

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 06 FOR 2012



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** January 2012 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 HOLIDAY	3	4	5	6	7
8	9 Council Meeting	10	11	12 Planning & Zoning Commission	13	14
15	16 HOLIDAY	17	18	19	20	21
22	23 Council Meeting	24	25	26	27	28
29	30	31				

GENERAL GOVERNMENT

Completed the Main Street Roundtable discussions and prepared summary and recommendations for the Mayor and Common Council.

Met with Nagana representatives to discuss modification of the annexation agreement.

Met with County representatives to discuss the Union Mills water supply project.

Attended the Recreation and Parks Board meeting.

Attended the Water Resources Coordinating Council meeting.

Taught the first graduate level MML Academy for Local Excellence Public Finance course.

Met with representatives of the Department of Housing and Community Development and Episcopal Housing at the Union Street properties to determine the future of this project.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	9
Press Releases	8	48
Videos	0	0
Council Meetings	1	11

FINANCE & ADMINISTRATIVE SERVICES

PUBLIC HOUSING AGENCY

Beginning with the new year HUD will require PHAs to utilize the NRA for HAP funding until only one month of equity remains.

TREASURY OPERATIONS

Accounts Receivables

Date	Appropriation Balance	CC Septage Billing	Waste Water Analysis Billing – Union Bridge
	\$280,000		
July 11	\$253,943	\$ 26,057.31	\$ 570.00
Aug 11	\$225,853	\$ 28,089.21	\$ 665.00
Sep 11	\$193,511	\$ 32,342.43	\$ 570.00
Oct 11	\$155,418	\$ 38,093.04	\$ 570.00
Nov 11	\$ 92,240	\$ 63,177.75	\$ 715.00
Dec 11			
Jan 12			
Feb 12			
Mar 12			
Apr 12			
May 12			
Jun 12			
TOTALS		\$187,759.74	\$3,090.00

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	-\$19,073.23	\$ 47,847.14	\$ 31,404.68	\$ 4,349,740
Dec 11	-\$51,795.81	\$ 32,722.58	\$ 41,321.97	\$ 2,977,580
Jan 12				
Feb 12				
Mar 12				
Apr 12				
May 12				
June 12				
TOTALS		\$536,353.81	\$526,424.82	\$48,359,480
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	\$ 13	\$ 99,303	\$ 31,358	\$ 0	\$ 130,674	\$ 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	\$ 5,230	\$6,030,380	\$1,904,297	\$1,404	\$7,941,225	\$10,197,800
Appropriations		\$8,104,740	\$2,578,568	\$	\$	\$10,667,771
Difference		\$2,074,360	\$ 674,271			(\$469,970)

Utility Billing

❖ 90 Days & over balance – Active - Monthly Total: - 91+ column

2/28/10	\$ 180,230.66		
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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 - CLV	\$213,741.22
11/30/10	\$ 76,780.43	11/30/11	\$ 44,651.64
12/31/10	\$ 77,123.24	12/31/11	\$ 67,459.41
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	\$486,613.93

❖ Miss Utility :	Received	Billed	Date	Received	Billed
7/31/10	\$ 2,295.00	\$ 3,240.00	7/31/11	\$ 545.00	\$2,305.00
8/31/10	\$ 2,235.00	\$ 2,475.00	8/31/11	\$2,190.00	\$1,710.00
9/30/10	\$ 1,882.50	\$ 1,925.00	9/30/11	\$ 695.00	\$1,425.00
10/31/10	\$ 1,337.50	\$33,565.00	10/31/11	\$2,215.00	\$1,720.00
11/30/10	\$33,472.50	\$ 5,795.00	11/30/11	\$ 765.00	\$2,360.00
12/31/10	\$ 2,370.00	\$ 1,540.00	12/31/11	\$2,010.00	
01/31/11	\$ 3,185.00	\$ 1,635.00	1/31/12		
02/28/11	\$ 1,520.00	\$ 1,080.00	2/28/12		
03/31/11	\$ 2,870.00	\$ 1,490.00	3/31/12		
04/30/11	\$ 915.00	\$ 2,440.00	4/30/12		
05/31/11	\$ 845.00	\$ 1,265.00	5/31/12		
06/30/11	\$ 1,150.00	\$ 1,490.00	6/30/12		
TOTALS	\$ 53,207.50	\$57,940.00	TOTALS	\$8,420.00	\$9,520.00

- ❖ UB Payment Agreements:
 - ❖ Active Payment Agreements: 18 - \$7,443.78
 - ❖ Total Payment Agreements: 294 - \$285,908.22
 - ❖ Total Paid off: 276
 - ❖ Total Payments received: \$278,464.44 - **97% collected**
- ❖ Electronic Pay – total \$197,518.30– 1,109 payments - thru 12/31/11
- ❖ Payroll set up for 2012 - completed
- ❖ 1099's for 2011 – still have W-9's to get in & re-calculate Eden for 1099's
- ❖ Parking Permit payment delinquencies have been mailed

TECHNOLOGY SERVICES

- ❖ Disaster Recovery – We tested the fiber redundancy at DR with good results. We also hooked up the VPN router for remote DR access.
- ❖ VOIP/Unified Communications – The WWTP T1 for the point to point is installed. The router at WWTP is also installed. We will work with Quantum to configure the connections.
- ❖ Wakefield/Cranberry Accounts – We are working with Eden development to get the data in a format that will be compatible with GIS.
- ❖ WPD RMS/MDC Testing – We have a meeting with Chief Spaulding on 01/04/2012 anticipating a cutover date of March 1st.
- ❖ Enterprise Vault (EV) – SHI provided a refreshed quote because the previous quote expired. The licensing cost increased \$2,623.10.

HUMAN RESOURCES

1. Recruitment & Promotions

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	1	1	0	39
Part-time	0	0	0	0
Temporary	0	1	0	10
Seasonal	0	0	0	0

b) Hired:

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

b) Facilitated the Police Department Sergeant's Promotional Testing Process, graded tests, verified test results, and communicated the results to the Chief and test participants.

2. Risk Management

- a) Two (2) insurance claims were filed in the month of December.
- b) A Safety Committee Meeting was held in December. Members discussed ongoing safety training, the upcoming CPR/AED/First Aid/Bloodborne Pathogen training, the planning of lock-out/tag-out training, building evacuation plans, the draft Substance Abuse Policy, the driving policy, the LGIT hazard evaluation survey and confined space permit recordkeeping.

3. Training

- a) Office personnel safety training program for OSHA compliance completed.
- b) CPR/AED/First Aid/Bloodborne Pathogen Training for Administrative Staff was planned and has been scheduled for January.
- c) Initiated the scheduling of two separate three-hour Reasonable Suspicion Drug and Alcohol seminars to be presented by LGIT in January. The training is required by the Department of Transportation for the supervisors of employees that hold a commercial driver's license (CDL) for a position at the City.
- d) Initiated the scheduling of two separate two-hour Preventing Harassment in the Workplace seminars to be presented by LGIT for employees that have not previously received preventing harassment training.

PLANNING, ZONING & DEVELOPMENT

Economic Development/Main Street

- Prepared and distributed the weekly Main Street Weekend Happenings.
- Prepared “Shop Downtown Westminster” and “5-4-3-2 The New Year” ads that ran in The Advocates and The Northern News. Placed “5-4-3-2 The New Year” on the electronic calendars of the local papers and Westminster Patch. Prepared and distributed a flyer for the “5-4-3-2 The New Year” event. Attended and photographed the “5-4-3-2 The New Year” event. Forwarded photos to local media.
- Distributed the prizes to the Westminster Shopopoly winners. Received thank you’s from several of the participants. 4 of the Main Street Gift Certificates have been used to date. The person is spending approximately 50 cents more for every dollar provided on the gift certificate.
- Completed distribution of McDaniel Discount Guide window label with the QR Code to merchants. Sent a note to a McDaniel Free-Press reporter advising that the stickers were in place for the McDaniel Community to use.
- Received the Mayor’s Cup score sheets from the judges. Tallied the scores. Took the Mayor’s Cup to the engraver. Notified the winners to attend the December 12th Common Council meeting. Photographed the winners receiving the award and forwarded a photo and caption to the local media.
- Had this year’s Miracle on Main Street photos placed on the website. The winners of “Westminster Shopopoly” were placed on the Westminster Shopopoly page. Updated Main Street Shopping, Dining & Services pages. Selected & resized photos for the front page of the City website.
- Continue to provide information to a local CPA/attorney regarding incentives available to prospective manufacturing firms interested in locating in Westminster.
- Discussed and provided a BeSmart Business brochure for low-interest loans for energy-efficiency improvements to the owner of the properties at 10-14 Pennsylvania Avenue, as he is currently in the process of rehabilitating them.
- The façade project at 206 East Main Street has been completed, waiting on invoices from the Historical Society. The façade project at 182 East Main Street has been suspended due to weather conditions. The brick pointing cannot be done below 40 degrees. The façade project at 51 East Main Street has been suspended also due to weather conditions. The owners of 19 Park Avenue are deciding whether or not to comply with the conditions placed upon them by the Maryland Historical Trust or to forgo the façade grant. The sign project at 263 East Main Street was denied funding by MHT and DHCD, as the sign was installed prior to MHT review. I have expressed major concerns about this since it took 26 days to be entered at MHT from when it was mailed here and 48 days before the review began. Provided façade applications to the owner of 11 Liberty Street and the commercial tenant at 204 East Main Street.

- Hotlooks Hair Design at 178 East Main Street opened for business on December 6th.
- The Snooper's Shop at 185 East Main Street is now open.
- Been working with a former Main Street merchant to establish a skateboard/snowboard shop on Main Street. Provided several locations for his review. The shop will be called KliQ Boardshop will be located at 85 West Main Street. The shop is expected to be open on or around January 21st.
- Compiled photographs of Downtown Westminster for DHCD, as they are creating a Main Street Maryland website.
- Completed the NBW, CL- Façade Program, Smart Sites and CL- Pennsylvania Avenue Lighting Quarterly Reports for DHCD.
- Attended the "Get Business Now" Small Business Conference at Carroll Community College on January 6th.
- Talked and sent photographs of Downtown Westminster to a travel writer for the Baltimore/CBSLocal.com website who is doing an article on Westminster's Main Street.

Comprehensive Planning

- Provided technical assistance relating to zoning and land use for 18 inquires from the public; including residents, real estate appraisers and developers
- Prepared agenda items for the Westminster Planning Commission (WPZC) Meeting on December 8, 2011; the Commission concluded deliberation of Zoning Text Amendment 11-0, for changes to sign ordinance
- Reviewed and approved 12 Building Permits on behalf of the Zoning Administrator
- Settled 9 Water Allocation Issues: 258 East Green Street; 450 East Main Street; 1012 Baltimore Boulevard; 1731 Littlestown Pike; 920 Old Westminster Pike; 41 North Court Street; Len Stoler Jeep Dealership and Knorr Brake; as well as the Former Carroll Youth Services Bureau which will become three new businesses: an eye doctor, a personal trainer and a dentist office
- Wrote "Lien Verification Letter" for 5 Webster Street; Provided DRS with information about Annexation #45, the Emmert Property
- Partnering with Carroll County Community Mediation Center to develop a list of the Homeowners Associations (HOAs) within the City of Westminster; support based on request to offer mediation services to local HOAs

- Working with Administrative Coordinator to organize department files and to recreate Planning Department Library (which had been dismantled during the move from City Hall to 56 West Main in 2008)
- Attended the HEARTH Implementation Group Meeting on December 16, 2011; provided information to members about Westminster demographics, housing statistics and zoning
- Prepared the 2011 application for Westminster to be recertified as a Tree City USA and the 2011 application for Westminster to receive a Growth Award; applications included an overview of the projects and programs completed by the Tree Commission in 2011 as well as proposed projects and programs for 2012
- Organized Neighborhood Tree Planting along West Main Street; within in McDaniel campus: this is a partnership project between McDaniel College and the Westminster Tree Commission

Development Plan Review

- Giant Fuel Facility 2nd Amended Public Utility Easement Plat received.
- Chick-fil-a and Taco Bell are open for business.
- Knorr Brake- Lower Water usage calculation submitted owners attorney drafting a letter to discuss the change.
- Plan Review: Griswold Property resubmitted.
- Plan Review: PFG/Carroll County Foods; 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; Owner requested reduction of fees
- Plan Review: Nurseries Property Plat removing Protected SWM land
- Bond Release: Bolton Hill \$485,871.00 Released
- Plans: Wal-Mart Super Center; Field at Pheasant Run;

- EDEN: Invoice for Tax Credit-McMasters \$1,361.90
- Sign Permits Issued: 10 permits Total \$500.00 [Sonrise Church; American Legion; Meadow Creek Apts; Jiffy Wash]

Code Enforcement

<u>Type of complaint</u>	<u># of incidents</u>	<u># of compliances</u>	<u># court cases/fines</u>		<u>Overall %</u>
High grass/weeds	0	0	1	0	0
Untagged vehicles	4	3	0	1	17
Trash/Rubbish	4	4	2	0	17
Property Maint.	1	1	1	0	4
Solid Waste	2	2	0	0	8
Rent Reg.	5	5	0	0	21
Private Inspections	1	1	0	0	4
Sidewalks	0	0	0	0	0
Trees/Hedges	2	0	1	0	8
Condemnations	0	0	0	0	0
Water shut offs	0	0	0	0	0
Other/zoning	<u>5</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>21</u>
Monthly totals	23	21	5	1	100
YTD(fiscal)	225	172	21	29	100

<u>Type of inspection</u>	<u># of inspections</u>	<u># passed</u>	<u>Overall %</u>
Annuals	29	22	76
Re-Inspections	7	7	100
New Units	5	4	80
LL request	0	0	0
Tenant request	1	0	0
Special	0	0	0
HQA	2	1	50
Damage	0	0	0
Monthly totals	44	34	77
YTD(fiscal)	203	138	68

Code Review

- Working on sending snow/ice reminders to all who received warnings/citations last winter.
- Will be attending MDE lead paint meeting on 1-5-11 at 7pm at Winters Mill H.S.
- \$540.75 awarded in court judgments on 12-20-11.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
Dec 2011	1,038	69	18	7	147	190
2011 YTD	11,957	712	144	94	3,069	1,989
2010 YTD	12,073	737	205	115	3,389	2,850
2009 YTD	11,785	714	199	93	4,076	2,205

Significant Cases in December:

Crime: **Armed Bank Robbery**

Date/Time of Report: December 2, 2011 @ 11:50 a.m.

Location: Farmer's and Merchant's Bank, Clifton Blvd.

Details: Officers were dispatched to the bank at approximately 11:50 a.m. for the report of an armed robbery. The suspects, a male and a female, were reported to be leaving the area of the bank in a light blue Ford Explorer. Responding officers observed a vehicle matching that description near the intersection of Englar Road and Route 140. When they attempted to stop the vehicle, a high speed chase ensued. Police personnel from the Westminster Police Department, MSP and the Sheriff's Office pursued the vehicle west on Route 31 and into Frederick County where the vehicle eventually pulled to a stop. Both suspects were taken into custody without incident and evidence relating to the robbery was recovered from the vehicle. Subsequent investigation revealed that the suspects had also committed two (2) additional bank robberies in Baltimore County in the weeks prior to this case. Additionally, the male suspect has prior convictions for bank robbery and has served time in the Federal penal system.

Arrested/Charged: Gregory Steven Horn (38 years of age) of Glen Burnie MD
Kelly Nicole Smith (23 years of age) of Baltimore MD

Crime: **Attempted Robbery**

Date/Time of Report: December 12, 2011 @ 4:45 p.m.

Location: Walgreen's Pharmacy, Meadow Creek Road

Details: Officers were dispatched to the pharmacy at approximately 4:45 p.m. for the report of an attempted robbery. Upon arrival they spoke with an employee who advised that the suspect had approached the pharmacy counter and handed the clerk a note stating that he was armed and demanded specific controlled medications. When the clerk hesitated for several seconds, the suspect took back the note and walked out of the store without

receiving any money or drugs. Responding officers were unable to locate the suspect. This case remains under investigation.

Arrested/Charged: No one at this time

Crime: **Armed Robbery**

Date/Time of Report: December 13, 2011 @ 7:30 p.m.

Location: Unit block of Charles Street

Details: The victim in this case reported that he was alone and conducting renovation work in an unoccupied home in the unit block of Charles Street at the time of this event. At approximately 7:30 p.m. he heard someone enter the home through an unlocked side door. The suspect, who was wearing a Halloween-style mask and was armed with a knife, approached the victim and demanded money. The victim turned over a small sum of U.S. currency and the suspect fled the residence on foot. The victim was not injured. A search of the immediate area by officers and a police canine failed to produce a suspect. This case remains open.

Arrested/Charged: No one at this time

Crime: **Strong-Armed Robbery**

Date/Time of Report: December 21, 2011 @ 8:00 p.m.

Location: Anchor Street

Details: The victim reported that an acquaintance had given him a ride from Baltimore to Westminster during the evening of December 21st so that he could visit his wife. He reportedly fell asleep during the ride and was later awoken in the area of Anchor Street by the sounds of several subjects beating on the exterior of the car. These subjects reportedly dragged him from the rear of the car, beat him up and took his backpack. The suspects then fled the area on foot. The victim waited approximately 90 minutes prior to making a report to the police. A search of the area for suspects proved negative. The victim subsequently was transported to the hospital for treatment of his injuries.

Arrested/Charged: No one at this time

Crime: **Armed Robbery**

Date/Time of Report: December 30, 2011 @ 7:10 p.m.

Location: Anchor Pharmacy, Washington Height's Medical Center

Details: Officers were dispatched to the pharmacy for the report of an armed robbery. Upon arrival they spoke to several employees who indicated that the suspect had entered the pharmacy wearing a mask and displaying a handgun. The suspect immediately approached the pharmacy counter and demanded specific medications. After obtaining a quantity of those medications from the clerk, the suspect fled the area on foot in an easterly direction. A helicopter and canine search of the area failed to produce a

suspect. No one was injured during the robbery. It is noted that this establishment was robbed in a similar manner on October 24, 2011 and it is believed that the same suspect is responsible for both robberies. These cases remain under active investigation by Detectives.

Arrested/Charged: No one at this time

Crime: **Residential Burglary**

Date/Time of Report: December 10, 2011 @ 3:45 p.m.

Location: Apartment in unit block of West Main Street

Details: The victim in the case reported that the apartment rented by her and her roommates was burglarized at some time the preceding evening while they were away visiting friends. Items stolen included electronics, currency and medication. Entry to the apartment was apparently gained through an unlocked window. A review of video surveillance footage from a neighboring business resulted in the identification of two suspects. Charges are pending in this case.

Arrested/Charged: No one at this time

Crime: **Commercial Burglary**

Date/Time of Report: December 11, 2011 @ 2:55 a.m.

Location: Farmer's and Merchant's Bank, Clifton Blvd

Details: Officers responded to the bank at approximately 2:55 a.m. for a burglary alarm. Upon arrival they found that a rear door had been forcibly entered. The interior of the bank was checked and it was determined that the suspects had fled prior to the arrival of the police. A check of the video surveillance system revealed that the bank had been unlawfully entered by two suspects who destroyed the alarm panel prior to ransacking the teller area. A systematic search by bank staff revealed that nothing had been stolen during the burglary. It is not believed that this event is related to the robbery of the same establishment on December 2nd. This case remains under investigation by Detectives.

Arrested/Charged: No one at this time

Crime: **Commercial Burglary**

Date/Time of Report: December 22, 2011 @ 7:10 a.m.

Location: Dutterer's Flower Shop (100 block of Pennsylvania Avenue)

Details: The victim reported that her business was forcibly entered during the overnight hours. Responding officers found that a rear basement door had been pried open to allow access to the interior. Several areas of the building were ransacked but it does not appear that anything was stolen. At this time there are no active leads in this case.

Arrested/Charged: No one at this time

Significant Activities in December:

- During the holiday season the Police Department once again collaborated with the Carroll County Sheriff's Office to conduct the ***Holiday Crime Prevention Patrol Initiative*** in our commercial areas. Two WPD police officers and two sheriff's deputies were assigned to patrol the Route 140 shopping district during peak shopping hours in advance of the Christmas holiday. An additional officer was assigned to the Main Street shopping district. After business hours, these officers shifted their focus to aggressive driving and DUI patrols along the Route 140 corridor. This is the 8th year of this effort and once again this year there have been no major crimes in the assigned area during the hours of the initiative.
- On December 7th several members/volunteers of the Westminster Police Department were recognized during the ***Governor's Annual Crime Prevention Awards*** ceremony in Glen Burnie. Our local award recipients included the Police Department's uniformed volunteer program (S.C.O.R.E. Program), S.C.O.R.E. Volunteer Casey Combs (our Volunteer of the Year for 2010) and the Carroll County "Camp Cops" program. Each of the awards was presented by Secretary Maynard of the Department of Public Safety and Correctional Services.
- During December Lieutenant Douglas Johnston successfully completed the year-long ***Foundations of Leadership*** training program which was presented by the Executive Development Institute of the Maryland Police Training Commission. This program, which is designed for first-line administrators, offers a challenging executive development experience with practical information based on evidence-based leadership principles and practices essential for meeting the organizational challenges of the 21st Century. Lieutenant Johnston is the first member of the Westminster Police Department to complete this rigorous training program. He is also a past graduate of the Northwestern University School of Police Staff and Command.

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
 - Working on Recreation and Parks guide to go out in January
 - Continue to manage the banner reservations across main street
 - Continue to update and manage recreation and parks website, cities home page and face book page
 - Member of the department recorded “Give Local” plea with CMC
 - Hold quarterly meeting with the Recreation and Parks Advisory Board
- Municipal Pool
 - New ADA guidelines coming out that will affect operating cost for fy 13. Handicap lifts will be necessary for next year’s compliance
 - Off season pool repairs on deck caulking, tile and grout replacement complete
 - Create 2012 Pool Brochure
 - Schedule dates with the Health Department for Sun Screen protection
- Programs and Events
 - Begin preparations for annual Easter Egg Hunt
 - Book off site facility dates with Martins, Golf Course, Best Western, John Street Quarters and others
 - Continue Parent Night Out

- Promoting sponsorship for the Flower and Jazz Festival
 - Rec on the Move at Westminster Senior Center
 - Begin preparations for Father Son Golf
 - Continue painting entire 2nd and 3rd floor
- Summer Camp
 - Robin will be heading up summer day camps
 - Rewriting job descriptions for camp positions
 - Preparing add for summer staff
 - Redesign layout of camp administration
- Family Workout Center
 - New Memberships - 91
 - Temp Student Membership - 28
 - Recorded over 5,787 member visits and 347 guest visits to the center
 - Revenue for the month – Enrollment \$320., Monthly Dues \$18,244., Rent \$1,995., Guest fees, \$1,687., other \$1,352., Totaling \$23,598
 - Host Red Cross blood drives
 - Collected over 245 lbs of food for Carroll County Food Sunday
 - Work continues on the Family Center showers
- Parks
 - Developing a new job description for Park Monitor
 - Working with Recreation Councils to assist with park maintenance and projects
 - Redeveloping park and facility permits

PUBLIC WORKS

WASTEWATER TREATMENT PLANT

Total Flow 186.137 MG

Ave. Daily Flow 6.004 MGD

Sludge (Integrated Agronomics) 408.833 wet tons

Septage Sludge 63.82 wet tons

Operations:

- Installed Spare digester blower in Aeration blower #4 position to save money.
- Removed the roof of the barscreen building for barscreen rehab project
- Assisted Parkson in the removal, rebuild and reinstallation of the influent barscreen
- Safety training
- Recycles to Landfill
- Routine Maintenance

UTILITY MAINTENANCE DEPT.

WATER LEAKS:

1209 Fairway DR (Private)
874 Quiet Meadow DR (Private)
681 Johahn DR (Private)
1250 Campus CT (Private)
832 Ewing DR (Service)
350 N. Colonial Ave (Service)
1201 Old New Windsor RD (Service)

SEWER BLOCKAGES:

817 Ewing DR (Lateral)
334 Stoner Ave (Private)
140 College View BLVD (Lateral)
133 E. Main ST (Lateral)
926 Ruby CT (Lateral)

MISCELLANEOUS:

- Meter Replacement
- Miss Utility Markings
- Meter Readings
- 23 High Water Bill Inspections
- Annual Water Main Flushing

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:

- Assisted with removal of brush, metal, yard waste and bulk trash
- Assisted with running the leaf vac. picking up loose leaves on city streets
- Assisted with cleaning up leaves in city parks
- Assisted with putting out marker poles for plowing
- Assisted with cleaning city parking lots
- Assisted with planting builds at Mathers Garden at City Hall
- Assisted with a tree complain at 322 Bishop Ct.
- Assisted with cleaning up sidewalks and flower beds at 56 West Main St
- Assisted with the pruning of trees on Collier Ct.
- Assisted with cleaning up a tree that was knocked down by a truck at 2 Court St.
- Assisted with measuring sidewalks for Larry
- Assisted with gathering info for tree city USA application

Building Maintenance section performed the following:

- Assisted with fixing and replacing lights on holiday decoration several times do to vandalism
- Assisted with fixing the lights at Locust Mall by putting in new ballasts(Three)
- Assisted with fixing lights at the Conway lot
- Assisted with putting in a handicap spot at Albion Lot
- Assisted with putting out three handicap signs for private parking on the streets.
- Assisted with repairing the mens shower at the family center

Streets and Alleys section

- Street Baskets---1.75T
- Bulk trash---47.44T
- Brush---6.75T
- Yard Waste---51.56T

Paper Recycling---
Street Sweepings---
Tires---1.17T
Metal---.82T

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with putting out dumpster for larger piles of bulk trash
Assisted with helping the Building Maintenance Department with various projects
Assisted with running the leaf vac. picking up loose leaves on city streets
Assisted with

Street Maintenance section

Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with fixing various potholes around town
Assisted with fixing holes on Kriders Church Rd
Assisted with running the leaf vac. picking up loose leaves on city streets
Assisted with milling and black toping a patch on Locust St
Assisted with road inspections
Assisted with tub grind

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 City and the Engineer agreed to expand CCTV Inspection of the City Sewer System. Contractor expects to start CCTV Inspection for another section of the sewer system the first week of February, 2012.

5. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - the Project is substantially completed.
6. Gesell Well- City provided the Engineer with comments to the submitted specs and drawings. The Engineer is working on addressing comments.
7. Pennsylvania Avenue lighting Improvements, Phase II- The project is awarded to the Pipes and Wires services, Inc. Contractor and the City in the process of signing of the contract documents.
8. Rehab of the CMP Storm Drain Pipe at Clifton Boulevard- Mar- Allen The project is completed and under one –year warranty.
9. Annual Paving Contract for the FY 11-12. The Project is on hold till Spring, 2012.
10. City Hall Repairs- The roof repairs substantially completed. Painting of the metal portions of the roof is on hold till Spring, 2012. City approved Patrick Construction’s proposals for the patio renovation.

CRANBERRY WATER SYSTEM SOURCES

RAW WATER TO PLANT IN MG		
RAW METER TOTAL	44.88011	MG
RECYCLED WATER TOTAL	4.84639	MG
% RECYCLED	10.799	MG
CIP WASH WATER/MEMBRANE CELLS	0.16416	MG
TOTAL	44.71595	MG
RAW WATER SOURCES IN MG		
CRANBERRY BRANCH	26.63005	MG
HULL CREEK	14.9419	MG
RAW RESERVOIR	3.144	MG
OTHER	0	MG
TOTAL	44.71595	MG
TREATED IN MG		
FINISHED WATER FLOW METER	45.4182	MG
TOTAL TREATED	45.4182	MG
BACKWASH WATER/RECYCLE FILTER	0.1139	MG

DELIVERED TO SYSTEM	45.3043	MG
WELLS IN CRANBERRY SYSTEM IN MG		
WELL 3	2.41434	MG
WELL 4	1.1848	MG
WELL 5	6.80635	MG
WELL 6	2.64911	MG
WELL 7	4.798345	MG
WELL 8	3.046399	MG
WELL 9 & 10	2.582645	MG
WELL 11	4.179875	MG
WELL 5 BACKWASH WATER	0.00028	MG
WELL 7 BACKWASH WATER	0.28646	MG
TOTAL DELIVERED	68.499599	MG
TOTAL DAILY AVERAGE	2.2096645	MG
DAY OF MAXIMUM USAGE		
12/4/11	2.56407	MG
RAINFALL	3.83	
WAKEFIELD VALLEY WELLS SYSTEM IN MG		
WELL 1	2.5653	MG
WELL 2	3.41499	MG
TOTAL DELIVERED TO SYSTEM	5.98029	MG
WAKEFIELD FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.19291	MG
DAY OF MAXIMUM USAGE		
12/19/11	0.37623	MG
SLUDGE PUMPED TO WWTP	199,640	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.

Respectfully submitted,

Marge Wolf
City Administrator