

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 04 FOR 2012



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

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

GENERAL GOVERNMENT

Attended Water Resources Coordinating Council meeting regarding WIP goals and standards.

Met with Episcopal Housing Corporation regarding Union Street properties.

Attended two Carroll County Board of Commissioners meetings to present testimony on the need for the Union Mills project to move forward.

Attended the Maryland Municipal League Fall Conference in Cambridge, MD.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	5
Press Releases	8	32
Videos	0	0
Council Meetings	2	8

FINANCE & ADMINISTRATIVE SERVICES

TREASURY OPERATIONS

Major Revenues

Special Assessments

Date	Appropriation Balance	Billed	Collected	Assessed
FY 2012	\$484,558			
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	\$ 28,773.91	\$ 120,974.48	\$135,020.45	\$ 10,997,680
Nov 11	\$ 8,23240	\$ 20,541.51	\$ 8,396.30	\$ 1,867,410
Dec 11				
Jan 12				
Feb 12				
Mar 12				
Apr 12				
May 12				
June 12				
TOTALS		\$476,325.60	\$462,094.47	\$42,899,570
FY 2011	Appropriation Balance	Billed	Collected	Assessed
	\$504,000			
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

Date	Prior Year Receipts	Current Year Base Tax Receipts	Current Year Capital Tax Receipts	Prior Year Capital Tax Receipts	Total Current Year Tax Receipts	2010-2011 Receipts
July 11	\$ 740	\$ 60,673	\$ 19,156	\$	\$ 80,570	\$ 74,564
Aug 11	\$ 4,285	\$ 2,825,838	\$892,370	\$1,212	\$3,723,705	\$3,814,066
Sep 11	\$ (232)	\$ 976,129	\$308,251	\$ 69	\$1,284,217	\$1,348,147
Oct 11	\$ 119	\$ 1,882,226	\$594,359	\$ 31	\$2,476,648	\$2,167,135
Nov 11	\$ 305	\$ 186,211	\$ 58,803	\$ 92	\$ 245,411	\$ 163,651
Dec 11						\$ 89,614
Jan 12						\$1,912,237
Feb 12						\$ 89,649
Mar 12						\$ 82,129
Apr 12						\$ 207,189
May 12						\$ 176,723
Jun 12						\$ 72,688
TOTALS	\$ 5,217	\$5,931,077	\$1,872,939	\$1,404	\$7,810,551	\$10,197,800
Appropriations		\$8,104,740	\$2,578,568	\$	\$	\$10,667,771
Difference		\$2,173,663	\$ 705,629			(\$469,970)

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	\$213,741.22- CLV
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	\$374,502.88

- ❖ UB Payment Agreements:
 - ❖ Active Payment Agreements: 19 - \$8,931.10
 - ❖ Total Payment Agreements: 287 - \$280,804.60
 - ❖ Total Paid off: 268
 - ❖ Total Payments received: \$271,873.50 - **97% collected**
- ❖ Electronic Pay – total \$139,348.52 – 771 payments - thru 11/15/11

TECHNOLOGY SERVICES

Major Projects:

- ❖ **Disaster Recovery** – Verizon is scheduled to install the DR T1 on 11/18 and completed by 11/21.
- ❖ **VOIP/Unified Communications** – The core network configuration is complete, with the exception of the Recreation wireless. We are waiting on some fiber cable for the wireless to arrive. It is due in 11/18. The PRI's are provisioned and tested. We brought the 56 W PRI online on 11/15 and made outbound calls successfully. All virtual Mitel servers are loaded and we have started configuring them. I am working with Quantum on the configuration of the connection between 56 W and WWTP.
- ❖ **Document Imaging** – No Change in Status - Working on RFI for ECM/Document Management project consultants.
- ❖ **Wakefield/Cranberry Accounts** – We are working on establishing a link directly to the Eden data so that the map will dynamically update the parcel matches.
- ❖ **Enterprise Vault (EV)** – SOW and terms are awaiting review from the City Attorney.
- ❖ **Replacement Systems** - New systems installed at Streets and Police.

HOUSING SERVICES

- ❖ October 1, 2011 Hap: \$175,642.00
- ❖ Wait list total active applicants: 571
- ❖ Repayments received in August 2011: \$1657.50
- ❖ (From October's VMS) There were 261 vouchers and 4 portable vouchers paid, 4 vouchers administered for a total of 269 unit count.

- ❖ Inspections:
 - 1 Special inspection,
 - 4 QA inspections
 - 22 Annual Inspections
- ❖ There were 2 port-ins absorbed and 1 new admission leased up in October. 1 EOP for October.
- ❖ The filing rate in PIC is 101% (97% goal)
- ❖ Receive notification that we had 0 deficiencies on the Enterprise Income Verification (EIV) System's ***Identity Verification Report***
- ❖ Called 15 applicants from the wait-list

HUMAN RESOURCES

1. Benefits

- a) Attended the LGIT Annual Meeting which included the Annual Maryland Local Government Health Cooperative meeting.
- b) Distributed the Creditable Coverage Disclosure Notice to medical insurance plan participants as required by the Centers for Medicare & Medicaid Services (CMS). Submitted Disclosure to CMS.
- c) Updated MML Compensation Survey website with current benefits information.
- d) Held Wellness Committee meeting to discuss Annual Employee EXPO.
- e) Prepared for annual Employee EXPO wellness and benefits fair to be held on November 3rd.

2. Policies

- a) Drafted a new Substance Abuse Policy, and prepared for review.

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	2	0	3
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. Attended the McDaniel Part-Time Internship Fair, and spoke to 12 students about available internships at the City.

3. Risk Management

- a) Six (6) insurance claims were filed in the month of October.
- b) Facilitated the Local Government Insurance Trust (LGIT) bi-annual site visit and hazard evaluation.
- c) Reviewed City locations and plan coverage for the Boiler and Machinery, Blanket Business Income and Extra Expense insurance policies.
- d) Distributed Self-Insurance Certificates of Coverage to each department for placement in every city vehicle to prove evidence of insurance in case of accident as required by the new law effective October 1, 2011.
- e) Scheduled annual respirator fit testing for Public Works to be completed in November.

4. Training

- a) Department Manager attended three (3) Academy for Excellence in Local Governance trainings to complete all required courses to complete the program.
- b) Continued to distribute, collect and grade quizzes for the office personnel safety training program for OSHA compliance.

PLANNING, ZONING & DEVELOPMENT

Economic Development/Main Street

- Prepared and submitted the *weekly Farmers Market advertisements* to The Westminster Advocate. Despite the snowstorm on October 29th, almost all of the vendors were present for a period of time. Two – Orchard Country and Tomatoes, Etc. -were still present at closing time. November 19th is the last day of the market.
- Prepared and distributed the weekly *Main Street Weekend Happenings*.
- Prepared and distributed the November-December issue of the *Downtown Westminster Main Street News*.
- Attended the *Main Street Maryland Managers' Quarterly Meeting* in Taneytown.
- Approved the proofs of the *Holiday Rack Card and Holiday Poster*. Rack cards were sent in the Carroll Arts Center's mailing. Delivered the rack cards to New Windsor State Bank's Mailing Center for their mailings in mid-November.

- Midnight Madness – The Holiday Edition (MM-THE) will have live entertainment on Locust Lane (Garage All-Stars) from 6:30 to 8:30 pm and at American Auction and Appraisals (The Wylde Fire Band) from 7 to 9 pm. Karaoke will be on the Porch of Harry’s Main Street Grille from 5:30 to 8:30 pm. It appears almost all of September’s Midnight Madness participants will be participating in MM-THE, except for the library.
- There will be a “Coffee Cupping” event at the Furnace Hills Coffee Company at 7 pm that evening. Received specials from several businesses that will be included in the advertising. Prepared a Midnight Madness – The Holiday Edition ad for The Advocates and The Northern News.
- Prepared a “Westminster Shopopoly” ad to be published in The Advocates. Finalized the “Westminster Shopopoly” game board with 24 businesses on the board. The prizes for Westminster Shopopoly have increased to over \$1,000, with 18 businesses are providing individual gift certificates/cards or prizes. Established a website page for “Westminster Shopopoly.” Acquired the stampers for the businesses to use on the game board. Distributed game boards and stampers to the participating businesses. Established a webpage for Shopopoly.
- Established a McDaniel Discount Card webpage under Main Street. Created a QR code for it. Working on developing a window label with the QR Code on it for distribution to participating merchants.
- Took representatives of MD DHCD’s Be Smart Energy Efficiency Program to meet with the owners of 15 John Street and 31 East Main Street on November 3rd to further explain their program in person, as both property owners have expressed an interest in Be Smart.
- Begun work on the Corbit’s Charge Committee’s Heritage Area mini-grant for the acquisition of a MD Civil War trail marker to remember Rosser’s Visit to Westminster on September 11, 1862. Rosser’s Visit is Westminster’s only tie with the Antietam Campaign. They plan on requesting \$1,300 for the trail marker.
- Assisting the American Legion Post 31 with their Heritage Area mini-grant application for the acquisition of marketing funds to promote the 145th Memorial Day Observance in 2012. They plan on requesting \$2,500 for the acquisition of 2 billboard vinyls, 2 “above the street” banners, 25,000 event fliers and radio spots.
- Sent out the Mayor’s Cup Holiday Storefront Decorating Contest Announcement. Arranged for the Good Thyme Gals Garden Club to judge once again. 16 entries have been received, up 4 from last year with many new entries. Judges’ score sheets have been distributed to the Good Thyme Gals.

Comprehensive Planning

- Provided technical assistance relating to zoning and land use for 30 inquires from the public; including residents, real estate appraisers and developers
- Managed the Westminster Tree Commission's 2011 Community Forestry Workshop held on October 7, 2011; new additions to event included the BGE Hazard Trailer demonstration; plus exhibits from Miss Utility, Ditch Witch and Vermeer Mid-Atlantic
- Planned the agenda and attended the Westminster Historic District Commission (HDC) Meeting on October 12, 2011; the Commission discussed potential Maryland Historic Grants to pursue and outlined the timeline for the 2012 Historic House Tour; in addition, the Commission agreed to participate in the "War of 1812" anniversary in May 2012
- Prepared agenda items and attended the Westminster Planning Commission (WPZC) Meeting on October 13, 2011; the Commission approved amended plat for the Westminster Tech Park and the site plan for a Giant Fueling Facility
- Reviewed and approved 16 Building Permits on behalf of the Zoning Administrator
- Settled 3 Water Allocation Issues: High's Convenience Store, Freestyle Salon, and Susquehanna Bank
- Reviewed Signage and Access Issues to proposed Giant Fueling Facility Site Plan
- Wrote a "Zoning Verification Letter" for day care facility at 1297 Fairway Drive; reviewed temporary storage plan for "Tri-County Roofing" and a sidewalk repair plan along Court Street for CC-DGS
- Completed Board of Zoning Appeals Pre-Application Research for the following proposed uses: a restaurant at 130 Airport Dr.; an apartment building at 103 East Green St.; a bed and breakfast at 55 Pennsylvania Ave.; and, a tattoo parlor at 116 Church St.
- Sign Code amendment – Public Hearing before WPZC @ 11/10 mtg.; PZC to deliberate at December meeting before voting to approve and send to Mayor & Common council for adoption
- Plan Maryland comments – sent to MDP 10/31 (due by 11/9)

Development Plan Review

- PWA: A-1074 Goodwill approved by Council;
- Goodwill demolition/construction Mylar's approved; work should begin soon.

- Plan Review: PFG/Carroll County Foods complete; Re-Use Water Supply from Waste Water Plant.
- Plan Review: Susquehanna Bank waiting for submittal with Planning Commission Comments.
- Plan Review: Roop's Mill; 84 home sites; CLSI to resubmit Sanitary Sewer relocation.
- Plan Review: Stone Gate Section I; 64-home site; Final Review Pending.
- Deed for Road Beds: Village of Meadow Creek Section 1: Meadow Creek Drive; Spring Meadow Drive; Wyndtryst Drive; Village of Meadow Creek Section 2: Upper Field Circle; Lower Field Circle
- Parking Space Request: Integral Components, Inc.; West Branch Trade Center; Approved 10 new spaces in conjunction with Carr. Co. SWM
- Plans: Wal-Mart Super Center; Field at Pheasant Run; Griswold Property
- Sign Permits Issued: None

Code Enforcement

<u>Type of Inspection</u>	<u># of inspections</u>	<u># passed</u>	<u>Overall %</u>
Annuals	13	10	77
Re-Inspections	2	2	100
New units	3	3	100
LL request	0	0	0
Tenant request	2	0	0
Special	1	1	100
HQA	3	1	33
<u>Damage</u>	<u>0</u>	<u>0</u>	<u>0</u>
Monthly totals	24	17	71
YTD(fiscal)	129	81	63

<u>Type of complaint</u>	<u># of incidents</u>	<u># of compliances</u>	<u># court cases/fines</u>		<u>overall %</u>
Grass/Weeds	5	4	0	1	16
Untagged vehicles	3	3	0	0	9
Trash/Rubbish	3	3	0	0	9
Property Maint.	5	4	0	0	16
Solid Waste	1	1	0	0	3
Rent Reg.	0	0	0	0	0
Private Inspections	8	2	0	0	26
Sidewalks	1	1	0	0	3
Trees/Hedges	3	2	0	0	9
Condemnations	1	1	0	0	3

Water shut offs	2	0	0	0	6
Other/Zoning	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Monthly totals	31	21	0	1	100
YTD(fiscal)	164	116	10	25	100

Code Review

- \$200 in fines paid at front window.
- Attended bi-monthly meeting at WPD for fraud cases.
- Private inspections on the increase due to cold weather.

Phone call inquiries: 33

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
October 2011	930	70	10	14	174	140
2011 YTD	9,993	587	112	82	2,801	1,619
2010 YTD	10,197	628	172	100	2,874	2,474
2009 YTD	9,822	534	164	80	3,425	1,681

Significant Cases in October:

Crime: **Stabbing**
Date/Time of Report: October 17, 2011 @ 7:00 p.m.
Location: Parking lot of TownMall, Westminster
Details: Officers were dispatched to the parking lot of the TownMall for the report of a fight. While in route they were advised that the fight involved a stabbing and that the victim was located in a car on a nearby parking lot. Responding officers provided assistance to the victim who was subsequently transported to the Shock Trauma Center for a cutting injury to the stomach. The suspect was located on the parking lot of the TownMall and taken into custody. Subsequent investigation revealed that the fight and cutting were the result of a dispute over a drug transaction. The suspect has subsequently been charged with first degree assault and related charges.
Arrested/Charged: Michael Leroy Fisher Jr. (19 years of age) of Westminster

Crime: **Strong-Arm Robbery**
Date/Time of Report: October 12, 2011 @ 3:45 p.m.
Location: 50 East Main Street near the public library
Details: The victim reported that he was jumped and beaten by two subjects who believed that he had stolen drugs belonging to one of the suspects. The victim's cell phone and back pack were stolen during the robbery. The suspects were identified through investigation, arrested and charged with robbery and related charges.
Arrested/Charged: Jasmone Paul Williams (33 years of age) of Westminster
Scott Anthony McDowell (21 years of age) of Westminster

Crime: **Armed Robbery (Handgun)**
Date/Time of Report: October 24, 2011 @ 7:50 p.m.
Location: Anchor Pharmacy in the Washington Heights Medical Center
Details: The suspect entered the pharmacy wearing a mask, displayed a handgun and demanded narcotic medications from the employees at the pharmacy counter. The suspect fled on foot after obtaining a quantity of medications. A \$2,500 reward has been offered for information leading to the arrest and conviction of the suspect.
Arrested/Charged: No one at this time.

Crime: **Auto Theft**
Date/Time of Report: October 11, 2011 @ 6:45 p.m.
Location: Parking Lot of Westminster Shopping Center, Englar Road
Details: The victim reported that she inadvertently left the keys to the vehicle in the door lock when she left the car on the parking lot. When she returned to the lot the car was gone. At approximately 9:00 p.m. on the same evening the vehicle was recovered in a homeless encampment along Route 27 near Route 140. Two suspects were observed running from the car. Subsequent investigation resulted in the identification and arrest of both suspects.
Arrested/Charged: Stephen Anderson Caudle (37 years of age) No fixed address
Brandy Rae Trakney (19 years of age) No fixed address

Crime: **Commercial Burglary**
Date/Time of Report: October 14, 2011 @ 6:00 a.m.
Location: Mexican Latin Dream (unit block of John Street)
Details: Officers responded to the store for a reported burglary alarm and found an open window on the side of the building. A search of the store revealed that it had been unlawfully entered. Once inside the suspect(s) removed food and a sum of U.S. currency. The suspect(s) fled prior to the arrival of the police and was not located. This case remains open.

Arrested/Charged: No one at this time

Crime: **Commercial Burglaries (2)**

Date/Time of Report: October 17, 2011 @ 9:45 p.m.

Location: SOS Pawn (unit Block of West Main Street)

Details: Officers responded to a report of a citizen chasing a subject who had just burglarized the pawn shop. The officers located the witness and learned that the suspect had gotten away. Investigation revealed that the suspect had forcibly entered the pawn shop and stolen a display case of watches, fleeing on foot after the alarm sounded. Officers followed several leads immediately following the report, but failed to identify a suspect. During the early morning hours of October 18th the same store was burglarized once again. Several additional items, to include a gaming console and some DVD's, were stolen during the second burglary. Investigators identified a potential suspect, a former resident of the building who had recently broken into an apartment in the same building. A warrant was obtained for the suspect for the apartment burglary. The suspect was subsequently arrested by the Montgomery County Police on October 30th while driving a vehicle which had been stolen in Westminster on October 24th. A pawn ticket seized from the suspect at the time of his arrest resulted in the recovery of property stolen in the second burglary at SOS Pawn. The suspect has subsequently been charged with both burglaries.

Arrested/Charged: Moises Neftali Cortez-Amaya (27 years of age) of Gaithersburg

Crime: **Auto Theft**

Date/Time of Report: October 24, 2011 @ 8:30 p.m.

Location: Parking lot of Winchester Exchange (unit block of East Main Street)

Details: The victim left her car running and door unlocked while she went into a local restaurant to pick up a food order. When she returned to the parking lot her vehicle was gone. The vehicle was ultimately recovered by the Montgomery County Police on October 30th being driving by the suspect in the burglaries at SOS Pawn (above). The suspect has been charged with auto theft in Montgomery County.

Arrested/Charged: Moises Neftali Cortez-Amaya (27 years of age) of Gaithersburg

Crime: **Storehouse Burglary**

Date/Time of Report: October 25, 2011 @ 10:30 a.m.

Location: 100 block of East Main Street

Details: Three storage units in the basement of an apartment building were forcibly entered during the overnight hours of Oct 24th/Oct 25th. Investigation at the scene revealed that the locks on several storage

units had been forcibly removed with a pry tool of some type. A check of the covert video surveillance system within the building resulted in the identification of the suspect – a resident of the building. The suspect has subsequently been charged with 4th degree burglary and related offenses.

Arrested/Charged: Mark Anthony Gaskin (42 years of age) of Westminster

Crime: **Residential Burglary**

Date/Time of Report: October 29, 2011 @ 7:00 p.m.

Location: Unit block of Washington Road

Details: The victim's apartment was broken into during the evening hours of October 29th while the residents were away. It appears that entry was gained through an unlocked window. Once inside, the suspect(s) ransacked the apartment and removed a variety of personal property to include a cell phone, clothing and smoking supplies. This case remains open at this time.

Arrested/Charged: No one at this time

Significant Activities in September:

- The Police Department is working collaboratively with the staff and volunteers of St. John's Catholic Church to address an ongoing problem with **damage to grave markers in St. John's Cemetery** which is located on Main Street behind the Westminster branch of the Carroll County Public Library. Since March of 2011 a significant number of grave markers have been knocked over or destroyed. The damage is typically occurring during the hours of darkness when the suspects are less likely to be observed or identified. A reward is being offered for information leading to the arrest of those responsible for the damage and the Police Department will be working with the church on potential modifications to the property to reduce the potential for future damage.
- Work is currently underway to install a new computerized **access control system** within the Police Department. The new system will utilize electronic proximity passes to control the movement of employees and their guests through the Headquarters building. Access to sensitive parts of the building will be limited to those with a need to enter. The bulk of the funding for this project was provided by a grant from the Bureau of Justice Administration.
- The Police Department's **8th Annual "Shop With A Cop"** event will take place at the Westminster WalMart on Saturday, December 10th beginning at 7:30 a.m. Following the "shopping" event, the police department employees and our guests will move to the Westminster Senior Center on Stoner Avenue where we will wrap the presents and have a wonderful holiday celebration.

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.
 - Member of the department is attending Leadership Carroll
 - Member of the department attended CCT Open House
 - Working on yearly Recreation and Parks guide to go out in January
 - Continue to manage the banner reservations across main street
 - Member of the department is chairing the Miracle on Main event
 - Negotiated with Under Armor to film a commercial in the gymnasium
- Municipal Pool
 - Pool exceeded revenue projects for fy 12
- Programs and Events
 - Continue to update and manage recreation and parks website, cities home page and face book page
 - Mother Son Date Night
 - Daddy Daughter Date Night
 - Assist Chris Glass with the IMA race held at City Park
 - Preparations for Trick or Treat Trail/Had to cancel Trick or Treat Trail due to snow
 - Create an ad for the Winter Program Guide for Carroll County Rec and Parks
 - Working on Holiday Lunch

- Continue Rec on the Move at City Parks
- Set up a booth at the Town Mall for Saturday of Sharing
- Assist Human Resources with the Wellness Expo
- Johnny Appleseed party
- Players fundraiser for Recreation and Parks raised \$70
- Working on donations for Santa's Treat
- Secure the Lions Club support for Santa's Treat \$400
- Member of the department is organizing the City's Tree Lighting
- Member of the department video recorded Date Nights to create a promotional adverting for Facebook, city website and other social media
- Working with a member of the community to create a Skate Tournament
- Family Workout Center
 - New Memberships - 48
 - Temp Student Membership - 3
 - Recorded over 5,808 member visits and 113 guest visits to the center
 - Revenue for the month – Enrollment \$532.50., Monthly Dues \$19,895., Rent \$5,130., Guest fees, \$716., other \$220., Totaling \$26,493.50 (\$3,595) more than last fiscal year
 - Host Red Cross blood drives
 - Host blood pressure screening
 - Continue to paint and repair Armory walls and equipment
 - Working on Fall Harvest Run
 - Preparing a booth for the Employee Expo
- Parks
 - Winterization beginning at the parks
 - Park repairs continue

- ARC weekly park maintenance continues
- King Park Wetland project
- Continue booking field, pavilion rentals and issuing keys
- Developing signs for the trail
- Restore city park fields after Fallfest
- Working with Recreation Councils to assist with park maintenance and projects

Redeveloping park and facility permits

PUBLIC WORKS

WASTEWATER TREATMENT PLANT

Total Flow 163.533 MG
Ave. Daily Flow 5.275 MGD

Sludge (Integrated Agronomics) 507.003 wet tons

Septage Sludge 71.16 wet tons

- Operations:
- Biannual nitrate recycle and mixer maintenance
 - New phone system being installed by IT.
 - Installed new, more efficient, floating mixer in anaerobic zone 4a.
 - Safety training
 - Recycles to Landfill
 - Routine Maintenance

UTILITY MAINTENANCE DEPT.

WATER LEAKS:

- 1250 Meadow Branch RD (Main)
- 46 Kate Wagner RD (Private)
- 73 S. Ralph ST (Private)
- 801 Ewing Dr (Service)
- 235 N. Cranberry Rd (Main)
- 394 Hawthorne Ct (Main)

SEWER BLOCKAGES:

104 Brookview Ct (Lateral)
854 Ewing Dr (Lateral)
685 Sunflower Ct (Lateral)
685 Skyline Way (Lateral)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
35 High Water Bill Service Calls

REGULAR MAINTENANCE:

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

WATER LEAKS:

1250 Meadow Branch RD (Main)
46 Kate Wagner RD (Private)
73 S. Ralph ST (Private)
801 Ewing Dr (Service)
235 N. Cranberry Rd (Main)
394 Hawthorne Ct (Main)

SEWER BLOCKAGES:

104 Brookview Ct (Lateral)
854 Ewing Dr (Lateral)
685 Sunflower Ct (Lateral)
685 Skyline Way (Lateral)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
35 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 pruning trees at 128 East Main St, 943 Wampler Lane and 117 Anchor St
Assisted with running the leaf vac
Assisted with removal of brush, metal, yard waste and bulk trash
Attended tree work shop
Assisted with hill mowing seed ponds
Assisted with snow removal from city streets and city side walks
Assisted with getting walk behind snow blowers ready

Building Maintenance section performed the following:

Assisted with putting up a new one way signs and post at Quarrier Ct
Assisted with putting out barricades for a I.M.A.5k fundraiser and also picked up barricades
Assisted with putting in a new door bell at 56 West Main
Assisted with replacing four meter locks and also replaced old meter housing on Main St.
Assisted with fixing two lights at the pool, winterized pool and also fixed toilets at the pool
Assisted with winterized King Park and Dutterer Park
Assisted with putting up new Cats bus sings
Assisted with fixing some lights in the trees on Penn Ave. and repaired some light in tree on Main St.
Assisted with putting out and picking up barricades for High School and McDaniels homecoming and also Halloween parade and hayrides
Assisted with taking down the stage and tent for the winter
Assisted with installing handicapped sings on Penn Ave. and Green St.
Assisted with putting on a new door swing control at West Square
Assisted with snow removal from city streets and city side walks

Streets and Alleys section

Street Baskets---2.40T
Bulk trash---45.45T
Brush---34.95T
Yard Waste---60.98T
Paper Recycling---.38T
Street Sweepings---7.53T
Tires---.0T
Metal---2.37T

Assisted with removal of brush, metal item, yard waste and bulk trash

Assisted with putting out dumpsters for lager piles of bulk trash
Assisted with helping the Building Maintenance Department with various projects
Assisted with helping the black top crew fix various pot holes around town
Assisted with helping the black top crew fix various storm drains
Assisted with snow removal from city streets and city side walks

Street Maintenance section

Assisted with removal of brush,metal item,yard waste and bulk trash
Assisted with fixing various pothole around town
Assisted with fixing storm drains on Whispering Meadows Dr(1),Janice Way(1),the intersection Bishop St and Charles St(1),Alymer Ct and Logan Dr(6)
Assisted with Tub grinding brush at the old plant
Assisted with snow removal from city streets and city side walks

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. City and GHD signed Agreement to design the ENR project (Amendment #3). The Agreement was submitted to MDE review and approval by the MDE and the State Board of Public Works.
4. I&I Study between MHs 18-37-73 and 18-3-73 GHD continues work on the project. CCTV Inspection is complete. The City received the CCTV inspection report. The meeting to discuss the report and following to the report plan of action is scheduled on November 17, 2011.
5. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - TBH works on gabion wall construction around the culvert at Windsor Drive (the Change Order to the Project).

6. Replacement of Lighting Fixtures in City owned building- The project is complete.
7. Gesell Well- ARRO submitted the project construction documents for the City review.
8. Pennsylvania Avenue lighting Improvements, Phase II- The project is awarded to the Pipes and Wires services, Inc. Contractor is working on obtaining bonds
9. Rehab of the CMP Storm Drain Pipe at Clifton Boulevard- Mar- Allen Construction is working on the project.
10. Annual Paving Contract for the FY 11-12. CJ Miller is working on the project.

WATER PLANT

1) RAW WATER TO PLANT IN MG

RAW METER TOTAL	49.12514	MG
RECYCLEED WATER TOTAL	5.08376	MG
% RECOVERED	10.349	MG
CIP WASH WATER/MEMBRANES CELLS	0.5984	MG
TOTAL	48.9653	MG
RAW WATER SOURCES IN MG		
CRANBERRY BRANCH	23.9775	MG
HULL CREEK	21.9508	MG
RAW RESERVOIR	3.037	MG
OTHER	0	MG
TOTAL	48.9553	MG
TREATED IN MG		
FINISHED WATER FLOW METER	49.3767	MG
TOTAL TREATED	49.3767	MG
BACKWASH WATER/ RECYCLE FILTERS	0.2282	MG
DELIVERED TO SYSTEM	49.1485	MG

2) WELLS IN CRANBERRY SYSTEM IN MG

WELL 3	2.38066	MG
WELL 4	1.50464	MG
WELL 5	7.26544	MG
WELL 6	2.86063	MG
WELL 7	4.892746	MG
WELL 8	0	MG

WELL 9 & 10	1.92741	MG
WELL 11	4.106178	MG
WELL 5 BACKWASH WATER	0.00111	MG
WELL 7 BACKWASH WATER	0.271169	MG
TOTAL DELIVERED TO SYSTEM	69.707226	MG
TOTAL DAILY AVERAGE	2.2486202	MG
DAY OF MAXIMUM USAGE		
OCT.21,2011	2.62259	MG
RAINFALL	5.03	

3) WAKEFIELD VALLEY WELLS IN MG

WELL 1	3.121	MG
WELL 2	1.8338	MG
TOTAL DELIVERED TO SYSTEM	4.9548	MG
WAKEFIELD BACKWASH WATER	0.00053	MG
DAILY AVERAGE	0.15983	MG
DAY OF MXAIMUM USAGE OCT.		
20,2011	0.3788477	MG

4) SLUDGE PUMPED TO WWTP 410,480 GALLONS

5) REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.

6) COLLECTING SAMPLES FROM THE SYSTEM AND THE WELLS AS REQUIRED BY MDE.

7) COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED BY MDE.

8) HANDED OUT SAFETY INFORMATION FOR THE MONTH.
HAD SAFETY MEETINGS WITH ALL THREE SHIFTS

9) TOM A. OWENS AND SCOTT ATTEND CLASSON INSTRUMENTATION AND CONTROLS, PRELIMINARY TREATMENT PROCESSES AT CAR. COMM.COLL..

10)WORKING ON WELL 8 TO GET IT BACK IN SERVICE.

11)CLEAN THE THREE SEDIMENTATION BASINS

12)CUT UP TREE THAT FELL ON THE RACE,CUT BACK LIMBS AT WELLS 5 AND 7,CUT BACK BUSHS AT WELL 2

Respectfully submitted,

Marge Wolf
City Administrator