

CITY OF HAGERSTOWN, MARYLAND STATUS & INFORMATION REPORT NO. 27 FOR 2020



July 10, 2020

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

To obtain City Department or City Boards and Commissions meeting information, please visit <https://www.hagerstownmd.org/27/Government>. We encourage you visit our website at <https://www.hagerstownmd.org> for all City-related updates. Other inquiries may be made by visiting the City Resident 311 page at <https://www.hagerstownmd.org/841/Services>.

<h2 style="margin: 0;">JULY 2020</h2> <p style="margin: 0;"><i>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</i></p>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 HOLIDAY CITY OFFICES CLOSED	4 9:30pm Fireworks @ Fairgrounds Park
5	6	7 3pm Executive Session 4pm Work Session	8 4pm Hagerstown Planning Commission Meeting	9 4pm Hagerstown Historic District Commission Meeting 4pm Board of Traffic & Parking Meeting	10	11
12	13	14 3pm Executive Session 4pm Work Session	15 7pm Board of Zoning Appeals Meeting	16	17	18
19	20	21 4pm Work Session	22	23 4pm Hagerstown Historic District Commission Meeting	24	25
26	27	28 7pm Regular Session	29 7pm Hagerstown Planning Commission Meeting	30	31	

COMMUNICATIONS

This Week's Headlines & Media Releases:

- Murder Charges Filed in Hagerstown Teen's Death
- Man's Fall at Dagmar Hotel Believed to be Accidental
- Excessive Crowd Brings Hagerstown Speedway Shutdown
- Hagerstown Celebrates Independence Day
- COVID-19 Emergency Fund Receives \$75,000
- Shoppers, Stores Cope with Mask Issues
- Hagerstown Implements Hiring Freeze

- Hagerstown Weighs Agency Funding as City Faces Deficit
- Press Release: City Park Summer Events

This Week’s Video Projects

- Mayor & City Council Special & Work Session
- PCAD Rental Interior Webinar Series Production
- City Park Train Hub Informational Video Scripting & Voice-Over
- “Moller’s Sustained Wind” Cultural Trail Sculpture Project Video

Channel 25 Hub City Now Programming:

- Mayor & City Council Meeting
- HFD: “Smoke Alarms Save Lives” Video
- “Hub Bub” Video Podcast
- PCAD Rental Interior Webinar Series Program
- Symptoms of COVID-19 Informational Video
- 2020 Census: What is the Census?
- Stormwater Program Informational Video
- MTA Commuter Connection

City Website:

- www.hagerstownmd.org attracted 18,672 user visits for the week of June 29 - July 5, 2020.
- The most popular top entrances (the first page users accessed on the website):
 - Calendar Page 3,594
 - Fireworks at Fairgrounds Park Page 3,241
 - Home Page 2,427
 - Utility Billing Page 1,114
 - Potterfield Pool Page 895
 - Fairgrounds Park Page 402
 - Downtown Events Page 301
 - Police Page 243
 - Parks & Recreation Page 229
 - Bids Page 151
- Top Searches:
 - “Fireworks”
 - “Online bill payment”
 - “Trash”
 - “Pay bill”
 - “Permits”

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

1. **Community Development Update.** Items for June included:
 - Residential Rehabilitation Program Projects In Progress: 16
 - CDBG Program Loan Payments: \$9,990.86
 - Business Revolving Loan Fund Payments: \$14,342.32
 - Projects Submitted for Maryland Historic Trust Review: 1
 - Environmental Reviews Completed: 12
 - Staff submitted quarterly reports for the four current State of Maryland DHCD funded Community Legacy grants and one final closeout report was submitted for a completed project.
2. **Business Development Update:** DCED staff, including a member of the Finance Department, continues to make the financial reviews of the applications a priority. The deadline to submit to submit an application for the Rise Up Business Stabilization Grant is Tuesday, July 14, 2020 at 11:59 p.m. Applications will be accepted electronically and can be downloaded at www.washcorises.net. The website also provides guidelines, application instructions, and answers to frequently asked questions.

3. The Economic Development team has participated in the following virtual meetings/conference calls this week:
 - Conference Call with Congressman David Trone related to COVID-19 impact and recovery on the business community.
 - Weekly Reopening Washington County Stakeholders

INFORMATION TECHNOLOGY

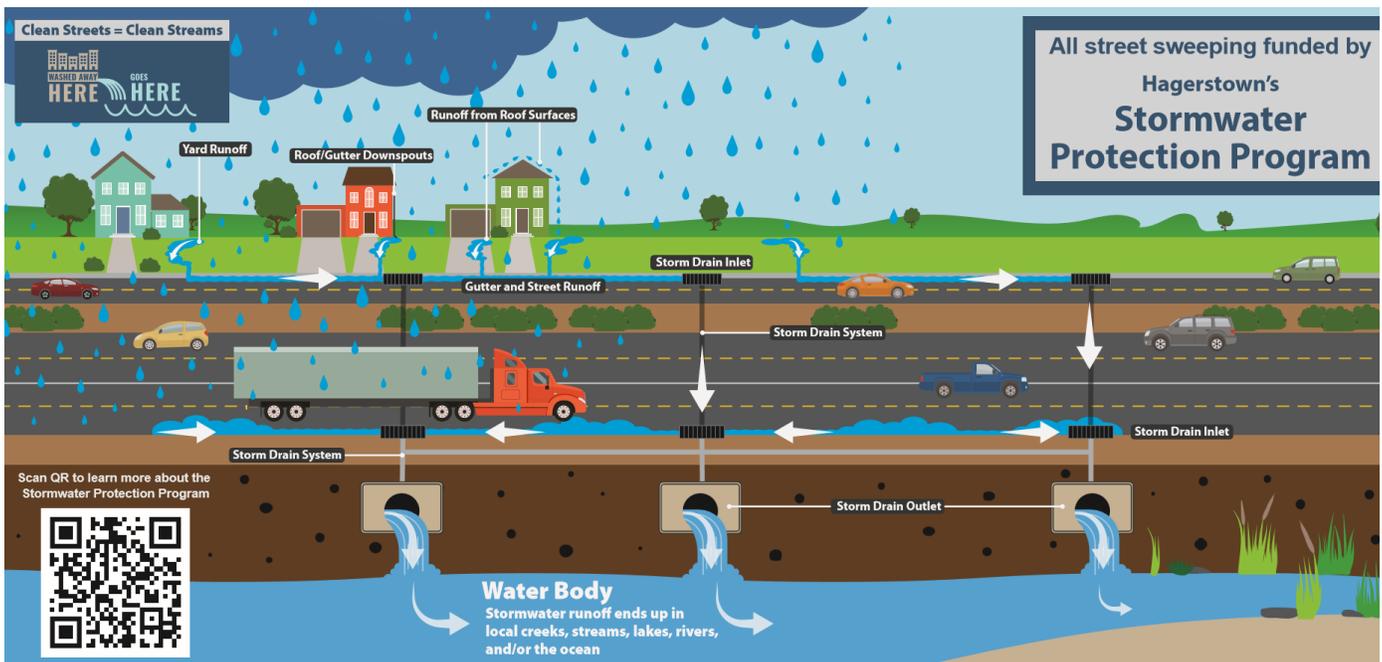
The IT group has recently taken steps to streamline its service operations, moving towards using the Kaseya Problem Management System more effectively and providing more consistent communications from City employees to the IT staff. As of 7/1/20, City employees who need specific service or requests should call **x300 (the IT Help Desk)** or send us an email (using the “Helpdesk” Outlook distribution group, which will automatically open a trouble ticket in the Kaseya system). City staff are asked NOT to call our staff directly for service, as individual staff members may be already engaged on other issues or out of the office. **IT Support hours at City Hall are Monday-Friday, 8-4:30 p.m.** Using the Kaseya System (or calling the x300 Help Desk line) will ensure that any IT needs are handled as quickly as possible. **For off-hours support, emergency issues, or to report an outage, call 301-800-8556 to receive immediate IT assistance.**

The IT team worked with Finance to perform a successful year-end processing cutover on 7/1/20! Yes, it’s true – we’re now in Fiscal Year 2021 for the City! We’ve also been working with our Billing Department to create, print, and send out annual tax bills, legal notices, and other important information for our customers.

PARKS & ENGINEERING DEPARTMENT

ENGINEERING DIVISION

1. **Wesel Boulevard Reconstruction.** The reconstruction contract has been advertised for bids. The bid opening is scheduled for August 11, 2020, and the start of construction is anticipated in September.
2. **Street Sweeping.** Eric Hastings developed these large decals to place on both street sweepers.



3. **Street Trees.** In light of the Forest Conservation Fund (FCF) collected from NorthPoint Development, as well as the stormwater fees, we expect to have approximately \$400,000 to spend on tree planting over the next two years. We are also reviewing DNR's records of the City's Forest Conservation Fund expenditures since 2000 to show that we are spending the FCF monies we collect from developers.
4. **Traffic Signal Standard Specifications.** We are working with consultant to update these specifications due to some recent State Highway changes.
5. **Engineering Statistics**

TRAFFIC ISSUES		
Description	Week of 7/5/20	Calendar Year 2020 TOTALS
Traffic complaints received	6	62
Work Orders completed	7	41
Traffic counts completed	1	11
CONSTRUCTION PROJECTS		
Description	Week of 7/5/20	Calendar Year 2020 TOTALS
Projects advertised for bids	2	9
RFP's Advertised	0	4
Projects under construction	5	6
Projects completed	1	2

PARKS DIVISION

1. **July 4th Celebration.** Our July 4th fireworks in Fairgrounds Park went well. Due to Covid-19, we did not have any vendors.
2. **Golf/Pool Statistics.** Another positive month for the golf course, although irrigation use is very high right now. The pool is losing over \$500 a day due to pandemic restrictions. We plan to open splash pad and the climbing wall next week.

Golf Course	June 2018	June 2019	June 2020
# of Golfers	1868	2539	3182
Total Revenue	\$28,442.00	\$40,315.50	\$49,731.00

Pool	June 2018	June 2019	June 2020
Admission total	3678	6928	929
Admissions Fees	\$16,028.50	\$19,776.00	\$3,021.00

3. **Hager House.** The Jonathan Hager House Museum would like to specially thank the Heiskell Family for their visit to the museum on June 30th. Andy Heiskell and their two children are direct descendants of Benjamin Heiskell, creator of the famous Little Heiskell of Hagerstown. The Hager House is scheduled to open for the season on Friday, July 17th and will be open Fridays and Saturdays from 10 a.m. – 4 p.m.
4. **Free Outdoor Movie at City Park.** On Friday, July 10th the City will host a free outdoor movie showing of the PG movie 'Aladdin' (featuring Will Smith). The movie will be shown in the band shell beginning at dusk (approx. 8:45pm). The rain date is Tuesday, July 14th.
5. **Pop-Up Skate Park Program.** In partnership with Covenant Life Church and instructor Ryan McCallister, a Pop Up Skate Park program is happening on Mondays from 5-6:30 p.m. for all ages.
6. **Potterfield Pool.** Aqua Zumba classes begin this weekend. Classes will be held on Saturday and Sunday at 9 am. The pool is available for private rental on Fridays, 7-9 p.m. and Saturdays & Sundays from 6-9 p.m. American Pool handles all reservations. Reservations can be made by calling 877.705.7665.

POLICE DEPARTMENT

STATS

Calls for Service:	1866	Field Interviews:	6
Arrests/Warrants Served:	19	Moving Violations:	7
Domestic Violence Calls:	25	Safety Repair Orders:	1
DUI Arrests:	2	Warnings:	17
Reports Filed:	148		

REPORTS

07/02/20: Office Batistig was dispatched to the area of Franklin and Jonathan Streets in reference to a male with a rifle. The person involved was a white male wearing black pants and no shirt. As the officer approached the area, he observed the male attempting to hide the rifle in some bushes along-side the building. As the officer exited his cruiser he gave a verbal command to lay the weapon down and the male complied. The male explained the rifle was a pellet gun that he had just purchased from a local pawn shop. The officer explained the gun would be confiscated for safe keeping and could be retrieved when he had the appropriate way to carry the item. No further details are available.

07/03/20: Officer White responded to Summit Avenue for a reported theft of laundry from the D&P Coin Op laundry mat. The victim reported that she had \$1,000 in Boyd's Bears stolen from the laundry mat. She placed the bears in the washer and then left to go to her house across the street. When she returned a short while later, the bears and laundry were missing from the washer. There were no witnesses. Officer White contacted the manager of the laundry mat and he will be reviewing the cameras. No further details are available.

07/05/20: Officer Easley was dispatched to West Washington Street for a reported burglary. The officer made contact with the victim and she stated when she returned to her home she found it ransacked with many items missing. There were no signs of forced entry so the victim believes that someone used a credit card of some sort to get in the front door. She further advised that two males hang out around her residence and has proof that they could be involved in the theft. Officer Easley checked to see if any City cameras were in the area but none were found. There is no additional information.

07/06/20: Officer Kittoe responded to Baltimore Street for a reported trespassing female. The officer met with Gerry Kendle of the Housing Authority who advised that he issued a letter of no trespass to the female on June 22, 2020. The officer confirmed the letter to be valid. The letter had been signed by the female stating she understood not to trespass on properties owned by the Housing Authority. She was then issued a Criminal Citation for trespassing and ordered not to return again.

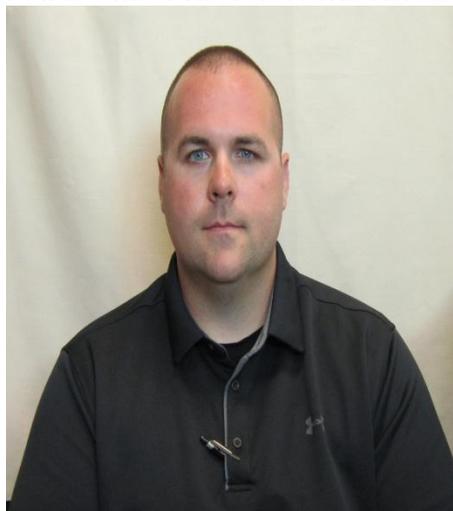
PRESS RELEASES/OTHER NEWS/INFORMATION

Welcome to HPD: The Hagerstown Police Department welcomes Police Officer Recruits Brandon Decker and Travis Wheat. They will be attending the Western Maryland Police Academy at the Hagerstown Community College this month. We wish them well as they begin their law enforcement career here in Hagerstown.

Police Officer Recruit Brandon Decker



Police Officer Recruit Travis Wheat



PUBLIC WORKS

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	2	1
Fire	0	0
Human Resources	0	0
Light	4	1
Parks & Engineering	0	5
Police	5	4
Public Works	8	5
Wastewater	2	0
Water	5	0
Weekly Totals	26	16
Yearly Total	603	

AFTER HOUR CALL BACKS. There were no after hour issues during this period of time.

PAID PARKING RETURNS AUGUST 3, 2020. Paid parking will resume on Monday, August 3, 2020. Staff will begin removing the bags from the meters on Monday, July 13th to inspect and repair any issues. The intent is to make sure all the meters are working properly when paid parking resumes. The following Monday the gate arms to the decks will be installed and the programming verified it still works properly. The intent is to also have the Pay-By-Phone system in place by August 3rd. The program stickers and signs need to be in place which requires the bags to come off the meters. Parking will remain free until August 3rd even with the bags off and the gate arms installed.

Parking enforcement will also begin on Monday, August 3rd. Warnings will be issued the first week. Over the last few months of free parking, the hope was that residents would continue to move their vehicles for street sweeping but more and more residents simply ignored the postings. Street sweeping is a very important component of the new storm water guidelines. It proved that enforcement of parking is necessary.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Service Calls

- Thur. 7/2 - 1025 Main Avenue – total outage; lineman found customer’s main breaker was tripped. Breaker reset to correct problem. Time Out: 15.7-16.2

- Fri. 7/3 - 426-430 East Washington Street – total outage; line crews replaced (1) 10T fuse and (1) 30T fuse tripped by a bird to restore power. Time Out: 20.4-21.4
- 905 Oak Hill Avenue – total outage; squirrel caused transformer fuse to operate. (1) 10T fuse was replaced to correct problem and restore power. Time Out: 22.5-0.3

- Sat. 7/4 - 457 North Potomac Street – total outage; bird caused (2) line fuses to operate. Both fuses replaced to correct issues. Time Out: 9.5-10.5
- 621 West Franklin Street – reconnect service following repairs made by electrician. Time Out: 11.1-11.7
- 214 North Potomac Street – total outage; customer’s main breaker had tripped. Lineman reset the breaker to correct problem. Time Out: 15.5-15.9
- 621 West Franklin Street – line down; line was found to belong to Verizon Phone Company. Time Out: 18.0-18.5

- Sun. 7/5 - 215 Summer Street – total outage; (1) 15t fuse operated and was replaced to correct problem and restore power. Time Out: 10.3-11.2

- Mon. 7/6 - 505 Dunn Irvin Avenue – total outage; (1) 10T replaced to correct problem and restore power. Time Out: 20.5-21.5
- Wed. 7/8 - 367 East Franklin Street – disconnected service for electrician to complete service change over. Time Out: 5.8-6.8

Engineering

- Multiple permit reviews, underground locates, and service upgrade requests have been reviewed and/or completed by engineering staff.
- The Staff Engineer released bid requests for multiple HLD stock materials to replenish our inventory. The HLD has been actively replacing aged facilities and updating its standards to build a more robust system.
- The Engineering Designer continued designing jobs to alleviate heavy electrical loading on various secondary networks and transformers.
- The Staff Engineer developed work plans for (3) – HLD substations for the fall of 2020 and spring of 2021. HLD will be replacing aged equipment and adding new equipment to accommodate industrial electrical loading and provide better reliability.
- Engineering & Distribution staff responded to various power quality inquiries with the recent elevated temperatures.
- Oil samples were pulled from an HLD substation power transformer unit and send away for dissolved gas analysis. The HLD is monitoring gasses contained within the oil on a quarterly basis to monitor the health of the transformer.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, July 1, 2020	4.95	0.04
Thursday, July 2, 2020	4.67	0.00
Friday, July 3, 2020	4.51	0.00
Saturday, July 4, 2020	4.28	0.00
Sunday, July 5, 2020	4.42	0.00
Monday, July 6, 2020	4.58	0.00
Tuesday, July 7, 2020	4.68	0.02
Weekly – Avg. Flow / Total Rainfall	4.58	0.06
July – Avg. Flow /Total Rainfall	4.58	0.06

Miscellaneous

- Replaced/revised piping on polymer tank.
- Installed new condensate piping to eliminate faulty condensate pumps.
- Replaced defective wiring and controls that serve #2 bar screen.
- Replaced defective VFD on #1 in-plant pump.
- Started setting up steel structure that supports MagOx tank mixer.
- Routine MP2 work orders & corrective work orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	N/A			
Flushing	#3	6,676'		

Collection System Maintenance Tasks

- Sewer backup, 1205 Marshall Street, CCTV'd, lateral problem on the private side.
- Odor complaint, 610 Northern Avenue, problem coming from County Collection System, contacted the County to increase chemical feed at Route 11 lift station.
- Odor/sewer backup, 339 Linganore Avenue, problem on the private side.
- Grinder pump call, 1603 Woodlands Run, no issues found, odor was coming from vent pipe (as it should). Staff explained to new owner how the system works.
- Grinder pump call, 1539 Kensington Drive, pulled and replaced two pumps and new pigtails.
- Grinder pump call, 11003 Eastwood Drive, reset smart switch.
- Grinder pump call, 11247 Eastwood Drive, replaced smart switch, replaced 2 pumps, and excavated and replaced discharge assembly.
- Pump Station #8, replaced meter socket from Allegheny Power.
- Pump Station #11, continued installation of new SCADA and control system.
- General pump shop repair work.

Administration

Wastewater Division – Customer Call Log Summary 2020							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	0	5	0	0	0	2	7
YTD 2020	23	46	5	0	1	79	154

Engineering

- Site development plan reviews
- Preparation of the Railroad Permit Application package for the Phase 1B Sanitary Sewer Lining Project
- Review of the Consolidated General Service Agreement for consistency with information provided by the County

Lab

- Continued training on Lachat analyzer.
- Process and regulatory testing was routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
07/02/20	11.04		11.04
07/03/20	11.20		11.20
07/04/20	11.05		11.05
07/05/20	11.41		11.41
07/06/20	11.59		11.59
07/07/20	11.19		11.19
07/08/20	11.61		11.61
Average			11.29

Water Production at R. C. Willson

- R.C. Willson and Pump Stations--Staff worked on facility maintenance and routine preventative maintenance.

Water Production at Breichner/Edgemont Reservoir. The Edgemont Reservoir pool elevation is currently at 2.1 feet. 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, design criteria and project schedule. Emergency Action Plans have been completed.

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.
- Work is still in progress to install a new water main on Iroquois Ave.
- Repairs were completed on a water main break on North Mulberry Street.

Laboratory

- Collected and analyzed all required process and compliance samples.
- Nutrient analysis training continues with samples being split with contract laboratory.
- Distribution samples are being collected to allow for focused water quality flushing.

Engineering

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plans	1	-
Preliminary Plats	-	-
Final Plats	1	-
Replat	-	-
Grading Plan	-	-
Development Plan	-	-
Building Permits	12	13

- Reviewed site development drawings.



Respectfully submitted,

A handwritten signature in blue ink that reads "Scott A. Nicewarner".

Scott A. Nicewarner
City Administrator