

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 8 FOR 2010



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** March 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Council Meeting	9 Joint Planning and Zoning meeting with Carroll County	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28	29	30	31			
** April 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 HOLIDAY	3
4	5	6	7	8 Planning & Zoning Commission	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	

GENERAL GOVERNMENT

Attended two state of the economy presentations—Aniban Basu, President of the Sage Group was the featured speaker at the Chamber of Commerce/Economic Development Breakfast and Ted Zaleski, Director of Management and Budget, spoke on the local economy at a Chamber of Commerce luncheon.

Attended several Water Resources Coordinating Council meetings to finalize the Carroll County Water Resources Element portion of the Comprehensive Plan.

Began evaluation of the health care options for City employees in preparation for an April 1 renewal date.

Conducted the first Main Street Roundtable for property owners.

Endured two snow storms of blizzard magnitude.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	15
Press Releases	3	62
Videos	0	11
Council Meetings	2	13

FINANCE

1. The Special Assessments module of EDEN first billing took place in January after additional training and setup work was completed. Approximately \$49K in personal property tax revenue was billed.
2. 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 was completed with Municipal & Financial Services Group. The final valuation calculation was completed, and the formal report is currently due.
3. The final Audit report was provided by Rager, Lehman & Houck for distribution to State agencies as required.

HUMAN RESOURCES

1. Benefits

- a) Approval of United Healthcare Business Associate Agreement

2. Recruitment

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>	<u>New Hires</u>
Full-time:	1	1	1	101	0
Temporary/Seasonal:	0	7 (Summer) 1 (Intern)	0	100	0

3. Risk Management

- a) Filed 12 insurance claims (increase in volume due to various snow storms)
- b) Held two annual respirator training sessions for 41 Public Works employees

ADMINISTRATIVE SERVICES

1. Information Technology

- a. The Helpdesk handled 47 desktop service calls in February requiring 67 hours of support time.
- b. In addition to the desktop work, 72 hours of application support time was required to handle the workloads for EDEN, NEXGEN, and Housing Pro.
- c. The installation of the power generation system is almost complete with the installation of the transfer circuits for power outages.
- d. The Disaster Recovery program has moved to the equipment acquisition phase. New server technology will enable several existing servers to migrate to the disaster site in the March timeframe.

2. Public Housing Agency

- Repayments receivable are currently in excess of \$90,000. We are reviewing collection vendors to assist in collecting this debt.
- The Annual PHA Plan and Administrative Plan have been revised and posted for public review on both the City’s website, City facilities, and at the Westminster Branch of the Public Library. After the review period the plans will be brought before the Council for a Public Hearing April 12, to be adopted before the beginning of the new fiscal year.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 18 inquires from the public; including residents, real estate appraisers and developers.

2. Planned and facilitated the Administrative Adjustment Hearing for Case #AA-10-01 held on February 18, 2010 in reference to the Roop's Mill subdivision project.
3. Completed a Zoning Verification Request for Westminster Apartments and Middlebrooke Apartments.
4. Attended a meeting with Union Crossing representatives about shortening the development review schedule to meet the April groundbreaking deadline.
5. Coordinated the "Grow It, Eat It" local food production presentation in partnership with the Maryland Master Gardeners Program and the University of Maryland Extension Program. Presentation was held February 24, 2010 with 33 residents in attendance.
6. Submitted a request to the Maryland Department of the Environment (MDE) for Electronics Recycling Grant Reimbursement.
7. Attended a pre-application meeting with Walgreen's and JP Pizza representatives to discuss the Staff concerns over landscaping, parking and architecture.
8. Worked with the Maryland Department of Planning to write a page in the Carroll County Smart Growth Information Booklet about Smart Growth efforts in Westminster.

Natural and Cultural Resources and Planning/GIS

1. Staffed one meeting of the Historic District Commission.
2. Worked with a consultant to obtain cost and potential energy savings information for lighting improvements in our two parking garages.
3. Presented energy Conservation Plan to Mayor and Common Council, receiving approval to pursue available funds from MEA to begin the projects included in the plan.
4. Completed Jane E. Lawton loan program application for energy conservation project funding.
5. Fulfilled five requests for as-built and utility data related to upcoming development projects.
6. In cooperation with HR Department, began soliciting applications for GIS internship.

7. Met with County GIS and IT staff regarding ArcGIS Server and possible integration with County GIS via fiber network.
8. Provided content for newsletter regarding spring HDC and Tree Commission activities.
9. Continued research on Pay as you throw garbage collection, standard specifications for tree pits on public streets, and standards for submission of CAD files during development review.
10. Continued self-training on use of GPS equipment and software.

Development Review

1. Prepared and completed surety releases for the following projects: Air Business Center Lot 1; Lowe's Super Store; and Bolton Hill, Phase 4, Section 1.
2. Recorded lien for property located on Fairway Drive.
3. Continued reviewed plans for the following projects: Crossroads Square Shopping Center (Lone Star Redevelopment); Westminster Tech Park – Lot 5; Westminster Shopping Center – Susquehanna Bank; and Union Crossing.
4. Processed final plats and plans for signatures for the following projects: Westminster Technology Park – Lots 4 and 5.
5. Connected \$1,100 in development review fees for the final plat for Westminster Tech Park, consolidation of Lots 4 and 5.

Economic Development

1. Sent press releases and completed electronic calendar of event announcements on behalf of the 3rd Annual Corbit's Charge Civil War Ball to be held on March 27th to newspapers in Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard and Washington counties as well as Adams and York counties in Pennsylvania. With assistance from Barb Beverungen of Carroll County Tourism, also got the event placed onto the Heart of the Civil War Heritage Area website's calendar of events.
2. Attended the Annual Meeting of the Downtown Westminster Farmers Market on February 13th. Provided attendees with updated 2010 applications and rules. Mailed out an additional dozen applications to those who expressed an interest in participating in the market this year after the meeting. Received one completed application in February.

3. Attended the Corbit's Charge Commemoration Committee meeting on February 18th.
4. Began working with Bob Coffey of Coffey Music to develop the performance line-ups for the Lunch on the Lane and Songs at Six concert series held in downtown during the summer. Received 3 unsolicited inquiries from musicians interested in performing at either Lunch on the Lane or Songs at Six this month.
5. Provided locations and contact information of available spaces in the range of 2,500sf to 5,000sf along the MD97 corridor to a Frederick-based plumbing supply company interested in establishing a presence in Westminster.
6. Met with Beth Woodring of the MD Small Business Development Center (SBDC) on February 23rd to discuss training opportunities available from the SBDC and logistical issues that possibly prevent Main Street merchants from attending such training.
7. Assisted the Police Department in notifying the downtown merchants of the cancellation and rescheduling of the commercial crime prevention presentation, due to weather, from February 10th to February 24th at 7 pm in the John Street Quarters. Attended the presentation on February 24th.
8. Prepared the March/April issue of the Downtown Westminster Main Street News.
9. Received 1 commercial and 6 residential façade program inquiries, as the result of an article in the Carroll County Times announcing the City's receipt of a Community Legacy grant for façade improvements.
10. Provided some photos of the Pennsylvania Avenue area for a Smart Growth brochure by the MD Department of Planning.

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	4	\$200
YTD Totals	42	\$2,550

2. Continued to provide oversight of Senior Accessible grant project at 37 Union St.

3. Completed preparations for required second Community Development Block Grant public hearing for the Westminster Community Center project on Union Street.
4. Conducted regular bi-monthly conference call with Episcopal Housing Corporations officials.

Zoning

1. The Director of Planning, Zoning and Development was on vacation the weeks of February 21, 2010 and February 28, 2010.
2. Due to inclement weather, the planned Arts and Culture Task Force meeting scheduled for Tuesday, February 2, 2010 at 6:30 p.m. at the Carroll Arts Center as postponed until Tuesday, March 16, 2010 at the same time and place. The objectives of the meeting will be to finalize the recommendation on the Arts and Culture Overlay Zone and to develop a plan to promote the “Arts and Culture Neighborhood” as a tourism opportunity and how to connect it to the City’s existing arts and culture industry.
3. Work continues to have an updated Chapter 119 in place and effective by July 1, 2010. This would update our property maintenance code to the 2009 version of the International Property Maintenance Code. Since the update began when Mr. Walsh was still the City Attorney, we are working the hand-off to our new Elissa Levan, our new City Attorney. Additionally, City staff completed the comparison mapping of HQS standards verses Chapter 119 property maintenance standards. Our comparison was submitted to HUD and we requested that HUD allow the City to utilize the standards in Chapter 119 to inspect Section 8 units.
4. The following construction inspection fees were paid in February 2010:

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

5. Approved 8 building permits in February 2010.
6. The Planning and Zoning Commission joint meeting with the Carroll County Planning Commission scheduled for February 11, 2010 was postponed due to inclement weather. The purpose of the meeting was to receive comments from the public on the County Water Resources Element. The rescheduled meeting

was tentatively scheduled for Tuesday, March 9, 2010 in Room 003 of the County Office Building.

- The following fees related to new and expanded development were paid in February 2010:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$17,305	\$16,488	\$10,368
YTD Totals	\$157,474.00	\$142,648.00	\$71,168.00

- Sent ten zoning letters in 2010.
- The Mayor and Council met on February 22, 2010 and approved a recommendation to implement energy-saving improvements in various City buildings. The work will be financed from grant and low-interest loan funds from the Maryland Energy Administration. The work will total approximately \$170,000-\$180,000.
- The Director of Planning, Zoning and Development worked with officials of Episcopal and the new City Attorney to update the Letter of Intent and prepare the final Agreement of Sale. These documents were approved by the Mayor and Common Council on February 8, 2010 meeting. At present, settlement is anticipated no later than April 1, 2010 and we are working with Episcopal and The Reinvestment Fund, their construction lender, on final documentation.

Code Enforcement

- A total of 51 separate code issues were handled during February 2010:

Type of Complaint	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	9	6	1	18%
Trash and Rubbish	3	3	0	6%
Weeds and Grass	0	0	0	0%
Property Maintenance	3	3	3	6%
Solid Waste	0	0	0	0%
Condemnations	1	1	0	2%
Private Inspections	1	1	0	2%
Trees and Hedges	0	0	0	0%
Sidewalks	0	0	0	0%

Rental Registration	1	1	0	2%
Water Violations	0	0	0	0%
Snow Removal	33	30	0	64%
All Others	0	0	0	0%
Monthly Totals	51	45	1	100%
Yearly Totals	296	245	19	100%

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

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	18	6	12	67%
HQS Re-Inspections	3	3	3	100%
HQS Supervisory	0	0	0	0%
HQS New Units	2	2	2	100%
HQS Special	1	0	0	0%
Monthly Totals	24	7	17	70%
YTD Totals	198	80	118	59%

3. The City's Code Inspector participated in two separate staff meetings for Planning and Housing.
4. The City Code Inspector prepared monthly notification and inspection reports.
5. The City Code Inspected code mapping comparing HQS and Chapter 119 property maintenance standards for submission to HUD to obtain authority to utilize our local standards for Section 8 inspections.
6. The City's Code Inspector investigated a number of non-conforming uses.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Feb 2010	792	60	17	15	190	180
2010 YTD	1,733	146	27	24	587	433
2009 YTD	1,544	130	36	19	693	342

Significant Cases:

1. **Shooting/Assault with Intent to Murder (Reported February 2, 2010):** On February 2nd two individuals received non-life threatening injuries as a result of a shooting in the Bishop's Garth Apartments. It appears that the shooting was the result of an argument between the victims and the suspects over a cell phone that had previously been left in the stairwell by one of the suspects. As a result of exhaustive investigative efforts, two suspects have been positively identified – Kashon Harris 28 years of age from Baltimore, and Dominique Keyser 19 years of age from Baltimore – and arrest warrants were obtained for both. Keyser was arrested on February 18th during a drug sweep in New Jersey. He will be extradited back to Maryland in the near future. The MSP Warrant Apprehension Task Force is assisting WPD with efforts to locate and apprehend Harris.
2. **Residential Robbery (Reported February 2, 2010):** On February 2nd at approximately 12:30 a.m. officers were dispatched to the unit block of Shaeffer Ave regarding a residential robbery which had just occurred. Upon arrival at the scene they contacted the victims who indicated that they had returned to the residence at approximately midnight after being out for the evening. About 20 minutes later they heard a knock at the door. When one of the victims opened the locked door he was assaulted by the suspect who forced his way into the apartment. The suspect, who was armed with a small handgun and had a rag partially covering his face, threatened the victims and demanded their wallets which were handed over as directed. After rifling through the wallets, the suspect dropped the wallets on the floor without taking anything. During the robbery one of the victims fought back, striking the suspect in the face with his fist. After a brief struggle, the suspect fled the residence on foot. One of the victims sustained some facial lacerations as a result of the struggle with the suspect. A check of the area by responding officers failed to locate the suspect. This case remains under investigation by Detectives.
3. **Residential Robbery (Reported February 22, 2010):** On February 22nd at approximately 8:30 p.m. officers were dispatched to an apartment in the unit block of Pennsylvania Avenue regarding a residential robbery which had just occurred. Upon arrival they spoke with the victim who advised that he was in the kitchen of his apartment when his nephew, Anthony Ray Atwell 47 years of age of Westminster, entered the apartment and began to argue with him. During the argument, Atwell attacked the victim and forcibly removed his wallet from his rear pocket, taking U.S. currency from the wallet and then throwing the empty wallet on the table. Atwell then threw the victim to

- the floor and fled the apartment on foot with his money. The victim indicated that Atwell suffered from drug-addiction and that he appeared to be under the influence of drugs at the time of the robbery. Atwell was subsequently located and arrested for robbery and related charges.
4. **Commercial Burglary (Reported February 14, 2010):** On February 14th at approximately 2:05 a.m. officers were dispatched to the 100 block of East Main Street for the report of a subject kicking on business doors in the area. Responding officers were unable to locate the suspect but they noted that the front door of a business in the area was slightly ajar. Upon checking the vestibule, they noted that the glass side-light had been broken but the inner door was locked. A building representative was contacted who responded to the building to unlock the door for the officers. In the search that followed, a subject was located sleeping in a bathroom on the second floor of the building. This subject, James Aaron Cassell 35 years of age from Westminster, was subsequently arrested and charged with 4th degree burglary and related charges. He was heavily intoxicated at the time of his arrest.
 5. **Attempted Commercial Burglary (Reported February 20, 2010):** On February 20th at approximately 11:30 p.m. units were dispatched to the Direct To You gas station on East George Street regarding a possible burglary in progress. When they arrived at the station they found that the front window pane had been smashed and several cases of soda had been spilled over on the floor inside. The reporting person was interviewed and she indicated that she observed three subjects milling around by the soda machine in front of the station. As they prepared to walk away, two of the subjects began kicking the plate glass window on the front of the store until it broke. Once the glass broke it appeared that the suspect's reached in through the hole in the glass and took some soda which was stacked in cases inside the window. The suspects then fled the scene heading west on George Street on foot. The owner of the station responded and it was determined that no entry had been gained and that no soda was taken. Efforts to locate the suspects on foot in the area proved negative. This case remains open.
 6. **Attempted Residential Burglary (Reported February 23, 2010):** On February 23rd at approximately 7:15 p.m. officers were dispatched to an apartment building in the unit block of Park Avenue regarding a possible burglary in progress. When they arrived they determined that the suspects had already fled the scene on foot. Investigation revealed that the attempted burglary was the result of an ongoing dispute between a teenaged resident of the apartment and several local youth that he attends high school with. The subjects had come to the residence to engage him in a fight to settle the dispute. When the victim didn't answer the door, several members of the group began kicking the door in an effort to gain access to the apartment. When the victim's aunt arrived at the residence the suspects fled on foot. A total of 5 local youth (4 juveniles and 1 adult) have been arrested and charged in this case. All were known to the victim.

ADMINISTRATIVE ISSUES:

1. Lieutenant Douglas Johnston began his training at the **Northwestern School of Police Staff and Command** on February 1st. The 11-week senior command school is being held at the Maryland Police Training Center in Sykesville through early April. Sergeant Thomas Kowalczyk is supervising Lt. Johnson's squad in his absence.

2. The City's **Automated Enforcement Program** (red light cameras) became operational on March 1, 2010. Warnings were issued for red light violations occurring in the first two weeks of the program. The City began issuing \$75 red light violation citations on March 15th. Between March 1st and March 11th a total of 78 violations were approved for written warnings. One intersection, Route 97 and Nursery Road, is still not fully operational as the SHA has issues regarding the enforcement of left turn violations at that location. Discussions are underway with SHA to resolve this issue.
3. The Police Department hosted a **commercial crime prevention and personal safety presentation** for the members of the Main Street business community on February 24th at John Street Quarters. While the presentation was sparsely attended by the business community, the comments from those in attendance were quite positive.
4. Efforts are currently underway to install and evaluate an **outdoor camera system** which could be used to remotely monitor activities in the downtown business district. This initiative was undertaken after interest was expressed for this type of technology by members of the local business community. The camera system selected could be remotely monitored by the Police Department and would also have the ability to record any criminal activity which might be captured for later use in investigation and trial. The camera has been temporarily installed in the downtown area but technical difficulties have thus far prohibited its use. Efforts are ongoing to get the system operational so that its efficacy can be determined.
5. The Chief of Police is currently conducting a series of **meetings with non-supervisory staff**. The purpose of these annual meetings is to ensure open communication between the Chief and those members of the Department with whom he has minimal opportunities to interact. Feedback thus far has been very good and several changes have been made within the agency to address issues raised in the meetings. The final meeting for this year will take place on March 19th. Following that meeting, the Chief will provide a formal report relating to the topics of discussion and any actions taken as a result. This is the 6th year that the Chief has hosted these meetings.

RECREATION & PARKS

1. Administration – Meeting with the Westminster Loins Club concerning the purchase of playground equipment for City Park. Planning meetings for spring and summer events. Working on Capital Improvement plan, Present Mater Plan to Recreation and Parks Advisory Board. Working a pavilion collapse. Interviewing and hiring staff for the summer. **OVER 8000 PEOPLE CAME THROUGH THE ARMORY IN February**
2. Recreation and Parks Capital Projects
 - a) Wakefield Valley Trail – Engineering work with the state continues.
 - b) City Park Building Renovation – Project is 75% complete
 - c) Working on specifications for the ADA upgrades to city parks

3. Programs and Events

- a) Distribution of Program Guides through Westminster and surrounding area
- b) Continue processing field permits to its users with the County
- c) Final planning for the Corbits Charge Ball
- d) Mother/Son – Daddy Daughter Date planning
- e) Planning meeting for the City’s annual Egg Hunts – 4000 Eggs stuffed with assistance from ARC.
- f) Planning meeting for Flower and Jazz Festival – Secured sponsorship for the Carroll County Times (\$1,500), over 30 vendors signed up in February with 8 local downtown business
- g) Continue to update Recreation and Parks Website – check out the Recreation and Parks website to see what has been done
- h) Continue to pay invoices for Department operating and Programs and Events
- i) Winter Camps in February – 20 local children participated
- j) Planning Father Son Golf Tournament – 17 registrations in February
- k) Process Pool Memberships - 30 passes issued in February
- l) Planning stages for the first Westminster Grand Fondo – 127 mile bike ride through the Catoctin Mountains. Money raise will be used to purchase equipment for the Family Center
- m) Continue work with the intern from McDaniel College
- n) Reviewing and requesting updated liability insurance from permit holders. Over 30 insurance forms get reviewed and approved in February.

4. Family Workout Center

- a) New Memberships - 70
- b) Recorded over 6,000 visits to the center, closed five days in February due to weather

- c) Revenue for the month – Enrollment \$905, Monthly Dues \$18,295., Rent \$1,785, Guest fees, \$1,286., Other \$125., Totaling \$22,396.
 - d) Continue to host the BEST from East Middle – 35 kids
 - e) Continue to host Forbush School – 25 kids
 - f) Red Cross Blood Drive February 23, 25 participants
 - g) Life Style Challenge continues with 20 participants
 - h) Averaged over 50 people per day using rental areas of building
 - i) Repair and paint walls in bathrooms and ceilings
5. Parks – spring work beginning, estimated weekly use of fields over 5420 participants through team sports. This doesn't include parents and visitors, over \$600 collected in permit fees
- Avondale – 500
 - City Park – 1,420
 - Jaycee Park – 2,400
 - Dutterer Park – 1000
 - Uniontown Park – 100
6. Camps – Negotiating contracts for 2010, booking field trips, preliminary inspections for Bill Huges, interviewing staff
7. Pool – Pavilion collapse, working on quotes for repair, interviewing staff, negotiating contact for concession stand
8. Skate Park – High use of the park continues
9. Wakefield Valley Trail - Heavy usage continues, working on signs and benches to be place

Public Works

CRANBERRY WATER PLANT

CRANBERRY BRANCH	41.0111	MG
HULL CREEK	1.1694	MG
RAW RESERVOIR	0.242	MG
OTHER	0	MG
TOTAL TREATED	42.4225	MG

WELL 3	2.31239	MG
WELL 4	1.49617	MG
WELL 5	6.43858	MG
WELL 6	2.57825	MG
WELL 7	4.2143	MG
WELL 8	3.4603	MG
WELL 9 & 10	3.2304	MG
WELL 11	0.613198	MG

TOTAL DELIVERED TO SYSTEM	42.259	MG
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WELL 5 BACKWASH	0.00222	MG
WELL 7 BACKWASH	0.3393	MG
DAILY AVERAGE	2.34457	MG
PLANT USE		MG
FILTER BACKWASH	0.1635	MG
HOURS OPERATED	672	

WAKEFIELD WELL SYSTEM

WELL 1	2.8057	MG
WELL 2	1.80166	MG
TOTAL DELIVERED TO SYSTEM	4.60736	MG
FILTER BACKWASH	0.00265	MG
DAILY AVERAGE	0.16455	MG

SLUDGE PUMPED TO WWTP	385,960	GALLONS
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REGULAR MAINTENANCE AT WELLS AND WATER PLANT.
COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS
COMPLETED THE MONTHLY OPERATION REPORTS
HANDLED OUT SAFETY INFORMATION FOR THE MONTH
THREE OPERATORS ARE WORKING ON THEIR C D L'S
WORKING WITH VERIZON DUE TO TELECON ISSUES WELLS 3 AND 8
ASSISTED WITH SNOW PLOWING
RESPIRATOR TRAINING

Wastewater Treatment Plant

Total Flow 161.980 MG

Ave. Daily Flow 5.785 MGD

Sludge (Integrated Agronomics) 325.586 wet tons

Septage Sludge 33.89 wet tons

Operations:

- Assisted Street Department with snow removal
- Respirator training
- Employee evaluations
- Recycles to Landfill
- Routine Maintenance

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with snow removal from streets, alleys and side walks
Collected trash from all the city parking lots
Assisted with pot hole remediation

Building Maintenance section performed the following:

Assisted with snow removal from streets, alleys and side walks
Assisted with snow removal from the roofs of city structures
Assisted with snow hauling

Streets and Alleys section

Street Baskets---.45 T

Bulk trash---5.95T

Brush---1.05T

Yard Waste---.23T

Paper Recycling---.16T
Street Sweepings---2.30T
Tires---0
Metal---1.57T

Assisted with snow removal from streets, alleys and side walks
Assisted with pot hole remediation
Assisted with snow hauling

Street Maintenance section

Assisted with snow removal from streets, alleys and side walks
Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with pot hole remediation
Assisted with snow hauling

UTILITY MAINTENANCE

WATER LEAKS:

410 Monterey Dr. (MAIN)
405 Monterey Dr. (MAIN)
751 Gist Rd (PRIVATE)

SEWER BLOCKAGES:

428 High Earls Rd (SERVICE)
111 Sullivan Rd (SERVICE)

MISCELLANEOUS:

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

REGULAR MAINTENANCE:

Flushing and cleaning (SEWER MAINS)
Fire hydrants

Sewer Pumping Stations
Booster Stations & Storage Stations

Engineering

1. Wakefield Community Trail (Phase IIB) –Mirabile Construction completed the project construction. The project can't be closed because of financial dispute with the contractor.
2. Nitrate Removal System for well #8: Installation of the Phase I of the system completed. Stearns & Wheler submitted to the City Preliminary Design Report of a Radon Removal System and Brine Tank for the Well #8. The City accepted the Engineer's Proposal to develop construction documents. The Engineer started work on the project design. Delineation of wetland at the area is needed.
3. WWTP ENR Project – Stearns & Wheler completed the preliminary design report (Alternative #3). The report has been forwarded to MDE for review and approval. The City and the Engineer is currently working with MDE on appropriate funding.
4. Recreation Park Building- Construction progressing.
5. Pennsylvania Avenue Streetscape- Work on the project was stopped because of weather conditions and will be resumed as weather permits.
6. Water Meter Replacement Project- Contractor continues to installations and is ahead of completion schedule.
7. I&I Study between MHs 18-37-73 and 18-3-73 Proposals for study were received from Stearns and Wheler (GHD),Hatch, Mott, MacDonald, and Johnson, Mirmiran& Thompson. The proposals have been evaluated by City staff.

Respectfully submitted,

Marge Wolf
City Administrator