

**CITY OF WESTMINSTER, MARYLAND**  
**STATUS & INFORMATION REPORT NO. 02 FOR 2012**



To Mayor Utz and Members of the City Council:

**UPCOMING MEETINGS**

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

## GENERAL GOVERNMENT

Finance Committee met to discuss preliminary FY2011 year end results.

Water Resources Coordinating Council met to continue discussions of the TMDL requirements.

Attended Restaurant Week Preview sponsored by the Chamber of Commerce.

Met with Episcopal Housing Representatives to discuss extension of the current Agreement.

| <u>COMMUNICATION</u> | <u>THIS MONTH</u> | <u>YEAR TO DATE</u> |
|----------------------|-------------------|---------------------|
| Newsletters          | 1                 | 3                   |
| Press Releases       | 12                | 18                  |
| Videos               | 0                 | 0                   |
| Council Meetings     | 2                 | 4                   |

## FINANCE AND ADMINISTRATIVE SERVICES

Treasury Operations

### **Accounts Receivable**

| Month   | Appropriations | CC Septage Billing | Balance      | Waste Water Analysis Billing – Union Bridge |
|---------|----------------|--------------------|--------------|---|
| July 11 | \$280,000      | \$26,057.31        | \$253,942.69 | \$570.00                                    |
| 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

| <u>Date</u>    | <u>\$484,558</u>  | <u>Billed</u>       | <u>Collected</u>    | <u>Assessed</u>     |
|----------------|-------------------|---------------------|---------------------|---------------------|
| <b>July 11</b> | \$426,014.35      | \$ 58,543.65        | \$ 5,352.72         | \$ 5,322,150        |
| <b>Aug 11</b>  | \$232,485.99      | \$193,528.36        | \$214,009.97        | \$17,190,730        |
| <b>Sep 11</b>  |                   |                     | \$ 11,528.25        |                     |
| <b>Oct 11</b>  |                   |                     |                     |                     |
| <b>Nov 11</b>  |                   |                     |                     |                     |
| <b>Dec 11</b>  |                   |                     |                     |                     |
| <b>Jan 12</b>  |                   |                     |                     |                     |
| <b>Feb 12</b>  |                   |                     |                     |                     |
| <b>Mar 12</b>  |                   |                     |                     |                     |
| <b>Apr 12</b>  |                   |                     |                     |                     |
| <b>May 12</b>  |                   |                     |                     |                     |
| <b>June 12</b> |                   |                     |                     |                     |
| <b>TOTALS</b>  |                   | <b>\$252,072.01</b> | <b>\$230,890.94</b> | <b>\$22,512,880</b> |
| <b>2010</b>    | <b>\$504,000</b>  | <b>Billed</b>       | <b>Collected</b>    | <b>Assessed</b>     |
| July 10        | \$428,929         | \$ 75,070.71        | \$161,482.14        | \$ 6,784,190        |
| Aug 10         | \$ 255,170        | \$173,759.74        | \$ 86,593.81        | \$15,523,950        |
| Sep 10         | \$ 142,911        | \$112,258.63        | \$151,315.18        | \$ 8,710,270        |
| Oct 10         | \$ 72,287         | \$ 70,623.70        | \$ 88,969.59        | \$ 4,076,610        |
| Nov 10         | <b>-\$ 8,158</b>  | \$ 80,445.42        | \$ 71,222.75        | \$ 7,054,510        |
| Dec 10         | <b>-\$ 54,805</b> | \$ 46,647.04        | \$ 68,342.07        | \$ 3,912,550        |
| Jan 11         | <b>-\$ 82,604</b> | \$ 27,799.20        | \$ 31,537.30        | \$ 2,240,620        |
| Feb 11         | <b>-\$101,506</b> | \$ 18,901.96        | \$ 27,520.13        | \$ 1,514,650        |
| Mar 11         | <b>-\$140,742</b> | \$ 39,235.35        | \$ 24,135.98        | \$ 2,591,200        |
| Apr 11         | <b>-\$294,395</b> | \$153,653.50        | \$ 37,952.48        | \$13,781,940        |
| May 11         | <b>-\$298,680</b> | \$ 4,285.16         | \$ 39,521.30        | \$ 389,560          |
| June 11        | <b>-\$300,568</b> | \$ 5,852.33         | \$ 3,577.19         | \$ 532,030          |
| <b>TOTALS</b>  |                   | <b>\$808,532.74</b> | <b>\$792,169.92</b> | <b>\$67,112,080</b> |

### Real Estate Taxes

|         | 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  | \$ 4,285.14         | \$2,825,838.41                 | \$892,370.03                      | \$1,212.33                    | \$3,723,705.91                  |
| Sep 11  |                     |                                |                                   |                               |                                 |
| Oct 11  |                     |                                |                                   |                               |                                 |
| Nov 11  |                     |                                |                                   |                               |                                 |
| Dec 11  |                     |                                |                                   |                               |                                 |
| Jan 12  |                     |                                |                                   |                               |                                 |
| Feb 12  |                     |                                |                                   |                               |                                 |
| Mar 12  |                     |                                |                                   |                               |                                 |
| Apr 12  |                     |                                |                                   |                               |                                 |

|                |             |                |              |            |                |
|----------------|-------------|----------------|--------------|------------|----------------|
| May 12         |             |                |              |            |                |
| Jun 12         |             |                |              |            |                |
| TOTALS         | \$ 5,025.55 | \$2,886,511.54 | \$911,526.82 | \$1,212.33 | \$3,804,276.24 |
| Appropriations |             | \$8,104,740    | \$2,578,568  | \$         | \$             |
| Difference     |             | \$5,217,558    | \$1,557,041  |            |                |

### 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   | 8/31/11  | \$ 43,647.52 |
| 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   | \$100,451.55 |

| ❖ Miss Utility : Received | Billed       | Date        | Received | 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  | \$545.00   |            |
| 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   | \$1,090.00 | \$2,305.00 |

Active Payment Agreements – 23 - \$18,753.43

- ❖ Total Payment Agreements – 278 - \$275,766.46
- ❖ Total Paid off – 255
- ❖ Total Payments received - \$256,487.95 - 93% collected
- ❖ Electronic Pay – total \$46,088.09 – 249 customers - thru 9/01/11

#### TECHNOLOGY SERVICES

##### Major Projects:

- ❖ **Disaster Recovery** – Successfully performed Housing Pro upgrade in isolated DR environment.
- ❖ **VOIP/Unified Communications** – We met with Mitel/Fulton and had all remaining documents signed. We should be contacted this week to get the wiring portion of the project started. They told us that wiring could begin as early as this week or next week (09/12/2011)
- ❖ **Document Imaging** – We are working on an RFI for a consultant to assist us with RFP development, needs assessment, requirements, process analysis, vendor selection, and project management.
- ❖ **Municast** – Added new accounts and classification to Municast model.
- ❖ **WPD RMS/MDC Testing** – We are continuing testing with WPD.
- ❖ **Enterprise Vault (EV)** – We are obtaining a third quote from SHI.
- ❖ **Replacement Systems** – All replacement systems have been procured and received at a \$6,000 savings to the City.

#### CITY ACCOUNTANT

##### Audit Preparation:

- ❖ Depreciation Entries have been posted;
- ❖ Depreciation Schedules have been prepared;
- ❖ Assets retirements have been posted;
- ❖ Completed mapping of new accounts for FY2011 in GASB34 Reporter;
- ❖ First Draft of the Financial Statements will be prepared this week;
- ❖ Currently reviewing the Capital Outlay Expenditures.

##### Audit Support:

- ❖ Auditors in-house for the next 2 weeks
- ❖ Ashley Monsour will be here tomorrow and Friday to assist with the review of the draft financial statements.

#### HOUSING SERVICES

##### *August 31, 2011 Results*

- ❖ August 1, 2011 Hap: \$177,345.00
- ❖ Waiting list total active applicants: 522
- ❖ Repayments received in August 2011: \$483.66

- ❖ We have 257 regular and 13 portable vouchers leased for a unit count of 270 for which we receive administrative fees. We are being billed for 4 vouchers.
- ❖ Inspections:
  - 1 Special inspection,
  - 4 QA inspections
  - 22 Annual Inspections
- ❖ There were 3 port-ins (absorbed) and 2 new admissions to be leased up in September. There are 3 EOPs scheduled for September.
- ❖ The filing rate in PIC is 101% (97% goal)
- ❖ We received notification that we had 0 deficiencies on the Enterprise Income Verification (EIV) System's ***Identity Verification Report***

## HUMAN RESOURCES

### 1. Benefits

- a) The Everest Reinsurance Company Excess Loss Schedule which covers the reinsurance required for the health cooperative was received from Benecon and prepared for signature by the Mayor.
- b) The finalized CIGNA Summary Plan Descriptions were distributed to employees participating in the medical insurance plan.
- c) Attended the first meeting of the Maryland Local Government Health Cooperative with other members of the pool. Members were provided with a review of the membership, the FY11 claim fund results, and a marketing update. Presentations were given by CIGNA, Benecon, ConnectCare3, and United Concordia Dental, and gave members the opportunity to discuss the cooperative and ask questions about processes.

### 2. Policies

- d) A revised draft of the Family Medical Leave Act (FMLA) Policy to incorporate the most recent definition of a serious health condition based on recommendations from the Department of Labor was prepared review and approval.
- e) The following polices, required by Everest, the health cooperative reinsurer, were drafted, and prepared for review:
  - a. Disability Leave of Absence Policy
  - b. Military Leave of Absence Policy and the Uniformed Services Employment and Reemployment Rights Act (USERRA)
  - c. Workers' Compensation Policy

## 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                                      | 0                                      |
| Seasonal  | 0                              | 0                              | 0                                      | 0                                      |

### b) Hired:

| <u>Full-time</u> | <u>Part-time</u> | <u>Temporary</u> | <u>Seasonal</u> |
|------------------|------------------|------------------|-----------------|
| 0                | 0                | 4                | 0               |

## 3. Risk Management

- a) Two (2) insurance claims were filed in the month of August.
- b) Received the Criminal Justice Information Systems (CJIS) audit report for the audit that was conducted in July, reviewed recommendations, made the appropriate changes, and provided a response to CJIS.
- c) Initiated the safety training program for OSHA compliance for all office personnel.
- d) Upgraded the Inland Marine Insurance Policy to reduce the deductible and increase the coverage limits for tools and equipment. This will provide enhanced coverage on computers and equipment installed in City vehicles in addition to tools.
- e) Created a Citizen's Report Form to be used when a citizen is claiming injury or property damage. The form will streamline the claims process to provide the required information to LGIT which will describe the incident, and the resolution desired by the citizen.

## PLANNING, ZONING & DEVELOPMENT

### Comprehensive Planning

- Provided technical assistance relating to zoning and land use for 60 inquires from the public; including residents, real estate appraisers and developers
- Planned the agenda and attended the Westminster Tree Commission (WTC) Meeting on August 10, 2011; the Commission reviewed and approved the 2011 Community Forestry Workshop Agenda and Registration Packet

- Planned the agenda and attended the Westminster Tree Commission (WTC) Meeting on August 10, 2011; the Commission reviewed and approved the post-construction application for 134 East Main Street
- Reviewed and approved 25 Building Permits on behalf of the Zoning Administrator
- Wrote the Draft of the 2011 Sustainable Communities Action Plan for the Sustainable Communities Application
- Mailed out over 300 Registration Packets, for the 2011 Community Forestry Workshop, to various State, County and Municipal employees
- Wrote a Zoning Verification Letter for Wendy's as a special exception and a Zoning Verification Letter for Leckron's Towing as a non-conforming use
- Researched and Processed Water Allocation Applications for the "Cup Tearoom" at 7 E Main, the "Hot Spot Salon" at 178 E Main and the "Razzmatazz Salon" at 253 E Main
- Worked with Department of Natural Resources to organize new process for "Tree Removal & Replacement" Permits for street trees and informed City Arborist
- Trained Administrative Coordinator Planning Department document management system with for building permits, liens, water allocations and sign permits

### **Development Review**

- 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.
- 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.

- Prepared Public Works Agreement (#A-1072) for the new Taco Bell, a replacement facility for the existing restaurant in the Crossroads Square Shopping Center.
- 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**

- The CUP Tea Bar & Café, 7 East Main, is slated to open on September 19th. Will be open for Midnight Madness.
- Hats by Marjae, at 234 East Main Street, is now open from 11-7 Monday-Friday; 12-6 on Saturday and 11-6 on Sunday (will be open for Midnight Madness).
- Prepared and submitted the weekly Farmers Market advertisements to The Westminster Advocate.
- Prepared a Media Release announcing the 4<sup>th</sup> Saturday Market Basket Drawing Winner for August.
- Prepared and submitted Midnight Madness Ads to The Advocate and Northern News. Ordered Midnight Madness Posters for storefront distribution and promotion. Finalized the entertainment schedule; reserved 3 lights trees and reserved chairs for the drum circle for Midnight Madness. Recruited cars for the Midnight Madness Car Display by distributing fliers at the Eldersburg Home Depot Car Cruise on September 10<sup>th</sup>.
- Talked to a party interested in relocating his business to Carroll County from the Eastern Shore of Maryland next year.
- Prepared and distributed the September/October issue of the Downtown Westminster Main Street News, along with the weekly Weekend Happenings.
- Received an offer providing for the Downtown Westminster Holiday Billboard to be placed up for a 3-month period beginning October 15<sup>th</sup> instead having to sign a one-year contract.
- Received an email from Maryland Life Magazine advising that the Westminster Main Street Program will be in the November-December issue under Road Trips: Enjoying Maryland's Main Streets. Was also asked if the Office as well as County Tourism were interested in "buying down" the advertising for the local businesses. Waiting for a return call from County Tourism on the matter.

- Retrieved all of the executed Letters of Support for the Sustainable Communities Plan application.
- Added Tomlin Technology and Hats by Marjae to the Main Street Website Services and Shopping Guides respectively.

**Community Development**

- The following sign permits were processed in August, 2011:

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

**Zoning**

- The following building permits were approved in August 2011:

|               | # of Building Permits |
|---------------|-----------------------|
| Monthly Total | 25                    |
| YTD Total     | 40                    |

- Sent two (2) zoning letter in August 2011.
- Planning staff worked on a number of issues including electronic sign code changes, design preference guidelines, the City’s Sustainability application to the Maryland Department of Housing & Community Development, and the office space needs/analysis report.

**Code Enforcement**

- A total of 54 separate code issues were handled during August 2011:

| Complaint Type    | # of Incidents | Compliance | Court Case | Fines | % of Total |
|-------------------|----------------|------------|------------|-------|------------|
| Grass/Weeds       | 22             | 15         | 1          | 6     | 41%        |
| Untagged Vehicles | 8              | 7          | 1          | 1     | 15%        |

|                      |     |    |   |    |      |
|----------------------|-----|----|---|----|------|
| Trash/Rubbish        | 6   | 6  | 0 | 0  | 11%  |
| Property Maintenance | 3   | 1  | 1 | 2  | 6%   |
| Solid Waste          | 2   | 2  | 0 | 0  | 4%   |
| Rental Registration  | 1   | 1  | 0 | 0  | 1%   |
| Private Inspections  | 3   | 1  | 0 | 0  | 6%   |
| Sidewalks            | 5   | 4  | 0 | 1  | 9%   |
| Trees/Hedges         | 1   | 1  | 0 | 0  | 1%   |
| Condemnations        | 0   | 0  | 0 | 0  | 0%   |
| Water Shut-Offs      | 3   | 3  | 0 | 0  | 6%   |
| Snow Removal         | 0   | 0  | 0 | 0  | 0%   |
| Water Violations     | 0   | 0  | 0 | 0  | 0%   |
| All Others           | 0   | 0  | 0 | 0  | 0%   |
|                      |     |    |   |    |      |
| Monthly Totals       | 54  | 41 | 3 | 10 | 100% |
| Yearly Totals        | 100 | 73 | 3 | 18 | 100% |

- The following HQS inspections for the Section 8 Program were completed in August 2011:

| Type of Inspection | # of Inspections | # in Compliance | Overall % |
|--------------------|------------------|-----------------|-----------|
| Annuals            | 20               | 15              | 75%       |
| Re-Inspections     | 11               | 9               | 82%       |
| New Units          | 6                | 4               | 66%       |
| Landlord Request   | 1                | 0               | 0%        |
| Tenant Request     | 2                | 0               | 0%        |
| Special Request    | 0                | 0               | 0%        |
| HQS Supervisory    | 3                | 1               | 33%       |
| Damage             | 1                | 1               | 100%      |
| Monthly Totals     | 44               | 30              | 68%       |
| YTD Totals         | 69               | 43              | 62%       |

- \$1025 Judgment paid from citations from 12-2007
- \$400 paid in fines at the front window.

- 90% complete with lead listings for HUD landlords
- Obtained \$400 in judgments from 8-12-11 court hearings.
- Removed approx 14 illegal signs from City properties.

## POLICE DEPARTMENT

| Time Frame  | Police Calls For Service | Adult Arrests | Juvenile Arrests | DUI Arrests | Traffic Citations | Foot/Bike/T3 Patrol Hours |
|-------------|--------------------------|---------------|------------------|-------------|-------------------|---------------------------|
| August 2011 | 1,153                    | 75            | 5                | 7           | 138               | 193                       |
| 2011 YTD    | 8,056                    | 449           | 89               | 60          | 2,439             | 1,272                     |
| 2010 YTD    | 8,016                    | 514           | 154              | 79          | 2,432             | 1,984                     |
| 2009 YTD    | 7,846                    | 441           | 127              | 67          | 2,945             | 1,379                     |

### Significant Cases in August:

- **Commercial Robbery (Reported August 23, 2011):** On August 23<sup>rd</sup> at approximately 10:45 p.m. officers were dispatched to the Oceanic Gas Station in the 300 block of Baltimore Boulevard for the report of a strong-armed robbery. Upon arrival they interviewed the clerk who reported that the lone male suspect had entered the store on foot just prior to the robbery. The suspect approached the counter as if to make a purchase, then vaulted the counter and struck the clerk in the face, knocking him to the ground. The suspect then removed a sum of U.S. currency from the cash register prior to fleeing the establishment on foot. Efforts to locate the suspect in the area proved negative. The victim received minor abrasions to his face, knees and elbows as a result of the assault. The in-store surveillance system captured the image of the suspect, but his identity is currently unknown. The crime scene was processed for latent prints and those prints have been submitted to the MSP Crime Lab for inclusion in the Automated Fingerprint Identification System. At this time the case remains open.
- **Commercial Robbery (Reported August 28, 2011):** On August 28<sup>th</sup> at approximately 6:25 p.m. officers were dispatched to the Casa Rico Restaurant in the Town Mall for the report of a robbery with a knife. Upon arrival on the scene, they were directed to the area of the Boscov Store where the suspect was reported to be laying on the sidewalk. It was also reported that the suspect has abandoned the knife used in the robbery in the bushes nearby. Officers located the suspect, Michael Francis McLelland (51 years of age/no fixed address) laying on the sidewalk as reported and took him into custody without incident. They also recovered the knife abandoned by the suspect in the bushes nearby. Investigation revealed that the suspect had entered the rear door of the restaurant off the service hallway and taken a pot of food. As he fled the kitchen with the food he was pursued by an employee who accosted him in the hallway and demanded the return of the food. The suspect then produced a knife which he brandished at the

employee in a threatening motion prior to dropping the food and fleeing the hallway on foot. The employee observed the suspect cross the lot, abandon the knife, and then lay down on the sidewalk – apparently to await the arrival of the police. McLelland was subsequently arrested and charged with armed robbery, assault with a weapon and related charges.

- **Residential Burglary (Reported August 5, 2011):** The victim in this case reported that he returned to his residence in the unit block of Hersh Avenue on August 5<sup>th</sup> after being away for several days. Upon returning to the residence he observed the front door to be slightly ajar. Upon entering the residence he observed numerous indications that someone had been living in his residence during his absence (food consumed, bathroom used, dirty dishes in the sink etc...). Subsequent investigation resulted in the identification of a local individual who was observed sleeping in a chair on the front porch of the victim's house during the time frame in which the burglary occurred. The suspect's fingerprints were compared to latent prints recovered from within the residence and a positive identification was obtained. A warrant was subsequently obtained charging the suspect, Michael Jay Ross (44 years of age from Westminster), with burglary, theft and related charges. Ross was arrested on the open warrant in the area of 88 West Main Street on August 13, 2011.
- **Residential Burglary (Reported August 12, 2011):** The victim in this case reported that his residence in the unit block of Monroe Street was apparently burglarized during the evening hours of August 11<sup>th</sup> while he was in the shower. He did not realize that a crime had occurred until the morning of August 12<sup>th</sup> when he found that his laptop was missing from its usual place of storage within the residence. A check of the scene by responding officers revealed that a window screen had been moved to permit entry into the residence. A canvass of the area failed to produce any suspect information. At this time there are no active suspects or leads in this case.
- **Residential Burglary (Reported August 15, 2011):** The victim in this case reported that she returned to her residence in the 300 block of Wampler Court on August 15<sup>th</sup> after a several day absence. When she returned she found that her laptop computer was missing from its usual place of storage within the residence. Nothing else was reported to be missing or disturbed. It appears to investigators that entry may have been made into the residence via an unlocked window. This case remains under active investigation.
- **Residential Burglary (Reported August 29, 2011):** On August 29<sup>th</sup> at approximately 2:30 a.m. officers were dispatched to an apartment in the 100 block of West Main Street regarding a domestic argument which was occurring at that address. The officers were also advised that the victim's boyfriend, Roger Allen Blake (28 years of age - no fixed address), had just broken into the residence. Upon arrival on the scene the officers found that Blake had already fled the scene prior to their arrival. Evidence at the scene corroborated the victim's statement

that Blake had physically forced his way into her apartment against her wishes, damaging the door and jamb in the process. An arrest warrant was obtained for Blake charging him with 4<sup>th</sup> degree burglary and malicious destruction of property. That warrant was subsequently served on Blake on September 14, 2011.

- **Storage Shed Burglaries (Reported August 9<sup>th</sup> through 16<sup>th</sup>, 2011):** During mid-August three (3) shed burglaries were reported in the area of Johahn Drive and Stacey Lee Court. Each of the burglaries is presumed to have occurred during the overnight hours. In two of the cases the sheds were unlocked at the time of the burglaries. In one case entry was gained by defeating the lock on the shed door. Two of the cases involve the theft of 5 gallon containers of gasoline. The remaining case resulted in the theft of four truck wheels and tires. There are no active leads in these cases at this time.
- **Auto Theft (Reported August 25, 2011):** The victim in this case reported that his vehicle, a 1993 Ford F150 pickup truck, was stolen from a parking space in front of the Hallmark Store in the 140 Village Shopping Center at approximately 5:15 p.m. on August 25<sup>th</sup> while he was shopping in the store. The vehicle was unlocked and the keys were in the ignition switch at the time it was stolen. A canvass of the shopping center failed to produce any witnesses to the theft. The vehicle was recovered unoccupied on the rear lot of the McDonald's Restaurant on Gorsuch Road on August 28<sup>th</sup>. There are no active suspects in this case at this time.

#### **Significant Activities in August:**

1. On August 2<sup>nd</sup> the Police Department and several City officials participated in the **28<sup>th</sup> Annual National Night Out** celebration. Six (6) communities around Westminster participated in this year's event which is designed to heighten crime prevention awareness, generate support for local anti-crime initiatives, strengthen police-community partnerships and send a message to criminals letting them know that neighborhoods are organized and fighting back against crime. Each of the events was staffed by a police officer who distributed crime prevention materials and answered questions posed by neighbors. Members of the Command Staff and City officials visited each of the celebrations to show their commitment and support of this great annual event.
2. On August 3<sup>rd</sup> the Police Department hosted their **4<sup>th</sup> Annual Shop With A Cop – Back to School Program** at West Middle School in Westminster. Approximately 25 Police Department members and volunteers spent a portion of the day "shopping" with the students to provide them with all of the school supplies that they will need to be successful in school during the upcoming school year. The "Shop With A Cop – Back To School Program" is just part of the Police Department's ongoing outreach effort to youth in our local community. This year school supplies were provided to a total of 100 deserving school

children in the Westminster area through this program. All of the materials provided were obtained as a result of financial and in-kind contributions from our local community.

3. During the week of August 8<sup>th</sup>-12<sup>th</sup> several members of the Police Department participated in the annual “**Camp Cops**” program at the Carroll County Farm Museum. Camp Cops is a week-long collaborative effort hosted by the Maryland State Police, the Westminster Police Department and the Carroll County Sheriff’s Office. The goal of the program is to expose local youth to local police officers in a positive and non-confrontational setting while at the same time building their self-esteem, confidence and leadership potential. This year more than 100 local middle school students participated in the program which included military drill and ceremony, instruction on basic police skills, teambuilding exercises, SWAT and canine displays and lots of fun for all involved. Sergeant Keith Benfer of our Community Education Section has been an integral part of the planning team for this event for the past several years.
4. On the weekend of August 20<sup>th</sup> and 21<sup>st</sup> Chief Jeff Spaulding and MSP Barrack Commander Jim DeWees sat on the roof of the Westminster Dunkin Donuts store for 31-hours in an effort to raise money for Special Olympics Maryland. This program, known as “**Cops on Rooftops**”, is in its second year in Maryland and it involved a total of eight sites across Maryland. Due to the incredible generosity of the Carroll County community, more than \$6,400 was raised locally to support the life-changing programs of Special Olympics. Collectively more than \$30,000 was raised statewide by law enforcement in just one weekend.
5. In May the Police Department was presented with first place recognition in the 2010 Law Enforcement Challenge Program – a year-long traffic safety program hosted by the Maryland Chief’s of Police Association, the Maryland Sheriff’s Association and the Maryland Highway Safety Office. WPD received first prize honors for Maryland police agencies with 35 to 45 sworn police officers. The program challenges police agencies to focus their educational and traffic enforcement efforts on seatbelt, drunk driving and aggressive driving violations during specific periods throughout the year. The Police Department was recently notified that we will be receiving a **\$5,000 traffic safety grant** as a result of winning our category of the Challenge. These funds will be used to purchase 5 portable E-Tix devices for our Patrol operation. An E-Tix device incorporates an electronic bar code scanner and printer with the car’s mobile data computer. Officers issuing citations, written warnings and field interrogation reports can scan both the driver’s license and vehicle registration information of the violator directly into the system, dramatically reducing the time required to issue the documents while greatly increasing the accuracy of the information collected. Additionally, all citation data is then transferred electronically to the District Court thus eliminating a substantial amount of record keeping and processing for both the Police Department and the Courts. The grant funds will be available after October 1<sup>st</sup>, 2011.

## RECREATION & PARKS

- Administration
  - Conduct weekly staff meetings
  - Managing the day to day operations
  - Pay invoices for the department operating, facility and programs and events
  - Members of the department are working on the following city committees. Safety, Website, Wellness and Insurance
  - Worked with Bruce and Ashley on grants and capital assets for the audit
  - Presented a check to CCYSB from proceeds from the 5k walk run during the Flower and Jazz Festival
  - Member of the department assisted with a McDaniel city clean up day
  - Working with 2 recreation councils to assist them in applying for Self Help funds from the county
  - Assisted the police department with the Back to School event held at the Boys and Girls Club
  - Create ad for Carroll County Rec and Parks newest program guide
  - Created and ad for the Historical Society newsletter
- Municipal Pool
  - Swim lessons and swim team continue
  - Gate fees exceeded \$12,000.
  - Conducting weekly guard trainings
  - Conducting daily inspections
  - Replace baby pool motor
  - State inspection for the for August 100%
  - Held tie die event for members and guest

- Programs and Events
  - Continue to update and manage recreation and parks website, cities home page and face book page
  - Processing pool and camp memberships
  - Santa's treat sponsor letters out
  - Secure sponsorship from the Lions Club for Santa Treat
  - Ordering supplies for date nights
  - Send out invitations for the Fallfest Parade
  - Negotiate contacts with Martins for 2012 dates
  - Implement new mailing system
  - Preparations for the first Trick or Treat Trail
  - Update Pocket Guides
  - Johnny Appleseed party
  - Players fundraiser for Recreation and Parks
  
- Family Workout Center
  - New Memberships - 85
  - Temp Student Membership - 17
  - Recorded over 6,265 member visits and 226 guest visits to the center
  - Revenue for the month – Enrollment \$104., Monthly Dues \$21,216., Rent \$1,240., Guest fees, \$982., other \$32., Totaling \$23,580.
  - 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.
  - Hire 2 new group fitness instructors

- Parks
  - Weekly park inspections
  - Park repairs continue
  - ARC weekly park maintenance
  - King Park Wetland project
  - Continue booking field and pavilion rentals
  - Continue progress with the Community Trail Extension

Working on signs for the community trail

## PUBLIC WORKS

### **WASTEWATER TREATMENT PLANT**

- Routine Maintenance 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

### **UTILITY MAINTENANCE DEPARTMENT**

WATER LEAKS:

90 W Green St (Service)

19 Bell Rd (Private)

500 Venice Ct (Private)

**SEWER BLOCKAGES:**

38 W Main St (Lateral)  
537 Willow Ave (Lateral)  
717 Uniontown Rd (Lateral)

**MISCELLANEOUS:**

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

**REGULAR MAINTENANCE:**

Flushing and Cleaning (Sewer Mains)

**STREET DEPARTMENT**

Grounds Maintenance performed the following:

Assisted with cleaning city parking lots  
Assisted with the mowing of parks and right of ways  
Assisted with hill mowing pool seed pond  
Assisted with cutting down a hazard tree branch at 66 South Colonial  
Assisted with compliantly cutting down two trees one at 119 West Main St and the other one at 17 Penn Ave  
Assisted with pruning trees on Charles St., Ralph St., King Park and West Main St.  
Assisted with spraying for weeds at Green St. bridge, Belle Grove, Senior Center, Penn Ave, Monroe St., Longwell Lot, Market St., Hann Rd, Malcolm St and Center St  
Assisted with removal of brush, metal, yard waste and bulk trash  
Assisted with cleaning up from hurricane Irene

Building Maintenance section performed the following:

Assisted with putting up Christmas lights in trees down town  
Assisted with warping light poles down town for McDaniel College  
Assisted with moving stage for Fallfest  
Assisted with fixing leg press machine at Longwell  
Assisted with fixing inlay screws for volleyball net  
Assisted with fixing cable at lat down machine  
Assisted with setting up block party at Bishop Garth  
Assisted with drilling a hole to insert a handicapped sign  
Assisted with Mounting tvs at City Hall and 56 West Main also help Dave from I.T run cable for tvs at City Hall  
Assisted with painting curbs around Long Valley

Assisted with putting down thermoplastic on Center St. and Green St.  
 Assisted with replacing two tread mills and door locks at the Longwell Building  
 Assisted with rekey and replace door lock at playground on ladies room  
 Assisted with replacing fan at pool in men's room  
 Assisted with setting up for police Department at Dunkin Doughnuts and cleaning up(Scaffolding)  
 Assisted with repairing and replace divider signs at Market St.  
 Assisted with fixing and replacing warn out sign at Old New Winsdor St. and stop signs at Spring Alley, Young Way and handicapped signs in parking lots  
 Assisted with cleaning up from hurricane Irene

Streets and Alleys section

Street Baskets---3.93T  
 Bulk trash---35.96T  
 Brush---57.75T  
 Yard Waste---39.95T  
 Paper Recycling---.14T  
 Street Sweepings---12.91T  
 Tires---.70T  
 Metal---4.99T

Assisted with removal of brush, metal, yard waste and bulk trash  
 Assisted with putting out dumpster for lager piles of bulk trash  
 Assisted with helping the Building Maintenance Department with various projects  
 Assisted with helping the Black Top Department with various projects  
 Assisted with cleaning up from hurricane Irene

Street Maintenance section

Assisted with fixing the storm drain at Bishop Garth Park  
 Assisted with black topping a water patch at 555 Old Westminster Pike  
 Assisted with black topping water patches on Mary Dell Dr.  
 Assisted with bricking up a storm drain on Shaffer Ave.  
 Assisted with removal of brush, metal, yard waste and bulk trash  
 Assisted with cleaning up from hurricane Irene

**WATER PLANT**

**CRANBERRY WATER SYSTEM SOURCES**

|                  |          |    |
|------------------|----------|----|
| CRANBERRY BRANCH | 23.02233 | MG |
| HULL CREEK       | 22.2773  | MG |
| RAW RESERVOIR    | 5.88     | MG |
| OTHER            | 0        | MG |
| TOTAL TREATED    | 51.17963 | MG |

|             |          |    |
|-------------|----------|----|
| WELL 3      | 2.37316  | MG |
| WELL 4      | 1.54255  | MG |
| WELL 5      | 6.87837  | MG |
| WELL 6      | 3.09887  | MG |
| WELL 7      | 4.570635 | MG |
| WELL 8      | 1.843197 | MG |
| WELL 9 & 10 | 0        | MG |
| WELL 11     | 3.930799 | MG |

|                              |           |    |
|------------------------------|-----------|----|
| TOTAL DELIVERED TO SYSTEM    | 71.562827 | MG |
| DAY OF MAXIMUM USAGE 8/30/11 | 1.9884    | MG |
| RAINFALL FOR THE MONTH 5.43  |           |    |
| WELL 5 BACKWASH              | 0.00056   | MG |
| WELL 7 BACKWASH              | 0.407     | MG |
| DAILY AVERAGE                | 2.30848   | MG |
| FILTER BACKWASH              | 0.1372    | MG |
| HOURS OPERATED               | 744       |    |

#### WAKEFIELD WELL SYSTEM

|                              |          |    |
|------------------------------|----------|----|
| WELL 1                       | 2.8537   | MG |
| WELL 2                       | 2.43433  | MG |
| TOTAL DELIVERED TO SYSTEM    | 5.28503  | MG |
| FILTER BACKWASH              | 0.00053  | MG |
| DAILY AVERAGE                | 0.17048  | MG |
| DAY OF MAXIMUM USAGE 8/18/11 | 0.421074 | MG |

- 2) SLUDGE PUMPED TO WWTP 25,990 GALLONS
- 3) REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
- 4) COLLECTING SAMPLES FROM THE SYSTEM AND THE WELLS AS REQUIRED BY MDE.
- 5) COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED BY MDE.
- 6) HANDED OUT SAFETY INFORMATION FOR THE MONTH.
- 7) HAD TO PIN ABOUT EVERY DAY TO KEEP OUR LOG REMOVAL AT 4.20 OR BETTER.
- 8) OPEN THE DAMS AT THE RAW RESERVOIR AND HULL CREEK TO CLEAN OUT BEHIND THEM.
- 9) ADD CHEMICALS TO RAW RESERVOIR TO KEEP DOWN TO ALGAE.
- 10) GENERATOR RAN FOR OVER HUNDRED HOURS WHEN THE STORM CAME THROUGH.

Respectfully submitted,

Marge Wolf  
City Administrator