilities construction, building permits and fees.

**On-Line Payment Options**

During a recent Mayor and Council Work Session, online payment options were a topic of discussion. In order to educate our customers, we will be adding language to the front of all of our Utility Bills instructing them to refer to the back of the bill for information relating to online payments. We are somewhat limited in the amount of information that can be placed on the front of the bill, therefore, we can only reference the information contained on the back.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, August 26, 2009	5.77	0.00
Thursday, August 27, 2009	5.97	0.00
Friday, August 28, 2009	7.22	0.74
Saturday, August 29, 2009	6.24	0.01
Sunday, August 30, 2009	5.99	0.00
Monday, August 31, 2009	5.90	0.00
Tuesday, September 1, 2009	5.82	0.00
Weekly Average/Total	6.13	0.75
Monthly Average/Total	6.46	4.29
Yearly Average/Total	6.64	26.03

**WWTP** - The Wastewater Treatment Plant continues to operate efficiently; all parameters are within MDE compliance specifications. Maintenance crews continue working on corrective and preventative maintenance task including; cleaning of manual bar screen channel, emptying primary tank # 1, cleaning grease off primary tank # 2 following heavy downpour, repair of ozone off gas thermocouple, cleaning of grit and grease from parshall flume # 1 and restoration of Stormwater run off site near superintendents office.

**Wastewater Collection System**

Activity	Districts	Linear Feet of Main	Feet of Lateral	# of Later Inspections
CCTV Inspection	19, 25	2,722	618	34
Flushing	12,19,22,25,26	9,085		
<b>Point Repairs</b>		<b># of Repairs</b>	<b>Reason</b>	<b>LF of Repairs</b>
Lateral Only	5, 3	4	Roots & Broken Pipe	88

**Collection System Maintenance Task**

- Responded to grinder pump calls at 1503 & 1514 Kensington
- Distributed Bio-Bags throughout Collection System to control fats, oil and grease (FOG)
- Exercised Emergency Generators at all pump stations
- Downloaded flow meter readings from Newgate interceptor

**Laboratory:**

- Regulatory and process testing is running routinely.
- Extra non regulatory samples were collected and tested to monitor a sudden rise in the E coli effluent levels. The levels came no where close to causing a violation and quickly came down but it's necessary to be proactive.

**Administration**

- Staff completed addendum # 2 for the Citywide CS Rehabilitation project, copies have been forwarded to plan holders and MDE.
- Staff presented Cost of Service recommendations to M&C
- Staff met with finance to review FY 09 CIP Project list.
- Staff attended Jonathan Street progress meeting.

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

Respectfully submitted,

Bruce J. Zimmerman  
City Administrator