

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 5 FOR 2009



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** December 2009 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Historic District Commission Meeting	4	5
6	7	8	9	10 Planning and Zoning Commission (cancelled)	11	12
13	14 Council Meeting @ John Street Quarters	15	16	17	18	19
20	21	22	23	24	25 HOLIDAY	26
27	28 Council Meeting (Cancelled)	29	30	31		
** January 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY	2
3	4	5	6	7	8	9
10	11	12	13	14 Planning and Zoning Commission	15	16
17	18 HOLIDAY	19	20	21	22	23
24	25	26	27	28	29	30
31						

GENERAL GOVERNMENT

Hosted one additional Main Street Roundtable and prepared summary for use by Council and staff.

Presented an overview of the Route 27 project to the County Economic Development Council and the IDA.

Participated in the final review of the Malcolm Piernie water capacity study for inclusion in the County Water Resources Element.

Attended the Chamber of Commerce and Economic Development Business Awards program where three Westminster businesses received recognition for their business successes over the past year.

Met with the Community Media Center staff to develop a schedule of activities to be videoed and placed on the City website and the public access cable channels.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	10
Press Releases	8	48
Videos	2	8
Council Meetings	2	8

FINANCE

1. Work continued on the Single Audit for Federal Funding on a periodic basis in November. Field work was completed by the end of November for file reviews, and financial records review is currently being conducted.
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. These problems persisted in November with a determination that conversion activities would require additional efforts. It is anticipated that the conversion files will be completed in early December, and billing will proceed.
3. Relative to the fixed asset work by RLH, an external evaluation of the plant due to the impairment caused by the reduced production of the plant is being contracted to support the fixed asset work. This work should be completed in December.
4. 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.
5. A Departmental report was provided 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) Held annual Employee EXPO on November 5, 2009 with 105 employees/retirees attending. There were 16 different vendors providing services and information. Attendees received 50 blood pressure screenings, 12 body comp analyses, 19 vision and glaucoma screenings and 48 facial skin analyses.

2. Trainings

- a) No trainings this month

3. Policies

- a) In the process of creating a new policy for Americans with Disabilities Act (ADA), and updating the Family Medical Leave Act (FMLA), Drug and Alcohol, Illegal Discrimination and Sexual Harassment, and Performance Evaluation policies.

4. Recruitment

- a) 1 external advertisement for Water Plant– Closing Date 12/7/09, applications will be processed in December
- b) 1 internal advertisement for Water Plant - 2 internal applications processed

5. Risk Management

- a) Filed 5 insurance claims
- b) Completed the Annual Respirator Fit Testing for Public Works employees

7. Other Activities

- a) Completed the Police promotional testing process for corporal and sergeant on November 16 with 3 officers testing for corporal and 8 officers testing for sergeant.

ADMINISTRATIVE SERVICES

1. Information Technology

- a. The Helpdesk handled 86 desktop service calls in November requiring 116 hours of support time.
- b. In addition to the desktop work, 90 hours of application support time was required to handle the workloads for EDEN.
- c. The installation of the power generation system is almost complete with the installation of the generator at the end of the month. Circuits are being defined for the backup.

2. Public Housing Agency

- a. Waiting list – The waiting list of prospective clients contains a total active of 284.
- b. Occupancy – The following changes took place in the current voucher base:

- 1 New Admissions for 12/1/2009
 - 3 End of Participations for 11/30/2009
- c. Miscellaneous
- The 1st import run for generating rent checks was successfully completed for the November rents. This is an interface program between Housing Pro and EDEN FAS and eliminated the need for manual intervention in the generating checks.
 - Repayments receivable are currently at \$95,933. We are reviewing collection vendors to assist in collecting this debt.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 12 inquires from the public, including residents and developers.
2. Coordinated the printing of the 2009 Comprehensive Plan and the posting of the Plan onto the City Website. Hard copies of the Plan were sent to the Maryland Department of Planning, Carroll County Commissioners and the Carroll County Public Library – Westminster Branch. Hard copies were also distributed to the Mayor and Council, key staff and the Westminster Planning and Zoning Commission
3. Planned and attended the Westminster Planning and Zoning Commission meeting held on November 12, 2009.
4. Worked with the Director of Planning, Zoning and Development to plan and conduct the first Arts and Culture Taskforce Meeting on November 17, 2009.
5. Wrote a letter of support, on behalf of the Department of Planning, Zoning and Development, for the Carroll County Department of Health to receive federal grant funding from the CDC to address the need for local food production in Carroll County.
6. Contacted all local elementary schools to schedule five visits by the Mayor to teach 4th graders about local government and the role of the Mayor in local government; this outreach effort will satisfy criteria necessary for Westminster to become a MML 2010 Banner City.
7. Completed the legal requirements for the Administrative Adjustment Hearing, for Case #AA-09-04, to be held December 8, 2009 (hearing postponed until January 5, 2010).

Natural and Cultural Resources and Planning/GIS

1. Staffed one Tree Commission meeting, discussing plans for the spring 2010 tree planting at Wakefield Valley Community Trail, plans for marketing and sponsorship of the 2010 Urban and Community Forestry Workshop and other projects being considered for the 2010 calendar year work plan.
2. Staffed one meeting of the Historic District Commission, providing a staff report for a Historic Rehabilitation tax credit and guidance regarding the HDC's plans to resurvey the National Register district.
3. Handled logistical arrangements for community tree planting by the Tree Commission in Furnace Hills neighborhood.
4. Provided orientation for new HDC member, Mr. Kevin Wagman.
5. Provided maps for the Holiday parade and downtown events, and Arts and Culture Task Force.
6. Provided archived plans to engineering firms for planned projects at Wyndtryst Dr, Cranberry Square, Spring Mills Rd, Crossroad Square and the Baumgardner Property.
7. Researched Pay as you throw garbage collection, standard specifications for tree pits on public streets, and standards for submission of CAD files during development review.

Development Review

1. Finalized project and surety release for the 8" Turn Alley sewer extension along Pennsylvania Avenue.
2. Finalized project and completed surety release for the Church of the Ascension project.
3. Reviewed plans for: Union Crossing project consisting of nine lots for affordable housing at the intersection of Pennsylvania Avenue and Union Street. Review is ongoing and the City is working to expedite the project, possibly with construction occurring in two phases.
4. Worked with officials of Greenvale Mews, LLC, developer of the Greenvale Mews project, to obtain a signed public works agreement and to execute construction drawings. Execution of the public works agreement resulted in the

second payment of \$100,000 to the City in accordance with Agreement No. A-1051 to support construction of the Gesell Well project.

5. Worked on finalized requirements for the submittal of engineering drawings in an electronic format to the City. This will help the City avoid the cost of scanning and processing mylars and paper copies of drawings.
6. Worked with other City planning staff on street tree planting reviews and recommendations.

Economic Development

1. Hosted 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. 40 people from across the state attended, including 3 Downtown Westminster businesses.
2. Hosted the Main Street Maryland Managers Quarterly Meeting at Rooney’s Corner Café on the afternoon of November 4th. 20 of the 23 Main Street Managers in Maryland plus Main Street Maryland and National Main Street Center staff attended.
3. Cookie Walk was held on November 5th and was a modest success. The change in the weather that day moderated attendance.
4. Sent press releases and completed calendar of event announcements electronically to announce the Holiday Electric Parade and the Miracle on Main Street to newspapers in Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard and Washington counties as well as Adams and York counties in Pennsylvania. In addition to the local papers, notices were seen in the Baltimore City Paper and its .com site; the Gettysburg Times.com; the Gazette newspapers of Frederick, Carroll and Montgomery counties; Frederick News-Post; and the Washington Afro-American.
5. Made business recruitment visits to the boroughs of Carlisle, Chambersburg, Greencastle, Shippensburg and Waynesboro, PA.
6. Prepared a marketing piece for the 3 largest vacant retail spaces in Downtown Westminster. Began the development of a mailing list to which to send the flyer, based on previous business recruitment visits.

7. Met with two prospective business owners to discuss the opening of their businesses in January and February of 2010.
8. The façade projects at the Flower Box and Sidetracked were completed this month.
9. Participated in the Miracle on Main Street holiday event activities on November 28th. Estimated attendance at the Holiday Electric Parade to be 23,585.
10. Was interviewed in person by WBAL Radio at the tree lighting event.
11. Began the analysis of the holiday drawing entrants for use in future marketing efforts. The furthest entrants in the drawing were from Blairgowrie, Scotland; Seattle, WA; Barstow, CA and Orlando, FL.

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	1	\$50
YTD Totals	29	\$1,800.00

2. Attended two days of Main Street Basic Training in Baltimore.
3. Provided oversight of Senior Accessible grant project at 37 Union St.
4. Completed Lead Loan project at 82 W. Main St
5. Completed monthly reporting to State for Special Loans Programs.
6. Continued work with the Finance Department and auditors on current and past grant funding for the yearly audit.

Zoning

1. The Board of Zoning Appeals met on November 10, 2009 to consider revisions to its Rules of Order and Procedure involving: 1) requiring applicants and appellants to file preliminary statements in advance of a hearing; 2) creating a process for an applicant to modify a Special Exception or to request a transfer; and 3) allow the Board of Zoning Appeals to limit the number of questioners to one or more

representatives for each side. After discussion of the issue, the Board of Zoning Appeals unanimously adopted the revised Rules of Order and Procedure effective November 10, 2009.

2. The City’s newly appointed Arts and Culture Task Force met for the first time on November 17, 2009. The Task Force discussed a proposed mission statement, goal and objectives to guide the group’s work. After discussion, the Task Force generally agreed on a proposed mission statement, goal and three objectives including: 1) develop an arts, culture and small business overlay zone that enhances the vitality and quality of life for residents by allowing limited arts and culture use, yet is sympathetic to and protective of the residential character of the neighborhood; 2) develop and implement a plan to highlight Westminster arts facilities, businesses, resources and programs and provide focus to these cultural assets; and 3) develop and implement a plan to promote the “arts and culture neighborhood” concept as a new tourism opportunity that is integrated and interconnected with related facilities, businesses, resources and programs in downtown Westminster. The Task Force tentatively set a schedule for four more meetings, with each focused on an objective and one wrap-up meeting, with the caveat that additional meetings may be needed. The Task Force tentatively set Tuesday, January 5, 2010 at 6:30 p.m. at the Carroll Arts Council as its next meeting date.

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 first draft of an ordinance was prepared 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. The draft ordinance is now with the City Attorney for review and refinement into City ordinance format. One review meeting was conducted on November 24, 2009. We are currently working toward the goal of having a new Chapter 119 finalized by the end of December 2009. Thereafter, we will work with the Mayor and Common Council to adopt the ordinance in a timely fashion, with an effective date of July 1, 2010. The next step will be to consider the best course of action to address HQS standards and standards contained in the new Chapter 119, to insure all units are held to the same standards. Our goal is to have the common inspection standards in place by July 1, 2010.

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

	General	Water	Sewer
Monthly Totals	\$0.00	\$7,378.00	\$7,378.00
YTD Totals	\$44,247.00	\$18,936.50	\$29,286.50

5. Approved 13 building permits in November 2009.
6. The Planning and Zoning Commission met on November 12, 2009 and approved the site plan for the Young School, located at the Shoppes at Meadow Creek. This facility is a pre-school/daycare facility and is located adjacent to the new M&T Bank. The Planning and Zoning Commission also approved starting the 60-day review period on the County's Water Resources Element. Finally, the Planning and Zoning Commission learned of State-mandated education requirements for members of Planning and Zoning Commissions and Boards of Appeal.
7. The following fees related to new and expanded development were paid in November 2009:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$5,244	\$0	\$0
YTD Totals	\$77,786	\$70,532	\$49,280

8. Sent nine zoning letters in November 2009.
9. Continued working with Episcopal Housing Corporation on the Union Crossing project. Episcopal is working to record the final plan and on related land conveyance details so the City can sell the City-owned properties known as 57, 59, 61 and 63 Union Street to Episcopal for \$498,000.
10. At the November 23, 2009 Mayor and Council meeting, a road and utility deed for various sections of roadways in the Village of Meadow Creek, Phase 1 was presented for acceptance. The deed was accepted and the City is now responsible snow removal and related work.
11. Greenvale Mews, LLC made its second payment of \$100,000 dollars in accordance with Agreement A-1051. To date, the City has received \$150,000, with payments of \$350,000 remaining. The next payment of \$100,000 is due and payable when the plat is recorded and the final payment of \$250,000 is due and payable no later than May 6, 2010. The development is located on Gist Road in the County and the money will be used to fund a portion of the construction costs for the Gesell Well.

Code Enforcement

1. A total of 40 separate code issues were handled during November 2009:

Complaint Type	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	27	24	3	68%
Trash and Rubbish	7	7	0	17%
Weeds and Grass	0	0	0	0%
Property Maintenance	1	1	0	3%
Solid Waste	0	0	0	0%
Condemnations	0	0	0	0%
Private Inspections	2	0	0	5%
Trees and Hedges	0	0	0	0%
Sidewalks	0	0	0	0%
Rental Registration	3	3	0	7%
Water Violations	0	0	0	0%
Snow Removal	0	0	0	0%
All Others	0	0	0	0%
Monthly Totals	40	35	3	100%
Yearly Totals	183	150	21	100%

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

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	18	5	13	72%
HQS Re-Inspections	3	1	2	67%
HQS Supervisory	5	2	3	60%
HQS New Units	4	2	2	50%
HQS Special	2	1	1	50%
Monthly Totals	33	11	21	64%
YTD Totals	115	41	73	63%

3. The City's Code Inspector participated in four separate staff meetings for Planning and Housing totaling approximately 4.5 hours.

4. The City's Code Inspector continued working with the City's GIS specialist to create the capability to graphically map code violations. The intent is to add police violations in the future, once information reporting technology is in place.
5. \$600 in fines was paid for three code violations in November 2009.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Nov 2009	994	54	15	9	319	300
2009 YTD	10,816	652	184	89	3,744	1,981
2008 YTD	13,833	803	255	133	3,770	2,156

**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. **Residential Burglaries (Reported November 9, 2009):** On November 9th at approximately 10:30 a.m. officers were dispatched to a private home in the unit block of Fitzhugh Avenue for a reported burglary in progress. The complainant, a local contractor, called the Police Department to report that he had gone to the residence to develop an estimate for some work for the homeowner. As he walked around to the rear of the home he observed that the glass in the rear basement door was broken out. He then observed 3 males hurriedly exit a side door and run away southbound along Old New Windsor Road. Responding units located the subjects who fled on foot into the woods on the west side of Route 31. All three suspects were arrested a short time later after a foot pursuit. The suspects were identified as Ryne Jeffery Gassaway, 20 years of age from Sykesville, and two juveniles. All were charged with first degree burglary, theft and related charges.

One of the suspects abandoned a jacket as he fled from the officers. The jacket was recovered and it was found to contain a quantity of ladies jewelry – including a very old class ring from Seton Hall High School. Investigators ultimately identified the owner of the class ring as a resident of the 200 block of Uniontown Road in Westminster. Investigation revealed that the Uniontown Road residence had been burglarized while the owners were away on vacation (*and therefore not*

previously reported to the Police Department). Several items of jewelry located in the suspect's jacket were identified as that of the owner of the residence on Uniontown Road. The suspect wearing the jacket will be charged with burglary and related charges in this case. This case remains under active investigation by Detectives.

2. **Residential Burglary (Reported November 11, 2009):** On November 11th at approximately 5:00 p.m. officers were dispatched to an apartment in the 200 block of East Main Street regarding a burglary in progress. Upon arrival they contacted the complainant who advised that he was returning to his girlfriend's apartment in the building when he observed a female using a shiny metal object in an attempt to pry open his girlfriend's apartment door. There were two small children with the suspect at the time. The suspect, April Lynn Jarboe, 29 years of age from Westminster, was located at the scene and detained. She appeared to be heavily intoxicated and she advised the officers what she was "attempting to move into the building". Investigation at the scene determined that she had also attempted to forcibly enter an adjoining apartment. Ms. Jarboe was taken into custody and her children were turned over to a relative for safe keeping. Ms. Jarboe was charged with two counts of attempted burglary.
3. **Commercial Burglary (Reported November 21, 2009):** The victim in this case reported that he closed and locked his business located in the unit block of East Main Street at approximately 5:00 p.m. on November 20th. Later that evening he received a call from an acquaintance who advised him that his business had been entered and the cash register and contents stolen. The caller provided the name of the suspect who reportedly committed the burglary. Based upon this information the victim called the Police Department to report the crime. A check of the business revealed that the cash register had in fact been stolen. There was no forced entry to the business. This case remains under active investigation by Detectives.
4. **Residential Burglary (Reported November 25, 2009):** The victim in this case reported that her apartment in the 100 block of West Main Street had been forcibly entered during the early evening hours of November 25th while she was away. Evidence at the scene indicated that entry was obtained by kicking or forcing open the apartment door. The only item stolen during the burglary was a laptop computer. The stolen laptop computer has subsequently been recovered by Detectives at a local pawn shop. This case remains under active investigation.
5. **Residential Burglary (Reported November 28, 2009):** The victim in this case reported that her apartment, which is located in the 100 block of East Main Street, was forcibly entered while she was away during the evening hours of November

28th. Investigation at the scene indicated that the apartment door had been forced or kicked open to permit entry into the apartment. The apartment was ransacked and a variety of property to include jewelry, electronics and musical instruments was stolen. A canvass of the area identified several witnesses who observed 3 suspicious subjects in the area at the time of the burglary. The case has been assigned to Detectives and it remains under active investigation.

Significant Activities:

1. **Lieutenant Douglas Johnston** has been selected to attend an upcoming session of the Northwestern School of Police Staff and Command (NSPSC). The NSPSC is an intensive 10-week training program for senior police officials which is designed to improve the administration of justice and raise law enforcement standards, knowledge and cooperation. Two members of the management staff, Captain Yeager and Lieutenant Budzinski, have already completed this excellent training opportunity. The training will be conducted at the Maryland Police Training Commission facility in Sykesville from February through April, 2010. Lt. Johnston was chosen by an external panel of Northwestern graduates to represent WPD at this training.
2. During November **promotional testing** was conducted for the rank of Police Corporal and Police Sergeant. A total of three candidates competed for Sergeant and seven candidates competed for Corporal. Following the completion of the testing and interview process the following candidates were selected for promotion:
 - **Sergeant (1) – Corporal Scott Peter**
 - **Corporal (3) – PFC William Long, DFC William Valentine and DFC Jeffrey Schuster**
3. During November Chief Spaulding was selected to sit on an **interview panel** to screen potential candidates for the position of Executive Director of the Maryland Police and Correctional Training Commissions. Following those interviews which were conducted on November 17th and 20th, a list of the three most highly qualified candidates was submitted to the Secretary of the State Police and the Secretary of Public Safety and Correctional Services for their review and consideration.
4. The Police Department and the Carroll County Sheriff's Office will be initiating their annual joint **Holiday Crime Prevention Patrol Program** in early December. The program provides for dedicated officers and deputies to patrol the

shopping centers and commercial areas along Route 140 during the holiday season to (1) increase visibility and (2) decrease the potential for robberies, shoplifting, thefts from vehicles and street crimes. Once the shopping areas close for the evening, these officers/deputies will focus on the enforcement of drunk and aggressive driving violations – a common problem during the holidays. Overtime and grant funding will be utilized to cover the cost of these additional patrols. The Downtown Patrol Initiative remains in effect and provides a dedicated officer in the Main Street business district for 3 p.m. to 11 p.m. five evenings each week.

5. 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 January. 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.

RECREATION & PARKS

1. Recreation and Parks Capital Projects
 - Wakefield Valley Trail – Meeting with SHA concerning MD 31 and Uniontown Road
 - City Park Building Renovation – Concrete poured, block going up, working on electric and HVAC change orders
 - Awarded 41k in additional POS funds for City Park Building Renovation
 - Awarded 50k in CPP TO make ADA upgrades to City Parks
2. Programs and Events
 - Revising field permit forms
 - Coordinating with the County to issue field permits to its users
 - Coordinating Mayor’s Cup Store Front Decorating Contest
 - Continue preparations for Santa’s Treat

- Coordinating with the Farm Museum to include advertising Corbit's Charge Ball and June encampment in their Civil War publications and mailings
- Preparation for Employee Holiday Luncheon
- Continue to update Recreation and Parks Website
- Continue to pay invoices for Department operating and Programs and Events
- Held Holiday Camp – sold out
- Working with Police Department – Shop With A Cop
- Hosted Santa's Treat in partnership with the Lions Club of Westminster – over 300 children attended with over 19 students earning over 90 Community Service Hours towards graduation
- Negotiating contracts with vendors for the 2010 year
- Working on January publication for Programs and Events

3. Family Workout Center

- New Memberships - Individual 46, Family 6, Youth 4
- Revenue for the month – Enrollment \$710, Monthly Dues \$18,133, Rent \$2,685, Guest fees, \$722. Totaling \$22,300 - \$4,400 more than last November
- Started new onsite service for members to leave their children with us for a 3 hour limit so Moms and Dads can shop for the holidays
- Held National AFAA certification for Pilates
- Continue Yoga for city employees – well attended
- Set up table at Santa's Treat giving out information and providing tours
- Brainstorming meeting with the Programs and Events office to come up with additional ways to raise money for the center

4. Parks – Closed for the season, King Park Pavilion replaced by Westminster Lions Club

5. Camps – Negotiating contracts for 2010, working on camp flier

6. Pool – Closed for the season
7. Skate Park – High use of the park continues

PUBLIC WORKS

PUBLIC WORKS REPORT
NOVEMBER, 2009

1. Cranberry Run Water System

Sources:

Cranberry Branch	26.5679	MG
Hull Creek	17.1337	MG
Raw Reservoir	2.79	MG
Other	-0-	MG
Total Treated	46.4916	MG
Well 3	2.42881	MG
Well 4	1.65772	MG
Well 5	6.6404	MG
Well 6	2.77313	MG
Well 7	5.06799	MG
Well 8	0.69	MG
Well 9 & 10	3.30448	MG
Well 11	-0-	MG

Total Delivered to System 68.477222 MG

Well 5 Backwash water	0.00028	MG
Well 7 Backwash water	0.29533	MG

Daily Average 2.28257 MG

Filter Backwash	0.2813	MG
Hours Operated	720 hours	

WAKEFIELD WELL SYSTEM

Well 1	2.88	MG
Well 2	2.09905	MG

Total Delivered to System 4.97905 MG

Daily Average 0.00053 MG

2. 491,740 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. Work ongoing at Well #11
8. Putting in new sidewalk between the Old Plant and New Plant.
9. Removed overhead door from the third floor of the Old Plant and put it on old pump room to make storage room.
10. Raw Reservoir is full.

WASTEWATER TREATMENT PLANT:

- | | | | |
|----|-----------------------------------|---------|----------|
| 1. | Total Flow | 152.452 | MG |
| | Average Daily Flow | 5.257 | MGD |
| | Septage Sludge | 66.97 | Wet/Tons |
| | Sludge
(Integrated Agronomics) | 376.231 | Wet/Tons |
2. Operations:
- ENR meeting with Stearns and Wheler
 - Repaired/welded utility water booster strainer
 - Repaired outside tank lighting
 - Installed additional lighting in shop area
 - Recycles to landfill
 - Conducted safety/training meeting
 - Routine maintenance

STREET DEPARTMENT:

1. Streets and Alley's crew removed the following from City Limits:
 - 3.1 Tons from Street Baskets
 - 65.63 Tons of Bulk Trash
 - 17.60 Tons of Brush
 - 200.02 Tons of Yard Waste
 - .18 Tons of Paper Recycling
 - 0- Tons of Street Sweepings
 - 0- Tons of Scrap Tires
 - 6.32 Tons of Metal
2. Grounds Maintenance performed the following:
 - Assisted in the streets and alleys with leaf vac collection
 - Picked up leaves at City Hall and in all the City parks
 - Assisted with set-up for the holiday event
 - Attended two tree commission meetings

3. Building Maintenance performed the following:
 - Assisted putting up Christmas lights on E. Main Street, Pennsylvania Avenue and City parking lots.
 - Put out no parking signs and barricades for the holiday parade.
 - Christmas trees were donated and put up at Locust Mall, Belle Grove Square and the monument at the intersection of Pennsylvania Avenue and W. Main Street.
 - Installed a handicap parking sign on Center Street.
 - Painted handicap parking T's on Charles Street .
 - Fixed 8 lights at the Art Council stage.
4. Street Maintenance performed these operations:
 - Helped in streets and alleys with picking up brush, yard waste and bulk trash pick ups.
 - Worked on filling in some pot holes around town

UTILITY MAINTENANCE DEPARTMENT:

1. WATER LEAKS:

843 Medinah Circle (Private)
136 Bond Street (Service)

2. SEWER BLOCKAGES:

Summerville Assisted Living, Washington Road (Main)
66 Winchester Avenue (Service)
215 Rose Avenue (Private)
515 Manchester Road (Private)
37 Milton Avenue (Service)
19 Hickory Court (Private)
221 Young Street (Private)
442 Palmer Terrace (Service)
318 Fair Avenue (Service)
1 Wimert Avenue (Private)
822 Johahn Drive (Service)

3. MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Readings
118 High water bill service calls

4. REGULAR MAINTENANCE:

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

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 – The Engineer started work on the project contractor.
3. Roop's Mill Well Water Treatment Facility and Main – Contractor is working on the project start up. The pumps/motors did not pass vibration tests. The manufacturer and the contract are working on resolution of the issue.
4. WWTP ENR Project – The City is working with MDE on developing design approach.
5. Recreation Park Building – Under construction
6. Pennsylvania Avenue Streetscape – Under construction
7. Water Meter Replacement Project – Project was approved by MDE and The Mayor and Council. The contractor received Notice to Proceed dated December 2, 2009.

CONSTRUCTION INSPECTION/MANAGEMENT:

Capital Projects:

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

Developer Projects:

1. Meadow Creek, Section 1 & 2
2. Bolton Hill-Phase 4

Respectfully submitted,

Marge Wolf
City Administrator