

City of Hagerstown, Maryland Status & Information Report No. 47 for 2016

December 2, 2016

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

DECEMBER 2016

** For additional information and a complete list of City events, please visit our Calendar of Events on the City's website at <http://www.hagerstownmd.org/calendar.aspx>*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 6pm City Park Lighting	3
4	5	6 4pm Work Session	7	8 4pm Board of Traffic & Parking Meeting 4:30pm Historic District Commission Meeting	9	10
11	12	13 3pm Executive Session 4pm Work Session	14 7pm Planning Commission Meeting	15	16	17
18	19	20 7pm Regular Session	21 7pm Board of Zoning Appeals Meeting	22	23 HOLIDAY CITY OFFICES CLOSED	24
25	26 HOLIDAY CITY OFFICES CLOSED	27 No Meeting	28	29	30	31 5pm Krumpe's Do-nut Drop @ Public Square

COMMUNITY & ECONOMIC DEVELOPMENT

City Center:

- Small Business Saturday was held on November 26 in conjunction with the final day of Pop-up Shops. Visitors to the downtown could take #SmallBiz selfies with their favorite shops, participate in a scavenger hunt, or shop under the stars during Small Business Night Out. Several shops stayed open later and some restaurants offered trivia, door prizes or live music.
- Second Saturday will be held on December 10 featuring a holiday theme. The Police Athletic League is hosting their 3rd Artisan Christmas Market at the Bridge of Life beginning at 10:00 a.m. Main Street will be providing holiday festivities on the square. Discounts and specials at participating businesses throughout the day. Look for "Participating Second Saturday Business" stickers on storefronts.

Farmers Market: The City and the Downtown Movement have partnered to expand Pop-Up Shops in the Farmers Market for the remainder of 2016. Visit the market each Saturday in December to see amazing visiting vendors and finish your holiday shopping.

Grand Openings: Upcoming ribbon cuttings celebrations include:

- Hagerstown Health & Chiropractic – Tuesday, December 6 at 1 p.m. (1329 Pennsylvania Avenue)
- Horizon Goodwill – Tuesday, December 13 at 2 p.m. (1101 Maryland Avenue)

Engine Room Art Space:

- Engine Room Art Space had their second annual Pocket Market during the Pop-Up weekends. With 11 artist vendors and about 330 visitors overall, the event was a success!
- The gallery is currently seeking art for the December group exhibit "Television Show." This T.V. themed exhibit will attempt to explore the many uses of television; the role it has played in history, society and culture, and what to do with those static-y boxes as we move towards different forms of on screen entertainment. Email images of your submission to ejones@hagerstownmd.org.

FIRE DEPARTMENT

1. **House Fire – 809 Salem Avenue:** Monday, November 21, 2016, Hagerstown Firefighters responded to 809 Salem Avenue for a reported house fire. The resident was alerted to the fire, which started in an upstairs bedroom, by a working smoke alarm. All residents were safely evacuated from the home and no injuries were reported. It took firefighters about 20 minutes to extinguish the fire. As a reminder, portable electric heaters should only be used as a secondary source of heat and placed a safe distance away from other items in the home. The use of kerosene heaters is prohibited in multi-family homes.

INFORMATION TECHNOLOGY & SUPPORT SERVICES

COMMUNICATIONS

This Week's Headlines and Media Releases:

- Hagerstown Welcomes New Health & Chiropractic Center
- Experience Christmas Through the Eyes of Hagerstown's Founder
- E-casts:
 - o City Park Lighting & Fun Holiday Programs!

Channel 25:

- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - o Hagerstown Cultural Trail Update
 - o Hagerstown Heating & Cooling City Park Lighting Preview
- In Production:
 - o Holiday Wish List Montage
 - o Safe Routes to School Grant Award

Websites:

- City Website:
 - o About 7,400 users visited www.hagerstownmd.org for the week of November 21 - November 27, 2016

- Top entrances (first page users accessed on the website):
 - Home page 3,014 users
 - Utility Billing page 473 users
 - Jobs page 305 users
 - Meet the Mayor page 287 users

- Top Searches:
 - "jobs"
 - "trash pickup"
 - "solicitations"
 - "pay water bill"
 - "trash and recycling"

PARKS & ENGINEERING

PARKS DIVISION

1. **The Fit Room at Fairgrounds Park.** Work continues on our new indoor Fit Room. We continue to install the doors and trim, paint, and install signage.

2. **City Park Tree Lighting.** December 2, 6–9 p.m. Take part in the merriment as the Christmas tree and decorations are illuminated on the lake. New this year – fire dancer, illuminated ice throne, visits with Frozen Princess Elsa and a heated treat filled hospitality tent! Enjoy special appearances by Frosty the Snowman and Santa Claus, refreshments, music and activities at the Hager House, Washington County Museum of Fine Arts and the Mansion House Art Gallery. Hay rides will provide transportation around the park, and a NEW lake display will be unveiled! Free.

3. **German Christmas Tours** December 2, 3, 4 & 9, 10, 11 - Tour times: 10a.m., 12 p.m., 2 p.m. and 4 p.m.

The holiday charm of yesteryear comes to life at the Jonathan Hager House Museum in beautiful Hagerstown City Park for German Christmas tours of the 275 year old home of the town's founder. See the historic halls decked with holly, discover why we tinsel our trees today, and gain some seasonal inspiration for early American style home-made decoration, ornaments, and sweets. Free for ages 12 & under; \$5 adults. Pre-registration encouraged.

ENGINEERING DIVISION

1. **Alley Reconstruction**
 - Phase 1 work is expected to be completed next week for 7 alleys
 - Phase 2 survey is underway and we expect to advertise 7 alleys in January

2. **Tree Contract.** The tree contract has been awarded to Botanica to plant 21 trees downtown to replace dead trees this calendar year.

3. **Bike Grant Drawings.** We are preparing concept drawings to be submitted to the State as part of Grant process.

4. **Bridge Repairs.** We received final recommendations and are preparing drawings and contract documents to advertise in next month or so.

5. **Cultural Trail.** We are adding advance signs at Crosswalks on Antietam, Baltimore and Lee Streets to advise drivers that they are required to stop for pedestrians in the crosswalk per state law.

6. **South Prospect Street.** The South Prospect Street Wall Replacement is nearly complete.

7. **Pavement Preservation.** The overlay is done for this calendar year. South Prospect Street and Frederick Street will be carried over due to construction projects.

8. **Engineering**

Traffic issues		
Description	Week of 11/27/16	Year to date
Traffic complaints received	7	161
Work Orders completed	2	107
Traffic counts completed	1	57
Construction Projects		
Description	Week of 11/27/16	Year to date
Projects advertised for bids	0	21
Projects under construction	11	
Projects completed	0	7

PLANNING & CODE ADMINISTRATION

1. **Zoning Certificates Issued:**
 - 1111 Wabash Avenue – Leave The Cooking To Me – home-based catering business.
 - 1743 Dual Highway – Carter Lumber Company – nonconforming use warehouse with assemblage of building components (per Z-2016-05) and retail lumber yard, with outdoor retail lumber storage and display area.

2. **New Development Review Cases:**
 - 1127 Pennsylvania Avenue – Oscar Chaney – minor subdivision.
 - 17932-17944-17950 Garland Groh Boulevard – Interface Development – site plan for fuel station, fast food restaurant, and grocery store.
 - 1220 Kenly Avenue – City Light – minor site plan for substation equipment.
 - 367 East Franklin Street – Coinop Warehouse – site plan.
 - 32 West Baltimore Street – Hagerstown Auto Spa – minor site plan.

3. **Historic District Commission:** The HDC will be reviewing the following items on Thursday, December 8:
 - 29-31 West Franklin Street – Harry W. Jones – replacement windows.
 - 36 South Potomac Street – TMG Studios – signage.
 - 20 West Washington Street – Michael Fitzgerald – alterations.
 - 232 North Potomac Street – H2 Asset Management – demolition.
 - 20-22 Public Square – Rashmi Mehta – awning and lighting.
 - 261 South Prospect Street – City of Hagerstown/Jonathan Kerns – workshop.
 - Hamilton Hotel – Ash Azadi – workshop (first floor windows and doors).
 - Election of Officers.
 - Approval of 2017 Meeting Schedule.

4. **Board of Zoning Appeals:** The BZA will hear one case on December 21:
 - 1400 Potomac Avenue - Siegfried Schletterer – variance to reduce the front setback (along Calvert Terrace) to 13 feet for a shed (case was continued by the applicant from the November hearing because the measurement used in the appeal filing was inaccurate).
5. **Weekly Activity Report:** November 14 – 23, 2016

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
		Residential -		Commercial -		Other -		
Building	7	3	3	3	1		8	
Electric	30	14	15	1			30	
Plumbing	27	16	4	7			27	
Mechanical	14	9	5	0			14	
Engineering Dept.	5						5	
TOTAL	83	42	27	9			84	

Est. Value of Issued Building Permit Projects:		Fiscal Year Totals:
Residential	\$ 239,098.00	\$ 3,758,304.00
Commercial	\$ 137,000.00	\$ 7,923,461.00
Apartment	\$ 10,000.00	\$ 661,675.00
Sign	\$ 0.00	\$ 248,339.00
TOTAL	\$ 386,098.00	\$ 12,591,779.00

Projects of Interest

- Construct single family home at 309 Willowbrook Way - \$200,000
- Tenant fit-out for an occupational therapy office at 1045 Maryland Avenue - \$120,000

RENTAL LICENSING PROGRAM YEAR: JULY 1, 2016 – JUNE 30, 2017

	PROPERTIES	UNITS
Registrations received week of Nov 14 – Nov 23	20	29
New applications issued week of Nov 14 – Nov 23	32	96
Total 2016-2017 registered (includes changes since 5/1/16)	3,376	8,852
Total still outstanding from May 1 renewal mailing	21	33

Notes: The 2016-2017 rental license renewals for 9,102 units in 3,468 properties were mailed on May 2, 2016. \$500 citations are now being prepared against owners who have failed to renew their license for this program year and continue to operate a rental property.

PAYMENT

Weekly payment received	\$ 2,325
Weekly adjustment/credits	\$ 275

INSPECTIONS

TYPE	NUMBER CONDUCTED
Building	110
Electrical	87
Plumbing	68
Mechanical	25
Safety	97
Neighborhood Vitality	198
Quality of Life	14
Preventive Maintenance	165
Planning & Zoning	28

INSPECTIONS KEY:

Categories of Conditions

Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: 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.

POLICE DEPARTMENT

STATS:

Calls for Service:	1,351	Field Interviews:	47
Arrests/Warrants Served:	16	Moving Violations:	18
Domestic Violence Calls:	24	Parking Violations:	63
DUI Arrests:	2	Safety Repair Orders:	5
Reports Filed:	121	Warnings:	75

REPORTS:

11/24/16: Officer Goggin responded to Summit Avenue for a reported burglary. The victim advised that someone had broken into his detached shed and stole his tools and other various items. It should be noted the shed was locked but the suspect was damaged the door frame in order to gain entry. There are no suspects at this time.

11/25/16: Officer Salahov was dispatched to Brookline Avenue for a report of a stolen license plate from a trailer. The victim stated that he noticed the missing plate when he went outside to write down the number so he could renew the registration. Dispatch confirmed that the tag had not been surrendered or flagged for any reason. There are no suspects at this time.

11/26/16: Officer White responded to Margurite Way for found graffiti on the pavement. Someone had spray painted a Swastika and the words "White Power" on the pavement. The caller and his family found this to be offensive since they are of Jewish descent. There are no suspects at this time.

11/27/16: Officer Weaver was dispatched to the Bank of Charlestown on Frederick Street for a reported check fraud. The teller of the bank stated that a white male had entered the bank and wanted to cash a check from a local business. The teller stated there were multiple red flags when the individual attempted to cash this check so she contacted the police. The local business was contacted and advised that the check number in question was still in the accountant's possession. The suspect was located and charged with Theft and Bad Check/Pass/Non Sufficient Funds.

PRESS RELEASES:

On 11/22/16 at 8:24 p.m. pm officers responded to the 100 block of East Baltimore Street for reports of shots fired. Upon arrival officers located a vehicle that was damaged by the gun shots. The intended victim stated they were seated in the vehicle at the time of the shooting; however, no one was injured during the incident.

Investigators worked several leads during the last week and have arrested and charged the following individuals in connection with this incident: 18 year-old Brayon Mengou of Hagerstown was charged with Attempted 1st Degree Murder, Attempted 2nd Degree Murder, Assault 1st Degree, Conspiracy to Commit 1st and 2nd Degree Murder and other handgun related charges; 22 year-old Lookman-Khalil Abolajo Bello of Hagerstown was charged with Attempted 1st Degree Murder, Attempted 2nd Degree Murder, Assault 1st Degree, Conspiracy to Commit 1st and 2nd Degree Murder and other handgun related charges; 17 year-old Elijah Thomas Dozier of Hagerstown was charged as an adult with the following: Attempted 1st Degree Murder, Attempted 2nd Degree Murder, Assault 1st Degree, Conspiracy to Commit 1st and 2nd Degree Murder, and other handgun related charges. All suspects are being held in the Washington County Detention Center.

OTHER NEWS/INFORMATION:

Officer Andrew Eichelberger has been selected as Officer of the Month for October 2016. Officer Eichelberger has been employed by the City of Hagerstown for four years and is currently assigned to the Patrol Division.

Officer Eichelberger was nominated by his supervisor for two separate incidents which happened earlier in the year. In the first incident, officers from the Hagerstown Police Department responded to a report of two males with guns. Upon arrival, Officer Eichelberger quickly assessed the situation and located a male pointing a rifle at another subject. Officer Eichelberger safely ensured that the male with the rifle was taken into custody without incident. While dealing with that subject, officers learned that another male on scene had previously been armed with a firearm. Officer Eichelberger quickly took control of the situation again and detained the second male. The investigation revealed that the second male, who was detained, was the aggressor and had initially pulled a handgun on the male with the rifle. Officer Eichelberger's command of the situation ensured that the correct individual was charged in the incident.

On another occasion, officers responded for a report of juveniles running from a vehicle belonging to the County Commuter. Upon arrival, officers were unable to locate the vehicle or juveniles. Officer Eichelberger took the initiative and contacted the person reporting the incident by telephone and obtained a more accurate address for the incident and the location of where the juveniles were last seen. Officer Eichelberger responded to the location and began searching for the juveniles on foot. Due to his efforts, the juveniles and the vehicle, which was determined to be stolen, were all located.

Based on his quick actions and thorough investigations Officer Andrew Eichelberger has been selected as the Hagerstown Police Department Officer of the Month for October 2016. The Hagerstown Police Department is proud to be represented by dedicated officers such as Officer Eichelberger and congratulate him for a job well done.

PUBLIC WORKS

PARKING SYSTEM DATA

		Current Week	Previous Week
Number of Permit Holders	A & E Deck	197	197
	University District Deck	464	464
Number of Patrons Using Decks	A & E Deck	1,101	2,155
	University District Deck	1,079	2,495
Sales of Discount Coupons		0	0
Number of Citations Issued	(Includes Warnings)	144	179
Number of Late Payment Notifications		55	62
Peak Occupancy (%)	A & E Deck	62% Tue @ Noon	*99% Sat @ 6 PM
	University District Deck	58% Tue @ Noon	70% Tue @ Noon

*Event at MD Theater

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	1
Fire	0	3
Human Resources	0	0
Light	2	1
Parks & Engineering	0	0
Police	13	5
Public Works	4	4
Wastewater	0	2
Water	3	5
Weekly Totals	22	21

¹AFTER-HOURS CALL OUT DATA

	Issues for October 2016	November	October
Street Issue			
Parking System			
Traffic Signal			2
Traffic Signs	Sign knocked down	1	
Building Maintenance			
Fleet Maintenance			
Weather Related			
Property Issues			
Misc.			
Total		1	2

¹After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

STREET SWEEPING DATA

Month 2016	Number of Miles of Streets Swept
January	531
February	167
March	955
April	1,265
May	1,110
June	1,091
July	1,412
August	1,035
September	1,152
October	1,391
November	1,306

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas

- Thur. 11/24 - South Potomac Street and Baltimore Street- total outage; traffic signal outage, Public Works was advised. Time Out: 7.6-8.7
- Fri. 11/25 - 1101 Fairview Road- partial outage; customer advised problem was within meter socket and told to contact electrician for needed repairs. Time Out: 14.0-15.1
- 1101 Fairview Road- disconnected service for electrician to make needed repairs and reconnected once finished. Time Out: 16.2-17.9

Distribution

- HLD's newest utility bucket truck was delivered and crews spent the inclement weather days transferring materials from the old truck. The new unit is an Altec AM60E.

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

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer reviewed multiple utility pole attachment applications from communication companies.
- The dissolved gas analysis results from HLD substation power transformers were reviewed. Two HLD transformers are in need of remediation and the manufacturer has been contacted to schedule receipt of the transformer units.
- The Wesel substation battery bank was replaced. HLD has standardized on this new installation and will outfit its remaining substations with the same technology over time.
- The Staff Engineer reviewed multiple site plans and responded accordingly.

Administration

- The site plan for the energy storage system to be located at Frederick Street (Snook) substation was submitted. We would like to thank City Staff for the expeditious review.

WATER DIVISION

Plant Flows - System Demand (MGD)

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
11/24/16	10.53		10.53
11/25/16	10.50		10.50
11/26/16	10.62		10.62
11/27/16	10.86		10.86
11/28/16	11.06		11.06
11/29/16	10.91		10.91
11/30/16	11.33		11.33
<i>Average:</i>			<i>10.83</i>

Water Production at R. C. Willson

Work continues at the Orchard Hills Tank (piping and valve improvements). The Henson Tank inspection is complete and the tank will be disinfected and filled beginning the week of December 5, 2016.

Operations:

- Operations were routine this week – staff worked on facility maintenance and routine preventative maintenance.

Maintenance

- Staff worked on routine plant maintenance and preventative maintenance on equipment.
- Repairs to the Sulfuric Acid pump have been completed.

Instrumentation

- RC Willson – Repairs have been completed on the chlorine detector.
- Pump Stations – Repairs to the transducer suction and discharge taps are still in progress.

Water Production at Breichner/Edgemont Reservoir

The Reservoir pool elevation is currently 1.0 foot (dry level) – the level has increased as a result of the recent precipitation. Site evaluation continues per the contract with Hazen and Triad. MDE will be on-site on December 2, 2016 to review work progress.

Water Distribution

Distribution crews performed routine customer service work throughout the water service area. Crews performed facility and fleet maintenance work. Staff reviewed inventory to ensure adequate materials were available for winter water system issues. Work continues at the Orchard and Henson tanks.

Laboratory

- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson Plant.
- Completed 4th quarter DBP report.
- Completed annual metals report.
- Process and regulatory testing was routine for the week.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	3
Preliminary Plats	-	2
Final Plats	-	2
Building Permits	19	-

- Staff met with a utility contractor to discuss conflicts of other utilities with an existing water main.
- Staff attended a Plan Review Committee meeting at City Planning.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, November 23, 2016	5.28	0.00
Thursday, November 24, 2016	4.95	0.03
Friday, November 25, 2016	4.68	0.00
Saturday, November 26, 2016	4.83	0.00
Sunday, November 27, 2016	4.99	0.00
Monday, November 28, 2016	4.77	0.00
Tuesday, November 29, 2016	5.41	0.38
Weekly – Avg. Flow / Total Rainfall	4.99	0.41
Nov - Avg. Flow/Total Rainfall	5.08	0.74

Miscellaneous

- Started up boiler system in control building, purged system and replace/repair pneumatic actuators.
- Removed DO Probes from OAB flow paths 1 & 2, cleaned/replaced as necessary.
- Completed winterization of plant and equipment.
- Routine maintenance (MP2 Program) and Corrective Work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	8	546'	111'	6
Flushing	12	8,710'		

Collection System Maintenance Task

- General pump shop work prepping and testing grinders.
- Collected flow meter data from Station 28, and Marshall Street.
- Collected Newgate flow data.
- Dropped enzyme bags at various lift stations and trouble spots in system to control FOG.
- Pump Station 3; found loose wire was issue for the generator not starting, corrected problem.
- Pump Station 21; picked up new capacitor box, will install next week.
- Installed 18 new style MH conversion covers in Districts 13 & 14.
- Cleared root intrusion on Boward Street at lateral 96.3 feet from manhole 08074.
- Unit 512 repaired side boards.
- Hauled 20 frames and covers to Conservit.
- Cleaned Wet well for AR&E.
- Sewer backup at 537 Brown Avenue, problem on the private side.
- Sewer backup at 833 Dewy Avenue, problem on the private side
- Excavated 533 Pangborn Boulevard for debris in standpipe, backfilled, top soiled and seeded.
- Cleaned collapsed catch basin for Public Works in Public Square.
- Grinder Pump call at 20004 Boxwood Circle, reset pressure tube.
- Grinder Pump call at 20112 Teakwood Drive, replaced pump.
- Grinder Pump call at 11105 Mahogany Drive, repaired canister.
- Exercised emergency generators.
- Homa pump bench work in shop.
- Grinder Pumps in Brightwood Drive, swapped out a couple flat lids for domed style.
- Chlorinated wet wells at Pump Stations 18 & 26.
- Pump Station 8, installed 4" drain for all wall runoff as well as station down spouts, raised fence and gates to meet new grade created by new pavement, also began to bring in fill at the station and used millings to make temporary drive to wetwell.
- Pump Station 21; replaced capacitor and wiring for #2 pump.
- Manhole 335 in Woodpoint Avenue, adjusted by adding 1" riser.

Administration

Wastewater Division – Customer Call Log Summary 2015/2016							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	2	0	0	0	6	8
YTD 2016	48	78	16	1	2	114	259

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

Engineering

- Staff attended a Plan Review Committee meeting at City Planning.

Laboratory

- Continued Biochemical Oxygen Demand trial using various concentrations of seed and standard.
- Contacted Lachat Technical Support to assist with troubleshooting for the Lachat.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.



Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie A. Means".

Valerie A. Means
City Administrator