

**CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 12 FOR 2011**



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

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

GENERAL GOVERNMENT

Attended Water Resources Coordinating Council to continue discussions on TMDL requirements.

Reviewed redesigned web page for implementation on July 1.

Attended the Torch Run ceremony and luncheon.

Attended the joint Frederick County/Carroll County MML Chapter Meeting.

Attended the Parks and Recreation Board meeting.

Met with representatives of the Governor's Office to discuss issues and concerns.

Participated in Carroll Lutheran Village Chamber of Commerce Commissioner's Meeting.

Continued orientation for new Council Members.

Attended the Maryland Municipal League Conference.

Participated in the City/County meeting to discuss Knorr-Brake timetable and expectations.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	16
Press Releases	3	72
Videos	0	0
Council Meetings	1	21

FINANCE AND ADMINISTRATIVE SERVICES

TECHNOLOGY SERVICES

- ❖ **Disaster Recovery** – Currently working on a DR testing plan and the Memorandum of Understanding with the DR host.
- ❖ **Electronic Payments** – Went “live” on 06/30/2011 evening. We have 31 registered users and the system receipted 17 transactions as of 4:00 PM on 07/05.
- ❖ **VOIP/Unified Communications** – Currently reviewing the lease document and contract for the wireless facility and cabling. Should be ready to sign the Lease Contract by 7/29/2011.
- ❖ **Municast** – We are putting the final touches on the annual reporting package for testing with the FY 2010 data. If all works out as expected, we'll run in “production” with the FY 2011 data.
- ❖ **Website Re-design** – Went “live” with new main page on July 1st.

TREASURY OPERATIONS

Accounts Receivables

Month	Appropriations	CC Septage Billing	Balance	Waste Water Analysis Billing – Union Bridge
July 10	280,000	20,476.20	259,524	570.00
Aug 10		33,272.60	226,251	665.00
Sep 10		29,473.83	196,777	570.00
Oct 10		27,777.00	169,000	570.00
Nov 10		33,453.10	135,547	665.00
Dec 10		31,788.22	103,759	570.00
Jan 11		23,674.90	80,284	570.00
Feb 11		21,325.99	58,758	570.00
Mar 11		31,021.50	27,737	665.00
Apr 11		32,394.93	(4,658)	570.00
May 11		34,706.67	(39,364.94)	665.00
Jun 11				
TOTALS		319,364.94		6,650.00

Special Assessments

Date	\$504,000	Billed	Collected	Assessed
July 10	\$428,929	\$ 75,070.71	\$161,482.14	\$ 6,784,190.00
Aug 10	\$255,170	\$173,759.74	\$ 86,593.81	\$15,523,950.00
Sep 10	\$142,911	\$112,258.63	\$151,315.18	\$ 8,710,270.00
Oct 10	\$ 72,287	\$ 70,623.70	\$ 88,969.59	\$ 4,076,610.00
Nov 10	-\$8,158	\$ 80,445.42	\$ 71,222.75	\$ 7,054,510.00
Dec 10	-\$54,805	\$ 46,647.04	\$ 68,342.07	\$ 3,912,550.00
Jan 11	-\$82,604	\$ 27,799.20	\$ 31,537.30	\$ 2,240,620.00
Feb 11	-\$101,506	\$ 18,901.96	\$ 27,520.13	\$ 1,514,650.00
Mar 11	-\$140,742	\$ 39,235.35	\$ 24,135.98	\$ 2,591,200.00
Apr 11	-\$294,395	\$153,653.50	\$ 37,952.48	\$13,781,940.00
May 11	-\$298,680	\$ 4,285.16	\$ 39,521.30	\$ 389,560.00
June 11	-\$300,568	\$ 5,852.33	\$ 3,577.19	\$ 532,030.00
TOTALS		\$808,532.74	\$792,169.92	\$67,112,080.00

Real Estate Taxes

	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
May 11	\$ 3,307.16	\$131,796.57	\$41,619.98	\$ 176,723.71
Jun 11	\$ 5,661.68	\$ 50,940.52	\$16,086.49	\$ 72,688.69
TOTALS	\$ 100,304.16	\$7,674,097.54	\$2,423,399.29	\$10,197,800.99
Appropriations		\$8,092,792.56	\$2,574,979.45	\$10,667,771
Difference		-\$418,695.02	-\$151,580.16	-\$469,970.01

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
05/31/11	\$ 74,719.33
06/30/11	\$ 78,544.78

Active Payment Agreements – 22 - \$17,388.58

- ❖ Total Payment Agreements – 263 - \$262,802.07
- ❖ Total Paid off – 241
- ❖ Total Payments received - \$245,413.49 - **93% collected**

Public Housing Agency

- ❖ July 1, 2011 Hap: \$174,927.00
- ❖ Wait list total active applicants: 460
- ❖ Repayments received in June 2011: \$562.00
- ❖ There are 259 vouchers and 13 portable vouchers that for a total of 272 unit count. We are being billed for 4 vouchers.
- ❖ Inspections:
 - 1 Special inspection,
 - 4 QA inspections
 - 22 Annual Inspections
- ❖ There were 6 port-ins and 2 new admissions leased up in July.
- ❖ The filing rate in PIC is 100% (97% goal)

HUMAN RESOURCES

1. Benefits

- a) The LGIT Maryland Local Government Health Insurance Cooperative Member Funding Agreement and the CIGNA Flexible Spending Plan were finalized and approved at the Mayor and Common Council meeting held on June 13th.
- b) Insurance benefit meetings were held on two dates with 48 employees and 9 retirees attending. The medical and flexible spending plans were presented by

CIGNA, and provided employees with the opportunity to receive plan information and ask questions. In addition, employees were introduced to the Connect Care3 confidential service that is included in the City's new medical plan. This service is designed to assist employees and family members experiencing a concerning illness, disease or medical condition.

- c) CIGNA enrollment forms and Flexible Spending plan forms that were completed by employees were reviewed for changes, and updated in City records accordingly.
- d) The first MLGHIC billing invoice was received, compared to enrollment information, and reviewed for accuracy prior to submitting for payment in July.
- e) All contributions and deductions relating to employee benefits were updated in the Eden system to begin processing on pay period ending July 4, 2011.
- f) The Wellness Program sponsored three lunch and learn workshops with United Healthcare and Business Health Services providing the presenters. The lunch and learns topics, and number of attendees were as follows:
 - Preventing Burnout – 12 attendees
 - Time Management – 9 attendees
 - Coping with Stress at Work – 4 attendees

2. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	1	0	1	0
Part-time	0	0	0	0
Temporary	0	3	0	1
Seasonal	0	1	0	2

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
2	0	0	3

3. Risk Management

- a) Six (6) insurance claims were filed in the month of June.
- b) Two hepatitis vaccination walk-in clinics were held at Carroll Occupational Health in June to provide employees with the opportunity to receive the second of a series of three injections. 39 employees were scheduled to attend.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 62 inquires from the public; including residents, real estate appraisers and developers
2. Planned the agenda and attended the Westminster Tree Commission (WTC) Meeting on June 1, 2011; worked with Commission to develop a timeline and list of member responsibilities for preparations for the 2011 Maryland Community Forestry Workshop scheduled for October 7, 2011
3. Planned the agenda and attended the Westminster Historic District Commission (HDC) Meeting held on June 2, 2011; visited two historic houses for field research and discussion on tax credit requirements
4. Planned the agenda and attended the Westminster Planning & Zoning Commission (WPZC) Meeting on June 9, 2011; WPZC approved the Belk Department Store sign permit application package and the modification of PWA No. 918 at the Westminster Technology Park; WPZC also heard comments from residents representing the Village of Meadow Creek in reference to enforcement of the Neighborhood Commercial Zone
5. Submitted “permission to proceed” package following HDC approval of pre-construction tax credit application at 21 Longwell Avenue; total cost is estimated to be \$25,000
6. Worked with the Office of Technology Services **1)** to complete the 2010 Motor Vehicle Count for the Carroll County Department of the Comptroller and **2)** to compile a list of industrial sites for the 2011 Carroll County MS4 NPDES Government Questionnaire for the Carroll County Department of Planning
7. Reviewed and approved 24 Building Permits and 3 Sign Permits on behalf of the Zoning Administrator; Researched and wrote 6 Zoning Verification/Water Allocation responses on behalf of the Director of Planning
8. Submitted a “Request for Quotes” to companies to produce custom made flags for participating Arts & Culture Neighborhood businesses and residents, as recommended in the 2010 Arts & Culture Plan

9. Approved Department of Planning, Zoning & Development Invoices on behalf of the Director of Planning for the month of June

Development Review

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

	Review Fees Collected
Monthly Total	\$0.00
YTD Total	\$16,150.00

4. Prepared Public Works Agreement (#A-1072) for the new Taco Bell, a replacement facility for the existing restaurant in the Crossroads Square Shopping Center. The final review of the plan documents is currently underway. Demolition and construction should commence in the near future.
5. The final review of the plan documents is currently underway for the Goodwill project that includes modifications for new drop-off areas and other traffic safety changes. Construction should commence in the near future.
6. Last year the Board of Zoning Appeals approved a special exception for Giant Food to construct a fuel facility on a portion of the parking lot in front of the store. Upon submission of a site plan, Giant recently completed its traffic study to determine if any mitigation is required for either on-site or on nearby City streets to deal with additional traffic and flow issues. The traffic study is presently under review.

Economic Development

1. Prepared and sent weekly Downtown Westminster Farmers Market ads to the Westminster Advocate. Sent an application to a potential vendor interested in participating in the farmers' market. The market now has 16 vendors this season, not including the honey vendor who will periodically show up when honey is available from his bees.
2. Placed weekly Lunch at the Library Concert Series ads in the Westminster Advocate. Attended and photographed all of the Lunch at the Library concerts held in June for future marketing purposes. Response to the new venue was very positive. Attendance was up from last year as the result of a significant increase in the number of moms and kids having picnic lunches during the concerts.
3. Upon request of the Police Department, took photographs of specific Special Olympic Torch Run participants on the steps of the Westminster Family Fitness Center on June 8th for their media efforts.
4. Met with Laura Renshaw, Media Sales Consultant for The Baltimore Sun Media Group, to discuss the various advertising options available through The Baltimore Sun Media Group on June 8th.
5. Westminster (LaxMax) Lacrosse Tournament provided mixed results in terms of business sales in downtown. Retail sales were rather limited, although several customers purchased items in Gotham Comics. However, the eateries like Harry's, Giulianova's and Subway (at the West Main Street Jiffy Mart) saw customers from LaxMax, although none of them used the event's downtown discount card. Businesses along MD 140 and Hoffman's did a brisk business. The hotels wished they had more rooms to accommodate the tournament too.
6. Met with the owner of J Café at 172 East Main Street to see if any additional assistance was needed from the City. J Café is expected to open in early August serving breakfast and lunch. Baked goods, especially cupcakes, will be a featured item.
7. Met with the owner of Furnace Hills Coffee Co. that is now open at 71 West Main Street. The shop will be roasting and selling coffee Monday through Wednesday from 8 am to 3:30 pm for the present time, along with being at the farmers' market on Saturdays.
8. Hosted MD Department of Housing and Community Development staff on June 16th for a monitoring visit on 3 Single Family Housing (SFH) housing rehabilitation loan program projects in 2 locations – Chepko and Rose - that were previously completed in Westminster. The files were found to be complete and orderly. On-site inspections of the properties did not find any current construction deficiencies.

9. Attended the McDaniel College Parent Preview Resource Fair on the evening of June 17th to provide incoming first-year students' parents with a basic understanding of Downtown Westminster's shops, restaurants, farmers' market and activities & events through the provision of rack cards and maps. Also developed and presented a downtown slide show that was continuously shown on the resource table during the event. 57 parents participated in the Parent Preview Weekend. 2nd Preview Weekend is slated for July 25th-26th.
10. Attended and photographed the Corbit's Charge Commemorative Weekend on June 25th & 26th for future marketing purposes, along with playing Taps at the grave side ceremony for Lt. Murray, one of the battle's deceased. The event was very well-attended. Prepared and distributed a Press Release on the Old-Time Base Ball Doubleheader that was part of the Corbit's Charge Event to the various local media outlets. Several articles were written on the activity prior to and after the event. Participated in the Corbit's Charge Encampment Walk-Through on June 9th.
11. Attended the planning breakfast for the 145th Annual Memorial Day Parade to be held in 2012 at Carroll Post #31 of the American Legion on June 28th.
12. Completed and sent quarterly reports to the MD Department of Housing and Community Development for the Main Street Program, Neighborhood Business Works Façade Improvement Program, Community Legacy Program – Residential & Commercial Façade Projects & Upper Pennsylvania Avenue Lighting Project and The Smart Sites Program for the Union Crossing Project.
13. Contacted the MD Department of Housing and Community Development to check on the status of the façade projects previously submitted to the Maryland Historical Trust and them for review and comment on May 19th. The projects include the residential façade applications for 17 Park Avenue, 19 Park Avenue and 23 Park Avenue and the commercial façade application of 51-53 East Main Street.
14. Prepared a press release on the Songs at 6:30 Concert Series and forwarded it to the Advocate, Carroll Eagle, Carroll County Times, Northern News, Westminster Patch and WTTR, among others. Responded to follow-up questions by the Carroll County Times relating to the Concert Series, as a result of the Press Release. Inputted the Concert Series information on web-based regional calendar of events. Prepared a series of Songs at 6:30 Concert Series ads for placement in the Advocates on a weekly-basis. Prepared and sent an ad to the Northern News announcing the Concert Series.
15. Began preparation of the July-August edition of the Downtown Westminster Main Street News.

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	2	\$100.00
YTD Totals	67	\$4,400.00

2. City had discussions regarding the sale of the first four homes in the Union Crossing project, developed by Episcopal Housing. Modifications were made to the loan with the intent to reduce the price below \$200,000. The same concept could be applied to the final City-owned rehabilitated home at 18 Union Street. With this home, the City is the sole owner.
3. Made initial contact with Human Services Programs of Carroll County, Inc. (HSP) regarding the Service-Linked Housing program. The City has served as a funding conduit to HSP, by receiving grant funds and passing them to HSP, the organization that provides the service. HSP received notice from the State of Maryland Department of Human Resources that they anticipate receiving a continuing grant of \$17,500 a year for the next three years. The City has historically had no financial obligation for this project – we have only served as a funding conduit. Grant documentation is currently pending.

Zoning

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

	General	Water	Sewer
Monthly Totals	\$636.50	\$76.50	\$0.00
YTD Totals	\$1,100.50	\$121.50	\$535.50

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

	# of Building Permits
Monthly Total	28
YTD Total	218

- The following fees related to new and expanded development were paid in June 2011:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$35,494.00	\$36,668.00	\$27,390.00
YTD Totals	\$221,248.40	\$225,297.60	\$130,616.30

- Sent 2 zoning letters in June 2011.
- The Director of Planning, Zoning and Development was recently notified that his military unit received a mobilization order for late August 2011. He was away during June on military training in Pennsylvania, as well as having participated in a leader recon visit to Kuwait and Iraq. The current Director is presently working with Steve Horn, former County Planning Director, who was hired as an interim replacement.
- 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. We are also working to complete the draft of resource conservation standards.
- The building permit was approved in June for the construction of a new facility located at 41 Magna Way for Dr. Kim Johnston. Dr. Johnston, who is currently located in the Safeway shopping Center at MD 140 and WMC Drive, has outgrown her current space. Dr. Johnston will locate her offices at the new location, in addition to other healthcare related offices.

Code Enforcement

- A total of 52 separate code issues were handled during June 2011:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	22	17	0	2	42%
Untagged Vehicles	14	5	0	1	26%
Trash/Rubbish	3	3	0	0	6%
Property Maintenance	2	1	0	0	4%
Solid Waste	0	0	0	0	0%

Rental Registration	1	1	0	0	2%
Private Inspections	1	1	0	0	2%
Sidewalks	2	0	0	0	4%
Trees/Hedges	2	1	0	0	4%
Condemnations	1	1	0	0	2%
Water Shut-Offs	4	4	0	0	8%
Snow Removal	0	0	0	0	0%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	52	34	0	3	100%
Yearly Totals	668	500	36	75	100%

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

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annuals	26	18	69%
Re-Inspections	4	3	75%
New Units	5	4	80%
Landlord Request	0	0	0%
Tenant Request	2	1	50%
Special Request	1	0	50%
HQS Supervisory	0	0	0%
Monthly Totals	38	26	68%
YTD Totals	420	307	73%

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

	Fines Paid
Monthly Total	\$795.00
YTD Total	\$9,495.00

4. The City's Code Inspector completed webinar on new building renovations that was offered through the ICC.
5. The City's Code Inspector attended three lunch and learn sessions at the Westminster Police Department.
6. The City's Code Inspector plans to take the zoning exam with the next 60 days or as a slot opens up.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
June 2011	1,088	52	12	8	316	189
2011 YTD	5,877	319	70	43	2,117	880
2010 YTD	5,918	388	127	61	1,900	1,434
2009 YTD	5,559	322	98	54	2,365	651

Significant Cases in June:

- **Attempted Armed Robbery (Reported June 2, 2011):** On June 2nd at approximately 10:15 p.m. a call was received from a pizza delivery driver relating to an attempted robbery which had occurred earlier in the evening in the 100 block of Lincoln Road in Westminster. According to the victim, he had been driving down Lincoln Drive at approximately 9:50 p.m. on his way to deliver a pizza when he stopped his car to allow 3 males to cross the street. As they crossed, one of the males approached his car window and demanded the pizzas he was delivering. When he asked the subject if his was joking, one of the other males stepped forward and produced a pocket knife which he opened and displayed in a threatening manner. Fearing for his safety, the victim drove off without providing the pizzas. Nothing was stolen during this event and there were no injuries. Area checks failed to produce any suspect information (the report was made 25 minutes after the event).
- **Attempted Residential Burglary (Reported June 6, 2011):** On June 6th at approximately 8:00 p.m. officers were dispatched to the area of 95 West Green Street for the report of an individual attempting to unlawfully enter the rear door of the home. Upon arrival the officers learned that the suspect had left the area on foot prior to their arrival. They were also advised that the suspect had attempted to enter a vehicle parked to the rear of the address prior to leaving. Officers located the suspect, James Anthony Harless (58 years of age from Westminster), sitting on the front porch of a home in the unit block of Old New Windsor Road. He was highly intoxicated at the time and he advised the officers that he was "looking for a place to rest". Harless was taken into custody and charged with 4th degree burglary and rogue/vagabond. *It is noted that Harless was arrested under*

similar circumstances on May 25, 2011 when he attempted to enter the home of a relative on Manchester Avenue.

- **Commercial Burglary (Reported June 13, 2011):** The victim in this case reported that his restaurant, Papa Joe's Mexican Restaurant located in the unit block of East Main Street, was burglarized at some point over the preceding weekend. Once inside, the suspect(s) stole the cash box from the register containing a sum of U.S. currency. Responding officers found no signs of forced entry into the business. They also determined that the alarm system was not functioning properly during the time frame in which the burglary occurred. Investigators have subsequently located surveillance video from an adjoining business which has provided some additional leads in this matter. The case remains under investigation at this time.
- **Residential Burglary (Reported June 16, 2011):** The victim in this case reported that his home in the unit block of Carroll Street was broken into by a known suspect on June 16th. According to the victim, he was inside his residence when he heard a loud banging on his back door at approximately 1:00 p.m. Upon looking out the door he observed a subject known to him as Thomas Shifflett standing outside with a female. Shifflett was demanding access into the home to "get what was his". The victim answered the door and told Shifflett to leave, at which point Shifflett and the female pushed past him and entered the residence. Over the next several minutes the suspects went room to room collecting items. They then left the residence carrying two bags of items taken from the home. A warrant was subsequently obtained charging Thomas William Shifflett (52 years of age with no fixed address) with first degree burglary and related charges. The warrant was served on Shifflett on June 21st. Other aspects of this investigation are ongoing.
- **Multiple (20) Storehouse Burglaries (Reported June 19, 2011):** On June 19th an officer was dispatched to the Westminster Self-Storage located in the 300 block of Woodward Road regarding multiple burglaries which had occurred sometime overnight the previous evening. The owner of the establishment reported that a total of 20 locked storage units (each constituting a separate burglary) had been forcibly entered overnight by having their locks cut and removed. It appears that entry was gained into the storage facility when a lock was cut on a rear access gate. A variety of items were stolen during the burglaries to include tires/rims, generators, an air compressor, power tools and electrical equipment. There are no active leads in these cases at this time.
- **Residential Burglary (Reported June 19, 2011):** The victims in this case reported that their residence located in the unit block of West Green Street was burglarized at some time over the preceding weekend when they were out of town. Investigation revealed that the victims had arranged for a friend to care for the family pet periodically throughout the weekend while they were away. This caretaker indicated that she was surprised to find the pet outside on the front

porch of the home when she arrived at the home around noon on Saturday, June 18th. In checking the home she found a living room window standing open several inches, but noticed nothing else out of place. Upon arriving home the owners found a television and game system missing from the living room of the home. A canvass of the neighborhood failed to produce any viable suspect information. This case remains under investigation.

- **Commercial Burglary (Reported June 20, 2011):** The victim in this case reported that his business, Mathias Monuments, located in the 100 block of East Main Street had been forcibly entered at some time overnight the previous evening. Investigation revealed that entry was gained by removing a piece of plywood which had been covering a window in the storage garage. Once inside the suspect(s) removed two power tools valued at more than \$1,000 from the tool storage area within the garage. The crime scene was processed and forensic evidence was seized for later examination. There are no active leads in this case at this time.
- **Residential Burglary (Reported June 23, 2011):** On June 23rd at approximately 7:30 p.m. officers were dispatched to an apartment in the unit block of East Main Street regarding a burglary in progress. Upon arrival they found that a female, later identified as Angela Nicholle Latini (23 years of age from Westminster) was being detained in the hallway by passersby. Investigation revealed that the resident and Latini had been involved in an argument earlier in the day. Latini came to the victim's apartment at approximately 7:20 p.m. and forced her way into the apartment over the victim's objections. While in the apartment the suspect reportedly assaulted a male who was visiting with the victim. Latini was subsequently taken into custody and charged with 4th degree burglary and related charges.
- **Residential Burglary (Reported June 24, 2011):** On June 24th at approximately 9:30 p.m. officers were dispatched to an apartment in the 100 block of Charles Street regarding a subject who was "refusing to leave". Upon arrival the complainant advised the officers that she had left her apartment earlier in the evening to obtain a protective order against her boyfriend. She locked and secured her apartment prior to leaving. When she returned home she observed that her boyfriend was inside the apartment in an intoxicated state. She believed that he had entered the apartment with a spare key which he had taken without her consent. She also noted that several items within the apartment had been damaged and that her medication had been thrown into standing water in the kitchen sink, rendering it unusable. Officers located the suspect, George Leo Baker (47 years of age from Westminster) on foot in the area and took him into custody without incident. Baker was subsequently charged with burglary and related charges.
- **Stolen Vehicle (Reported June 16, 2011):** The victim in this case called the Police Department to report that a company vehicle, a 2000 Dodge Caravan, was

stolen from its parking place at West End Place on Schoolhouse Avenue during the overnight hours on June 16th. They became aware that the van was stolen when they received a call from a resident in the 600 block of Littlestown Pike who was calling to inquire as to why the van had been abandoned at the end of their driveway overnight. The investigating officer responded to the recovery site and found that the door of the van had been pried open to gain access to the door lock. Once inside the suspect had removed the ignition from the steering column in order to “hotwire” the vehicle. The rear seats of the van were removed by the suspects. They were later recovered to the rear of 77 Pennsylvania Avenue where they had been abandoned. The vehicle was processed for physical evidence and a canvass of the area was completed. There are no firm suspects in this case at this time.

- **Two (2) Stolen Vehicles (Reported June 30, 2011):** On June 30th an officer was dispatched to a business in the 100 block of Airport Drive regarding the theft of a vehicle. Investigation revealed that a race car had been stored in an enclosed car trailer along Airport Drive while it was being repaired at a local welding shop. At some time overnight on June 29th the trailer and race car had been removed from their parking place along the street. The lock which had secured the tongue on the car trailer had been cut off by the suspect(s) and was abandoned at the location where the trailer had been parked. Upon checking the video surveillance system of an adjoining business the investigator determined that the trailer had been stolen at approximately 11:15 p.m. on June 29th. The suspect vehicle was observed to be a two-tone Ford pickup occupied by at least two male suspects. It was subsequently determined that the suspect vehicle, a 2001 Ford pickup, had been stolen from a parking lot in the same business park on the same evening. This truck was recovered on June 30th abandoned in the area of Route 32 and Route 70 in West Friendship. The race car and trailer have not yet been recovered. These cases remain open.

Significant Activities in June:

- During June the Police Department took delivery of two (2) Variable Message Sign (VMS) boards which were purchased with grant funding made available through the 2010 Homeland Security Grant Program. The VMS boards will permit the City to more effectively communicate with those living and commuting through our community in a time of emergency when more traditional methods of communication such as telephones and computers may be disrupted. They will also be used regularly when managing traffic problems, roadway construction and special events occurring within the City. Approximately \$28,000 in grant funds was utilized to fund this purchase.
- The Police Department has recently been notified that they are qualified for a grant in the amount of \$11,002 through the 2011 Edward Byrne Memorial Bureau of Justice Assistance Grant process. These funds will be utilized to replace the outdated closed circuit video security system in and around the Police

Headquarters building. Budget funds will also be utilized to upgrade the computerized lock system in the building. Both legacy systems are outdated and prone to failure, having been installed when the building was renovated in 1993.

- Chief Spaulding spent most of June participating in the 2011 Final Leg Torch Run in Greece. This event, sponsored by the Law Enforcement Torch Run for Special Olympics, was designed to raise awareness about the life-changing benefits of Special Olympics in the weeks leading up to the Special Olympics World Games in Greece from June 26th through July 5th. Chief Spaulding participated as a member of the support team for the Final Leg, then as part of the Unity Sports Team for the World Games.
- The Police Department will once again be partnering with local community groups in presenting the 28th annual National Night Out on August 2nd. National Night Out is a national event which highlights the importance of community/law enforcement partnerships in preventing crime and disorder in our communities. This year there will be a total of seven (7) National Night Out celebrations in Westminster, to include the following communities:
 - Belle Grove Square
 - Eagleview Community
 - Tri-Street Community
 - Village of Meadow Creek
 - Carroll Lutheran Village
 - Wakefield Valley Community
 - Kings Park

****Individuals requesting more information regarding these celebrations may contact Sergeant Keith Benfer in the Community Education Section at (410) 857-9282.*

RECREATION & PARKS

- Administration
 - Conduct weekly staff meetings
 - Managing the day to day operations
 - Launch the city's new home web page
 - Pay invoices for the department operating, facility and programs and events
 - Working on Community Parks, Playgrounds grant through the state
 - Members of the department are working on the following city committees. Safety, Website, Wellness and Insurance
 - Member of the department attended the MML convention
 - Jolly Shows hosting a carnival at Town Mall to benefit the Friends of Westminster City Recreation and Parks non-profit account
 - Working with the Lions Club on purchasing benches and picnic tables for their park

- Member of the department plan several Lunch and Learns for the Wellness Committee
- Municipal Pool
 - Registering kids for swim lessons and swim team
 - Conducting weekly guard trainings
 - Conducting daily inspections
 - Scheduling camp field trips
- Programs and Events
 - Continue to update and manage recreation and parks website and face book page
 - Processing pool memberships
 - Final touches on the fall program guide schedules to go out in July
 - Assisted the Police Department with their Bike Rodeo
 - Assisting the Police Department with the Special Olympics
 - Upgrading the game room in the Family Center
 - Host Corbits Charge Commemoration
 - Member of the department set up and staff a booth at the MML convention
 - Camp is in progress over 200 kids register for June
 - Final preparations for the Month of Sunday's concert series
- Family Workout Center
 - New Memberships - 50
 - Temp Student Membership - 31
 - Recorded over 7,442 member visits and 249 guest visits to the center
 - Revenue for the month – Enrollment \$760., Monthly Dues \$20,730., Rent \$950., Guest fees, \$1,239., other \$190., Totaling \$23,869
 - Host Red Cross blood drives
 - Host blood pressure screening
 - Continue to paint and repair Armory walls and equipment
 - Celebrating the Family Center's 15 year anniversary. 15 give a ways every month.
- Parks
 - Weekly park inspections
 - Park repairs continue
 - ARC weekly park maintenance
 - Repair a sink hole at King Park
 - Remove bees from sand volleyball court at King Park
 - Continue booking field and pavilion rentals
 - Continue progress with the Community Trail Extension

PUBLIC WORKS

UTILITY MAINTENANCE

WATER LEAKS:

555 Old Westminster Pike (Service)
299 Kolbe RD (Private)
535 Yellow Lilly CT (Private)
740 Old Baltimore Blvd (Private)
20 Liberty St (Service)

SEWER BLOCKAGES:

76 Penna Ave (Private)
815 Ewing DR (Lateral)
531 Locust Ave (Lateral)
76 Palmsetta CT (Lateral)
61 Marhill CT (Lateral)
985 Eckard CT (Lateral)
20 Fannies Meadow CT (Private)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
Annual Water Main Flushing
23 High Water Bill Service Calls

REGULAR MAINTENANCE:

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

WATER TREATMENT PLANT

Cranberry Water System Sources

Cranberry Branch	22.361	MG
Hull Creek	30.3605	MG
Raw Reservoir	1.177	MG
Other	0	MG
Total Treated	53.9056	MG
Well 3	2.19488	MG
Well 4	1.4301	MG
Well 5	7.10681	MG
Well 6	2.95451	MG
Well 7	0.432	MG

Well 8	12.04281	MG
Well 9 & 10	2.935362	MG
Well 11	3.935362	MG
Total Delivered to System	83.066232	MG

Well 5 Backwash	0.00028	MG
Well 7 Backwash	0	MG
Daily Average	2.76887	MG
Filter Backwash		MG

Hours Operated 720

Wakefield Well System

Well 1	2.5388	MG
Well 2	3.041719	MG
Total Delivered to System	5.58052	MG
Filter Backwash	0.00053	MG
Daily Average	0.18602	MG

Sludge Pumped to WWTP 287,410 Gallons

- 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
- Doing interviews for the second shift position
- Doing repair work at Well 7
- Well 8 back in service, off for the construction on Gist Road
- Clean sedimentation basins 1, 2, and 3, the sedimentation for the old filters
- Had the emergency generator serviced
- Repaired leak on filter at Wells 1 and 2
- Had a safety inspection done by the Maryland Department of Labor

WASTEWATER TREATMENT PLANT

Total Flow 144.844 MG

Ave. Daily Flow 4.828 MGD

Sludge (Integrated Agronomics) 529.028 wet tons

Septage Sludge 96.88 wet tons

Operations:
-Councilman Frasier and Steve Horn toured the facility

- Nic VanMaaren and Joe Appel attended the Short Course at Mount St Mary's College.
- Repaired leak on bulk hypochlorite tank
- Safety training
- Recycles to Landfill
- Routine Maintenance

Respectfully submitted,

Marge Wolf
City Administrator