

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 10 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

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

GENERAL GOVERNMENT

Attended the Water Resources Coordinating Committee Meeting to coordinate storm water activities.

Hosted the MML Orientation for Newly Elected Officials from Carroll and Frederick Counties.

Attended the combined Planning and Zoning Commission/Mayor and Council meeting on electronic signs.

Convened the Health Care Committee to select a health care provider for the next fiscal year.

Held a budget workshop to discuss operating budgets.

Attended the second MML/MACO strategic planning workshop for the Academy of Excellence.

Trained the Election judges for the May Municipal Election.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	14
Press Releases	4	61
Videos	0	0
Council Meetings	2	16

FINANCE AND ADMINISTRATIVE SERVICES

Finance

Preparations continue for the upcoming annual audit and training of the new Accountant. The current focus is on updating the control procedures associated with various accounting practices. The end product is an Accounting Manual that will provide all procedures used in Finance for keeping the financial records.

Completed GASB 54 Reporter reconciliation schedules and verified agreement with audited financials from 2010.

McGladrey scheduled on site May 16th – May 18th –for audit planning work and setup.

Financial Results:

Accounts Receivable

	CC Septage Billing	Waste Water Analysis Billing –Union Bridge
➤ July 10	20,476.20	570.00
➤ Aug 10	33,272.60	665.00
➤ Sep 10	29,473.83	570.00
➤ Oct 10	27,777.00	570.00
➤ Nov 10	33,453.10	665.00
➤ Dec 10	31,788.22	570.00
➤ Jan 11	23,674.90	570.00
➤ Feb 11	21,325.99	570.00
➤ Mar 11	31,021.50	665.00
➤ Apr 11		
➤ TOTALS	252,263.34	5,415.00

Management

❖ Water Meter Project

Date	Grant/Balance	Submitted	Collected
➤	\$821,200.00		
Request #1	\$752,431.00	\$ 68,769.81	\$ 68,769.00
Request #2	\$645,892.00	\$106,539.31	\$106,539.00
Request #3	\$552,159.00	\$ 93,731.97	\$ 93,733.00
Request #4	\$462,720.00	\$ 89,439.22	\$ 89,439.00
Request #5	\$400,225.00	\$ 62,495.34	\$ 62,495.00
Request #6	\$386,214.00	\$ 14,011.07	\$ 14,011.00
Request #7	\$356,463.00	\$ 29,751.21	\$ 29,751.00
Request #8	\$339,889.00	\$ 16,573.07	\$ 16,574.00
Request #9	\$334,316.00	\$ 5,573.05	\$ 5,573.00
Request #10	\$318,110.00	\$ 16,206.43	\$ 16,206.00
Request #11	\$297,975.00	\$ 20,135.25	\$ 20,135.00
Request #12		\$ 12,112.98	\$
Request #13		\$ 14,597.04	\$
TOTALS		\$549,935.75	\$523,225.00

Special Assessments

Date	Billed	Collected	Assessed
July 10	\$ 75,070.71	\$161,482.14	\$ 6,784,190.00
Aug 10	\$173,759.74	\$ 86,593.81	\$15,523,950.00
Sep 10	\$112,258.63	\$151,315.18	\$ 8,710,270.00
Oct 10	\$ 70,623.70	\$ 88,969.59	\$ 4,076,610.00
Nov 10	\$ 80,445.42	\$ 71,222.75	\$ 7,054,510.00
Dec 10	\$ 46,647.04	\$ 68,342.07	\$ 3,912,550.00
Jan 11	\$ 27,799.20	\$ 31,537.30	\$ 2,240,620.00
Feb 11	\$ 18,901.96	\$ 27,520.13	\$ 1,514,650.00
Mar 11	\$ 39,235.35	\$ 24,135.98	\$ 2,591,200.00
Apr 11	\$153,653.50	\$ 37,952.48	\$13,781,940.00
May 11		\$ 29,381.22	
TOTALS	\$798,395.25	\$778,452.65	\$66,190,490.00
Appropriation	\$504,000.00		

Real Estate Taxes

❖ Total received in current year

	Prior Year Receipts	Current Year Base Tax Receipts	Current Year Capital Tax Receipts	Total Current Year Tax Receipts
July 10	\$ 74,564.87			\$ 74,564.87
Aug 10	\$ 16,631.92	\$2,886,050.44	\$ 911,384.35	\$3,814,066.71
Sep 10	\$ 1,570.00	\$1,023,399.09	\$ 323,178.67	\$1,348,147.76
Oct 10	\$ 18.87	\$1,647,008.73	\$ 520,108.03	\$2,167,135.63
Nov 10	\$ 89.96	\$ 124,307.10	\$ 39,254.88	\$ 163,651.94
Dec 10	\$ 12.81	\$ 68,097.64	\$ 21,504.52	\$ 89,614.97
Jan 11	\$ 12.85	\$1,453,290.51	\$ 458,933.85	\$1,912,237.21
Feb 11	\$ (409.21)	\$ 68,444.97	\$ 21,614.20	\$ 89,649.96
Mar 11	\$ (971.74)	\$ 63,157.23	\$ 19,944.40	\$ 82,129.89
Apr 11	\$ (185.01)	\$ 157,604.74	\$ 49,769.92	\$ 207,189.65
TOTALS	\$ 91,335.32	\$7,491,360.45	\$2,365,692.82	\$9,948,388.59

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
8/31/10	\$ 57,409.73
9/30/10	\$ 50,766.28
10/31/10	\$ 50,236.47
11/30/10	\$ 76,780.43
12/31/10	\$ 77,123.24
01/31/11	\$ 74,367.96
02/28/11	\$ 34,085.62
03/31/11	\$ 90,906.28
04/30/11	\$ 31,923.92

Active Payment agreements – 27

- Total Payment Agreements – 251 - \$253,289.21
- Total Paid off – 227
- Total Payments received - \$231,197.21 - **91% collected**

❖ Red Tags from 4/30/11 – 44 red tags went out –

Miss Utility : **Received** **Billed**

7/31/10	\$ 2,295.00		\$ 3,240.00
8/31/10	\$ 2,235.00		\$ 2,475.00
9/30/10	\$ 1,882.50		\$ 1,925.00
10/31/10	\$ 1,337.50		\$33,565.00
11/30/10	\$33,472.50		\$ 5,795.00
12/31/10	\$ 2,370.00		\$ 1,540.00
01/31/11	\$ 3,185.00		\$ 1,635.00
02/28/11	\$ 1,520.00		\$ 1,080.00
03/31/11	\$ 2,870.00		\$ 1,490.00
04/30/11	\$ 915.00		\$ 2,440.00
TOTALS	\$52,082.50		\$55,185.00

Technology

- **Disaster Recovery** – The IT staff is currently working on DR plan – creating the procedural detailing necessary for changes to servers at DR site after failover (IP addressing, etc).
- **Electronic Payments** – This module in EDEN will provide for online credit card payments within the accounting system. Tyler Technologies is currently enabling the software in the system. Expected roll-out is July 1st.
- **VOIP/Unified Communications** – The selection committee met with Mitel regarding changes in company enacted by the new president of the company – moving away from direct sales. Our reps now work for Fulton Communications, although we will complete the RFP process with MITEL directly. The committee is tentatively scheduled onsite visit to Mosaic in Catonsville on 05/17/2011 at 2:30 PM.
- **Document Imaging** – IT staff met with the planning department and discussed requirements for this effort. We provided them with sample requirement spreadsheets and guidance on how to use them.
- **Municast** – IT staff is adding commodity based historical data to aid in developing trends and inputs for cost models and projections. .
- **Longwell Network upgrade** – We received quotes as follows to upgrade the current wireless connectivity with a robust architecture that will accommodate VOIP:

I-Comm -	\$23,427.58
BIG Wireless -	\$29,505.32
Mitel -	Awaiting verification on one detail.

Public Housing Agency

The annual PHA Plan and Administrative plans were available for public viewing the 2nd week of March and were adopted subsequent to the Public Hearing on April 25th.

HUMAN RESOURCES

1. Benefits

- a) A Health Care Committee meeting was held in preparation of the employee insurance benefit renewal for FY12. Both the United Healthcare (UHC) and Maryland Local Government Health Cooperative (MLGHC) medical plans were presented. The MLGHC is sponsored by the Local Government Insurance Trust. With improved claims experience, UHC quoted a 2.5% decrease in rates. The MLGHC quoted a comparable medical plan administered by CIGNA with a savings of \$42,000 over the new UHC rates. In addition, the MLGHC provides for a potential refund if there is a surplus left in the claims fund at the end of the plan year. The committee reviewed and discussed plan designs, rate comparisons, and the potential savings offered by the cooperative, and unanimously agreed to recommend that the City join the MLGHC for medical benefits. The dental vision, life, AD&D,

short-term disability and long-term disability plans were also discussed. The committee agreed that the City continue to offer these benefits through UHC as an overall savings was quoted, and the services provided to employees have been favorable.

- b) The implementation process to join the MLGHC and offer the new medical plan to employees was started, and the announcement documentation was prepared to notify employees, retirees and COBRA participants of the change in plans.
- c) The Wellness Program sponsored three lunch and learn workshops with UHC providing the presenters. The lunch and learns, and number of attendees were as follows:
 - Healthy Food on A Budget – 13 attendees
 - Natural Energy Boosters – 18 attendees
 - Why Diets Don't Work – 11 attendees
- d) Researched and prepared information to be presented to employees on the Maryland State Retirement pension reform changes which will be effective on July 1, 2011.
- e) Requested and received renewal quote for the City's Employee Assistance Program provided by Business Health Services. The renewal increase provided for FY12 was minimal at 3.2%.

2. Budget

- a) Updated and prepared the Personnel Master, including salary and all employee benefits, for inclusion in the FY12 budget.
- b) Reviewed prior year and projected expenses to prepare the Human Resources Department budget for FY12.
- c) Drafted the budget narrative for the Human Resources Department for the FY12 budget.

3. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	2	1	2	49
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	0	1	0	0

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
0	0	0	13

4. Risk Management

- a) No insurance claims were filed in the month of April.
- b) Attended the Local Government Insurance Trust Annual Renewal Workshop, and began the process of reviewing the insurance coverage, plan limits and deductibles for the automobile and liability insurance for FY12.
- c) Obtained the FY12 Workers' Compensation renewal quote from the Injured Worker's Insurance Fund based on the FY12 projected payroll.
- d) Began the renewal process for the property, inland marine, crime, machinery and equipment, bond and flood policies.
- e) Provided Department Heads with information on a service provided by the Local Government Insurance Trust for the review of insurance and indemnity sections of agreements and contracts for compliance prior to the document finalization.

5. Trainings

- a) Coordinated the Carroll & Frederick County Orientation for Municipal Officials meeting presented by the Maryland Municipal League. The Academy for Excellence in Local Governance course "Understanding Your Charter" was presented with two City employees attending.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 28 inquires from the public; including residents, real estate appraisers and developers.
2. Planned the agenda and attended the Westminster Historic District Commission Meeting held on April 7, 2011.
3. Worked with the Director of Planning to plan the Westminster Planning & Zoning Commission Special Meeting with the Mayor and Common Council on reviewing the current sign standards in comparison to neighboring jurisdictions and the current sign technologies; attended the meeting April 13, 2011.
4. Coordinated with Sustainable Living Maryland to host a Westminster Community Gardens Meeting on April 11, 2011 at Carroll Community College; the purpose of the meeting was to discuss the 2011 Season and offer assistance/advice to

gardeners starting their plots; as well as troubleshoot an issues that were experienced in the 2010 Season.

5. Reviewed and approved 5 Building Permits on behalf of the Zoning Administrator; Researched and wrote 3 Zoning Verification letters; and Attended 4 Development Review meetings in support of the Engineering Specialist.
6. Developed a mailing list for the residents of the Tri-Street Arts & Culture Neighborhood; Assembled and mailed an information packet about the Arts & Culture Overlay Zone Ordinance, along with a letter from the Mayor & Common Council, to these residents.
7. Worked with Eric Schlitzer, the City Arborist, and the Westminster Tree Commission, to coordinate and host the 2011 Arbor Day Event, held April 29, 2011 at William Winchester Elementary School; Educated 4th and 5th grade students about the importance of trees while helping them plant five Zelkova trees along their playground.
8. Created the “Westminster’s Historic Main Street Scavenger Hunt” to celebrate National Preservation Month in May; Submitted to the Mayor a request to recognize National Preservation Month with a proclamation at the May 9, 2011 Mayor & Council Meeting.
9. Submitted “permission to proceed” letters following the Historic District Commission approval of an amendment of a Historic Tax Credit Project, at 9 Park Avenue and an extension of a Historic Tax Credit Project, at 43 North Court Street; Prepared 4 additional Historic Tax Credit Project Applications for the HDC May 5, 2011 meeting.

Development Review

1. Plan review in process for the following: Goodwill, Taco Bell, 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; and Griswold Property on Bell Road.
2. There are ongoing reviews for the following project: Westminster Shopping Center in regards to the proposed Susquehanna Bank – SHA appears to have 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.

3. The following application and review fees were collected in April 2011:

	Review Fees Collected
Monthly Total	\$1,200.00
YTD Total	\$16,150.00

4. Prepared Public Works Agreement for the Johnston Family Medical Center facility on Lot 21A in the West Branch Trade Center. The address will be 41 Magna Way. Dr. Johnston is the physician for McDaniel College and has outgrown her current offices located in the College View Shopping Center, near Safeway. Document is currently out for review by Dr. Johnston, with anticipation that it will be signed soon.
5. Completed the following bond releases: Village of Meadow Creek – Section Two – 74% released; Walnut Ridge, Section 7 – 100% released; and Integral Components – 100% released.

Economic Development

1. Attended a meeting of the LaxMax (a.k.a. Westminster Lacrosse Festival) committee on April 8th. Have continued to keep in contact with Thomas Bethune who is working on the marketing/promotion side of the event.
2. Received word that the downtown photographs that were sent in February to Artworkstudio, Inc. of Kansas City, MO, who was redoing the interior appearance of the Westminster Applebee's, are now on display in Applebee's.
3. Along with the Director of Planning, met with a representative of Ruppert Properties of Frederick County on April 11th to discuss a property in the Air Business Park that they have an interest in possibly acquiring.
4. Attended the Westminster Planning Commission meeting on the evening of April 13th to hear a presentation about the state of electronic sign/message boards.
5. Met with the Historical Society of Carroll County to discuss progress on the Downtown Westminster Façade Improvement Program projects at the Kimmey and Shellman houses. The façade project at 182 East Main Street is making good progress. Received 3 new Residential Façade Applications for processing and submittal to the MD Department of Housing and Community Development and Maryland Historical Trust for review. Received MHT and DHCD approval to move forward on the 17 Park Avenue residential façade project.
6. Met with David Baldwin, proprietor of Furnace Hills Coffee Co., on April 15th to discuss his renovation project and his future operation at 71 West Main Street.

7. The performance line-up for the “Songs at 6:30” Concert Series in July was established this month. Performers will include: Aspen Run on July 7th; The Tom Garmin Project on June 14th; Tony Scuito Band on June 21st and Tony Denikos Band on June 28th.
8. Designed and got printed “lunch at the Library” Concert Series brown paper bags to promote the Friday June lunchtime concerts.
9. While on vacation from April 16th to April 25th, visited the towns of Beaufort, Elizabeth City, New Bern, and Southport, NC and talked with several merchants in their downtowns to get a feel for the business climate down there. Also, took some signage along US Highways near Hilton Head and Mt. Pleasant, SC.
10. Provided a Main Street Update presentation at the Kiwanis Club meeting on April 27th.
11. Distributed the updated downtown dining and spring/summer event rack cards to downtown businesses and to the Carroll County Tourism Office for distribution beyond the City of Westminster.
12. Received 7 more vendor applications for the 2011 Downtown Westminster Farmers Market, bringing the total number of vendors to date to 13. Expect to see 2-3 more applications returned before the season starts. With the passage of legislation allowing wineries to sell at farmers markets, contacted the Maryland State License Beverage Association’s Educational Resources to see what would be required of the market to allow such participation by wineries. Additionally, obtained a schedule of TAM (Techniques in Alcohol Management) training classes.
13. Prepared the May/June issue of the Downtown Westminster Main Street News.
14. Attended the Heart of the Civil War Heritage Area’s Kick-off Events for the 150th Anniversary of the Civil War in Frederick on April 29th.

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	4	\$300.00
YTD Totals	44	\$3,050.00

2. Finalized the signing of the grant agreement between the Maryland Department of Housing and Community Development and the City for the Pennsylvania Avenue lighting project funded by Community Legacy and announced last year. Project is just about ready to bid for construction.
3. Working with potential purchaser for the City's remaining home at 18 Union Street.
4. Made initial contact with Human Services Programs of Carroll County, Inc. regarding the Service-Linked Housing program. The City has served as a funding conduit to HSP, by receiving grant funds and passing them to HSP, the organization that provides the service.

Zoning

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

	General	Water	Sewer
Monthly Totals	\$463.50	\$45.00	\$535.50
YTD Totals	\$463.50	\$45.00	\$535.50

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

	# of Building Permits
Monthly Total	24
YTD Total	162

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

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$17,442.00	\$18,236.00	\$9,143.00
YTD Totals	\$159,534.40	\$161,149.60	\$84,026.30

4. Sent 10 zoning letters in April 2011.

5. Brooks Leahy, representing the owner Myers-Durboraw Funeral Homes, P.A. has filed a zoning text amendment to support the potential move of the funeral home business to 130 Airport Drive in the Air Business Center. That move would require a zoning text amendment to allow the funeral home and mortuary use as a special exception in the City's I-R Industrial Restricted zone. The Westminster Planning and Zoning Commission will hold a public hearing on the proposal on May 12, 2011 and the Mayor and Common Council will hold its hearing on the proposal on May 23, 2011.
6. Continuing to wait for the City Attorney to complete her review of draft changes to the City Code and a new water allocation resolution that would govern future water allocations. Concurrently, we are working to complete draft of standards.
7. At the request of TownMall of Westminster management, filed a zoning text amendment (ZTA #11-1) to authorize outdoor carnivals, subject to conditions, in the City's Planned Regional Shopping Center zone. The outdoor carnivals would have to have a community connection and not exceed five per calendar year. The Planning and Zoning Commission's hearing was held on March 10, 2011. At the conclusion of the hearing, the Commission to recommend favorable action. Thereafter, the Mayor and Common Council's hearing was held on March 28, 2011. After discussion, there were a few issues that the Council asked the staff and City Attorney to further review and bring back on April 11, 2011. At that meeting, the Mayor and Common Council approved amendments that limited outdoor carnivals to no more than three per calendar year; requires a substantial benefit to bona fide charitable, fraternal or municipal partnerships; and requires the applicant to comply with any regulatory permit or licensing requirements imposed by the City on carnival operations. Thereafter, the ordinance was adopted as amended. TownMall has made a request for its first outdoor carnival from June 8-12, 2011. That event is currently being staffed by the City.
8. The Board of Zoning Appeals has an application pending for special exception (BZA #11-1) that was filed by Rahana Shijo at 629 Wyndstar Circle to increase the capacity of her family day-care facility from six to eight children. The property is located in the Village of Meadow Creek and is zoned R-10,000 Residential Zone. The initial hearing before the Board of Zoning Appeals on Tuesday, April 12, 2011 at 6:00 p.m. at Westminster City Hall was postponed to until Tuesday, April 26, 2011 to provide the applicant with additional time. That hearing was cancelled at the request of the owner, who is now responsible for paying the \$213 cost to re-advertise the hearing. Once payment is received, a new hearing date will be scheduled.
9. Presented the Capital Improvement Program for FY 2012 – 2017 to the Westminster Planning and Zoning Commission for review and recommendation at a special meeting on Wednesday, April 13, 2011. The Commission reviewed

the document and recommended favorable action to the Mayor and Common Council.

- Conducted a workshop on electronic signs on April 13, 2011 for the Mayor and Common Council, Planning and Zoning Commission and staff. Thereafter, City staff was asked to draft changes to the City's current sign code to address electronic signs.

Code Enforcement

- A total of 70 separate code issues were handled during April 2011:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	42	30	0	0	61%
Untagged Vehicles	7	5	0	0	9%
Trash/Rubbish	8	6	0	2	12%
Property Maintenance	4	1	0	0	6%
Solid Waste	1	1	0	0	1%
Rental Registration	3	2	0	0	5%
Private Inspections	2	0	0	0	3%
Sidewalks	0	0	0	0	0%
Trees/Hedges	1	1	0	0	1%
Condemnations	1	0	0	0	1%
Water Shut-Offs	1	1	0	0	1%
Snow Removal	0	0	0	0	0%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	70	47	9	2	100%
Yearly Totals	531	393	36	58	100%

- The following HQS inspections for the Section 8 Program were completed during April 2011:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	22	15	68%
Re-Inspections	9	9	100%
New Units	8	6	75%

Landlord Request	1	0	0%
Tenant Request	3	2	66%
Special Request	1	0	0%
HQS Supervisory	0	0	0%
Monthly Totals	44	32	72%
YTD Totals	332	248	72%

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

	Fines Paid
Monthly Total	\$3,175.00
YTD Total	\$8,400.00

4. The City's Code Inspector participated in two Planning staff meeting.
5. The City's Code Inspector participated in four housing termination hearings.
6. The City's Code Inspector participated in a two-hour housing oral brief.
7. The City was awarded court judgments in the amount of \$1,572.50.
8. The City's Code Inspector participated in three lunch and learn sessions.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T-3 Patrol Hours
April 2011	1,054	58	26	7	175	167
2011 YTD	3,765	228	46	29	828	516
2010 YTD	3,730	278	65	47	1,180	963
2009 YTD	3,478	228	67	38	1,174	654

Significant Cases in April:

- **Attempted Robbery (Reported April 18, 2011):** On April 18th at approximately 7:00 p.m. officers were dispatched to a residence in the unit block of Carroll Street for the report of an attempted strong-arm robbery which had occurred approximately 30 minutes earlier in area of the Westminster Square parking garage. The victim advised the officers that he had been confronted by two individuals – one of whom he knew by first name only – as he was walking along Chase Street on his way to visit a friend in the area. These individuals aggressively pushed the victim from behind, then accused the victim of spreading

rumors about a mutual acquaintance. After they exchanged words the suspects walked away and the victim continued on his way to a residence on West George Street. Upon arriving at the residence on West George Street the victim found that his friend was not at home, so he began walking back to his residence via Green Street. As the victim approached the area of the parking garage he was approached by a group of 6 to 7 males. These males confronted the victim and ordered him to empty his pockets. The victim refused at which time he was punched several times by the members of the group before they ran off on foot toward Liberty Street. Nothing was taken from the victim and he received only minor injuries. It appears to investigators that the initial confrontation and the later attempted robbery are related. This case remains under investigation by Detectives and charges are being sought against one of the individuals involved in the initial confrontation.

- **Residential Burglary (Reported April 17, 2011):** The victim in this case reported that his residence in the 200 block of East Main Street had been broken into at some time during the preceding week. According to the victim, he noted that a window air conditioner in the living room window had been tampered with when he and his wife returned home from work on April 12th. At that time they did not notice anything disturbed or missing from within their home, so they elected not to call the police. Over the course of the next several days they realized that several items were missing to include jewelry valued at approximately \$300 and several bottles of medication. The victims could not provide any potential suspect information. There are no active leads in this case at this time.
- **Residential Burglary (Reported April 26, 2011):** The victim in this case reported that his home in the 200 block of Wyndtryst Drive had been burglarized on April 26th while he and other family members were away at work. When the victim returned home he observed that the garage bay door was standing open. Upon checking with his wife by phone, he determined that the garage bay door was closed when she left for work. A check of the interior of the home revealed that a large flat-screen TV had been removed from its place of display in the living room of the home. Two laptop computers were also stolen from within the home. A canvass of the neighborhood failed to provide any potential suspect information. This case has been assigned to Detectives for follow-up investigation.
- **Residential Burglary (Reported April 29, 2011):** The victim in this case reported that his apartment located in the 400 block of Baldwin Park Drive was unlawfully entered at some time during the day on April 28th while he was away at work. According to the victim, he locked and secured his home when he left for work on April 28th. When he returned home later in the evening the residence was still properly secured as he had left it. Upon arriving home he noticed that several items of value were missing to include a laptop computer and a cell phone. There were no signs of forced entry to the residence and a canvass of the

neighborhood failed to develop any suspect information. This case remains under investigation.

- **Residential Burglary (Reported April 29, 2011):** The victim in this case reported that he was in the process of moving out of a residence in the unit block of East Green Street at the time of the burglary. According to the victim, he moved a load of personal property out of the residence during the early morning hours on April 29th, then locked and secured the apartment before leaving for the evening. When he returned to the property later in the day he found that a video game system and monitor were missing from the residence. There were no obvious signs of forced entry to the residence, although the victim cannot be certain that he locked all of the windows prior to leaving for the evening. The victim has provided some potential suspect information to the case investigator.
- **Auto Theft (Reported April 14, 2011):** The victim in this case reported that he parked his vehicle, a 1999 Ford F-250 Crew Cab pickup, on the parking lot of the Westminster Moose Club on Buena Vista Drive at approximately 5:00 p.m. on April 14th when he arrived at the club. According to the victim, he left the vehicle unlocked and placed the keys under the floor mat prior to entering the business. Approximately 90 minutes later he noticed his vehicle was missing and called the Police Department to report it stolen. No one at the Moose Club could provide any additional information relating to the theft of the truck. While the officer was taking the vehicle theft report the victim received a call from the Maryland State Police advising him that his vehicle had been located in a field in the 500 block of Sullivan Road in Westminster. The vehicle had been set on fire and was a total loss. Two male suspects were observed on foot in the area of the burning vehicle, but efforts by responding police to locate them proved negative. There are no additional leads in this case at this time.

Significant Activities in April:

- The Police Department has recently applied for a grant in the amount of \$44,300 through the **FY'11 State Homeland Security Grant Program**. The grant funds, if approved, will be used to purchase and install 24 E-Tix devices in WPD patrol vehicles. The 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 Westminster Police Department is the only large police agency in the County currently without this technology. It will be several months before a decision is made relating to the grant request.

- On May 11th the Westminster 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. This is the 12th time that the WPD has received first place honors in their category in the past 14 years.
- During April members of the Westminster Police Department participated in two local events recognizing and supporting those in our community with development disabilities. On April 7th, Chief Spaulding and other agency representatives participated in the **Tournament of Champions** held at McDaniel College. On April 27th, Chief Spaulding and other agency representatives participated in the **Carroll County Special Olympics Springs Games** which were held at Westminster High School. The Westminster Police Department has also played a leadership role in the planning and facilitation of the **2011 Carroll County Law Enforcement Torch Run for Special Olympics** which will take place at venues round the county on June 8th.
- Recently every member of the Patrol Division of the Police Department attended training presented by the professional staff of Carroll Lutheran Village relating to the issues and challenges encountered when dealing with members of our community with Alzheimer’s disease and Dementia. The training is intended to better prepare our officers to deal with “walk-aways” from Carroll Lutheran Village as well as other individuals in our community who may suffer from these illnesses. The training focuses on practical strategies for calming these individuals while making them feel safe while interacting with a police officer. The training has been very well-received by the members of our staff. We greatly appreciated the capable guidance and ongoing assistance of the staff and management of Carroll Lutheran Village.

PUBLIC WORKS

WASTEWATER TREATMENT PLANT

Total Flow 188.077 MG

Ave. Daily Flow 6.269 MGD

Sludge (Integrated Agronomics) 428.413 wet tons

Septage Sludge 115.58 wet tons

Operations:

- Vance Summerhill attended Insurance Committee meeting
- 28 April 2011, WWTP treated over 20 MG Flow due to heavy rains
- Started Septage facility odor control system for the season
- Mihail Pupaza transferred to WWTP from the Street Dept.
- WWTP staff travelled to Little Patuxent (Howard County) treatment facility to inspect the underdrain arrangement of the Denitrification filters being installed.
- safety training
- Recycles to Landfill
- Routine Maintenance

UTILITY MAINTENANCE DEPARTMENT

WATER LEAKS:

- 411 Babylon Ct (Private)
- Ridge Rd (Main)
- 50 Chase St (Private)

SEWER BLOCKAGES:

- 547 Old Westminster Pike (Private)
- Center St & Court St intersection (Main)
- 53 S. Colonial Ave (Service)
- 585 Thornbury Rd (Private)
- 107 Brookview Ct (Service)
- 58 Blue Swallow Ct (Main)

MISCELLANEOUS:

- Meter Replacement
- Miss Utility Markings
- Meter Readings
- 54 High Water Bill Inspections

REGULAR MAINTENANCE:

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

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Collected trash from all the City parking lots
Assisted with cleaning up tree branches in city parks
Assisted with spraying for weeds at the Conaway lot, the pool, the playground and along East Main St
Assisted with a landscape inspection at 1220 Tech Court
Assisted with planting a total of 7 trees in City parks
Assisted with planting 5 Zelkova trees with kids at William Winchester School for Arbor Day on April 29 2011
Assisted with removal of brush, metal, yard waste and bulk trash.

Building Maintenance section performed the following:

Assisted with wrapping streets light poles for college and put up shirt flags
Assisted with replaced stop sign and post at Westminster Ave and East Main St
Assisted with turning water on at city playground
Assisted with fixing broken pipe at Kings Park and turning on the water
Assisted putting out no parking signs varies time for blacktopping streets
Assisted with putting out barricades for the mile run and picking them up
Assisted with removing handicap sign, post and decals from Pennsylvania Aveue
Assisted with fixing showers at the family center
Assisted with putting in meter mech for Longwell Garage also stickers on meters
Assisted with putting out no parking signs and barricades for the Easter egg hunt

Street Baskets---3.67T

Bulk trash---31.93T

Brush---25.5T

Yard Waste---44.4T

Paper Recycling---.0T

Street Sweepings---3.8T

Tires---.56T

Metal---2.99T

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with putting out dumpster for lager piles of bulk trash
Assisted with pot holes remediation
Assisted with helping the Building Maintenance Department with various projects
Assisted with helping the Grounds Maintenance Department with mowing various City property
Street Maintenance section

Assisted with concreting the entrance of Buckcash Rd

Assisted with blacktopping a water patch at Queen Ann Court

Assisted with fixing a stormdrain on Marhill Court
Assisted with fixing tree greets on East Main St
Assisted with putting in a curb on Cover Lane
Assisted with removal of brush, metal, yard waste and bulk trash

ENGINEERING

1. Wakefield Valley Community Trail Extension- Buhart-Horn is working on completing design. The Engineer addressed comments from the SHA and returned corrected design for the SHA another review.
2. Nitrate Removal System for well #8: The Engineer complete design of the access road and the radon/ nitrate removal facility and forwarded it to the Carroll County Offices and MDE for review and approval. 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.
3. Roop's Mill Well Water Treatment Facility and Main –Project is under warranty.
4. WWTP ENR Project – Stearns & Wheeler complete preliminary design report for the project. The City, The Engineer, and the MDE developed preliminary design approach for the project and agreed on eligibility of different parts of the project to receive grant funds from the ENR fund. The City received proposal for engineering services to design the project for approval.
5. Recreation Park Building- The project is complete and under warranty.
6. Water Meter Replacement Project- The project is complete.
7. I&I Study between MHs 18-37-73 and 18-3-73 Stearns & Wheeler continues work on the project. RFP was sent to the contractors to plug sections of the interceptor and CCTV inspection.
8. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - contractor complete the project construction at Fitzhugh Avenue and is working on the project at E. Green Street.
9. Replacement of Lighting Fixtures in City owned building- Hunt Consulting is working on the project punch list items.
10. Gesell Well- ARRO is working on the project design.
11. Pennsylvania Avenue Lighting Improvements, Phase II- Sidhu Associates complete construction documents.

12. City sent RFP to rehab CMP Storm Drain Pipe at Clifton Boulevard.

WATER PLANT

CRANBERRY WATER SYSTEM SOURCES

CRANBERRY BRANCH	13.0966	MG
HULL CREEK	25.968	MG
RAW RESERVOIR	4.518	MG
OTHER	0	MG
TOTAL TREATED	43.5826	MG

WELL 3	2.45675	MG
WELL 4	1.46557	MG
WELL 5	5.60747	MG
WELL 6	2.87492	MG
WELL 7	3.79681	MG
WELL 8	0.54653	MG
WELL 9 & 10	2.707415	MG
WELL 11	3.943762	MG

TOTAL DELIVERED TO SYSTEM	62.477462	MG
DAY OF MAXIMUM USAGE 4/30/11	1.8216	MG

WELL 5 BACKWASH	0.00028	MG
WELL 7 BACKWASH	0.23206	MG
DAILY AVERAGE	2.01540	MG
PLANT USE		MG
FILTER BACKWASH	0.325	MG
HOURS OPERATED	720	

WAKEFIELD WELL SYSTEM

WELL 1	2.7527	MG
WELL 2	2.381531	MG
TOTAL DELIVERED TO SYSTEM	5.13423	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.16562	MG
DAY OF MAXIMUM USAGE 4/7/11	0.37562	MG

- 2) SLUDGE PUMPED TO WWTP 205,840 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) COLLECTED POINT OF ENTRY SAMPLES FROM THE SYSTEM AS REQUIRED BY MDE.
- 8) THE MANUFACTURE OF OUR HIGH SERVICE PUMPS BACK TO LOOK AT PUMP.
- 9) WE HAD A LEAK IN TWO OF OUR STORAGE TANKS AT THE PLANT THAT HAD TO BE REPAIRED.
- 10) DOING TEST ON THE GESELL WELL.

Respectfully submitted,

Marge Wolf
City Administrator