

# CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 12 FOR 2020



March 27, 2020

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

### MARCH 2020

*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	3 7-9am State of the City @ Maryland Theatre  4pm Work Session  6-8pm State of the City @ Bridge of Life	4	5 5:30pm Youth Advisory Council Meeting	6	7
8	9	10 3pm Executive Session  4pm Work Session	11 4pm Hagerstown Planning Commission Meeting	12 4pm Board of Traffic & Parking Meeting  4:30pm Hagerstown Historic District Commission Meeting	13	14
15	16 5pm Youth Advisory Council Meeting	17 4pm Work Session M&C Meeting Cancelled	18	19	20	21
22	23	24 7pm Regular Session M&C Meeting Cancelled	25	26	27	28
29	30	31 No M&C Meeting				

## COMMUNICATIONS DEPARTMENT

### **This Week's Headlines & Media Releases**

- Dine-In Becomes Carry-Out, Businesses Respond to COVID-19 Concerns
- Malls Closed, Public Transit Restricted in Hogan's Latest Orders
- Maryland Lawmakers Approve Coronavirus Bill, Adjourn Early

- Washington County Public Schools Issues ‘Hard’ Shutdown of All Facilities
- USMH Cancels Graduation Ceremony, Goes Online for Remainder of Semester
- First Washington County Coronavirus Case Confirmed, More Testing Sites to Open
- Nonessential Businesses in Maryland to Close at 5pm
- Hagerstown Police Update Camera System Around City
- Playgrounds, Pavilions, Golf Courses Closed in Response to Pandemic
- Hogan Announces Business Relief Package
- HCC Closes Buildings, will Offer Instruction by Remote Access for Rest of Semester
- Maryland Schools Closed Four More Weeks
- Yard Waste Advisory: Temporary Suspension
- Yard Waste Advisory: Collection Suspension Lifted

**This Week’s Video Projects**

- Mayor’s COVID-19 Video Message
- Chief Lohr’s COVID-19 Video Message
- Mayor & Council Virtual Meeting Test

**Channel 25 Hub City Now Programming**

- Mayor’s COVID-19 Video Message
- “State of the City” Video
- “Hub Bub” Video Podcast
- 2020 Census: What is the Census?
- See It, Say It, Send It App Video
- Stormwater Program Informational Video
- MTA Commuter Connection

**City Website**

- [www.hagerstownmd.org](http://www.hagerstownmd.org) attracted 14,909 user visits for the week of March 16-22, 2020.

- The most popular top entrances (the first page users accessed on the website):

• Coronavirus Page	4,253
• Home Page	2,674
• Calendar Page	1,992
• Utility Billing Page	889
• Police Page	211
• Bids Page	184
• Jobs Page	121
• Firefighters Page	117
• Parks & Recreation Page	98
• Dine Downtown Page	83

- Top Searches:

• “True”
• “Pay water bill”
• “Coronavirus”
• “Online bill payment”
• “Police report”

**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

**Business Development Update:**

- Staff continues to share information to reassure and assist businesses during the Coronavirus (COVID-19) pandemic including resources from Maryland Department of Commerce and Small Business Administration. Staff has reconfigured the Spring Sprout Grant Program in response to the Coronavirus/COVID-19 crisis. The program is open to businesses in the City Center Mixed Use Zoning District (CC-MU) providing grants up to \$750. DCED has more than doubled the availability of funding, increased grant levels from \$500 to \$750, and will be expediting payments to businesses on a rolling basis until funding is fully expended.

- The Economic Development team has participated in several webinars/conference calls this week including:
  - SBDC Mainstreet Webinar
  - IEDC COVID-19 Webinar on Best Practices
  - SBDC Grant/Loan Overview Webinar
  - Congressman David Trone follow up business impact and recovery programs

**Main Street:** Staff have participated in conference calls with Main Street Maryland communities to discuss impact and programs for recovery for businesses.

**Community Development Projects Update:**

- CDBG funded repair projects completed during the first quarter of 2020:
  - Roof replacement for homeowner, South Cannon Avenue; grant and loan financing.
  - Roof replacement for homeowner, Fairground Avenue; grant and loan financing.
  - Chimney repair for homeowner, Fairground Avenue; loan financing.
  - Roof replacement for homeowner, Pennsylvania Avenue; grant and loan financing.
  - Roof replacement for homeowner, West Side Avenue; grant and loan financing.
  - Roof leak related repairs for homeowner, Mulberry Street; grant.
  - Gas furnace repair for homeowner, West Howard Street; grant.
- New Residential Rehabilitation Programs Applicants:
  - 3 -- Forest Drive, Radcliffe Avenue, West Franklin Street
- Residential Rehabilitation Programs Projects In Progress:
  - 15
- Loan Program Payment Totals (Year to Date FY20 through the end of February)
  - Community Development Block Grant: \$76,916.52
  - Business Revolving Loan Fund: \$41,299.99

**Invest Hagerstown City-Wide Down Payment Program Update:** Currently all City-Wide Down Payment and Rehabilitation Program funding for FY20 has been committed. Four cases totaling \$28,000 are awaiting settlement. For the current fiscal year, a total of 15 new homeowners have been incentivized to purchase their new home in the City of Hagerstown.

**Other Updates:**

- Staff prepared four final reports to close out State of Maryland DHCD Community Legacy grants that have been fully expended.
- Staff facilitated the Neighborhoods 1st Leadership Meeting on March 4, 2020. Group leaders from seven groups were in attendance as well as HPD staff.
- Staff attended the Neighborhoods 1st meeting for the Oak Hill West Group.
- The Hagerstown Youth Advisory Council met on Thursday, March 5, 2020. The group began the planning process for an Earth Day clean-up activity based in City Park that will be rescheduled from April 18<sup>th</sup> to a date later this year.

**Events Update**

- Planning continues on the Imagine Hagerstown Fourth Friday Music Series (May 22, June 26, July 24, and August 28) and the Imagine Hagerstown Saturday Street Festival (September 26). We are hopeful that if we maintain our vigilance in social distancing now, we will be able to gather in physical community in a few months!
- Imagine Hagerstown is accepting digital versions of original drawings, paintings, poems, music compositions, videos, etc. that has "Hagerstown" as its theme. We are encouraging creativity while many of us are social distancing. These will be posted on the FB page. Information at <http://www.facebook.com/imaginehagerstown>. Email entries to [kclark@hagerstownmd.org](mailto:kclark@hagerstownmd.org); send larger files via Dropbox, or share a Google Drive file to [COHKbell@gmail.com](mailto:COHKbell@gmail.com).
- An updated list of events can be found: <https://www.hagerstownmd.org/158/Downtown-Events>.

## FIRE DEPARTMENT

### FIRE DEPARTMENT CALLS FOR ASSISTANCE

Cooking Fires	1	Community Risk Reduction	4
Building Fires	2	Public Service	4
Medical Assistance	23	Personal Injury Collision	11
Assist other Fire Departments	7	Fuel/Hazard Spills	1
Automatic Fire Alarms	10	Gas Leaks	1
Downed Power Lines	12	Investigation: Carbon Monoxide Incident	2
Water/Steam Leak	1	Dumpster/Outside Fires	4

## INFORMATION TECHNOLOGY

- Due to the Coronavirus concerns, our IT team has been diligently working on providing remote access for essential staff members. Starting with only a handful of employees just two weeks ago, we recently set-up our 60<sup>th</sup> staff member for remote access! This allows our staff to continue to work on vital City functions – even if they cannot be onsite.
- Our IT group at HPD recently completed setting up an expanded and centralized “Watch Center”, allowing HPD to handle even more routine calls by phone (instead of dispatching an officer). This involved setting up additional workstations and phone lines, in addition to setting up access to the citation and accident report search applications from the “Watch Center” main desk. This allows HPD to better deploy their resources throughout the City.

## PARKS & ENGINEERING DEPARTMENT

### ENGINEERING DIVISION

- Minor Bridge Inspections.** In partnership with Washington County, staff obtained quotes for inspecting the “minor” (between 6’ and 20’ long) bridges. These inspections are completed every five years.
- Architects.** Staff is working on a Request for Proposals to short-listed architects that we can retain their services to complete various projects over the coming years.
- COVID.** Staff delivered seven 95-gallon totes to Meritus for their use in collecting donated PPE materials.
- Street Paving.** Four streets were overlaid last week and this week the pavement marking contractor will apply pavement markings on those streets and several others streets to address various issues.
- Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 3/22/20	Calendar Year 2020 TOTALS
Traffic complaints received	1	44
Work Orders completed	0	27
Traffic counts completed	0	8
CONSTRUCTION PROJECTS		
Description	Week of 3/22/20	Calendar Year 2020 TOTALS
Projects advertised for bids	0	2
RFP's Advertised	0	4
Projects under construction	4	5
Projects completed	0	1

## PARKS DIVISION

1. **Coronavirus.** Covid 19 signs were posted throughout our parks (below). All facilities are now closed to the public (except parks and the Community Garden). The Golf Course was closed on Monday.



2. **Virtual Recreation Programs.** Staff is working with instructors to continue Fit Room programs virtually, including: Yoga For Weight Loss, Zumba Gold, Creative Photography, Latin Dance, Belly Dancing, Healthy Pasta Cooking Demos, and three online wellness classes.
3. **Train Hub.** Museum exhibit improvements continue this week. Staff is working on recording promotional spots in lieu of offering in-person tours. The goal is to post a video each week to build our social media presence for this site and the Hager House, to keep people entertained and engaged until we are able to open for the season.
4. **City Park.** Work continues on removing trees affected by the Emerald Ash Borer
5. **Fairgrounds Park FIT Room Restroom Renovations.** Work started on renovating the restrooms in the upper section of the grandstand at Fairgrounds Park. When finished, there will be separate restroom facilities for the Fit Room and the BMX.

## PLANNING & CODE ADMINISTRATION

### New Development Cases

- 1201 Maryland Avenue – Great Southern Wood of MD – final plat.

**Planning Commission:** The Planning Commission will be meeting via Zoom on April 1. The public will be able to view the meeting through the Planning and Code Administration's Facebook page and YouTube channel. Items on the agenda include:

- Amendment to Bylaws to address State of Emergency.
- 560 Western Maryland Parkway – MCP LLC – site plan for a greenhouse.
- Hager's Crossing, Phase II, Block B5 – final plat.

- 55 Summit Avenue – Columbia Gas of Maryland – sketch plan for stormwater management.
- 55 West Oak Ridge Drive Annexation – recommendation on appropriateness of zoning and annexation plan.
- 18300, 18306, 18345 Col. Henry K. Douglas Drive Annexation – recommendation on appropriateness of zoning and annexation plan.
- 17111, 17145, and 17225-17239 Cole Road Annexation – recommendation on appropriateness of zoning and annexation plan.
- 17280, 17270, 17276 Valley Mall Road Annexation – recommendation on appropriateness of zoning and annexation plan.

**Board of Zoning Appeals:** The BZA received two cases for the April 22 hearing:

- 607 West Washington Street – Stephen Perez – special exception for a microbrewery and a parking variance.
- 418 Boward Street – Harold E. Walter – special exception for a home hair salon.

**Weekly Activity Report:** March 16–20, 2020

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	1	Residential -	0	Commercial -	1	Other -	0	8
Electric	5	Residential -	4	Commercial -	1	Other -	0	6
Plumbing	10	Residential -	7	Commercial -	0	Other -	3	10
Mechanical	3	Residential -	0	Commercial -	3	Other -	0	3
Engineering Dept.	4							4
<b>TOTAL</b>	23		11		5		3	31
<b>Est. Value of Issued Building Permit Projects:</b>				<b>FY20 Fiscal Year Totals:</b>				
Residential				\$ 70,000.00				\$ 5,462,672.00
Commercial				\$ 82,000.00				\$ 8,962,972.00
Apartment				\$ 24,000.00				\$ 1,207,900.00
Sign				\$ 14,900.00				\$ 434,505.00
<b>TOTAL</b>				<b>\$ 190,900.00</b>				<b>\$ 16,068,049.00</b>
Projects of Interest:								
- Renovations of existing office space to create office space for Kits Consulting at 684 Pennsylvania Avenue - \$80,000								
- Interior renovation of single-family dwelling including screened in porch on first floor and add deck on second floor at 655 Forest Drive - \$70,000								
<b>RENTAL LICENSING PROGRAM YEAR: JULY 1, 2019 – JUNE 30, 2020</b>								
					<b>PROPERTIES</b>			<b>UNITS</b>
Registrations received week of March 16–20					3			6
New applications issued week of March 16–20					2			2
Total 2019-2020 registered (includes additions and subtractions since 5/2/19)					3,627			9,294
Percentage of rental license renewals that have registered for the 2019-2020 license year					99.0%			99.0%
<b>Notes:</b> The 2019-2020 rental license renewals for 9,609 units in 3,807 properties were mailed on May 3, 2019.								
<b>PAYMENT</b>								
Weekly payment received		\$ 450						
Weekly adjustment/credits		\$ 0						

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	58
Electrical	37
Plumbing	15
Mechanical	8
Safety	16
Neighborhood Vitality	7
Quality of Life	3
Preventive Maintenance	0
Planning & Zoning	8

<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
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.

**POLICE DEPARTMENT**

**STATS**

Calls for Service:	1,183	Field Interviews:	9
Arrests/Warrants Served:	19	Moving Violations:	22
Domestic Violence Calls:	17	Safety Repair Orders:	1
DUI Arrests:	1	Warnings:	10
Reports Filed:	94		

**REPORTS**

**Please note:** Due to the State Of Emergency for the City of Hagerstown, all non-emergency calls made to the Hagerstown Police Department or 911 Center were re-routed to and handled by the staffed Watch Center at the Hagerstown Police Department.

**03/19/20:** Officer T. Kelley was on duty in the Watch Center and received a call regarding malicious destruction of property. Carbaugh Tree Service, on West Washington Street, called to report graffiti on a wall associated with their business. The graffiti is consistent with local hybrid gang activity in the geographical area. The business owner took photos of the graffiti. As of now, there are no identified suspects. A special check was submitted for that location. The business owner was advised to consult with the Hagerstown Code Compliance office for recommendations on the proper removing agent for the graffiti. Please note this report was received and authored by Officer T. Kelley based on information furnished by the business owner over the telephone.

**03/20/20:** A caller reported via telephone to the HPD Watch Center that someone had stolen her Pennsylvania temporary tag from her vehicle. This incident occurred on Buckeye Circle. The tag was entered into NCIC as stolen. Estimated value is \$200 for replacement. There were no witnesses and there are no suspects at this time. *Please note this report was received and authored by Officer T. Kelley based on information furnished by the caller over the telephone.*

**03/21/20:** Officer Smith was staffing the Watch Center and received a call regarding a burglary from a storage unit on Wayside Avenue. The caller advised the following items were missing: a white washing machine (\$150 value) and a mini chopper motorcycle that was a project bike (\$150 value). The caller had not been to the unit in approximately two weeks. A witness did report that approximately a month ago she noticed the unit doors were open for approximately four days. There are no suspects at this time.

**03/22/20:** Officer Wolfe was dispatched to East Antietam Street for a report of a motor vehicle accident. Upon arrival the officer made contact with the CRS and was advised that a male, who was receiving medical treatment, struck a pole and fire hydrant. Another officer at the scene reported that the male attempted to flee after the accident but fell and struck his head. The male was treated at the scene but refused to go to the hospital. As the officer was speaking with the male, he could smell the odor of alcoholic. The male admitted to having several drinks before driving. He had a mild slur and was unsteady on his feet. The male was placed under arrest and transported to HPD for further processing. The male agreed to take a breath test to determine his blood alcohol level. Based on the results of the test he was charged with Driving While Under the Influence of Alcohol and Driving While Impaired by Alcohol and other related charges.

**03/23/20:** Officers Reese and Romero responded to the County Commuter bus stop on West Franklin Street for a well-being check. The officers approached a female that was yelling and causing a public disturbance. As the officers got closer to the female, she struck and grabbed Officer Reese's hair. Officer Romero was bitten by the female when he attempted to release the female's grip on Officer Reese's hair. Officer Romero was able to gain control of the female but not before she bit Officer Reese in the hand. The female was transported to Central Booking. Officer Reese suffered small lacerations to the bottom of both eyes, left side of her nose and scratches to the face. Officer Reese was transported to Meritus Medical Center for further treatment as the female exposed the officer to bodily fluids. The female was charged with Assault 1<sup>st</sup> and 2<sup>nd</sup> Degree on Officer, Disorderly Conduct and other related charges.

**03/24/20:** Officer Miscannon was dispatched to Domino's Pizza on North Prospect Street to assist with an assault incident. Sergeant Plummer was speaking with the victim who stated she had just been assaulted by a female. She stated that she has a protective order against this female who is a family member. While they were speaking, a vehicle went by and a female leaned from the passenger side window and yelled profanities at the victim. At that point Officer Miscannon followed the vehicle of the yelling female. The vehicle parked behind the REACH Center. Officer Miscannon approached the vehicle and ordered the female to exit the vehicle. The female refused, closed the window, and locked the door. The officer gave several more commands to exit the vehicle but still the female refused. The driver of the vehicle then unlocked the door and the officer had to physically remove the female from the vehicle. She was handcuffed and transported to Central Booking and charged with Disorderly Conduct, Resisting Arrest and Fail to Obey Lawful Order.

## **PRESS RELEASES**

On 03/19/20 at 11:53 p.m. officers responded to the area of Mitchell Avenue and Hammond Street for several reports of shots fired. Upon arrival officers located a vehicle that had crashed into the residence of 515 Hammond Street. Officers located the driver who attempted to flee the scene. The driver, 30 year old Andrew Neashawn Burke of Gaithersburg, Maryland, was arrested without incident. Upon arresting Burke, officers located illegal drugs, a loaded handgun, and US Currency. The investigation is currently on-going. It is believed that the suspect(s) have not been identified. During the shooting, two residences were struck by gunfire. In the one residence a 13 year old male was grazed by a bullet in the side. The male was transported to Meritus Medical Center as a precaution. The injuries were non-life threatening. Andrew Neashawn Burke was transported to The Washington County Detention Center and is charged with the following; Firearm Possession with Felony Conviction, Loaded Handgun on Person, Possession of Firearms, Illegal Possession of Ammunition, Firearm Use/Felony/Violent Crime, CDS: Possession with Intent to Distribute, 3 counts of CDS: Possession-Not Marihuana, CDS: Distribute Etc. with Firearm, Firearm/Drug Trafficking Crime and numerous traffic violations. He is currently being held without bond. If you witnessed the incident or have any information that may lead to the arrest of the suspect(s) please contact Detective D. Vogel at 301-790-3700 x362.

## PUBLIC WORKS

**PARKING SYSTEM UPDATE.** As stated in last week's report, paid parking has been suspended until further notice. The full time and part time staff are working on maintenance items within the parking system. The enforcement personnel have been reassigned to trash collection in the downtown. There will be no more weekly updates on deck occupancy, permits, etc. until paid parking resumes.

### **CENTRAL MAINTENANCE GARAGE REPAIR DATA**

	Current Week	Previous Week
<b>DCED</b>	0	0
<b>Fire</b>	1	1
<b>Human Resources</b>	0	0
<b>Light</b>	3	1
<b>Parks &amp; Engineering</b>	1	1
<b>Police</b>	9	5
<b>Public Works</b>	6	6
<b>Wastewater</b>	1	1
<b>Water</b>	6	7
<b>Weekly Totals</b>	27	22
<b>Yearly Total</b>	285	

### **AFTER HOUR CALL BACKS**

- Wednesday, March 13, 2020 @ 7 PM: Dispatch contacted Public Works about a flooding issue at 43 South Potomac Street. Staff informed Dispatch to contact the Water Division to turn off the water. Dispatch stated attempts to reach the Water Division had failed. PW staff began to make calls to the Water Division when we were informed the Fire Department was able to shut off the water.

**STREET SWEEPING.** Street sweeping will continue as normal. Permanently posted streets downtown will get swept weekly and staff is posting other streets in the south end of the city. The City has suspended enforcement for sweeping or other parking violations due to the current Coronavirus crisis. We hope that most residents will continue to move their cars for the sweeping operations to help keep the City clean.

**CENTRAL MAINTENANCE GARAGE OPERATIONS (CMG).** This is the center of fleet maintenance for the City's entire operations. Mechanics are ready to repair vehicles as needed. Supply chains and services currently remain open and ready to assist with our need for vehicle parts. Procedures have been implemented to keep personal, face-to-face contact with other City staff at a minimum. Most other City personnel will no longer be allowed in the garage unless absolutely necessary. City personnel may contact CMG via email, by phone at extensions 475 or 477, or by contacting CMG Supervisor Scott Kiser at (240) 675-3749.

**DELAY IN HIRING SEASONAL STAFF.** Seasonal staff was to begin work on Monday, March 30, 2020 to assist with grass mowing, private property abatements, and other laborer duties. The decision has been made to delay their start date until further notice. Full time staff will need to manage these duties for a few weeks until the seasonal employees are permitted to begin.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

#### **Service Calls**

- Thur. 3/19 - 718 Salem Avenue: Reconnected service following electrician's repairs. Time Out: 19.0-20.2
- Fri. 3/20 - 28 South Potomac Street: Partial outage; lineworker replaced (2) 30T fuses that had operated following failure of a lightning arrester in close proximity. Time Out: 18.5-19.8

Sun. 3/22 - King Street and Antietam Street: Pole damaged; street light struck in vehicle accident. Time Out: 11.5-16.0

**Distribution**

- Staff disconnected and removed the 34.5 kV circuit for the battery storage unit on Kenly Avenue.

**Engineering**

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer complied, released, reviewed, and approved bids for purchase of HLD stock materials and other necessary items for continuous operations.
- Engineering staff continued work on multiple jobs involving railroad right of way occupation and coordination with various rail companies.
- The Staff Engineer specified new materials for HLD use on the electric utility system.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

<b>Date</b>	<b>Flow (mgd)</b>	<b>Rainfall (inches)</b>
Wednesday, March 18, 2020	5.28	0.13
Thursday, March 19, 2020	6.18	0.26
Friday, March 20, 2020	5.35	0.00
Saturday, March 21, 2020	5.31	0.00
Sunday, March 22, 2020	5.19	0.00
Monday, March 23, 2020	5.20	0.06
Tuesday, March 24, 2020	5.28	0.00
Weekly - Avg. Flow / Total Rainfall	5.40	0.45
Monthly – Avg. Flow / Total Rainfall	5.37	1.18

**Miscellaneous**

- Continued wiring and communication upgrades in training room.
- Cleaned and calibrated ChemScam unit.
- Cleaned spray nozzles and sumps on fermenter scrubber.
- Pulled motor from #2 barscreen collector and took to AR&E for repair.
- Rebuilt #1 UV effluent gate actuator.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**Collection System Maintenance Tasks**

- Comprehensive cleaning of entire shop, garage, break room, kitchen, and bathroom.
- Exercised portable pumps and generators.
- Routine pump shop repair work.
- Installed new SCADA Unit at Station #10.

- Pump Station #21, removed sensor stick from pump control system.
- Sewer Backup, 126 South Mulberry Street, problem is on the private side.
- Sewer Backup, 502 Ridge Avenue, problem on the private side.
- Grinder Pump call, 1650 Woodlands Run, reset smart switch.
- Completed four final roadway patches and all associated curb and sidewalk repairs.

**Administration**

<b>Wastewater Division – Customer Call Log Summary 2020</b>							
<b>Type</b>	<b>Blockages</b>	<b>Grinder Pumps</b>	<b>Odor Complaints</b>	<b>Flushing</b>	<b>WW Pump Station</b>	<b>Other</b>	<b>Totals</b>
Weekly			0	0	0		
<b>YTD 2020</b>	<b>14</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>41</b>	<b>79</b>

**Engineering**

- Staff met via conference call with a developer.
- Staff met via conference call DAC meeting.
- Staff participated in COVID-19 conference calls.
- Staff continues with inspections and safe practices.

**Laboratory**

- Attended EO conference call.
- Ordered supplies for lab operation.
- Contacted ALS to provide additional information for preparation of Wet Testing Study Plan.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

<b>WATER DIVISION</b>
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**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
03/19/20	9.66		9.66
03/20/20	9.56		9.56
03/21/20	9.46		9.46
03/22/20	9.47		9.47
03/23/20	9.33		9.33
03/24/20	9.38		9.38
03/25/20	9.23		9.23
Average			9.44

**Water Production at R. C. Willson**

- R.C. Willson and Pump Stations—Staff worked on facility maintenance and routine preventative maintenance.
- R.C. Willson—Repairs were made to the lighting.

**Water Production at Breichner/Edgemont Reservoir.** The Edgemont Reservoir pool elevation is currently at 4.6feet. Site evaluation continues per the contract with Hazen and Triad. City staff and Hazen and Sawyer continue to work with MDE Dam Safety on the final Dam Evaluation Report, Emergency Action Plans, and the design criteria and project schedule.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service work and new meter installations as needed.
- Crews continue to replace residential meters throughout the water service area.
- A fire hydrant was replaced at the intersection of East Antietam Street and King Street.

**Laboratory**

- Completed monthly Bacteriological Self-Monitoring Report.
- Completed quarterly Disinfectant Residual Report.
- Collected composite sample for lagoon discharge.
- Process and regulatory testing were routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	2
Preliminary Plats	-	-
Final Plats	-	-
Replat	1	-
Grading Plan	-	-
Building Permits	5	2

- Staff spoke to developer via conference call.
- Staff continues to perform flow test inspections in the area.



Respectfully submitted,

Scott A. Nicewarner  
City Administrator