

**CITY OF WESTMINSTER, MARYLAND**  
**STATUS & INFORMATION REPORT No. 10 FOR 2010**



To Mayor Utz and Members of the City Council:

**UPCOMING MEETINGS**

<b>** May 2010 **</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Council Meeting	11	12	13 Planning & Zoning Commission	14	15
16	17	18 Arts and Culture Task Force @ 6:30 pm – Carroll Arts Center	19	20	21	22
23	24 Council Meeting	25	26	27	28	29
30	31 HOLIDAY					
<b>** June 2010 **</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Planning & Zoning Commission	11	12
13	14 Council Meeting	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Council Meeting	29	30			

## GENERAL GOVERNMENT

Attended fourth meeting of the Arts and Culture Task Force

Attended meeting at the Waste Water Treatment Plant to discuss upgrade

Hosted lunch for DPW workers to thank them for the great snow removal job this year

Presented FY2011 budget to the Common Council

Hosted the groundbreaking ceremony for the Union Crossing housing project

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	19
Press Releases	6	74
Videos	3	17
Council Meetings	2	17

## HUMAN RESOURCES

### 1. Benefits

- a) Requested and received approved for 15-month renewal from United Healthcare for Dental, Vision, Life, AD&D, Short-term Disability and Long-term Disability plans at no increase in rates
- b) Facilitated representative visit for the Nationwide deferred compensation participants
- c) Planned a Lunch and Learn Identity Theft and Scams workshop provided by First Financial Federal Credit Union to be held in May
- d) Planned a Lunch and Learn Pre-Retirement Planning workshop provided by Nationwide Retirement Solutions to be held in July

### 2. Committees

- a) Held an Employee Wellness Committee Meeting to discuss nomination of wellness award and wellness lunch and learns
  - 1) Submitted nomination for The Partnership for a Healthier Carroll County Worksite Wellness Award for the City's Employee Wellness Program
  - 2) Planned four (4) health and wellness lunch and learns to be held in the months of June and July presented by Business Health Services, the City's Employee Assistance Program (EAP) provider

### 3. Trainings

- a) Planned safety training for Public Works employees provided by IWIF

- b) Planned National Safety Council Defensive Drivers for Public Works employees in coordination with Carroll County Government to be presented by The Local Government Insurance Trust (LGIT)

3. Recruitment

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>	<u>New Hires</u>
Full-time:	1	0	0	0	1
<u>Temporary/Seasonal:</u>					
Temporary	0	0	0	0	0
Summer	0	0	0	0	12
Intern	0	0	0	0	0

4. Risk Management

- c) Three (3) insurance claims filed
- d) Managed the annual renewal of property, liability, automobile and pollution liability insurance plans for FY11
- e) Facilitated the IWIF Workers’ Compensation Insurance annual loss control site visit
- f) Applied for Training Grant from the Local Government Insurance Trust for Employment Law Training For Supervisors

5. Staffing and Compensation

- a) Updated MML Compensation Survey System with new health insurance plan information

**PLANNING, ZONING & DEVELOPMENT**

**Comprehensive Planning**

1. Provided technical assistance relating to zoning and land use for 36 inquires from the public; including residents, real estate appraisers and developers.
2. Presented the 2009 Westminster Comprehensive Plan to a Land Use Planning Class at Shepherd University on April 5, 2010.
3. Organized and participated in the Arts and Culture Task Force Meeting on April 6, 2010.
4. Planned and attended the Westminster Planning and Zoning Commission Meeting held on April 8, 2010.

5. Conducted comprehensive development review on the following site plans: IHOP Restaurant, J&P Restaurant, and Walgreen's Pharmacy.
6. Coordinated the opening of the Westminster Community Gardens with 25 new gardeners.
7. Wrote site plan approval letters, on behalf of the Westminster Planning and Zoning Commission, for the following: Roops Mill Subdivision, Westminster Technology Park and Chipotle/Vitamin Shoppe Building.
8. Wrote the Draft "Arts & Culture Task Force Final Report," including the Recommended Action Plan, to be presented at May 18, 2010 meeting.

### **Natural and Cultural Resources and Planning/GIS**

1. Staffed one meeting of the Historic District Commission.
2. Submitted documentation to MEA for Jane Lawton Loan and EECBG for City energy conservation projects.
3. Interviewed and hired GIS summer intern- Nancy Takeichi.
4. Organized and coordinated Arbor Day event at Cranberry Station Elementary in conjunction with the Tree Commission.
5. Reviewed site plans for Walgreens, New York J&P, IHOP, and Chipotle/Vitamin Shoppe.
6. Provided topography and adjacent property owner information in support of Sewer Interceptor I&I study and Turnaround facility at Vo-Tech well.
7. Began coordination activities with Belle Grove Square neighborhood for 2010 Holiday House Tour
8. Coordinated with SHA on tree placement and selection for planting project at Wakefield Valley trail.
9. Provided mapping for Flower and Jazz festival to the Recreation Department.
10. Met with representatives from engineering firm representing Wal-Mart regarding expansion plans.

### **Development Review**

1. Public Works Agreement was prepared and executed for Union Crossing project and surety posted for the work.

2. Released surety for Village of Meadow Creek, Section 1; Village of Meadow Creek, Section 2; and Integral Components – one year maintenance.
3. Continued plan review for the following projects: Union Crossing; Crossroads Square - Lone Star Steakhouse Redevelopment (Chipotle and Vitamin Shoppe; Westminster Shopping Center – Susquehanna Bank; and The Shoppes at Meadow Creek – Walgreens, New York J&P Pizza and IHOP.
4. Conducted pre-submittal conference for expansion of existing Wal-Mart store to super center. Working with water allocation issue for new 20,000 square feet of floor space.
5. Collected a total of \$4,000 in development review fees: IHOP – Shoppes at Meadow Creek - \$1,700; and Griswold Property at Wakefield Valley - \$2,300.
6. Recorded lien for 349 Buck Cash Road and released lien for 307 Crestview Court.

### **Economic Development**

1. Arranged for an on-site visit of the Albion Building with the owner to have Susan Williamson ascertain how art could be temporarily displayed in the storefront at 7 East Main Street and to view potential mural opportunities in the hallways to the apartment units.
2. Met with the auditors conducting the financial review audit of the Westminster Town Center Corporation on April 6<sup>th</sup> and 7<sup>th</sup>.
3. Photographed The Arbor Day Ceremony and Tree Planting for the Tree Commission at Cranberry Station Elementary School on April 7<sup>th</sup>.
4. Distributed the required Health Department permit applications to Main Street restaurateurs participating in the Flower & Jazz Festival. Followed up on the completion and collection of the applications
5. Photographed the competitive race and the fun run at The Main Street Mile event in Downtown Westminster on the evening of April 14<sup>th</sup> for future marketing purposes.
6. Met with State Tourism employees as part of their familiarization tour of Carroll County on April 15<sup>th</sup>. Provided them with the Westminster brochure, Downtown Westminster dining, shopping and major events rack cards and Flower & Jazz Festival rack card, along with answering individual questions that they had about Westminster.
7. Photographed the various activities that were on-going during the Westminster Clean-Up Day on April 17<sup>th</sup>.

8. Attended the Main Street Maryland training session on April 22<sup>nd</sup> entitled “Nourishing Downtown: How Restaurants Can Feed Your Revitalization Efforts” in Takoma Park.
9. Made a business recruitment visit to Takoma Park shops after the Main Street training.
10. Met with the Historical Society of Carroll County to discuss the Downtown Westminster Façade Improvement Program and their potential façade projects on the Kimmey and Shellman houses. Provided them with program information and applications.
11. Provided the McDaniel College Undergraduate Admissions Office with Downtown Westminster dining and shopping rack cards, Flower & Jazz Festival rack cards and parking guides.
12. Photographed the groundbreaking of the Union Crossing project, along with the ribbon-cutting of the Pennsylvania Avenue Streetscape Project, on the morning of April 23<sup>rd</sup>. Placed highlights on the City website. In the afternoon, photographed the ribbon-cutting ceremony of the Lions Club Playground in Westminster City Park.
13. Met with the Downtown Westminster Farmers Market Committee to discuss the upcoming season on April 28<sup>th</sup>. 11 vendors have formally submitted their applications to date. Expect to see 2-3 more applications returned before the season starts.
14. Taped a radio program on WTTR with County Tourism Director Barb Beverungen on April 29<sup>th</sup>. The program will air on the morning of May 29<sup>th</sup> and discusses all of the major events happening in Downtown Westminster from May 29<sup>th</sup> through July.
15. Prepared the May/June issue of the Downtown Westminster Main Street News.

### **Community Development**

1. The following sign permits were processed in April 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	5	\$250
YTD Totals	48	\$2,850

2. Conducted two housing counseling sessions.
3. Helped to coordinate and oversee 2010 Spring Clean-Up Day in conjunction with McDaniel College and Carroll Community College that brought together over 70 volunteers.
4. Attended a housing counselors meeting that focused on the pros and cons of Chapter 7 and Chapter 13 bankruptcy options for homeowners.
5. Organized and implemented the groundbreaking ceremony for Union Crossing and the Pennsylvania Avenue Streetscape Project.
6. Attended the pre-construction meeting for the Union Crossing project.

## **Zoning**

1. The Arts and Culture Task met Tuesday, April 6, 2010 at 6:30 p.m. at the Carroll Arts Center. The Task Force discussed the promotion of the “Arts and Culture Neighborhood” as a tourism opportunity and how it relates to and connects with the City’s existing arts and culture industry and downtown. The Task Force’s next meeting is presently being scheduled (likely mid-May 2010) at which time it is expected the group will approve its final report and recommendation. Thereafter, the Task Force will forward its final report and recommendation to the Mayor and Common Council for action.
2. Work continues to have an updated Chapter 119 in place and effective by July 1, 2010. The City Attorney has the background information to put into the final ordinance. We are still tracking a July 1, 2010 date for implementation. Due to the change in the City Attorney in mid-process, it is possible this date could be delayed.
3. The following construction inspection fees were paid in April 2010:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$44,247.00	\$18,936.50	\$29,286.50

4. Approved 35 building permits in April 2010.
5. The Planning and Zoning Commission met with the Carroll County Planning Commission on Thursday, April 8, 2010 at 7:00 p.m. in City Hall. The Commission approved the revised preliminary plan for the Roop’s Mill subdivision and the site development plans for the Lone Star Steakhouse

redevelopment (to become Chipotle and Vitamin Shoppe in new building) and a new building (approximately 90,000 square feet) on Lot 5 in the Westminster Technology Park. Additionally, the Commission reviewed and offered comments on Special Exception Case No. A10-1 (Giant Food Fueling Station) and the City's proposed Capital Improvements Program for FY 2011-2016. Finally, the Commission conducted a preliminary review of the proposed site plan for a new medical office building on Magna Way.

- The following fees related to new and expanded development were paid in April 2010. As of the end of April 2010, the numbers below reflect approximately twice as many new houses this year compared to the fiscal year ending June 30, 2009.

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$27,120.00	\$10,992.00	\$7,680.00
YTD Totals	\$205,570.00	\$175,624.00	\$94,208.00

- Sent 10 zoning letters in April 2010.
- Settlement between the City and Episcopal Housing Corporation occurred on April 15, 2010 for the property known as 57, 59, 61 and 63 Union Street. There was extensive work leading up to the settlement between the City, Episcopal and TRF, the construction lender for Episcopal. A ceremonial groundbreaking ceremony occurred on Friday, April 23, 2010 and construction will begin in May, with the anticipation that the first four houses along Union Street will be placed in early June 2010.

### Code Enforcement

- A total of 72 separate code issues were handled during April 2010:

Type of Complaint	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	13	12	1	18%
Trash and Rubbish	2	1	0	3%
Weeds and Grass	39	29	1	54%
Property Maintenance	10	10	0	14%
Solid Waste	2	2	1	3%
Condemnations	1	1	0	1%
Private Inspections	0	0	0	0%

Trees and Hedges	1	0	0	1%
Sidewalks	2	2	0	3%
Rental Registration	2	2	0	3%
Water Violations	0	0	0	0%
Snow Removal	0	0	0	0%
All Others	0	0	0	0%
Monthly Totals	72	59	3	100%
Yearly Totals	413	347	25	100%

2. The following HQS inspections for the Section 8 Program were completed during April 2010:

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	22	12	10	45%
HQS Re-Inspections	4	0	4	100%
HQS Supervisory	3	1	2	66%
HQS New Units	8	7	1	13%
HQS Special	1	1	0	0%
Monthly Totals	38	21	17	45%
YTD Totals	277	113	164	59%

3. The City's Code Inspector participated in one staff meeting for Planning and one staff meeting for Housing.
4. The City's Code Inspector attended five District Court cases and one case in Circuit Court. In most cases, the City's Code Inspector appears in court on behalf of the City, without the City Attorney. This amounts to about 80% of the cases that go to District Court.
5. The City's Code Inspector completed the updating of the code database for April 2010.

POLICE DEPARTMENT

<b>Time Frame</b>	<b>Police Calls for Service</b>	<b>Adult Arrests</b>	<b>Juvenile Arrests</b>	<b>DUI Arrests</b>	<b>State Traffic Citation</b>	<b>Foot/Bike Patrol Hours</b>
<b>April 2010</b>	1,027	85	20	11	335	252
<b>2010 YTD</b>	<b>3,730</b>	<b>278</b>	<b>65</b>	<b>47</b>	<b>1,180</b>	<b>963</b>
<b>2009 YTD</b>	3,487	190	67	38	1,174	654

Significant Cases in April:

- 1. Robbery (Reported April 6, 2010):** On April 6<sup>th</sup> at approximately 7:45 a.m. officers were dispatched to the area of Lincoln Road for a reported assault in progress. A witness living in the area called to report that she observed a male being beaten by two other males on the street near her home. Responding officers located the victim at a local gas station. The victim indicated that he had been “jumped” by two males, beaten up and his pockets had been rifled. He also reported that the suspects took cash from him during the assault. The victim refused medical treatment. A subject matching the description of one of the suspects was located and arrested in the area. This subject, Andre Bruce Mills 53 years of Westminster, admitted being in the area and he implicated a second suspect in the assault and robbery. The second suspect, Charles D. Brightful 37 years of Westminister, was ultimately identified and arrested. Both Mills and Brightful have been charged with robbery, assault and conspiracy for their role in this case.
- 2. Residential Burglary (Reported April 6, 2010):** The victim in this case reported that the attached garage of their home located in the 300 block of North Colonial Drive had been unlawfully entered at some point overnight. The garage was unlocked at the time of the burglary, but the doors were closed. The suspect(s) stole a variety of frozen foods valued at more than \$500 from freezers located in the garage and a breezeway which connected the garage to the home. A GPS unit and a sum of U.S. currency were also taken from an unlocked vehicle parked within the garage. The victim heard her dog barking at approximately 5:00 a.m. on April 6<sup>th</sup> and she believes that the burglary may have occurred at that time. The affected areas were processed for the presence of latent fingerprints. A canvass of local residents failed to produce any leads. This case remains open.
- 3. Residential Burglary (Reported April 13, 2010):** The victim in this case reported that her residence in the 100 block of West Main Street had been burglarized at some point during the day on April 13<sup>th</sup> while she was away at work. Entry was gained by breaking the glass in the front door of the home, this allowing access to the lock. A laptop computer and a sum of U.S. currency were reported stolen from the residence. Other

items of significant value were undisturbed and there were no signs of ransacking in the apartment. The areas disturbed by the suspect(s) were processed for latent fingerprints and a neighborhood canvass was conducted. This case remains open at this time.

4. **Storehouse Burglary (Reported April 30, 2010):** The victim in this case reported that a vacant home which he owned was burglarized at some time between April 19<sup>th</sup> and April 30<sup>th</sup>. The home, which is awaiting demolition, is located in the 1600 block of Littlestown Pike. Evidence in the building indicates that it was being used as a “party house” by unknown individuals due to its remote location and poor general condition. Upon inspecting the home further it was observed that a large wooden mantle valued at \$400 had been removed from the living room area of the first floor. There are no suspects or leads in this case at this time.

### **Significant Activities in April:**

1. **Lieutenant Douglas Johnston** completed his training and graduated from the **Northwestern School of Police Staff and Command** on April 15th. The 11-week senior command school was conducted by staff of Northwestern University at the Maryland Police Training Center in Sykesville. Lieutenant Johnston is only the third member of the agency to complete this prestigious training course. The funding for this training was provided in total by a grant from the Maryland Chiefs of Police Association.
2. As part of the Department’s continuing effort to develop staff for future leadership roles, we have been notified that **Lieutenant Christopher Iyles** has been selected to attend the **FBI National Academy**. The National Academy is a 10-week senior command school hosted by the FBI in their training academy in Quantico, Virginia. There is a strong focus on management and leadership development and undergraduate and graduate level credits are available through the University of Virginia. Lieutenant Iyles is slated to attend the National Academy from September through December of 2010. Lieutenant Iyles will be only the fifth member of the Westminster Police Department to attend this prestigious training program. There is no cost to the Department for this valuable training opportunity.
3. The **Main Street Patrol Initiative** in the business district has continued through the month of April. An officer has been assigned to patrol the business district 7-evenings a week (weather permitting) for a 5-hour period to address concerns about crime and disorder in the area. There were no significant incidents or crimes in the business district during April. Captain Yeager remains in regular contact with the library staff and other business owners in the area.
4. Work is ongoing on the **Consolidated Police Records Management System** which will ultimately provide a common police reporting system for the Sheriff’s Office and all 5

municipal police departments in the County. A multijurisdictional workgroup has been impaneled to develop the common report structure – the first step of the planning process. This group met for two full days during the week of April 12<sup>th</sup>. The workgroup has established an aggressive schedule to complete their work. Additional information will be provided as milestones are reached in the project.

5. The Department is moving ahead with plans to purchase a **“T-3” electric transport device** for use in the downtown business area. A T-3 is a three-wheeled device (similar in appearance to a Segway) which can be utilized by one officer to patrol sidewalks, parks and alleys. The officer stands on the T-3 and operates the controls as if they were steering an electric bicycle. The device is battery-powered and can be operated for 8 hours on only 10-cents worth of electricity. The T-3 is widely used within law enforcement in lieu of foot and bike patrols. Some of the funds used to purchase the T-3 were donated to the Police Department by the Greater Westminster Lions Club. Asset forfeiture money was utilized to fund the remainder of the purchase price. The vehicle should be delivered and in service within 60-days.
6. During April the Department celebrated National Emergency Telecommunicators Week which was established to pay tribute to the dedicated men and women who serve their communities as police, fire and EMS dispatchers. Mayor Kevin Utz issued a Mayoral Proclamation in honor of our WPD Emergency Telecommunicators (Police Dispatchers). Each of our nine Emergency Telecommunicators received a small gift from the Department and a breakfast celebration was hosted for them at a local restaurant. The event was well attending and enjoyed by all.

Respectfully submitted,

Marge Wolf  
City Administrator