

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 1 FOR 2009



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** August 2009 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24 Council Meeting	25	26 Recreation & Parks Board Meeting	27	28	29
30	31					
** September 2009 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 HOLIDAY	8	9	10	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

The new web site was installed and became operational July 1. Working with the Community Media Center, additional information is added daily and updates are posted on current events and activities.

We have provided training for Sam Parthree, Jennifer Mellor, Beth Favey, Kelley Martin, Bob Miller, Sonia Davis, Karen Bullock, Keith Benfer, Connie Bell, and Shannon Kropkowski and they can update the site and add additional items. Two additional training sessions are scheduled for August.

Communication Efforts:

City Newsletters Produced—1

Employee Newsletter--1

Press Releases--6

Council Meetings conducted—2

The July 27 Council Meeting was videotaped by the Community Media Center and will be shown on Public Access Channel 23 throughout the month of August.

FINANCE

An Acting Assistant City Treasurer was appointed by the Common Council on July 27, 2009.

The Finance Department is busy with the close out of the 2009 Fiscal Year accounts in preparation for the upcoming audit. A temporary accountant has been hired to assist with the preparation of the audit schedules.

We met with the audit firm of Rager, Lehman & Houck to begin the auditing process. The single audit process will begin in August with the Housing Department and the full audit team will report on September 2.

HUMAN RESOURCES

1. Benefits

- a) Implemented the new Employee Assistance Program (EAP) with Business Health Services
- b) Updated annual agreement with Carroll County Community College for the Momentum continuing education and training program for government employees

2. Committees

- a) Employee Wellness Program Update
 - a. Planning to educate and engage employees in healthy lifestyle choices through nutritional and wellness seminars
 - b. Promote healthy hydration and skin cancer awareness

3. Trainings

- a) Continued the Defense Driving Course training with 11 Public Works employees attending class in July

4. Policies

- a) Updated Employee Assistance Program (EAP) policy and guidelines for new EAP provider

5. Recruitment

	<u>Advertisements</u>	<u>Applications Processed</u>	<u>New Hires</u>
Full-time:	1	164	1
Part-time:			
Temporary/Seasonal:			3

6. Risk Management

- a) Finalized annual insurance renewal for automotive, liability, property and boiler, machinery & equipment
- b) renewed annual worker's compensation insurance policy

7. Staffing and Compensation

- a) Issued surveys to comparable Eden users and local Maryland governments for the purpose of evaluating the Finance Department staffing needs
- b) Updated MML Compensation Survey System for new fiscal year

TECHNOLOGY

The IT staff continued troubleshooting the EDEN System for the implementation of the new water and sewer rate structure.

The computer replacement project in preparation for the move to Vista operating software was completed.

In cooperation with the Community Media Center, we transitioned to the Contribute software for the new web page. We coordinated training in this software for fifteen staff so all departments will be able to update their activities.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Completed the 2009 Draft Comprehensive Plan and submitted it to the State for 60-Day Review on July 21, 2009.
2. Worked with Public Works to plan the year-long Westminster Initiative to Recycle E-Waste Drop-Off Center program (WIRED Center Program).
3. Provided technical assistance relating to zoning and land use for 15 inquires from the public; including residents and developers.
4. Attended the quarterly Carroll County Traffic Team Meeting held on July 16, 2009.
5. Planned and attended the Westminster Planning & Zoning Commission Meeting held on July 9, 2009.

Natural and Cultural Resources and Planning/GIS

1. Produced 18 maps for Comprehensive Plan update.
2. Drafted Water Resources Element of Comprehensive Plan.
3. Conducted buildable land and build-out scenario analyses in support of Municipal Growth element.
4. Reviewed and consulted on Environmental Resource, Land Use, Community Character and Design, and Transportation chapters of the 2009 Comprehensive Plan.
5. Reviewed and wrote staff reports for 2 Historic Rehabilitation Tax Credits.
6. Prepared for and acted on behalf of the Department at one Historic District Commission meeting and one Tree Commission meeting.
7. Conducted final landscape inspections at David's Diamond Center and McDaniel College (North Village Phases 1 and 2, Gill Center Expansion, New Academic building).
8. Selected Patuxent Environmental Group to conduct energy performance audits of City-owned buildings through an RFP process.
9. Received GPS data collection equipment acquired through cooperative purchase between Planning and Public Works Departments.
10. Supervised the GIS Intern, Harrison Bloom, who assisted with the Comprehensive Plan maps and is now focusing on completing water and sewer system maps.

Development Review

1. Completed Marada project close-out including road conveyance and surety release.
2. Completed final review of Gibbs Warehouse Section II. The Planning and Zoning Commission approved the site plan, subject to the project receiving a water allocation.
3. Completed final review of Greenvale Mews project (divided into Phases 1 and 2). Prepared surety letter and PWA 1052 for project covering water and sanitary sewer. Plat was recorded.
4. Received request from County IDA for City to accept roadbed and utility deeds in the Westminster Technology Park. Punchlist work must be completed before acceptance.
5. Discussed submittal process for new project at the Lone Star Restaurant site, including transfer of existing water allocation.
6. Completed final surety release for David's Diamond Center project, located on Cranberry Road. Returned letter of credit to owner.
7. Reviewed and approved plans for David D. Green Professional Center project, located on Washington Road. Project mylars and PWA 1055 covering water and sanitary sewer were signed. Project surety and construction inspection fees were calculated and billed to the owner.
8. Met with Carroll County review staff to discuss Jacob's Ridge project, a project that is in the County but directly borders the City limits along Meadow Branch Road.
9. Conducted pre-application meeting for Episcopal Housing Corporation's Union Crossing project.
10. Researched City responsibility for maintenance of Westminster Square storm water management facility.

Economic Development

1. Sponsored the "Songs at Six" Concert Series in July. Concerts ran from 6 – 8 pm. With the exception of the July 23rd concert that was held in the atrium of Giulianova's due to rain, all of the concerts were held on the Locust Lane stage. On average, 150 people attended each of the concerts, with the exception of the July 23rd concert when it rained.
2. Designed "Buy Local" advertisements for the Downtown Westminster Farmers Market for placement in the Carroll County Times and Westminster Advocate during July.

3. Met with a representative of The Flower Box to discuss the Downtown Westminster Façade Improvement Program. Provided the representative with a program application.
4. Met with the proprietors of the Kebab Kitchen and d.a.n.c.e.Inc., as they began preparing to open their new businesses on Main Street.
5. Met with Beth Woodring of the MD Small Business Development Center – Carroll County to discuss future “no cost” training programs for local businesses and adequate advance notification of these trainings to businesses.
6. Supplied additional Downtown Shopping and Dining Rack Cards to the Carroll County Office of Tourism for the Baltimore Ravens Training Camp.
7. Reviewed the “final” Tourist Area Corridor Signage Plans for Carroll County provided by State Highway Administration.
8. Began assisting the Corbit’s Charge Commemorative Committee in completing their close-out report for the Heart of the Civil War Heritage Area mini-grant.

Community Development

1. Attended Community Legacy Application Training.
2. Wrote Community Legacy Grant Application requesting \$746,100 in grant funds for State FY 2010.
3. Processed (1) sign application.
4. Worked on final design plans and held settlement for a \$86,000 loan from DHCD to a family for upgrades to their home through the Accessible Homes for Seniors program.

Zoning

1. Director/Zoning Administrator was on military leave for Annual Training from 11-25 July at Ft. McCoy, Wisconsin.
2. Joined MERS (Mortgage Electronic Registration System), at no cost, that maintains a central database to provide prompt information to address code violations, which results in improved safety and maintenance of properties. Knowledge of MERS came from a workshop at the 2009 MML Convention.
3. Approved 17 building permits in July, 2009.
4. The following fees related to new and expanded construction were paid in July, 2009:
 - Water Benefit Assessment - \$5,244
 - Sewer Benefit Assessment - \$5,496
 - Special Capital Benefit Assessment - \$3,840
5. Sent four zoning letters.

Code Enforcement

1. Code Inspector was on medical leave for the majority of July.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
July 2009	1,126	63	15	4	263	256
2009 YTD	6,685	423	113	58	2,628	1,207
2008 YTD	9,002	516	165	88	2,676	1,284

**The obvious reduction in the number of "Police calls for service" is due to the new call numbering system utilized by the enhanced CAD system which was brought on-line on January 1, 2009.*

Significant Cases:

- 1. Storehouse Burglary (Reported July 7, 2009):** A resident in the 400 Block of Poole Road reported that her storage bin within the apartment building had been burglarized and that a number of items, including her bicycle, had been stolen. A canvass of the building resulted in information implicating a local juvenile in the burglary. As a result of further investigation, two local juveniles were arrested and charged in this case. Most of the stolen property, excluding the bicycle, was recovered.
- 2. Stolen Vehicle – Attempt (Reported July 7, 2009):** On July 7th at approximately 8:15 p.m. officers were dispatched to the unit block of North Church Street regarding an attempted auto theft in progress. Upon arrival they found that a witness had physically detained the suspect who had just attempted to steal the car. Investigation revealed that the vehicle owner was sitting in her home when she heard her vehicle start up. Upon going outside to investigate, she observed a female attempting to turn the vehicle around within the driveway so that she could drive away. Both the victim and neighbor approached the suspect who was physically removed from the car and detained until the police arrived. Both the victim and her neighbor were assaulted by the suspect in the process of removing her from the car. Police arrested the suspect, Rachel Marie Ramey, 27 years of age, of the 300 Block of East Main Street in Westminster, and charged her with attempted auto theft, assault and other related offenses.
- 3. Arson of Apartment Building (Reported July 12, 2009):** On July 12th at approximately 3:00 a.m. police and fire units were dispatched to an apartment building in the 500 block of Robins Way for an apartment fire. Upon arrival police units observed a large fire on the second floor of the building. Several officers entered the building at great personal risk to notify and evacuate residents who were sleeping prior to the arrival for the first fire department units.

Additional residents were rescued from the third floor by ladder once fire department units arrived on the scene. Investigation of the fire by criminal investigators of the Westminster Police Department and the Office of the State Fire Marshal determined that the fire had been intentionally set in an apartment on the second floor of the building. A potential suspect was quickly identified, the estranged boyfriend of the female resident of the apartment where the fire originated. The suspect, Wayne Harry Dougherty, 46 years of age, of Hampstead, was ultimately arrested and charged with felony arson, burglary and a variety of related charges.

4. **Commercial Burglary (Reported July 18, 2009):** On July 18th at approximately 2:00 a.m. officers were dispatched to the Blue Point Crab House located in the 140 Village Shopping Center for a “glass breakage” alarm. Upon their arrival they found that the glass in the front door had been smashed out and the building entered. Investigation revealed that the cash register and a tip jar had been stolen from the counter. A search of the building determined that the suspect(s) had fled prior to the arrival of police. A check of the area failed to identify any potential suspects. *It is noted that the Maryland State Police handled a similar case in the Finksburg area earlier in the evening.* This case remains under active investigation.
5. **First Degree Assault (Reported July 21, 2009):** During the early morning hours of July 21st the Police Department received a call regarding an injured subject lying along the railroad tracks near Green Street. The caller indicated that the subject had been struck in the head with a board during an argument and needed medical assistance. The victim, a 43 year old homeless man, was subsequently transported to the University of Maryland Shock Trauma Center for treatment of head injuries. Investigation revealed that the victim had been beaten as a result of an argument with another homeless man at a small encampment along the railroad tracks. The suspect, Charles R. Livingston, 53 years of age, no fixed address, was located later in the day and interviewed regarding his involvement in this matter. The board used during the assault was also recovered. Livingston was subsequently charged with first degree assault and related charges.
6. **Stolen Auto (Reported July 31, 2009):** The victim in this case contacted the Police Department and reported that his vehicle, a 2004 Ford Explorer, had been stolen from its parking place along Monroe Street on July 31st while he attended the Ravens Training Camp at McDaniel College. The vehicle was taken at some point between 1:30 p.m. and 6:00 p.m. There are no suspects or leads in this case at this time.

Significant Activities:

1. The Police Department is currently engaged in preparations for the pandemic influenza which is anticipated to recur in the fall of the year. These preparations include the development of a **pandemic influenza preparedness** policy, the issuance of personal protective equipment for field staff and training for all personnel on the medical effects of and response to pandemic flu.
2. During July the Department was notified that it will be the recipient of the **2009 Lethality Assessment Award** which is presented each year by the Maryland Network Against Domestic Violence. In summary, officers handling domestic violence cases are required to screen victims utilizing a lethality assessment tool – a survey of 11 validated questions which are used to determine the potential for future serious violence or death in the relationship. Those victims screened as being at “high risk” of future violence are immediately placed in phone contact (24/7) with a domestic violence counselor who speaks to them about their circumstances and discusses safety planning and the resources available to domestic violence victims. The program has been used around the country with excellent results. The Westminster Police Department was selected for the prestigious award because they successfully screened 93% of the domestic violence victims that they encountered during the previous year – 56% of these victims actually participating in follow-up services with local domestic violence counselors. This is the third year of the LAP Award Program in Maryland. The Harford County Sheriff’s Office and the Anne Arundel County Police Department were the two previous recipients of the Lethality Assessment Award.
3. Efforts are currently underway to replace the Police Department’s legacy **Records Management System** (RMS), the computer system which contains all of the police reports filed by Westminster Police Officers. Funding has been identified that will permit all five of the municipal police departments in the County, as well as the Carroll County Sheriff’s Office, to procure and utilize the same RMS which will be housed on a computer server purchased and maintained by the Carroll County Government. This collaboration will permit the real-time sharing of crime and arrest data on a countywide basis – a major advancement for law enforcement in the County. It is anticipated that the system will be operational in approximately six months.
4. On July 30th the Department hosted their second annual **“Shop With A Cop – Back To School” Program** for a group of students at the Carroll Springs School, a local school for children with developmental, behavioral or emotional problems. Members of the Police Department spent their morning at the school playing and

interacting with the students. They also partnered with a student to “shop” for their school supplies for the coming year – selecting their backpack and school supplies from a large supply procured by the Police Department through community donations and delivered to the school. In addition to the school supplies, more than 100 books were donated to the school library at Carroll Springs through the program. Additionally, school supplies for 60 students were packaged and delivered to five local elementary schools – these to be distributed by the individual schools based upon need.

RECREATION & PARKS

<i>Department</i>	<i>Event/Program</i>	<i>Statistics July 2009</i>	<i>Statistics June 2008</i>
Family Center	New Members	31 New Members	
Family Center	Guests	148 Guests Processed	
Family Center	Temporary Members	25 Temporary Members Processed	
Family Center	Blood Drive	29 donors, meeting goal of 25 pints of blood collected	
Parks	Park/Field Rentals	22 Rentals	20 Rentals
Parks	Building/Facilities Rentals	35 Rentals	30 Rentals
Pool	Daycare Utilization	3 Daycare summer camps used the Municipal Pool to host a pool day for their campers	
Pool	New Pool Members	14 New Registrants	
Programs and Events	Summer Camp Registrations		
Programs and Events	Tot Camp Registrations		
Programs and Events	3 on 3 Basketball		
Programs and Events	Month of Sundays Concert Series	3,000 estimated attendants total for all 4 concerts	
Recreation	Student Volunteer Hours	89 hours earned in all by 13 Volunteers	na

* Camp Registrations are down this summer due to economic reasons, many parents are choosing to allow their kids to stay home rather than pay for camp to save money. Another possible factor in the reduction of camp participants may be related to the fact that we stopped sending Recreation and Parks Guides to the public through the Carroll County Times.

Significant Happenings

- Park Monitors continue at City Park and Jaycee’s Park
- Municipal Pool
 - Completed essential skills training for lifeguards, all performed with exemplary professionalism and proficiency
 - Pool passed all Maryland State Health Inspections
- Wakefield Valley Trail:
 - Work continues with the engineer

- City Park Building:
 - Notice of award processed through the City and GRC General Contracting
 - Notice to proceed processed through City and GRC General Contracting
 - Pre-Construction Meeting scheduled for Wednesday, August 05, 2009 at 2pm
- Family Center
 - The revenue we collected this July was \$22,443.20. That’s the highest July total in the past five years and \$3,637.20 more than last July.
 - Our Group Fitness Coordinators, Sarah Carias and Beth Lande earned YogaFit certifications.
 - Our Group Fitness Program added a Tuesday evening Zumba class to the aerobic schedule. Zumba is a Latin inspired dance.
- Working with downtown businesses on Holiday Parade, Tree Lighting, and Santa’s Treat
- Friends of Parks Student Volunteers removed 20 bags of trash from three parks, Dutterer’s Park, Jaycee’s Park, and the City Park.
- Student Volunteers helped to clean the Armory top to bottom including all gym equipment in the building, removing scuffs from the walls, and helping to repaint an area of the gym.
- Work continues with the ARC to keep our parks up to ADA standards

Many hours spent collecting video clips to complete ‘Volunteer’s in the Parks’ video for website, moving along well

PUBLIC WORKS

1. Cranberry Run Water System

Sources:

Cranberry Branch	28.4572	MG
Hull Creek	20.953	MG
Raw Reservoir	6.777	MG
Other	-0-	MG
Total Treated	56.1872	MG
Well 3	2.49956	MG
Well 4	1.72292	MG

Well 5	7.09371	MG
Well 6	2.85914	MG
Well 7	4.08711	MG
Well 8	2.0942	MG
Well 9 & 10	3.53325	MG
Well 11	-0-	MG

Total Delivered to System 79.288432 MG

Well 5 Backwash water	0.00028	MG
Well 7 Backwash water	0.64728	MG

Daily Average 2.55769 MG

Filter Backwash	0.1411	MG
Hours Operated	744 hours	

WAKEFIELD WELL SYSTEM

Well 1	2.46441	MG
Well 2	3.95316	MG

Total Delivered to System 6.41726 MG

Daily Average 0.20701 MG

2. 179,000 gallons of sludge were pumped to Wastewater Plant.
3. Performed regular maintenance at wells & water plant.
4. Collecting samples from the system and the wells as required by MDE.
5. Completing the monthly operation reports as required by MDE.
6. Conducted safety training for the month.
7. Installed two new valves on the dam to control flow coming out from the race during rain event.
8. Sean Allen started work at the plant on July 7 as the new third shift operator.
9. Completed the lead and copper sampling in the Wakefield System.
10. Replaced well pump at Well Building 1.
11. Checked the Raw Reservoir for current algae count data.
12. Defensive Driving Course

WASTEWATER TREATMENT PLANT:

1. Total Flow	136.715	MG
Average Daily Flow	4.410	MGD
Septage Sludge	84.27	Wet/Tons

Sludge
(Integrated Agronomics) 376.057 Wet/Tons

2. Operations:

- DOT physicals
- Replaced filter fabric on sludge dewatering presses
- High flow event on July 23 and 30 due to thunderstorms
- Recycles to landfill
- Conducted safety/training meeting
- Routine maintenance
- Defensive Driving Course

STREET DEPARTMENT:

1. Streets and Alley's crew removed the following from City Limits:

3.18 Tons from Street Baskets
55.51 Tons of Bulk Trash
25.55 Tons of Brush
39.31 Tons of Yard Waste
-0- Tons of Paper Recycling
9.85 Tons of Street Sweepings
.41 Tons of Scrap Tires
4.93 Tons of Metal

- Set out roll-offs for large piles of bulk trash.
- Helped blacktop crew with some blacktop work.
- Helped cut up a tree
- Checked all the fire extinguishers at the shop.

2. Grounds Maintenance performed the following:

- Mowed grass at parks, sediment pond and parking lots.
- Cut and removed fallen trees due to storms on Palmer Terrace, Sunshine Way and Old New Windsor Road.
- Trimmed trees on Old New Windsor Road in preparation for blacktop/annual overlay work.
- Sprayed for weeds various areas around town
- Planted a White Pine at Dutterer Park and a Red Bud on Dutterer Way.
- Eric Schlitzer took a Defensive Driving Course.

3. Building Maintenance performed the following:

- Conducted building inspection
- Set out and picked up no parking pedestals and barricades for July 4th fireworks.
- Made signs for the Electronic Recycling.
- Set up and take down for the month of Sunday concerts.

- Fixed a leak at the Longwell Building
 - Prepared and placed 4 “Permit Only” signs at the pavilion.
4. Street Maintenance performed these operations:
- Assisted in the streets and alleys with picking up brush, metal, yard waste and bulk items.
 - Repaired pot holes
 - Worked on storm drains
 - Hauled in dirt to the house on Union Street and also stripped off siding of the houses.
 - Blacktop installed on Geiman Alley

UTILITY MAINTENANCE DEPARTMENT:

1. WATER LEAKS:

401 Babylon Court (Private)
 513 Goldenrod Terrace (Private)
 Hahn Road & Woodward Road (Main)
 85 S. Ralph Street (Main)

2. SEWER BLOCKAGES;

24 E. George Street (Private)
 724 Mulligan Lane (Service)
 104 Middlebrook (Private)
 114 Smith Avenue (Service)
 75 Washington Lane (Service)
 Rt 140 & Gorsuch Road (Main)
 801 Hemmingford Lane (Service)

3. INSTALLATIONS:

None

4. MISCELLANEOUS:

Meter Replacement
 Miss Utility Markings
 Meter Readings
 18 High water bill service calls
 Defensive Driving Course

5. REGULAR MAINTENANCE:

Flushing and cleaning sewer mains
 Fire hydrants

SENIOR ENGINEER:

1. Medford Quarry Raw Water Main – Project substantially complete. The main and pumps are operational. Contractor is working on punch list items.
2. Cranberry WTP Improvements – Contractor worked on completion of punch list items.
3. Wakefield Community Trail (Phase IIB) – No Progress
4. Nitrate Removal System for Well #8 – No Progress
5. Roop's Mill Well Water Treatment Facility and Main – Continued contractor activity.
6. WWTP ENR Project – Received final ENR tech memorandum.
7. Recreation Park Building – Negotiated cost to budgeted amounts.
8. Pennsylvania Avenue Streetscape – Opened bids. Recommend to award to low bidder, Justice Excavating, Inc.

CONSTRUCTION INSPECTION/MANAGEMENT:

Capital Projects:

1. Annual Roadway Paving Contract FY 2009-2010
2. Medford Project
3. Roops's Mill Well #11
4. David S. Babylon Memorial Building
5. Medford Quarry Waterline and Pumping Station

Developer Projects:

1. Meadow Creek, Section 1 & 2
Shoppes at Meadow Creek

Respectfully submitted,

Marge Wolf
City Administrator