

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 11 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

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

GENERAL GOVERNMENT

Conducted public hearing on the FY2012 budget.

Conducted training for the municipal election judges and alternates.

Attended WRCC meeting about TMDL and storm water requirements.

Conducted the municipal elections. Two new Council members were elected and one incumbent returned to office.

Attended the GWDC meeting to discuss support of the airport expansion.

Attended the Chamber of Commerce luncheon with Maryland Department of Business and Economic Development key note speaker.

Met with representatives of the Fraternal Order of Police to discuss current personnel situation.

Attended meeting with the Main Street business owners.

Met with Finance Committee to review third quarter results.

| <u>COMMUNICATION</u> | <u>THIS MONTH</u> | <u>YEAR TO DATE</u> |
|----------------------|-------------------|---------------------|
| Newsletters | 1 | 15 |
| Press Releases | 8 | 69 |
| Videos | 0 | 0 |
| Council Meetings | 4 | 20 |

FINANCE AND ADMINISTRATIVE SERVICES

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 | \$ 1,888.48 | \$ 3,528.53 | \$ 171,680.00 |
| TOTALS | | \$804,568.89 | \$792,121.26 | \$66,751,730.00 |
| | | | 98% collected | |

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:

| | |
|----------|--------------|
| 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 | \$ |

Active Payment Agreements – 21

❖ Total Payment Agreements – 258 - \$257,687.54

- ❖ Total Paid off – 237
- ❖ Total Payments received - \$241,916.80 - 94% collected
- ❖ FEMA – Larry B completed paperwork - \$26,915.54
- ❖ Energy Reimbursement – mailed out 6/17/11 - \$93,000.00
- ❖ Newsletter status for ub bills?
- ❖ Tax Sale list to County - update county weekly - \$200 in fees assessed by county
- ❖ Write off procedures for UB, SA, AR, Recreation, WPD – sent to Gary
- ❖ 55 Orange Shut off tags went out 6/21.
- ❖ McGladrey was on site 6/8 – 6/14 for Single Audit work. Case file reviews for the PHA were the primary focus, along with testing invoice transactions through April 2011.

TECHNOLOGY SERVICES

Major Projects:

- ❖ **Disaster Recovery** –Currently developing an enterprise DR testing plan for the full failover to the DR site. Anticipate executing in September.
- ❖ **Electronic Payments** – Will be implemented July 1st to allow citizens to pay bills electronically via the website.
- ❖ **VOIP/Unified Communications** – Setting up appointment with Mitel to go over next steps and any changes.
- ❖ **Municast** –Developed a report to extract consumption from the Eden exports.
- ❖ **Website Re-design** – Will launch the new homepage on July 1st.

Support Hours:

| Ivy – Application Support | TOTAL |
|-----------------------------------|-------|
| Eden | 15 |
| Energy savings study | 8.5 |
| Nexgen | 5 |
| Nexgen - web self tutorial | 5 |
| Municast | 1 |
| Training - web electronic payment | 2 |
| On site visit - Street dept. | 3.5 |
| Dave – Help Desk | |
| WPD | 7.3 |
| WTP | |
| WWTP | |
| Utilities | 1.3 |
| Streets | 2 |
| Rec & Parks | 1 |
| Planning | 2 |
| Finance & Admin Svcs | |
| Public Housing Agency | |
| Human Resources | 4 |

| | |
|--------------------------|-----|
| Executive & Legislative | 1.3 |
| Matt - GIS Intern | 18 |

PUBLIC HOUSING AGENCY

- ❖ May 1, 2011 Hap: \$167,435
- ❖ Repayments received in May 2011: \$2173
- ❖ FSS escrow deposits \$388
- ❖ Wait list total active applicants: 433
- ❖ There are 247 vouchers and 13 portable vouchers that for a total of 270 unit count.
- ❖ There were 6 port-ins and 2 new admissions leased up in May.
- ❖ Homeownership Vouchers: 1
- ❖ Family Unification Vouchers: 3
- ❖ Portable vouchers paid: 3
- ❖ The filing rate in PIC is 101.5% (97% goal)
- ❖ Inspections:
 - 0 Special inspection,
 - 4 QA inspections,
 - 22 Annual Inspections
- ❖ Received HAP funding notification from HUD for CY 2011 - \$1,877,498. 50% of that applies to FY 2010, where \$1,880,736 was budgeted for the FY, and the other half for FY 2012. We planned on using \$221,000 of HAP equity for FY 2012, budgeted at \$1,891,986 from HUD. Additional HAP equity will be required for the current and next year based on this funding level. At the end of May we had \$727,021 in HAP equity.
- ❖ Administrative funding is based on Unit Months Leased. At 245/month average from the 2010 base period we are looking at \$194K in funding. Expenditures were budgeted at \$270K, including \$12K in rents, giving a net of \$258K. We appropriated \$50K as a Housing Subsidy in the General Fund to cover the difference, along with the Administrative Reserve of \$75.5K.
- ❖ VoIP RFP requests for information about the decision have come in from I-COMM and Gateway.

HUMAN RESOURCES

1. Benefits

- a) The annual election for employee health insurance benefits and flexible spending was held in May. Employees were issued information on the new CIGNA health plan and the flexible spending accounts. Insurance Status Forms were provided to employees to verify benefits currently elected and dependents covered under the various plans. Employees were provided with pre-filled CIGNA enrollment forms, and the completed forms were collected, reviewed and forwarded to Benecon for processing with CIGNA so that new insurance cards could be issued by July 1st.

- b) Two employee meeting dates were scheduled in June for CIGNA to present the new medical plan and the flexible spending accounts. In addition, Connect Care3, a new personal, confidential service designed to assist clients experiencing a concerning illness, disease or medical condition will also be presented at the meetings.
- c) Coordinated the review of the LGIT Maryland Local Government Health Insurance Cooperative agreement.
- d) Processed employee memos to notify them of the 401a matching plan contribution for FY12.
- e) The Wellness Program sponsored three lunch and learn workshops with UHC providing the presenters. The lunch and learns, and number of attendees were as follows:
 - Food in the Fast Lane – 15 attendees
 - Stress and Life Balance – 18 attendees
 - Slowing Down in a Sped Up World – 15 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 | 3 | 3 | 0 | 236 |
| Part-time | 0 | 0 | 0 | 0 |
| Temporary | 0 | 0 | 0 | 0 |
| Seasonal | 0 | 1 | 0 | 4 |

b) Hired:

| <u>Full-time</u> | <u>Part-time</u> | <u>Temporary</u> | <u>Seasonal</u> |
|------------------|------------------|------------------|-----------------|
| 4 | 0 | 0 | 6 |

3. Risk Management

- a) Six (6) insurance claims were filed in the month of May.
- b) Two hepatitis vaccination walk-in clinics were held at Carroll Occupational Health in May. 52 employees were scheduled to attend.
- c) Coordinated a visit by LGIT Loss Control for a property valuation for a FY12 insurance quote.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

- 1. Provided technical assistance relating to zoning and land use for 34 inquires from the public; including residents, real estate appraisers and developers

2. Planned the agenda and attended the Westminster Historic District Commission (HDC) Meeting held on May 5, 2011
3. Planned the agenda and attended the Westminster Planning & Zoning Commission Meeting on May 12, 2011; WPZC approved the Goodwill Amended Site Plan and the Taco Bell Redevelopment Plan; WPZC voted to provide a positive recommendation for the Zoning Text Amendment to Funeral Homes & Mortuaries in the Restricted Industrial Zone (I-R) as a special exception
4. Submitted “permission to proceed” letters following the HDC approval of 3 pre-construction tax credit applications, totaling \$106,400
5. Coordinated with Sustainable Living Maryland to open the Westminster Community Gardens on May 21, 2011; the Gardens have about 30 gardeners and 4 garden groups
6. Reviewed and approved 6 Building Permits on behalf of the Zoning Administrator; Researched and wrote 2 Zoning Verification letters
7. Worked with the Engineering Specialist to review the Griswold Preliminary Plan; provided support for May 17 and May 19 meetings to discuss details with all parties involved and offer recommendations

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; and 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 May 2011:

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

4. Prepared Public Works Agreement for the Johnston Family Medical Center facility on Lot 21A in the West Branch Trade Center. The address will be 41 Magna Way. Dr. Johnston is the physician for McDaniel College and has outgrown her current offices located in the College View Shopping Center, near Safeway. Document is currently out for review by Dr. Johnston, with anticipation that it will be signed soon. No response yet from Dr. Johnston.
5. The site plans for the new Taco Bell (same location, but new building) and the Goodwill project (modifications for new drop-off areas) were approved by the Planning and Zoning Commission at the May 12, 2011 meeting. These projects are in final review and awaiting the completion of final documentation.
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 has been conducting a traffic study to determine if any mitigation was required either on-site or on nearby City street to deal with additional traffic and flow issues. That study is ongoing.

Economic Development

1. Attended and photographed the Flower & Jazz Festival on May 7th for future marketing purposes. Posted photo highlights of the event on the City website. Provided a set of the photographs to the Recreation and Parks Department for their use. Provided the Police Department with a photograph of the motorcycle that they are raffling off from the festival upon their request. Posted a friendly note at 31 ½ West Main Street on May 2nd reminding them that Flower & Jazz occurs on May 7th and they should park their vehicles in the Westminster Square deck for the event or be blocked in.
2. Attended the Main Street Maryland Awareness Committee Meeting at the Maryland Department of Housing and Community Development (DHCD) Offices in Baltimore on May 10th. Approved the new Main Street Maryland logo and recommended approval of the tagline – Explore. Experience. Enjoy! Continue working with MD Life Magazine on the development of a Main Street Road Trips series in the magazine. Received word that a Main Street Maryland webpage will be on the MD Office of Tourism Development’s website.
3. Was the guest on the May 11th edition of the Carroll County Buzz on WTTR. Discussed downtown issues, new businesses and events.

4. Attended the “*Be SMART! Save Money and Resources Today*” training event on May 12th at the Maryland DHCD Offices in Crownsville.
5. Attended the Main Street Maryland Luncheon and Meeting at the Preservation and Revitalization Conference in Annapolis on May 19th.
6. Prepared and sent Farmers’ Market ads to the Westminster Advocate for both the Plant Sale on May 14th and Opening Day of the Farmers’ Market on May 28th. Inputted the farmers’ market information on select web-based calendar of events. Posted flyers in the downtown kiosks for both the Market and Plant Sale. Attended and photographed Opening Day of the Farmers’ Market on Saturday, May 28th for future marketing purposes. 14 vendors were in attendance, along with a lunch wagon that served Evermore Farm’s hot dogs and hamburgers. Evermore Farm is one of the market’s vendors.
7. Facilitated the showing of Westminster and Carroll County videos prepared by the U.S. Army Advanced Leadership Course Class 25V 001-11 from the Non-commissioned Officers Academy at Ft. Meade to the Mayor and Common Council on May 23rd. Coordinated the installation of the videos onto the City website after the Council meeting.
8. Participated in the Main Street Meeting at the Westminster Library on May 24th. 26 business persons attended, along with Mayor Utz, Councilman Whitson, City Administrator Wolf, Chief Spaulding, and Capt. Yeager. Meeting focused on police safety issues and Main Street events and programs.
9. Coordinated the preparation of a Westminster Area map to be used in conjunction with the 2011 Westminster Lacrosse Festival that occurs June 10-12 and ordered its printing. The map shows the event headquarters, playing fields, hospital, lodging, eating and shopping opportunities on the front side and individual restaurant and retail shop listings on the reverse side.
10. Facilitated linkage opportunities to the 2011 Westminster Lacrosse Festival for the downtown business community by providing business location information to the Festival’s website, developing and printing a Downtown Discount Rack Card for Festival attendees, and forwarding Facebook linkage instructions to the downtown business community from the lacrosse festival.
11. Made business recruitment visits to Catonsville and Savage Mills during May.
12. Distributed the “Lunch at the Library” Concert Series brown paper bags to various eateries, Coffey Music, and the Library to promote the Friday June lunchtime concerts. Inputted the concert series information on web-based calendar of events. Prepared a series of Lunch on the Lane Concert Series ads for placement in the Westminster Advocate. Prepared a press release on the concert

series and forwarded to the Advocate, Carroll Eagle, Carroll County Times and WTTR, among others.

13. Received, reviewed, forwarded and packaged the residential façade applications of 17 Park Avenue, 19 Park Avenue and 23 Park Avenue and the commercial façade Application of 51-53 East Main Street for submittal to the Maryland Historical Trust and DHCD
14. Continued to communicate with the party interested in establishing a contemporary tea room in Downtown Westminster.
15. Updated the downtown shopping rack card and ordered its reprinting, along with reordering additional downtown events rack cards.
16. Updated the Inventory of Available Spaces on the website. Provided a marketing piece to the Miller Entrepreneurial Institute at Carroll County College to promote the vacant spaces in Downtown Westminster.
17. Supplied photographs and commented on the text for the Westminster display to be used at the MML Convention in June.
18. Attended the Carroll County Civil War Sesquicentennial Committee meeting in Taneytown on May 31st.

Community Development

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

| | # of Sign Permits | Sign Permit Fees |
|----------------|-------------------|------------------|
| Monthly Totals | 21 | \$1,250.00 |
| YTD Totals | 65 | \$4,300.00 |

2. Had discussions regarding the sale of the first four homes in the Union Crossing project, developed by Episcopal Housing. Discussions concern the lowering of the sale price, with an equal reduction by Episcopal Housing (\$10,000 each), as well as the City (\$10,000). The intent was 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. No response yet from HSP, Inc. City has

historically had no financial obligation for this project – we have only served as a funding conduit.

Zoning

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

| | General | Water | Sewer |
|----------------|----------|---------|----------|
| Monthly Totals | \$0.00 | \$0.00 | \$0.00 |
| YTD Totals | \$463.50 | \$45.00 | \$535.50 |

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

| | # of Building Permits |
|---------------|-----------------------|
| Monthly Total | 28 |
| YTD Total | 190 |

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

| | Water Benefit Assessment | Sewer Benefit Assessment | Special Capital Benefit Assessment |
|----------------|--------------------------|--------------------------|------------------------------------|
| Monthly Totals | \$26,220.00 | \$27,480.00 | \$19,200.00 |
| YTD Totals | \$185,754.40 | \$188,629.60 | \$103,266.30 |

4. Sent 10 zoning letters in May 2011.
5. Brooks Leahy, representing the owner Myers-Durboraw Funeral Homes, P.A., filed a zoning text amendment to support the potential move Myers’ funeral home business from Willis Street to 130 Airport Drive in the Air Business Center. That move would require a zoning text amendment to allow the funeral home and mortuary use as a special exception in the City’s I-R Industrial Restricted zone. The Mayor and Common Council held a public hearing on the proposal on May 23, 2011 and thereafter adopted the change. It is anticipated that Mr. Leahy, on behalf of Myers-Dorboraw Funeral Homes, P.A., will file an application for special exception to permit 130 Airport Drive to be converted to a funeral home and mortuary use.

6. Continuing to wait for the City Attorney to complete her review of draft changes to the City Code and a new water allocation resolution that would govern future water allocations. We are also working to complete the draft of resource conservation standards.
7. The Board of Zoning Appeals conducted a hearing on May 25, 2011 regarding an application pending for special exception (BZA #11-1) that was filed by Rahana Shijo at 629 Wyndstar Circle to increase the capacity of her family day-care facility from six to eight children. The property is located in the Village of Meadow Creek and is zoned R-10,000 Residential Zone. The Board of Zoning Appeals approved the special exception, pending the issuance of a written decision.
8. A workshop on electronic signs was conducted on April 13, 2011 for the Mayor and Common Council, Planning and Zoning Commission and staff. Thereafter, City staff was asked to draft changes to the City's current sign code to address electronic signs. That work is pending.
9. Work began in early May on the construction of a new Tri-County Roofing facility located at 45 Magna Way (Lot 21C in the West Branch Trade Center). The initial phase of construction will be about 6,000 square feet, with the possibility of expansion at a later date.
10. At the May 12, 2011 meeting of the Westminster Planning and Zoning Commission, the body approved the Westminster water and sewer sections of the Carroll County Master Plan for Water and Sewerage as being consistent with the City of Westminster's approved 2009 Comprehensive Plan.

Code Enforcement

1. A total of 85 separate code issues were handled during May 2011:

| Complaint Type | # of Incidents | Compliance | Court Case | Fines | % of Total |
|----------------------|----------------|------------|------------|-------|------------|
| Grass/Weeds | 68 | 61 | 0 | 8 | 80% |
| Untagged Vehicles | 6 | 4 | 0 | 2 | 7% |
| Trash/Rubbish | 2 | 2 | 0 | 1 | 3% |
| Property Maintenance | 0 | 0 | 0 | 3 | 0% |
| Solid Waste | 0 | 0 | 0 | 0 | 0% |
| Rental Registration | 6 | 5 | 0 | 0 | 7% |
| Private Inspections | 0 | 0 | 0 | 0 | 0% |
| Sidewalks | 1 | 0 | 0 | 0 | 1% |
| Trees/Hedges | 1 | 0 | 0 | 0 | 1% |

| | | | | | |
|------------------|-----|-----|----|----|------|
| Condemnations | 1 | 1 | 0 | 0 | 1% |
| Water Shut-Offs | 0 | 0 | 0 | 0 | 0% |
| Snow Removal | 0 | 0 | 0 | 0 | 0% |
| Water Violations | 0 | 0 | 0 | 0 | 0% |
| All Others | 0 | 0 | 0 | 0 | 0% |
| Monthly Totals | 85 | 73 | 0 | 14 | 100% |
| Yearly Totals | 616 | 466 | 36 | 72 | 100% |

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

| Type of Inspection | # of Inspections | # in Compliance | Overall % |
|--------------------|------------------|-----------------|-----------|
| Annuals | 29 | 19 | 65% |
| Re-Inspections | 6 | 4 | 66% |
| New Units | 8 | 7 | 88% |
| Landlord Request | 1 | 0 | 0% |
| Tenant Request | 2 | 1 | 50% |
| Special Request | 0 | 0 | 0% |
| HQS Supervisory | 4 | 2 | 50% |
| Monthly Totals | 50 | 33 | 66% |
| YTD Totals | 382 | 281 | 73% |

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

| | Fines Paid |
|---------------|------------|
| Monthly Total | \$300.00 |
| YTD Total | \$8,700.00 |

- The City's Code Inspector went to court as witness for Shaw Trust.
- The City's Code Inspector attended several lunch and learns at the Westminster Police Department.

6. The City's Code Inspector purchased the zoning certification manual in order to take the test in July 2011.
7. The City's Code Inspector oversaw the mowing of 17 lawns for foreclosed properties during May 2011.

POLICE DEPARTMENT

| Time Frame | Police Calls For Service | Adult Arrests | Juvenile Arrests | DUI Arrests | Traffic Citations | Foot/Bike/T3 Patrol Hours |
|-------------------|---------------------------------|----------------------|-------------------------|--------------------|--------------------------|----------------------------------|
| May 2011 | 1,024 | 39 | 22 | 6 | 973 | 175 |
| 2011 YTD | 4,789 | 267 | 68 | 35 | 1,801 | 691 |
| 2010 YTD | 4,874 | 326 | 111 | 52 | 1,651 | 1,204 |
| 2009 YTD | 4,485 | 256 | 78 | 47 | 2,117 | 786 |

Significant Cases in May:

- **Attempted Residential Burglary (Reported May 2, 2011):** The victim in this case reported that the rear door of his residence, located in the 100 block of West Main Street, had been damaged when someone tried to gain entry into his residence. Nothing was taken and no suspects have been identified.
- **Residential Burglary (Reported May 5, 2011):** The victims in this case reported that their residence in the 100 block of Pine Valley Court had been burglarized on May 5, 2011 while they were at work. The victims returned home to find the glass in several patio doors was broken out to gain entry into the residence. A check of the interior of the residence revealed money, jewelry and the keys to a vehicle were missing. A check outside revealed a 2006 Cadillac was missing. A canvas of the neighborhood revealed a possible suspect and the investigation is continuing.
- **Residential Burglary (Reported May 8, 2011):** The victim in this case reported that his residence in the unit block of Liberty Street had been burglarized while he and his roommate were out. The victim stated he noticed some hamburger meat and a CD Collection were missing. Nothing else was taken. The victim has provided some potential suspect information to the case investigator.
- **Attempted Residential Burglary (May 11, 2011):** The victim in this case reported a suspect attempted to gain entry into her residence in the unit block of Pennsylvania Avenue by removing a window screen and attempting to open the window. The victim gave a description of the suspect who had fled the area. The suspect was apprehended and charged with attempted burglary.
- **Residential Burglary (Reported May 12, 2011):** The victim in this case reported that her residence in the unit block of W. George Street had been burglarized sometime during the prior week. The victim stated money and several bottles of prescription

medication were taken. The victim could not provide any potential suspect information. There are no active leads in this case at this time.

- **Attempted Residential Burglary (Reported May 18, 2011):** The victim in this case reported a suspect attempted to enter her residence in the unit block of Pennsylvania Avenue. The suspected opened the victims' door to enter but closed it when the dog began barking at him. The suspect then left the area. The victim gave a description of the suspect and he was apprehended several blocks away. The suspect was under the influence of alcohol at the time this incident.
- **Residential Burglary (Reported May 18, 2011):** The victim stated he was remodeling a house in the unit block of Pennsylvania Avenue when the house was burglarized. The victim stated between May 4th or 5th, 2011 and May 18th, 2011 someone had entered the house and stolen numerous tools. The victim could not provide any suspect information and a canvas of the area did not reveal any leads.
- **Residential Burglary (Reported May 23, 2011):** The victim in this case reported that his residence in the unit block of Pennsylvania Avenue was burglarized while he was out. Upon returning home he noticed several drawers of clothing had been displaced and a collection of CD's were missing. The residence was processed for evidence. The victim could not provide any suspect information.
- **Residential Burglary (Reported May 26, 2011):** The victim in this case reported that his residence in the 100 block of South Center Street was burglarized while the family was at work. Items taken included electronics, cell phones and alcohol. Additional information has been developed to include a possible witness and a possible suspect.
- **Residential Burglary (Reported May 28, 2011):** The victim in this case reported her residence in the 200 block of East Main Street was burglarized. Items taken included jewelry and electronics. The victim believes the burglary occurred during April since she found her back door jammed closed with damage to the frame during mid April. The victim had no suspect information.
- **Residential Burglary (Reported May 29, 2011):** The victim in this case reported that a subject kicked the front door off its hinges at her residence located in the 600 block of Johahn Drive. The subject was identified but the victim did not wish to press charges. The subject was told to leave the area and not to return.
- **Commercial Burglary (Reported May 11, 2011):** The victim in this case reported that a garage used to store automobile parts for a local business in the unit block of Pennsylvania Avenue was burglarized. Two subjects were observed removing automobile parts from the garage after the front doors were forced open. The victim provided possible suspect information and the case remains under investigation.
- **Stolen Vehicle (Reported May 16, 2011):** The victim in this case reported that her estranged partner had taken their vehicle to Florida after a Final Protective Order had been issued by Judge Huges and served giving the victim exclusive use and possession of the vehicle. The vehicle has been entered into NCIC.

- **Stolen Vehicle (Reported May 23, 2011):** The victim in this case reported that her son took the vehicle without permission from the Weis Market parking lot. The vehicle was recovered on May 24, 2011 after it was returned to the Weis Market parking lot. A Criminal Summons has been obtained and served on the subject for unauthorized use.

Significant Activities in May:

- The Police Department co-hosted day long training with MAGLOCLLEN. Three officers attended the training course entitled “The Complete Traffic Stop”. During this training the officers were provided with information on roadside interviews, identification of suspect vehicles, hidden compartments, identification of passengers, legal aspects and officer safety.
- The Police Department joined forces with NHTSA and other state and local enforcement and highway safety partners in support of this year’s “Click It or Ticket” mobilization during the month of May. Officers issued 785 citations to motorists for not wearing seat belts. The campaign is a national highway safety initiative targeting seatbelt usage to save lives. Seatbelt usage was 88.25% before this year’s campaign, after the campaign the usage rose to 95%.

RECREATION & PARKS

- Administration
 - Conduct weekly staff meetings
 - Managing the day to day operations
 - Working city’s new home web page with Community Media Center
 - Pay invoices for the department operating, facility and programs and events
 - Working with CCDSS on new program called Work Experience Partnership Agreement
 - Working with Town Mall and Jolly Shows on their carnival to benefit WCRP
 - Members of the department are working on the following city committees. Safety, Website, Wellness and Insurance
 - LAX MAX

- Creating a program for non-profits and business to adopt our city parks to assist the maintenance
- Municipal Pool
 - Open City Pool on Memorial Day
 - In service training for entire pool staff
 - Final touches on preparations for state inspection
 - Process \$13,357 in pool memberships
- Programs and Events
 - Continue to update and manage recreation and parks website and face book page
 - Processing pool memberships
 - Preparing for the following programs and events – her Son Miniature Golf, Toddler Parties, Flower and Jazz, and Month of Sunday's, Summer Camps, Pool Season
 - Working with the Police Department to hold a Bike Rodeo on June 4
 - Hosted the city's annual Flower and Jazz Festival and 5k Fun Run
 - Hosted the city's Spring Mother Son and Daddy Daughter Dates – Over 275 couples attended
 - Hosted the city's annual Father Son Miniature Golf Tournament – 36 teams
 - Upgrading the game room in the Family Center
 - Preparations for Corbits Charge Commemoration to be held in June
 - Working on theme for city booth for the MML Convention
- Family Workout Center
 - New Memberships - 107
 - Temp Student Membership - 33
 - Recorded over 6,265 member visits and 226 guest visits to the center

- Revenue for the month – Enrollment \$1,415., Monthly Dues \$20,835., Rent \$1,415., Guest fees, \$1,350., other \$300., Totaling \$25,315
- 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.
- Hosted 5K Annual Walk/Run for the Flower and Jazz Festival to benefit the city’s Friends account and CCYSB
- Parks
 - Park repairs continue
 - Put 100 yards of wood carpet around the playgrounds
 - Repair a sink hole on the trail
 - Remove bees from city park pavilion
 - Booking field and pavilion rentals

PUBLIC WORKS

Total Flow 178.712 MG

Ave. Daily Flow 5.765 MGD

Sludge (Integrated Agronomics) 477.314 wet tons

Septage Sludge 94.81 wet tons

Operations:

-Bi-annual mixer maintenance

-Painted the Hydrated Lime Silo

-Councilman Whitson toured the facility

- Assisted the Street Dept with grass mowing
- 31 May we experienced the first electric curtailment for 2011
- Removed Aeration Blower #4 for repair
- safety training
- Recycles to Landfill
- Routine Maintenance

UTILITY MAINTENANCE DEPT.

WATER LEAKS:

- 26 W. Middle Grove RD (Private)
- 721 Redwood DR (Private)
- 401 Cassel Close (Private)
- 845 Ewing DR (Private)
- 107 Shaeffer Ave. (Private)
- 34 Arnold DR (Service)
- 701 Longview DR (Service)
- 1240 Campus CT (Service)
- 340 Margaret Ave. (Private)
- 25 b John ST (Private)
- 1103 Singer DR (Private)

SEWER BLOCKAGES:

- 41 Bennett Ave (Lateral)
- Timber Ridge DR (Main)
- 1 Wimert Ave (Private)
- 518 Willow Ave (Private)

MISCELLANEOUS:

- Meter Replacement
- Miss Utility Markings
- Meter Readings
- High Water Bill Inspections (33)
- Annual Water Main Flushing

REGULAR MAINTENANCE:

- Flushing and Cleaning (Sewer Mains)
- Fire Hydrants

Sewer Pumping Stations
Booster Stations and Storage Stations

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with cleaning city parking lots
Assisted with cleaning up tree branches in City parks
Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with mowing parks and right of ways
Assisted with cutting down dead Maple Tree across from Jenni Dr
Assisted with putting out flower pots at Royer Rd and Buch cash Dr
Assisted with planting flowers at West Main St and Pann Ave at the Monument and also at City Hall
Assisted with trimming hedges at Armory and City Hall
Assisted with spraying weeds along Penn Ave

Building Maintenance section performed the following:

Assisted with repairing ramps at skate park
Assisted with setting up the flower and Jazz show and also with the cleaning up after
Assisted with replace the coin machine at the Longwell Gerage
Assisted with making sign for neos at pool
Assisted with putting out pedistals with on parking sign on them for black top work on Center St
Assisted with installing 5 air conditioners at Longwell Building
Assisted with cutting down desk at Longwell Building
Assisted with putting out barricades and pick up from Memorial Day Parade
Assisted with making up new sign for Whispering Meadows Dr

Streets and Alleys section

Street Baskets---3.37T
Bulk trash---51.36T
Brush---30.12T
Yard Waste---89.02T
Paper Recycling---.18T
Street Sweepings---16.5T
Tires---.43
Metal---4.03T

ENGINEERING

1. Wakefield Valley Community Trail Extension- Buhart-Horn is working on completing design.
2. Nitrate Removal System for well #8: The Engineer complete design of the access road and the radon/ nitrate removal facility and forwarded it to the Carroll County Offices and MDE for review and approval. The City is working with Carroll County Office on coordination of this project with the County project to construct storm water management pond at the Westminster high school.
3. 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. The City received proposal for engineering services to design the project for approval.
4. I&I Study between MHs 18-37-73 and 18-3-73 GHD continues work on the project. The Engineer received proposals to perform CCTV inspection of the interceptor.
5. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - Contractor complete the project construction.
6. Replacement of Lighting Fixtures in City owned building- City requested Change Order proposal from Hunt Consulting to replace lighting fixtures at the city remote water treatment facilities.
7. Gesell Well- ARRO is working on the project design.
8. Pennsylvania Avenue lighting Improvements, Phase II- Sidhu Associates is working on the project value engineering.
9. City received proposals to rehab CMP Storm Drain Pipe at Clifton Boulevard and in the process of review these proposals.

WATER PLANT **CRANBERRY WATER SYSTEM SOURCE**

| | | |
|------------------|----------|----|
| CRANBERRY BRANCH | 27.06215 | MG |
| HULL CREEK | 24.275 | MG |
| RAW RESERVOIR | 0.998 | MG |
| OTHER | 0 | MG |
| TOTAL TREATED | 52.33515 | MG |

BACKWAK WATER
TOTAL TREATED

0.2127 MG

WELLS IN THE CRAMBERRY SYSTEM IN MG

| | | |
|---------------------------|-----------------|----|
| WELL 3 | 2.56498 | MG |
| WELL 4 | 1.53793 | MG |
| WELL 5 | 7.18241 | MG |
| 2) WELL 6 | 3.00393 | MG |
| WELL 7 | 0 | MG |
| WELL 8 | 0 | MG |
| WELL 9 & 10 | 2.01958 | MG |
| WELL 11 | 4.170256 | MG |
| WELL 5 BACKWASH | 0.00028 | MG |
| WELL 7 BACKWASH | 0 | MG |
| TOTAL DELIVERED TO SYSTEM | 69153352 | MG |
| DAILY AVERAGE | 2.230753 | MG |
| HOURS OPERATED | 744 | |
| DAY OF MAXMIUM USAGE | 5/30/11-2.06050 | MG |
| WAKEFIELD WELL SYSTEM | | |

| | | |
|------------------------------|-----------------|----|
| WELL 1 | 2.4874 | MG |
| WELL 2 | 3.770753 | MG |
| 3) TOTAL DELIVERED TO SYSTEM | 6.25815 | MG |
| FILTER BACKWASH | 0.00053 | MG |
| DAILY AVERAGE | 0.27958 | MG |
| DAY OF MAXIMUM USAGE | 5/14/11-0.27958 | MG |

SLUDGE PUMPED TO WWTP 21,040
REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
COLLECTING SAMPLES FROM THE SYSTEM AND THE WELLS AS
GALLONS REQUIRED BY MDE.

- 4) COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED BY MDE.
- 5) HANDED OUT SAFETY INFORMATION FOR THE MONTH AND HAD SAFETY MEETING.
- 6) HAD TO REPLACE A BLOWER MOTOR AT THE PLANT.
- 7) REPAIRS WAS MADE TO THE STORAGE TANK AT THE PLANT.

Respectfully submitted,

Marge Wolf
City Administrator