

**MAYOR AND COUNCIL MEETING
TUESDAY, FEBRUARY 10, 2015, 7:00PM**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Announcement of Closed Session
 - b. SHIP (Student Homelessness Initiative Partnership) Presentation
 - c. Economic Development Commission Appointment
- 3. APPROVAL OF MINUTES**
 - a. Closed Meeting – January 13, 2015
 - b. Closed Meeting – Confidential – January 13, 2015
 - c. Public Hearing – January 13, 2015
 - d. Mayor & Council – January 13, 2015
 - e. Special Mayor & Council – January 27, 2015
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Resolution 2015-01 – City Electricity Supply – vote anticipated
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
 - a. 2014 Annual Brunswick Police Department Report
 - b. Public Works Presentation
- 7. CONSENT AGENDA**
 - a. Water and Sewer Tap Allocation – New Addition Lot 7 – 832 Brunswick Street – vote anticipated
 - b. Water and Sewer Tap Allocation – 504 Gum Springs Road – vote anticipated
- 8. UNFINISHED BUSINESS**
 - a. Economic Development Commission Vacant Property Ordinance - discussion
- 9. NEW BUSINESS**
 - a. City Accounting/Utility Billing Software Purchase – vote anticipated
 - b. Railroad Square Park Site Planning – discussion and possible vote
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

2/6/2015 10:21 AM

**MAYOR AND COUNCIL MEETING
February 10, 2015**

Suggested Motions

Agenda item 2c – Appointment

“I move that the Council confirm the Mayor’s appointment of Jamee Robinson to the City of Brunswick Economic Development Commission for the term specified in her appointment letter.”

Agenda item 3a-3e – Approval of Minutes

“I move to approve the Mayor and Council Closed Minutes and Confidential Closed Minutes from January 13, 2015; Public Hearing Minutes and Mayor and Council Minutes from January 13, 2015; and Special Mayor and Council Minutes from January 27, 2015.

Agenda item 5a – Resolution 2015-01 – City Electricity Supply

“I move to adopt Resolution 2015-01 designating City Administrator Bob McGrory to act on behalf of the City of Brunswick Mayor and Council when conducting an energy procurement.”

Agenda item 7 – Consent Agenda

“I move to approve the consent agenda”

- a. **New Addition Lot 7 – 832 Brunswick Street** – Approve one water tap.
- b. **504 Gum Springs Road** - Approve one sanitary sewer tap and one water tap in accordance with the City Tap Allocation Policy and the City Water and Sewer Rules and Regulations, with noted conditions.

Agenda item 9a – City Accounting/Utility Billing Software Purchase

“I move to authorize the Mayor to negotiate a purchase agreement for Accounting and Utility billing software.”

Agenda item 9b – Railroad Square Site Plan

“I move to approve the Railroad Square Site Plan concept presented to facilitate further development of Railroad Square.”



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

January 30, 2015

Re: City of Brunswick Economic Development Commission Appointment

Dear Jamee Robinson,

Subject to the advice and consent of the City Council, pursuant to Section 16-31 of the City of Brunswick Charter, I am pleased to appoint you to the *City of Brunswick Economic Development Commission* for a term ending in September, 2016. If, as I hope, the City Council consents to your appointment at its February 10, 2015 meeting, I wish to have you continue the work you have been doing so well, but now as described in the updated Ordinance.

I have attached Ordinance 511, which governs the work of the Commission. The City will provide staff support to the Commission (mainly through Terri Householder), who will assist in prioritizing the tasks laid out for the group.

I am requesting that the Commission send me periodic written updates on its progress. Council Member Angel White, the Liaison to the Commission, will relay these updates to the community at regular Mayor and Council meetings. In addition, the Chair and others are welcome to attend these meetings to update the Council. If you have any questions, please do not hesitate to contact City Hall (CityHall@BrunswickMD.gov) or me directly.

I am so personally grateful for your willingness to continue serving on this Commission, and believe that this Commission, through its advisory function and related activities, will have a critical role in the economic future of the City of Brunswick. I look forward to working with you.

Thank you in advance,

A handwritten signature in blue ink that reads "Karin B. Tome".

Karin B. Tome
Mayor

S:\Boards and Commissions\Administrative Documents for Boards & Commissions\Appt letters\Appointment letter - Economic Development Commission - Robinson.docx

City of Brunswick
Mayor and Council Public Hearing Minutes
Tuesday, January 13, 2015, 7:00 P.M.

The January 13, 2015 City of Brunswick Public Hearing was convened at 7:00 P.M. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Ellis Burruss, Jeff Snoots, Carroll Jones, Angel White, and Harry Lashley, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; Bruce Dell, Planning and Zoning Administrator; Carrie Myers, Office Manager; Terri Housholder, Economic Development Coordinator; and Kim Miller, Accountant.

The topic of discussion at the Public Hearing was Ordinance 513 – Master Plan Map Amendment. Mr. Dell gave the background of the ordinance, which was drafted at the request of a property owner to re-zone two properties from R-1 (Low Density Residential) to B-3 (Business Transitional). Staff recommended approval of the ordinance.

No public comment was received.

Ms. White made a motion to adjourn the public hearing at 7:04 p.m. Mr. Snoots seconded, and the motion passed 6-0.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, January 13, 2015, 7:04 P.M.

The January 13, 2015 City of Brunswick Mayor and Council meeting was called to order at 7:04 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; Bruce Dell, Planning and Zoning Administrator; Carrie Myers, Office Manager; Terri Householder, Economic Development Coordinator, and Kim Miller, Accountant.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on January 13, 2015 at 6:00 p.m. at City Hall to discuss personnel issues. The authority to close this meeting is found in Article 10-508 a 1 in the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem Stull, and Council Members Burruss, Jones, Lashley, Snoots, and White; City Administrator McGrory, and Chief of Police Frech were present. All members present voted to close the meeting. The Council discussed the following item: Personnel Matters regarding a specific action about a specific employee. The Council unanimously concurred with the Mayor's specific personnel action.
- Mayor Tome welcomed various elected officials from other jurisdictions.
- Keith Marks, Carlo Alfano, and Rosemont Commissioner David Blackmon presented a proposal from prospective volunteers who wish to improve the land around the Sports Complex with a four to six mile multiuse trail and additional amenities including a pump track and zip line. Emmitsburg Commissioner Tim O'Donnell spoke about a similar project that Emmitsburg had initiated successfully.

Mr. Burruss moved to allow this group of volunteers to investigate the process for developing multiuse trails at the Sports Complex. Ms. White seconded the motion, which passed 6-0.

- Josh Pederson with the United Way of Frederick County talked about The Prosperity Center and programs available to Frederick County residents.
- Mayor Tome presented a Certificate of Appreciation to the Brunswick Area Recreation Council.
- Mayor Tome requested the Council's concurrence for her appointments of Allison

Wilder, Abbie Ricketts, Chris Owens, and Thom Peschke to the City of Brunswick Economic Development Commission. Mr. Burruss moved to approve such appointments. Mr. Lashley seconded the motion, which passed 6-0. Mayor Tome administered the oath to Commissioners Wilder and Ricketts.

- Mayor Tome requested concurrence for her appointment of the following individuals to the City of Brunswick Emergency Preparedness Committee of 2015: Tom Simpson, Council Members Carroll Jones and Jeff Snoots, Nelson Smith, Nate Gesse, Seamus Mooney, Milt Frech, and Bob McGrory. Mr. Lashley moved to approve such appointments. Ms. White seconded the motion, which passed 6-0.
- Mayor Tome requested concurrence for her appointment of the following individuals to the Sustainable Brunswick Committee: Antonette Vasseur, Council Member Ellis Burruss, Karen Osborne, Emma Osborne, Patty O'Brien, John Donohue, Courtney Fortier, Dave Herber, Dan Roe, Rosanne Roe, Mariah Wyatt, Adam Wyatt, and Tracy Machen. Mr. Lashley moved to approve such appointments. Ms. White seconded the motion, which passed 6-0.
- Mayor Tome requested concurrence for her appointment of the following individuals to the Brunswick History Committee: Vicki Dearing, Ruth Staples, Bruce Funke, and Mayor Pro Tem Walt Stull. Mr. Burruss moved to table this appointment until later in the meeting when the History Commission discussion was scheduled. Mr. Stull seconded the motion, which passed 6-0.
- Michelle Mills, Draper & McGinley, presented the results of the Fiscal Year 2014 Audit.
- Council Member Jerry Donald, new County Council representative for Frederick County District 1, introduced himself to the Council and residents.

Approval of Minutes

- Mayor & Council Meeting –December 9, 2014
- Closed – December 9, 2014

Mr. Snoots moved to approve the minutes with one noted correction. Mr. Burruss seconded, and the motion passed 6-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Christopher Holte, 25 East C Street, offered comments.

Introduction and Adoption of Resolutions and Ordinances

- Ordinance 513 – Master Plan Map Amendment

Ms. White moved to adopt Ordinance 513 for the Master Plan Map Amendment. Mr. Burruss seconded the motion, which passed 6-0.

Report of Officers – Council - Committees

Department reports were offered from Bob McGrory, City Administrator; Terri Householder, Economic Development Coordinator; and Kim Miller, Accountant.

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family

Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, and Park Heights Cemetery.

Unfinished Business

- Utility Bill Adjustment Guidance – Comparison with Frederick County

Mr. McGrory outlined the draft guidance policy. He stated these guidelines were currently what the City was following in practice, with the change that they will only be applicable to leaks from the property line to the exterior of the first structure. Mr. Lashley moved to approve the City Leak Adjustment Guidance. Mr. Burruss seconded the motion, which passed 6-0.

- Main Street Boundary Map Amendment

Mr. McGrory explained this item and discussed the recommendation of the Main Street Board of Directors. Ms. White moved to approve the proposed map amendment, as recommended by Brunswick Main Street. Mr. Stull seconded the motion, which passed 6-0.

- History Commission

Mr. McGrory read language from the City’s Charter regarding the Mayor’s appointment authority. Mr. Stull discussed the desire of the current volunteers working on history projects to be a recognized City Commission, rather than a Committee. Mayor Tome, Mr. Stull, Mr. Burruss, Mr. Snoots, Mr. Jones, Mr. Lashley, and Mr. McGrory all offered comments.

Mr. Stull moved to establish a Brunswick History Commission within six months. Mr. Snoots seconded the motion, which passed 6-0.

Ms. White moved to concur with the Mayor’s appointment of the following individuals to the Brunswick History Committee until the Commission appointments are completed, so they may continue to volunteer on history projects: Vicki Dearing, Mayor Pro Tem Walt Stull, Bruce Funk, and Ruth Staples. Mr. Stull seconded the motion, which passed 6-0.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 9:48 p.m.

Submitted by: Carrie Myers

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date

City of Brunswick
Mayor and Council Special Meeting Minutes
Tuesday, January 27, 2015, 6:00 P.M.

The January 27, 2015 City of Brunswick Mayor and Council meeting was called to order at 6:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; and Milt Frech, Chief of Police.

Mayor's Remarks

- Following the call to order, pledge, and roll call, Mayor Tome introduced the guest speakers to discuss solid waste disposal options, including variations of Pay-As-You-Throw. The guest speakers were Mayor Mike Bennett, City Manager Doug Miller, and Director of Public Works Kyle Torster from City of Aberdeen, MD, and Karen Leatherwood, former owner of Carroll County Waste Services.
- Mayor Tome welcomed various elected officials from other jurisdictions.
- The guest speakers each described their experiences with solid waste disposal, including Pay-As-You-Throw.
- Members of the City Council asked questions of the speakers.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Eric Beasley, 27 East E Street; Christopher Holte, 25 East C Street; Burkittsville Mayor Deborah Burgoyne; Tom Calahan, 12 West D Street; Frederick County Executive Jan Gardner; Mariya Steinhaus, 130 West Orndorff; Adam Wyatt, 12 West Orndorff; and Norman Cornelius, Jefferson Pike, offered comments. Several of the presenters responded to questions that were raised.

Adjournment

Mr. Stull moved to adjourn the meeting and the meeting was adjourned at 7:40 p.m.

Submitted by: Bob McGrory

Approved By: _____ Witnessed By: _____
Mayor Date City Administrator Date

RESOLUTION No. 2015-01

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BRUNSWICK TO AUTHORIZE THE CITY ADMINISTRATOR TO ACT ON BEHALF OF THE CITY IN EXECUTING A CONTRACT FOR ELECTRICITY SUPPLY.

WHEREAS, electric deregulation became effective in July, 2002 and the City of Brunswick purchased electricity on the open market, signing a contract ending May, 2015; and

WHEREAS, the City of Brunswick will be bidding the City's electricity supply needs during the months of February – April 2015 to provide electricity supply services for 12-24 months for accounts on contract; and

WHEREAS, the goal of this procurement process is to allow the flexibility in conducting the bid to respond to the daily changes in market prices for the selection of the optimum rates for the City's electricity accounts; and

WHEREAS, the current electricity market is extremely volatile and decisions to award to a vendor must be made within a four (4) hour window in order to guarantee pricing;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Brunswick, Maryland to authorize Bob McGrory, City Administrator, to act on behalf of the City during the 2015 bidding cycle, to conduct an electricity procurement in accordance with City purchasing regulations and to award and execute a contract for electricity supply services with the selected supplier prior to the close of the market the day price proposals are received, without further authorization or approval by the Mayor and Council. Mr. McGrory will consult with the Mayor either in person or on the phone, if available, on the recommended selection but has the full authorization of the City to proceed with the selection and contract award on behalf of the City of Brunswick.

PASSED this 10th day of February, 2015 by a vote of ___ for: ___ against, ___ abstaining and ___ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Bob McGrory
City Administrator

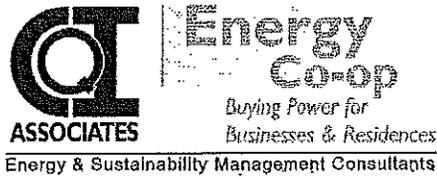
Name: Walter S. Stull, III
Title: Mayor Pro Tem

APPROVED this 10th day of February, 2015.

ATTEST:

Bob McGrory
City Administrator

Karin B. Tome
Mayor



Electricity and Natural Gas Supply Services

AUTHORIZATION & APPLICATION FORM

ELECTRIC AND NATURAL GAS BILLING, PAYMENT HISTORY, ACCOUNT SERVICE DATA, AND CREDIT DATA SUPPLIER AUTHORIZATION

"Customer" Location:

Legal "Customer" Name: City of Brunswick, Maryland

Address: 1 West Potomac Street

City: Brunswick

State: Maryland

Zip: 21716

Authorized "Customer" Representative (the person signing the supplier contract):

Name: Bob McGrory

Title: City Administrator

Phone Number: 301-834-7500

Email Address: Cityadmin@BrunswickMD.gov

Cell phone or alternate contact number (day of bid): 301-667-5544

Alternate "Customer" Representative:

Name: Carrie Myers

Title: Office Manager

Phone Number: 301-834-7500

Email Address: Assistant@BrunswickMD.gov

Cell phone or alternate contact number (day of bid): 301-992-1714

Credit References: Bank Reference: _____

Trade Reference: _____

Has the "Customer" filed for bankruptcy within the last five years? __ Yes X No

AUTHORIZATION:

The "Customer" hereby authorizes the local Energy Distribution Company (EDC) to permit authorized "Licensed Electricity and/or Natural Gas Service Suppliers" to directly receive "Customers" most recent twenty-four (24) months electric/natural gas account data and twelve (12) months of payment history for the Account Numbers with meters as shown on the ATTACHMENT A. The authorized "Licensed Electricity and/or Natural Gas Service Suppliers" have the right to use the information provided and to retain the information in its files, and disclose it to any authorized employee, agent, or representative. The authorized "Licensed Electricity and/or Natural Gas Service Suppliers" hereby agrees not to sell or otherwise disclose said information to any third party not authorized in writing by "Customer", for the purposes of such third party marketing to, or soliciting business from "Customer".

"Customer" hereby authorizes "Licensed Electricity and/or Natural Gas Service Suppliers" to process this Authorization for credit review and approval. All information provided will be held in strict confidence and used only by "Licensed Electricity and/or Natural Gas Service Supplier" or its affiliates, in making its credit evaluation.

"Customer" hereby authorizes and designates CQI Associates, LLC as the exclusive authorized representative for the management of Customer's electricity distribution, electricity supply services, natural gas supply, gas supply transportation, and related procurement and account enrollment services. This authorization in no way binds "Customer" to the purchase of a supply service and is to be used for the sole purpose of determining an offer price and selecting a supplier for electricity or natural gas supply services.

"Customer" hereby authorizes the "Licensed Electricity and/or Natural Gas Service Suppliers" to deal directly with CQI Associates, LLC representatives on any and all matters pertaining to the collection of account data, to receive pricing and receiving Agreements as it pertains to Client's electricity and natural gas procurement information, in order for CQI Associates, LLC to manage and evaluate the electricity and/or natural gas pricing requests.

THE UNDERSIGNED HEREBY CERTIFIES THAT THE SIGNATOR IS AN AUTHORIZED REPRESENTATIVE OF THE "CUSTOMER" AND THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT AND ACCURATELY REFLECTS THE "CUSTOMER'S" CURRENT BUSINESS CONDITION AND ACCOUNT STATUS.

On behalf of "Customer":

Signed:



"Customer" Authorized Representative

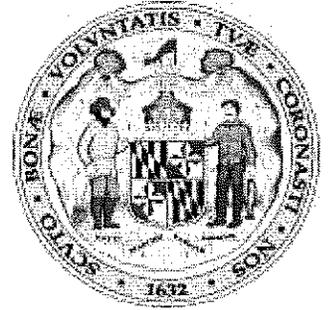
Date: February 3, 2015

Name: Bob McGrory

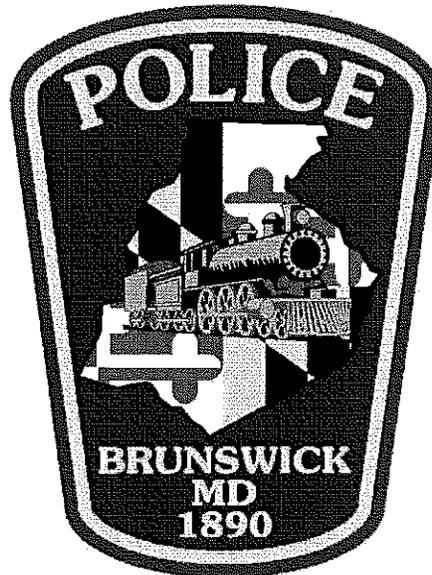
Title: City Administrator



City of Brunswick Maryland



Police Department



2014 Annual Report

Milton E. Frech Jr., Chief of Police
Bryan C. Brown, Assistant Chief

Chief Milton Frech of the Brunswick Police Department respectfully submits this report as an overview of accomplishments and achievements from January 1, 2014 to December 31, 2014.

2014 Personnel:

In April 2014, the agency received approval to hire Mark Cullember to fill a vacant position. Officer Cullember is a retired Frederick County Sheriff deputy with many years of law enforcement experience. In addition, Cullember is a certified evidence technician, improving the agency's ability to process crime scenes for evidentiary materials.

In November 2014, the agency received approval to hire two applicants for the Frederick City Police Academy. Lindsey Thomas and Brandon Smith were hired and started the academy on November 24, 2014. Though an injury resulted in Thomas unable to continue in the academy, Smith has continued to do extremely well and is expected to graduate in late June 2015.

2014 Vehicles:

A vehicle purchase was approved in the FY15 budget for the Brunswick Police department. The agency anticipates requesting approval to purchase a vehicle on a State Contract price in the spring of 2015.

2014 Calls for Service:

During the 2014 calendar year, the Brunswick Police handled a total of 17,233 calls for service. This was an increase of 2,658 calls when compared to 14,575 calls for service total in 2013. In comparison, the Thurmont Police Department handled a total 8,466 calls for service in 2014.

Of the 17,233 calls for service, 685 required police reports and 187 were closed by arrest. 7,521 calls were self initiated patrol checks of locations within the City and 9,712 calls for service originating from dispatch/citizens.

2014 Statistical Information:	2013	2014
Call Type Counts	14,575	17,233
Adult Arrest	131	171
Juvenile Arrest	20	41
Total Arrests	151	212

Maryland Uniform Citations	322	392
Equipment Repair Orders	66	54
Warning Citations	388	532
Parking Citations	202	498

<u>UCR Part I Crimes:</u>	2013	2014
Criminal Homicide	0	0
Forcible Rape	0	*2
Robbery	0	1
Assaults	46	66
Burglaries	15	18
Larcenies / Thefts	64	62
Motor Vehicle Thefts	0	3

**Both rape cases were closed as unfounded.*

2014 State Homeland Security Program:

The Brunswick Police department received \$6,000 in State Homeland Security grant funding and has ordered the following items:

- 5 Etix scanners and printers

Delivery of the equipment is expected in early spring 2015.

2014 Tobacco Grant:

In 2014, the Brunswick Police department received a \$1,700 grant from the Frederick County Health Department for Tobacco Enforcement. The funds must be used before June 30, 2015.

2014 Safe Streets Grant:

In 2014, the Brunswick Police department partnered with the Frederick City Police Department to receive a grant from the Federal Safe Street Initiative. The grant is awarded to the Frederick City Police Department and portions are distributed to local agencies. The Brunswick Police department was awarded \$2,000 and funds must be used before June 30, 2015.

2014 Asset Seizures:

In 2014 the Brunswick Police department participated in a joint drug investigation with Federal Bureau of Investigations (FBI), Drug Enforcement Agency (DEA) and local agencies where four search and seizure warrants were executed. As a result several

vehicles, cash, assets and a residence were seized. Assets per agency are estimated to be several thousand dollars. Forfeiture is still pending in the court system.

2014 Training:

Officers and staff attended 1,015 hours of training in 2014. 336 hours of this training was for Officers Thomas and Smith attending the Frederick Police Academy during the last two months of 2014. The remaining 679 hours of training included the following courses:

In-Service Training
Range Training
Less Lethal Techniques
Evidence Training

CJIS Training
MML Leadership Training
Gang Training
Glock Armorer School

2014 Special Event Staffing:

The Brunswick Police continued to support local events in our community. Brunswick Police personnel adjusted their schedules to staff these special events without the expenditure of any overtime funding. These events included but were not limited to all Brunswick Main Street events, 4th of July Fireworks, Railroad Days, BARC Halloween events, Veterans Day Parade and Hometown Holidays.

2014 Overdose Deaths:

Brunswick experienced two drug overdoses in 2014, down from five in 2013. Frederick County was designated a HIDTA (High Intensity Drug Trafficking Area) by the Federal Government in 2014 due in part to the state and countywide increase in drug related deaths in 2013. Of the 212 arrests in 2014, 28 were for drug charges and the agency executed two search and seizure warrants. These warrants were obtained after investigations of illegal drug activity were conducted.

Med-Return Collection Box:

The Brunswick Police department continues to participate in the prescription medicine collection box program. Brunswick is one of only a few locations where residents can properly dispose of unwanted or unneeded medication.

2015 Goals:

My goal for the agency in 2015 is to continue to improve our customer service to the citizens of Brunswick. In addition, I'd hope to improve our retention of current officers. The Brunswick Police has a high turnover rate and I believe there are ways we can

reduce these departures at a minimal cost to taxpayers. I will be submitting recommendations during the FY16 budget process.

The agency has a need for a criminal investigator position as our calls for service increase. I plan to add a hybrid type position in the near future, thereby allowing the agency to dedicate an officer to investigate Part I crimes with the goal of improving our ability to close cases by arrest. This would improve our customer service but also reduce future crimes with successful prosecution of offenders.



Brunswick Police Department Monthly Report

Reporting Month and Year: January 2015

Traffic Enforcement Activity

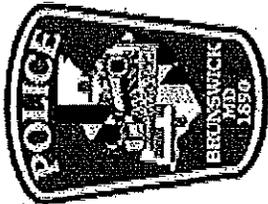
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	19	19	50	50
Maryland State SEROS:	2	2	4	4
Warning Citations:	19	19	61	61
Parking Citations:	22	22	14	14

Parking Enforcement Revenue

	Month	YTD	PY Month	PY YTD
Fines Collected:	*	*	*	*
Meter Collections:	*	*	*	*

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	1341	1341	1459	1459
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	13	13	5	5
B&E	0	0	1	1
Theft	5	5	7	7
Auto Theft	0	0	0	0
Motor Vehicle Accidents	11	11	12	12



Brunswick Police Department

Listing of Arrests

January 1, 2015 to January 31, 2015

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015000003	01/01/2015	02:41	DISORDERLY CONDUCT	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2014017226	01/01/2015	17:01	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	NINO YOINGCO	CLEARED BY ARREST
2015000047	01/02/2015	18:00	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JAMES MOXLEY	CLEARED BY ARREST
2015000144	01/04/2015	18:50	FIREWORKS DISCHARGE W/O PERMIT	CLOSED/CLEARED	ADULT	JAMES MOXLEY	CLEARED BY ARREST
2015000251	01/07/2015	12:43	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015000506	01/13/2015	08:49	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015000586	01/16/2015	16:40	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	MILTON FRECH	CLEARED BY ARREST
2015000661	01/16/2015	18:49	FAILURE TO STOP AT STOP SIGN OR LINE	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015000946	01/22/2015	09:06	CDS, POSS COCAINE/OPIUM/THEIR DERIVATIVES	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015000960	01/22/2015	21:18	ASSAULT, 1ST DEGREE (ASSAULT W/ OTH WEAPON)	CLOSED/CLEARED	JUVENILE	BRYCE MCGUIRE	CLEARED BY ARREST
2015001073	01/25/2015	01:42	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST

Total Number of Arrests: 11



Brunswick Police Department
Call Type Counts Listing
January 1, 2015 to January 31, 2015

Call Type	Counts
ANIMAL COMPLAINTS	1
ASSAULT - OCCURED EARLIER	2
ASSAULT IN PROGRESS - ALERT TONE	1
ASSIST FIRE DEPARTMENT	13
ASSIST OTHER AGENCY - SPECIFY	2
ASSIST OTHER PD (SHERIFF)	21
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	9
COMMERCIAL	1
COURT - BPD	8
COURT PAPERWORK	2
DECEASED PERSON	3
DESTRUCTION OF PROPERTY / VANDALISM	7
DISABLED VEHICLE	5
DISCHARGING FIRE ARM - FCPD SEND TWO CARS	4
DISTURBANCE - ALL GATHERINGS	15
DOMESTIC	5
DOMESTIC IN PROGRESS - ALERT TONE	5
EMERGENCY EVALUATION	4
EVICITION	1
EXTRA DUTY	12
FIGHTS / 10 - 10'S - ALERT TONE	2
FIREWORKS COMPLAINT	1
FOLLOW UP - ALL TYPES	43
FOUND PROPERTY	2
FRAUD	3
HARRASSMENT	4
HIT AND RUN PROPERTY DAMAGE	4
JUVENILE COMPLAINT	1
MENTAL PERSON	1
MUNICIPAL INFRACTION	1
NARCOTICS - FCPD SEND TWO CARS	4
NOISE COMPLAINT	4



Brunswick Police Department
Call Type Counts Listing
January 1, 2015 to January 31, 2015

Call Type	Counts
NOTIFICATIONS	5
OPEN DOOR	2
OPEN OR 911 HANG-UP	32
OVERDOSE - SEND AMBULANCE	1
PARKING VIOLATIONS	13
PATROL CHECK (BRUNSWICK)	843
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	3
POLICE TRAINING / EDUCATION	2
PROPERTY DAMAGE ACCIDENT	6
RELAY OR 10-5	2
REPO / TOW AWAY	3
REQUEST OFFICER	91
RESIDENTIAL	1
RESIDENTIAL BURGLARY - REPORT ONLY	1
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	1
ROADWAY HAZARD	1
SCHOOL	2
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	4
SPECIAL ASSIGNMENTS	7
STANDBY	1
SUBJECT STOP	1
SUICIDE - ATTEMPTED ALSO	1
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	4
SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	12
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	12
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	7
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	2
TRESPASSING	4
VEHICLE	1
VEHICLE STOP (BRUNSWICK)	30
VERBAL DISPUTE - NON DOMESTIC	2



Brunswick Police Department
Call Type Counts Listing
January 1, 2015 to January 31, 2015

Call Type	Counts
WALKING PATROL	35
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	9

Total Number of Calls: 1,341



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Department of Public Works Mayor & Council Monthly Report for January 2015

Water Line Repairs and Maintenance

Repair water leak at Tritapoe Dr. & Western Ave.

Repair water leak at 755 Tritapoe Dr..

Repair Frozen Meters

Deploy water leak dectors through city

Sewer Line Repairs

Camera sewer lines, for pipe patching

Installed manhole risors, to bring manholes to street level

Water Valve Maintenance

Repair valve at Florida Ave. & Brunswick St.

Fire Hydrant Maintenance

None

Street Repair and Maintenance

Cold Patch on area of recent water leaks

CIP Projects

None

Storm Drain Maintenance

None

Miscellaneous Tasks and Maintenanc

Constructed grate for storm drain on S. Virginia ave.

Took down Xmas decorations

Mulching play-grounds

Repaired gate at pumping station at Galyn Manor

Installed heating unit at City Hall

Plowed snow several times.

Construction and Contractor Suppo

None

Water Meters

9 settlements, 2 replacements, 4 repairs, 12 investigations 3 inspections,
3 U & O inspections, 6 Cut-offs.

Safety

Developed a new traing manual on Confined Space Entry
Watched Safety video on Snow Plow Safety
Registered Staff for MOSH classed.

WATER PLANT PROJECTS & MAINTENANCE –January 2015

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Received deliveries of Caustic Soda and Sulfuric Acid
- 4) Closely monitored flows at Yourtee Springs and the Elevated storage tank to determine if there were leaks present in the system
- 5) Calibrated the filter pH probe
- 6) Dennison plumbing tested all backflow preventers
- 7) Flo-tech calibrated all chart recorders and flow meters
- 8) Drained and cleaned both sedimentation basins
- 9) Changed the oil and hose in the #1 carbon slurry feeder
- 10) Inspected the communications antennae at the Elevated storage tank
- 11) Inspected the reservoir level sensor
- 12) Alban serviced the WTP and Reservoir generators
- 13) Dealt with icing on the intake screen by lowering flows and constantly using the air burst to clear ice off of the screen
- 14) Replaced potassium permanganate batch mixer at the Intake

Brunswick WWTP Operations & Projects January 2015

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Switched the bulbs in the UV system
- 5) Purged water from the SBR decanter tube
- 6) Pulled pumps from #2 SBR and started filling it for winter
- 7) Repaired a water leak on the belt press utility line
- 8) Replaced a broken heater in the #2 motive pump
- 9) Installed a new air valve to the #2 SBR blower
- 10) Cleaned the carburetor on the gas pump
- 11) Replaced the magnetic coupling on the #2 del-pac pump
- 12) Fixed #4 digester blower by replacing the key way to the shaft
- 13) Drained and cleaned the pista grit screw conveyer
- 14) WWTP staff investigated and assisted Frederick County Fire and Rescue with an unknown substance in the creek by the WWTP
- 15) Mike and Patrick attended a free training class with Envirep on control systems and SCADA alarms packages that are in use at the Galyn Manor Pumping Station
- 16) Patrick met with engineers to discuss design work for the WWTP



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

January Technical Services Staff Report **Mayor and Council 2-10-2015**

Planning

- Staff coordinated with contractors to finalize plans for several lots of record.
- Staff coordinated with property owners and engineer to develop utility connections and road/sidewalk improvements for properties along Gum Spring.
- Staff worked with economic coordinator on events and business development.
- Staff finalized rezoning at the corner of 1st Ave. and A St.
- Staff presented Special Exception for the old fire hall building to BoA.
- Staff continued working with Ryan Homes at Brunswick Crossing.
- 8 Zoning Certificates issued January
- 3 U&O's issued January
- BoA meeting held on January 22, 2015 and meeting is scheduled for February 26, 2015.
- No Planning Commission in January and no meeting is scheduled for February.

GIS

- Assisted public with property data.
- Assisted public works with updates to utility mapping (sewer & water).
- Assisted Frederick County with Rosemont water system to perform monitoring.
- Developing subdivision data base.
- Added parcel data for Brunswick Crossing
- Updated County remote access.
- Developing various maps.

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
1	various	1-7-15		Bonnie Henry/Brunswick St	300-600	Brunswick St	Yard Sale/BK Party
2	25-479572	1-8-15	831	Eric Moore Contracting	303	W. B St.	SFD
3	25-491343	1-9-15	17GG	T&A Contractors	1412	Musgrove Aly	Deck
4	25-492498	1-9-15	67FF	T&A Contractors	730	Potomac View	Steps
5	25-479696	1-13-15	1261	Kevin Wantz/Blue Line Home Imp	614	N Maple. Ave	Renovations
6	25-589079	1-14-15	4J	Advantage Homes	1137	Potomac View Pkwy	SFD
7	25-483642	1-22-15	1815	Eric Moore Gen. Contracting	123	Ninth Ave.	SFD
8	25-469127	2-3-15	1814	Christopher Hinkle	127	Ninth Ave.	Fence

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
1	15-1	1-14-15	1135	Dargon Quarry Ln	SFD AH	122776	1-14-15
2	15-2	1-28-15	1410	Musgrove alley	SFD AH	122980	1-28-15
3	15-3	1-30-15	1412	Musgrove alley	SFD AH	122981	1-30-15

MONTHLY CODE ENFORCEMENT REPORT

Violations	January 2015	YTD January 2015	Past January 2014
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WARNINGS

Vehicles/ Vehicle repair	1/0	1/0	1/0
Property trash/ Unsec.	9/0	9/0	4/0
Property Repair/Property	0/0	0/0	0/0
Overgrowth /Unsanitary	0/1	0/1	0/0
Vac. prop.trash/ Unsec.vac	1/3	1/3	0/0
S.walk repair/ S.Walk Trash	0/1	0/1	0/1
Littering	0	0	2
Vacant Overgrowth	0	0	0
Animal Waste / Snow and	0/114	0/114	0/72
Livestock	0	0	0
Trash Cans /Signs	0/0	0/0	0/0
Warning Totals	130	130	80

CITATIONS

Vehicles/ Vehicle repair	0/0	0/0	0/0
Property trash/ Unsec.	1/0	1/0	1/0
Property Repair/ Property	0/0	0/0	0/0
Overgrowth/ Unsanitary	0/0	0/0	0/0
Vac. prop. trash,/ Unsec.	0/3	0/3	0/0
S walk repair/ S walk trash	0/0	0/0	0/0
Littering	0	0	0
Vacant Overgrowth	0	0	0
Animal Waste/ Snow and	0/0	0/0	0/13
Livestock	0	0	0
Trash Cans	0	0	0
Signs	0	0	0
Citation Totals	4	4	14
Complaints	8	8	5



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

WATER & SEWER TAP ALLOCATION APPLICATION

Samuel Boyer
(Name)

Application Fee \$ 75

4028 Petersville Rd
(Address)

Service Class:
 Residential \$75
 Commercial \$75
 Industrial \$75

Knoxville md 21758 301-748-5559
(City, State, Zip) (Phone)

Water Service Size 1"

Number of Water Taps Requested 1

Sewer Service Size _____

Number of Sewer Taps Requested _____

New Addition Lot 7 832 Brunswick St. Brunswick md 21716
Subdivision Name or Address & Lot # (Attach copy of site plan showing development)

DPW System Availability Verified _____ Date _____

City Engineer Design Verified _____ Date _____

City Administrator _____ Date _____

Disposition: Approved Number of Water Taps Approved _____
 Disapproved Number of Sewer Taps Approved _____
 Deferred

Date _____

Mayor _____

TOTAL AMOUNT DUE WITHIN 30 DAYS OF APPROVAL:

Water Tap Fee \$ 3,146 Sewer Tap Fee \$ 3,956 Total Capacity Fee for both \$ 7,102

TOTAL DUE \$ _____

TERMS OF AGREEMENT:

- 1) Your per parcel application fee is **DUE AND PAYABLE** at the time of application. The application fee is **NON-REFUNDABLE**.
- 2) In accordance with the Water & Sewer Rules and Regulations, your tap allocation is good for two (2) years from approval date to allow time to begin construction. If construction does not commence by the end of this period, this approval will be **NULL AND VOID**, and your tap fee will be **REFUNDED**.
- 3) The City reserves the right to charge a capital improvement fee (sitting charge) for the water/sewer system, from the time installation of the tap is completed until the tap is actually used.
- 4) The Applicant agrees to abide by all applicable state statutes, regulations and ordinances, and regulations and ordinances lawfully passed by the Mayor and Council of Brunswick.

Samuel Boyer
(Applicant's Signature)

1/6/15
(Date)

Jan. 6, 2015

City of Brunswick
1 W. Potomac St.
Brunswick, Md. 21716

Re: Property described as
832 Brunswick St.
Brunswick, Md. 21716

To whom it may concern:

This letter is to request a water tap be granted for the property located at 832 Brunswick St., Brunswick Md. It is known as Tax identification # 12-298404, New Addition, Lot 7, Tax Map 0091, parcel 0262.

I have made an attempt to acquire a well permit through Frederick County Health and was denied. The letter states, "**The Frederick County Water and Sewer Service Master Plan atlas indicateds that the above-described property is designated S1, W1. W1 means that the property is either connected or shall be connected to the public water service for the City of Brunswick**"

I have included a copy of the letter I received from Dave Gatrell, Program Manager, Well & Septic Branch at the Frederick County Health Dept.

A Building permit for a 3 bedroom, 2 bath house has been applied for this property. The permit # is 116735.

Thank you for your consideration in this matter

Samuel Boyer (Property owner)
4028 Petersville Rd
Knoxville, Md. 21758
301-748-5559
boyerconstruct@aol.com



Public Health
Prevent. Promote. Protect.

Frederick County Health Department

Barbara A. Brookmyer, M.D., M.P.H. ▪ Health Officer

August 13, 2014

Mr. Samuel L. Boyer
4028 Petersville Road
Knoxville, MD 21758

Re: Property described as
New Addition, Lot 7
Tax Map 0091, Parcel 0262
Tax Identification #12-298404

Dear Mr. Boyer,

This letter is in response to your request to drill a water well at the above-described property.

A review of the Frederick County Water and Sewer Service Master Plan atlas indicates that the above-described property is designated S1,W1. W1 means that the property is either connected or shall be connected to the public water service for the City of Brunswick.

The Code of Maryland [COMAR 26.04.04.05B(1)] requires that water wells be drilled in accordance to applicable Master Water and Sewer Plans. Therefore, the Frederick County Health Department cannot approve and issue a permit to construct a water well at the described property.

If you have any questions, please contact me. I am in my office from 8:00 to 10:00 a.m., Monday through Friday. My telephone number is 301-600-3157.

Sincerely,

David Gatrell, L.E.H.S., Program Manager
Well & Septic Branch

Cc Bruce Dell, Planning and Zoning Administrator, City of Brunswick
Tim Goodfellow, Principle Planner, Community Development

George Keller ▪ Director

Department of Environmental Health Services ▪ 350 Montevue Lane ▪ Frederick, MD 21702
Phone: 301-600-1719 ▪ Fax: 301-600-3180 ▪ MD TTY: 1-800-735-2258



Mayor and Council of Brunswick Code of Ordinances

other structure desires to suspend his water and sewer services for a period exceeding sixty (60) days, he may do so by written application to the City made at least five (5) days prior to the cutoff date. In the event of such suspension of service, the owner will be charged a turnoff fee.

Section 4-2108. Annual Financial Statement

The City Auditor shall prepare annually and submit to the Mayor and Council a statement showing all income derived by the City from the sewer rates and charges herein levied and imposed, together with a statement of all costs and expenses incurred by or attributable to the operation of the City's sewerage system, which statements shall be reviewed by the Mayor and Council for the purpose of determining what revision, if any, to the rates and charges herein levied and imposed may be required.

Title 2. Connections

Section 4-2201. Water and Sewer Service Applications

Every individual who desires to contract for supply of water within the limits of the City of Brunswick shall make written application to the City Treasurer, upon forms prepared by the City, setting forth the description of the property and improvements thereon to be supplied with water and/or sewer services, stating the name and address of the Applicant and stating further that the Applicant will abide by and observe all applicable State statutes and regulations and ordinances, resolutions and regulations lawfully passed by the Mayor and Council. Any individual who wishes to contract for water and/or sewer service at a new connection shall, when making application for such connection, pay to the City Treasurer, for each new connection, a connection or Tap Fee for such connection, in such amount as the Mayor and Council may from time to time by resolution establish.

 Section 4-2202. Water and/or Sewer Service Outside of City Limits

Any individual who desires to contract for a supply of water and/or sewer outside of the limits of the City shall make application on the form described in Section 4-2201. The City Administrator shall present such application to the Mayor and Council at a regular meeting. The Mayor and Council shall review the application, and, if they deem it appropriate to provide service to the premises of the applicant, they may approve the application. In determining whether or not to approve such application as appropriate, the Mayor and Council shall consider and make their determination based upon the following criteria: the availability, condition, age and composition of the service mains throughout the City's water and sewer systems; the availability, condition, age and composition of the water and sewer lines throughout the City's water and sewer systems; the adequacy of the water supply as it then exists and as it may be affected by the provision of the service sought; the capacity of sewer facilities as it then exists and as it may be affected by the provision of the service sought; the availability and adequacy of water pressure as it then exists and as it may be affected by the provision of the service sought; the availability and adequacy of fire protection as it then exists and as it may be required or affected by the provision of the service sought, including but not limited to the availability of fire hydrants; the legal sufficiency, availability and adequacy of land or interests in land such as easements necessary to provide the service sought and the impact of the service sought on the land and property interests affected by the service sought; and whether the provision of the service sought may

City of Brunswick

Trans. 004879-00000002

01/08/2015 02:12 PM

Customer: 02490

Miscellaneous Receipt

731 Tap Application	75.00
4028 PETERSVILLE	

Trans. Total	75.00
--------------	-------

Pay Type 1 Check
Reference 1814

* * * * *
** COPY **



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

**Mayor & Council
504 Gum Springs Road
Water & Sewer Tap Allocation Request
Staff Report
February 10, 2015**

BACKGROUND:

On March 9, 2004, the City adopted the Water & Sewer Rules & Regulations and on April 27, 2004, Council approved Water & Sewer Allocation Policy.

This request is for allocation of one (1) Sanitary Sewer Tap and one (1) Water Tap to serve 540 Gum Springs Road (Tax Map 202, Lot 9, Parcel 1691).

ANALYSIS:

The Tap Allocation process was established to ensure that taps are used within the appropriate time period to the maximum extent possible and to preclude the potential hoarding of taps. This process requires that a Tap Allocation Request with Fee be filed and approved by Mayor & Council.

Once the Tap Application is approved, the Applicant must pay the capacity fees for the water and sewer taps within 30 days of approval. A Zoning Certificate Application Package with Fee, an Entrance Permit Package with Fee, a Modified Public Works Agreement and fee, the purchase of the water meter and payment of the lateral inspections fees will follow.

This application has come before Mayor & Council to approve purchase of the requested taps. Originally this parcel was four (4) separate parcels. The Applicant is submitting an Addition Plat to reconfigure the parcels into one lot of record. Improvements within the property and right-of-way are to be submitted for detailed review and approval prior to issuance of zoning certificate.

This request is for a Water & Sanitary Sewer tap for 504 Gum Springs Road. The primary structure on the property will be a single family dwelling. All work for connections to City infrastructure will be regulated by the Modified Public Works Agreement. The Allocation Pool has one thousand, seventy three (1,073) remaining sanitary sewer taps remaining from the 2014 Tap Allocation Report.

RECOMMENDATION:

Staff recommends allocation of one (1) Sanitary Sewer Tap and one (1) Water Tap in accordance with the City Tap Allocation Policy and the City Water & Sewer Rules and Regulations, with the following conditions:

1. Capacity fees in the amount of \$7,102.00 must be paid within thirty (30) days from allocation.
2. Improvements to the public right-of-way are conditions of approval.
3. The Applicant will submit a Zoning Certificate, a Modified Public Works Agreement, purchase the water meter, and pay all fees and post applicable guarantees for the proposed construction.
4. Sanitary sewer and water lateral connection to be inspected at the Applicant's expense in accordance with the City Tap Allocation Regulations.
5. No work is to be conducted within a Right-of-Way without Public Works approval and inspection.
6. All applicable certificates, permits, and agreements are obtained, associated fees are paid, and any required surety is in place.



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Brunswick Mayor and Council Information System Purchase Staff Report

February 10, 2015

BACKGROUND:

As the Mayor and Council are aware, the current utility billing and accounting system is unable to keep up with the City's current and future needs. Staff has reviewed demonstrations, references, and quotes for seven systems. During this process four systems were ruled out based on the inability to meet the requirements outlined below. The remaining three systems were able to meet a majority, if not all, of the requirements.

RECOMMENDATION:

Out of these three systems Staff recommends the purchase of Springbrook as it meets all of the requirements.

The following are a few highlights of the Springbrook system:

1. Works in real-time with the ability to capture pending payments or journal entries on reports.
2. All modules listed are completely integrated. A change in one module automatically updates in all other modules which alleviates balancing problems that occur in a batch environment.
3. Tracks leak adjustment history and easily corrects misapplied payments.
4. Large library of standard reports that can be exported to Excel.
5. Extensive report writer with archive feature.
6. Visual reporting interface to transform data to charts & graphs; great for budget & the audit MD&A.
7. Strong references; one of which was a prior MainStreet user.
8. .Net versus Java platform allows more export capability to Microsoft Office products.
9. .Net allows for drill down capability from reports as opposed to opening up multiple inquiry screens while reviewing a report.

(Continued highlights)

10. Scheduler and publisher feature sends reports to users automatically.
11. Capable of handling 5 year City growth estimate and additional services.
12. Optional Public Works service request form in Web Portal.
13. Ability to rollout majority of new system with a July 1, 2015 goal.

Although this vendor is not the lowest priced, the robust features and system integration make this system a sound long term investment. Your comments and/or questions would be appreciated.

-Prepared by Kimberly Miller, Accountant II

Information System Purchase Criteria

1. Software Package Requirements

Currently Used Modules/Functions:

- Interface with Meter Reading-Neptune
- Utility Billing
- General Ledger
- Budgeting
- Cash Receipts
- Accounts Payable
- Accounts Receivable

Currently Unused Modules/Functions: (lack of set-up and training)

- Miscellaneous Billing
- Purchase Orders
- Fixed Assets (for GASB 34)
- Bank Reconciliation

Added Modules/Functions:

- Project/Grant Tracking
- Web Inquiry Customer Portal and Payment
- Dashboard (User defined "home screen" for quick access of data)

2. Software Package Goals

- Ease of use
- User friendly graphical interface
- Export of information & reports
- Report design capability
- Windows based product that integrates with Microsoft Office
- Server/workstation on premise installation
- SQL (Standard language for accessing databases)
- Barcode scanner capability
- Ability to have 8 concurrent users
- User defined security/access to include audit trail of activity
- Minimum of 2 year data conversion
- Stability of Company
- Reliable software maintenance/enhancements agreement
- References (Similar to our City)

Information System Quotes

Product	On Premise	Maint Fee 1st YR	Maint Fee 1 yr after install	Implementation Timeframe (months)
INCODE-Tyler Technologies	\$ 93,803.00	\$ 13,785.00	\$ 13,785.00	6-9
SAGE-partnered/quoted by CUSI	\$ 63,015.00	\$ -	\$ 6,528.00	2-4
SPRINGBROOK -Springbrook Software	\$ 62,525.00	\$ 10,010.00	\$ 10,010.00	6
CITY SHARE- Freedom Sys	\$ 41,470.00	\$ -	\$ 4,594.00	3-5
MCSJ- Edmunds & Associates	\$ 34,120.00	\$ -	\$ 8,129.00	4-6
MICROFUND/FLEXIBILL-Harris Local Govt	\$ 32,149.00	\$ 3,392.50	\$ 6,785.00	unknown
GP 2013- Microsoft Dynamics (Base Finance Module Only)	\$ 11,000.00	\$ 900.00	\$ 800.00	unknown
Top 3 Overall Rated Systems				



Existing Observation Deck



Proposed Tower Location

Existing Shed to Remove



Proposed Welcome Center Location



Existing Replaced CL Wall/Stairs

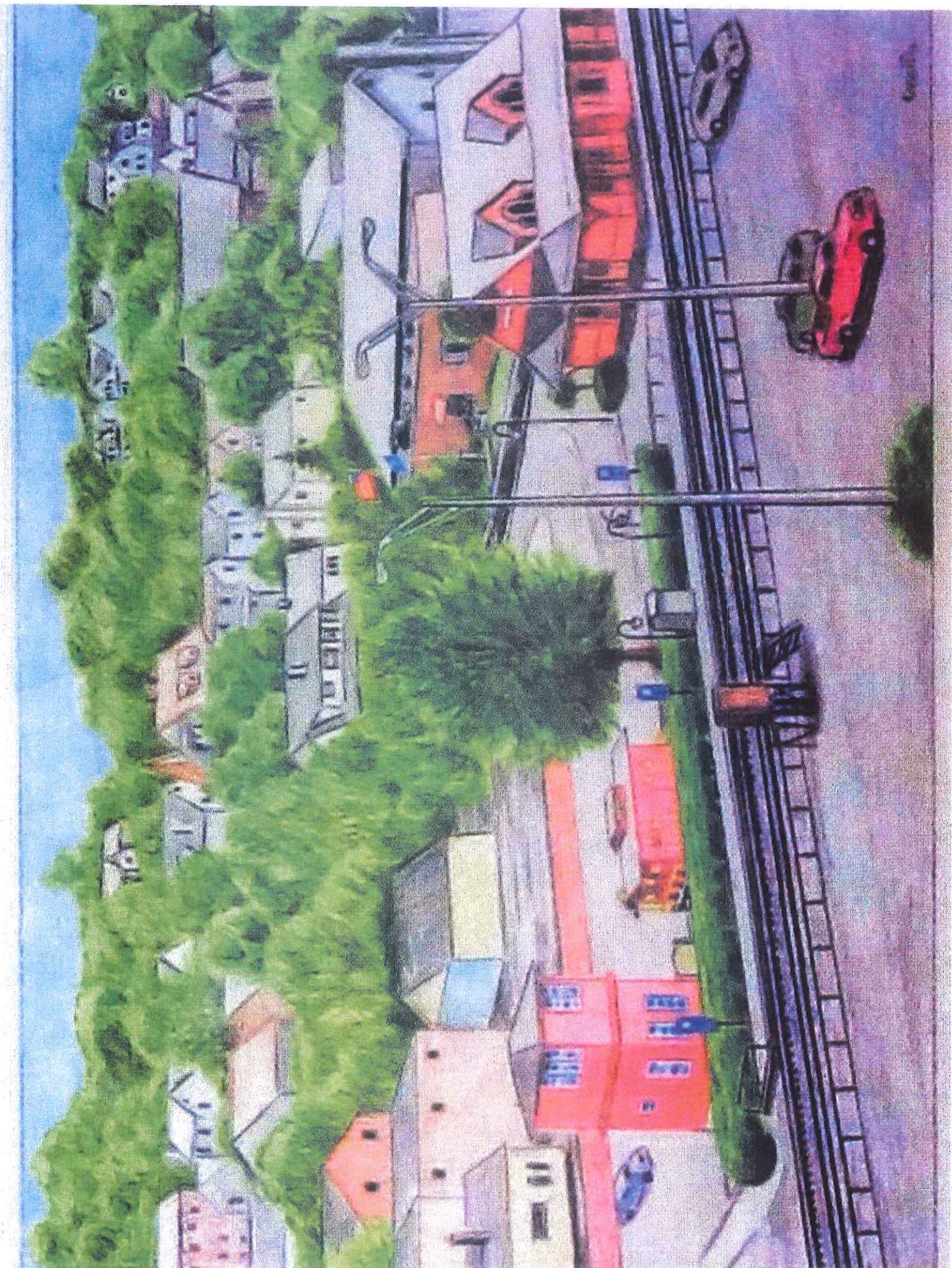


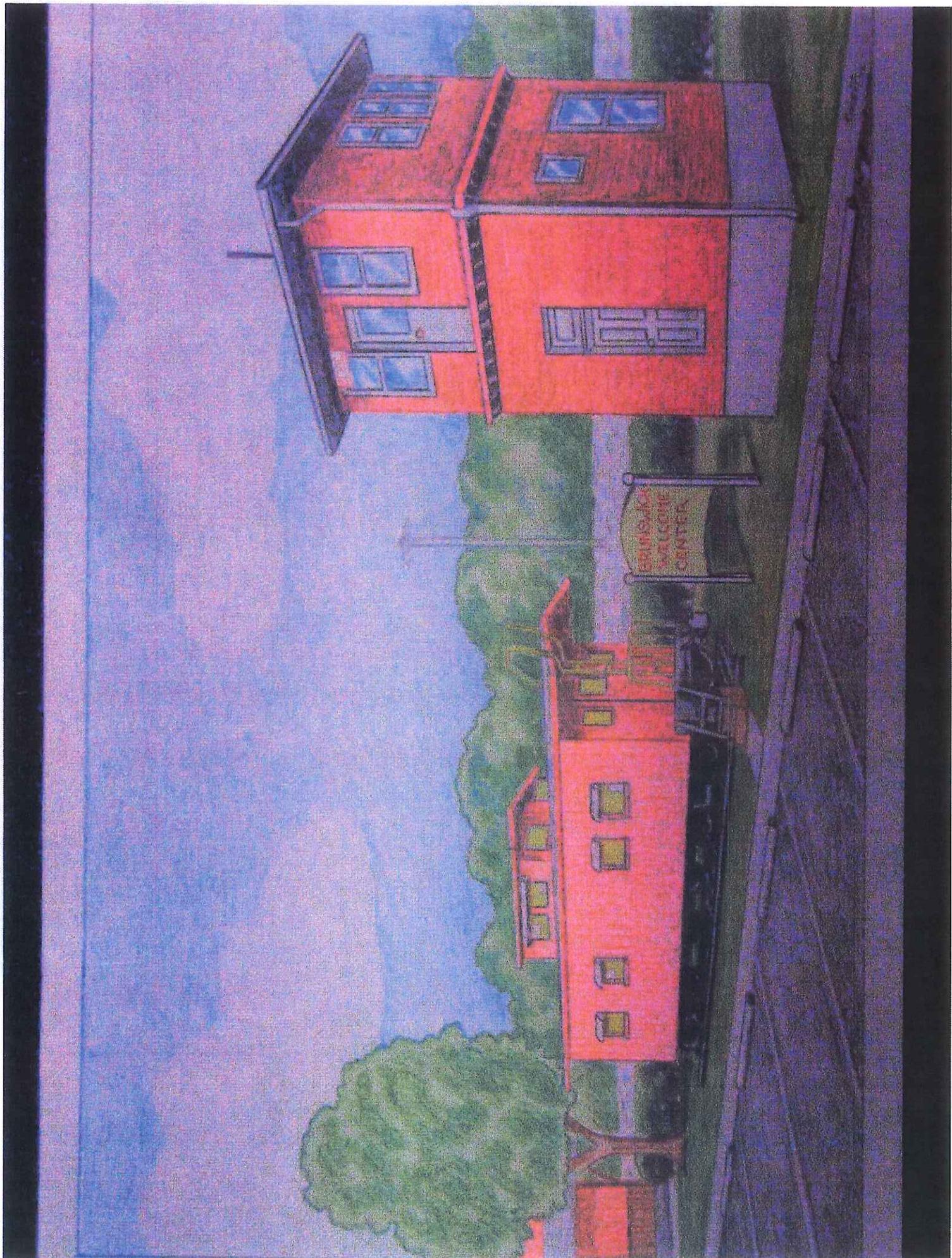
Existing Historic Train Station



© 2012 Google
Image U.S. Geological Survey

Google earth







Railroad Square Park including shed to be removed



Proposed site area including shed to be removed

Proposed site area including shed to be removed

