

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 11 FOR 2010



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** June 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Planning & Zoning Commission - Cancelled	11	12
13	14 Council Meeting	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Council Meeting	29	30			

** July 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 HOLIDAY	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	31

GENERAL GOVERNMENT

Attended WRCC meeting to determine future activities with the TMDLs and storm water management

Staffed the City Booth at the Flower and Jazz Festival

Met with MDE Officials regarding the Gesell Well permit and with Steve Powell on the Gesell Well agreement with Carroll County

Held first meeting on the Wi-Fi café for the Westminster Community Center

Provided lunch for the Human Resources staff for the outstanding job on health care this year

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	20
Press Releases	6	80
Videos	0	17
Council Meetings	1	18

FINANCE

1. The external audit RFP proposals were received and reviewed, and interviews of the two respondents scheduled for June 3, 2010. The selected firm will replace Rager, Lehman & Houck as the incumbent.
2. Rager, Lehman and Houck has been on site for the month providing accounting services in preparation for the annual financial and single audits. They are reviewing all audit schedules to help ensure that the City is ready for its annual audit. They will also be developing the City's Financial Statements as part of the readiness exercise.
3. In June and July Finance and IT will be implementing the Fixed Assets module of the financial accounting system. This will replace the current practice of having RLH prepare "Excel" depreciation schedules each year.
4. Notice has been sent to Department Heads to perform due diligence as required for both asset schedule changes and physical inventory as part of the annual audit process.
5. Finance and IT are working together to provision the FAS for the new fiscal year including import of the new budget.

HUMAN RESOURCES

1. Benefits

- a) First Financial Federal Credit Union provided a Lunch and Learn Identity Theft and Scams workshop for nine (9) employees.
- b) Planned a Dealing with Angry People seminar to be held in June provided to the Maryland Municipal League.

2. Committees

- a) Received Honorable Mention Award for Worksite Wellness for the City’s Wellness Program from the Partnership for a Healthier Carroll County

3. Trainings

- a) Coordinated two National Safety Council Defensive Driving Trainings for 39 Public Works employees presented by The Local Government Insurance Trust (LGIT)

3. 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	0	43	0
<u>Temporary/Seasonal:</u>					
Temporary	0	1	0	15	0
Summer	0	0	0	0	9
Intern	0	0	0	0	1

6. Risk Management

- a) Three (3) insurance claims filed
- b) The City was awarded a Training Grant from the Local Government Insurance Trust for Employment Law Training For Supervisors

ADMINISTRATIVE SERVICES

1. Technology Services

- a. The “virtual server” environment has been built to provide for maximum use of existing processor capacity, and to free up servers for the disaster recovery facility.
- b. The D/R servers are currently being readied for installation and implementation of the facility later in June.
- c. Technology Services has moved from the basement of 56 W Main to the Finance wing. This change will save the City approximately \$5200/year in lease costs beginning 8/1/2010.

2. Housing Services

- a. The PHA will begin the new fiscal year with adoption of the City Property Maintenance Code as the standard for inspections. This change simplifies the inspection of all properties for compliance with the City Code.
- b. HUD has now added new reporting requirements for net restricted assets, on a monthly basis as part of the Voucher Management System. The City currently provides this data as part of the annual audit, requiring procedural changes in FAS and finance accounting operations to provide the information.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 57 inquires from the public; including residents, real estate appraisers and developers.
2. Wrote the Final “Arts & Culture Task Force Final Report,” including the Recommended Action Plan and the Overview of the top three action items.
3. Planned and attended the Westminster Planning and Zoning Commission (WPZC) Meeting held on May 13, 2010.
4. Organized and participated in the Arts & Culture Task Force Meeting on May 18, 2010; presented the Final “Arts & Culture Task Force Final Report.”
5. Conducted comprehensive development review of the “Dick’s Sporting Goods” redevelopment plan and signage package; worked with the architect to gain approval from the Westminster Planning and Zoning Commission.
6. Coordinated the transition of the Tim Rogers’ departure from the Planning Department; received training from him on GIS, Historic District Commission and Tree Commission procedures; his last day was May 21, 2010 (hired by Howard County Public Schools).
7. Wrote site plan approval letters, on behalf of the Westminster Planning and Zoning Commission, for the following: IHOP Restaurant, J&P Restaurant, and Walgreen’s Pharmacy.

Geographic Information System (GIS)

1. Hired Nancy Takeichi as GIS Technician Intern on May 3, 2010.

2. Completed Westminster City Sewer Map.
3. Attended a meeting with the County GIS Staff, to coordinate future GIS projects and data management strategies between Westminster and Carroll County.
4. Conducted GIS analysis of MVA Westminster registered vehicles and submitted figures to County.
5. Provided sewer and water topography information and created map of surrounding area for Gesell Well facility.
6. Met with representative from Stearns & Wheeler, and provided GIS information and data for infrastructure modeling support.
7. Established GPS satellite connection to receiver and created “Terrasync” connection to second GPS unit.

Development Review

1. Released surety for Carroll County Commerce Center, Building D (final – check for \$22,176 received for one year maintenance period); Greenvale Mews, LLC; and Overlook at King Park.
2. Continued plan review for the following projects: Crossroads Square - Lone Star Steakhouse Redevelopment (Chipotle and Vitamin Shoppe; Westminster Shopping Center – Susquehanna Bank; and Westminster Technology Park Lot 5. Review also continues on the addition of a kindergarten addition to Robert Moton Elementary School.
3. Recorded lien for 315 Buck Cash Road and released liens for 1 Webster Street, 182 W. Main Street, 242 Grosvenor Lane and 740 Mulligan Lane.
4. Requested mylars for signatures and final processing for: IHOP Restaurant, Walgreen’s and New York J&P Pizza in the Shoppes at Meadow Creek; and Westminster Technology Park Lot 5.

Economic Development

1. Attended the final Flower & Jazz preparation meeting on May 3rd. Posted a friendly note at 31 ½ West Main Street reminding them that Flower & Jazz occurs on May 8th and they should park their vehicles in the Westminster Square deck for the event or be blocked in.

2. Attended an information meeting with the DPW Director and Streets Superintendent regarding a free public space recycling station program at the public works building on May 3rd. Further information was to be forwarded to us by the presenter for review.
3. Attended the grand opening of the Physicians Weight Loss Center at 37 John Street on May 6th.
4. Attended and photographed the Flower & Jazz Festival on May 8th for future marketing purposes. Provided a set of the photographs to the Recreation and Parks Department for their use.
5. Met with the Carroll County advisory board members of the Heart of the Civil War Heritage Area on May 11th to begin making plans for Carroll County's portion of the 150th Anniversary of the Civil War. 2013 is the focal year for Carroll County.
6. Held a production conference call with CGI Communications on May 18th to discuss revisions and updates to the current community videos that they produced for us.
7. Attended the Preservation and Revitalization Conference in Easton on May 20th & 21st. Received the Main Street Maryland award for design excellence on behalf of the Downtown Westminster Main Street Program during the annual Main Street Maryland luncheon at the event.
8. Prepared and sent Farmers Market ads to the Westminster Advocate and the Northern News. Inputted the farmers' market information on select web-based calendar of events. Attended and photographed Opening Day of the Farmers' Market on Saturday, May 29th. Attendance at the market was excellent for a first day. One long-time vendor noted it was his best sales day ever.
9. Attended and photographed the Memorial Day on May 31st for future marketing purposes.
10. Made business recruitment visits to Aberdeen, Easton, Havre de Grace, North East, St. Michaels and Newark, DE during May.
11. Met with Bob Coffey and finalized the performers for the Lunch on the Lane Concert Series in June.
12. Prepared a press release on the concert series and forwarded to the Advocate, Carroll Eagle, Carroll County Times and WTTR, among others. Inputted the concert series information on web-based calendar of events. Prepared a series of Lunch on the Lane Concert Series ads for placement in the Westminster Advocate.

13. Met with the Historical Society of Carroll County to discuss the Downtown Westminster Façade Improvement Program and their potential façade projects on the Kimmey and Shellman houses. Provided them with program information and applications.
14. Continued to communicate with two parties interested in establishing coffee shops in Downtown Westminster.
15. Began work on updating and reprinting the downtown dining and shopping rack cards as well as the summer-fall events rack card.

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	4	\$400
YTD Totals	52	\$3,250

2. Attended construction meetings every two weeks for Union Crossing.
3. Attended three-day training on Section 3 and Labor Standards and how it pertains to the CDBG funding of City projects.

Zoning

1. The Arts and Culture Task met on May 18, 2010 at the Carroll Arts Center to discuss and adopt its final report. That action was completed and it is anticipated that the final report and recommendation will be presented to the Mayor and Common Council of Westminster for action on Monday, June 14, 2010.
2. Work continues to have an updated Chapter 119 in place and effective by July 1, 2010. The City Attorney has the background information to put into the final ordinance. We are still tracking a July 1, 2010 date for implementation. Due to the change in the City Attorney in mid-process, it is likely this date will slightly move to the right.

3. The following construction inspection fees were paid in May 2010:

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

4. Approved 21 building permits in May 2010.
5. The Planning and Zoning Commission met on Thursday, May 13, 2010 at 7:00 p.m. in City Hall. The Commission approved a sign permit for the new Dick's Sporting Goods store that will locate in the space previously occupied by Steve and Barry's and has been vacant for an extended period of time. The Commission also approved three site plans for projects in the Shoppes at Meadow Creek: New York J& P Pizza, Walgreen's Pharmacy and the IHOP Restaurant. The Commission will not meet in June 2010.
6. The following fees related to new and expanded development were paid in May 2010.

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$26,220.00	\$27,480.00	\$19,200.00
YTD Totals	\$231,790.00	\$203,104.00	\$113,408.00

7. Sent three zoning letters in April 2010.
8. Site work and foundation construction began at the Union Crossing project in May, 2010. It is anticipated that the first four homes along Union Street will be set the first week of June 2010. The houses are modular so they will be hauled to the site by tractor trailer and set in-place by a 100 ton crane. It is presently anticipated that the house will be completely finished and ready for sale by August 1, 2010.
9. Working to file a comprehensive zoning map amendment to rezone property in the City as-is, with the exception of approximately 10 properties identified in the 2009 Comprehensive Plan. It is anticipated that the map amendment will be filed by June 15, 2010.
10. The Director of Planning, Zoning and Development was on military leave from May 11 – May 27, 2010.

Code Enforcement

1. A total of 87 separate code issues were handled during May 2010:

Type of Complaint	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	10	6	0	12%
Trash and Rubbish	3	2	1	3%
Weeds and Grass	60	49	0	69%
Property Maintenance	4	2	0	4%
Solid Waste	1	1	0	1%
Condemnations	5	0	0	7%
Private Inspections	1	1	0	1%
Trees and Hedges	0	0	0	0%
Sidewalks	0	0	0	0%
Rental Registration	2	1	0	2%
Water Violations	0	0	0	0%
Snow Removal	0	0	0	0%
All Others	1	1	0	1%
Monthly Totals	87	63	1	100%
Yearly Totals	500	410	26	100%

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

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	25	11	14	56%
HQS Re-Inspections	4	0	2	100%
HQS Supervisory	1	0	0	0%
HQS New Units	6	3	3	50%
HQS Special	0	0	0	0%
Monthly Totals	34	15	19	56%
YTD Totals	413	89	324	78%

3. The City's Code Inspector participated in two staff meetings for Planning and one staff meeting for Housing.
4. The City's Code Inspector attended and completed a defensive driving class.
5. District Court hearings for May were cancelled and will be re-scheduled for a later date. The District Court wrote that the City's Code Inspector could not represent the City and that either the States' Attorney or City Attorney must do it.
6. The City's Code Inspector investigated one zoning issue.
7. The City Director of Planning, Zoning Development and City Director of Finance, in conjunction with the City's Code Inspector, began a process to utilize the Property Maintenance Code's condemnation provisions to assist the collection process. For example, if water is shut-off due to non-payment, the housing unit becomes a non-livable unit.

POLICE DEPARTMENT

Time Frame	Police Calls for Service	Adult Arrests	Juvenile Arrests	DUI Arrests	State Traffic Citation	Foot/Bike Patrol Hours
May 2010	1,144	48	46	5	471	241
2010 YTD	4,874	326	111	52	1,651	1,204
2009 YTD	4,485	256	78	47	2,117	786

Significant Cases in May:

1. **Attempted Strongarm Robbery (Reported May 21, 2010):** On May 21st at approximately 10:20 p.m. officers were dispatched to a residence the unit block of West Main Street regarding an attempted robbery which had occurred more than an hour earlier. Upon arrival they contacted the complainant who indicated that she had walked to a local convenience store at approximately 9:00 p.m. to purchase a pack of cigarettes. While walking back to her residence along Winters Alley near Railroad Avenue she was approached by a male subject who demanded her wallet. The victim told the suspect that she had no wallet or money, at which time the suspect pushed her to the ground and fled the area on foot toward John Street. The suspect was described as a black male in his 20's. The victim sustained minor abrasions as a result of the assault. Area checks for the suspect proved negative as the crime was reported more than an hour after it occurred. This case remains under investigation.

2. **Armed Robbery (Reported May 28, 2010):** On May 28th at approximately 1:30 a.m. officers were dispatched to the Applebee's Restaurant in the 600 block of Baltimore Boulevard for an alarm in the walk-in cooler. While in route to the call they were advised that an armed robbery had just occurred at the restaurant. Upon arrival at the business the building and surrounding area was searched for the suspect with negative results. Investigation at the scene revealed that the suspect had forcibly entered the restaurant after closing by breaking out a small window and opening a locked exterior door. Once inside the suspect confronted the employees at gunpoint and ordered them into the kitchen area. There the suspect confronted the manager and demanded cash. At the conclusion of the robbery the suspect forced the employees into the walk-in cooler prior to fleeing the establishment. Subsequent investigation has revealed that the same suspect has committed a series of similar robberies over the past 16 months in both Maryland and Delaware. Criminal investigators from around the region are now meeting to coordinate their efforts in identifying and apprehending this suspect.

3. **Residential Burglary (Reported May 8, 2010):** The victim in this case reported that her residence in the unit block of South Bishop Street was forcibly entered while she was away from home during the afternoon and evening hours on May 8th. Investigation at the scene revealed that the rear basement door of the residence had been forced open. Once inside the suspect(s) ransacked some boxes stored in the basement and removed numerous items including a television, jewelry box and contents, and other personal property valued at approximately \$1,400. There are no suspects or active leads in this case at this time.

4. **Commercial Burglaries (Reported May 10 and June 2, 2010):** During the months of May and June two commercial "smash and grab" burglaries were reported at White's Emporium in the unit block of West Main Street. In both cases, rocks were thrown through the glass front door during the early morning hours to gain access to the building. Once inside the suspect(s) stole collectable coins and currency from the display cases. In one case, a handgun was also stolen from within the business. Two male suspects were observed running from the area following the second burglary. No arrests have been made in this case and it remains under investigation by Detectives.

5. **Residential Burglary (Reported May 17, 2010):** The victim in this case reported that her residence in the unit block of Mathias Avenue had been forcefully entered on May 17th while she and her husband were away at work. Investigation revealed that entry was made by removing a screen from a rear window and prying the window open. The rear yard of the residence is

surrounded by a high privacy fence which provided concealment for the suspect(s) as they pried open the window. Once inside the suspect(s) removed a large screen TV, stereo and vacuum cleaner. Other items of obvious value, including cash and gift cards, were not disturbed or stolen. A canvass of the neighborhood failed to develop any witnesses or suspect information. Portions of the crime scene were processed for latent fingerprint evidence with positive results. This case remains open at this time.

6. **Residential Burglary (Reported May 23, 2010):** The victim in this case reported that her residence in the 400 block of Uniontown Road had been forcibly entered at some point over the preceding weekend while she and her husband were out of town. Investigation revealed that the glass in the front door of the apartment had been broken out to provide access to the lock. Once inside the suspect(s) removed a TV and an electronic gaming system from the entertainment stand in their living room. Nothing else of value was taken. A canvass of the neighborhood identified two witnesses that saw a tan colored vehicle in the driveway of the victim's home during the time span in which the burglary occurred. This case remains under investigation.

Significant Activities in May:

1. The Department has taken delivery of their "**T-3**" **electric transport device**. The T-3 is a three-wheeled device (similar in appearance to a Segway) which can be utilized by one officer to patrol sidewalks, parks and alleys. The officer stands on the T-3 and operates the controls as if they were steering an electric bicycle. The device is battery-powered and can be operated for 8 hours on only 10-cents worth of electricity. The T-3 is widely used within law enforcement in lieu of foot and bike patrols. Some of the funds used to purchase the T-3 were generously donated to the Police Department by the Kiwanis Club of Greater Westminster. Asset forfeiture funds were utilized to fund the remainder of the purchase. Efforts are now underway to purchase the necessary operator safety equipment, provide training to the operators and develop the internal policy with respect to this important new piece of equipment.
2. The Department has recently initiated a new program known as the ***tip411 Program***. Tip411 is an internet-based service that enables the public to text crime tips to the Police Department completely anonymously. Utilizing this new system citizens with a cell phone can send an anonymous tip to the Police Department by texting the word **TIPWPD** and the tip information to **847411** (tip411). The system also allows the police to respond back to the sender - creating a two-way

anonymous “chat”. Tip411 removes all identifying information from the message before the Police Department receives it, so there is no way to identify the sender. It is believed that this program will be a particularly effective tool for receiving information from younger citizens who use texting on a very regular basis. The service has been used by other police agencies of similar size around the country with very promising results. *It is noted that anonymous email tips may also be submitted to the Police Department’s website at www.westgov.com/police. Click on the “Suspicious Activity” link on the website and provide the requested information.*

3. As part of the **Countywide Interoperability Grant** which was obtained by the Carroll County Sheriff’s Office on behalf of local law enforcement, the Department has recently taken delivery of 23 additional mobile data computers (MDC’s). This infusion of technology will augment the current inventory of MDC’s and allow the Department to assign a MDC to every Patrol Officer and most of our Detectives. These devices will be utilized in the field to run computer queries, prepare police reports and communicate with other on-duty officers in the County and around our region. Of substantial benefit, all law enforcement officers will be sharing a common operating system (CAPWin) and in the near future all police agencies in the County (with the exception of the Maryland State Police) will be sharing a common police records management system.
4. Preparations are in place to **modify the Take-Home Vehicle Program (THVP)** as of July 1st. As a result of recent budget challenges the THVP program has been further restricted to only those officers living in Carroll County and those in an active on-call capacity. Those officers remaining in the THVP may only operate their police vehicles when working and to/from work, authorized training or Court appearances. As a result of these changes approximately 1/3 of the sworn workforce will no longer be eligible for a take-home vehicle. It is estimated that these changes will result in a savings of nearly \$23,000 per year in fuel and vehicle maintenance costs.
5. Preparations are currently underway for the **2010 Raven’s Training Camp** which will take place at McDaniel College from July 26th through September 6th. The Police Department coordinates closely with the Raven’s and NFL Security to ensure that their training camp is conducted with a minimum of issues and problems. Captain Nancy Yeager, the Commander of our Field Services Bureau, is responsible for the ongoing planning and coordination of these efforts.

The Department is applying to the Governor’s Office of Crime Control and Prevention for a **Bureau of Justice Administration Grant** in the amount of \$13,000. The grant, if approved, will fund the purchase of 6 portable “E-Tix” units. These devices, which consist of a portable card reader and printer, connect to the Mobile Data Computer in a

police vehicle and allow an officer to scan in driver's license and vehicle data, then print out completed traffic summonses, warnings and field interrogation reports. This technology is currently in use in most Maryland State Police patrol vehicles. It allows an officer to document their traffic stops far more quickly and accurately than could be accomplished by hand. The grant would fund sufficient E-Tix units to provide one for each Patrol officer during their shift. It will be several months before we know if our grant application has been approved.

RECREATION & PARKS

- Administration
 - Awarded 140k CCP grant funds to replace playground at the city's pool.
 - Jennifer Mellor was selected to receive the Employee of the Year through MML.

- Recreation and Parks Capital Projects
 - Finalize plans for ADA upgrades to City Park and Dutterer Park using 50k ADA grant received from the state.
 - Wakefield Valley Trail Extension– Plans under review by city engineer for the intersection of MD 31 and Uniontown Road for pedestrian crossing
 - City Park Building Renovation – Building is complete. Ribbon cutting ceremony held in May.
 - Working on specifications for Bishops Garth ADA upgrades.

- Programs and Events
 - Complete Flower and Jazz Festival and 5K Walk Run
 - Rentals – Processed 21 permits for pavilion rentals
 - Held Mother/Son – Daddy Daughter
 - Held Family Center fundraiser at Texas Roadhouse Fundraiser
 - Continue to update Recreation and Parks Website
 - Continue to pay invoices for Department operating and Programs and Events
 - Continue work with the intern from McDaniel College

- Family Workout Center
 - New Memberships - 93
 - Recorded over 6,278. visits to the center
 - Revenue for the month – Enrollment \$770., Monthly Dues \$19,800., Rent \$1,610., Guest fees, \$1,101., Other \$101, Totaling \$23,382.
 - Continue to host the BEST from East Middle – 35 kids
 - Continue to host Forbush School – 25 kids
 - Continue Life Style Challenge with 20 participants
 - Averaged over 42 people per day using rental areas of building

- Family Center staff continues to paint the interior of the building and making repairs to workout equipment
- Parks
 - Spring park inspections for safety checks and repairs.
 - Applying Wood Carpet to playgrounds
 - Scheduling pavilion rentals
 - Signed off for Eagle Scout project to provide benches along the new portion of completed trail.
 - Continue to work with ARC providing maintenance to the parks.
- Camps
 - Complete permits for State Compliance
 - Orientation training for camp staff
 - Processing camp registrations
 - Ordering supplies and materials
 - Finalizing camp field trips
- Pool
 - Working on repairs to open.
 - Interviewing and hiring staff.
 - Signed lease agreement for Kountry Café to run the concession stand.
 - Coordinating Swim Team events and Swim lessons.
 - Six hours “Pool Safety Training” for guards.
 - State inspections for pool and concession stand.
 - Translating pool rules into Spanish
 - Processing pool memberships.
 - Ordered new lawn furniture from damage done doing pavilion collapse.
 - Signed off on new pavilion to be constructed after the 2010 season is complete.
- Skate Park
 - Skater Dads awarded “Community of the Year” through Maryland Recreation and Parks Association. Jim Marks traveled to OC to receive award
- Schedule a Community help Day to replace skate light and repair ramps

PUBLIC WORKS

CRANBERRY WATER PLANT

CRANBERRY BRANCH	33.29768	MG
HULL CREEK	6.6205	MG
RAW RESERVOIR	1.675	MG

OTHER	0	MG
TOTAL TREATED	41.59318	MG

WELL 3	2.50207	MG
WELL 4	1.60829	MG
WELL 5	6.65871	MG
WELL 6	2.78612	MG
WELL 7	3.87077	MG
WELL 8	3.3807	MG
WELL 9 & 10	3.03073	MG
WELL 11	3.596209	MG

TOTAL DELIVERED TO SYSTEM	61.922996	MG
---------------------------	-----------	----

WELL 5 BACKWASH	0.00083	MG
WELL 7 BACKWASH	0.24506	MG
DAILY AVERAGE	2.06410	MG
PLANT USE		MG
FILTER BACKWASH	6.171	MG
HOURS OPERATED	720	

WAKEFIELD WELL SYSTEM

WELL 1	3.0231	MG
WELL 2	1.76971	MG
TOTAL DELIVERED TO SYSTEM	4.79281	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.15976	MG

SLUDGE PUMPED TO WWTP	956,040
-----------------------	---------

COMPLETED THE MONTHLY OPERATION REPORTS
 HANDED OUT SAFETY INFORMATION FOR THE
 MONTH.
 SEAN ALLEN PASSED HIS C D L DRIVING TEST.
 OF THE WATER PLANT AND THE WELLS.

WASTEWATER TREATMENT PLANT

Total Flow 167.305 MG

Ave. Daily Flow 5.557 MGD

Sludge (Integrated Agronomics) 125.654 wet tons

Sludge to fields 209.761

Septage Sludge 102.78 wet tons

Operations:

Spread sludge at Yingling property

Repaired 150hp aeration blower motor

Street dept. repaired curb in front of plant

Safety training

Recycles to Landfill

Routine Maintenance

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with the planting of trees at Cranberry Station for Arbor Day

Assisted with the planting of 5 Crabapples trees at West Main St extended for Arbor Day

Assisted with the planting of 3 Armstrong Maples Trees on East Main St for Arbor Day

Assisted with trimming the hedge at the Armory

Building Maintenance section performed the following:

Assisted with handicap ramp repair at the playground

Assisted with painting the storm drains blue for save the bay initiatives

Assisted with wood replacement and painting the pagoda at the playground

Repaired the urinal at J.C. Park

Assisted with the setup and take down for the ground breaking at Union Square

Streets and Alleys section

Street Baskets---3.3T
Bulk trash---50.47T
Brush---29T
Yard Waste---55.96T
Paper Recycling---.16T
Street Sweepings---21.89T
Tires---0
Metal---3.24T

Assisted with putting out dumpsters for bulk trash

Street Maintenance section

Assisted with concrete sidewalk on John St
Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with pot hole remediation
Assisted with black topping alleys around the Senior Center
Assisted with patching Sullivan Ave
Assisted with street patch on 413 Monterey Dr

UTILITY MAINTENANCE

WATER LEAKS:

165 W. Main (Private)
362 Winged Foot (Private)
298 Beacon Mews Ct (Main)
25 S. Church St. (Private)
815 Johahn Dr. (Private)
952 Ruby Dr. (Private)
305 Anita Dr. (Private)
Dorthy Ave. (Main)
Arnold Dr, Lot 7 (Service)

SEWER BLOCKAGES:

106 Park Dr. (Main)
926 Ruby Ct. (Service)
Greenvale Ave. (Main)
134 Smith Ave. (Main)
65 Charles St. (Private)
773 Johahn Dr. (Service)
668 Geneva Dr. (Main)
408 Leigh Master's Ln (Service)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Readings
High Water Bill Inspections (53)

REGULAR MAINTENANCE:

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

Respectfully submitted,

Marge Wolf
City Administrator