

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 3 FOR 2009



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** October 2009 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Historic District Commission Meeting	2	3
4	5	6	7	8 Planning and Zoning Commission Meeting	9	10
11	12 Council Meeting – Meeting Cancelled	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting	27	28	29	30	31
** November 2009 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 Historic District Commission Meeting	6	7
8	9 Council Meeting	10 Board of Zoning Appeals Meeting	11	12 Planning and Zoning Commission Meeting	13	14
15	16	17	18	19	20	21
22	23 Council Meeting	24	25	26 HOLIDAY	27 HOLIDAY	28 Miracle on Main Street Event
29	30					

GENERAL GOVERNMENT

Along with Larry Bloom of Public Works and Ron Schroers of Parks and Recreation, the City Administrator met with the County's Building Construction manager Tom Rio to discuss the use of the vacant Wheeler Building to advertise the City's upcoming events. The City will be permitted to use the empty windows as well as the sign as long as the building is vacant under an agreement being prepared by the County.

The City Administrator and Director of Human Resources attended the Business/Education conference to meet with high schools and colleges to discuss paid and unpaid internships available. This resource can provide on-site work experience to students and enable the City to undertake projects that would otherwise not be completed.

In conjunction with the Carroll County Planning Department, the City Administrator and Director of Public Works continued review of the Malcolm Piernie study and the County Water Resources Element.

Carroll County and municipal representatives continue to meet to discuss the continuing budget reductions and plans for FY2011.

The following communication activities were undertaken during September:

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	6
Press Releases	9	30
Videos	2	5
Council Meetings	1	5

FINANCE

1. Work began on the Single Audit for Federal Funding on September 8. This effort is largely centered on the Public Housing Agency, but includes a financial audit in addition to the review of compliance with HUD regulations. The financial audit is expected to begin in October.
2. An Accounting Clerk was added to the staff on September 15th. This position augments the cash operations, and displaces two temporary positions that have been in use for the past eight months. The new position initially provides focus for the accounts receivable and cash receipting processes.
3. The Special Assessments module of EDEN for support of the personal property tax, and real estate property tax processes was implemented. The personal property tax data was converted from the previous system into EDEN, and training was provided to the Finance and Technology staffs for operation and support.
4. The Project Accounting module of EDEN was revised to integrate with the General Ledger in support of Capital Projects. Additional training was held for involved staff and the 1st project will be added in October in support of the water meter replacement effort.

5. Rager, Lehman & Houck began work to provide fixed asset valuation and tracking for the past fiscal year. The major focus of this effort is the re-valuation of the old WTP in light of the completion of the new Cranberry plant. Although Fixed Assets is a module of EDEN that is currently installed, it was not incorporated into the work products. We will review this addition of this functionality for the upcoming year.
6. Development work has continued on a cash reconciliation report from EDEN that will provide the basis for reporting the total financial condition of the City. The current reporting base that supports the accrual method of accounting for GASB 34 does not provide results for the cash management aspect. This will be the base report for the Finance Committee and Common Council on a quarterly basis.

HUMAN RESOURCES

1. Benefits

- a) Held 2nd day of employee orientation meetings for new Employee Assistance Program (EAP)
- b) Continued planning for annual Employee EXPO to be held on November 5, 2009

2. Trainings

- a) Held 2nd day of supervisor training for new Employee Assistance Program (EAP)
- b) Held 1st day of DOT Drug and Alcohol Training for Supervisors

3. Policies

- a) No changes or updates this month

4. Recruitment

	Advertisements External	Applications Processed External	New Hires	Advertisements Internal	Applications Processed Internal
Full-time:	0	0	Police - 2 Finance - 1	1	4
Part-time:	0	0	0	0	0
Temporary /Seasonal:	0	0	0	0	0

5. Risk Management

- a) Filed four (4) insurance claims
- b) Began the annual respirator fit testing process for Police and Public Works
- c) Facilitated the Local Government Insurance Trust (LGIT) bi-annual site visit and hazard evaluation

6. Other Activities

- a) Filed the bi-annual EEO report
- b) Began the Police promotional process for Corporal and Sergeant

ADMINISTRATIVE SERVICES

1. Information Technology
 - a. The Helpdesk handled 69 desktop service calls in September requiring 90 hours of support time.
 - b. In addition to the desktop work, 120 hours of application support hours were required to handle the workloads for EDEN.
 - c. The installation of the power generation system is pending equipment delivery, and is now planned for October. All permits have been received and BG&E is planning for the installation of the natural gas line and meter that will service the facility. We are working with an electrical contractor on identifying backup circuits that will be powered through the generator to ensure continued operation of the server environment during power outages.
2. Public Housing Agency
 - a. HUD has released its final Fair Market Rents (FMR) that will become effective in October. The increase in fair market rents will require an additional \$375,000 in HAP funding if we maintain the 100% level. After review we are planning to submit a modification to the PHA Plan that will allow rents to fall between 90% and 100% to ensure that the City can continue to help as many families as authorized.
 - b. HUD has also announced plans to reduce funding for the Family Self-Sufficiency Coordinator position by 50%, beginning in January. The PHA is currently reviewing several options concerning this aspect of the Section 8 program:
 - i. Discontinue the Family Self-Sufficiency program and the Home Ownership program;
 - ii. Change the Coordinator position to part time;
 - iii. Combine the position with the vacant Housing Specialist position.The impact of these two changes has the effect of placing a greater burden on the City to provide funding for the Section 8 program. The increase in FMR's will result in fewer units being leased, the number which is used to determine administrative fees to support the program. The FSS funding reduction places a burden on any agency with fewer than 26 families in the FSS program. If the City wishes to continue the program as intended, an additional \$40,000 in funding will be required.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 15 inquires from the public; including residents and developers.

2. Collected and documented comments from State, County and Local agencies on the 2009 Comprehensive Plan.
3. Planned and attended the Westminster Planning and Zoning Commission Public Hearing, held on September 22, 2009, for approval of the 2009 Comprehensive Plan.
4. Planned and attended the Westminster Mayor and Common Council Public Hearing, held on September 28, 2009, for adoption of the 2009 Comprehensive Plan.
5. Prepared the October Westminster Planning & Zoning Commission (WPZC) agenda packet, as well as attended, the WPZC Meeting held on October 8, 2009.
6. Assisted the Westminster Tree Commission with registration for the 2009 Community Forestry Workshop.

Natural and Cultural Resources and Planning/GIS

1. Completed logistical arrangements with the Tree Commission and McDaniel College for the *17th Annual Community Forestry Workshop*, held Thursday October 8.
2. Met with residents of the Furnace Hills subdivision to discuss possible tree planting projects in their neighborhood.
3. Facilitated negotiations between the Tree Commission, Dept. of Natural Resources, and SHA, regarding potential tree removal at SHA's project at the intersection of MD 140 and MD 27. The negotiations resulted in alteration of the plans to protect all but two trees, and provision of 25 trees to the Tree Commission for a spring planting project in the City.
4. Met with the City's energy performance contractor to facilitate onsite data collection.
5. Staffed one meeting of the Historic District Commission, providing staff reports for two Historic Rehabilitation tax Credits, and guidance regarding the commission's plans to resurvey the National Register district.
6. Finalized the Water Resources Element of the Comprehensive Plan, responding to comments by the Carroll County Department of Planning and Maryland Department of Planning.

Development Review

1. Recorded 10 liens in the Land Records of Carroll County relating to code violations and related issues.
2. Prepared surety releases for the Ridge Terrace and Green Turtle projects.
3. Conducted a pre-application with DeMario Consultants relating to the construction of a 93,000 square foot flex office/industrial building on Lot 5 on Independence Way in the Westminster Tech Park.

4. Received construction surety for the Bolton Hill project (54 lots) of approximately \$2.7 million.
5. Prepared two public works agreements for J.T. Givens and the Bolton Hill (54 lots) projects.
6. Review of plans: site plan for Gibbs Warehouse, Phase 2; revised preliminary plan for Naganna Property; site plan for Shoppes at Meadow Creek.

Economic Development

1. Continued preparations for Midnight Madness:
 - Prepared Midnight Madness advertisements for inclusion in the Carroll County Times, Westminster/Finksburg Advocate and Sykesville/Eldersburg Advocate
 - Distributed Midnight Madness event posters
2. Held a successful Midnight Madness event on September 25th with many long-time merchants doing better than in the past few years.
3. Photographed the FallFest Parade, FallFest Carnival and Midnight Madness for use in future marketing/promotional endeavors.
4. Arranged for Councilman Chiavacci to visit McDaniel College, IntelliTech and Strouse Corporation.
5. Received commitments from 21 downtown businesses to participate in the Holiday Giveaway, which will be part of the Miracle on Main Street Holiday Event, with donations totaling more than \$1,200 for the giveaway.
6. Received 17 commitments from downtown businesses to participate in the 5th Annual Cookie Walk on November 5th.
7. Closed out the 112 East Main Street façade project.
8. Received approval from the Maryland Historical Trust, Department of Housing and Community Development and Westminster Town Center Corporation to proceed with façade projects at the Flower Box and Sidetrack.

Community Development

1. Conducted a one day training session at the Westminster Community Center on the Episcopal Housing Corporation's Union Crossing project.
2. City of Westminster received the largest CDBG award of all recipients in the amount of \$800,000 in support of the Union Crossing project under development

by Episcopal Housing Corporation. Staff attended mandatory CDGB training in Berlin, Maryland for grant awardees in regard to project administration requirements.

3. Processed (14) sign applications for permitting. The following sign permits were collected in September, 2009:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	14	\$800.00
YTD Totals	28	\$1,750.00

4. Provided oversight of a Senior Accessible grant project at 37 Union St.
5. Provided oversight of a Lead Loan project at 82 W. Main St.
6. Prepared and submitted the required quarterly reports to Maryland DHCD for the two Community Legacy projects (\$275,000 in grants) that make up the Pennsylvania Avenue Streetscape project. Construction work on the combined project began.
7. Prepared and submitted monthly reports to Maryland DHCD for Special Loans Programs.

Zoning

1. The Westminster Planning and Zoning Commission conducted two meetings during the month of September, 2009. The first meeting was held on Thursday, September 10, 2009 and included approval of new signage for Safeway. The second meeting was held on Tuesday, September 22, 2009, with the agenda devoted to a public hearing on the Comprehensive Plan. At the conclusion of the hearing, the Commission voted unanimously to approve the plan and recommend favorable action to the Mayor and Common Council, subject to all review comments being addressed.
2. The Mayor and Common Council conducted a public hearing on Monday, September 28, 2009 on the 2009 Comprehensive Plan. At the conclusion of the hearing, the Mayor and Common Council adopted Resolution No. R09-8, adopting the plan. The approval came with the caveat that all review comments be addressed and that Planning staff coordinate with the City Administrator, the Mayor and Chair of the Planning and Zoning Commission prior to the document being finalized and submitted to the Maryland Department of Planning.

3. The importance of the above actions is that the 2009 Comprehensive Plan, including the Water Resources and Municipal Growth Elements, was approved before the State's October 1, 2009 deadline.
4. The City now collects a 4.5% fee to support operating costs for construction inspection of public works items that are conveyed to the City (i.e. roads, water and sewer facilities, etc.). The fee must be paid prior to the initiation of work. This new system was adopted in early 2009 and eliminates the previous labor intensive rebilling process. The following construction inspection fees were paid in September, 2009:

	General Fund	Water Fund	Sewer Fund
Monthly Totals	\$44,247.00	\$11,250.00	\$21,600.00
YTD Totals	\$44,247.00	\$11,558.50	\$21,908.50

5. Approved 15 building permits in September, 2009.
6. Approved and executed Memorandum of Understanding for the historic archiving and documentation of properties on Union Street that are included in the Union Crossing project.
7. The following fees related to new and expanded development were paid in September, 2009:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$26,220	\$27,480	\$19,200
YTD Totals	\$51,566	\$54,044	\$37,760

8. Sent five zoning letters in September, 2009.

Code Enforcement

1. A total of 57 separate code issues were handled during September, 2009:

Complaint Type	# of Incidents	Compliance	Court Case	% of Total
Grass and Weeds	21	15	6	37%
Vehicles	21	18	3	37%
Rubbish and Trash	5	5	0	9%
Property Maintenance	3	1	2	5%
Trees	1	1	0	2%
Sidewalks	1	1	0	2%

Private Inspections	3	3	0	5%
Condemnations	1	1	0	2%
Solid Waste	1	1	0	2%
Snow Removal	0	0	0	0%
Water Violations	0	0	0	0%
Rental Registration	0	0	0	0%
All Others	0	0	0	0%
Monthly Totals	57	46	11	100%
Yearly Totals	94	83	11	100%

2. The following HQS inspections for the Section 8 Program were completed during September, 2009:

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	19	7	12	63%
HQS Re-Inspections	12	2	10	83%
HQS Supervisory	6	2	4	67%
HQS New Units	6	0	6	100%
HQS Special	1	1	0	0%
Monthly Totals	44	12	32	73%
YTD Totals	44	12	32	73%

3. The City's Code Inspector was on medical leave during July, 2009. In August, 2009, he completed 20 HQS Annual inspections, 11 HQS re-inspections, two HQS special inspections and five HQS new unit inspections. The total for August was 38. Due to a changeover in software, these 38 inspections are not included in the YTD totals.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Sept 2009	980	44	12	4	233	202
2009 YTD	8,826	536	139	71	3,178	1,581
2008 YTD	11,482	676	209	112	3,187	1,727

**The obvious reduction in the number of "Police calls for service" is due to the new call numbering system utilized by the enhanced CAD system which was brought on-line on January 1, 2009.*

Significant Cases:

- 1. Street Robbery (Reported to MSP on September 17, 2009):** The victim in this case reported that he was walking in the area of Bishops Garth Park at approximately 7:30 p.m. when he was approached by a young male (reported to be 12 or 13 years old) who asked for help finding his bicycle. The victim was checking a small grove of trees near the park for the bike when he was struck from behind and accosted by a second older male suspect (reported to be 18 to 22 years of age). The second suspect threatened the victim with a pointed object and demanded his money. The victim turned over his currency and then both suspects fled the area on foot. Efforts to locate the suspects proved negative. *Due to confusion regarding the City boundaries, this case was inadvertently reported to the Maryland State Police and they are handling the investigation. This case remains open.*
- 2. Residential Burglary (Reported September 8, 2009).** The victim in this case reported that her apartment which is located in the unit block of South Church Street had been burglarized during a one-hour period while she was visiting a neighbor. She had left her apartment door unlocked while she was away. When she returned to her apartment an hour later she observed that a sum of U.S. currency that had been lying on the kitchen table was missing. Nothing else in the apartment was disturbed or stolen. There are no suspects or leads in this case at this time.
- 3. Residential Burglary (Reported on September 17, 2009):** The victim in this case reported that she was in the process of moving out of her apartment in the 100 block of Charles Street. She visited the apartment on September 16th and placed her apartment keys on the table as she made several trips to and from the dumpster to clean out the apartment. When she prepared to leave the apartment that evening she realized that her keys were now missing. Upon returning to the

apartment the next day she found that the apartment had been entered and several types of foodstuffs and sundries had been stolen. Additionally, two televisions within the apartment had been smashed. Entry was apparently gained to the apartment using the keys stolen on the previous day. This case remains under active investigation.

4. **Residential Burglary (Reported September 27, 2009):** The victim in this case reported that her apartment in the unit block of Charles Street was broken into during the evening hours of September 25th while she was away. When she returned home she found that the apartment door had been forced in, causing the lock to bend and give way. A DVD player and set of DVD's was reported to be stolen during the burglary. According to the victim, she suspected that her ex-boyfriend may have been responsible so she went to his residence and confronted him. He reportedly admitted to her that he had broken into the apartment and stolen her items which were later sold to a friend. The victim has subsequently obtained criminal charges for her ex-boyfriend for burglarizing her apartment.

5. **Unauthorized Use of Vehicle (Reported September 1, 2009):** The victim in this case reported that he had loaned a vehicle which he had rented to a friend who failed to return the vehicle as agreed. Following an exhaustive investigation, the vehicle was subsequently recovered by the San Francisco (CA) Police Department on September 8th after the ignition was disabled by On-Star. The vehicle was parked on a street and unoccupied at the time of recovery. It has subsequently been returned to the rental company. Based on the totality of circumstances in this case, no charges will be placed against either party.

Significant Activities:

1. **Lieutenant Chris Ilyes** and **Sergeant Wayne Mann** participated in the Police Executive Development Program (POLEX) sponsored by Penn State University from September 21st through October 9th at the MPTC Training Facility in Sykesville. POLEX is an intensive management and leadership training program focusing on such topics as managerial styles, decision making, team building, leadership and organizational assessment. Both members successfully completed the program which was funded by a grant from the Maryland Police Training Commission.

2. The Department has recently been notified that they will receive one slot in an upcoming session of the FBI National Academy. The National Academy is an intensive 10-week residential training program for senior police officials that is designed to improve the administration of justice and raise law enforcement standards, knowledge and cooperation. Several members of the Command Staff

have already participated in this excellent training opportunity. A member of the supervisory staff will be selected to attend this training in the near future.

3. On September 18th the Department hosted its first sobriety checkpoint within the City. The checkpoint process was developed in-house in 2008, but prior attempts to conduct checkpoints were thwarted by bad weather. The checkpoint was conducted from 11:00 p.m. to 2:00 a.m. utilizing sworn officers representing the Westminster, Hampstead and Manchester Police Departments, as well as deputies from the Carroll County Sheriff's Office. The checkpoint was conducted in a highly efficient and professional manner and it resulted in one DUI arrest.
4. The Department has completed preparations for the H1N1 virus. Preparations have included the development of a Special Operating Procedure, the procurement and distribution of personal protective equipment, and training for our staff. The City has also hosted a seasonal flu vaccination clinic which was attended by numerous members of the Department. The Police Department is in regular contact with the County Health Officer and we are participating in County-wide planning and coordination efforts relating to the pandemic flu.
5. During September the Department completed the hiring process for two additional police officers to fill vacancies created by recent retirements. **Officers Chris Workman** and **Eric Immler** began their employment with the Westminster Police Department on September 8th and their hiring brings the Department to full staffing for the first time in many months. Officer Workman came to us from the Baltimore Police Department and Officer Immler from the Manchester Police Department.

RECREATION & PARKS

<i>Department</i>	<i>Event/Program</i>	<i>Statistics September 2009</i>	<i>Statistics September 2008</i>
Family Center	New Members	57	na
Family Center	Guests	120	na
Family Center	Temp. Members	3	na
Parks	Park/Field Rentals	118	10
Parks	Building/Facilities Rentals	66	60
Programs and Events	Mother/Son Ticket Sales	42	40
Programs and Events	Daddy/Daughter Ticket Sales	27	36
Programs and Events	Holiday Camp*	2	5

Recreation and Parks	Student Volunteer Hours During Fallfest 2009	610 Student Service Learning Hours Earned over Fallfest 2009	na
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**Holiday camp sales and Daddy/Daughter Dance ticket sales are down this year due to economic reasons; many parents are choosing to allow their kids to stay home rather than pay for camp to save money and opting for less expensive entertainment. Another possible factor in the reduction of camp/dance participants may be related to the fact that we stopped sending Recreation and Parks Guides to the public through the Carroll County Times.*

Significant Happenings

- Family Center:
 - The revenue collected this September was \$21,649. The highest September total in the past seven years and \$1,853.00 more than last September and \$5,229.00 more than September of 2006.
 - Howard painted the ceiling in the men's locker room.
 - The aerobic schedule was re-vamped to include lunchtime express classes.
 - After months of training, the Zumba class was instituted in September and it is wildly popular.
 - Sarah and Beth began the Yoga classes expressly held for city employees.
- Programs and Events:
 - Fallfest
 - Sold out all vendor spots
 - Over 30,000 visitors to the festival
 - Recreation Department coordinated all meetings, parade entries and confirmations, vendor applications and confirmations, vendor layout, grounds setup, entertainment, advertising (i.e. rack cards, official program guide, banners, radio and TV interviews and psa's) and website, sponsorship, supplies, coordinate with Street and Police Departments for support, coordinate over 300 adult volunteers working with the Fallfest charities earned 1,280 hours and 50 student volunteers at the event earning 610 cumulative student service hours.
 - Organizing and planning Santa's Treat, handed out over 500 holiday program promotional bags at Kids Court during Fallfest 2009
 - 147th Corbit's Charge Commemoration meeting and planning for 2010 event (June 26 & 27, 2010)
 - Corbit's Charge Civil War Ball planning
 - Selling Tickets, marketing, gathering supplies, planning for October Mother /Son and Daddy /Daughter Date nights
 - Organizing & planning for Events on Nov. 28th (Mayors Cup Contest, Tree lighting, Santa's Treat)
 - Produced 2 videos for website and advertising, gathered footage from Fallfest and submitted to CMC for editing and review.
- Recreation and Parks
 - Wakefield Valley Trail
 - Work continues with the engineer
 - City Park Building:
 - Building stripped to make way for demolition
 - King Park:
 - Pavilion roof patched and repairs continue

PUBLIC WORKS

PUBLIC WORKS REPORT
SEPTEMBER, 2009

1. **Cranberry Run Water System**

Sources:

Cranberry Branch	29.4048	MG
Hull Creek	20.554	MG
Raw Reservoir	2.706	MG
Other	-0-	MG
Total Treated	52.1662	MG
Well 3	2.41883	MG
Well 4	1.69512	MG
Well 5	7.10566	MG
Well 6	2.8021	MG
Well 7	4.30028	MG
Well 8	3.2206	MG
Well 9 & 10	3.3055	MG
Well 11	0.013	MG

Total Delivered to System 76.209906 MG

Well 5 Backwash water	0.00083	MG
Well 7 Backwash water	0.32435	MG

Daily Average 2.54033 MG

Filter Backwash	0.3604	MG
Hours Operated	720 hours	

WAKEFIELD WELL SYSTEM

Well 1	2.3728	MG
Well 2	3.78914	MG

Total Delivered to System 6.16194 MG

Daily Average 0.20540 MG

- 791,050 gallons of sludge were pumped to Wastewater Plant.
- Performed regular maintenance at wells & water plant.
- Collecting samples from the system and the wells as required by MDE.
- Completing the monthly operation reports as required by MDE.
- Conducted safety training for the month.
- Performed cleaning behind the dams at the Raw Reservoir and Random House.
- Completed the three year sampling for lead and copper.
- Cleaned the old filters sedimentation basin.

WASTEWATER TREATMENT PLANT:

- | | | | |
|----|-----------------------------------|----------|----------|
| 1. | Total Flow | 138.531 | MG |
| | Average Daily Flow | 4.618 | MGD |
| | Septage Sludge | 33.41 | Wet/Tons |
| | Sludge
(Integrated Agronomics) | 386.4685 | Wet/Tons |
2. Operations:
- Pressure washed and applied trial industrial coating to clarifier #2 weir.
 - Welded repair plates inside overhead sludge hopper.
 - Attended Pump Training class at Hampstead WWTP.
 - Recycles to landfill
 - Conducted safety/training meeting
 - Routine maintenance

STREET DEPARTMENT:

1. Streets and Alley's crew removed the following from City Limits:
- | | |
|-------|--------------------------|
| 2.17 | Tons from Street Baskets |
| 45.2 | Tons of Bulk Trash |
| 15.25 | Tons of Brush |
| 53.59 | Tons of Yard Waste |
| .38 | Tons of Paper Recycling |
| 13.68 | Tons of Street Sweepings |
| -0- | Tons of Scrap Tires |
| 3.39 | Tons of Metal |
- Set out roll-offs for large piles of bulk trash.
 - Assisted with Fallfest
 - Checked all the fire extinguishers at the shop.
2. Grounds Maintenance performed the following:
- Mowed grass at parks, sediment ponds and parking lots.
 - Mowed and swept along Wakefield Trail.
 - Trimmed trees in parks around town.
 - Eric Schlitzer, Mihial Pupaza and David Jarrell attended pruning training with Bartlett Tree Experts.
 - Performed tree inspections for Tim Rogers.
 - Set up tents and also assisted at Fallfest.
3. Building Maintenance performed the following:
- Assisted in setting up for Fallfest and clean up afterwards.
 - Repaired exhaust fans at the Arts Council.
 - Replaced four light bulbs and a new starter at the Longwell Garage.
 - Replaced two light bulbs along Pennsylvania Avenue

- Moved the Office of Technology from City Hall to 56 W. Main Street.
4. Street Maintenance performed these operations:
- Blacktopped South Alley and Carroll View Avenue.
 - Repaired storm drain on Burning Tree Court.
 - Cleaned storm drain at the Westminster Square Garage.
 - Cleaned the stairwell at the Longwell Parking Garage.
 - Graded and reseeded the storm drain outfall behind 1187 and 1180 Long Valley Road.

UTILITY MAINTENANCE DEPARTMENT:

1. WATER LEAKS:

1077 Long Valley Road (Private)
 1207 Fairway Drive (Private)
 373 Winged Foot (Private)
 317 Luther Drive (Private)
 388 Antero Drive (Private)
 446 Sawgrass Court (Private)
 715 David Avenue Private)

2. SEWER BLOCKAGES;

10 Middle Grove Court East (Service)
 114 Kriders Church Road (Service)
 12 Fox meadow Garth (Service)
 Gorsuch Road and Rt 140 (Main)
 (Needed to dug up and repaired)
 10 Middle Grove Court East (Private)

3. MISCELLANEOUS:

Meter Replacement
 Miss Utility Markings
 Meter Readings
 60 High water bill service calls
 Continued annual water main flushing

4. REGULAR MAINTENANCE:

Flushing and cleaning sewer mains
 Fire hydrants
 Sewer pumping stations
 Booster stations & storage stations

SENIOR ENGINEER:

1. Medford Quarry Raw Water Main – City accepted final completion of the project. The project is now under warranty.
2. Cranberry WTP Improvements – No Progress
3. Wakefield Community Trail (Phase IIB) – No Progress
4. Nitrate Removal System for Well #8 – The City has accepted the Engineer's proposal to develop construction documents.

5. Roop's Mill Well Water Treatment Facility and Main – No Progress
6. WWTP ENR Project – No Progress
7. Recreation Park Building – City crews worked on demolishing the old building. GRC will start work after demolishing is completed.
8. Pennsylvania Avenue Streetscape – Contractor has started working on the project.
9. Water Meter Replacement Project – No Progress

CONSTRUCTION INSPECTION/MANAGEMENT:

Capital Projects:

1. Roop's Mill Well 11
2. David Babylon Memorial Building
3. Pennsylvania Avenue Streetscape

Developer Projects:

1. Meadow Creek, Section 1 & 2

Respectfully submitted,

Marge Wolf
City Administrator