

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 4 FOR 2009



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** 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					
** December 2009 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Historic District Commission Meeting	4	5
6	7	8 Board of Zoning Appeals Meeting (tentative)	9	10 Planning and Zoning Commission Meeting	11	12
13	14 Council Meeting	15	16	17 City Holiday Luncheon	18	19
20	21	22	23	24	25 HOLIDAY	26
27	28 Council Meeting	29	30	31 New Year's Eve		

GENERAL GOVERNMENT

Submitted the Records Retention and Disposal Schedule to the State Archivist for final approval and implementation.

Submitted the Ordinances from 2007, 2008 and 2009 to General Code to be incorporated into the City Code, both in hard copy and electronically.

Conducted four Main Street Roundtables with business owners in Westminster's downtown area. Participation was extremely high and the discussions were informative and spirited.

Met with Josh Russin, our liaison to the Governor's Office to discuss funding issues and to reiterate our request for stimulus funding for the pipeline to Union Mills. Also met with Larry Twele, Director of Economic Development for Carroll County, to discuss collaborative efforts for redevelopment in Westminster.

Attended the Maryland Municipal League Carroll County Chapter Dinner meeting in New Windsor.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	8
Press Releases	10	40
Videos	1	6
Council Meetings	1	6

FINANCE

1. Work continued on the Single Audit for Federal Funding on a periodic basis in October. Efforts were expected to increase in mid-November, including the financial audit in addition to the review of compliance with HUD regulations.
2. The Special Assessments module of EDEN for support of the personal property tax, and real estate property tax processes that was implemented in September began its first billing cycle in October, albeit with some difficulties. The addition of Real Estate Property tax is being considered for the next fiscal/tax year.
3. The Project Accounting module of EDEN was re-implemented to tie in to the general ledger. This module allows capital projects to cross fiscal years, and to carry over funds as specified. The Water Meter replacement project funded via ARRA Federal money will be added in November as the 1st under the revised module.
4. Rager, Lehman & Houck completed a large portion of the 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. An external valuation of the plant do to the impairment caused by the reduced production of the plant will be required to support the fixed asset work.
5. Development work has continued on a cash reconciliation report from EDEN that along with budget variances will provide the basis for reporting the total financial condition of the City.
 6. A Departmental report has been designed for Department Head use in tracking expenditures. This report differs from the stock EDEN report in that results are presented by department, not Fund. This provides each department in consolidated form across funds.

HUMAN RESOURCES

1. Benefits
 - a) 73 employees received flu shots at the clinic held for City employees on October 1, 2009
 - b) Continued planning for annual Employee EXPO to be held on November 5, 2009
2. Trainings
 - a) Held 2nd day of DOT Drug and Alcohol Training for Supervisors. A total of 18 supervisors were trained in two sessions held in September and October.
3. Policies
 - a) No changes or updates this month
4. Recruitment
 - a) No external advertisements
 - b) No internal advertisement
 - c) No applications processed
5. Risk Management
 - a) Filed 10 insurance claims
 - b) Continued the process for Annual Respirator Fit Testing for Public Works employees to be completed in November
 - c) Facilitated the IWIF Workers' Compensation Insurance annual loss control site visit
7. Other Activities
 - a) Processed 13 promotional applications for the Police promotional process for Corporal and Sergeant for testing in November

ADMINISTRATIVE SERVICES

1. Information Technology
 - a. The Helpdesk handled 58 desktop service calls in October requiring 92 hours of support time.
 - b. In addition to the desktop work, 86.5 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 November. BG&E has installed the natural gas line and meter that will service the facility.

2. Public Housing Agency

- a. Waiting list – The waiting list of prospective clients was purged to bring the list current for client information:
 - Total number of Purge Forms sent out- 496
 - Returned to Sender – 133;
 - Responded with information updates – 208;
 - Responded and no longer need to be on list – 2;
 - No Response to Date – 153;
 - Total made inactive - 288
 - Total active on waitlist - 251
- b. Occupancy – The following changes took place in the current voucher base:
 - 2 New Admissions for 11/1/2009
 - 2 End of Participations for 10/31/2009
- c. Miscellaneous
 - The conversion to the Housing Pro software was completed, although changes are still being reviewed and incorporated into work processes.
 - After dispute letter was reviewed by HUD we received letter from the HUD Baltimore Field Office for a SEMAP rating Final Score of “High Performer.”
 - New repayments executed for October for \$10,386.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 18 inquires from the public, including residents and developers.
2. Addressed comments from State, County and Local agencies on the 2009 Comprehensive Plan for incorporation into the final document.
3. Worked with City Attorney, and Director of Planning, Zoning and Development, to conduct final revision of the 2009 Comprehensive Plan.
4. Planned and attended the Westminster Planning and Zoning Commission Meeting held on October 8, 2009.
5. Reviewed the Young School site plan and elevations for zoning, architecture and neighborhood compatibility.
6. Reviewed the revised West Branch Trade Center site plan for parking requirements.
7. Wrote a letter of support, on behalf of the Department of Planning, Zoning and Development, for the Human Services Programs of Carroll County to receive Continuum of Care Grant funding.

8. Conducted research in regard to the issue of arts and culture areas, specifically in reference to the City's Arts and Culture Task Force and preparations for the first meeting in November 2009.

Natural and Cultural Resources and Planning/GIS

1. Staffed the 17th Annual Community Forestry Workshop, sponsored by the Westminster Tree Commission, and held at McDaniel College on October 8th.
2. Staffed one meeting of the historic District Commission, providing staff reports for a Historic Rehabilitation tax credit, and guidance regarding the commission's plans to resurvey the National Register district.
3. Met with residents of Belle Grove Square on behalf of the HDC to discuss plans for a 2010 Holiday House Tour in their neighborhood.
4. Facilitated a meeting between the Westminster Tree Commission, Carroll County Library staff, and project staff concerning preservation of trees during the proposed landscape rehabilitation in front of the downtown library branch.
5. Composed a comment letter communicating Tree Commission comments regarding the proposed library project.
6. Provided planting specifications and details for Pennsylvania Ave Streetscape project.
7. Wrote articles for the City newsletter regarding the values of street trees.
8. Reformatted and updated Tree Commission, Historic District Commission, and Planning Dept web pages.
9. Attended Annual MML Fall conference at Rocky Gap, participating in workshops related to stormwater regulations, the financial aspects of good land use planning, and cooperative purchasing.

Development Review

1. One lien was recorded in the Land Records of Carroll County relating to code violations and other issues at 90 Pennsylvania Avenue.
2. Prepared and sent surety letter for the JT Givens project on Lot 22 in the West Branch Trade Center.
3. Reviewed plans for: Young School in the Shoppes at Meadow Creek; and park plan in front of the Westminster Library Park.

4. Conducted pre-application meeting for the development of Lot 21A in the West Branch Trade Center. JFM Ventures, LLC intends to construct a medical office building for Dr. Kim Johnston, et.al. This project received Board of Zoning Appeals approval earlier in 2009. Dr. Johnston is a physician in private practice and serves as physician for McDaniel College.
5. Final plats for Bolton Hill project (54 lots) were signed by City officials for recording in the Land Records of Carroll County. Initial clearing and grading work has begun.
6. Recorded deeds for roads and infrastructure in the Ridge Terrace development including Ridge Terrace Road and Fitzhugh Avenue.

Economic Development

1. Made arrangements to host a Main Street Maryland training session entitled “Surviving & Thriving in a Slow Economy: Impact Sales Now and Prepare for the Economic Upturn” at the Koontz-Yingling Learning Center of the Historical Society of Carroll County on November 4th from 9am until Noon.
2. Made meeting and lunch arrangements at Rooney’s Corner Café to host the Main Street Managers Quarterly Meeting in the afternoon of November 4th.
3. Prepared Cookie Walk advertisements for inclusion in the Westminster/Finksburg Advocate and Sykesville/Eldersburg Advocate. Also, prepared and distributed rack cards and posters to the participating businesses and the downtown kiosks.
4. Coordinated the preparation of the holiday rack cards and posters. Received the completed rack cards and posters for November distribution.
5. Visited a retail operation in Frederick to see if it could be accommodated in a retail space in Downtown Westminster. Contacted the Westminster property owner whose space could accommodate the operation.
6. Arranged for Councilman Chiavacci to visit with the owners of Anchor Pharmacies and Johansson Dining House.
7. Provided the Police Department with the hours of operation of the retail businesses and restaurants in the core business area to allow them to prepare for holiday patrols.
8. Passed on to the Police Department merchant concerns about possible homeless people sleeping in cars in the Longwell Annex surface lot.
9. Prepared grant agreements for the façade projects at the Flower Box and Sidetracked. The Flower Box project is almost complete.

10. Prepared the November/December issue of the Downtown Westminster Main Street News for distribution.

Community Development

1. The following sign permits were processed in October 2009:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	0	0
YTD Totals	28	\$1,750.00

2. Provided oversight of a Senior Accessible grant project at 37 Union St.
3. Provided oversight of a Lead Loan project at 82 W. Main St.
4. Provided support and assistance to the Board of Directors of Shalom in regarding fundraising and related activities at the Westminster Community Center.
5. Prepared and submitted monthly reports to Maryland DHCD for Special Loans Programs.
6. Provided assistance to Habitat for Humanity for a “Green Building” project.
7. Provided housing counseling to two families who are interested in homeownership in Westminster.

Zoning

1. Prepared for presentation to the Mayor and Common Council on October 26, 2009 the six month status report for implementation of the Tri-Street Area Advisory Committee recommendations. The report, prepared in conjunction with relevant City departments, showed steady progress over the last six months in meeting the goals and objectives of the Tri-Street Committee’s recommendations.
2. Worked with the Mayor and City Administrator to finalize the names for the City’s Arts and Culture Task Force. This Task Force, formed as a result of one of the recommendations of the Tri-Street Committee’s report, has twelve members. The Mayor’s appointments were approved by the Common Council on October 26, 2009. The charge of the Arts and Culture Task Force is to: 1) develop an arts, culture and small business overlay zone; 2) recommend actions to provide focus on the Carroll Arts Center as an important anchor in the community; and 3)

recommends actions to promote the to-be-formed “arts and culture neighborhood” to enhance tourism opportunities and economic development in Westminster.

3. Began work to meet the City’s goal of having one code for housing and general code enforcement. As of now, there is one set of inspection standards, called HQS standards, for the Housing Voucher Choice Program (Section 8), and one set of standards for the rest of the City that are contained in Chapter 119 of the City Code. The City’s first effort will be to update Chapter 119 from the 1998 version of the International Property Maintenance Code to the current 2009 version, with certain additions, insertions, deletions and changes similar to the current Chapter 119. It is anticipated that a new ordinance will be finalized by the end of November, 2009 for introduction and adoption in a timely fashion, with an effective date of July 1, 2010. The next step will be to compare the HQS standards verses the standards contained in the new Chapter 119 for submission to HUD. Thereafter, the City will work to have the new inspection standards in place by July 1, 2010.

4. The following construction inspection fees were paid in October 2009:

	General Fund	Water Fund	Sewer Fund
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$44,247.00	\$11,558.50	\$21,908.50

5. Approved 12 building permits in October 2009.

6. The Planning and Zoning Commission met on October 8, 2009 and took the following actions: 1) approved a new signing plan for the Giant Store in the Cranberry Square Shopping Center; 2) approved the final plat for Episcopal Housing Corporation’s Union Crossing project to create nine lots; and 3) approved an amended preliminary plan for the Naganna Property to create an additional nine lots for a total of 225 lots, in keeping with the annexation agreement approved by the City and developer.

7. The following fees related to new and expanded development were paid in October, 2009:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$20,976	\$16,488	\$11,520
YTD Totals	\$72,542	\$70,532	\$49,280

8. Sent nine zoning letters in October 2009.
9. Worked with Episcopal Housing Corporation to finalize the details to sell the City-owned properties known as 57, 59, 61 and 63 Union Street to Episcopal for \$498,000. Documents are in preparation and the transfer should occur soon. Once Episcopal takes title to the property from the City, Episcopal will be in a position to record the final plat and take contracts of sale from potential buyers for the nine lots in Union Crossing development.

Code Enforcement

1. A total of 49 separate code issues were handled during October 2009:

Complaint Type	# of Incidents	Compliance	Court Case	% of Total
Grass and Weeds	10	6	4	20%
Vehicles	18	15	3	37%
Rubbish and Trash	4	3	0	8%
Property Maintenance	4	2	0	8%
Trees	3	1	0	6%
Sidewalks	3	1	0	6%
Private Inspections	4	3	0	8%
Condemnations	0	0	0	0%
Solid Waste	1	1	0	2%
Snow Removal	0	0	0	0%
Water Violations	0	0	0	0%
Rental Registration	1	0	0	2%
All Others	1	1	0	2%
Monthly Totals	49	33	7	100%
Yearly Totals	143	116	18	100%

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

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	13	1	12	92%
HQS Re-Inspections	10	3	7	70%

HQS Supervisory	1	0	1	100%
HQS New Units	5	5	0	0%
HQS Special	9	9	0	0%
Monthly Totals	38	18	20	53%
YTD Totals	82	30	52	63%

3. The City's Code Inspector participated in four separate 45 minute in-service training sessions with the Westminster Police Department to build relationships between Code Enforcement and the Police to better assist each other in the future.
4. The City's Code Inspector spent one afternoon (about one hour) in District Court with the City Attorney regarding nine citations.
5. \$1,000 in fines for code violations was paid in October 2009.
6. The City's Code Inspector participated in a meeting with the City Administrator and Director of Planning, Zoning and Development to develop the process to develop a common inspector standard for Westminster based on the latest version of the International Property Maintenance Code.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Oct 2009	996	62	30	9	247	100
2009 YTD	9,822	598	169	80	3,425	1,681
2008 YTD	12,715	741	230	122	3,466	1,947

**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. **Shooting (Reported October 22, 2009):** On October 22nd at approximately 11:30 p.m. officers were dispatched to an apartment building in the 100 block of South Charles Street for a reported shooting. Upon arrival the officers found that several pistol rounds had been fired into an apartment on an upper floor of the building from the parking lot below. One of the bullets entered into a bedroom which was occupied by a small child. No one in the apartment was injured during

the event. Investigation by Detectives has thus far failed to reveal a potential motive or any suspects in the shooting. A \$1,000 reward has been offered for information leading to the arrest and conviction of those responsible and the case remains under active investigation.

2. **Residential Burglary (Reported October 3, 2009):** The victim in this case, a resident of the unit block of Chase Street, reported that she had been awakened by noise downstairs in her home at approximately 6:15 a.m. Fearing that someone might be in the house, she called her husband at work and he immediately responded to check the house. Once at home he realized that the residence had been broken into and a briefcase and contents had been stolen. Investigation at the scene revealed that entry was made when the suspect(s) cut a hole in a screen door to access the porch door lock. Once inside the porch, the suspect opened an unlocked window and entered the home. This case is similar to a burglary which was reported on Arnold Road on June 25, 2009. Both cases remain under investigation.
3. **Residential Burglaries (Reported October 3 and October 26, 2009):** The victim in these cases reported that her home located in the unit block of Pine Hill Drive was burglarized on two different occasions during October. In both cases entry was gained by opening an unlocked first floor window during the overnight hours while the victim was sleeping. In the first case a purse was stolen and in the second case electronics and U.S. currency was stolen. These cases have been assigned to a Detective for follow-up investigation.
4. **Residential Burglaries (Reported October 3 & 4, 2009):** These burglaries occurred in close proximity to one another – one in the unit block of Mathias Lane and one in the unit block of James Street. It is believed that both of them occurred during the evening hours of October 3rd. In the Mathias Lane case entry was gained by forcing open a rear basement door. Once inside the suspect(s) rifled through drawers in a bedroom and stole jewelry valued at more than \$1,000. In the James Street case entry was gained by breaking the glass out of a side door, reaching in and unlocking the door. Once inside the suspect(s) rifled drawers in one bedroom, but it appears that nothing was stolen. In both cases, items of obvious value were left untouched by the suspect(s). Physical evidence in these cases is still being evaluated.
5. **Residential Burglary (Reported October 12, 2009):** The victim in this case called the Police Department at 12:20 a.m. to report that she heard noises on the first floor of her home which is located in the unit block of Hersh Avenue. Prior to the arrival of the Police, the victim heard the front door open and close, then

she observed a male walking away from her home. She recognized this subject as a fellow student at McDaniel College. Responding officers located the suspect, Michael Scott Craig 20 years of age from Maine, on foot in the area of McDaniel College. Craig was subsequently positively identified as the individual who broke into the residence on Hersh Ave. He was heavily intoxicated at the time of his arrest. Craig was arrested and charged with burglarizing the victim's home and attempting to forcibly enter the residence next door to the victim.

6. **Residential Burglary (Reported October 16, 2009):** The victims in this case reported that their residence was unlawfully entered during the overnight hours and property was stolen. The residence had been secured prior to the family retiring for the evening. When they awoke they realized that property had been stolen from the home to include a handgun, U.S. currency, credit cards, medications and computer equipment. There were no signs of forced entry to the home. Subsequent to the burglary, an individual was arrested in Baltimore County utilizing one of the credit cards stolen during the burglary. This case remains under active investigation by Detectives.
7. **Stolen Auto (Reported October 13, 2009):** The victim in this case reported that his vehicle, a 1998 Chevrolet Cavalier, had been stolen from in front of a repair shop on Greenwood Avenue while he was test driving another vehicle. The vehicle was unlocked and the keys were in the ignition at the time the vehicle was stolen. There were no witnesses to this crime and the vehicle has not yet been recovered.

Significant Activities:

1. **Lieutenant Christopher Ilyes** has been selected to attend an upcoming session of the FBI National Academy. The National Academy is an intensive 10-week residential training program for senior police officials 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. It is likely that Lieutenant Ilyes will attend the National Academy in the summer or fall of 2010.
2. The Police Department has recently initiated a selective enforcement detail in the downtown business district to increase visibility and address concerns about crime and the fear of crime in that area. An officer has been assigned to patrol the downtown area on foot and in a vehicle on a full-time basis through the end of the year. This officer will spend a significant portion of his time interacting with the

local residents and the business community in that area. The detail will be evaluated after the holidays to determine its future direction.

3. The Police Department has been working toward the establishment of an Automated (red light) Enforcement Program (AEP) for a number of months. The AEP received formal approval from the State Highway Administration in early October. Since that time the vendor, LaserCraft, has been working with local subcontractors to install the camera systems at two major intersections in the City - (1) Route 140 and Route 97 and (2) Route 97 and Nursery Road. Barring unanticipated delays, the red light camera systems should be installed and operational by mid-December. It is anticipated that the use of these camera systems will result in a significant and sustained reduction in collisions, injuries and property damage at these two high-volume intersections.
4. The Department is currently working with the Tri-Street Community Association to establish a Neighborhood Watch Program in that community. This effort had been established as a goal of the Tri-Street Community Workgroup which met for several months in early 2009 to talk about challenges and opportunities in this community. The community has identified a local resident who has agreed to coordinate this effort. The Police Department is prepared to provide training and technical assistance for this important public safety initiative. One planning meeting has been held and an effort is underway to identify an appropriate date to train the community members who will participate in the patrols.
5. On October 23rd the Police Department was presented the **2009 Lethality Assessment Award** by the Maryland Network Against Domestic Violence during their annual awards ceremony in Columbia. Lethality assessment is a tool used by police officers to determine the potential for future serious violence or death in a relationship. Officers handling domestic violence incidents are required to screen victims utilizing a lethality assessment tool – a survey of 11 validated questions. Those victims screened as being at “high risk” of future violence, based upon their answers to the questions, are immediately placed in phone contact with a domestic violence counselor who speaks with them about their circumstances and discusses safety planning and the resources available to the victim. The assessment process is being used around the country with excellent results. The Westminster Police Department was selected for the award because they successfully screened 93% of the domestic violence victims that they encountered during the previous year – 56% of these victims subsequently participating in follow-up services with local domestic violence counselors provided through a partnership with Family and Children Services of Central

Maryland. The Department's success rates were the highest in the State for the past year.

RECREATION & PARKS

<i>Department</i>	<i>Event/Program</i>	<i>Statistics October 2009</i>	<i>Statistics October 2008</i>
Family Center	New Members	48	na
Family Center	Guests	105	na
Family Center	Temp. Members	3	na
Parks	Park/Field Rentals	25	20
Parks	Building/Facilities Rentals	70	45
Programs and Events	Mother/Son Ticket Sales	105	110
Programs and Events	Daddy/Daughter Ticket Sales	115	110
Programs and Events	Holiday Camp*	8	5

Significant Activities

- Family Center:
 - The revenue collected this October was \$18,693. Revenue was down in October due to members being sick with flu and other things.
 - Howard painted the stage walls and locker room doors.
 - Halloween Bench Press Competition was well attended and raised over \$1000 to be split with Access Carroll and the Family Center.
 - Zumba classes continue to grow and it is wildly popular over the rest of the classes.
 - Sarah and Beth continue the Yoga classes expressly held for city employees.
- Programs and Events:
 - 14 entries for the Mayor's Cup Contest. Awarding Cup on November 28 @ Tree Lighting
 - Organizing and planning Santa's Treat. Raised \$1,400 in sponsorship money for event
 - 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 holiday camps.
 - Organizing & planning for Events on Nov. 28th.
 - Assist with the organization of the Feorile Fun Run at Wakefield Valley Trail
 - Revised the Field Permit form to be sent out in January. Working with Carroll County Recreation and Parks Coordinator to help with organization of Rec. Council field needs.
 - Assisting with the planning for Veteran's Day.

- Working on Holiday Lunch for city employees.
- Recreation and Parks
 - Wakefield Valley Trail
 - Work continues with the engineer
 - City Park Building:
 - Working on foundation

PUBLIC WORKS

WATER TREATMENT

CRANBERRY WATER SYSTEM SOURCES

CRANBERRY BRANCH	28.4141	MG
HULL CREEK	18.0734	MG
RAW RESERVOIR	7.931	MG
OTHER	0	MG
TOTAL TREATED	54.4185	MG

WELL 3	2.46834	MG
WELL 4	1.71314	MG
WELL 5	5.31853	MG
WELL 6	2.86943	MG
WELL 7	5.06269	MG
WELL 8	1.7614	MG
WELL 9 & 10	3.42552	MG
WELL 11	0	MG

TOTAL DELIVERED TO SYSTEM	76.452322	MG
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WELL 5 BACKWASH	0.00028	MG
WELL 7 BACKWASH	0.31995	MG
DAILY AVERAGE	2.46620	MG
PLANT USE		MG
FILTER BACKWASH	0.265	MG
HOURS OPERATED	744	

WAKEFIELD WELL SYSTEM

WELL 1	2.7852	MG
WELL 2	2.85111	MG
TOTAL DELIVERED TO	5.63631	MG

SYSTEM

FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.18182	MG

Sludge Pumped to WWTP 472,660 GALLONS
Regular maintenance at the wells and Water Plant.
Collected samples from system and wells as required by MDE.
Completed monthly as required
by MDE
Handed out safety information for the month
Work is ongoing at well 11

WASTEWATER TREATMENT

Total Flow 164.897 MG

Ave. Daily Flow 5.319 MGD

Sludge (Integrated Agronomics) 324.687 wet tons

Septage Sludge 76.88 wet tons

Operations:

- Pumped out and cleaned Chlorine contact tank
- Removed and repaired utility water booster pump
- Preventive maintenance on Scum pumps
- Semiannual maintenance on mixers and recycle pumps
- Recycles to Landfill
- safety meeting
- Routine Maintenance

STREET DEPARTMENT

1. Grounds Maintenance:

Mowed sediment ponds
Trim trees in parks around town
Ground stumps at John St and Winters Alley
Eric, David and Mihail went to forestry work shop
Helped with the Leaf vac in streets and alleys

2. Building Maintenance:

Put out No parking signs for bus tours

2-10x10 tents with sides for the lifting contest

Put out and picked up barricades for the Halloween and McDaniel college parades

Building inspection

3. Streets and Alleys crew:

Street Baskets---3.29 tons

Bulk trash---50.72 tons

Brush---17.50 tons

Yard Waste---90.71 tons

Paper Recycling---.20 tons

Street Sweepings---2.22 tons

Tires---.0

Metal---4.95 tons

Set out dumpster for large piles of bulk trash

Helped with some black top work on East Main St

4. Street Maintenance:

Helped in streets and alleys with the Leaf vac

Worked on the cross walk on East Main St by the Library out tearing brick and putting in black top

Repaired storm drain at the Diffendal Lot

Put cold patch in pot holes around town

Helped in streets and alleys with brush, metal, yard waste and bulk trash pick ups

UTILITY MAINTENANCE

Water leaks:

436 Sawgrass (private)

Intersection, Valleybend & Center (main)

68 Winchester ave (service)

1060 Long Valley rd (private)

33 Milton ave (service)

Sewer blockages:

107 Brookview ct. (service)

Domino's Pizza RT 140 (service)

941 Wampler ln (service)

292 Jenny dr (main)

624 Littlestown pk (private)

160 S Court (service)

Miscellaneous:

Meter Replacement
Miss Utility Markings
Meter Readings
149 High Water Bill Service Calls

Regular maintenance:

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

SENIOR ENGINEER

1. Wakefield Community Trail (Phase IIB) –Mirabile Construction completed the project construction. The project can't be closed because of financial dispute with the contractor.
2. Nitrate Removal System for well #8: Installation of the Phase I of the system completed. Stearns & Wheler submitted a Preliminary Design Report of a Radon Removal System and Brine Tank for the Well #8. The City accepted the Engineer's Proposal to develop construction documents.
3. Roop's Mill Well Water Treatment Facility and Main – The contractor is working on the project start up.
4. WWTP ENR Project – Stearns & Wheler complete preliminary design report for the project(Alternative #3). The designed report was forwarded to MDE for review and approval. The City is working with MDE on developing cost sharing.
5. Recreation Park Building- Under construction.
6. Pennsylvania Avenue Streetscape- Under construction.
7. Water Meter Replacement Project- Bids for the project were received on September 08, 2009. Burgemeister- Bell is apparent lowest bidder for the project. The project was approved by the MDE and The City Mayor and Council.

Respectfully submitted,

Marge Wolf
City Administrator