

**CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 7 FOR 2011**



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** February 2011 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Planning & Zoning Commission	11	12
13	14 Council Meeting	15	16	17	18	19
20	21 HOLIDAY	22	23	24	25	26
27	28 Council Meeting – CANCELLED					

GENERAL GOVERNMENT

Mayor and City Administrator met individually with each of the newly elected District Commissioners to discuss the City's priorities and concerns.

Attended the Water Resources Coordinating Council meeting to begin planning for the implementation of the TMDL standards

Attended the first of a series of meetings for the Academy Strategic Planning Committee representing the Maryland Municipal League

Attended the Carroll County Commissioners State of the County Meeting

Convened a Finance Committee and Personnel Committee meeting to begin budget discussions

Participated in a MDE sponsored public hearing on the Gesell Well

Attended a day training session on the implementation of the storm water regulations and TMDL standards

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	9
Press Releases	7	49
Videos	0	0
Council Meetings	2	11

FINANCE AND ADMINISTRATIVE SERVICES

1. Implementation of the Fixed Assets module is complete, with only one training session left in January. Implementation of this module allows the Finance staff to more efficiently track asset additions and disposals, and provide data for the end of the year as required.
2. The annual audit is complete including the Single Audit with Council presentation on the 24th. The FASS-PH filing will be completed by February 1st.
3. The implementation of the Web Extensions modules for the accounting system is progressing, with implementation of the application scheduled for the 1st week of February. The inclusion of this module will enable receipt of payments from customers via the internet.
4. The Finance and IT staffs have been working with the Government Finance Officers Association on the development of the MuniCast financial reporting and modeling package template. The Finance and IT staffs are putting the final touches on the data template format that will be the basis of all reporting. It is anticipated that additional reports will be enabled by the implementation of this product at a relatively low investment level for the City.

5. Finance has completed interviews to hire a City Accountant to handle the reporting and compliance aspects of Finance. A final selection will be made and an offer extended in the next few days. The initial focus for the Accountant will be in readying the FY 2011 accounting schedules for production of the draft financial statements, which will be the subject of the external audit in September.
6. The FY 2012 budget schedule has been set, and a draft Revenue budget for the General Fund has been provided to the Finance Committee. The estimated revenues for the Water and Sewer funds has been drafted and presented. Expenditure request templates are currently being development and will be distributed to the department Directors in the beginning of February.
7. The schedule for budget development is as follows:

FY2012 Capital Improvements Plan Schedule

March 17, 2011	Review in regular Department Head meetings
April 7, 2011	Submit to Planning and Zoning for review and recommendation
May 2, 2011	Hold the Public Hearing
May 9, 2011	Approval by Common Council

FY2012 Budget Schedule

March 17, 2011	Budget revenues discussed in Department Head meetings
March 28, 2011	Draft Budget narrative completed
March 29, 2011	Review preliminary budget with Mayor and Finance Committee
April 11, 2011	Budget workshop with Council
April 25, 2011	Budget workshop with Council
May 2, 2011	Budget Hearing
May 9, 2011	Approval and adoption of budget and tax levy ordinances

Public Housing Agency

April 11, 2011 Public Hearing and adoption of PHA Administrative Plan and annual PHA Plan

HUMAN RESOURCES

1. Benefits

- a) Health Care Committee meeting held to provide committee members with information on the Local Government Insurance Trust's (LGIT) Maryland Local Government Health Cooperative in anticipation of the July 1, 2011 renewal of insurance benefits. A representative from Benecon Benefits and Consulting Group, the administrator of the health cooperative for LGIT, made a presentation to committee members.
- b) Prepared various insurance census reports, and submitted data to Benecon for review so that health cooperative premium rates can be provided to the City.

2. Policies

- a) Distributed annual Employee Evaluations to supervisors.
- b) Distributed Annual Ethics Disclosure forms to employees.
- c) Revised the Employee Recognition Program Policy.

3. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	0	0	0	0
Part-time	0	0	0	0
Temporary	0	1	0	2
Seasonal	0	0	0	0

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
0	1	0	0

4. Risk Management

- a) Three (3) insurance claims filed.
- b) Updated Workers' Compensation Procedures and distributed to all departments.
- c) Completed the 2009 OHS 300A log for February posting in City departments

5. Training

- a) Distributed Customer Service Surveys to employees in preparation for February trainings.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 29 inquires from the public; including residents, real estate appraisers and developers.
2. Planned and attended the Westminster Tree Commission Meeting held on January 5, 2010; agenda was to finalize the 2011 Work Plan, including preparations for Arbor Day and updating the Landscape Manual.
3. Planned and attended the Westminster Historic District Commission Meeting held on January 6, 2010; agenda was to discuss "Preservation Month" and promoting the use of historic tax credits.

4. Planned and attended the Westminster Planning & Zoning Commission Meeting held on January 13, 2011; agenda was to review applications by the Crossroads Community Church and the Shell Gas Station on Main Street.
5. Organized the Mayor and Common Council formal presentation to the Belle Grove Neighborhood Association for their participation in the 2010 Holiday House Tour.
6. Worked with the staff of the John Street Quarters to reserve the Fire Hall for the Historic District Commission to host a "Home Preservation Fair" in April 2011.
7. Met with representatives from "Sustainable Living Maryland" on January 28, 2011; they wanted to learn more about the Westminster Community Gardens and how they could participate as well as provide support to the program in 2011.
8. Supported the intern, Leigh Choi, in developing a series of marketing materials for the Arts & Culture Neighborhood.

Geographic Information System (GIS)

1. GIS Technician Takeichi, who began work for the City on May 3, 2010, resigned her position effective February 11, 2011.
2. Worked with the Finance Department to geo-code addresses for Westminster Water Service accounts from Finance billing data and created a map reflecting current accounts.
3. Working to determine how we will conduct business in the GIS area without staff resources.

Development Review

1. Continued plan review for the following projects: Wal-Mart Super Store; Giant Food Fueling Station (use previously approved by BZA), where traffic study is ongoing; Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop's Mill project – 84 lots; and Fields at Pheasant Run.
2. There are ongoing reviews for the following projects: Westminster Shopping Center in regards to the proposed Susquehanna Bank; Taco Bell renovations.
3. Recorded two property maintenance liens in the Land Records of Carroll County.
4. Recorded road and infrastructure deeds for Hidden Stream Court and Quiet Meadow Court.

5. Recorded final plat for Bolton Hills Amended Plat – Lots 168-169.
6. The following application and review fees were collected in January 2010:

	Review Fees Collected
Monthly Total	\$0.00
YTD Total	\$13,250.00

Economic Development

1. Met with an entrepreneur interested in establishing a contemporary tea room in the Arts district area of Downtown Westminster. Recommended some business contacts and resources she should meet or check out, as she develops her business plan. In addition, discussed possible locations for the facility.
2. Talked with an entrepreneur interested in establishing a skate board shop in Downtown Westminster. Discussed and provided a list of possible locations for the facility.
3. Met with an entrepreneur interested in establishing a restaurant. Discussed possible locations for the facility. Later, contacted the entrepreneur when a new space became available.
4. Met with an existing downtown merchant to discuss possible expansion plans for the business.
5. Met with the editor of the Westminster Patch on January 13th to understand the organization and to discuss how we can work cooperatively in promoting Downtown Westminster and its businesses.
6. Attended the City Website Committee meeting with the Community Media Center on January 13th to discuss possible changes to the website.
7. Distributed 2011 Flower & Jazz booth space applications to the Main Street businesses that directly front the festival area.
8. Contacted local restaurateurs via email to see what special offerings they have planned for Valentine’s Day to include in our Valentine’s Day advertising.
9. Attended the bi-monthly Advisory Board meeting of the Heart of the Civil War Heritage Area that was held in Hagerstown, MD on January 20th.

10. Attended the Main Street Maryland Awareness Project Committee meeting in Baltimore also held on January 20th.
11. Met with Beth Woodring of the Small Business Development Center on January 21st to discuss mutual clients, small business training opportunities and other small business issues.
12. Completed electronic calendar of event announcements on behalf of the 4th Annual Corbit's Charge Civil War Ball to be held on March 26th in Baltimore, Carroll, Frederick, Howard and Washington counties as well as Adams and York counties in Pennsylvania.
13. Recruited 8 downtown restaurants to offer dinner discounts for those attending the Corbit's Charge Civil War Ball on March 26th.
14. Updated the slide show photographs on the home page of the City's website.
15. Updated the Downtown Inventory of Available Space and linked to the Economic Development page of the City website.
16. Made a business recruitment visit to Ellicott City, MD.

Community Development

1. The following sign permits were processed in January 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	2	\$100.00
YTD Totals	32	\$2,350.00

2. Working with the Department of Housing and Community Development to obtain the signed grant agreement for the Pennsylvania Avenue lighting project funded by Community Legacy and announced last year.

Zoning

1. The following construction inspection fees were paid in January 2010:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$193.50	\$83.25	\$83.25

2. The following building permits were approved in January 2010:

	# of Building Permits
Monthly Total	6
YTD Total	111

3. The following fees related to new and expanded development were paid in January 2010:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$136,848.40	\$137,417.60	\$71,043.30

4. Sent 14 zoning letters in January 2010.
5. The Director of Planning, Zoning and Development approved the building permits for the building to replace the Royer House, as part of facility improvement work at St. Paul's church, located at the intersection of W. Green and Bond Streets. The demolition work was completed after the City's Holiday House Tour in the Belle Grove Square. Construction work is ongoing.
6. Continued work on the development of the ground rules and parameters for future water allocations.
7. Worked with the local management of the TownMall of Westminster to develop a change in the zoning text to authorize outdoor carnivals, subject to conditions, in the

City's Planned Regional Shopping Center zone. As envisioned, the outdoor carnivals would have to have a community connection and not exceed five per calendar year.

Code Enforcement

1. A total of 60 separate code issues were handled during January 2010:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	0	0	3	0	0%
Untagged Vehicles	5	4	2	4	9%
Trash/Rubbish	12	12	4	5	20%
Property Maintenance	4	3	0	3	7%
Solid Waste	0	0	0	0	0%
Rental Registration	1	1	0	0	1%
Private Inspections	3	1	0	0	5%
Sidewalks	1	0	0	0	1%
Trees/Hedges	0	0	0	0	0%
Condemnations	0	0	0	0	0%
Water Shut-Offs	0	0	0	0	0%
Snow Removal	34	31	0	3	57%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	60	52	9	14	100%
Yearly Totals	347	249	24	34	100%

2. The following HQS inspections for the Section 8 Program were completed during January 2010:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	16	14	88%
Re-Inspections	1	1	100%
New Units	9	7	78%
Landlord	0	0	0%

Request			
Tenant Request	1	0	0%
Special Request	0	0	0%
HQS Supervisory	3	1	33%
Monthly Totals	30	23	77%
YTD Totals	210	160	76%

- Received \$1,300 in Court-ordered judgments from citations from District Court hearings on January 7, 2011.
- The following citations for code violations were paid in January 2010:

	Fines Paid
Monthly Total	\$0.00
YTD Total	\$2,650.00

- The City's Code Inspector participated in two Planning staff meetings.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T-3 Patrol Hours
Jan 2011	894	49	11	8	213	110
2011 YTD	894	49	11	8	213	110
2010 YTD	941	77	10	9	397	253
2009 YTD	754	60	14	11	324	197

Significant Cases in January:

- Street Robbery (Reported January 25, 2011):** On January 25th at approximately 4:40 p.m. officers were dispatched to the area of Green and Lincoln Streets for a reported robbery which had just occurred. They were also advised that the suspect vehicle, a maroon Cadillac occupied by 3 males, had left the scene heading westbound on Green Street. Upon arrival at the scene, responding officers located the victim who has sustained minor facial lacerations as a result of the assault. The victim advised the officers that he had been walking in the 100 block of South Center Street prior to the robbery. While walking he pulled out his wallet to check for an address at which time a lone male approached and attempted to steal the wallet. During the ensuing struggle two

other males joined the initial suspect in beating the victim. After taking currency from the victim, the suspects entered a maroon Cadillac which was parked nearby and fled the scene. According to the victim, one of the suspects displayed a small silver handgun during the assault. Officers responding to the scene located the maroon Cadillac (identified by tag number) at the intersection of Bond and Main Streets. The vehicle was stopped and the occupants – only two at that time – were detained. The victim was brought to the scene and he positively identified the occupants as two of the three suspects who had robbed him. The suspects, Sancho Spriggs 19 yrs and Elijah Jerome Mason 21 yrs (both of Westminster), were subsequently arrested and charged with robbery and related charges. Efforts are ongoing by Detectives to identify the third suspect in the robbery.

- **False Report of Street Robbery (Reported January 22, 2011):** On January 21st at 7:40 a.m. officers were dispatched to the area of a drug treatment clinic in the area of Route 97 and Magna Way for a late-reported robbery. Once on the scene they contacted the victim who advised that he had come to the clinic earlier on January 21st to obtain his medication for the weekend. At the clinic he was provided with two doses of medication – one for Saturday and one for Sunday. According to the victim, as he left the area on foot a van pulled up beside him and a passenger got out and robbed him of his backpack – which contained his medication - at knifepoint. The van then drove away. During the course of the investigation numerous inconsistencies were noted in the victim's statement. The victim ultimately admitted that he had taken both doses of his medication at one time, causing him to vomit. Fearful that he would not be provided additional medication for the weekend, he decided to file a false robbery report hoping that the treatment center would issue him more medication for the weekend. The "victim" was subsequently arrested and charged with making a false report of a robbery.
- **Residential Burglary (Reported on January 1, 2011):** The victim in this case reported that her home in the 500 block of Uniontown Road was burglarized at some point over the holiday weekend while she and other family members were away from the home. It appears that entry may have been made through an unlocked window as there were no other signs of forced entry to the residence. Once inside the suspect(s) ransacked several areas of the home and removed a large amount of cash, jewelry, electronics and sporting goods valued at more than \$25,000. A canvass of the neighborhood failed to develop any potential suspect information. This case was assigned to Detectives for follow-up.
- **Commercial Burglary (Reported January 5, 2011):** The victim in this case reported that her business, Mustang Pizza and Subs located in the unit block of Pennsylvania Avenue, was burglarized during the overnight hours of January 4-5th. There were no signs of forced entry to the business and the burglary was only discovered when it was determined that several bank deposits were short of cash totaling approximately \$500. The owner of the business reviewed video footage from the store's security cameras and observed a former employee entering the business at 3:45 a.m. on January 5th and removing the funds from the cabinet where they were stored. It was also known that the suspect was dating a current employee of the store – thus providing him access to store keys and security codes. The former employee, Gregory Charles Shaeffer 35 yrs of Taneytown, has subsequently been arrested and charged with burglary and other charges.

relating to this incident. According to the suspect, his girlfriend had no knowledge of the crime.

- **Two (2) Residential Burglaries (January 17, 2011):** *These two cases are related to an ongoing dispute between several local residents of the downtown Westminster area.* At approximately 5:20 p.m. on January 17th two individuals kicked open the door of an apartment in the unit block of Carroll Street and confronted the resident, accusing him of slashing the tires on a car owned by one of the suspects. Both suspects were still at the scene when the responding officers arrived. Following a brief investigation both suspects, Thomas Charles Henson 19 yrs and Jonathon Tyler Carroll 18 year (both of Westminster), were arrested and charged with 4th degree burglary. At approximately 9:50 p.m. on the same evening officers were dispatched to an apartment in the unit block of West Main Street – the home of Henson and Carroll. Investigation revealed that their apartment had been forcibly entered at some time during the evening hours while they were being processed in Central Booking. Nearly everything of value within the apartment had been intentionally destroyed during the burglary. The damage was valued at more than \$15,000 by the victims. Henson and Carroll reported that they had observed Charles Ernest Meeker 57 yrs of Westminster, the owner of the apartment they had broken into earlier in the evening, walk out of their apartment door as they arrived home. Meeker reportedly made the comment “I got you guys good” as he walked away. While the officers were at the residence, Meeker called Carroll on his cell phone and taunted him regarding the burglary and damage to their property. This conversation was overheard by the officers on the scene. Meeker was subsequently located at his home on Carroll Street and taken into custody. He has been charged with burglary and destruction of property for his involvement in the burglary at the Henson/Carroll residence.
- **Commercial Burglary (Reported January 18, 2011):** On January 19th at 9:22 a.m. officers were dispatched to the Pizza Hut store located in the unit block of Cranberry Road regarding a burglary. Investigation revealed that at some point during the overnight hours of January 18-19th the phone lines to the business had been cut and the rear door had been forcibly entered. Once inside the suspect(s) forcibly entered a safe and removed a sum of U.S. currency prior to fleeing the scene. It is noted that this case is one of several similar restaurant burglaries occurring in the region. A very similar burglary was reported at a Pizza Hut in Finksburg on the following evening. This case has been assigned to Detectives for follow-up and coordination with allied agencies.
- **Residential Burglary (Reported January 25, 2011):** The victim in this case reported that his apartment in the 300 block of East Main Street had been burglarized while he was away during the morning hours on January 25th. There was no forced entry to the apartment, leading the victim to believe that the crime was committed by someone with a key. A laptop computer and a shotgun were reported stolen from the apartment. The victim provided the investigator with potential suspect information - an acquaintance who had prior access to a key to the apartment. This case remains under active investigation.
- **Vehicle Theft (Reported January 20, 2011):** The victim in this case reported that her vehicle, a 2001 Ford Van, had been stolen from its parking place to the rear of her

apartment building in the unit block of Liberty Street after she left it there unlocked and running while she went into her apartment to get her children. She immediately suspected that her ex-boyfriend may have taken the vehicle without her permission, so she called him on his cell phone at which time he reportedly admitted that he had the vehicle. He refused to return the vehicle at that time, stating that he “wasn’t done with it yet”, so the victim reported the vehicle stolen to the Police Department. On January 21st at approximately 9:45 p.m. the victim called the Police Department to report that the suspect was in the area of her apartment in her stolen vehicle. Officers responded and located the vehicle/suspect in the area. The suspect, Allen Gregory Jackson 29 yrs of Westminster, was subsequently taken into custody without incident and charged with vehicle theft and unauthorized use. The victim’s vehicle was returned to her at the scene.

- **Vehicle Theft (Reported on January 24, 2011):** The victim in this case reported that his vehicle, a 1995 Ford box truck, had been stolen from its normal parking place in the unit block of West Main Street at some time overnight on January 23-24th. The victim indicated that he may have left the vehicle unlocked, but he was in possession of the only set of keys to the vehicle. At approximately 10:15 a.m. on January 24th the vehicle was recovered parked and unoccupied to the rear of an apartment building in the unit block of Liberty Street. Potential suspect information has been developed in this case and it remains under active investigation.

Significant Activities in January:

1. On January 10th and 11th seven members of the Police Department’s management staff attended ***“Response to Campus Emergencies” training*** at McDaniel College. The class, which was hosted by McDaniel College Campus Safety and presented by staff affiliated with the Louisiana State University, was designed to prepare emergency responders for the unique circumstances confronted when managing major events on a college campus (such as the shootings at Virginia Tech). Those in attendance found the training both insightful and interesting.
2. On January 13th Chief Spaulding participated in the ***Governor’s Forum on Security*** which was hosted by Governor Martin O’Malley in Annapolis. Chief Spaulding served as a facilitator for the event, leading a discussion with public safety officials from the western region of the State, then reporting the key findings from that discussion to the Governor during a larger forum at the end of the day. The event was attended by more than 200 federal, state and local officials from around the State.
3. During January and early-February Chief Spaulding conducted a series of ***informal meetings with non-supervisory staff*** within the Police Department. These meetings, which are held annually, are designed to provide the rank-and-file employees with the opportunity to meet with and share their ideas and concerns directly with the Chief. They also allow the Chief the opportunity to share his thoughts and expectations directly with the staff. This year’s meetings were well-attended and the discussions were productive.

4. On January 25th Lieutenant Douglas Johnston began the “*Foundations of Leadership*” training program which is being hosted at the Maryland Police Training Facility in Sykesville. This program incorporates approximately 15 full days of training over a 12 month period focusing on the dynamics of effective leadership. This training is part of an ongoing initiative within the Police Department to prepare its members for future leadership positions within the agency.

RECREATION & PARKS

- Administration
 - Write a lease for Fallfest so they can sublet the lower level to Optimist for Babylon Building
 - Conduct weekly staff meetings
 - Managing the day to day operations
 - Westminster Fallfest Sponsorship
 - Conducting interviews to fill 2 part-time positions
 - Taking over one block on the city’s home web page to promote Recreation and Parks
 - Pay invoices for the department operating, facility and programs and events
 - Worked with the Community Foundation to open a Friends of Westminster City Recreation and Parks Account to help defray cost.
 - Creating a gift catalog for Friends of Westminster City Recreation and Parks
 - Running ads for summer positions
 - Members of the department attend a meeting for city health insurance
 - Member of the department attend court all day for vandalism at the pool last season
 - Working planning to change the code that would allow carnivals to be held at Town Mall
 - Member of the department attended a meeting to look at ways to improve the city’s website
 - Beginning stages of the development of a comprehensive pool manual

- Recreation and Parks Capital Projects
 - Meeting with contractors concerning lighting upgrades for the Armory
 - Working on FY 12 improvements plan using the Parks Master Plan
- Programs and Events
 - Process rentals for the community building
 - Updating field rental permits
 - Continue to update and manage recreation and parks website and face book page
 - Continue planning for city's annual Easter Hunt
 - Reviewing all policies related to our rentals
 - Print and mail Recreation and Parks Program and Events guide for spring and summer
 - Work with county Recreation and Parks to provide information on our programs and events to put in their spring guide
 - Design, print and mail pool info
 - Preparing for the following programs and events – Mother Son, Daddy Daughter Dates, Father Son Miniature Golf, Toddler Parties, Flower and Jazz, Corbit's Charge Ball and Month of Sunday's
- Family Workout Center
 - New Memberships - 73
 - Temp Student Membership - 23
 - Recorded over 6560 member visits and 357 guest visits to the center
 - Revenue for the month – Enrollment \$1,772.50., Monthly Dues \$21,295., Rent \$3,655., Guest fees, \$1,892., other \$80., Totaling \$28,694.5
 - Sarah and Beth continue to run the Lose and Win Contest
 - Hosted 1 Red Cross blood drives
 - Continue to paint and repair Armory walls and equipment
 - Hosted AFAA group fitness certification

- Received \$500. Donation from Missy Wilcox to replace 3 floor cycle room
- Celebrating the Family Center's 15 year anniversary. 15 give a ways every month.
- Continue to run the Weight Loss Challenge
- Continue to maintain leaks in the locker rooms
- Parks
 - Closed for the season
 - Hundreds of residents continue to use the trail

PUBLIC WORKS

WASTEWATER TREATMENT PLANT

Total Flow 139.716 MG

Ave. Daily Flow 4.507 MGD

Sludge (Integrated Agronomics) 419.559 wet tons

Septage Sludge 85.76 wet tons

Operations:

Welded/patched hole in Westech Screen at Septage Facility

Installed new Snow Blower on Magnum tractor

Confined Space Entry into Septage Digester #2, Replaced Air vale and all diffusers

Snow Removal

Safety training

Recycles to Landfill

Routine Maintenance

UTILITY MAINTENANCE DEPT.

WATER LEAKS:

684 Poole RD (Service)
Tahoma Farm RD (Main)
309 Queen Anne's Cir (Main)
1215 Campus Ct (Private)
1061 Balt. Blvd (Private)
556 Old Westminster PK (Service)

SEWER BLOCKAGES:

988 Eckard Ct (Service)
811 Fairfield Ave (Private)
952 Firestone RD (Private)
230 E. Main St (Private)
816 Ewing Dr (Service)
313 Stoner Ave (Private)
1104 Tall Pines (Main)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Readings
48 High Water Bill Inspections

REGULAR MAINTENANCE:

Flushing and Cleaning (Sewer Mains)
Fire Hydrants
Sewer Pumping Stations
Booster Stations and Water Storage Stations

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with the cleaning of City parking lots
Assisted Bartlett with tree pruning on Pennsylvania Ave
Assisted with leaf removal at the Senior Center
Assisted with pruning dead branches at City Hall grounds
Assisted with helping in streets and alleys with the removal of bulk trash
Assisted with snow and ice control

Building Maintenance section performed the following:

Assisted with replacing street light bulbs on Key Lot, Longwell Garage and Penn

Assisted with putting up take down the Raven's flag's
Assisted with repairing barricades and no parking pedestal's
Assisted with repairing the chair lift at the Longwell building
Assisted with snow and ice control

Streets and Alleys section

Street Baskets---.71T
Bulk trash---12.84T
Brush---19.45T
Yard Waste---1.68T
Paper Recycling---.09T
Street Sweepings---7.97T
Tires---.00T
Metal---1.81T

Assisted with helping in streets and alleys with the removal of bulk trash
Assisted with snow and ice control

Street Maintenance section

Assisted with pot hole repair
Assisted with tub grinding brush and tree limbs
Assisted with helping in streets and alleys with the removal of bulk trash
Assisted with snow

ENGINEERING

1. Wakefield Valley Community Trail Extension- Buhart-Horn is working on completing design. The Engineer addressed comments from the SHA and returned corrected design for the SHA another review.
2. Nitrate Removal System for well #8: The Engineer is designing the access road and the radon/ nitrate removal facility. The City is working with Carroll County to coordinate this project with construction of a storm water management pond.
3. WWTP ENR Project – Stearns & Wheler completed preliminary design report for the project. The City, The Engineer, and the MDE developed preliminary design approach for the project and agreed on eligibility of different parts of the project to receive grant funds from the ENR fund. Proposal for engineering services to design the project has been forwarded to MDE for review and approval.

4. Water Meter Replacement Project- Contractor is working on the project. The Change Order request for installation of commercial water meters and heads was approved by MDE. Contractor is working on installation of the commercial meters
5. I&I Study between MHs 18-37-73 and 18-3-73 Stearns & Wheler scheduled a meeting with the City to discuss the study Report and next steps.
6. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - Contractor almost complete the project construction at Fitzhugh Avenue and started storm drain installation at E. Green Street.
7. Replacement of Lighting Fixtures in City owned building- City signed Agreement with Hunt Consulting. Hunt Consulting scheduled to start on March 14, 2011
8. Gesell Well- ARRO is working on the project design.
9. Pennsylvania Avenue lighting Improvements, Phase II- Sidhu Associates is working on the City comments to 60% submission of construction documents.

WATER PLANT

CRANBERRY WATER SYSTEM SOURCES

CRANBERRY BRANCH	9.52467	MG
HULL CREEK	29.5808	MG
RAW RESERVOIR	0.835	MG
OTHER	6.293269	MG
TOTAL TREATED	46.23374	MG
WELL 3	2.56622	MG
WELL 4	1.64579	MG
WELL 5	6.86191	MG
WELL 6	2.86894	MG
WELL 7	4.51423	MG
WELL 8	2.72459	MG
WELL 9 & 10	2.93159	MG
WELL 11	2.512437	MG
TOTAL DELIVERED TO SYSTEM	70.208296	MG
WELL 5 BACKWASH	0.00083	MG
WELL 7 BACKWASH	0.212437	MG

DAILY AVERAGE	2.26478	MG
PLANT USE		MG
FILTER BACKWASH	3.84636	MG
HOURS OPERATED	744	
DAY OF MAX. USAGE 1/3/2011	2.55925	MG

WAKEFIELD WELL SYSTEM

WELL 1	3.0439	MG
WELL 2	1.951015	MG
TOTAL DELIVERED TO SYSTEM	4.99492	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.16113	MG
DAY OF MAX. USAGE	0.38094	MG

SLUDGE PUMPED TO
WWTP 10,680 GALLONS

REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT

COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS AS
REQUIRED BY MDE

COMPLETED THE MONTHLY OPERATION REPORTS AS REQUIRED
BY MDE

HANDED OUT SAFETY INFORMATION FOR THE MONTH.

REMOVED HIGH SERVICE PUMP # 1 FOR REPAIRS

CONTRACTOR HERE TO REPLACE A GRINDER PUMP AND CEILING TILES
IN HALLWAY.

FLOW METER AT WELL 11 WAS REPAIRED.

Respectfully submitted,

Marge Wolf
City Administrator