

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 03 FOR 2012



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

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

GENERAL GOVERNMENT

Scheduled meetings with customers involved with the three inch meter underbilling.

Met with County staff to discuss Union Mills project, followed by a presentation to the County Board of Commissioners.

Met with Robin Ford to discuss Center Street housing project.

Attended the Maryland Municipal League Carroll County Chapter meeting in Hampstead.

Attended the final meeting of the Strategic Planning Committee for the MML/MACO Academy of Excellence program.

Jointly hosted the meeting of service providers, churches and non-profits who serve the residents who frequent the downtown area.

Attended the Council Public Works Committee.

Began the Main Street Business Roundtable sessions.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	4
Press Releases	6	24
Videos	0	0
Council Meetings	2	6

FINANCE AND ADMINISTRATIVE SERVICES

TREASURY OPERATIONS

Special Assessments

Date	\$484,558	Billed	Collected	Assessed
July 11	\$426,014.35	\$ 58,543.65	\$ 5,352.72	\$ 5,322,150
Aug 11	\$232,485.99	\$193,528.36	\$214,009.97	\$17,190,730
Sep 11	\$149,748.39	\$ 82,737.60	\$ 99,315.03	\$ 7,521,600
Oct 11	\$ 43,803.54	\$ 105,944.85	\$ 7,264.92	\$ 9,631,350
Nov 11				
Dec 11				
Jan 12				
Feb 12				
Mar 12				
Apr 12				
May 12				
June 12				
TOTALS		\$440,754.46	\$325,942.64	\$39,665,830
	\$504,000	Billed	Collected	Assessed

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	-\$ 8,158	\$ 80,445.42	\$ 71,222.75	\$ 7,054,510
Dec 10	-\$ 54,805	\$ 46,647.04	\$ 68,342.07	\$ 3,912,550
Jan 11	-\$ 82,604	\$ 27,799.20	\$ 31,537.30	\$ 2,240,620
Feb 11	-\$101,506	\$ 18,901.96	\$ 27,520.13	\$ 1,514,650
Mar 11	-\$140,742	\$ 39,235.35	\$ 24,135.98	\$ 2,591,200
Apr 11	-\$294,395	\$153,653.50	\$ 37,952.48	\$13,781,940
May 11	-\$298,680	\$ 4,285.16	\$ 39,521.30	\$ 389,560
June 11	-\$300,568	\$ 5,852.33	\$ 3,577.19	\$ 532,030
TOTALS		\$808,532.74	\$792,169.92	\$67,112,080

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	\$ 4,285.14	\$2,825,838.41	\$892,370.03	\$1,212.33	\$3,723,705.91
Sep 11	\$ (232.48)	\$ 976,129.48	\$308,251.42	\$ 69.27	\$1,284,217.69
Oct 11					
Nov 11					
Dec 11					
Jan 12					
Feb 12					
Mar 12					
Apr 12					
May 12					
Jun 12					
TOTALS	\$ 4,793.07	\$3,862,641.02	\$1,219,778.24	\$1,281.60	\$5,088,493.93
Appropriations		\$8,104,740	\$2,578,568	\$	\$
Difference		\$4,242,099	\$1,358,790		

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	\$ 60,310.11
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	\$160,761.66

❖ 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	\$2,190.00	\$1,710.00
9/30/10	\$ 1,882.50	\$ 1,925.00	9/30/11	\$ 695.00	\$1,425.00
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	\$3,430.00	\$5,440.00

Active Payment Agreements – 26 - \$13,475.30

- ❖ Total Payment Agreements – 284 - \$278,746.61
- ❖ Total Paid off – 258
- ❖ Total Payments received - \$265,271.31- **95% collected**

ACCOUNTANT REPORT

Audit:

- ❖ Financial Statements and MD&A – to McGladrey 10/14/2011
- ❖ Additional documentation to McGladrey as requested
- ❖ Financial Statement clean-up/review
- ❖ MD&A to McGladrey on 10/14/2011
- ❖ Followup on prior year findings to McGladrey on 10/17/2011

TECHNOLOGY SERVICES

Major Projects:

- ❖ **Disaster Recovery** – Upgrading the vRanger replication software to the latest version to accommodate the new virtual host server.
- ❖ **Electronic Payments** – Attended SA Web training. There are a few issues that Tyler is working on with us related to our specific configuration for SA.
- ❖ **VOIP/Unified Communications** – Had conference call with Mitel/Fulton on 10/7/11. Brian Diggon – the primary field engineer for the project did a walk-through on 10/10/11. He expects to be installing some equipment next week. We are meeting with the system programmers on 10/13/11 to go over our configuration. I also contacted Skyline to coordinate the necessary network configuration changes with Mitel. I contacted Quantum to order the PRI's and SIP trunk needed.
- ❖ **Wakefield/Cranberry Accounts** – The staff is currently testing GIS integration with Parcel Manager/UB.
- ❖ **Municast** – Staff reviewed new instructions for using the Municast scenario options and sensitivity analysis.
- ❖ **Enterprise Vault (EV)** – Gary will make a recommendation to Mayor and Council at the next meeting. The project will probably happen right after the VoIP implementation completes.
- ❖ **Replacement Systems** – Dave completed the standard image for City. We updated to the newest version of the imaging software.

- ❖ **Install New Virtual Host** – The new system is attached to the SAN and functioning. Bob is awaiting word from the Mitel engineer regarding what version of vmware to run on the new server.
- ❖ **Purchase Order Module** – Tyler Technologies expects implementation to require four days.

HUMAN RESOURCES

1. Benefits

- a) The Human Resources staff received training from Benecon on the Health Insurance Portability and Accountability Act (HIPAA).
- b) Set up HIPAA file to monitor complaints, record requests, and disclosures to insure compliance as required by policy.
- c) Processed and distributed the required HIPAA Privacy Notices to all medical plan participants.
- d) Provided Technology with a checklist to implement basic safeguards to protect electronic protected health information from unauthorized access, alteration, deletion and transmission with an anticipated project completion date of December 31, 2011.
- e) Began preparations for the annual Employee EXPO health and benefits fair to be held on November 3rd.
- f) Scheduled Flu Shot Clinic for employees to be held and the EXPO.
- g) The Human Resources staff attended a Social Media recruiting and marketing workshop sponsored by the Carroll County Business and Employment Resource Center and Carroll County SHRM.
- h) The Human Resources staff participated in a Health Care Reform webinar sponsored by CIGNA.

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	1
Seasonal	0	0	0	0

b) Hired:

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

- c) Provided Department Heads with a fillable form to create internship opportunity descriptions to be distributed at the upcoming McDaniel College Internship Fair in October.

3. Risk Management

- a) Three (3) insurance claims were filed in the month of September.
- b) Reviewed the Boiler and Machinery Insurance Policy location list to insure proper coverage for City properties.
- c) Continued to distribute, collect and grade quizzes for the office personnel safety training program for OSHA compliance.
- d) Created and posted City Hall Emergency Evacuation Plans in various locations throughout City Hall.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

- Provided technical assistance relating to zoning and land use for 34 inquires from the public; including residents, real estate appraisers and developers
- Planned the agenda and attended the Westminster Tree Commission (WTC) Meeting on September 14, 2011; the Commission presented the Vendor and Exhibit Line-Up along with approving T-Shirt design and Lunch menu
- Planned the agenda and attended the Westminster Historic District Commission (HDC) Meeting on September 14, 2011; the Commission reviewed and approved the post-construction application for 9 Park Avenue, pre-construction application for 21 Park Avenue and an amendment to post-construction application for 134 East Main Street
- Reviewed and approved 15 Building Permits on behalf of the Zoning Administrator
- Edited the Draft of the 2011 Design Preferences Manual by adding new sections and best practices examples as well as pictures/diagrams
- Reviewed Signage and Access Issues to proposed Giant Food Grocery Store Fueling Station Site Plan
- Processed Water Allocation for Target Services at 111 Stoner Avenue and an apartment at 178 East Main Street
- Wrote a "Permission to Proceed" letter to Arnold's Concrete Construction for a storm water project at "Rob's Truck and Auto Repair" and a "Permission to Expire" letter to Carroll County Building Permits for a T-Mobile Cell Phone tower at 112 Hook Road

- Worked with Administrative Coordinator to register lecturers, participants and vendors; She registered 75 participants, 5 Vendors, 11 lecturers and 8 guests, as well as she followed up with scheduled field sessions and receipts of payment as well as parking passes and directions; posters and nametags
- Ordered 20 flags for Arts and Culture businesses along Main Street, bought and delivered flag poles and brackets to Arts and Culture businesses along with their assigned flags
- Completed Board of Zoning Appeals Pre-Application Research for a proposed Senior Housing Facility at 14 Ward Avenue and a proposed Pawn Shop at 77 East Main Street

Development Plan Review

- PWA: A-1074 Goodwill prepared and sent to owner for review.
- Review Fees Collected: Knorr Brake Plat \$1,250; Knorr Brake Civil Drawings \$6,450; Holy Apostles Church \$1,200
- Plan Review in Process: Wal-Mart Super Center; Giant Fuel Facility; Stone Gate Section I Phase I,II,III (64 home sites); Roop's Mill (84 home sites); Field at Pheasant Run; Griswold Property; Westminster Shopping Center Susquehanna Bank
- Sign Permits: Three issued \$150

Economic Development/Main Street

- Completed the CL- Façade Program, Smart Sites and CL- Pennsylvania Avenue Lighting Quarterly Reports for DHCD.
- Prepared and submitted the weekly Farmers Market advertisements to The Westminster Advocate. Prepared a Media Release announcing the 4th Saturday Market Basket Drawing Winner for September.
- Prepared and distributed the weekly Main Street Weekend Happenings.
- Signed an agreement and paid for the Downtown Westminster Holiday Billboard to be placed up for a 3-month period beginning October 15th around Carroll County at previously used venues.
- Along with Carroll County Tourism, agreed to buy-down the cost of the advertising in the Maryland Life Magazine's November-December issue for downtown businesses who advertise under "Road Trips: Enjoying Maryland's Main Streets" section. 13 businesses have expressed an interest in participating.
- Attended the Heart of the Civil War Heritage Area Advisory Board's Retreat in Union Bridge on September 28th.

- Participated in McDaniel College’s Walking Tour of Downtown Westminster during Families Weekend on September 30th. Approximately 30 parents and a couple students took the walk.
- Designed an ad for the City to be placed in the Maryland Municipal League Digital Directory and sent it to MML.
- Conceptually designed the City’s ad for Carroll County Tourism’s Destination Carroll publication and sent it to their designers for enhancements.
- Delivered the 9 signed “Come Back to Your Roost Ravens” boards to Dr. Seidel at McDaniel College.
- The façade project at 182 East Main Street is now in its final phase, as the masons are beginning to point up the building.
- Inputted “Miracle on Main Street” Holiday Event information to the electronic calendars of the Carroll County Times, The Advocates, Frederick News-Post, The Capital – Annapolis, Baltimore City Paper, Baltimore Sun, Gazette.net, Gettysburg Times, Hagerstown Herald-Mail, York Daily Record and Hanover Evening Sun. Began the updating of the Miracle on Main Street page for the City website.
- Updated the Area Map and Business Listing used for the June Lax Max Tournament, printed the map and distributed a quantity of them to Carroll County Parks & Recreation who co-sponsored The Columbus Classic Soccer Tournament on October 8-9 at East Middle School, Friendship Valley/Kate Wagner, Deer Park and Sandymount.
- Attended the Media Event at Union Mills Homestead on October 9th relating to the 150th Anniversary of the Civil War events that occurred in Westminster and Union Mills. Took photos for future marketing purposes.

Community Development

- Submitted the 2011 Sustainable Communities application to the Department of Housing and Community Development.

Code Enforcement

<u>Type of Inspection</u>	<u># of inspections</u>	<u># passed</u>	<u>Overall %</u>
Annual	16	12	75
Re-Inspections	10	7	70
New Units	5	1	25

LL request	0	0	0
Tenant request	1	0	0
Special	1	1	100
HQA	2	0	0
Damage	1	n/a	0
<u>Monthly totals</u>	<u>36</u>	<u>21</u>	<u>58</u>
YTD(fiscal)	105	64	61

<u>Type of complaint</u>	<u># of incidents</u>	<u># of compliances</u>	<u># court cases/fines</u>	<u>Overall %</u>
Grass/Weeds	3	2	3 1	9
Untagged vehicles	4	2	3 0	12
Trash/Rubbish	2	1	0 2	6
Property Maint.	4	2	1 2	12
Solid Waste	1	1	0 0	3
Rent Reg	0	0	0 0	0
Private Inspection	5	3	2 0	16
Sidewalks	0	0	0 0	0
Trees/Hedges	7	4	0 1	21
Condemnations	1	1	0 0	3
Water shut offs	3	3	0 0	9
Other/Zoning	3	3	0 0	9
<u>Monthly totals</u>	<u>33</u>	<u>22</u>	<u>7 6</u>	<u>100</u>
YTD(fiscal)	133	95	10 24	100

- \$1245 awarded in court judgments.
- \$400 paid in fines at front window.
- Received training on new housing pro software.
- Attended Landlord Associating meeting at Winters Mills H.S.-very positive.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
Sept 2011	1,007	68	13	8	188	207
2011 YTD	9,063	517	102	68	2,627	1,479
2010 YTD	9,155	572	162	88	2,654	2,277
2009 YTD	8,826	481	134	71	3,178	1,581

Significant Cases in September:

- **Strong-Arm Robbery (Reported September 28, 2011):** The victim in this case reported that he was accosted by several males while riding his bicycle along Winters Alley to the

rear of 16 Pennsylvania Avenue at approximately 1:05 p.m. on September 28th. The suspects reportedly knocked him off of his bicycle, surrounded him and demanded his money. One of the suspects was reportedly armed with a baseball bat at the time of the robbery, although the bat was not used in the attack. The suspects began hitting and kicking the victim until he turned over his wallet. They also took the victim's athletic shoes before fleeing the area on foot. Efforts to identify the suspects in this case have thus far proved negative. The victim was not injured during the assault.

- **Robbery with Knife (Reported September 28, 2011):** On September 28th at approximately 5:15 p.m. police officers were dispatched to the area of 88 West Main Street for a robbery with a knife which had just occurred. While in route to the call, the officers were further advised that the two suspects were walking on Winters Alley. One of the suspect's was identified by name (Peter McIver) and the second suspect was described as a female with blonde hair. Responding officers located and detained both suspects in the area of James Avenue. The victim was brought to the scene where he positively identified both suspects as the individuals who had robbed him at knifepoint moments earlier. A knife matching the description of the knife used in the robbery was recovered from the female suspect. Investigation revealed that the suspects had approached the victim in Winters Alley offering to sell him some pills. When the victim indicated that he already had his own medication, the female suspect pulled a knife and demanded his pills. The male suspect took the victim's pills and both suspects walked away up Winters Alley. The suspects were identified as Peter McIver (35 years of age from Finksburg) and Malisa Hanssen (28 years of age from Westminster). Both suspects were arrested and charged with armed robbery and related charges.
- **Residential Burglary (Reported September 5, 2011):** The elderly victim in this case reported that approximately one week earlier he had hired a female acquaintance to clean his apartment which is located in the unit block of Locust Street. While sleeping in his apartment at approximately 11:00 p.m. on September 4th, the victim noticed his living room light come on. Moments later, he observed the same female acquaintance enter his bedroom and began going through his wallet which was lying on the dresser. The victim confronted the suspect as to why she was in his apartment, at which point she stated that she needed to use the bathroom. The suspect then left the apartment at which time the victim determined that a significant sum of U.S. currency had been taken from his wallet. The suspect in this case, Kimberly Jo Dowden (42 years of age/no fixed address), has subsequently been arrested and charged with burglary and theft for her role in this case.
- **Commercial Burglary (Reported September 6, 2011):** On September 6th at approximately 12:50 a.m. officers were dispatched to Cranberry Liquors located on North Center Street for an intrusion alarm. Upon arrival they found that the glass in the front door of the business had been shattered, allowing access to the building. The building was searched, but the suspect had already fled the scene. It was subsequently determined that U.S. currency, liquor and cigarettes had been stolen during the burglary. Subsequent investigation by Detectives determined that a former employee of the liquor store had been arrested by the Carroll County Sheriff's Office for DWI at approximately 6:00 a.m. on September 6th. At the time of his arrest he was in possession of a large sum of U.S.

currency, multiple packs of cigarettes and liquor which matched the description of items stolen during the burglary. The former employee was subsequently questioned by Detectives and he admitted his involvement in this burglary. The suspect, John Charles Wiegand (25 years of age from Finksburg), has been charged with commercial burglary and related charges for his involvement in this matter.

- **Commercial Burglaries (Reported September 14 and 20, 2011):** During mid-September two (2) burglaries were reported at Munch's Court Street Café which is located in the 100 block of East Main Street. The first occurred during the overnight hours of September 13th/14th. When the proprietors arrived for work on September 14th they notice that the start-up cash was missing from its normal storage location within the business. There were no signs of forced entry to the business and it was unclear to investigators how the suspect(s) may have entered the establishment. A second similar burglary was reported on the morning of September 20th. On this occasion approximately \$50 in lottery tickets and a jar containing employee tips was missing. Once again, there were no obviously signs of forced entry to the establishment. Subsequent to this report, a Commercial Security Survey was completed on the business and efforts were made to strengthen their security measures. These cases remain open.
- **Commercial Burglary (Reported September 14, 2011):** The victim in this case reported that his business, Johansson's Dining House located in the unit block of West Main Street, was burglarized at some point during the early morning hours of September 14th. Investigation revealed that officers had responded to the business at 5:15 a.m. to answer an intrusion alarm call. At that time they determined that a rear door to the business had accidentally been left unsecured by staff. A check of the business at that time by the owner failed to reveal anything missing or disturbed within the business. When staff reported for work later in the morning they realized that a computerized cash register/contents were missing from the bar area of the restaurant. It is presume that the register was stolen at the time of the earlier alarm call. This case remains open.
- **Residential Burglary (Reported September 20, 2011):** On September 20th at approximately 6:40 p.m. officers were dispatched to an apartment building in the unit block of West Main Street for the report of a burglary in progress. Upon arrival they contacted the property manager who advised that she had received a call indicating that a former tenant had broken into the apartment from which he had previously been evicted. Officers checked the apartment door and observed evidence that the door had been forced open. The suspect, Marvin Darryl Cassell (51 years of age/no fixed address), was located in the living room of the apartment and taken into custody. Cassell was subsequently charged with 4th degree burglary and malicious destruction of property.
- **Attempted Residential Burglary (Reported September 22, 2011):** On September 22nd at approximately 12:30 a.m. officers were dispatched to a residence in the unit block of Carroll Street for the report of a known subject attempting to break into the residence. Upon arrival they were advised that the suspect had attempted to force his way into the residence to speak to his girlfriend (who was not a resident) who was inside the residence. Both the suspect and his girlfriend had left the scene together prior to the

arrival of the police. Investigators noted heavy damage to the door and door jamb consistent with someone trying to force their way into the residence. Officers located the suspect, Pete Lee Haney (27 years of age from Westminster), in the area of Dutterer's Park and Haney was taken into custody without incident. He was subsequently charged with attempted burglary and destruction of property.

- **Attempted Residential Burglary (Reported September 25, 2011):** On September 25th at approximately 3:30 p.m. officers were dispatched to an apartment building in the unit block of East Main Street for the report of a subject trying to break into an apartment. Upon arrival at the scene the officers detained a subject who was sitting on the stoop next to the broken window of the apartment. The subject was clearly intoxicated and suffering from minor lacerations of to his hands and arms, apparently caused by the broken glass in the window. Investigation revealed that the suspect had broken out the window and crawled through the window into an apartment, apparently attempting to locate an acquaintance who he thought was inside. Contact was made with the owner of the apartment who indicated that she knew the suspect, but that he had no authority to force his way into the apartment. The suspect, Peter McIver (35 years of age from Finksburg) was taken into custody and charged with burglary and destruction of property.
- **Residential Burglaries (Reported September 26, 2011):** During the morning hours of September 26th, two residential burglaries were reported at adjoining residences in the unit block of Bond Street. The initial call occurred at approximately 12:30 a.m. when a resident called to report that she had awakened to observe someone removing the screen from her kitchen window. Officers responded and searched the area but failed to locate a suspect. During the search they located an electric fan which did not belong to the victim sitting on a table in the victim's yard. At approximately 8:15 a.m. a neighbor in the adjoining apartment building called to report that her apartment had been broken into overnight. Investigation revealed that someone had unlawfully entered the victim's apartment overnight and stolen a television from the entertainment center. It was also determined that the electric fan recovered next door at the scene of the attempted burglary was stolen from this apartment. Detectives have been assigned to these cases and an arrest warrant has been obtained for a suspect who is still at large.
- **Commercial Burglary (Reported September 28, 2011):** The victim in this case reported that her business, the Totalee Funkee Thrift Shop located in the unit block of Bond Street, had been burglarized during the early morning hours of September 28, 2011. Investigation at the scene determined that entry was gained by breaking the front plate glass window out with a brick. Once inside, the suspect(s) opened the cash register and removed a sum of U.S. currency. This case has been assigned to Detectives and it remains under active investigation.
- **Stolen Vehicle – ATV (Reported September 13, 2011):** On September 13th at approximately 11:30 a.m. an employee of the Street Department located a Kawasaki 4WD ATV parked and abandoned behind the city pump house on Windsor Drive. Subsequent investigation revealed that the ATV had been stolen from its parking place in the rear yard of a residence in the 500 block of Caldera Court at some time overnight on

September 12th/13th. The key was in the vehicle at the time it was stolen. There are no known suspects in this case at this time.

Significant Activities in September:

1. On September 12th, **Detective First Class Steven Rogers** was presented with the Maryland Chief's of Police Association (MCPA) "**Exceptional Police Performance Award**" during the opening ceremonies of the Maryland Chiefs/Sheriff's Annual Training Seminar in Ocean City. DFC Rogers was selected as the "top cop" for mid-sized police agencies in the state based upon his superior performance as a member of the Carroll County Drug Task Force during calendar year 2010. DFC Rogers is the second member of the Westminster Police Department to receive this prestigious award in the past 5 years.
2. Following formal approval by the Mayor and City Council, work is now moving ahead to replace the (1) **video surveillance** and the (2) **electronic access control systems** within the Police Headquarters building. Both systems are more than 13 years old and in need of replacement due to service problems and the lack of replacement parts. The existing video surveillance system will be replaced with a new digital camera system which includes several additional camera sites in and around the building. The existing electric/cipher locks throughout the building will be replaced by an electronic access control system utilizing proximity passes which can be programmed to control/monitor movement throughout the building. A combination of operating and grant funds are being utilized to fund this work.

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.
 - Working with 2 recreation councils to assist them in applying for Self Help funds from the county
 - Several members of the department are assisting with Fallfest

- Municipal Pool
 - Open the pool for Labor Day
 - Preparations for close down
 - Meet with pool company to discuss operating improvements for next season.

- Programs and Events
 - Continue to update and manage recreation and parks website, cities home page and face book page
 - Assist Family Center with Fundraising letter
 - Santa's treat sponsor letters out
 - Create ad for water bills
 - Ordering supplies for date nights
 - Organize and run vendors, parade, dime pitch, entertainment and grounds for Fallfest
 - Create Fallfest news letter
 - Launch Rec on the Move at Jaycee Park and Charles Street Tot Lot
 - Preparations for the first Trick or Treat Trail
 - Continue to update Social Media
 - Preparations for the Johnny Appleseed party
 - Players fundraiser for Recreation and Parks
 - Month of Sunday's wrap up

- Family Workout Center
 - New Memberships - 153
 - Temp Student Membership - 8
 - Recorded over 5,931 member visits and 130 guest visits to the center

- Revenue for the month – Enrollment \$1,480., Monthly Dues \$21,030., Rent \$3,366., Guest fees, \$811., other \$32., Totaling \$26,852.
- 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.
- Hire 1 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
 - Prep city park fields for Fallfest
 - Working with Recreation Councils to assist with park maintenance and projects

PUBLIC WORKS

WASTEWATER TREATMENT PLANT

Total Flow 184.347 MG

Ave. Daily Flow 6.145 MGD

Sludge (Integrated Agronomics) 354.386 wet tons

Septage Sludge 108.94 wet tons

Operations:

-Hurricane Irene, high flows

-Rebuilt main gear drive and motor for belt filter press #1

- Safety training
- Recycles to Landfill
- Routine Maintenance

UTILITY MAINTENANCE DEPARTMENT

WATER LEAKS:

- 1291 Fairway Dr (Private)
- 533 Baltimore Blvd (Private)
- 814 Littlestown PK (Private)
- 80 Ridge Rd (Private)
- 120 Bond St (Private)
- 129 Liberty St (Private)
- 328 Logan Dr (Private)
- 21 Longwell Ave (Service)

SEWER BLOCKAGES:

- 17 Chase St (Private)
- 341 Fair Ave (Lateral)
- 169 W. Main St (Private)
- 833 Franklin Ave (Private)
- 323 Stoner Ave (Private)
- 434 Palmer Terr (Private)

MISCELLANEOUS:

- Meter Replacement
- Miss Utility Markings
- Meter Reading
- 34 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 the mowing of parks and right of ways
- Assisted with spraying for weeds at West Main St, the Playground wall and Longwell garage
- Assisted with mowing hills with the trackless mower at Meadow Branch Church on Buckcash Rd and Old Manchester Rd

Assisted with cleaning the fountain at Bell Grove square
Assisted with trimming the bushes around the Police Dept
Assisted with trimming the hedge at the Armory
Assisted with checking tree complaints at 13 East Middle Grove Ct, 146 Willis St, 1 East Main St and 544 Yellow Lily Ct
Assisted with mowing the Tahoma Farm Rd seed pond with the Hill mower
Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with setting up, tearing down and cleaning up Fall Fest
Assisted with cleaning up from hurricane Irene

Building Maintenance section performed the following:

Assisted with Fall Fest including: moving the stage and canopy, three electric panels, two tents, getting straw and putting it in the tent, putting up lights in the tents and the stage, putting up banners, putting out and picking up barricades, putting out and picking up no parking signs, putting out handicapped parking signs at City Hall parking lot, putting out trash cans, getting picnic tables from the Farm Museum, fixing water at the Fall Fest building and four receptacles.
Assisted with Midnight madness by setting up light towers, putting out on parking signs, traffic cones and barricades
Assisted with replacing a light at Dutterers Park
Assisted with collecting and counting meter money two times
Assisted with removing handicapped sign from Charles St
Assisted with installing new meter post at the Sherword Lot
Assisted with installing more lights in tree down town
Assisted with removing ceiling at Longwell building because it's starting to fall down
Assisted with removing gym equipment from Longwell building
Assisted with picking up lockers from the Library and took them to the Longwell building
Assisted with fixing the shower and faucet in the ladies room at the Longwell building
Assisted with cleaning up from hurricane Irene

Streets and Alleys section

Street Baskets---2.81T
Bulk trash---44.86T
Brush---33.15T
Yard Waste---45.88T
Paper Recycling---.44T
Street Sweepings---16.84T
Tires---.0T
Metal---1.76T

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with putting out dumpster for larger piles of bulk trash
Assisted with helping the Building Maintenance Department with various projects

Assisted with setting up, tearing down and cleaning up Fall Fest
Assisted with helping the blacktop crew fix and repair storm drains
Assisted with cleaning up from hurricane Irene

Street Maintenance section

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with tub grind
Assisted with fixing various potholes around town
Assisted with fixing and repaired storm drains on Bishop St, Valley Bend Rd, Alymer Ct, Logan Dr and West Main St
Assisted with setting up, tearing down and cleaning up Fall Fest
Assisted with cleaning up from hurricane Irene

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 signed Agreement for engineering services to design the project (Amendment #3) and forwarded the document to the MDE for review and approval.
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 the 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 and expects to mobilize to the work on November 1st, 2011.

6. Replacement of Lighting Fixtures in City owned building- The project is complete and under warranty. City obtained reimbursement payments from BGE and submitted request for reimbursement to the MEA.
7. Gesell Well- ARRO is working on the project design.
8. Pennsylvania Avenue lighting Improvements, Phase II- City approved the bid from Pipes and Wires Services, Inc. The contractor is working on obtaining bonds for the project.
9. Rehab of CMP Storm Drain Pipe at Clifton Boulevard. Mar- Allen Construction expects to mobilize to work on 10/17/2011.

WATER PLANT

CRANBERRY WATER SYSTEM SOURCES

RAW WATER TO PLANT IN MG

RAW WATER METER TOTAL	49.75086	MG
RECYCLE TOTAL	5.36281	MG
% RECOVERED	10.779	MG
CIP WASH WATER/MEMBRANE CELLS	0.16416	MG
TOTAL	49.5867	MG

RAW WATER SOURCES IN MG

CRANBERRY BRANCH	17.5115	MG
HULL CREEK	24.8482	MG
RAW RESERVOIR	7.227	MG
OTHER	0	MG
TOTAL TREATED	49.5867	MG

TREATED IN MG

FINISHED WATER FLOW METER	49.5867	MG
TOTAL TREATED	49.5867	MG
BACKWASH WATER/RECYCLE FILTER	0.2762	MG
DELIVERED TO SYSTEM	49.5867	MG

WELLS IN CRANBERRY SYSTEM IN MG

WELL 3	2.28195	MG
WELL 4	1.46704	MG
WELL 5	5.76023	MG
WELL 6	2.81493	MG
WELL 7	4.74689	MG
WELL 8	2.009123	MG

WELL 9 & 10	0	MG
WELL 11	3.920537	MG
WELL 5 BACKWASH WATER	0.00028	MG
WELL 7 BACKWASH WATER	0.24438	MG
TOTAL DELIVERED	68.146005	MG
DAILY AVERAGE	2.27153	MG
DAY OF MAXIMUM USAGE 9/29/11	2.71134	MG
RAINFALL	10	

WAKEFIELD VALLEY WELLS IN MG

WELL 1	0.27488	MG
WELL 2	4.869629	MG
WAKEFIELD BACKWASH WATER	0.00053	MG
TOTAL DELIVERED TO SYSTEM	5.14451	MG
DAILY AVERAGE	0.17148	MG
DAY OF MAXIMUM USAGE 9/8/11	0.361997	MG

SLUDGE PUMPED TO WWTP	129,950	GALLONS
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REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
COLLECTING SAMPLES FROM THE SYSTEM AND THE WELLS AS
REQUIRED BY MDE.

COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED
BY MDE.

HANDED OUT SAFETY INFORMATION FOR THE MONTH.

REPLACED PUMP AT WELL #10

MADE SAFETY IMPROVEMENTS TO THE RAW WATER INTAKE.

WELL #8 OUT OF SERVICE TO MAKE REPAIRS.

Respectfully submitted,

Marge Wolf
City Administrator