

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 8 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** March 2011 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Planning & Zoning Commission	11	12
13	14 Council Meeting	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Council Meeting	29	30	31		

GENERAL GOVERNMENT

Continued discussions of the implementation of TMDL standards in the Water Resources Coordinating Council

Toured several potential locations for additional space

Continued discussions with the Local Government Insurance Trust health care administrator, Benecon, regarding joining the Health Care Insurance Pool

Attended mandatory customer service training

Attended Chamber of Commerce program featuring Ted Zaleski discussing the County budget status

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	11
Press Releases	3	52
Videos	0	0
Council Meetings	1	12

FINANCE & ADMINISTRATIVE SERVICES

1. FINANCE

- a. Preparations continue for the upcoming annual audit and training of the new Accountant. The current focus is on updating the control procedures associated with various accounting practices. The end product is an Accounting Manual that will provide all procedures used in Finance for keeping the financial records.
- b. Financial Results

Special Assessments – Tangible Property Tax

- ❖ Total billed in current year

➤	July 10	\$ 75,070.71
➤	Aug 10	\$173,759.74
➤	Sep 10	\$112,258.63
➤	Oct 10	\$ 70,623.70
➤	Nov 10	\$ 80,445.42
➤	Dec 10	\$ 46,647.04
➤	Jan 11	\$ 27,799.20
➤	Feb 11	\$ 18,901.96
➤	Mar 11	
➤	TOTALS	\$605,506.40

❖ Total received in current year

➤ July 10	\$161,482.14
➤ Aug 10	\$ 86,593.81
➤ Sep 10	\$151,315.18
➤ Oct 10	\$ 88,969.59
➤ Nov 10	\$ 71,222.75
➤ Dec 10	\$ 68,342.07
➤ Jan 11	\$ 31,537.30
➤ Feb 11	\$ 27,520.13
➤ Mar 11	
➤ TOTALS	\$686,982.97

Real Estate Taxes

❖ Total received in current year

➤	Base Tax	Capital Tax	Total Tax
➤ July 10	2,898,690.70	915,376.01	\$3,814,066.71
➤ Aug 10	1,028,583.95	319,563.81	\$1,348,147.76
➤ Sep 10	1,647,399.87	519,735.76	\$2,167,135.63
➤ Oct 10	124,382.28	39,272.66	\$ 163,654.94
➤ Nov 10	68,128.96	21,486.01	\$ 89,614.97
➤ Dec 10	1,453,303.35	458,933.86	\$1,912,237.21
➤ Jan 11	67,237.46	22,412.50	\$ 89,649.96
➤ Feb 11			\$
➤ TOTALS	7,287,726.57	2,296,780.61	\$9,584,507.18

Utility Billing – Has seen a dramatic drop in the +90 day delinquent accounts, from \$180K a year ago, to just \$34K in February.

❖ 90 Days & over balance – Active - Monthly Total: - 91+ column

2/28/10	\$180,230.66
3/31/10	\$109,818.35
4/30/10	\$ 83,928.94
5/31/10	\$ 71,098.95
6/30/10	\$ 66,676.65
7/31/10	\$ 60,549.67
8/31/10	\$ 57,409.73
9/30/10	\$ 50,766.28
10/31/10	\$ 50,236.47
11/30/10	\$ 76,780.43
12/31/10	\$ 77,123.24
01/31/11	\$ 74,367.96
02/28/11	\$ 34,085.62

❖ Active Payment agreements – 39

- Total Payment Agreements – 238 - \$243,125.23
- Total Paid off – 199
- Total Payments received - \$213,687.11 - **88% collected**

2. Technology
 - a. A contractor has been hired for Applications Support in anticipation of the temporary loss of the current contractor for a couple of months.
 - b. The VOIP RFP responses are due back mid-March. We expect to have a positive response based on attendance at the prebid meeting, and on the number of site visit inquiries over the past few weeks.
 - c. The D/R facility hardware is in place and configured. Software for the archive function will be set up March 22nd. Testing of the facility will be scheduled in early summer.
3. Public Housing Agency
 - a. The annual PHA Plan and Administrative plans are scheduled for public viewing the 2nd week of March in preparation for the Public Hearing in April.
 - b. HUD funding changes are expected in January 2012 with a requirement for PHAs to utilize the HAP equity reserves as primary funding for subsidy payments. The following year any remaining equity will be distributed among PHAs with the most need. The City currently has approximately 4 months of HAP equity on the books.

HUMAN RESOURCES

1. Benefits
 - a) Coordinated with United Healthcare to establish a Flexible Spending Account (FSA) short plan year from April 1, 2011 through June 30, 2011. The FSA short plan year is necessary because of the 3 month extension for the 15 month insurance plan year through June 30, 2011.
 - b) Continued to provide information and work with Benecon Benefits and Consulting to obtain plan design and quotes on various employee insurance benefits through the LGIT health cooperative.
 - c) Coordinated a meeting for employees to have the opportunity to learn about the Energy Cooperative available to them through the City's membership with the Carroll County Chamber of Commerce.
2. Policies
 - a) Updated and distributed a revised the Employee Assistance Program Guidelines for Supervisors.
3. Recruitment
 - a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	2	0	3	0
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	0	8	0	99

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
2	1	0	0

4. Risk Management

- a) Three (3) insurance claims filed.
- b) Researched recommendations and created protocol for Hepatitis A and Hepatitis B vaccination program for employees at risk of occupational exposure.

5. Training

- a) Coordinated 7 sessions of Customer Service Training presented by Powell & Dyer-Gear Consulting for 141 employees.
- b) Coordinated 3 sessions of Respirator Fit Training provided by Carroll Occupational Health for 48 Public Works employees.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

- 1. Provided technical assistance relating to zoning and land use for 23 inquires from the public; including residents, real estate appraisers and developers.
- 2. Planned and attended the Westminster Tree Commission Meeting held on February 2, 2010; members approved the Arbor Day location and date as well as the Heritage Tree Nomination Form and Program Requirements.
- 3. Planned and attended the first joint Planning & Zoning Commission and Historic District Commission Meeting held on February 10, 2010; the purpose of the first joint meeting was to establish a cooperative plan to encourage quality community design with historic character throughout Westminster in both the historic neighborhoods and new developments.
- 4. Organized an Arts & Culture Task Force meeting on February 24, 2011; purpose of the meeting was to hear a presentation by Leigh Choi, our arts intern, about the marketing of the Arts & Culture Neighborhood.
- 5. Organized a FY-2010 summary for actions completed by former employees Tim Rogers, Sandra Anderson and Nancy Takeichi.
- 6. Reviewed 2009 Comprehensive Plan for the 2011 Sustainability Standards; found 33 recommended actions and objectives that supported the creation of a sustainable design standards and guideline program.

7. Worked with the staff of Carroll Community College to schedule the 2011 Urban & Community Forestry Workshop to be held on October 7, 2011.
8. Submitted three historic tax credit reimbursement requests on behalf of the Historic District Commission; also recognized an issue with time allowed for requesting reimbursement that was clarified with the City Attorney; an applicant is allowed to request reimbursement for up to six years not five years as previously suggested.

Geographic Information System (GIS)

1. GIS Technician Nancy Takeichi resigned her position effective February 11, 2011. Nancy came to work for the City as a GIS Intern on May 3, 2010.

Development Review

1. Plan review in process for the following: West Branch Trade Center, Lot 21A (Johnston Medical Building); Wal-Mart Super Store; Giant Food Fueling Station (use previously approved by BZA), where traffic study in ongoing; Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop’s Mill project – 84 lots; and Fields at Pheasant Run.
2. There are ongoing reviews for the following projects: Westminster Shopping Center in regards to the proposed Susquehanna Bank; Taco Bell renovations. The Susquehanna Bank project has run into major issues with SHA regarding the approved plan for MD Route 140 improvements.
3. The following application and review fees were collected in February 2011:

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

Economic Development

1. Prepared a Valentine’s Day advertisement that ran in the Westminster and Eldersburg Advocates entitled “Celebrate Valentine’s Day in Downtown Westminster.” Prepared a second Valentine’s Day advertisement entitled “Shop & Dine Downtown Westminster This Valentine’s Day” that ran in the Northern News. Also, placed Valentine’s Day shopping and dining information on the City website through links on the Main Street, Main Street Dining Guide, and Main Street Shopping Guide pages.

2. Attended the Corbit's Charge Commemoration Committee meeting on February 3rd. Cavalry is expected at this year's event in June. A Civil War-era rules baseball game is currently being planned, with the hopes that The Elkton Eclipse Base Ball will be playing the Mechanicsburg Nine on the afternoon on June 25th at the encampment.
3. With assistance from Joanna Crone of County Office of Tourism, had the Corbit's Charge Civil War Ball event placed onto the Heart of the Civil War Heritage Area website's calendar of events. The Corbit's Charge Civil War Ball event information went live on the events calendar of Gazette.net this month. Recruited an additional downtown restaurant to bring the number to 9 that will offer dinner discounts for those attending the Corbit's Charge Civil War Ball on March 26th.
4. Attended a Main Street Maryland training program entitled "Making Social Media Work" at the Baltimore Offices of the MD Department of Housing and Community Development on Thursday, February 17th.
5. Attended a meeting of the Carroll County Civil War Sesquicentennial Committee on February 17th at the Non-Profit Center to understand what events and activities are being planned to celebrate the 150th anniversary of the Civil War.
6. Held the Annual Meeting of the Market Committee of the Downtown Westminster Farmers Market on February 18th. Discussed possible revisions to the 2011 market application and rules, health department regulations that could affect the market, pending legislation allowing wineries to participate in farmers markets and new product lines and potential new vendors for the market. Planning to hold a Plant Sale at the market site on May 14th from 8:00 am to noon.
7. The updated Community Videos prepared by CGI Communications, now known as the Westminster MD Video Tourbook, were placed online on the front page of the City website this month. Development of the videos began in 2010 with script development, film location selection and photo supplements provided by the Office of Economic Development.
8. Began working with Bob Coffey of Coffey Music to develop the performance line-ups for the Lunch at the Library and Songs at 6:30 concert series held in downtown during June and July. Received 3 unsolicited inquiries from musicians interested in performing in either concert series this month.
9. Continued to have conversations with the entrepreneurs interested in establishing a contemporary tea room and a skate board shop in Downtown Westminster this month.
10. After years of planning and coordination, the Tourist Area and Corridor (TAC) Program signs have begun to be installed in the Westminster area this month by

SHA. The Office of Economic Development worked with the County Office of Tourism, and SHA and its consultants on the signage around the Westminster area.

11. Sent a flyer out reminding commercial property owners of the availability of the Façade Improvement Program. As the result of responses received from the flyer, sent out 4 façade applications to interested parties.
12. Made business recruitment visits to Frederick, Mount Airy, New Market and Urbana, MD.
13. Assisted Café Tuscany and Eclecticity in getting the word out about their respective Grand Re-Opening and Grand Opening events in the local media.
14. Prepared the March/April issue of the Downtown Westminster Main Street News.
15. In response to requests, provided photographs of Downtown Westminster buildings, features and events to the media consultants for the Main Street Maryland Program and Artworkstudio, Inc., the interior design consultants for Applebee's. Main Street Maryland is preparing a series of state-wide articles about the 23 Main Street communities in Maryland and needed photos to enhance the articles. Artworkstudio, Inc. of Kansas City, MO is redoing the interior appearance of the Westminster Applebee's and will be using the photos to give the restaurant a local feel.
16. Assisted the Department of Public Works in obtaining feedback from downtown businesses and employees regarding the proposed changes to the Longwell Garage payment/gate system. Received 15 responses that were forwarded to Public Works for their review.

Community Development

1. The following sign permits were processed in February 2011:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	4	\$200.00
YTD Totals	36	\$2,550.00

2. Still working with the Department of Housing and Community Development to obtain the signed grant agreement for the Pennsylvania Avenue lighting project funded by Community Legacy and announced last year. Don't know when it will come to us.

Zoning

1. The following construction inspection fees were paid in February 2011:

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

2. The following building permits were approved in February 2011:

	# of Building Permits
Monthly Total	8
YTD Total	119

3. The following fees related to new and expanded development were paid in February 2011:

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

4. Sent three zoning letters in February 2011.
5. Received an application for special exception (BZA #11-1) from Rahana Shijo at 629 Wyndstar Circle to increase the capacity of her family day-care facility from six to eight children. The property is located in the Village of Meadow Creek and is zoned R-10,000 Residential Zone. The Board of Zoning Appeals will hear this case on Tuesday, April 12, 2011 at 6:00 p.m. at Westminster City Hall.

6. Continued work on the development of the ground rules and parameters for future water allocations. Working to finalize the standards for users of City water.

7. At the request of TownMall of Westminster management, filed a zoning text amendment (ZTA #11-1) to authorize outdoor carnivals, subject to conditions, in the City's Planned Regional Shopping Center zone. The outdoor carnivals would have to have a community connection and not exceed five per calendar year. The Planning and Zoning Commission's hearing is March 10, 2011 and the Mayor and Common Council's hearing is March 28, 2011.

Code Enforcement

1. A total of 68 separate code issues were handled during February 2011:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	0	0	0	0	0%
Untagged Vehicles	3	0	0	2	4%
Trash/Rubbish	6	3	0	0	9%
Property Maintenance	0	0	0	1	0%
Solid Waste	0	0	0	0	0%
Rental Registration	0	0	0	0	0%
Private Inspections	1	1	0	0	2%
Sidewalks	0	0	0	0	0%
Trees/Hedges	2	2	0	0	3%
Condemnations	0	0	0	0	0%
Water Shut-Offs	0	0	0	0	0%
Snow Removal	56	42	0	14	82%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	68	48	0	17	100%
Yearly Totals	415	307	24	51	100%

2. The following HQS inspections for the Section 8 Program were completed during February 2011:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	21	18	86%
Re-Inspections	3	3	100%
New Units	4	2	50%
Landlord Request	1	1	100%
Tenant Request	0	0	0%
Special Request	0	0	0%
HQS Supervisory	3	1	33%
Monthly Totals	29	24	83%
YTD Totals	239	184	77%

3. Received payment of \$343 in City Street Department invoices for snow removal expenses.
4. The following citations for code violations were paid in February 2011:

	Fines Paid
Monthly Total	\$500.00
YTD Total	\$3,150.00

5. The City's Code Inspector participated in one Planning staff meeting.
6. The City's Code Inspector met with Paul Sudano of MDE for two hours to discuss lead paint laws and enforcement.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T-3 Patrol Hours
Feb 2011	838	58	4	7	217	112
2011 YTD	1,732	107	15	15	430	222
2010 YTD	1,733	146	27	24	587	433
2009 YTD	1,544	130	36	19	693	342

Significant Cases in February:

- **UPDATE – Homicide (Reported October 2, 2011):** On Saturday October 2nd at approximately 2:20 a.m. two subjects forced their way into the apartment of Steven Hobson located at 1 East Main Street in Westminster. Once inside an altercation occurred and Hobson was stabbed to death. Per our standing agreement, the MSP Homicide Unit responded to handle the homicide investigation, assisted by officers and detectives of the Westminster Police Department. The subsequent investigation revealed that Michael Vernard Brooks and Tuson Kaseem Supreme Reese, both from Baltimore, were the individuals responsible for the murder of Hobson. It appears that the murder may be drug-related. Both Brooks and Reese were arrested on parole retake warrants on October 4, 2010 and returned to the Division of Correction. On February 3, 2011 Brooks and Reese were indicted by a Carroll County grand jury and charged with first and second degree murder, conspiracy to commit first degree murder and a variety of related charges with respect to the murder of Mr. Hobson. Brooks was served with the indictment on February 23rd and Reese was served on February 24th. Both are being held in the Carroll County Detention Center pending trial in this matter.
- **Attempted Commercial Burglary (Reported February 5, 2011):** On February 5th at approximately 4:15 a.m. officers were dispatched to the Quick Stop Liquor Store on Village Drive for a burglary alarm. Upon arrival they found footprints in the snow at the rear of the building and determined that the phone lines into the store had been cut. The rear door of the store was unlocked - apparently employees failed to secure the door at close of business. The officers checked the interior of the building and found that nothing had been disturbed. A check of the video surveillance system within the store confirmed that no entry had been made. The surveillance system did not cover the exterior of the building where the phone lines were cut. It appears that the alarm system activated when the phone lines were cut, scaring the suspect(s) away.
- **Attempted Residential Burglary (Reported February 5, 2011):** On February 5th at approximately 4:15 a.m. officers were dispatched to an apartment in the unit block of West Main Street for the report of an attempted burglary. Upon arrival they learned that residents within the apartment were awakened by the sound of someone trying to shoulder their way into their apartment. The suspect left the area on foot after being forcibly restrained by the resident. Responding officers located the suspect, a homeless man from Littlestown PA, standing nearby in an open garage. The suspect was subsequently identified by both victims and placed under arrest. He later admitted that he did not know the owners of the apartment and stated that he was trying to get into the apartment to get out of the cold. The suspect was charged with 4th degree burglary and related charges.

- **Attempted Residential Burglary (Reported February 26, 2011):** The reporting person in this case called the police to report that he had located signs of an attempted burglary at his girlfriend's residence in the 200 block of Lodestone Court when he went there on February 26th to check on her residence. Upon arrival the responding officer observed evidence that someone had attempted to pry open the door of the residence. There was no indication that entry was actually gained. The victim has provided potential suspect information and this case remains under active investigation.

Significant Activities in February:

1. On February 9th the Police Department hired a **new Telecommunication Specialist** to fill the vacancy created by the retirement of Shelly Wilson. The new employee, **Todd Rutledge**, comes to the Westminster Police Department with operational radio experience having served for more than six years as a volunteer fire fighter. He currently serves as a First Lieutenant with the Butler Volunteer Fire Company. Mr. Rutledge also has prior exposure to police operations having served as a Baltimore County Police Explorer for six years. Mr. Rutledge graduated from Hereford High School with academic honors and has since graduated Summa Cum Laude from Towson University with a minor in Criminal Justice. He is a very welcome addition to our staff.
2. **Recruit Officer Shelly Jones** completed her police academy training with the Baltimore County Police Department during February following an extended light-duty period due to injury. She was sworn-in by Mayor Utz as a Westminster Police officer on February 22nd and is now participating in the field training portion of her training. It is anticipated that she will complete her field training by mid-summer, then be released to Patrol duties at that time.
3. On February 19th the Westminster Boys and Girls Club honored the men and women of the Westminster Police Department in their first annual **"Hometown Heroes"** celebration at the Westminster Applebee's restaurant. All of the members of the Department were invited to a breakfast in their honor at the restaurant. During the breakfast several young Boys and Girls Club members read a poem to those in attendance thanking our employees for their dedication to duty and ongoing efforts on behalf of the community and the Boys and Girls Club. A few days later the group delivered a basket of snacks (potato chips) to the Police Department with a large banner thanking our members for their service. Our sincere thanks go out to the staff, members and Board of the Boys and Girls Club for this wonderful recognition effort.
4. On February 22nd the Board of County Commissioners voted to approve a series of Federal **homeland defense grants** pursuant to the 2010 grant funding stream. As part of those grants, the City of Westminster was awarded more than \$28,000 in grant funds to purchase two (2) variable message sign (VMS) boards. These VMS boards can be

used in times of emergency to communicate critical public safety information to motorists traveling through our community. Additionally, they will be routinely available for our use during special events, emergency preparedness exercises and roadway closures.

5. During February Chief Jeff Spaulding was notified that he had been selected to participate in the **International Law Enforcement Torch Run for Special Olympics** which will take place in and around Greece in June of 2011. One hundred law enforcement and ten Special Olympics athlete torch runners will carry the Special Olympics “flame of hope” through Greece and central/eastern Europe during June to raise public awareness about the life-changing benefits of Special Olympics. They will ultimately deliver the “flame of hope” to Athens Greece where it will be used to light the Olympic cauldron to signal the beginning of the 2011 Special Olympics International Summer Games. Chief Spaulding was chosen to participate in a similar event in Nagano Japan in 2005.

RECREATION & PARKS

- Administration
 - Conduct weekly staff meetings
 - Managing the day to day operations
 - Westminster Fallfest Sponsorship
 - Conducting interviews to fill summer positions
 - Continue to update city’s home web page to promote Recreation and Parks
 - Pay invoices for the department operating, facility and programs and events
 - Continue working a gift catalog for Friends of Westminster City Recreation and Parks
 - Employee Evaluations
 - Continue development of a comprehensive pool manual
 - Research on-line management

- Recreation and Parks Capital Projects
 - Working on FY 12 improvements plan using the Parks Master Plan
 - Pool project underway, concrete pads pored
- Programs and Events
 - Process rentals for the community building and pavilions
 - Updating field rental permits
 - Continue to update and manage recreation and parks website and face book page
 - Working with Stan to assist posting his newsletter
 - Work with county Recreation and Parks to provide information on our programs and events to put in their spring guide
 - Processing pool memberships
 - Preparing for the following programs and events – Easter Egg Hunts, Mother Son, Daddy Daughter Dates, Father Son Miniature Golf, Toddler Parties, Flower and Jazz, Corbit’s Charge Ball and Month of Sunday’s, Summer Camps, Pool Season
- Family Workout Center
 - New Memberships - 48
 - Temp Student Membership - 9
 - Recorded over 6436 member visits and 347 guest visits to the center
 - Revenue for the month – Enrollment \$1,440., Monthly Dues \$20,505., Rent \$2,105., Guest fees, \$1,729., other \$245., Totaling \$26,024.....\$3,628 better than 2010
 - Added new flooring in Cycle Studio with donation from Missy Wilcox
 - Host Red Cross blood drives
 - Host blood pressure screening
 - Continue to paint and repair Armory walls and equipment

- Celebrating the Family Center's 15 year anniversary. 15 give a ways every month.
- Final days of the Weight Loss Challenge
- Parks
 - Closed for the season
 - Hundreds of residents continue to use the trail

PUBLIC WORKS

Wastewater Treatment Plant

Total Flow 145.515 MG

Ave. Daily Flow 5.197 MGD

Sludge (Integrated Agronomics) 402.3885 wet tons

Septage Sludge 68.44 wet tons

Operations:

-Respirator Training, Customer Service Training

-Installed Neuros Blower, showcasing air-bearing technology!

-Biological Monitoring series testing

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

-Snow Removal

-safety training

-Recycles to Landfill

- Routine Maintenance

UTILITY MAINTENANE DEPARTMENT

WATER LEAKS:

Marydell DR (Main)
733 Woodside DR (Private)
Hahn RD, Random House (Private)
728 Mulligan LN (Private)
1127 Littlestown PK (Private)
545 Quarrier CT (Private)
50 Union ST (Private)

SEWER BLOCKAGES:

156 S. Colonial Ave (Service)
201 Alymer CT (Private)
76 S. Center ST (Service)
1103 Valen CT(Private)
305 Sunshine Way (Private)
1104 Tall Pines (Service)
146 PA Ave (Service)
Old Manchester RD (Main)
17 Ridge RD (Service)
10 E. Middle Grove CT (Service)

MISCELLANEOUS:

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

REGULAR MAINTENANCE:

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

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with the cleaning of parking lots
Assisted Bartlett with tree pruning on Pennsylvania Ave
Assisted with cutting down trees and cleaning up the sed pond by the pool
Assisted with helping in streets and alley with the removal of bulk trash
Assisted with the removal of snow by salting and plowing City streets

Building Maintenance section performed the following:

- Assisted with replacing exit gate at Longwell Garage
- Assisted with collecting meter money and changed money boxes at Longwell Garage
- Assisted with Hanging U.S and Maryland flags at the Police Department
- Assisted with Installing rubber mats in the cycle room at Family Center
- Assisted with power washing Westminster square and started the Longwell Garage
- Assisted with removal of snow from the City shop roof and from City Hall roof
- Assisted with the removal of snow by salting and plowing City streets

Streets and Alleys section:

- Street Baskets---1.19T
- Bulk trash---23.6T
- Brush---1.3T
- Yard Waste---.74T
- Paper Recycling---.0T
- Street Sweepings---15.05T
- Tires---.18T
- Metal---1.34T

- Assisted with helping in streets and alleys with the removal of bulk trash
- Assisted with the removal of snow by salting and plowing City streets
- Assisted with black top a dip on Mulligan Lane
- Assisted with patch pot on City streets with cold patch

Street Maintenance section

- Drains on Marhill Court
- Assisted with black top a dip on Mulligan Lane
- Assisted with patch pot on City streets with cold patch
- Assisted with helping in streets and alley with the removal of bulk trash item
- Assisted with the removal of snow by salting and plowing City streets

WATER PLANT

CRANBERRY BRANCH	22.1642	MG
HULL CREEK	15.991	MG
RAW RESERVOIR	4.762	MG
OTHER	0	MG
TOTAL TREATED	42.9172	MG

WELL 3	2.31115	MG
WELL 4	1.46026	MG
WELL 5	6.35735	MG

WELL 6	2.5875	MG
WELL 7	4.07122	MG
WELL 8	2.70788	MG
WELL 9 & 10	2.6646	MG
WELL 11	3.5732	MG

TOTAL DELIVERED TO SYSTEM 65.093454 MG

WELL 5 BACKWASH	0.00334	MG
WELL 7 BACKWASH	0.4057	MG
DAILY AVERAGE	2.32477	MG
PLANT USE		MG
FILTER BACKWASH	0.1386	MG
HOURS OPERATED	672	
DAY OF MAXIMUM USAGE	THE 14TH.	1.92250MG

WAKEFIELD WELL SYSTEM

WELL 1	2.6399	MG
WELL 2	1.983225	MG
TOTAL DELIVERED TO SYSTEM	4.62313	MG
FILTER BACKWASH	0.00477	MG
DAILY AVERAGE	0.16511	MG
DAY OF MAXIMUM USAGE	THE 21TH.	0.17462MG

SLUDGE PUMPED TO WWTP 293,530 GALLONS
 REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
 COLLECTING SAMPLES FROM THE SYSTEM AND THE WELLS AS
 REQUIRED BY MDE.
 COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED
 BY MDE.
 HANDED OUT SAFETY INFORMATION FOR THE MONTH
 CLEAN OUT THE SED BASIN FOR OLD FILTERS 1,2,3.
 MIKE RAWLINGS IS THE NEW WATER OPERATOR

Respectfully submitted,

Marge Wolf
 City Administrator