

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 01 FOR 2012



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

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

GENERAL GOVERNMENT

Attended WRCC meeting to continue discussions of TMDL requirements.

Participated in the Community Media Center strategic planning session.

Reviewed City Hall repairs and maintenance activities with Historic District Commission. Received their approval on the bids.

Met with Commissioner Roush to discuss the Union Mills project, the proposed business council and economic development concerns.

Met with Performance Food Group to discuss water reuse project.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	2
Press Releases	6	6
Videos	0	0
Council Meetings	2	2

FINANCE AND ADMINISTRATIVE SERVICES

Technology Services Division

- ❖ **3 Inch Meter Issues** – All accounts with 3” meters have been reviewed for possible incorrect Transmission Control Codes. Several large accounts have been billed incorrectly for several years, as under-billed.
- ❖ **Electronic Payments** – The next release of EDEN will include the capability for receiving special assessment payment via electronic payments. We have over 136 customers utilizing electronic payments, and have received over \$16K in payments.
- ❖ **VOIP/Unified Communications** – The legal review and revisions to enable the contracts will be completed the second week in August. Upon signature by the Mayor, planning work will begin to implement the VoIP capabilities on a phased basis.
- ❖ **Document Imaging** – The basic requirements for this project have been assembled with the Planning organization. We will begin the process of developing an RFP to determine scope and cost
- ❖ **Wakefield/Cranberry Accounts** – This project will allow us to determine if we are billing all accounts in the Cranberry zone. We are tying the customer account data to parcel data in GIS. Tyler Technologies is providing an automated way of mass updating the customer data that we are currently testing. We have tested updating the parcels with the GIS addresses – with some minor errors.

- ❖ **Municast** – Work is being completed on the annual model by Municast, and testing of the 2010 data is being completed in preparation for running the 2011 data.
 - ❖ **WPD RMS/MDC Testing** – Work is continuing to test the software.
- Replacement PC Systems** – As part of the budget process IT worked with the various departments on a replacement schedule for personal computers. Aggressive pricing by Dell provided the opportunity for the City to save \$400 per unit, and \$6,000 in total for the total systems required. The savings will provide for at least 4 more units to be replaced, as necessary this year.

Finance

Receivables:

Month	Appropriations	CC Septage Billing	Balance	Waste Water Analysis Billing –Union Bridge
July 11	\$280,000			
Aug 11				
Sep 11				
Oct 11				
Nov 11				
Dec 11				
Jan 12				
Feb 12				
Mar 12				
Apr 12				
May 21				
Jun 12				
TOTALS				

Special Assessments:

Date	\$484,558	Billed	Collected	Assessed
July 11	\$426,014.35	\$58,543.65	\$3 ,877.50	\$5,322,150.00
Aug 11	\$398,745.86	\$27,268.49	\$12,399.86	\$2,480,110.00
Sep 11				
Oct 11				
Nov 11				
Dec 11				
Jan 12				
Feb 12				
Mar 12				
Apr 12				
May 12				
June 12				
TOTALS		\$85,812.14	\$12,399.86	\$7,802,260.00

Real Estate Taxes

❖ Total received in current year

	Prior Year Receipts	Current Year Base Tax Receipts	Current Year Capital Tax Receipts	Prior Yr Capital Tax Receipts	Total Current Year Tax Receipts
July 11	\$ 740.41	\$ 60,673.13	\$ 19,156.79	\$	\$ 80,570.33
Aug 11					
Sep 11					
Oct 11					
Nov 11					
Dec 11					
Jan 12					
Feb 12					
Mar 12					
Apr 12					
May 12					
Jun 12					
TOTALS					
Appropriations		\$60,673.13	\$19,156.79	\$	\$80,570.33
Difference					

Utility Billing

❖ 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	7/31/11	\$56,804.03
8/31/10	\$ 57,409.73	8/09/11	\$47,416.39
9/30/10	\$ 50,766.28	9/30/11	
10/31/10	\$ 50,236.47	10/31/11	
11/30/10	\$ 76,780.43	11/30/11	
12/31/10	\$ 77,123.24	12/31/11	
01/31/11	\$ 74,367.96	1/31/12	
02/28/11	\$ 34,085.62	2/28/12	
03/31/11	\$ 90,906.28	3/31/12	
04/30/11	\$ 31,923.92	4/30/12	
05/31/11	\$ 74,719.33	5/31/12	
06/30/11	\$ 78,544.78	6/30/12	
TOTALS	\$1,269,167.26	TOTALS	\$104,220.42

Active Payment Agreements – 19 - \$18,994.88

- ❖ Total Payment Agreements – 271 - \$271,330.44
- ❖ Total Paid off – 252
- ❖ Total Payments received - \$252,335.56 - **93% collected**

Electronic Payments – total \$27,060.91 – 167 customers - thru 8/9/11

Roth 457 is ready to go – Nationwide setting up for us to transmit

Miss Utility :

	Receipted	Billed	Date	Receipted	Billed
7/31/10	\$ 2,295.00	\$ 3,240.00	7/31/11	\$545.00	\$2,305.00
8/31/10	\$ 2,235.00	\$ 2,475.00	8/31/11		
9/30/10	\$ 1,882.50	\$ 1,925.00	9/30/11		
10/31/10	\$ 1,337.50	\$33,565.00	10/31/11		
11/30/10	\$ 33,472.50	\$ 5,795.00	11/30/11		
12/31/10	\$ 2,370.00	\$ 1,540.00	12/31/11		
01/31/11	\$ 3,185.00	\$ 1,635.00	1/31/12		
02/28/11	\$ 1,520.00	\$ 1,080.00	2/28/12		
03/31/11	\$ 2,870.00	\$ 1,490.00	3/31/12		
04/30/11	\$ 915.00	\$ 2,440.00	4/30/12		
05/31/11	\$ 845.00	\$ 1,265.00	5/31/12		
06/30/11	\$ 1,150.00	\$ 1,490.00	6/30/12		
TOTALS	\$ 53,207.50	\$57,940.00	TOTALS	\$545.00	\$2,305.00

Public Housing Agency

- ❖ July 1, 2011 Hap: \$174,927.00
- ❖ Wait list total active applicants: 481
- ❖ Repayments received in July 2011: \$1324.50
- ❖ There are 259 vouchers and 13 portable vouchers that for a total of 272 unit count. We are being billed for 4 vouchers.
- ❖ Inspections:
 - 1 Special inspection,
 - 4 QA inspections
 - 22 Annual Inspections
- ❖ There were 2 port-ins and 2 new admissions to be leased up in August.
- ❖ The filing rate in PIC is 100% (97% goal)
- ❖ The “Forecasting Tool” is a monthly report.

- ❖ Receive notification that we had 0 deficiencies on the Enterprise Income Verification (EIV) System's *Identity Verification Report*

HUMAN RESOURCES

1. Benefits

- a) A HIPAA Privacy Compliance, a HIPAA Security Policy for Limited Compliance and a Business Associate Agreement in follow-up to the City joining the LGIT health cooperative were received from Benecon, reviewed, and prepared for approval in August.
- b) A CIGNA Employer Group Prescription Drug Plan Contract for the retiree Medicare plan was received from CIGNA, reviewed and prepared for approval in August.
- c) Summary Plan Descriptions for both the CIGNA active employee plan and the retiree Medicare plan were received and reviewed for finalization in August.
- d) A Leave of Absence Policies Development Questionnaire was completed and submitted to Benecon for drafting of policies on leave as it relates to insurance benefits. These policies are required by the health cooperative reinsurer.
- e) The Nationwide Retirement Solutions representative visited the City for one day, and was available at each location to discuss the 457(b)/401(a) accounts with employees. The representative was also prepared to discuss the new 457Roth option.

2. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	0	0	0	0
Part-time	0	0	0	0
Temporary	0	1	0	3
Seasonal	0	1	0	3

b) Hired:

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

3. Risk Management

- a) Four (4) insurance claims were filed in the month of July.
- b) Prepared for a Criminal Justice Information Systems (CJIS) audit. Met with auditors as they conducted an audit for the non-criminal history record information for fingerprints taken for criminal background checks for employees working with children. These records are generated and maintained by the Human Resources office.
- c) Prepared for safety training for OSHA compliance by the use of 10 different training booklets and post testing for all office personnel. This training will be completed over a period of several months.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 31 inquiries from the public; including residents, real estate appraisers and developers
2. Planned the agenda and attended the Westminster Tree Commission (WTC) Meeting on July 13, 2011; the meeting was held at Carroll Community College because the Commission was provided a walk-thru of the Conference Center to plan out the layout of the 2011 Community Forestry Workshop
3. Created a thank-you letter and souvenir poster for the participants of the 2011 Historic Main Street Scavenger Hunt "Round One;" the letters and posters were mailed to those who successfully completed the search for 15 clues on Main Street
4. Completed first phase of research for the 2011 Comprehensive Design Preferences Guide; Compiled examples of quality design for site layout, signage, water conservation, pedestrian accessibility, and façade treatments
5. Reviewed and approved 11 Building Permits and 2 Sign Permits on behalf of the Zoning Administrator
6. Attended meeting with the Historic District Commission and City Staff on July 20, 2011; purpose of the meeting was to discuss the City Hall exterior renovation project

7. Conducted field research, with the Engineering Specialist, on the Goodwill Amended Site Plan, the Giant Fueling Station Site Plan and the Taco Bell Redevelopment Site Plan
8. Attended the mandatory Sustainable Communities Training in Hagerstown on July 27, 2011; the Sustainable Communities Application is due August 31, 2011
9. Wrote a letter of support Human Services Programs of Carroll County, on behalf of the Director of Planning, for their grant application for Continuum of Care funding on July 29, 2011

Development Review

1. Plan review in process for the following: Wal-Mart Super Store; Giant Food Fuel Station (traffic study in ongoing); Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop’s Mill project – 84 lots; Fields at Pheasant Run; Griswold Property on Bell Road. All projects are located in the City with the exception of Fields at Pheasant Run, which is located in the County.
2. There is an ongoing review for the following project: Westminster Shopping Center in regards to the proposed Susquehanna Bank. SHA modified its position and the owner’s legal counsel is now working with the County, the owner of Englar Road on improvements and right-of-way requirements. The issue is the County’s intent to construct a traffic circle at the intersection of Englar Road and Monroe Street. We are trying to work through the issues to protect the health and safety of the traveling public due to the construction of the Susquehanna Bank facility. The City is working with the County on the related traffic issues.
3. The following application and review fees were collected in July 2011:

	Review Fees Collected
Monthly Total	\$0.00
YTD Total	\$0.00

4. Prepared Public Works Agreement (#A-1072) for the new Taco Bell, a replacement facility for the existing restaurant in the Crossroads Square Shopping Center. Project is presently on hold until the shopping center owner resolves parking issues with Burger King.

5. The final review of the plan documents for Taco Bell and Goodwill. Taco Bell is a new restaurant in the same location as the old one and Goodwill includes modifications for new drop-off areas and other traffic safety changes.
6. Completed the FY 2011 infrastructure report in accordance with GASB 34 requirements. This report provides information that is required for the FY 2011 audit to value infrastructure additions to the City.
7. Working with SHA and the County IDA on MD Route 97 road requirements in relation to the upcoming Knorr Brake project. SHA will complete a major traffic study that will identify short-term improvements required at the intersection of MD Route 97 and Art Peck Drive, as well as along MD Route 97.

Economic Development

1. Received a request from the eastbound I-70 Maryland Welcome Center for information on Westminster. Sent 300 copies each of the shopping, dining and events rack cards as well as the Westminster brochure in response. Confirmed their receipt and placement in the Welcome Center on the return trip from the Heritage Area Advisory Board meeting.
2. Attended the Carroll County Economic Summit at Carroll Community College on July 13th.
3. Attended the Heart of the Civil War Heritage Area Advisory Board meeting in Hagerstown on July 14th. Received word that participation in the Cultural Data Project is no longer required for submitting Heritage Area Capital Grant applications.
4. Continued to prepare and send Downtown Westminster Farmers Market ads to the Westminster Advocate for publication. Submitted a press release and photograph of the winner of the 4th Saturday Market Basket Drawing to the local media.
5. Coordinated, attended and photographed the Songs at 6:30 Concert Series in July for future marketing purposes.
6. Placed weekly "Songs at 6:30" Concert Series ads in the Advocates. Attended and photographed all of the "Songs at 6:30" concerts held in July for future marketing purposes. Response to the new venue, the Library stage, was excellent. Attendance was significantly up from last year.
7. Met with the owner of a beauty salon on MD 140 who is interested in relocating her business into downtown. Had her contact Tom Beyard regarding the water allocation process.

8. Met with the owners of a business in Hampstead that are interested in establishing a 2nd location in Downtown Westminster. Provided them with information on the Façade Improvement Program and downtown spaces that might be of interest to them. Had them contact Tom Beyard regarding the water allocation process.
9. Attended the McDaniel College Parent Preview Resource Fair on the evening of July 25th to provide incoming first-year students' parents with a basic understanding of Downtown Westminster's shops, restaurants, farmers' market and activities & events through the provision of rack cards and maps. Also, presented a downtown slide show that continuously ran on the resource table during the event. 100 parents attended in the Parent Preview, up from 57 in June.
10. Confirmed McDaniel College's participation commitment with the Downtown Westminster Merchant Discount Guide for the upcoming school year.
11. Received word on the status of the façade projects submitted for review to the MD Department of Housing and Community Development and the Maryland Historical Trust on May 19th. The residential façade projects of 17 Park Avenue and 23 Park Avenue, along with the commercial façade project of 51-53 East Main Street received project approval, as presented. The residential façade project at 19 Park Avenue received a conditional approval, with changes to the project required. Project applicants were advised of their status.
12. Assisted the Maryland Downtown Development Association in locating a venue for their September 15th "Lunch and Learn" Seminar entitled "Markets, Festivals, and Growing a Crowd: Connecting agriculture with your downtown" in Westminster.
13. Made business recruitment visits to Boonsboro & Middletown, MD and Shepherdstown, WV.

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	5	\$250.00
YTD Totals	5	\$250.00

2. The Mayor and Common Council approved an application, filed in conjunction with Human Services Programs of Carroll County, Inc. (HSP) regarding the Service-Linked Housing program. The City has served as a funding conduit to HSP, by receiving grant funds and passing them to HSP, the organization that provides the service. HSP received notice from the State of Maryland

Department of Human Resources (DHR) that they anticipate receiving a continuing grant of \$17,500 a year for the next three years. The City is working with DHR and HSP on the grant submission. DHR has been notified of the Mayor and Common Council's action and they anticipate receiving the application by the end of the week of July 25, 2011.

3. Prepared and submitted on behalf of HSP a letter of support for their Emergency Shelter Grant, which passes through the County. The grant provides funding for the operation of their Green Street Shelter as well as the Charles Street duplex (owned by City) that is used for transitional housing for homeless families.

Zoning

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

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

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

	# of Building Permits
Monthly Total	15
YTD Total	15

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

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$10,488.00	\$10,992.00	\$7,680.00
YTD Totals	\$10,488.00	\$10,992.00	\$7,680.00

4. Sent 3 zoning letters in July 2011.
5. The Director of Planning, Zoning and Development will work thru the end of July. He will mobilize and deploy at the end of August for one year. Steve Horn was hired by the City as his interim replacement.

6. Planning staff are working on a variety of issues including electronic sign code changes, design preference guide and the City's Sustainability application to the Maryland Department of Planning.

Code Enforcement

1. A total of 46 separate code issues were handled during July 2011:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	24	20	0	5	51%
Untagged Vehicles	5	2	0	3	11%
Trash/Rubbish	4	3	0	0	9%
Property Maintenance	3	2	0	0	7%
Solid Waste	1	0	0	0	2%
Rental Registration	1	1	0	0	2%
Private Inspections	0	0	0	0	0%
Sidewalks	3	1	0	0	7%
Trees/Hedges	1	0	0	0	2%
Condemnations	1	0	0	0	2%
Water Shut-Offs	4	4	0	0	8%
Snow Removal	0	0	0	0	0%
Water Violations	0	0	0	0	0%
All Others	3	3	0	0	7%
Monthly Totals	46	32	0	8	100%
Yearly Totals	46	32	0	0	100%

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

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	18	11	61%
Re-Inspections	4	1	25%
New Units	1	1	0%
Landlord Request	0	0	0%
Tenant Request	0	0	0%

Special Request	0	0	0%
HQS Supervisory	2	1	50%
Monthly Totals	25	13	52%
YTD Totals	25	13	52%

3. The following citations for code violations were paid in July 2011:

	Fines Paid
Monthly Total	\$225.00
YTD Total	\$225.00

4. The City's Code Inspector's monthly report encompasses only the first weeks of July due to vacation.
5. The City's Code Inspector conducted a walk with Greens HOA President Nancy McKenzie that included Johahn Drive. Additional walks are scheduled for August.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
July 2011	1,026	55	14	10	184	173
2011 YTD	6,903	374	84	53	2,301	1,079
2010 YTD	6,975	456	142	70	2,188	1,729
2009 YTD	6,685	381	113	58	2,628	1,207

Significant Cases in July:

- Commercial Robbery (Reported July 2, 2011):** On July 2nd at approximately 12:45 a.m. officers were dispatched to the Texas Roadhouse Restaurant located on Cranberry Road in Westminster for the report of an armed robbery. Upon arrival they contacted restaurant staff who advised that the suspects had fled the building on foot prior to the arrival of the police. Investigation revealed that two males suspects had confronted an employee at gunpoint as he exited the rear of the building after business hours, forcing him back inside. Once inside the suspects accosted the employees and demanded cash from the manager's officer. The suspects fled the business on foot after obtaining an undisclosed amount of U.S. currency. No one was injured during the robbery. A witness was located who observed a dark colored passenger vehicle leaving the parking lot of a school to the rear of the restaurant at a high rate of speed following the robbery.

Investigators believe that this case is related to at least two other restaurant robberies in the southern Pennsylvania area in the past several months. This case remains under active investigation at this time.

- **Bank Robbery (July 7, 2011):** On July 7th at approximately 12:30 p.m. officers were dispatched to the PNC Bank on West Main Street for the report of a bank robbery. Upon their arrival they were advised by bank personnel that a male subject had entered the bank with his face covered by a plastic bag to conceal his identity. The suspect approached a teller and handed her a note demanding cash. The suspect grabbed cash from the teller's hand and fled the bank on foot. Efforts by the responding officers to locate the suspect were negative. While the investigators were at the bank they were contacted by an individual who reported that his brother may have just robbed the bank. According to the witness, his brother was suffering from a mental disorder and had discharged himself from the psychiatric unit at Carroll Hospital Center earlier in the day. The suspect had also advised his brother that he planned to rob a bank. The suspect was located by police at the home of a relative on Charles Street and taken into custody without incident. The monies stolen during the robbery were located on his person. The suspect, Charles Tavon Saunder (29 years of age from Westminster), has subsequently been charged with bank robbery and related charges. He remains in custody in the County Detention Center pending trial in this matter.
- **Strong Arm Robbery (Reported July 23, 2011):** On July 23rd at approximately 1:15 a.m. officers were dispatched to a residence in the unit block of East Main Street for the report of an assault and robbery which had just occurred. Upon their arrival they contacted the victim who advised that he and his girlfriend had been walking along Main Street a few minutes earlier when they exchanged words with another group of individuals. Several members of this group approached and threatened to assault them in retaliation for their earlier comments. One of the suspects, a female, grabbed the victim's arm and attempted to forcibly take his watch. As this was occurring, the suspect pulled his cell phone from his pocket and attempted to call the police. At this time he was struck in the face by another member of the group who took his cell phone from him. The group then fled the area on foot after tossing the victim's phone back to him. Responding officers detained a group of potential suspects walking in the area. One member of the group, Ebonee Lauren Williams (19 years of age from Madison Street in Westminster), was subsequently identified by the victim as the female who attempted to steal his watch during the altercation. Williams was advised that she was under arrest for assault and robbery at which time she actively resisted arrest, to include punching Officer Shelly Jones in the face with a closed fist. Williams was physically subdued by several officers and taken into custody without further incident. She has been charged with robbery, assault and assaulting a police officer. Officer Jones received only minor injuries in the assault and returned to work immediately.

- **Storehouse Burglary (Reported July 5, 2011):** The victim in this case reported that an exterior storage shed at his place of business located in the 1000 block of Tech Court had been burglarized at some time over the July 4th holiday. Investigation at the scene revealed that the handle to the shed had been forcibly removed from the door to provide entry to the shed. Once inside the shed, two lawn mowers and a lawn trimmer were stolen. The stolen property had a combined value of approximately \$1,300. This case remains unsolved.
- **Storehouse Burglaries (Reported July 15 and 18, 2011):** The victims in these cases reported that storage sheds located on their property were forcibly entered at some time between the July 4th weekend and the middle of July. The sheds are both located in communities bordering the Uniontown Road corridor (Mulligan Lane and Johahn Drive respectively). In both cases padlocks were cut to permit entrance into the locked sheds and only 5-gallon containers of gasoline were stolen. Other items of value in the sheds were not disturbed. There are no active leads in either of these cases at this time.
- **Residential Burglary (Reported July 31, 2011):** The victim in this case reported that his home in the 800 block of Ewing Drive had been forcibly entered at some time during the evening hours of July 30th while he and his wife were away from the home. When they returned at approximately 10:30 p.m. on the 30th they noticed that the drawer of a night stand in the master bedroom was laying on the floor. At the time they presumed that it had not been properly secured prior to leaving the home. The following morning they noticed a ladder propped against the rear of the house next to a second floor bedroom window. Further investigation by the case investigator revealed that a screen on a second story window had been cut, allowing access to the home via an open window. The officer also determined that the ladder was the property of a neighbor. Further investigation has revealed that the victim's home was unlawfully entered by a juvenile who lives in proximity to the victim. This juvenile has subsequently been charged with burglary and related charges.
- **Stolen Vehicle (Reported July 6, 2011):** The victim in this case called the Police Department to report that a company vehicle, a 2000 International Harvester tow truck, was stolen from its parking place in the unit block of North Court Street at some time between 7:00 p.m. on July 5th and 8:00 a.m. on July 6th. A search of the area where the truck was parked resulted in the recovery of the vehicles ignition switch, leading investigators to believe that the ignition was popped and the vehicle was hot-wired. There were no witnesses to the theft. The stolen vehicle was later recovered by the Baltimore County Police Department on July 6th. There are no active suspects in this case at this time.
- **Stolen Vehicle (Reported July 29, 2011):** The victim in this case reported that his vehicle, a 2001 Mazda 4-dr, was stolen from its parking place in the 100 block of East Green Street at some time between 10:00 p.m. on July 28th and 6:20 a.m. on July 29th. According to the victim, the vehicle was parked along the street and

locked at the time it was stolen and he had the only key to the car. The Mazda was valued at \$2,000. At this time the vehicle is still outstanding.

Significant Activities in July:

- During July the Police Department was notified that our 2010 Police Officer of the Year, Detective First Class Steven Rogers (assigned to the Carroll County Drug Task Force), has been selected for the Maryland Chiefs of Police Association (MCPA) 2010 Exceptional Police Performance Award for mid-sized police departments. This is an annual statewide award presented by the MCPA to the “top cop” of those nominated from small, mid-sized and large police departments in the state. DFC Rogers will formally receive his award during the MCPA’s annual awards ceremony in Ocean City in September. DFC Rogers is the second WPD officer to receive this recognition in the past 5 years. Detective Corporal Jeffrey Schuster received the Exceptional Performance Award in 2007.
- PFC Steven Launchi received both “Police Officer of the Month” and “City Employee of the Month” recognition in June (the awards were conferred in July) in recognition of his proactive efforts as the officer assigned to the Main Street Detail for the summer. PFC Launchi volunteered for this assignment which requires him to work a modified evening shift conducting bike and foot patrols in the Main Street business district. In this role he works very closely with the business community to ensure that problems/issues are identified and resolved in a timely and efficient manner. PFC Launchi’s efforts in June included the issuance of 8 alcohol citations and 3 criminal arrests for on-sight violations in the downtown business district. His problem-solving abilities and excellent “people skills” have been well-utilized in this role.
- On July 21st Chief Spaulding, Captain Nancy Yeager and PFC Nikki Ensor attended at meeting of the Belle Grove Community Association. During the meeting PFC Ensor was introduced as the Liaison Officer for the Belle Grove community. In this capacity she will be working collaboratively with the community to address crime and quality of life issues effecting Belle Grove – this in addition to her normal responsibilities as a patrol officer working the beat which includes this community. PFC Ensor is the second designated Liaison Officer in the Department. Lieutenant Patrick Bassler has served as the Liaison Officer for the Tri-Street Community Association for more than a year.
- Working in collaboration with the Carroll County Core Service Agency, Chief Spaulding has embarked upon an initiative to provide “Mental Health First Aid” training to law enforcement and correctional officers serving in Carroll County. MHFA training is designed to provide officers with the skills to safely and effectively identify and manage individuals suffering from a mental health crisis. Following a two-day training course provided by in-house trainers, officers will have a better understanding of de-escalation techniques as well as the local resources available to assist those in crisis. This type of training has proven very

helpful in minimizing physical confrontations with individuals suffering a mental health crisis, reducing injuries to officers and those in crisis, and reducing the number of those arrested/incarcerated who are suffering from obvious mental health emergencies. It is anticipated that the Carroll County Sheriff's Office will also be a partner in this effort.

RECREATION & PARKS

- Administration
 - Conduct weekly staff meetings
 - Managing the day to day operations
 - Pay invoices for the department operating, facility and programs and events
 - Working on Community Parks, Playgrounds grant through the state
 - Members of the department are working on the following city committees. Safety, Website, Wellness and Insurance
 - Member of the department is preparing Lunch and Learns for city employees
- Municipal Pool
 - Swim lessons and swim team in full swing
 - Gate fees exceeded \$15,000.
 - Conducting weekly guard trainings
 - Conducting daily inspections
 - Scheduling camp field trips
- Programs and Events
 - Continue to update and manage recreation and parks website and face book page
 - Processing pool memberships
 - Distribute fall Recreation and Parks Guide

- Design and start printing tri-fold recreation schedules
- Camp is in progress over 250 kids register for June
- Month of Sunday's concert series
- Preparations for Fallfest
- Family Workout Center
 - New Memberships - 61
 - Temp Student Membership - 31
 - Recorded over 6,239 member visits and 190 guest visits to the center
 - Revenue for the month – Enrollment \$45., Monthly Dues \$20,905., Rent \$770., Guest fees, \$965., other \$120., Totaling \$22,805
 - 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.
- Parks
 - Weekly park inspections
 - Park repairs continue
 - ARC weekly park maintenance
 - National Night Out – King Park and Belle Grove
 - Continue booking field and pavilion rentals
 - Continue progress with the Community Trail Extension

PUBLIC WORKS

WASTEWATER TREATMENT PLANT

Total Flow 135.787 MG

Ave. Daily Flow 4.380 MGD

Sludge (Integrated Agronomics) 430.1485 wet tons

Septage Sludge 91.73 wet tons

Operations:

-Borrowed backhoe from Street dept: removed, rebuilt and replaced clarifier scum pump.

-Removed, rebuilt and replaced 10'' influent pump.

-Pumped down clarifier #2, fixed oil leak in main precision bearing.

-Safety training

-Recycles to Landfill

- Routine Maintenance

UTILITY MAINTENANCE DEPARTMENT

WATER LEAKS:

Westcliff & Sumner (Main)
111 Schaffer Ave (Private)
520 Yellow Lily Ct (Private)
555 Old West Pk (Service)
10 Webster St (Service)
S. Center St & Church St (Main)
Webster St (Main)
30 Manchester Ave (Service)
1215 Campus Ct (Private)
782 Medinah Cir (Private)
517 Goldenrod Ct (Private)
426 Spaulding Ct (Private)
500 Pinehurst (Private)

SEWER BLOCKAGES:

564 Marshall Dr (Lateral)
Congressional Dr (Main)
298 E Green St (Lateral)
247 E Green St (Private)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
Continuation of Annual Water Main Flushing
22 High Water Bill Service Calls

REGULAR MAINTENANCE:

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

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with cleaning city parking lots
Assisted with removal of brush, metal , yard waste and bulk trash
Assisted with the mowing of parks and right of ways
Assisted with landscaping the inspection at Chipotle
Assisted with hill mowing Clivden Reach seed pond and Othello Ct. seed pond
Eric assisted with filled in a fish pond at a house on Windsor
Assisted with handled tree complaints at 128 East Main St., 52 Madison St and at 64 & 66 South Colonial St.
Assisted with spraying for weeds at Greenbair Ct. seed pond, Mulligan and Cypress Point seed pond, Dutterers Park, rock climbing area at Tahoma Farm Rd., Whispering Meadows tot lot and some of East Main St.

Building Maintenance section performed the following:

Assisted with barricades for the 4th of July and picked them up
Assisted with switched out banners on Main St.
Assisted with making up 5 spill kits
Assisted with a new rope on the flag pole at city hall
Assisted with replacing crosswalk sings at Center St. and Stoner Ave from wreck
Assisted with putting up meters and permit sings at West Square Garage
Assisted with spreading dirt at ball fields and pressure washed bathrooms and pavilion at the playground

Assisted with taking down a wall, repainted a room and putting two televisions wall mounts and putting up two televisions
Assisted with cleaning ac unit and filters at city hall
Assisted with installing goal posts fixing gates at JC Park
Assisted with fixing swings at the city playground and Whispering Meadows tot lot
Assisted with painting some handicapped sings on blacktop at Sherwood and also painted parking lines at these parking lots Davis, Bablon, Diffindal, Dutterer and Winters
Assisted with fixing the fence at Dutterer Park

Streets and Alleys section

Street Baskets---3.13T
Bulk trash---46.66T
Brush---27.7T
Yard Waste---25.87T
Paper Recycling---.99T
Street Sweepings---6.7T
Tires---.55T
Metal---1.52T

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with putting out dumpster for lager piles of bulk trash
Assisted with fixing various pot holes on city streets and alleys
Assisted with black topping 34 and 35 Street
Assisted with helping the Building Maintenance Department with various projects

Street Maintenance section

Assisted with black topping the e parking lot at the City shop
Assisted with fixing a storm drains on Charingworth Rd
Assisted with black topping 34 and 35 Street
Assisted with fixing and black topping a water patch on Mary Dell Dr. in the county
Assisted with removal of brush, metal, yard waste and bulk trash

ENGINEERING

1. Wakefield Valley Community Trail Extension- Design work is complete. Recreation Department is working on obtaining funds for the project.
2. Nitrate Removal System for well #8: The Engineer complete design of the access road and the radon/ nitrate removal facility and received approvals from the Carroll County Offices and MDE. The City is working with Carroll County Office on coordination of this project with the County project to construct storm water management pond at the Westminster high school. The City is working on

obtaining easement for the access road from the Carroll County Schools Board. The City is working with GHD on design of the Radon/Nitrate Removal facility.

3. WWTP ENR Project – Stearns & Wheler complete preliminary design report for the project. The City, The Engineer, and the MDE developed preliminary design approach for the project and agreed on eligibility of different parts of the project to receive grant funds from the ENR fund. The City received proposal for engineering services to design the project for approval. The City is working with GHD on finalizing terms of the Agreement.

4. I&I Study between MHs 18-37-73 and 18-3-73 GHD continues work on the project. CCTV Inspection is complete. The Engineer and te contractor are working on the report and proposal for repairs.

5. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - Contractor complete the project construction. The City received permits to construct gabion wall around CMP culvert at Windsor Drive (CO to the project). TBH ordered materials for the work.

6. Replacement of Lighting Fixtures in City owned building- The project is complete. City expects to obtain reimbursement payments from BGE.

7. Gesell Well- ARRO is working on the project design.

8. Pennsylvania Avenue lighting Improvements, Phase II- City advertised the project for bids.

9. City signed agreement Mar- Allen Construction to rehab CMP Storm Drain Pipe at Clifton Boulevard.

WATER PLANT

CRANBERRY WATER SYSTEM SOURCES

RAW WATER TO PLANT IN	
RAW METER TOTAL	53.34805
RECYCLED WATER TOTAL	4.54995
% RECOVERED	8.529
CIP WASH WATER / MEMBRANE	0.14688
TOTAL	53.20117
RAW WATER SOURCES IN	
HULL	25.6255
CRANBERRY	19.18267
RAW RES	8.393

OTHER		0
TOTAL		53.20117
TREATED IN MG		
FINISHED WATER FLOW		53.78150
TOTAL TREATED		
TOTAL TREATED		53.78150
BACKWASH WATER / RECYCLE		0.0855
DELIVERED TO SYSTEM		
DELIVERED TO SYSTEM		53.69600
WELLS IN CRANBERRY SYSTEM IN MG		
WELL 3		2.31982
WELL4		1.57116
WELL 5		7.36862
WELL 6		2.98098
WELL 7		1.193668
WELL 8		3.567589
WELL 9 & 10		0.21647
WELL 11		4.03248
WELL 5 BACKWASH		0.00028
WELL 7 BACKWASH		0.06245
TOTAL DELIVERED		72.85158
TOTAL DAILY AVERAGE		2.350051
DAY OF MAXIMUM USAGE	24	1.99360
RAINFALL		4.38
WAKEFIELD VALLEY WELLS IN MG		
WELL 1		2.607
WELL 2		3.023143
WAKEFIELD BACKWASH		0.00053
TOTAL DELIVERED		5.63014
DAILY AVERAGE		0.181617
DAY OF MAXIMUM USAGE	6	0.36743
SLUDGE TO WWTP IN		22730

Respectfully submitted,

Marge Wolf
City Administrator