

**CITY OF WESTMINSTER, MARYLAND**  
**STATUS & INFORMATION REPORT No. 2 FOR 2009**



To Mayor Utz and Members of the City Council:

**UPCOMING MEETINGS**

<b>** September 2009 **</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 HOLIDAY	8	9	10 Planning and Zoning Commission – Regular Meeting at City Hall	11	12
13	14 Council Meeting	15	16	17	18	19
20	21	22 Planning and Zoning Commission - Public Hearing on the Comp Plan at City Hall	23	24	25	26
27	28 Council Meeting that includes Public Hearing on Comp Plan at City Hall	29	30			
<b>** October 2009 **</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting	27	28	29	30	31

## GENERAL GOVERNMENT

The City Administrator met with representatives from BB&T and PNC Banks to gauge their interest in participating in the EZ Energy Conservation Program that is currently being implemented in the City of Annapolis. Both institutions were interested and willing to attend exploratory meetings on this program model.

The Director of Public Works and the City Administrator attended two additional meetings of the Water Resources Coordinating Committee to review drafts of Sections 4 and 5 of the Malcolm Pirnie report which will update the R. E. Wright study. This report will provide the basic information on water, waste water and storm water for inclusion in Carroll County and each municipality's comprehensive plan.

The City Administrator represented the Mayor at the Solid Waste Stakeholders meeting to receive a briefing on the current waste operations and the proposed new incinerator.

In the area of communications, the following activities were completed:

- City Newsletter—1
- Press Releases—15
- Videos—3
- Council Meetings—2
- Finance Committee Meeting—1

Carroll County representatives and representatives from the municipalities continue to meet to discuss the financial situation and pending budget cuts.

## 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.
2. Although the Department is currently operating at a 30% vacancy rate, preparations for the Financial Audit, due to the State November 1<sup>st</sup>, are progressing. A meeting was held with Rager, Lehman & Houck on September 1<sup>st</sup> to discuss the priority of requirements. It is expected that the audit will begin a week late due to the multitude of corrections that are required for FY 2008 – 2009 results. We have set the cut-off for changes to that data for September 4<sup>th</sup>, and will make all other necessary adjustments after the audit is completed.
3. An Accounting Clerk will be added to the staff on September 15<sup>th</sup>. This position augments the cash operations, and displaces two temporary positions that have been in use for the past eight months. The new position will initially provide focus for the accounts receivable and cash receipting processes.
4. Data conversion works has continued for the Special Assessments module of EDEN, anticipated for support of the personal property tax, and real estate property tax processes.

5. The Project Accounting module of EDEN is currently being revised to integrate with the General Ledger in support of Capital Projects. The initial implementation of this module was stand-alone, and offered no support for the tracking of multi-year projects. It is anticipated that additional training will be required for involved staff, and that the previous work products will be replaced.
6. We are again contracting with Rager, Lehman & Houck 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.
7. 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. We obtained a custom report from EDEN that was developed for another government operation that is being modified to provide the desired results. This will be the base report for the Finance Committee and Common Council on a quarterly basis.

## HUMAN RESOURCES

### a) Benefits

- a) Held 1<sup>st</sup> day of employee orientation meetings for new Employee Assistance Program (EAP)
- b) Scheduled employee flu shot clinic to be held on October 1, 2009
- c) Began planning for annual Employee EXPO to be held on November 5, 2009
- d) Updated employee emergency contact information

### 2. Trainings

- a) Held 1<sup>st</sup> day of supervisor training for new Employee Assistance Program (EAP)
- b) Scheduled DOT Drug and Alcohol Training for Supervisors to be held two dates in September and October

### 3. Policies

- a) Updated Birthday Leave Policy for accrual in the Eden system

### 4. Recruitment

- a) No external advertisements
- b) One internal advertisement
- c) No applications processed

## 5. Risk Management

- a) Two insurance claims filed
- b) Completed written Insurance Claims Procedures for Vehicle, General Liability, Building, Property and Mobile Equipment insurance claims

## 6. Staffing and Compensation

- a) Began evaluation of Finance Department staffing needs survey results

## ADMINISTRATIVE SERVICES

### 1. Information Technology

- a. The Helpdesk handled 59 desktop service calls in August requiring 97 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 and the initial conversion work for the Public Housing Agency software application change.
- c. Skyline completed “lighting up” the CCPN fiber with the installation of switches in the server room. We are planning on requesting IP access to the New Windsor library in the upcoming month s that work can commence on establishing the disaster recovery facility.
- d. Work was completed on the fire suppression system for the server room by BPE.
- e. We are planning on installation of the power generation system in September. 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. SEMAP certification was completed as required in August.
- b. HUD approved the current PHA Plan that was approved by the Common Council in March.
- c. The HAPPY software application conversion to Housing Pro began in August, and is currently being implemented. This change was necessary because support for the currently installed product is being withdrawn by the vendor.
- d. All PHA financial records have been reconciled, and adjustments made in August in support of the Single Audit, and to garner compliance with HUD regulations. Although we will suffer the same audit issues as in prior years due to inaction in Finance by the prior administration, notations will be made indicating that the non-compliances have been corrected.

- e. HUD has released its preliminary Fair Market Rents (FMR) that will become effective in October. With the exception of efficiency units, the FMR have increased by 6%. Efficiency units increased by 8%. The Public Housing Agency bases subsidy payments on 100% of the FMR with the exception of the Green's, which is 110%. For all families that are over the FMR, this will be an increase in rent that will impact our ability to serve as many families as we would like.

## **PLANNING, ZONING & DEVELOPMENT**

### **Comprehensive Planning**

1. Collaborated with the Director of Planning to review and revise the Water Resources Element of the 2009 Comprehensive Plan to reflect recent changes in Westminster Water Resources Management and Programs.
2. Worked with Public Works to promote the September 5, 2009 Neighborhood Electronics Day that had a successful attendance of over 50 citizens.
3. Provided technical assistance relating to zoning and land use for 25 inquires from the public; including residents and developers.
4. Prepared the June and July Westminster Planning & Zoning Commission (WPZC) minutes as well as planned for the WPZC Meeting held on September 10, 2009
5. Conducted Best Practice Research to prepare an Arts & Culture Neighborhood Report for the Planning Department.
6. Submitted a proposal for a National Neighborhood Day Proclamation to the Director of Planning. Mayor issued the proclamation to neighborhood activist Lori Graham at the September 14, 2009 Mayor and Council meeting.
7. Advertised in Carroll County Times for two Comp Plan public hearings: Planning and Zoning Commission Public Hearing on Tuesday, September 22, 2009; and Mayor and Common Council Public Hearing on Monday, September 28, 2009.

### **Natural and Cultural Resources and Planning/GIS**

1. Completed logistical arrangements with the Tree Commission and McDaniel College for the *17<sup>th</sup> Annual Community forestry Workshop*, to be held Thursday October 8.
2. Solicited proposals for Historic Structure archiving services of the City's properties at 57/59 Union Street.

3. Began work with the City's energy performance auditing contractor, including building plan and energy billing information, site orientations, and programmatic orientation.
4. Completed background research in support of the City's energy performance auditing contractor.
5. Sent recruitment letters to 12 City residents in an attempt to fill vacancies on the Historic District Commission.
6. Staffed one meeting of the historic District Commission, providing staff reports for two Historic Rehabilitation tax credits.
7. Began review of the City's bulk trash collection and related services to make recommendations for cost savings and fee opportunities.

### **Development Review**

1. Prepared and executed public works agreements for Bolton Hill (54 lots) and the David Green Professional Center.
2. Completed the final surety release for the McDaniel College regional water hazard and tennis court project.
3. Completed partial surety releases for McDaniel College Academic Building and McDaniel College North Village Phase 1 Residence projects.
4. Reviewed the following eight development projects: Bolton Hill (54 lots), Gibbs Warehouse Section 1, Greenvale Mews, Westminster Ridge Medical Office Building, Ridge Terrace, R.J. Maring, Fields at Pleasant Run and the Naganna Property revised preliminary plan.
5. Prepare first draft of FY 2009 GASB 34 contributed assets report for 2009 audit.
6. Calculated the stormwater management maintenance amount for Ridge Terrace project. This will bring between \$10,000 and \$11,000 to the City.

### **Economic Development**

1. Coordinated the preparation of the Downtown Westminster/McDaniel College Discount Guide – recruited 55 downtown businesses to participate. The Guide is already up on the McDaniel College website.

2. Recruited 5 downtown merchants to participate in the Main Street Maryland “Main Street Money” Program.
3. Began preparations for Midnight Madness:
  - a. Requested downtown merchants to advise if they were participating in Midnight Madness & provide what special offers they might have that evening.
  - b. Recruited entertainment for the Locust Lane Stage – Number 1 Cause, Tri-Star Marital Arts, and Train of Thought.
  - c. Recruited the Carroll Dance and Drum Circle to perform on West Main Street.
  - d. Arranged with Ben’s Rentals for portable spotlights.
  - e. Arranged with the Carroll Arts Center for chairs for the drum circle.
  - f. Prepared a Midnight Madness ad for the Carroll County Times reminding folks to save the date.
  - g. Ordered Midnight Madness posters.
4. Began seeking participation and donations from the downtown merchants for the Holiday Giveaway, which will be part of the Miracle on Main Street Holiday Event.
5. Closed out the Johansson Dining House façade project.
6. Received and Submitted the Flower Box façade application to the Maryland Historical Trust and Department of Housing and Community Development for review and approval.
7. Attended the Main Street Managers Quarterly Meeting in Annapolis

### **Community Development**

1. Attended Housing Counselors training on Foreclosure Prevention.
2. Participated in training at City Hall on media relations and preparation of press releases.
3. Processed and issued 13 sign permit applications. Permit fees were \$900.

4. Processed Lead Hazard Loan Paperwork for 82 W. Main Street.

## **Zoning**

1. The Director of Planning, Zoning and Development and Zoning Administrator was on vacation from August 13, 2009 to August 23, 2009.
2. Prepared documentation for DHCD on the City's involvement in the stabilization and revitalization of the Union Street neighborhood, specifically to address the Maryland Historic Trust's comments on the Union Crossing project.
3. Approved 19 building permits in August, 2009.
4. The following fees related to new and expanded development were paid in August, 2009:
  - a. Water Benefit Assessment - \$20,102
  - b. Sewer Benefit Assessment – \$21,068
  - c. Special Capital Benefit Assessment – \$14,720
5. Sent eight zoning letters in August, 2009. One of the letters pertained to the potential request Board of Zoning Appeals request to convert 170 Willis Street from a residence to an assisted living facility.
6. Conducted research into the City's financing of the homeownership projects in the Union Street neighborhood. Preliminary information showed that the general fund paid for the majority of the costs and expenses of the City efforts, contrary to the City's funding plan.

## **Code Enforcement**

1. The Code Inspector returned from medical leave on August 10, 2009.
2. The following code cases were handled during August, 2009 (August 10<sup>th</sup> to August 31<sup>st</sup>):

Type of Complaints	# of Incidents	Compliance	Court Case	% of Total
Grass/weeds	17	17	0	47
Vehicles	8	8	0	22
Rubbish, trash	4	4	0	11
Property maintenance	2	2	0	5
Solid waste	0	0	0	0
Comdemnations	0	0	0	0
Private inspections	2	2	0	5
Trees	0	0	0	0

Rental registration	2	2	0	5
Water violations	0	0	0	0
Sidewalks	2	2	0	5
Other	0	0	0	0
Monthly Totals	37	37	0	100
Yearly Totals	37	37	0	100

**POLICE DEPARTMENT**

<b>Time Frame</b>	<b>Police Calls For Service</b>	<b>Adult Arrests</b>	<b>Juvenile Arrests</b>	<b>DUI Arrests</b>	<b>Traffic Citations</b>	<b>Foot/Bike Patrol Hours</b>
<b>August 2009</b>	<b>1,161</b>	<b>69</b>	<b>14</b>	<b>9</b>	<b>317</b>	<b>172</b>
<b>2009 YTD</b>	7,846	492	127	67	2,945	1,379
<b>2008 YTD</b>	10,320	592	190	98	2,889	1,543

*\*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. **Attempted Carjacking (Reported August 17, 2009):** The victim in this case reported that she was approached by a male as she sat in her vehicle in front of the Sheetz Convenience Store in the 300 block of East Main Street at approximately 11:45 p.m. The male subject pulled up his tee shirt to obscure his face and ordered the female out of the car. He also brandished an item wrapped in cloth that the victim feared may be a handgun. The victim screamed causing the suspect to flee the area on foot. The victim was uninjured in the assault. Subsequent investigation revealed several witnesses who identified the suspect as **Christopher Carl Calp**, 36 years of age, from Red Lion, PA. It was also determined that Calp had stolen a truck in Red Lion which he had driven to Westminster to visit friends. The truck experienced mechanical problems and was found abandoned near the scene of the attempted carjacking. An arrest warrant was obtained charging Calp with attempted carjacking, auto theft and related charges. Calp was subsequently arrested by the U.S. Marshals Service in Pennsylvania. He is currently incarcerated in the Carroll County Detention Center pending trial in this matter.

2. **Armed Robbery (Reported August 24, 2009):** On August 24<sup>th</sup> at approximately 10:40 p.m. officers were dispatched to the area of Locust Lane for the report of an armed robbery which had just occurred. Officers located the victim, a local merchant, who indicated that he and his family had been accosted and robbed as they walked to their car at the end of the business day. The suspect approached the victims from behind wielding a knife and demanded their cash. The suspect fled on foot after obtaining the funds. The victims were not harmed during the robbery. A description of the suspect was broadcast and an officer recognized the description as an individual that he had encountered earlier in the evening, **Ronald Lee Foy**, 27 years of age, of Westminster. A photo array was compiled and the victim positively identified Foy as the individual who had robbed him and his family. Foy was located on West Main Street later in the evening and taken into custody. The money stolen in the robbery was recovered on his person at the time of his arrest. Foy was subsequently charged with armed robbery and related charges and he is currently incarcerated in the Carroll County Detention Center pending trial in this matter.
3. **Residential Burglary (Reported August 28, 2009):** On August 28<sup>th</sup> at approximately 4:30 p.m. officers were dispatched to the Target Store on Malcolm Drive for a shoplifting complaint. Upon arrival they learned that the suspect, **Elizabeth Amanda Rister**, 21 years of age, of Westminster had been taken into custody for shoplifting by store personnel. Rister was searched and a quantity of jewelry and a wallet belonging to another individual were located in her purse. Subsequent investigation determined that Rister had entered the unlocked apartment of an acquaintance located in the unit block of Charles Street and stolen 2 jewelry boxes and their contents, prescription medications and the victim's wallet. A witness was later identified who had observed Rister exiting the victim's apartment during the timeframe in which the burglary occurred carrying two wooden jewelry boxes. Rister was subsequently charged with burglary, theft and related charges.
4. **Commercial Burglary (Reported August 30, 2009):** On August 30<sup>th</sup> at approximately 8:00 p.m. the Westminster Police Department was contacted by a member of the Manchester Police Department regarding a possible burglary and auto theft. It was learned that the Manchester officer had arrested an individual for driving while intoxicated who was operating a 2007 Mazda which was not displaying registration plates. The intoxicated driver, **Earl Wade Branhan**, 43 years of age, of Manchester advised the arresting officer that he had stolen the vehicle from a Honda dealer in Westminster. Subsequent investigation revealed that Branhan had entered Heritage Honda after business hours through an

unlocked door and removed a set of keys from a desk. He then went onto the lot and located the vehicle by using the electronic key fob. Branhan was reportedly taking the car to an unknown associate in Hampstead when he was arrested for DUI. Branhan has subsequently charged with burglary, auto theft and related charges.

5. **UPDATE** – **Armed Robbery (Reported on August 30, 2008):** On August 30, 2008 at 3:15 a.m. an armed robbery was reported at the Jiffy Mart located on Magna Way. The victims reported that a lone male had entered the business brandishing a handgun and demanded cash from the register. The suspect was wearing a hood tied tight around his face to deter later eyewitness identification. The subject fled the store on foot with the cash after placing the employees in the walk-in freezer. Responding officers were unable to locate the suspect at the time of the report. This investigation was assigned to a Detective who subsequently identified a local subject, **James Henderson Bryant III**, 31 year of age, of Taneytown as a potential suspect in the robbery. Bryant was subsequently arrested by the Carroll County Sheriff's Office for a bank robbery which occurred at a later date in New Windsor. On August 24, 2009 Bryant plead guilty in the bank robbery and received an 8-year sentence in exchange for charges not being filed against him for the Jiffy Mart robbery. He is currently serving that sentence in the Division of Corrections. The robbery at the Jiffy Mart has been exceptionally cleared.

### **Significant Activities:**

1. On August 4<sup>th</sup> the Police Department and several City officials participated in the annual National Night Out celebration. Five communities around Westminster participated in this year's event which is designed to heighten crime prevention awareness, generate support for local anti-crime initiatives, strengthen police-community partnerships and send a message to criminals letting them know that neighborhoods are organized and fighting back against crime. Each of the events was staffed by a police officer who distributed crime prevention materials and answered questions posed by neighbors. Members of the Command Staff and City officials visited each of the celebrations to show their commitment and support of this great annual event.
2. The Police Department is working in conjunction with the Carroll County Office of Public Safety to evaluate the potential use of the Nixle community notification system. Nixle's authenticated service allows police departments and other governmental agencies to directly communicate accurate and timely community and public safety information to citizens in their area via text message, e-mail and

web access. The service is privately funded and provided to local governments at no cost.

3. On August 19<sup>th</sup> the Police Department began publishing local crime information on a web-based service known as CrimeReports.com. Crime data is automatically downloaded to the CrimeReports.com server on a daily basis. That data is then graphically displayed on a map which is accessible to any citizen at no cost who wishes to visit the website. The system allows basic searches based on location, date range and crime type. It also provides crime analysis tools which are useful in determining emerging crime patterns. Several other police agencies in Carroll County, to include the Carroll County Sheriff's Office and the Hampstead Police Department, are also utilizing this system. Our experience with CrimeReports.com to date has been very promising. This system has now replaced the publication of the Police Department's Daily Crime Report.

### RECREATION & PARKS

<i>Department</i>	<i>Event/Program</i>	<i>Statistics July 2009</i>	<i>Statistics June 2008</i>
Family Center	New Members	49	na
Family Center	Guests	156	na
Parks	Park/Field Rentals	61 Rentals	45 Rentals
Parks	Building/Facilities Rentals	14 Rentals	17 Rentals
Programs and Events	Fundraising for Santa's Treat	Received \$1300 in donations from local businesses	na
Recreation	Student Volunteer Hours	Scheduling Fallfest 2009 Student Volunteers	na
Recreation	Perennial Swap	15 Participants, over 50 plants brought to swap	na

### Significant Activities

- Family Center:
  - The revenue we collected this August was \$23,599. That's the highest August total in the past seven years and \$4,793.00 more than last August and \$7,815.00 more than August of 2006.
  - The Family Center negotiated a low price of \$1200 for the 29 pieces of almost brand new equipment from Momentum Fitness, a small gym in Westminster that recently closed.

- Offered a free month to the 56 displaced Momentum members. So far, we've seen about 20 of them come in, but we are hoping to attract more of them to our facility
  - Sarah and Beth submitted \$600 to CCYSB as a portion of proceeds from Flower and Jazz 5k Fun Run
- Programs and Events:
  - Nikki Haschert presented Santa's Treat event to Lions Club and secured \$400 in donations for the event
  - Westminster Municipal Band performed at Belle Grove Square and had the largest turn out since the program was initiated
  - Planning for Santa's Treat and Daddy/Daughter Mother/Son Dances continues and is going well, ticket sales for the dances continue to pick up
- Pool:
  - Pool numbers came in with over 300 member passes purchased
- Summer Camp:
  - Camp ended without an incident or accident all summer.
  - In total 192 campers attended with 70% coming from out of the city.
  - Campers visited Ravens training camp and received autographs
- Recreation and Parks
  - Wakefield Valley Trail
    - Work continues with the engineer
  - City Park Building:
    - Construction will begin after Fallfest.
  - Assisted Rape Crisis Intervention Services with planning and implementing their 'Walk-A-Mile in Her Shoes' event and fundraiser at Dutterer Park
- Fallfest
  - Banner's were designed and submitted for printing
  - Plans for the event continue with vendor spots filling up fast
  - Paide Way and Longwell Avenue completely sold out of vendor spots
- Recreation and Parks Advisory Board
  - Met on August 26<sup>th</sup>
  - Barb Schmidt resigned after 17 years of service
  - Board members met at King Park and had 3 citizen visitors at the meeting who expressed gratitude for the Recreation and Parks Department's work on renovating King Park

## PUBLIC WORKS

### 1. Cranberry Run Water System

Sources:

Cranberry Branch 33.2714 MG

Hull Creek 19.2067 MG

Raw Reservoir 5.11 MG

Other -0- MG

Total Treated 57.5881 MG

Well 3 2.5058 MG

Well 4 1.76379 MG

Well 5 7.1496 MG

Well 6 2.92378 MG

Well 7 4.21732 MG

Well 8 3.9874 MG

Well 9 & 10 3.5307 MG

Well 11 -0- MG

**Total Delivered to System** 82.900066 MG

Well 5 Backwash water 0.00083 MG

Well 7 Backwash water 0.56269 MG

**Daily Average** 2.67420 MG

Filter Backwash 0.2029 MG

Hours Operated 744 hours

WAKEFIELD WELL SYSTEM

Well 1 2.4341 MG

Well 2 4.06883 MG

**Total Delivered to System** 6.50293 MG

**Daily Average** 0.20977 MG

2. 671,020 gallons of sludge were pumped to Wastewater Plant.

3. Performed regular maintenance at wells & water plant.

4. Collecting samples from the system and the wells as required by MDE.
5. Completing the monthly operation reports as required by MDE.
6. Conducted safety training for the month.
7. Chesapeake Magazine featured an article on the new Water Treatment Plant. This is the official publication for AWWA.
8. Bret Grossnickle attended the CSAWWA Annual Conference and Operations Training.
9. Repairs were made on the pipeline at Well 8 coming from the wellhead.
10. Start up completed at the Medford Quarry Pipe Line and also for Well 11.

WASTEWATER TREATMENT PLANT:

1. Total Flow 144.287 MG  
Average Daily Flow 4.654 MGD  
Septage Sludge 70.81 Wet/Tons  
Sludge  
(Integrated Agronomics) 464.12 Wet/Tons
2. Operations:
  - Replaced rotary screw compressor at the Septage Facility odor control.
  - Installed air dryer in belt filter press airlines.
  - Pumped down and cleaned chlorine contact disinfection tank.
  - EAP training at Police Department
  - Recycles to landfill
  - Conducted safety/training meeting
  - Routine maintenance

STREET DEPARTMENT:

1. Streets and Alley's crew removed the following from City Limits:
  - 2.93 Tons from Street Baskets
  - 52.47 Tons of Bulk Trash
  - 21.25 Tons of Brush
  - 40.20 Tons of Yard Waste
  - .03 Tons of Paper Recycling
  - 5.76 Tons of Street Sweepings
  - .27 Tons of Scrap Tires
  - 6.72 Tons of Metal
    - Set out roll-offs for large piles of bulk trash.
    - Attended EAP training
    - Checked all the fire extinguishers at the shop.

2. Grounds Maintenance performed the following:

Mowed grass at parks, sediment pond and parking lots.

Removed fallen Bradford Pear limbs due to storm damage on Palmer Terrace and Spalding Court.

Trimmed trees in parks around town.

Sprayed for weeds around town.

Attended EAP training

3. Building Maintenance performed the following:

Conducted building inspection

Attended EAP training

Assisted Naylor Plumbing with new air conditioner unit at the Longwell Building.

Painted the Westminster Pool parking lot.

Painted several curbs throughout the city.

4. Street Maintenance performed these operations:

Attended EAP training

Assisted in the streets and alleys with picking up brush, metal, yard waste and bulk items.

Blacktop installed on Bishop Street and South Alley.

UTILITY MAINTENANCE DEPARTMENT:

1. WATER LEAKS:

63 Marhill Court (Private)

15 N. Church Street (Private)

1077 Long Valley Road (Private)

Overlook Terrace & Hahn Road (Main)

647 Geneva Drive (Main)

29 Washington Lane (Private)

62 Marhill Court (Private)

508 Mark Drive (Private)

839 Medinah Circle (Private)

79 Bonfire Court (Private)

409 Monterey Drive (Main)

607 Geneva Drive (Main)

2. SEWER BLOCKAGES;

151 Smith Avenue (Private)

150 Sullivan Road (Service)

38 W. Main Street (Service)

103 Sullivan Road (Service)

14 Fox Meadow Garth (Service)

### 3. INSTALLATIONS:

None

### 4. MISCELLANEOUS:

Meter Replacement

Miss Utility Markings

Meter Readings

22 High water bill service calls

Continued annual water main flushing

### 5. REGULAR MAINTENANCE:

Flushing and cleaning sewer mains

Fire hydrants

Sewer pumping stations

Booster stations & storage stations

### SENIOR ENGINEER:

1. Medford Quarry Raw Water Main – No Progress

2. Cranberry WTP Improvements – City accepted final completion of the project. The project is now under warranty.

3. Wakefield Community Trail (Phase IIB) – No Progress

4. Nitrate Removal System for Well #8 – No Progress

5. Roop's Mill Well Water Treatment Facility and Main – Contractor is working on project start up and completion of change order.

6. WWTP ENR Project – No Progress

7. Recreation Park Building – Contract signed with GRC and they expect to mobilize for construction after Fallfest.

8. Pennsylvania Avenue Streetscape – Justice Excavating, Inc. is scheduled to mobilize for construction on September 14, 2009.

9. Water Meter Replacement Project – Bids were received on September 8, 2009. Burgemeister-Bell is apparent low bidder. The City and contractor are working on submitting the bid and all requested documents to MDE/EPA for review and approval.

### CONSTRUCTION INSPECTION/MANAGEMENT:

#### Capital Projects:

1. Roop's Mill Well 11

2. David Babylon Memorial Building

3. Medford Waterline

Developer Projects:

1. Meadow Creek, Section 1 & 2

2. Shoppes at Meadow Creek

3. David Green Medical Center

Respectfully submitted,

Marge Wolf  
City Administrator