

**MAYOR AND COUNCIL PUBLIC HEARING
TUESDAY, MAY 10, 2016, 7:00 P.M.**

AGENDA

1. Call to Order
2. Public Hearing:
 - a. Resolution 2016-03 – Purchase of 811 West Potomac Street
 - b. Special Ordinance Number 520 – Fiscal Year 2016 Budget Amendment
 - c. Special Ordinance Number 521 – Fiscal Year 2017 Budget
3. Adjournment

4/29/2016 9:38 AM

PUBLIC HEARING SCRIPT

May 10, 2016

MAYOR: I NOW CONVENE THIS HEARING CONCERNING RESOLUTION 2016-03 – PURCHASE OF 811 WEST POTOMAC STREET, SPECIAL ORDINANCE 520 – FISCAL YEAR 2016 BUDGET AMENDMENT, AND SPECIAL ORDINANCE 521 – FISCAL YEAR 2017 BUDGET.

WILL THE OFFICE MANAGER PLEASE SUMMARIZE THE ADVERTISEMENT FOR THE PUBLIC HEARINGS AND ATTEST TO THEIR PUBLICATION?

(OFFICE MANAGER summarizes ad and attests Publication with dates of ads)

MAYOR: ARE THERE ANY LEGAL MATTERS RELATING TO THE JURISDICTION OF THE MAYOR AND COUNCIL OF THE CITY OF BRUNSWICK OR ANY OBJECTIONS WITH REGARD TO THE NOTICE OF PUBLIC HEARING.

(Pause)

LET THE RECORD SHOW THERE WERE NONE.

I WILL NOW TURN THE HEARING OVER TO THE CITY ADMINISTRATOR TO DESCRIBE THE RESOLUTION AND SPECIAL ORDINANCES AND THEIR PURPOSES.

(ADMINISTRATOR'S PRESENTATION) – **RESOLUTION 2016-03**

MAYOR: AT THIS TIME, THE MAYOR AND COUNCIL WILL HEAR FROM THE PUBLIC, REGARDING RESOLUTION 2016-03. IF YOU WISH TO COMMENT ON THIS RESOLUTION PLEASE COME TO THE MICROPHONE, STATE YOUR NAME AND ADDRESS, AND MAKE YOUR PRESENTATION OF NOT MORE THAN FIVE MINUTES.

DO ANY OF THE COUNCIL MEMBERS WISH TO COMMENT?

(Pause)

THE PURCHASE OF 811 WEST POTOMAC STREET WAS DISCUSSED AT THE APRIL 12, 2016 MAYOR AND COUNCIL MEETING, WITH A HEARING AND DISCUSSION OF RESOLUTION 2016-03 TOOK PLACE TONIGHT ON MAY 10, 2016.

CONSIDERATION OF THE RESOLUTION IS SCHEDULED FOR THE MAYOR AND COUNCIL MEETING LATER TONIGHT.

(ADMINISTRATOR'S PRESENTATION) – SPECIAL ORDINANCE NUMBER 520 – FISCAL YEAR 2016 BUDGET AMENDMENT

MAYOR: AT THIS TIME, THE MAYOR AND COUNCIL WILL HEAR FROM THE PUBLIC, REGARDING SPECIAL ORDINANCE NUMBER 520. IF YOU WISH TO COMMENT ON THIS RESOLUTION PLEASE COME TO THE MICROPHONE, STATE YOUR NAME AND ADDRESS, AND MAKE YOUR PRESENTATION OF NOT MORE THAN FIVE MINUTES.

DO ANY OF THE COUNCIL MEMBERS WISH TO COMMENT?

(Pause)

SPECIAL ORDINANCE 520 WAS DISCUSSED AT THE MARCH 8 AND APRIL 12, 2016 MAYOR AND COUNCIL MEETINGS, WITH THE FIRST READING TAKING PLACE ON MARCH 8, 2016 AND THE SECOND READING TAKING PLACE ON APRIL 12, 2016.

CONSIDERATION OF THE RESOLUTION IS SCHEDULED FOR THE MAYOR AND COUNCIL MEETING LATER TONIGHT.

(ADMINISTRATOR'S PRESENTATION) – **SPECIAL ORDINANCE NUMBER 521 – FISCAL YEAR 2017 BUDGET**

MAYOR: AT THIS TIME, THE MAYOR AND COUNCIL WILL HEAR FROM THE PUBLIC, REGARDING SPECIAL ORDINANCE NUMBER 521. IF YOU WISH TO COMMENT ON THIS RESOLUTION PLEASE COME TO THE MICROPHONE, STATE YOUR NAME AND ADDRESS, AND MAKE YOUR PRESENTATION OF NOT MORE THAN FIVE MINUTES.

DO ANY OF THE COUNCIL MEMBERS WISH TO COMMENT?
(Pause)

SPECIAL ORDINANCE 521 WAS DISCUSSED AT THE APRIL 12, 2016 MAYOR AND COUNCIL MEETING, WITH THE FIRST READING TAKING PLACE ON MAY 10, 2016. THERE WILL BE AN ADDITIONAL MEETING REGARDING THIS ORDINANCE ON ???, AND SUCH OTHER MEETINGS AS THE COUNCIL MAY REQUIRE.

CONSIDERATION OF THE RESOLUTION IS SCHEDULED FOR THE MAYOR AND COUNCIL MEETING ON JUNE 14, 2016.

DO I HEAR A MOTION TO ADJOURN THIS HEARING? SECOND?

ALL IN FAVOR?

I NOW DECLARE THIS HEARING TO BE ADJOURNED

RESOLUTION NO. 2016-03

A RESOLUTION AUTHORIZING THE PURCHASE OF 811 WEST POTOMAC STREET

WHEREAS, the property known as 811 West Potomac Street includes approximately one and a half acres of land and a building built in 1950; and

WHEREAS, the property has been vacant for over twenty years and the Mayor and Council wish to purchase the property for future City facility use; and

WHEREAS, the City of Brunswick wishes to purchase the property from the estate of Walter Engle in the amount of \$270,000; and

WHEREAS, the representatives of the estate of Walter Engle consented to the proposed purchase agreement in April, 2016,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of Brunswick authorize the purchase of 811 West Potomac Street in the amount of \$270,000, contingent on the budgeting of funds sufficient to facilitate closing, and the receipt of a building inspection satisfactory to the Mayor.

The undersigned hereby certifies that this Resolution was approved and adopted on the _____ day of _____, 2016.

ATTEST:

CITY OF BRUNSWICK, MARYLAND

Robert C. McGrory
City Administrator

By: _____
Karin B. Tome, Mayor

CONTRACT OF SALE FOR PURCHASE OF REAL PROPERTY

THIS CONTRACT OF SALE (this "Contract") is made this 29th day of March, 2016, by and between the Estate of Walter L. Engle dba Engle Family Partnership (the "Seller") and the Mayor and Council of Brunswick, 1 West Potomac Street, Brunswick, MD 21716 (the "Buyer"). Seller and Buyer hereby covenant and agree as follows:

Section 1. *Purchase of Real Estate.*

Seller shall sell to Buyer, and Buyer shall purchase from Seller, at the price and upon the terms and conditions set forth in this Contract: (a) the property identified as 811 West Potomac Street, Brunswick, Maryland in the western section of the City of Brunswick, Frederick County, and comprising those lots or parcels of land situate lying and being north of the public street known as West Potomac Street, being part of an Addition to W.W. Wenner's First Addition to Brunswick, and being known as designated as Lots 121, 122, 123, 124, and 125 fronting on West Potomac Street and Lots 136, 137, 138, 139, and 140 fronting on the southerly side of Brunswick Street making a parcel of land Two Hundred Fifty Feet (250') along West Potomac Street, and Two Hundred Eighty-Two Feet (282') deep and lying between West Potomac Street and Brunswick Street and more particularly described in a deed dated June 8, 1983, from Raymond L. Hogan, Constance W. Hogan, and Karen R. Hogan, which deed is recorded among the Land Records of Frederick County, Maryland at Liber 1201, folio 558 further identified as Parcel 406, Tax Map 201, and which property is further identified as Tax Account # 25-470893 in the Frederick County Tax Map System (the "Land") and all improvements thereon; (b) all right, title and interest of Seller, if any, in and to the land lying in the bed of any street or highway in front of or adjoining the Land to the center line thereof and to any unpaid award for any taking by condemnation or any damage to the Land by reason of a change of grade of any street or highway, and (c) the appurtenances and all the estate and rights of Seller in and to the Land. The property and rights described in clauses (a), (b) and (c) above are collectively called the "Property".

Section 2. *Purchase Price, Acceptable Funds, and Escrow of Deposit.*

The purchase price (the "Purchase Price") to be paid by Buyer to Seller for the Property is Two Hundred Seventy Thousand and 00/100 Dollars (\$270,000.00), of which Buyer will pay an initial deposit of Twenty-Two Thousand Five Hundred and 00/100 Dollars (\$22,500.00) upon the signing hereof, which deposit shall be held in escrow by Funk & Bolton, P.A., 210 S. Cross Street, Chestertown, Maryland, and the receipt of which Seller acknowledges. Buyer will pay the balance of the Purchase Price in cash, certified funds, or the equivalent in accordance with the provisions of Section 8 hereafter.

Section 3. *The Closing.*

Except as otherwise provided in this Contract, the Closing of title pursuant to this Contract (the "Closing") shall take place within forty-five (45) days following the execution of this Contract at the offices of the Buyer, 1 West Potomac Street, Brunswick, Maryland or at a

location mutually convenient to the Parties. Funk & Bolton, P.A., is authorized to receive, deposit and distribute funds for the Parties; prepare and obtain execution of escrow instructions, closing documents and instruments evidencing the terms and conditions of this transaction as are required for the Closing; conduct the Closing and provide for recording of the documents. Buyer is responsible for payment of Closing agent's fees and expenses. Such expenses shall include a judgment and lien search, settlement document preparation, the conducting of the settlement, and any premium for title insurance.

Section 4. *Seller's Warranties and Indemnification.*

4.01. *Satisfaction of Liabilities; Status of Existing Mortgages.* Seller warrants that all outstanding liabilities encumbering the title of the Property shall be paid in full on or before the Closing of this sale, and that Buyer shall receive possession of the Property free and clear of any encumbrances. If the Property is encumbered by an existing mortgage(s), no written notice has been received from the mortgagee(s) asserting that a default or breach exists thereunder which remains uncured and no such notice shall have been received and remained uncured on the Closing Date. Seller shall pay or make, as and when due and payable, all payments of principal and interest and all deposits required to be paid or made under the existing mortgage(s).

4.02. *Litigation.* Except as expressly identified in this Contract, Seller represents and warrants that to its personal knowledge and belief there is no litigation pending and it is not aware of any other potential actions against or relating to the Property or its owners, nor does Seller know or have reasonable grounds to know of any basis for such actions relative to the Property.

4.03. *Actual Ownership and Authorization.* Unless otherwise provided in this Contract, Seller is the sole owner of the Property and fully authorized to enter into this transaction. Seller warrants and represents that this Contract is duly authorized, executed, and delivered by Seller, constitutes Seller's legal and valid binding obligation, and does not violate any provision of any agreement or judicial order to which Seller is a party or to which they are subject. All documents executed by Seller that are to be delivered to Buyer at Closing will be duly authorized, executed, and delivered by Seller, and will not violate any provisions of any agreement or judicial order to which Seller is a party or to which they are subject.

4.04. *Knowledge of Environmental Contamination.* The Seller makes no representations concerning environmental contamination or the presence of any "hazardous substance" as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA") (42 U.S.C. §9601, *et seq.*) as amended, or by any regulations promulgated thereunder, and the parties acknowledge and agree that the Property contains an underground petroleum storage tank and has been used for the storage and dispensing of petroleum products as defined by the Resource Conservation and Recovery Act of 1976 ("RCRA") (42 U.S.C. § 6901, *et seq.*) as amended. The Seller specifically disclaims any representation that the Property will be free of contamination, including (i) "hazardous waste," "underground storage tanks," "petroleum," "regulated substance," or "used oil" as defined by CERCLA, RCRA, or by any regulations promulgated thereunder (including, but not limited to, asbestos and radon); (ii) any "oil, petroleum products, and their by-products" as defined by the Maryland Natural Resources Code, Section 8-411(a)(3) as amended, or by any regulations promulgated thereunder; (iii) any "hazardous substance" as defined by the Maryland Health Environmental Code, Title 7, Subtitle 2, as amended, or by any regulations promulgated thereunder; (iv) any substance the presence of which on, in or under the Property, is prohibited by any law similar to those set forth above; and

(v) any other substance which by law, regulation, or ordinance requires special handling in its collection, storage, treatment, or disposal. Seller has provided the Buyer with copy of a Phase I Environmental Site Assessment dated August, 2015, and that report represents the extent of Seller's knowledge and disclosure.

~~4.05. *Insurance.* Seller shall maintain in full force and effect until the Closing insurance policies for general liability, property and casualty, and hazard insurance.~~

RWA

BRM



4.06. *Real Estate tax protests; post-closing refunds.* Seller shall not withdraw, settle or otherwise compromise any protest or reduction proceeding affecting real estate taxes assessed against the Property for any fiscal period in which the Closing is to occur or any subsequent fiscal period without the prior written consent of Buyer, which consent shall not be unreasonably withheld. Real estate tax refunds and credits received after the Closing Date which are attributable to the fiscal tax year during which the Closing Date occurs shall be apportioned between Seller and Buyer, after deducting the expenses of collection thereof, which obligation shall survive the Closing.

4.07. *Leases.* Seller acknowledges and represents that there are no leases affecting the Property.

Section 5. *Confidentiality Covenant.*

Except as may be required by the Maryland Public Information Act or the Maryland Open Meetings Act, Buyer and Seller agree not to divulge information about this transaction prior to Closing, except to the party's attorneys, accountants or other professional advisors, and shall so direct their advisors to adhere to this covenant of confidentiality. The Parties may mutually consent to a waiver of this covenant.

Section 6. *Responsibility for Violations.*

All notices of violations of law or governmental ordinances, orders or requirements which were or will be issued prior to the date of this Contract by any governmental department or agency or bureau having jurisdiction as to conditions affecting the Property shall be removed or complied with by Seller. If such removal or compliance has not been completed prior to the Closing, Seller shall pay to Buyer at the Closing the reasonably estimated unpaid cost to effect or complete such removal or compliance, and Buyer shall be required to accept title to the Property subject thereto. Seller represents that it has received no notices of violations and shall promptly furnish to Buyer any notices of violation hereinafter received with respect to the Property.

Section 7. *Destruction, Damage or Condemnation.*

The risk of any loss of or damage to the Property or the taking of the Property or any part thereof by eminent domain prior to the Closing Date shall be borne by Seller. In the event that the Property or any portion thereof is damaged or destroyed prior to the Closing Date by any casualty or there is a threatened taking of any portion thereof by eminent domain:

(a) If, in the reasonable exercise of the judgment of the Buyer, the damage or destruction will require the expenditure of more than ten percent of the purchase price to repair and/or if such threatened taking is likely, in the reasonable exercise of the judgment of the Buyer, to result in an award of more than ten percent of the purchase price or more, then the Buyer shall have the right to terminate this Contract by giving written notice thereof to the Seller on or before the expiration of ten (10) days following the giving of written notice by the Seller to the Buyer of such damage or threatened taking; or

(b) If this Contract is not terminated by the Buyer pursuant to the provisions of subparagraph (a) above, then this Contract shall remain in full force and effect, and at Closing the Seller shall assign all its right, title and interest in and to the insurance proceeds and condemnation awards to the Buyer, less any amounts required to reimburse Seller for expenses of repair or restoration.

Section 8. *Settlement and Adjustments.*

8.01. *Settlement.* Unless this Contract is terminated pursuant to the provisions of Section 7 or 9, settlement shall occur within forty-five (45) days of the date of this Contract. The deposit placed in escrow with Funk & Bolton, P.A. shall be applied to the Purchase Price at Settlement.

8.02. *Settlement Adjustments.* Water charges, and community association charges, if any, shall be adjusted and apportioned as of the date of Settlement. All taxes, general or special, and all other public or governmental charges or assessments against the Property which are or may be payable on an annual basis (including sanitary district or other benefit charges, assessments, liens or encumbrances for sewer, water, drainage, or other public improvements completed or commenced on or prior to the date hereof or subsequent thereto), are to be adjusted and apportioned as of the date of settlement and are to be assumed and paid thereafter by the Buyer, whether assessments have been levied or not as of the date of settlement except as otherwise required by law.

Section 9. *Objections to Title, Failure of Seller or Buyer to Perform.*

9.01. Buyer promptly shall order an examination of title and should it desire, a survey of the Property, and advise Seller by written notice within thirty (30) days of the acceptance of this Contract if in its sole discretion there exist any exceptions to title or survey that it finds objectionable. If Buyer fails to give such notice, Buyer agrees to accept title subject to any such matters other than those which arise subsequent to the end of such thirty (30) days. If Buyer gives notice of objectionable matters, Seller shall notify Buyer within ten (10) days thereafter, of its election either (a) to cure or remove the same, which Seller will do at its expense within a reasonable time, or (b) to not remove the same. If Seller elects not to remove the same, Buyer shall have the right within five (5) days thereafter either to terminate this Contract and receive a refund of its deposit, or waive the title defect or survey matter and accept title and survey notwithstanding such objections.

9.02. Any unpaid taxes, assessments, water charges and sewer rents, together with the

interest and penalties thereon to a date not less than two days following the Closing date, and any other liens and encumbrances which Seller is obligated to pay and discharge or which are against corporations, estates, or other persons in the chain of title, together with the cost of recording or filing any instruments necessary to discharge such liens and encumbrances of record, may be paid out of the proceeds of the monies payable at the Closing if Seller delivers to Buyer on the Closing date official bills for such taxes, assessments, water charges, sewer rents, interest and penalties and instruments in recordable form sufficient to discharge any other liens and encumbrances of record. Upon request made a reasonable time before the Closing, Buyer shall provide at the Closing separate checks for the foregoing payable to the order of the holder of any such lien, charge, or encumbrance. If Buyer's title insurance company is willing to insure both Buyer and Buyer's institutional lender, if any, that such charges, liens, and encumbrances will not be collected out of or enforced against the Property, then, unless Buyer's institutional lender reasonably refuses to accept such insurance in lieu of actual payment and discharge, Seller shall have the right in lieu of payment and discharge to deposit with the title insurance company such funds or assurances or to pay such special or additional premiums as the title insurance company may require in order to so insure. In such case the charges, liens and encumbrances with respect to which the title insurance company has agreed so to insure shall not be considered objections to title.

9.03. If Buyer shall default in the performance of its obligation under this Contract to purchase the Property, the sole remedy of Seller shall be to retain the deposit as liquidated damages for all loss, damage and expense suffered by Seller, including without limitation the loss of its bargain.

Section 10. *Broker and Commissions.*

Seller and Buyer acknowledge that neither has dealt with any agent, broker, or finder with respect to this transaction.

Section 11. *Recordation and Transfer Taxes.*

SECTION 14-101 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND PROVIDES THAT UNLESS OTHERWISE NEGOTIATED IN THE CONTRACT OR PROVIDED BY STATE OR LOCAL LAW, THE COST OF ANY RECORDATION TAX OR ANY STATE OR LOCAL TRANSFER TAX SHALL BE SHARED EQUALLY BETWEEN THE BUYER AND SELLER. Buyer and Seller agree that the costs of State and local transfer taxes and recordation taxes related to the conveyance of the Property to Buyer shall be shared equally.

Section 12. *Notices.*

All notices required or provided under this Contract shall be in writing and shall be delivered personally or shall be sent by prepaid registered or certified mail, addressed as set forth below:

If to Seller:

[insert]

If to Buyer:

Robert C. McGrory, City Administrator
City of Brunswick
1 West Potomac Street
Brunswick, Maryland 21716

If notice is sent by way of the United States postal service, notice shall be deemed to have been given and received on the third (3rd) business day from the date deposited in the United States mails.

Section 13. *Survival of Representations, Warranties, Covenants and Other Obligations.*

All representations, warranties, covenants or other obligations of Seller set forth in this Contract shall survive the Closing, and action based thereon may be commenced after the Closing. The delivery of the deed by Seller, and the acceptance thereof by Buyer, shall be deemed the full performance and discharge of every obligation on the part of Seller to be performed hereunder, except those obligations of Seller which are expressly stated in this Contract to survive the Closing.

Section 14. *Miscellaneous Provisions.*

14.01. This Contract embodies and constitutes the entire understanding between the Parties with respect to the transaction contemplated herein and any prior agreements, understandings, representations, and statements, oral or written, are merged into this Contract. Neither this Contract nor any provision hereof may be waived, modified, amended, discharged, or terminated except by an instrument signed by the party against whom the enforcement of such waiver, modification, amendment, discharge, or termination is sought, and then only to the extent set forth in such instrument.

14.02. This Contract shall be governed by, and construed in accordance with, the law of the State of Maryland without regard to principles of conflict of laws.

14.03. The captions in this Contract are inserted for convenience of reference only and in no way define, describe, or limit the scope or intent of this Contract or any of the provisions hereof. As used in this Contract, the masculine shall include the feminine and neuter, the singular shall include the plural and the plural shall include the singular, as the context may require.

14.04. This Contract shall be binding upon and shall inure to the benefit of the Parties hereto and their respective heirs or successors and assigns. The Buyer has the right to assign this Contract prior to Settlement.

14.05. This Contract shall not be binding or effective until properly executed and delivered by Seller and Buyer.

14.06. Time shall be of the essence with respect to each and every provision of this Contract.

14.07. If any provision in this Contract or the application thereof cannot be enforced to its fullest extent, then such provision shall be enforced to the maximum extent permitted by law. The invalidity, illegality, or unenforceability of any term or provision of this Contract shall not affect or limit the validity, legality, or enforceability of any other term or provision hereof.

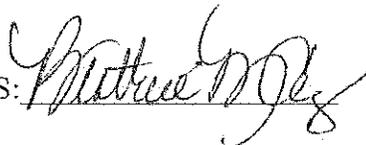
14.08. The Parties intend for this Contract to be executed in duplicate.

Section 15. *Independent Legal Advice.*

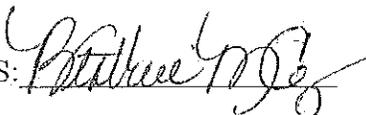
The Parties acknowledge that this is a legally binding and fully enforceable agreement. The Parties have read the document carefully and to the extent they so required sought the advice of legal counsel or other appropriate advice.

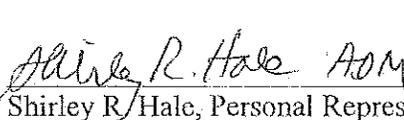
IN WITNESS WHEREOF, the Parties hereto have executed this Contract of Sale as of the date first above written.

SELLER: ESTATE OF WALTER L. ENGLE
Db a Engle Family Partnership

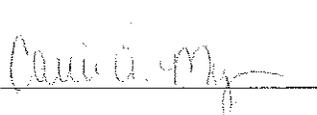
WITNESS: 

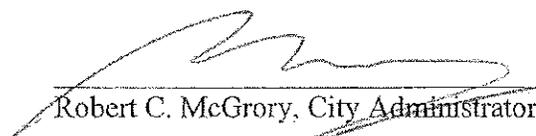
 ADM (SEAL)
Roger W Hatcher, Personal Representative

WITNESS: 

 ADM (SEAL)
Shirley R. Hale, Personal Representative

BUYER: MAYOR AND COUNCIL OF
BRUNSWICK, MARYLAND

WITNESS: 

 (SEAL)
Robert C. McGrory, City Administrator

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 520**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND THE FISCAL YEAR 2016
ANNUAL OPERATING AND CAPITAL BUDGET FOR THE CITY OF BRUNSWICK, MARYLAND.**

WHEREAS, with the assistance of the City staff, the Mayor of Brunswick prepared and submitted Ordinance Number 515, the Fiscal Year 2016 Budget, to the Council of Brunswick, which adopted said Ordinance on June 9, 2015 with the concurrence of the Mayor; and

WHEREAS, the Mayor and City Council wish to amend the adopted Fiscal Year 2016 Budget,

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick:

SECTION I: that pursuant to the authority granted to it by Title 4 of the Annotated Code of Maryland and Section 16-3, Section 16-24, Section 16-38, Section 16-39B.1., and Section 16-39B.2 of the Charter of the City of Brunswick that the annual budget for the City of Brunswick, Maryland for Fiscal Year 2016 is hereby amended as attached hereto and incorporated herein, and

SECTION II: This Ordinance shall become effective on the 10th day, or May 20, 2016, following its enactment by the Council and its approval by the Mayor, or on the 10th day following its enactment by the Council over the veto by the Mayor.

PASSED this 10th day of May, 2016 by a vote of ____ for; ____ against, ____ abstaining; and
____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Robert C. McGrory
City Administrator

By: _____
Name: Angel White
Mayor Pro Tem

APPROVED this 10th day of May, 2016.

ATTEST:

Robert C. McGrory
City Administrator

Karin B. Tome
Mayor

**CITY OF BRUNSWICK
GENERAL FUND**

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
REVENUES					
Taxes	\$ 2,521,600	\$ 2,494,272	\$ 27,328		
Licenses & Permits	\$ -	\$ -	\$ -		
Fines & Forfeitures	\$ 17,800	\$ 14,575	\$ 3,225		
Intergovernmental	\$ 1,080,200	\$ 822,181	\$ 258,019		
Franchise Fees	\$ 94,700	\$ 48,282	\$ 46,418		
User Fees	\$ 101,000	\$ 155,102	\$ (54,102)	\$ 55,000	\$ 156,000
Grants & Other Sources	\$ 113,400	\$ 57,703	\$ 55,697		
Utility Revenues	\$ 183,500	\$ 162,230	\$ 21,270	\$ 10,000	\$ 193,500
Miscellaneous Revenue	\$ 134,900	\$ 199,903	\$ (65,003)	\$ 67,600	\$ 202,500
OPERATING REVENUE SUBTOTAL	\$ 4,247,100	\$ 3,954,248	\$ 292,852	\$ 132,600	\$ 4,379,700
BORROWING					
Debt proceeds	\$ -	\$ -	\$ -		
Bonds/loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ -	\$ -	\$ -		
BORROWING SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUES	\$ 4,247,100	\$ 3,954,248	\$ 292,852	\$ 132,600	\$ 4,379,700
EXPENDITURES					
Mayor and Council	\$ 107,200	\$ 67,662	\$ 39,538		
Financial Administration	\$ 716,100	\$ 558,379	\$ 157,721		
Planning and Zoning	\$ 239,800	\$ 174,494	\$ 65,306		
Police	\$ 1,081,200	\$ 839,164	\$ 242,036		
Fire & Rescue Service	\$ 32,100	\$ 24,698	\$ 7,402		
Public Works	\$ 1,056,000	\$ 863,054	\$ 192,946		
Waste Collection and Disposal	\$ 328,500	\$ 258,231	\$ 70,269		
Parks	\$ 95,100	\$ 67,589	\$ 27,511		
Events	\$ 64,700	\$ 45,731	\$ 18,969		
Economic Development	\$ 121,200	\$ 70,537	\$ 50,663		
OPERATING EXPENSES SUBTOTAL	\$ 3,841,900	\$ 2,969,539	\$ 872,361	\$ -	\$ 3,841,900
Capital outlay - Transfers Out	\$ 352,900	\$ -	\$ 352,900	\$ 132,600	\$ 485,500
Debt service	\$ 52,300	\$ 34,202	\$ 18,098		
TOTAL GENERAL FUND EXPENDITURES	\$ 4,247,100	\$ 3,003,741	\$ 1,243,359	\$ 132,600	\$ 4,379,700
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 950,507	\$ (950,507)	\$ -	\$ -

CITY OF BRUNSWICK
CAPITAL PROJECT FUND - Version A

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
REVENUES					
General Fund Transfers In	\$ 352,900	\$ -	\$ 352,900	\$ 132,600	\$ 485,500
Capital Grant Revenues and Other Sources	\$ 237,300	\$ 58,649	\$ 178,651	\$ 25,000	\$ 262,300
CAPITAL REVENUE SUBTOTAL	\$ 590,200	\$ 58,649	\$ 531,551	\$ 157,600	\$ 747,800
Debt Proceeds	\$ -	\$ -	\$ -		
Bonds/Loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ 822,900	\$ 766,079	\$ 56,821	\$ 537,100	\$ 1,360,000
BORROWING SUBTOTAL	\$ 822,900	\$ 766,079	\$ 56,821	\$ 537,100	\$ 1,360,000
TOTAL CAPITAL PROJECT FUND REVENUES	\$ 1,413,100	\$ 824,728	\$ 588,372	\$ 694,700	\$ 2,107,800

CAPITAL EXPENDITURES

General Government					
<i>Building Improvements- General</i>	\$ 10,000	\$ 2,643	\$ 7,357		
<i>Building Acquisition- 40 W Potomac Street</i>	\$ -	\$ 600	\$ (600)	\$ 127,600	\$ 127,600
<i>Building Acquisition- 811 W Potomac Street</i>	\$ -	\$ 23,214	\$ (23,214)	\$ 297,000	\$ 297,000
<i>Park Improvements-General</i>	\$ 10,000	\$ 4,125	\$ 5,875		
<i>New Accounting System</i>	\$ 27,600	\$ 15,114	\$ 12,486		
<i>Dog Park (CP&P Grant)</i>	\$ 37,700	\$ -	\$ 37,700		
<i>Bike Path Amenities (Grant)</i>	\$ -	\$ 19,649	\$ (19,649)	\$ 25,000	\$ 25,000
<i>Splash Park (POS Grant 75%)</i>	\$ 37,500	\$ 37,500	\$ -		
<i>Little League (POS Grant 90%)</i>	\$ 65,000	\$ -	\$ 65,000		
<i>Mini-Golf (POS Grant 90%)</i>	\$ 40,000	\$ -	\$ 40,000		
<i>Caboose/WB Tower (Grant)</i>	\$ 34,500	\$ 33,026	\$ 1,474	\$ 15,500	\$ 50,000
<i>Building Improvements- Railroad (Grant)</i>	\$ 43,000	\$ 21,630	\$ 21,370		
<i>Building Improvements- Campground Pavillions</i>	\$ -	\$ (497)	\$ 497		
					\$157,004
Police					
<i>Vehicle - Annual Replacement</i>	\$ 58,000	\$ 113,811	\$ (55,811)	\$ 60,100	\$ 118,100
<i>Equipment- Radios, Laptop</i>	\$ 25,000	\$ 4,557	\$ 20,443	\$ 6,500	\$ 31,500
					\$118,368
Transportation Services (Public Works)					
<i>Vehicle- Dump Truck (Plow & Spreader) & Van</i>	\$ 61,000	\$ 57,926	\$ 3,074		
<i>Equipment- Milling Machine Head, Snow Blower</i>	\$ 29,800	\$ 21,562	\$ 8,238		
<i>Street Improvements</i>	\$ 810,000	\$ 465,522	\$ 344,478		
<i>Building Improvements- Addition on PW Building</i>	\$ 60,000	\$ 3,174	\$ 56,826	\$ 7,000	\$ 67,000
<i>Building Improvements- Shed Replacement</i>	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
<i>Property Improvements- 13th Avenue(New Storage Building)</i>	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
<i>Rubble Site Improvements</i>	\$ 14,000	\$ -	\$ 14,000	\$ (14,000)	\$ -
					\$548,184
Stormwater Management					
<i>Stormwater System Improvements</i>	\$ 50,000	\$ 1,172	\$ 48,828		
					\$1,172
General Fund Reserves					
<i>General Fund Reserve (annual accrual)</i>	\$ -	\$ -	\$ -		
					\$0
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 1,413,100	\$ 824,728	\$ 588,372	\$ 694,700	\$ 2,107,800

REVENUES OVER (UNDER) EXPENDITURES \$ - \$ (0) \$ 0 \$ - \$ -

General Fund Debt Service					
<i>Copier Capital Lease</i>	\$ 13,200	\$ 9,917			
<i>MDE Infrastructure Bond</i>	\$ 16,600	\$ 16,603			
<i>2012 Tax-Exempt Infrastructure Bond</i>	\$ 22,500	\$ 7,683			
TOTAL GENERAL FUND DEBT SERVICE	\$ 52,300	\$ 34,202	\$ -	\$ -	\$ 52,300

CITY OF BRUNSWICK
ENTERPRISE FUND - WATER

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
OPERATING REVENUES					
Water	\$ 1,149,400	\$ 952,262	\$ 197,138		
OPERATING REVENUE SUBTOTAL	\$ 1,149,400	\$ 952,262	\$ 197,138	\$ -	\$ 1,149,400
ALLOCATION REVENUES					
Water	\$ 144,700	\$ 143,775	\$ 925	\$ 10,100	\$ 154,800
ALLOCATION REVENUE SUBTOTAL	\$ 144,700	\$ 143,775	\$ 925	\$ 10,100	\$ 154,800
MISCELLANEOUS REVENUE					
Miscellaneous Revenues	\$ 119,700	\$ 97,270	\$ 22,430	\$ 900	\$ 120,600
VARIABLE REVENUE SUBTOTAL	\$ 119,700	\$ 97,270	\$ 22,430	\$ 900	\$ 120,600
LONG TERM OBLIGATIONS					
Debt proceeds	\$ -	\$ -	\$ -		
Bonds/Loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ 41,200	\$ -	\$ 41,200	\$ (37,200)	\$ 4,000
BORROWING SUBTOTAL	\$ 41,200	\$ -	\$ 41,200	\$ (37,200)	\$ 4,000
TOTAL ENTERPRISE FUND REVENUES	\$ 1,455,000	\$ 1,193,306	\$ 261,694	\$ (26,200)	\$ 1,428,800
EXPENDITURES					
Water	\$ 935,000	\$ 787,763	\$ 147,237		
Depreciation	\$ 112,800	\$ 408,754	\$ (295,954)		
Capital Outlay	\$ 299,000	\$ 151,839	\$ 147,161	\$ (26,200)	\$ 272,800
Debt Service	\$ 108,200	\$ 26,340	\$ 81,860		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,455,000	\$ 1,374,696	\$ 80,304	\$ (26,200)	\$ 1,428,800
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (181,389)	\$ 181,389	\$ -	\$ -

CITY OF BRUNSWICK

ENTERPRISE FUND - WASTEWATER

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
Operating Revenues					
Wastewater	\$ 1,204,700	\$ 1,002,721	\$ 201,979		
OPERATING REVENUE SUBTOTAL	\$ 1,204,700	\$ 1,002,721	\$ 201,979	\$ -	\$ 1,204,700
ALLOCATION REVENUES					
Wastewater	\$ 128,600	\$ 149,575	\$ (20,975)	\$ 8,300	\$ 136,900
ALLOCATION REVENUE SUBTOTAL	\$ 128,600	\$ 149,575	\$ (20,975)	\$ 8,300	\$ 136,900
MISCELLANEOUS REVENUE					
Miscellaneous Revenues	\$ 64,200	\$ 63,041	\$ 1,159	\$ 2,700	\$ 66,900
VARIABLE REVENUE SUBTOTAL	\$ 64,200	\$ 63,041	\$ 1,159	\$ 2,700	\$ 66,900
LONG TERM OBLIGATIONS					
Debt proceeds	\$ -	\$ -	\$ -		
Bonds/Loans	\$ 131,800	\$ -	\$ 131,800	\$ (116,000)	\$ 15,800
Accumulated Reserves	\$ -	\$ -	\$ -		
BORROWING SUBTOTAL	\$ 131,800	\$ -	\$ 131,800	\$ (116,000)	\$ 15,800
TOTAL ENTERPRISE FUND REVENUES	\$ 1,529,300	\$ 1,215,336	\$ 313,964	\$ (105,000)	\$ 1,424,300
EXPENDITURES					
Wastewater	\$ 910,000	\$ 667,100	\$ 242,900		
Depreciation	\$ 189,500	\$ 708,936	\$ (519,436)		
Capital outlay	\$ 254,200	\$ 30,405	\$ 223,795	\$ (105,000)	\$ 149,200
Debt service	\$ 175,600	\$ 31,946	\$ 143,654		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,529,300	\$ 1,438,387	\$ 90,914	\$ (105,000)	\$ 1,424,300
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (223,051)	\$ 223,051	\$ -	\$ -

CITY OF BRUNSWICK ENTERPRISE FUND - WATER Fiscal Year 2016						
Water Capital Projects	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount	
<i>Water Distribution Replacement</i>	\$ 76,500	\$ 58,584	\$ 17,916	\$ 16,800	\$ 93,300	
<i>Vehicles</i>	\$ 43,000	\$ -	\$ 43,000	\$ (43,000)	\$ -	
<i>Storage Tank Contract and Upgrade</i>	\$ 67,700	\$ 9,525	\$ 58,175			
<i>Meter Replacements</i>	\$ 30,000	\$ 14,954	\$ 15,046			
<i>Hydrant Replacement Project</i>	\$ 10,000	\$ 7,988	\$ 2,012			
<i>Distribution Equipment</i>	\$ 63,600	\$ 60,787	\$ 2,813			
<i>Treatment Equipment-Crane Hoist</i>	\$ 8,200	\$ -	\$ 8,200			
	\$151,839					
Water Debt Service						
<i>Water Debt Principal</i>	\$ 66,500	\$ -	\$ 66,500			
<i>Water Debt Interest</i>	\$ 41,700	\$ 26,340	\$ 15,360			
	\$26,340					
Water Reserves						
<i>Water System Reserve (annual accrual)</i>	\$ 112,800	\$ 408,754	\$ (295,954)			
	\$408,754					
Water Total	\$ 520,000	\$ 586,932	\$ (66,932)	\$ (26,200)	\$ 493,800	
Depreciation						
<i>Depreciation (calculated)</i>	\$ 563,900	\$ 408,754	\$ 155,146			
<i>FY 2016 Funded</i>	\$ (112,800)	\$ (227,365)	\$ 114,565			
<i>Underfunded Depreciation</i>	\$ 451,100	\$ 181,389	\$ 269,711			

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2016					
Wastewater Capital Projects	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
<i>Vehicle- Used Truck</i>	\$ 10,000	\$ -	\$ 10,000		
<i>Sludge Conveyor Rebuild</i>	\$ 85,200	\$ 11,128	\$ 74,072		
<i>I&I</i>	\$ 105,000	\$ -	\$ 105,000	\$ (105,000)	\$ -
<i>UV Bulb Replacement</i>	\$ 18,000	\$ 3,027	\$ 14,973		
<i>WWTP Improvements</i>	\$ 36,000	\$ 16,250	\$ 19,750		
	\$30,405				
Wastewater Debt Service					
<i>Wastewater Debt Principal</i>	\$ 125,200	\$ -	\$ 125,200		
<i>Wastewater Debt Interest</i>	\$ 50,400	\$ 31,946	\$ 18,454		
	\$31,946				
Wastewater Reserves					
<i>Wastewater System Reserve (annual accrual)</i>	\$ 189,500	\$ 708,936	\$ (519,436)		
	\$708,936				
Wastewater Total	\$ 619,300	\$ 771,287	\$ (151,987)	\$ (105,000)	\$ 514,300

Depreciation					
<i>Depreciation (calculated)</i>	\$ 947,500	\$ 708,936	\$ 238,564		
<i>FY 2016 Funded</i>	\$ (189,500)	\$ (485,885)	\$ 296,385		
<i>Underfunded Depreciation</i>	\$ 758,000	\$ 223,051	\$ 534,949		

**CITY OF BRUNSWICK
GENERAL FUND**

REVENUES

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
Taxes	\$ 2,521,600	\$ 2,494,272	\$ 27,328		
Licenses & Permits	\$ -	\$ -	\$ -		
Fines & Forfeitures	\$ 17,800	\$ 14,575	\$ 3,225		
Intergovernmental	\$ 1,080,200	\$ 822,181	\$ 258,019		
Franchise Fees	\$ 94,700	\$ 48,282	\$ 46,418		
User Fees	\$ 101,000	\$ 155,102	\$ (54,102)	\$ 55,000	\$ 156,000
Grants & Other Sources	\$ 113,400	\$ 57,703	\$ 55,697		
Utility Revenues	\$ 183,500	\$ 162,230	\$ 21,270	\$ 10,000	\$ 193,500
Miscellaneous Revenue	\$ 134,900	\$ 199,903	\$ (65,003)	\$ 67,600	\$ 202,500
OPERATING REVENUE SUBTOTAL	\$ 4,247,100	\$ 3,954,248	\$ 292,852	\$ 132,600	\$ 4,379,700

Debt proceeds	\$ -	\$ -	\$ -		
Bonds/loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ -	\$ -	\$ -		
BORROWING SUBTOTAL	\$ -				

TOTAL GENERAL FUND REVENUES	\$ 4,247,100	\$ 3,954,248	\$ 292,852	\$ 132,600	\$ 4,379,700
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EXPENDITURES

Mayor and Council	\$ 107,200	\$ 67,662	\$ 39,538		
Financial Administration	\$ 716,100	\$ 558,379	\$ 157,721		
Planning and Zoning	\$ 239,800	\$ 174,494	\$ 65,306		
Police	\$ 1,081,200	\$ 839,164	\$ 242,036		
Fire & Rescue Service	\$ 32,100	\$ 24,698	\$ 7,402		
Public Works	\$ 1,056,000	\$ 863,054	\$ 192,946		
Waste Collection and Disposal	\$ 328,500	\$ 258,231	\$ 70,269		
Parks	\$ 95,100	\$ 67,589	\$ 27,511		
Events	\$ 64,700	\$ 45,731	\$ 18,969		
Economic Development	\$ 121,200	\$ 70,537	\$ 50,663		
OPERATING EXPENSES SUBTOTAL	\$ 3,841,900	\$ 2,969,539	\$ 872,361	\$ -	\$ 3,841,900

Capital outlay - Transfers Out	\$ 352,900	\$ -	\$ 352,900	\$ 132,600	\$ 485,500
Debt service	\$ 52,300	\$ 34,202	\$ 18,098		
TOTAL GENERAL FUND EXPENDITURES	\$ 4,247,100	\$ 3,003,741	\$ 1,243,359	\$ 132,600	\$ 4,379,700

REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 950,507	\$ (950,507)	\$ -	\$ -
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CITY OF BRUNSWICK
CAPITAL PROJECT FUND - Version B

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
REVENUES					
General Fund Transfers In	\$ 352,900	\$ -	\$ 352,900	\$ 132,600	\$ 485,500
Capital Grant Revenues and Other Sources	\$ 237,300	\$ 58,649	\$ 178,651	\$ 25,000	\$ 262,300
CAPITAL REVENUE SUBTOTAL	\$ 590,200	\$ 58,649	\$ 531,551	\$ 157,600	\$ 747,800
BORROWING					
Debt Proceeds	\$ -	\$ -	\$ -		
Bonds/Loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ 822,900	\$ 766,079	\$ 56,821	\$ 300,100	\$ 1,123,000
BORROWING SUBTOTAL	\$ 822,900	\$ 766,079	\$ 56,821	\$ 300,100	\$ 1,123,000
TOTAL CAPITAL PROJECT FUND REVENUES	\$ 1,413,100	\$ 824,728	\$ 588,372	\$ 457,700	\$ 1,870,800

CAPITAL EXPENDITURES

General Government					
<i>Building Improvements- General</i>	\$ 10,000	\$ 2,643	\$ 7,357		
<i>Building Acquisition- 40 W Potomac Street</i>	\$ -	\$ 600	\$ (600)	\$ 127,600	\$ 127,600
<i>Park Improvements-General</i>	\$ 10,000	\$ 4,125	\$ 5,875		
<i>New Accounting System</i>	\$ 27,600	\$ 15,114	\$ 12,486		
<i>Dog Park (CP&P Grant)</i>	\$ 37,700	\$ -	\$ 37,700		
<i>Bike Path Amenities (Grant)</i>	\$ -	\$ 19,649	\$ (19,649)	\$ 25,000	\$ 25,000
<i>Splash Park (POS Grant 75%)</i>	\$ 37,500	\$ 37,500	\$ -		
<i>Little League (POS Grant 90%)</i>	\$ 65,000	\$ -	\$ 65,000		
<i>Mini-Golf (POS Grant 90%)</i>	\$ 40,000	\$ -	\$ 40,000		
<i>Caboose/WB Tower (Grant)</i>	\$ 34,500	\$ 33,026	\$ 1,474	\$ 15,500	\$ 50,000
<i>Building Improvements- Railroad (Grant)</i>	\$ 43,000	\$ 21,630	\$ 21,370		
<i>Building Improvements- Campground Pavillions</i> \$133,790	\$ -	\$ (497)	\$ 497		
Police					
<i>Vehicle - Annual Replacement</i>	\$ 58,000	\$ 113,811	\$ (55,811)	\$ 60,100	\$ 118,100
<i>Equipment- Radios, Laptop</i> \$118,368	\$ 25,000	\$ 4,557	\$ 20,443	\$ 6,500	\$ 31,500
Transportation Services (Public Works)					
<i>Vehicle- Dump Truck (Plow & Spreader) & Van</i>	\$ 61,000	\$ 57,926	\$ 3,074		
<i>Equipment- Milling Machine Head, Snow Blower</i>	\$ 29,800	\$ 21,562	\$ 8,238		
<i>Street Improvements</i>	\$ 810,000	\$ 465,522	\$ 344,478		
<i>Building Acquisition- 811 W Potomac Street</i>	\$ -	\$ 23,214	\$ (23,214)	\$ 297,000	\$ 297,000
<i>Building Improvements- Addition on PW Building</i>	\$ 60,000	\$ 3,174	\$ 56,826	\$ (60,000)	\$ -
<i>Rubble Site Improvements</i> \$571,398	\$ 14,000	\$ -	\$ 14,000	\$ (14,000)	\$ -
Stormwater Management					
<i>Stormwater System Improvements</i> \$1,172	\$ 50,000	\$ 1,172	\$ 48,828		
General Fund Reserves					
<i>General Fund Reserve (annual accrual)</i> \$0	\$ -	\$ -	\$ -		
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 1,413,100	\$ 824,728	\$ 588,372	\$ 457,700	\$ 1,870,800

REVENUES OVER (UNDER) EXPENDITURES \$ - \$ (0) \$ 0 \$ - \$ -

General Fund Debt Service					
<i>Copier Capital Lease</i>	\$ 13,200	\$ 9,917			
<i>MDE Infrastructure Bond</i>	\$ 16,600	\$ 16,603			
<i>2012 Tax-Exempt Infrastructure Bond</i>	\$ 22,500	\$ 7,683			
TOTAL GENERAL FUND DEBT SERVICE	\$ 52,300	\$ 34,202	\$ -	\$ -	\$ 52,300

CITY OF BRUNSWICK
ENTERPRISE FUND - WATER

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
OPERATING REVENUES					
Water	\$ 1,149,400	\$ 952,262	\$ 197,138		
OPERATING REVENUE SUBTOTAL	\$ 1,149,400	\$ 952,262	\$ 197,138	\$ -	\$ 1,149,400
ALLOCATION REVENUES					
Water	\$ 144,700	\$ 143,775	\$ 925	\$ 10,100	\$ 154,800
ALLOCATION REVENUE SUBTOTAL	\$ 144,700	\$ 143,775	\$ 925	\$ 10,100	\$ 154,800
MISCELLANEOUS REVENUE					
Miscellaneous Revenues	\$ 119,700	\$ 97,270	\$ 22,430	\$ 900	\$ 120,600
VARIABLE REVENUE SUBTOTAL	\$ 119,700	\$ 97,270	\$ 22,430	\$ 900	\$ 120,600
LONG TERM OBLIGATIONS					
Debt proceeds	\$ -	\$ -	\$ -		
Bonds/Loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ 41,200	\$ -	\$ 41,200	\$ (37,200)	\$ 4,000
BORROWING SUBTOTAL	\$ 41,200	\$ -	\$ 41,200	\$ (37,200)	\$ 4,000
TOTAL ENTERPRISE FUND REVENUES	\$ 1,455,000	\$ 1,193,306	\$ 261,694	\$ (26,200)	\$ 1,428,800
EXPENDITURES					
Water	\$ 935,000	\$ 787,763	\$ 147,237		
Depreciation	\$ 112,800	\$ 408,754	\$ (295,954)		
Capital Outlay	\$ 299,000	\$ 151,839	\$ 147,161	\$ (26,200)	\$ 272,800
Debt Service	\$ 108,200	\$ 26,340	\$ 81,860		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,455,000	\$ 1,374,696	\$ 80,304	\$ (26,200)	\$ 1,428,800
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (181,389)	\$ 181,389	\$ -	\$ -

CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER

	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
Operating Revenues					
Wastewater	\$ 1,204,700	\$ 1,002,721	\$ 201,979		
OPERATING REVENUE SUBTOTAL	\$ 1,204,700	\$ 1,002,721	\$ 201,979	\$ -	\$ 1,204,700
ALLOCATION REVENUES					
Wastewater	\$ 128,600	\$ 149,575	\$ (20,975)	\$ 8,300	\$ 136,900
ALLOCATION REVENUE SUBTOTAL	\$ 128,600	\$ 149,575	\$ (20,975)	\$ 8,300	\$ 136,900
MISCELLANEOUS REVENUE					
Miscellaneous Revenues	\$ 64,200	\$ 63,041	\$ 1,159	\$ 2,700	\$ 66,900
VARIABLE REVENUE SUBTOTAL	\$ 64,200	\$ 63,041	\$ 1,159	\$ 2,700	\$ 66,900
LONG TERM OBLIGATIONS					
Debt proceeds	\$ -	\$ -	\$ -		
Bonds/Loans	\$ 131,800	\$ -	\$ 131,800	\$ (116,000)	\$ 15,800
Accumulated Reserves	\$ -	\$ -	\$ -		
BORROWING SUBTOTAL	\$ 131,800	\$ -	\$ 131,800	\$ (116,000)	\$ 15,800
TOTAL ENTERPRISE FUND REVENUES	\$ 1,529,300	\$ 1,215,336	\$ 313,964	\$ (105,000)	\$ 1,424,300
EXPENDITURES					
Wastewater	\$ 910,000	\$ 667,100	\$ 242,900		
Depreciation	\$ 189,500	\$ 708,936	\$ (519,436)		
Capital outlay	\$ 254,200	\$ 30,405	\$ 223,795	\$ (105,000)	\$ 149,200
Debt service	\$ 175,600	\$ 31,946	\$ 143,654		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,529,300	\$ 1,438,387	\$ 90,914	\$ (105,000)	\$ 1,424,300
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ (223,051)	\$ 223,051	\$ -	\$ -

CITY OF BRUNSWICK ENTERPRISE FUND - WATER Fiscal Year 2016					
Water Capital Projects	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
<i>Water Distribution Replacement</i>	\$ 76,500	\$ 58,584	\$ 17,916	\$ 16,800	\$ 93,300
<i>Vehicles</i>	\$ 43,000	\$ -	\$ 43,000	\$ (43,000)	\$ -
<i>Storage Tank Contract and Upgrade</i>	\$ 67,700	\$ 9,525	\$ 58,175		
<i>Meter Replacements</i>	\$ 30,000	\$ 14,954	\$ 15,046		
<i>Hydrant Replacement Project</i>	\$ 10,000	\$ 7,988	\$ 2,012		
<i>Distribution Equipment</i>	\$ 63,600	\$ 60,787	\$ 2,813		
<i>Treatment Equipment-Crane Hoist</i>	\$ 8,200	\$ -	\$ 8,200		
	\$151,839				
Water Debt Service					
<i>Water Debt Principal</i>	\$ 66,500	\$ -	\$ 66,500		
<i>Water Debt Interest</i>	\$ 41,700	\$ 26,340	\$ 15,360		
	\$26,340				
Water Reserves					
<i>Water System Reserve (annual accrual)</i>	\$ 112,800	\$ 408,754	\$ (295,954)		
	\$408,754				
Water Total	\$ 520,000	\$ 586,932	\$ (66,932)	\$ (26,200)	\$ 493,800
Depreciation					
<i>Depreciation (calculated)</i>	\$ 563,900	\$ 408,754	\$ 155,146		
<i>FY 2016 Funded</i>	\$ (112,800)	\$ (227,365)	\$ 114,565		
<i>Underfunded Depreciation</i>	\$ 451,100	\$ 181,389	\$ 269,711		

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2016					
Wastewater Capital Projects	Current FY2016 Budget	FY2016 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
<i>Vehicle- Used Truck</i>	\$ 10,000	\$ -	\$ 10,000		
<i>Sludge Conveyor Rebuild</i>	\$ 85,200	\$ 11,128	\$ 74,072		
<i>I&I</i>	\$ 105,000	\$ -	\$ 105,000	\$ (105,000)	\$ -
<i>UV Bulb Replacement</i>	\$ 18,000	\$ 3,027	\$ 14,973		
<i>WWTP Improvements</i>	\$ 36,000	\$ 16,250	\$ 19,750		
	\$30,405				
Wastewater Debt Service					
<i>Wastewater Debt Principal</i>	\$ 125,200	\$ -	\$ 125,200		
<i>Wastewater Debt Interest</i>	\$ 50,400	\$ 31,946	\$ 18,454		
	\$31,946				
Wastewater Reserves					
<i>Wastewater System Reserve (annual accrual)</i>	\$ 189,500	\$ 708,936	\$ (519,436)		
	\$708,936				
Wastewater Total	\$ 619,300	\$ 771,287	\$ (151,987)	\$ (105,000)	\$ 514,300

Depreciation					
<i>Depreciation (calculated)</i>	\$ 947,500	\$ 708,936	\$ 238,564		
<i>FY 2016 Funded</i>	\$ (189,500)	\$ (485,885)	\$ 296,385		
<i>Underfunded Depreciation</i>	\$ 758,000	\$ 223,051	\$ 534,949		

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 521**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO ENACT THE FISCAL YEAR 2017
ANNUAL OPERATING, ENTERPRISE, AND CAPITAL BUDGET FOR THE CITY OF BRUNSWICK, MARYLAND.**

WHEREAS, with the assistance of the City staff, the Mayor of Brunswick prepared and submitted to the Council of Brunswick an annual budget for Fiscal Year 2017; beginning July 1, 2016, and

WHEREAS, a Public Hearing on the proposed budget was held on May 10, 2016, and the budget was considered, discussed, and approved by the Council with concurrent of the Mayor at its regular meeting held June 14, 2016 which was properly advertised and conducted.

NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Council of Brunswick that

SECTION I: pursuant to the authority granted to it by Title 4 of the Annotated Code of Maryland and Section 16-3, Section 16-24, Section 16-38, Section 16-39B.1., and Section 16-39B.2 of the Charter of the City of Brunswick that the annual budget for the City of Brunswick, Maryland for Fiscal Year 2017 which is attached hereto and incorporated herein as Exhibit A, is hereby adopted and enacted, and

SECTION II: this Ordinance shall become effective on the 10gh day, or June 24, 2016, following its enactment by the Council and its approval by the Mayor, or on the 10th day following its enactment by the Council over the veto by the Mayor.

PASSED this 12th day of June, 2016 by a vote of _____ for; _____ against, _____ abstaining; and _____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Robert C. McGrory
City Administrator

By: _____
Name: Angel White
Mayor Pro Tem

APPROVED this 12th day of June, 2016.

ATTEST:

Robert C. McGrory
City Administrator

Karin B. Tome
Mayor

**CITY OF BRUNSWICK
GENERAL FUND**

**Requested
FY2017 Budget**

REVENUES

Taxes	\$ 2,742,900
Licenses & Permits	\$ -
Fines & Forfeitures	\$ 17,800
Intergovernmental	\$ 1,090,000
Franchise Fees	\$ 94,700
User Fees	\$ 110,500
Grants & Other Sources	\$ 155,100
Utility Revenues	\$ 193,500
Miscellaneous Revenue	\$ 118,700
OPERATING REVENUE SUBTOTAL	\$ 4,523,200

Debt proceeds	\$ -
Bonds/loans	\$ -
Accumulated Reserves	\$ -
BORROWING SUBTOTAL	\$ -

TOTAL GENERAL FUND REVENUES \$ 4,523,200

EXPENDITURES

Mayor and Council	\$ 107,300
Financial Administration	\$ 764,200
Planning and Zoning	\$ 239,400
Police	\$ 1,250,700
Fire & Rescue Service	\$ 46,100
Public Works	\$ 1,169,900
Waste Collection and Disposal	\$ 328,500
Parks	\$ 125,000
Events	\$ 64,700
Economic Development	\$ 252,500
OPERATING EXPENSES SUBTOTAL	\$ 4,348,300

Capital outlay - Transfers Out \$ 119,300

Debt service \$ 55,600

TOTAL GENERAL FUND EXPENDITURES \$ 4,523,200

REVENUES OVER (UNDER) EXPENDITURES \$ -

CITY OF BRUNSWICK
CAPITAL PROJECT FUND

Requested
FY2017 Budget

REVENUES

General Fund Transfers In	\$ 119,300
Capital Grant Revenues and Other Sources	\$ 233,600
CAPITAL REVENUE SUBTOTAL	\$ 352,900
Debt Proceeds	\$ -
Bonds/Loans	\$ -
Accumulated Reserves	\$ 1,092,800
BORROWING SUBTOTAL	\$ 1,092,800
TOTAL CAPITAL PROJECT FUND REVENUES	\$ 1,445,700

CAPITAL EXPENDITURES

General Government		
	<i>New Accounting System</i>	\$ 23,800
	<i>Building Improvements- General</i>	\$ 10,000
	<i>Building Acquisition- 40 W Potomac Street</i>	\$ 127,600
	<i>WB Tower Relocation</i>	\$ 20,000
	<i>Building Improvements- Train Station (Grant)</i>	\$ 21,800
	<i>\$203,200</i>	
Park Improvements		
	<i>Mini Golf (POS Grant 90%)</i>	\$ 29,000
	<i>Dog Park (CP&P Grant)</i>	\$ 37,700
	<i>East Potomac St Basketball Court Rehab (POS Grant 90%)</i>	\$ 100,000
	<i>Little League (POS Grant 90%)</i>	\$ 65,000
	<i>Waste Receptacles</i>	\$ 10,000
	<i>Skatepark Improvements</i>	\$ 5,000
	<i>\$246,700</i>	
Police		
	<i>Vehicle - Annual Replacement</i>	\$ 73,000
	<i>Equipment - Portable Radio, 3 Laptops, 5 Tasers</i>	\$ 18,500
	<i>Building Improvements- Roof & Step Rehab</i>	\$ 16,600
	<i>\$108,100</i>	
Public Works		
	<i>Vehicle Replacement- Waste Removal</i>	\$ 24,000
	<i>Equipment- Track Skid Steer, Snow Blower, Asphalt Paver,</i>	
	<i>Mower, Sweeper</i>	\$ 146,700
	<i>Street Improvements</i>	\$ 300,000
	<i>Building Improvements- Addition on PW Building</i>	\$ 67,000
	<i>Property Improvements- 811 W Potomac Street</i>	\$ 300,000
	<i>\$837,700</i>	
Stormwater Management		
	<i>Stormwater System Improvements</i>	\$ 50,000
	<i>\$50,000</i>	
General Fund Reserves		
	<i>General Fund Reserve (annual accrual)</i>	\$ -
	<i>\$0</i>	
TOTAL CAPITAL PROJECT FUND EXPENDITURES		\$ 1,445,700

REVENUES OVER (UNDER) EXPENDITURES

\$ -

General Fund Debt Service		
	<i>Copier Capital Lease</i>	\$ 13,200
	<i>MDE Infrastructure Bond</i>	\$ 16,700
	<i>2012 Tax-Exempt Infrastructure Bond</i>	\$ 25,700
TOTAL GENERAL FUND DEBT SERVICE		\$ 55,600

CITY OF BRUNSWICK
ENTERPRISE FUND - WATER

Requested
FY2017 Budget

OPERATING REVENUES

Water	\$ 1,206,900
OPERATING REVENUE SUBTOTAL	\$ 1,206,900

ALLOCATION REVENUES

Water	\$ 182,600
ALLOCATION REVENUE SUBTOTAL	\$ 182,600

MISCELLANEOUS REVENUE

Miscellaneous Revenues	\$ 108,900
VARIABLE REVENUE SUBTOTAL	\$ 108,900

LONG TERM OBLIGATIONS

Debt proceeds	\$ -
Bonds/Loans	\$ -
Accumulated Reserves	\$ 193,900
BORROWING SUBTOTAL	\$ 193,900

TOTAL ENTERPRISE FUND REVENUES \$ 1,692,300

EXPENDITURES

Water	\$ 987,100
Depreciation	\$ 116,000
Capital Outlay	\$ 469,500
Debt Service	\$ 119,700
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,692,300

REVENUES OVER (UNDER) EXPENSES \$ -

**CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER**

**Requested
FY2017 Budget**

OPERATING REVENUES

Wastewater	\$ 1,265,200
OPERATING REVENUE SUBTOTAL	\$ 1,265,200

ALLOCATION REVENUES

Wastewater	\$ 196,400
ALLOCATION REVENUE SUBTOTAL	\$ 196,400

MISCELLANEOUS REVENUE

Miscellaneous Revenues	\$ 53,800
VARIABLE REVENUE SUBTOTAL	\$ 53,800

LONG TERM OBLIGATIONS

Debt proceeds	\$ -
Bonds/Loans	\$ -
Accumulated Reserves	\$ -
BORROWING SUBTOTAL	\$ -
TOTAL ENTERPRISE FUND REVENUES	\$ 1,515,400

EXPENDITURES

Wastewater	\$ 851,800
Depreciation	\$ 232,000
Capital outlay	\$ 244,000
Debt service	\$ 187,600
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,515,400

REVENUES OVER (UNDER) EXPENSES \$ -

CITY OF BRUNSWICK ENTERPRISE FUND - WATER Fiscal Year 2017	
	Requested FY2017 Budget
Water Capital Projects	
Vehicle	\$ 33,000
Storage Tank Contract and Upgrade	\$ 67,700
Distribution Equipment-Flow Mtrs, Leak Detectors, Hydraulic Water Model, Auto Flusher	\$ 66,900
Distribution Equipment-Mini Excavator	\$ 75,000
Water Distribution Replacement	\$ 130,700
Meter Replacement Project	\$ 30,000
Hydrant Replacement Project	\$ 10,000
Treatment Equipment-Crane Hoist	\$ 8,200
WTP Improvements	\$ 48,000
	\$469,500
Water Debt Service	
Water Debt Principal	\$ 79,600
Water Debt Interest	\$ 40,100
	\$119,700
Water Reserves	
Water System Reserve (annual accrual)	\$ 116,000
	\$116,000
Water Total	\$ 705,200
Depreciation	
Depreciation (calculated)	\$ 579,700
FY 2016 Funded	\$ (116,000)
Underfunded Depreciation	\$ 463,700

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2017	
	Requested FY2017 Budget
Wastewater Capital Projects	
<i>Treatment Equipment-Distillation Equipment</i>	\$ 6,000
<i>WWTP Improvements</i>	\$ 58,000
<i>UV Bulb Replacement</i>	\$ 7,000
<i>Sludge Conveyor Rebuild</i>	\$ 20,000
<i>Vehicle Replacement- General Use</i>	\$ 10,000
<i>Vehicle Replacement- Collection</i>	\$ 12,000
<i>Collection Equipment-Inspection System</i>	\$ 26,000
<i>I&I</i>	\$ 105,000
<i>\$244,000</i>	
Wastewater Debt Service	
<i>Wastewater Debt Principal</i>	\$ 141,100
<i>Wastewater Debt Interest</i>	\$ 46,500
<i>\$187,600</i>	
Wastewater Reserves	
<i>Wastewater System Reserve (annual accrual)</i>	\$ 194,600
<i>Wastewater System Reserve (one time accrual)</i>	\$ 37,400
<i>\$232,000</i>	
Wastewater Total	\$ 663,600

Depreciation	
<i>Depreciation (calculated)</i>	\$ 973,000
<i>FY 2016 Funded</i>	\$ (194,600)
<i>Underfunded Depreciation</i>	\$ 778,400

**MAYOR AND COUNCIL MEETING
TUESDAY, MAY 10, 2016
After the 7:00 PM Public Hearing**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Appointment of Board of Election Supervisor
 - b. Appointment of History Commissioners
 - c. Employee Update
- 3. APPROVAL OF MINUTES**
 - a. Closed Meeting – February 9, 2016
 - b. Closed Meeting – March 8, 2016
 - c. Closed Meeting – March 21, 2016
 - d. Closed Meeting – April 12, 2016
 - e. Public Hearing – April 12, 2016
 - f. Mayor & Council – April 12, 2016
 - g. Mayor & Council Special Meeting – April 21, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Resolution 2016-02 – Purchase of 40-42 West Potomac Street – possible vote
 - b. Resolution 2016-03 – Purchase of 811 West Potomac Street – possible vote
 - c. Special Ordinance Number 520 - Fiscal Year 2016 Budget Amendment – possible vote
 - d. Special Ordinance Number 521 – Fiscal Year 2017 Budget – first reading & discussion
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. Approval of Purchase Order # AD-2016-34 – Community Legacy Grant – Train Station Renovation HVAC Replacement
- 8. UNFINISHED BUSINESS**
 - a. Yard Waste – vote anticipated
 - b. Website Update
- 9. NEW BUSINESS**
 - a. City Plan of Organization – vote anticipated
 - b. Sidewalks Program – vote anticipated
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

5/6/2016 1:37 PM

MAYOR AND COUNCIL MEETING
May 10, 2016

Suggested Motions

Agenda item 2a – Appointment of Board of Election Supervisor

“I move to approve the appointment of Connie Koenig to the Board of Election Supervisors.”

Agenda item 2b – Appointment of History Commissioners

“I move to approve the appointment of the following individuals to the History Commission for the terms specified in their appointment letters: Vickie Dearing, H. Bruce Funk, John Faith, and Mike Ward.”

Agenda item 3a – 3g – Approval of Minutes

“I move to approve the Closed Minutes from February 9, March 8, March 21, and April 12, 2016; the Public Hearing Minutes from April 12, 2016; the Mayor and Council Meeting Minutes from April 12, 2016; and the Mayor and Council Special Meeting Minutes from April 21, 2016.”

Agenda item 5a – Resolution 2016-02 – Purchase of 40-42 West Potomac Street

“I move to approve Resolution 2016-02, authorizing the purchase of 40-42 West Potomac Street.”

Agenda item 5b – Resolution 2016-03 – Purchase of 811 West Potomac Street

“I move to approve Resolution 2016-03, authorizing the purchase of 811 West Potomac Street.”

Agenda item 5c – Special Ordinance Number 520 – Fiscal Year 2016 Budget Amendment

“I move to approve Special Ordinance Number 520 to amend the Fiscal Year 2016 budget.”

Agenda item 7a – Consent Agenda

“I move to approve the Consent Agenda item.”

Agenda item 8a – Yard Waste

“I move to approve adding one Sunday yard waste per month from May - October.”

Agenda item 9a – City Plan of Organization

“I move to approve the City Plan of Organization, effective May 10, 2016.”

Agenda item 9b – Sidewalks Program

“I move to approve the proposed sidewalks program.”

Oath of Office

I, Connie Koenig, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Board of Election Supervisors, City of Brunswick, Frederick County, Maryland.

Connie Koenig

Appointed by the Mayor, with the advice and consent
of the Council on May 10, 2016.
Sworn to and subscribed before me, Mayor of Brunswick,
Maryland this 10th day of May, 2016.

Karin B. Tome, Mayor

Oath of Office

I, Vicki Dearing, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the History Commission, City of Brunswick, Frederick County, Maryland.

Vicki Dearing

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 10th day of May, 2016.

Karin B. Tome
Mayor of Brunswick

Oath of Office

I, John Faith, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the History Commission, City of Brunswick, Frederick County, Maryland.

John Faith

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 10th day of May, 2016.

Karin B. Tome
Mayor of Brunswick

Oath of Office

I, H. Bruce Funk, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the History Commission, City of Brunswick, Frederick County, Maryland.

H. Bruce Funk

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 10th day of May, 2016.

Karin B. Tome
Mayor of Brunswick

Oath of Office

I, Mike Ward, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the History Commission, City of Brunswick, Frederick County, Maryland.

Mike Ward

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 10th day of May, 2016.

Karin B. Tome
Mayor of Brunswick

City of Brunswick
Mayor and Council Public Hearing Minutes
Tuesday, April 12, 2016, 7:00 P.M.

The April 12, 2016 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; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Jeff Snoots, and Walt Stull, Council Members; Bob McGrory, City Administrator; Carrie Myers, Office Manager; and Kim Miller, Accountant. Council Member Lashley was absent, but watching the meeting via videoconference.

Mr. McGrory gave background regarding Resolution 2016-02 – Purchase of 40-42 West Potomac Street. A public hearing was held at the March, 2016 meeting as well as tonight. Mr. McGrory stated the City will receive funding from a Maryland State bond bill for \$100,000 to put towards this real estate transaction.

Mr. McGrory also stated that a few issues were identified during a recent building inspection of the property. Therefore, he recommended postponing a vote to purchase this property. Mr. McGrory anticipated working with the Brunswick Potomac Foundation Board of Directors to resolve any building inspection issues.

Public comments were received from James Castle, Brunswick Potomac Foundation President, and Connie Koenig, 828 6th Avenue, who was the first curator of the Brunswick Railroad Museum.

Ms. White made a motion to adjourn the Public Hearing at 7:10 p.m. Mr. Snoots seconded, and the motion passed 5-0.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, April 12, 2016, 7:10 P.M.

The April 12, 2016 City of Brunswick Mayor and Council meeting was called to order at 7:10 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Jeff Snoots, and Walt Stull, Council Members; Bob McGrory, City Administrator; Carrie Myers, Office Manager; and Kim Miller, Accountant. Council Member Lashley was absent, but watching the meeting via videoconference. Mr. McGrory indicated that Mr. Lashley would not be voting during the meeting.

Mayor Tome read the following statement:

The Brunswick Mayor and Council met in closed session on April 12, 2016 at 5:30 P.M. at City Hall to discuss personnel matters and to consider the acquisition of real property for a public purpose and matters related directly thereto. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem White, Council Members Burruss, Jones, Snoots, and Stull, and City Administrator McGrory were present. All members present voted to close the meeting. The Council discussed the following items:

- Personnel matters – discussed employee transitions and specific personnel issues in the Police, Public Works, and Administration departments.
- Real Property Acquisition – discussed the possible acquisition of two parcels of real property for a public purpose and the means to facilitate such acquisition.

No actions were taken.

Mayor's Remarks

- Mayor Tome appointed Donald Deener and Walter Bell to the Board of Election Supervisors. Mr. Burruss made a motion to consent to these appointments. Mr. Stull seconded the motion, which passed 5-0. Mayor Tome administered the oath of office to Mr. Deener and Mr. Bell.
- Mayor Tome appointed Elissa Levan as the City Attorney. Mr. Stull made a motion to consent to the appointment. Ms. White seconded the motion, which passed 5-0.
- Damon Kreiner with the Maryland State Highway Administration gave an update on the proposed sidewalk installation project planned for Souder Road.
- Mayor Tome read a proclamation for Wear Blue Day and presented it to Athena Edsall with the Child Advocacy Center of Frederick County.

Approval of Minutes

- Public Hearing – March 8, 2016
- Mayor & Council – March 8, 2016
- Mayor & Council Special – March 23, 2016

Mr. Snoots made a motion to accept the minutes. Ms. White seconded the motion, which passed 5-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Carlo Alfano, River's Edge group; Vaughn Ripley, 7 Rick Michael Way; Kane Miller; Deandre Weedon; Jacob Barton; Elijah Crider; Chris Payne; Anne Rowley, Brunswick Middle School teacher; Ginger Cayo, Musgrove Alley; Mary Lopez, 518 Souder Road; and Norman Cornelius, Jefferson Pike.

Introduction and Adoption of Resolutions and Ordinances

- Special Ordinance Number 520 – Fiscal Year 2016 Budget Amendment – Second Reading

Mr. McGrory stated there were no formal changes to this item since the March meeting and first reading of Special Ordinance Number 520, however, additional changes would be needed prior to approval. He recommended holding this item over until the May meeting, at which time it would be scheduled for a Public Hearing and vote.

Mr. McGrory asked the Council to consider moving Item 9e Sports Complex/Skate Park Improvement earlier in the meeting, as several audience members were in attendance for that particular item. The Council gave consent to discuss the item next.

- Sports Complex/Skate Park Improvement

Mr. McGrory gave a brief background of this item. The skate park was built with State Program Open Space and City funding more than a decade ago. Due to low attendance, the skate park was closed for a brief period of time and some of the equipment fell into disrepair. Last year, several pieces of equipment were removed from the area, and the skate park was re-opened. Several community teens and adults have come forward with proposals for park improvements, including the purchase of a new half pipe.

Several Council Members voiced their support of this project. Mr. Burruss inquired as to the maintenance of this park. Mayor Tome said the skate park will be treated as any other City park. Community support is required for the successful upkeep of a public park. She also mentioned adding this park to the Adopt-a-Park roster.

Mr. Snoots made a motion to approve Purchase Order AD-2016-31 to Knott's Welding, LLC in the amount of \$9375.53 for the fabrication of a half pipe. Ms. White seconded the motion, which passed 5-0.

- Resolution 2016-02 – Purchase of 40-42 West Potomac Street

Mr. McGrory stated the proposed purchase was announced in February and a Public Hearing and discussion were held in March. The Council will vote on this item at the May meeting.

Report of Officers – Council – Committees

Mr. McGrory offered comments regarding the Administrative Department, including the application for Federal Emergency Management Agency (FEMA) public assistance to cover costs from the blizzard.

Ms. Myers gave an update on the City's new website construction.

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, Park Heights Cemetery, and Sustainable Brunswick.

Consent Agenda

- WWTP Chemical Order Purchase Order #WW107

Ms. White made a motion to approve the consent agenda. Mr. Snoots seconded the motion, which passed 5-0.

New Business

- Fiscal Year 2017 Budget

Mr. McGrory discussed the timeline of the budget process, as well as highlighting the following topics as related to the budget: health insurance costs, constant yield process and tax rates, department head budget requests, and scheduling of additional budget meetings.

Mayor Tome discussed some of her wish-list items for the FY17 budget.

Mr. Jones discussed creating long-term improvement plans for properties the City is preparing to purchase, as well as other capital improvements.

Other Council Members stated they would be ready to discuss their budget requests at a future special meeting.

- Solar Power Purchase Agreement

Mr. McGrory discussed the background of this issue. A conference call has been scheduled for later this week to discuss the proposed contract from Solar City.

- CSX Lease Renewal

Mr. McGrory discussed the background of this long-standing lease of CSX property located at Railroad View Park. CSX desires to expand its use of its property. Mr. Burruss made a motion to approve the revised lease provided by CSX. Mr. Snoots seconded the motion, which passed 5-0.

- Affirmation of Contract Regarding Proposed Purchase of 811 West Potomac Street
Mr. McGrory stated the purchase contract for 811 West Potomac Street has been set in motion. Staff is requesting the Council formalize their intent to purchase tonight. This item will be brought to the May meeting for a Public Hearing and vote.

Ms. White made a motion to formally approve the purchase contract for 811 West Potomac Street. Mr. Snoots seconded the motion, which passed 5-0.

Adjournment

Mr. Stull moved to adjourn the meeting. Ms. White seconded the motion, which passed 5-0. The meeting was adjourned at 9:32 p.m.

Submitted by: Carrie Myers

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

City of Brunswick
Mayor and Council Special Meeting Minutes
Thursday, April 21, 2016, 5:30 P.M.

The April 21, 2016 City of Brunswick Special Mayor and Council meeting was called to order at 5:30 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Ellis Burruss, Harry Lashley, Carroll Jones, Jeff Snoots, and Walt Stull, Council Members; and Bob McGrory, City Administrator.

Citizens' Forum (Petitions, Remonstrances, and Communications)
No comments were received.

Unfinished Business

- Code of Ordinance Review – Chapters 3, Title 1

The Mayor and Council discussed proposed changes to the Code of Ordinances, Chapter 3, Title 1.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 5-0. The meeting was adjourned at 7:48 p.m.

Submitted by: Carrie Myers

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

RESOLUTION NO. 2016-02

A RESOLUTION AUTHORIZING THE PURCHASE OF 40-42 WEST POTOMAC STREET

WHEREAS, the building known as 40-42 West Potomac Street was built in 1904 and is a contributing structure to the National Register of Historic Places' Brunswick Historic District; and

WHEREAS, the building was purchased in 1974 by the Brunswick Potomac Foundation, Inc. and operated for many years as the Brunswick Railroad Museum, and more recently as the Brunswick Heritage Museum; and

WHEREAS, the building is also home to the National Park Service Chesapeake & Ohio National Historical Park Visitor Center and Brunswick Visitor Center; and

WHEREAS, the City of Brunswick wishes to purchase the building from the Brunswick Potomac Foundation, Inc., in the amount of \$265,000; and

WHEREAS, the Brunswick Potomac Foundation Board of Directors consented to the proposed purchase agreement in February, 2016,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of Brunswick authorize the purchase of 40-42 West Potomac Street in the amount of \$265,000, contingent on the budgeting of funds sufficient to facilitate closing and the Mayor's approval of the results of an inspection of the building.

AND BE IT FURTHER RESOLVED that the Mayor or City Administrator be and are hereby authorized and directed to take any and all action necessary and incident to complete the transaction authorized hereby and to execute and deliver all documents, certificates, and papers deemed necessary, advisable, or expedient with respect to the City's purchase of 40-42 West Potomac Street, Brunswick, Maryland. The undersigned hereby certifies that this Resolution was approved and adopted on the _____ day of _____, 2016.

ATTEST:

CITY OF BRUNSWICK, MARYLAND

Robert C. McGrory
City Administrator

By: _____
Karin B. Tome
Mayor



THE CITY OF BRUNSWICK MARYLAND

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

Department of Public Works Mayor & Council Monthly Report for April 2016

Water Line Repairs and Maintenance

Set out leak detectors, chlorinated new water main on 4th Ave. Installing new flow meters, Installing new water service lines on 4th Ave . Water cut offs (Non Payments)

Sewer Line Repairs

Maintenance with Jetter

Water Valve Maintenance

Repair 3 leaky cut offs

Fire Hydrant Maintenance

Flushing Hydrants

Street Repair and Maintenance

Filling in pot holes

CIP Projects

Storm Drain Maintenance

Miscellaneous Task and Maintenance

Marking Miss Utility Tickets, Delivery 2 loads of mulch, Hauled trash away from the Habitat House, Handed out off notices, Repaired Hand Rail, Getting the pool ready, Installing building location signs

Construction and Contractor Support

Water Meters

Safety

APRIL 2016 WATER METER/ SAFETY REPORT

Meters:

Settlements – 36
Replacements – 6
Repairs – 6
High Bill Investigations – 5
New Meter Installs – 7
Meter Inspections – 5
U&O Inspections – 5
Cut-offs- 19

Safety:

Charles (C.J.) Crummitt, David Woods, Russ Fader and Joseph Lynch all successfully completed training presented by MD Occupational Safety and Health (MOSH) on “Fall Protection”.

Russ Fader successfully completed training presented by MOSH on “Excavation Safety”.

DPW Staff viewed a video presentation on “Buried Alive, The Truth Uncovered”. This video was about a man that was buried in a trench cave-in and lived to teach others about the prevention and reality of a cave-in.



THE CITY OF BRUNSWICK MARYLAND

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

April Planning/Code Staff Report Mayor and Council 5-10-2016

Planning

- Staff presented Section II B, 3 plats for Section III A and 3 HOA plats for Stormwater ponds in Section 1A and 1 B Brunswick Crossing to Planning Commission.
- Staff had TAC meeting for Section III B Brunswick Crossing.
- Staff reviewed revised plans for Weis Market and approved.
- Staff worked with Contractors on surety for Gum Springs Estates.
- Staff worked with economic development coordinator on business development.
- Staff prepared Tap Allocation report for 2015.
- 49 Zoning Certificates issued April
- 3 U&O's issued April
- No BoA meeting in April and no meeting is scheduled for May.
- Planning Commission met in April a meeting is scheduled for May 23, 2016.

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
59	<u>16-59</u>	25-492358	4-1-16	10 JJ	Stephen & Stacey Cendrowski	799	Crums Hollow Rd.	Deck
60	<u>16-60</u>	25-589893	4-1-16	86 FF	Martin Harlow	1151	Dargon Quarry Ln	Deck
61	<u>16-61</u>	25-591198	4-1-16	12 RR	TA Contractors--NVR	511	Potomac View Pkwy.	Deck
62	<u>16-62</u>	25-474856	4-1-16	60	John Johnson	214	Wintergreen Ln	Shed
63	<u>16-63</u>	25-488830	4-4-16	311	John Donoghue/ Mallipudi	133	Fiona Way	Deck
64	<u>16-64</u>	25-592002	4-4-16	4 RR	Ryan	411	Potomac View Pkwy	SFD
65	<u>16-65</u>	25-589888	4-4-16	20E	Ryan	1420	Village Green Way	SFD
66	<u>16-66</u>	25-591997	4-4-16	56 PP	Ryan	402	Potomac View Pkwy	SFD
67	<u>16-</u>	25-	4-4-16	57 PP	Ryan	400	Potomac View	SFD

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
	<u>67</u>	591998					Pkwy	
68	<u>16-68</u>	25-591968	4-4-16	36 KK	Ryan	1127	Long Farm Circle	SFD
69	<u>16-69</u>	25-591215	4-4-16	24 RR	Ryan	1271	Drydock St	TH
70	<u>16-70</u>	25-591216	4-4-16	25 RR	Ryan	1269	Drydock St	TH
71	<u>16-71</u>	25-591217	4-4-16	26 RR	Ryan	1267	Drydock St	TH
72	<u>16-72</u>	25-591212	4-4-16	21 RR	Ryan	1277	Drydock St	TH
73	<u>16-73</u>	25-591213	4-4-16	22 RR	Ryan	1275	Drydock St	TH
74	<u>16-74</u>	25-591214	4-4-16	23 RR	Ryan	1273	Drydock St	TH
75	<u>16-75</u>	25-590980	4-4-16	50 NN	Ryan	723	Potomac View Pkwy	TH
76	<u>16-76</u>	25-590981	4-4-16	51 NN	Ryan	725	Potomac View Pkwy	TH
77	<u>16-77</u>	25-590982	4-4-16	52 NN	Ryan	727	Potomac View Pkwy	TH
78	<u>16-78</u>	25-590983	4-4-16	53 NN	Ryan	729	Potomac View Pkwy	TH
79	<u>16-79</u>	25-590984	4-4-16	54 NN	Ryan	731	Potomac View Pkwy	TH
80	<u>16-80</u>	25-591211	4-4-16	20 RR	Courtney Thomas-NVR	1279	Drydock st.	Deck
81	<u>16-81</u>	25-591210	4-4-16	19 RR	Courtney Thomas-NVR	1281	Drydock St.	Deck
82	<u>16-82</u>	25-491564	4-6-16	11	Patrick Boggs /Guy Noce	1406	Volunteer Dr	Solar Panels
83	<u>16-83</u>	25-489926	4-6-16	311	DA Glazier Wood Visions Inc./Stacey Long	10	Jennifer Lynne Dr	Deck
84	<u>16-84</u>	25-591884	4-7-16	1516	Eric Moore	413	E D st	Deck
85	<u>16-85</u>	25-475275	4-7-16	13	Seth Clarke-Rising Realty LLC	70	Wenner	Renovations
86	<u>16-86</u>	25-465040	4-8-16	1516	Nicholas Bird	411	E D St	Fence
87	<u>16-87</u>	25-476697	4-11-16		Stephani Mills	405	E. H St	Fence
88	<u>16-88</u>	25-590949	4-14-16	40 KK	Ryan Homes	1135	Long Farm Circle	SFD
89	<u>16-89</u>	25-492072	4-14-16	60 FF	Ryan Homes	1306	Moore Spring Ct	SFD
90	<u>16-90</u>	25-589908	4-14-16	12 KK	Ryan Homes	1138	Dargon Quarry Ln	SFD

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
91	<u>16-91</u>	25-468996	4-14-16	1925	Gideon Properties, Dan Fitzgerald	801	E. Potomac St	Renovations
92	<u>16-92</u>	25-478150	4-15-16	1177	Matt Kammer/Solar City	20	E. D St.	Solar Panels
93	<u>16-93</u>	25-467094	4-19-16	943 & 944	A Better Choice Bakery	1	E. Potomac St	Event in Park
94	<u>16-94</u>	25-465865	4-19-16	1892	Sven Ohlsson/Scene Clean	822	E. A Street	Renovations
95	<u>16-95</u>	25-591966	4-20-16	34 KK	Frederick Fence/ Steve Urban	1123	Long Farm Cir	Fence
96	<u>16-96</u>	25-468112	4-25-16	462	New Hope United Methodist Church	7	S. Maryland Ave	Yard Sale
97	<u>16-97</u>	25-464788	4-25-16	1808	Carl Poole	726	Park Ave	Patio
98	<u>16-98</u>	25-482964	4-27-16	1059	Grace Episcopal Church	112	E. A St	Shed
99	<u>16-99</u>	25-589900	4-27-16	93	Jonathan Cadle	1137	Dargon Quarry Ln	Deck
100	<u>16-100</u>	25-591939	4-27-16	10 D	Ryan Homes	1303	Village Green Way	TH
101	<u>16-101</u>	25-591940	4-27-16	11 D	Ryan Homes	1305	Village Green Way	TH
102	<u>16-102</u>	25-591941	4-27-16	12 D	Ryan Homes	1307	Village Green Way	TH
103	<u>16-103</u>	25-591942	4-27-16	13 D	Ryan Homes	1309	Village Green Way	TH
104	<u>16-104</u>	25-591947	4-27-16	26 D	Ryan Homes	1311	Village Green Way	TH
105	<u>16-105</u>	25-470591	4-28-16	699	MD Solar Solutions/James Schmidt	501	Brunswick St	Solar Panels
106	<u>16-106</u>	25-468015	4-28-16	1726	Amy Strahin	115	Gum Spring Rd	Deck
107	<u>16-107</u>		4-29-16		Angel White	16	Jeffery Ln	Yard Sale

U&O Log 2016

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
19	16-19	4-6-16	1404	Hope Farm Ct	Ryan	133419	4-6-16
20	16-20	4-12-16	507	Potomac View Pkwy	Ryan	138567	4-12-16
21	16-21	4-29-16	1206	Volunteer Dr.	Ryan	138854	4-29-16

**CITY OF BRUNSWICK
WATER & SEWER
2016 TAP ALLOCATION & WATER APPROPRIATION
JANUARY 2015 thru December 2015**

Brunswick/Knoxville Service Area

Water Treatment Capacity and Demand

The Brunswick Area Water System (MD0100005) serves the City of Brunswick, most of the Village of Rosemont, some of the unincorporated community of Knoxville, and some of the subdivision known as New Addition. The service area also includes customers in Washington County adjacent to the Yourtee Springs.

1. Existing Facilities

The Brunswick Water Treatment Plant was built in 1968 to supplement the spring supply. In 1990, the plant was upgraded and expanded to 1 MGD and the Potomac became the major water source. The City has a withdrawal permit for a daily average withdrawal of 1.0 mgd with a maximum daily withdrawal of 1.5 MGD. The treatment plant provides pre-chlorination, coagulation with aluminum and lime, sedimentation, filtration, chlorination, potassium, carbon and polymers. A clear well at the treatment plant has a capacity of 130,000 gallons and an overflow elevation of 260 ft. In 2012 the treatment plant was expanded to an ultimate capacity of 2.0 MGD.

The Yourtee Springs are located in Washington County, Maryland, 3 miles west and 7 miles north of the Town at elevation 588. Yourtee Springs is permitted for 0.35 MGD (daily average) and 0.50 MGD (max. day demand) The supply is chlorinated at the intake of an 8-inch gravity main, which carries water along MD 67 to Weverton, thence, easterly along US 340 to Knoxville when the main increases to 10 inches. The 10-inch main travels easterly along MD 478 into Brunswick a total of 7 miles.

Three Loudoun County, Virginia springs at elevations of 585-653 had previously flowed by gravity through 2 1/2 miles of 4 - 8 inch mains under the Potomac River to join the northern springs transmission main at Knoxville. However, these springs are currently not being utilized to supply the Brunswick system due to leaks in the transmission main and reported minor surface water contamination problems. If needed in the future, the Virginia Springs have a capacity of 120,000 gpd with a safe yield of 60,000 gpd. Two wells located inside the corporate limits of Brunswick are rated at 30 - 50 gpm but are out of service and not planned to be utilized as a future municipal source.

Water storage includes a 3 million gallon capacity concrete lined reservoir located in the northern part of Brunswick at an elevation of 509 ft. The reservoir serves lower areas and controls service from 246 to 440 ft. elevation. There are two elevated storage tanks located at the reservoir site with a combined capacity of 1,250,000 gallons. Two 650- gpm pumps with chlorination equipment is provided at the reservoir site to pump water to the elevated tank. The tank provides increased pressure for elevations 370 to 550 ft. The tank's overflow elevation is 608 ft. The City has installed a 200 KW generator to provide a backup power source for the reservoir pumping station. The Brunswick water distribution system consists of approximately 16 miles of 4, 6, 8, 12, and 16-inch mains.

Table 1 City of Brunswick Surface Water Sources

Source	Permit Average GPD	Permit Max GPD	Average System Demand (GPD yearly)	Permit No.
Potomac River	1,000,000	1,500,000	352,000	FR1979S013(05)
Yourtee Springs	350,000	500,000	114,000	WA1983G012(03)

2. Existing & Future Demand

The Brunswick water system currently serves an estimated population of 6,480 (2,400 services) including the City of Brunswick, portions of the Town of Rosemont and Knoxville, New Addition, Brownsville and towards Burkittsville. The present demand on the system is reported at 0.50 MGD. The total capacity of the system currently is 1.5-2.0 MGD. The City estimates that drinking water demand will reach 2.00 mgd by 2030. To accommodate the projected population, additional appropriations will be required.

In the spring of 2002, the City of Brunswick annexed the Hope and Enfield farms located to the south of Burkittsville Road and to the east of Jefferson Pike. The annexation agreement sets forth that these properties, together with the Long farm, shall be developed with 1,505 residential dwelling units in conjunction with the commercial and office uses as set forth in the City Master Plan and County Comprehensive Plan ("Brunswick Crossing"). The average daily water demand for Brunswick Crossing will be 0.45 MGD. Therefore, the City of Brunswick's water system will have a total average daily demand of 0.99 MGD with a 1.62 MGD maximum day demand. The annexation agreement sets forth the various City infrastructure improvements required to meet this increased demand.

In 2012 the WTP was upgraded to treat an approximate capacity of 2.0MGD. In addition to the expanded capacity a 300,000 gallon pre sedimentation tank was added to allow the plant to operate more efficiently.

In 2013 the Rosemont Water Supply Agreement was executed between the City of Brunswick and Frederick County Board of Commissioners. The agreement states that the City will set aside and provide to the County water system, capacity to serve a maximum of 150 "Equivalent Dwelling Units" (EDU), based on 250 gpd average annual daily demand with a maximum daily demand capacity per EDU exclusive of fire protection of 400 GPD.

Wastewater Treatment Capacity and Demand

The City of Brunswick provides sewerage service to city residents. The City's Wastewater Treatment Plant (WWTP) is located between the C&O Canal National Historical Park (NHP) towpath and the Potomac River; treated effluent is discharged to the Potomac River. In addition to the WWTP expansion for Brunswick Crossing in January of 2008, the plant also went online as Frederick County's first Enhanced Nitrogen Removal (ENR) treatment facility. The design capacity of the upgraded plant is 1.4 mgd; this is double the plant's previous capacity of 700,000 gallons/day. Nutrient reduction is five-fold with the new technology. The ENR plant is anticipated to generate less than 3.0 mg/L TN and 0.3 mg/L TP. The average inflow to Brunswick's plant was 540,000 gallons/day between 2010 and 2012. This included 100,000 gallons/day reserved for the City/County agreement referred to as the Knoxville/Rosemont agreement established in August of 1991. At present, there are 125 County connections to the City system, leaving approximately 65,000 gallons/day reserved for future County septic system failures. Remaining capacity was 200,000 gallons/day. The Brunswick Crossing development alone is projected to generate 450,000 gallons/day of wastewater flow. This exceeded the available capacity of the treatment plant and required an expansion as part of the property's annexation. Brunswick officials anticipate that demand will reach 1.7 mgd by 2030. Developers will be required to

fund wastewater improvements as part of annexation and development. For the Cooper property development to occur, the developer would be required to build a second wastewater treatment plant, which would serve Cooper, Galyn Manor, and the eastern portion of the City's growth area. This facility is indicated on the City's 2010 Master Plan. A new WWTP will need to comply with the Maryland Tributary Strategy that no new point source discharges can occur without offsetting the new loading. If the new WWTP performs better than the current point source cap which assumes 1.4 MGD at 4 mg/L N the existing WWTP capacity could expand to meet expected demand by 2030. The existing treatment plant is located within the C&O Canal NHP where the opportunity for expansion is restricted. There are approximately 10 existing septic systems located within city limits. The City continues to work with these individuals to bring them into the City's wastewater system. The City oversees a continuous sewer maintenance program that identifies and eliminates inflow and infiltration (I&I) issues.

Water

Water Appropriation Permits:

Potomac River: 1,000,000 gpd (1,500,000 max gpd)

Yourtee Springs: 350,000 gpd (500,000 max gpd)

Three Year Distribution:

2013-2015 (Daily Average)

Yourtee Springs	0.114 mgd = 114,000 gpd
Water Treatment Plant (Raw Intake Potomac River)	0.386 mgd = 386,000 gpd
(Finished Distribution)	0.352 mgd = 352,000 gpd
Total Distribution	0.466 mgd = 466,000 gpd

Sewer

Design Capacity:

Assumes each tap @ 250 gpd 1.400 mgd = 1,400,000 gpd = 5,600 taps

Three Year Flow:

2013 - 2015 (Average Daily) 0.556 mgd = 556,000 gpd = 2,224 taps

County Tap Agreement 100,000 gpd = 400 taps

Buildable Lots of Record 46,000 gpd = 184 taps

Brunswick Crossing Agreement 454,500 gpd = 1,818 taps

Activity to Date:

2008 - 2015 (4 BVFD) 61,000 gpd = 244 taps

Balance of Agreement 405,000 gpd = 1,574 taps

TOTAL 1,095,500 gpd = 4,382 taps

Remaining Balance 304,500 gpd = 1,218 taps

MONTHLY CODE ENFORCEMENT REPORT

Violations	April 2016	YTD January-April 2016	Past January-April 2015
WARNINGS			
Vehicles/ Vehicle repair	0/0	1/0	7/1
Property trash/ Unsec.	4/0	17/0	19/0
Property Repair/Property	1/1	3/3	1/6
Overgrowth /Unsanitary	4/0	5/0	5/0
Vac. prop.trash/ Unsec.vac	1/1	6/3	4/3
S.walk repair/ S.Walk Trash	0/0	0/2	2/0
Littering	1	1	0
Vacant Overgrowth	4	4	5
Animal Waste / Snow and	0/0	1/122	0/272
Livestock	0	0	3
Trash Cans /Signs	0/1	2/2	3/3
Warning Totals	18	172	334
CITATIONS			
Vehicles/ Vehicle repair	0/0	0/0	0/0
Property trash/ Unsec.	0/0	0/0	2/0
Property Repair/ Property	0/2	0/2	2/1
Overgrowth/ Unsanitary	0/0	0/0	1/1
Vac. prop. trash,/ Unsec.	1/0	2/0	0/5
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	1/3	0/4
Livestock	0	0	0
Trash Cans	1	1	0
Signs	0	0	1
Citation Totals	4	9	17
Complaints	7	34	15



Brunswick² Police Department Monthly Report

Reporting Month and Year: April 2016

Traffic Enforcement Activity

	Month	YTD	PY Month	PY YTD
Maryland State Citations:	21	70	49	127
Maryland State SEROS:	7	19	12	16
Warning Citations:	65	231	166	242
Parking Citations:	38	71	33	106

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	873	2136	1263	5055
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	2	13	11	34
B&E	6	0	0	4
Theft	6	10	4	13
Auto Theft	0	0	0	0
Motor Vehicle Accidents	10	41	31	0



Brunswick Police Department
Call Type Counts Listing
April 1, 2016 to April 30, 2016

Call Type	counts
ABANDONED / UNATTENDED VEHICLE	1
ASSAULT - OCCURED EARLIER	2
ASSIST FIRE DEPARTMENT	21
ASSIST OTHER PD (SHERIFF)	16
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	7
CARDIAC ARREST	4
COMMERCIAL	9
COURT - BPD	4
COURT PAPERWORK	1
DESTRUCTION OF PROPERTY / VANDALISM	6
DISABLED VEHICLE	2
DISORDERLY CONDUCT - INTOXICATED SUBJECT	2
DISTURBANCE - ALL GATHERINGS	12
DOMESTIC	5
DOMESTIC ESCORT TO RETRIEVE PROPERTY	2
DOMESTIC IN PROGRESS - ALERT TONE	5
DUMPING / LITTERING	1
EMERGENCY EVALUATION	5
EXTRA DUTY	8
FOLLOW UP - ALL TYPES	48
FOUND PROPERTY	3
FRAUD	3
FUNERAL ESCORT	3
HARRASSMENT	9
HIT AND RUN PROPERTY DAMAGE	3
INDECENT EXPOSURE	1
JUVENILE COMPLAINT	3
LOST PROPERTY	1
MENTAL PERSON	5
MISSING PERSON	4
NARCOTICS - FCPD SEND TWO CARS	3
NOISE COMPLAINT	2



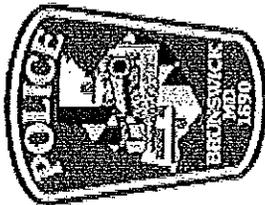
Brunswick Police Department
Call Type Counts Listing
April 1, 2016 to April 30, 2016

Call Type	Counts
NOTIFICATIONS	5
OPEN DOOR	2
OPEN OR 911 HANG-UP	32
OVERDOSE - SEND AMBULANCE	1
PARKING VIOLATIONS	17
PATROL CHECK (BRUNSWICK)	331
POLICE INFORMATION	3
POLICE TRAINING / EDUCATION	3
PROPERTY DAMAGE ACCIDENT	7
RELAY OR 10-5	1
REPO / TOW AWAY	1
REQUEST OFFICER	68
RESIDENTIAL	9
RESIDENTIAL BURGLARY - REPORT ONLY	2
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	4
ROADWAY HAZARD	2
SCHOOL	2
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	5
SPECIAL ASSIGNMENTS	10
SUBJECT STOP	1
SUICIDE - ATTEMPTED ALSO	1
SUMMONS SERVICE (BPD)	2
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	7
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	4
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	11
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	6
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	3
TRESPASSING	4
VEHICLE STOP (BRUNSWICK)	86
WALKING PATROL	27
WEAPONS VIOLATIONS - FCPD SEND TWO CARS	1
WELFARE CHECKS	11



*Brunswick Police Department
Call Type Counts Listing
April 1, 2016 to April 30, 2016*

Total Number of Calls: 874



Brunswick Police Department
Listing of Arrests
April 1, 2016 to April 30, 2016

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2016002845	04/06/2016	22:56	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	JUVENILE	BRANDON SMITH	CLEARED BY ARREST
2015013288	04/08/2016	09:35	CDS, POSS COCAINE/OPIUM/THEIR DERIVATIVES	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2016002938	04/10/2016	21:01	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015013288	04/12/2016	16:51	CDS, POSS COCAINE/OPIUM/THEIR DERIVATIVES	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2016002894	04/18/2016	10:59	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016003286	04/22/2016	01:04	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2016003405	04/26/2016	20:59	VIOLATE INTERIM PROTECTIVE ORDER	CLOSED/CLEARED	ADULT	BRANDON SMITH	CLEARED BY ARREST
2016003445	04/28/2016	20:25	DESTRUCTION OF PERSONAL PROPERTY	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016003475	04/30/2016	02:36	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST

Total Number of Arrests: 9

**Mayor & Council Meeting
Consent Agenda Summary
May 10, 2016**

The Council is being asked to consider the following items as the Consent Agenda:

- **Item #7A – Approval of Purchase Order #AD-2016-34 – Community Legacy Grant – Train Station Renovation HVAC Replacement**

Purchase Order #AD-2016-34 is for Montgomery Sheet Metal Fabricators, Inc. for the fabrication and installation of a HVAC unit in the train station in the amount of \$18,550. This work is being completed with Community Legacy grant funding.

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: Montgomery Sheet
Metal Fabricators, Inc.

DATE: 5/4/2016

P.O. NO.: AD-2016-34

SHIP TO:

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
1	HVAC installation @ Train Station			\$ 18,550.00

Community Legacy Grant

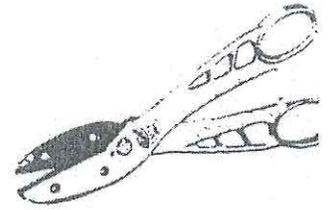
SHIPPING

TOTAL \$ 18,550.00

Approved by:

HEATING
AIR CONDITIONING
CUSTOM DUCT WORK
SALES
SERVICE

MONTGOMERY
SHEET METAL FABRICATORS, INC.
613 Lofstrand Lane ♦ Rockville, MD 20850
301-309-2856



PROPOSAL

TO: City of Brunswick
JOB NAME – Train Station
LOCATION - 1 West Potomac St. Brunswick, MD. 21716
PHONE – 301 834 7500
DATE - May 2 2016

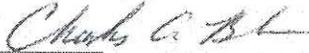
We hereby submit specifications and estimates for: Installation of one electric heat pump system. Job to consist of design, fabricate and install one duct system with all accessories to make complete. Duct system to be main supply and return trunk duct of galvanized steel with branch ducts serving office and waiting areas. All duct in unconditioned areas to be insulated with R-8 duct insulation. Cutting of penetrations necessary to install ductwork. Provide standard steel registers and grilles white in color. Install indoor air handler in attic space above office with emergency drain pan and electronic safety float switch. Install refrigerant and condensate drain piping from air handler down inside office wall and to outdoor unit. Piping to be boxed in with aluminum cover white in color on inside wall. Install outdoor heat pump on poly grid pad with three inch snow legs. Install indoor thermostat near main return inlet. Install necessary low voltage control wiring. Evacuate system and charge with refrigerant, start and check operation of system. Provide owner with a one year part and labor warranty. Manufacturer to provide a five year part only warranty.

List of Equipment

1 Carrier 25HNB660 5 ton 16 SEER Two Stage Infinity Heat Pump
1 Carrier FE4ANF005 5 Ton Variable Speed Infinity Air Handler
1 FC3001F15 15 kW Electric Heat Package
1 Carrier Infinity Wi Fi Enabled Control

We propose to hereby furnish material, labor and completion in accordance with these specifications for the sum of: **Eighteen thousand five hundred fifty dollars.**

Payable as follows: To be determined

Authorized Signature 
Charles A. Baker President MD. HVAC Lic. 827

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Sunday Yard Waste
May 6, 2016

Background

The City of Brunswick allows for residents of the City of Brunswick and the Village of Rosemont to drop off yard waste at its Public Works Yard on Petersville Road. This service is available during regular business days from 7:30 a.m. - 3:00 p.m. In addition, the City opens the facility on certain weekends during the spring, summer, and fall to allow eligible residents to access these services.

- Each weekend day it costs the City on average nearly \$250 in overtime pay and benefits to open the DPW shop for 8 hours, for example, for yard waste drop off.
- Saturdays, there are usually 50-100 customers who drop off items. Average cost is \$2.50 to \$5.00 per customer on Saturdays.
- Sundays, there are usually 4-10 customers who drop off items. Average cost is \$25.00 to \$62.50 per customer on Sundays.
- Given the cost/benefit analysis of the different weekend days, and since the service is also available M-F 7:30-3:00 (except City Holidays), the City had implemented the DPW recommendation to hold yard waste drop off on Saturdays only.
- The Council had previously discussed its interest in having Sunday Yard Waste drop off one day each month from 12:00-3:00. This would lower the cost to approximately \$100 per Sunday.

Recommendation

- Council is requested to review the attached Yard Waste Schedule, make suggested revisions to scheduled dates and times, and vote to approve the revised schedule.
- Approved schedule can be used to develop future schedules.

2016 City of Brunswick Saturday Recycling & Yard Waste Schedule

April 23
May 7 & May 21
June 4 & June 18
July 16
August 13
September 10 & September 24
October 8 & October 22
November 5

Drop-off at Public Works on Petersville Road from 8am – 3pm on above Saturdays only.

Accepted materials include:

Recycling – paper, glass, plastic, cardboard, and metal

Yard Waste - leaves, grass clippings, plants, shrubs, and trimmings no larger than eight feet long and six inches in diameter

Open to Brunswick and Rosemont residents only. Proof of residency required.



CITY OF BRUNSWICK

INCORPORATED 1890

1 West Potomac Street Brunswick, Maryland 21716 (301) 834-7500

April 15, 2016

To: Mayor and City Council, City of Brunswick
From: Bob McGrory, City Administrator
Re: Plan of Organization – amendment and adoption proposed

Article 4 Section 2-4201 of the Code of Ordinances of the City of Brunswick describes the Plan of Organization. City Administration wishes to confirm authorized staffing levels by seeking Council adoption of the attached document "City of Brunswick Plan of Organization" dated May 10, 2016. The prior version was adopted by the Mayor and Council on January 12, 2016. Highlights of current staffing and proposed changes are as follows:

- Current Staffing is authorized for not more than 49 full time positions among four City departments.
- Proposed Staffing is not more than 50 full time positions
 - Additional Sworn Police Position –
 - The Chief of Police has described the challenges of maintaining staffing levels given market forces in this job category and the demands of modern policing. The Chief recommends adding an additional sworn officer to increase the Department's authorized staffing to 15. This will help ensure a sufficient number of officers in training/recruitment to yield a sufficiency of officers on duty (patrol, investigation, and administration) in order to provide 24 hour police service for the City.
- Certain specific positions are described in the Charter or Code and therefore are listed on the Plan even though they are not in use currently.

I request the Mayor and Council adopt the updated attached Plan of Organization. An organization chart is shown for your reference.

Motion to adopt: I move to adopt the "City of Brunswick Plan of Organization" dated May 10, 2015 as described in Section 2-4201 in the Code of Ordinances of the City of Brunswick.

"BIG TOWN" "SMALL CITY"

www.BrunswickMD.gov



CITY OF BRUNSWICK

INCORPORATED 1890

1 West Potomac Street Brunswick, Maryland 21716 (301) 834-7500

City of Brunswick Plan of Organization

Total Authorized Staffing: Up to 50 full time plus part time, temporary, and seasonal as needed

Department: Administration

Authorized staffing: 12 full time plus part time, temporary, and seasonal as needed
Authorized positions: City Administrator, Planner, Office Manager, Economic Development Coordinator, Accountant, Bookkeeper, Development Review Coordinator, Utility Billing Specialist, Administrative Assistant, Customer Support Specialist, Director of Facilities, Project Coordinator, Clerk/Treasurer, Assistant Clerk/Treasurer, Code Enforcement Officer, Planning and Zoning Administrator

Department: Police

Authorized staffing: 15 full time plus part time, temporary, and seasonal as needed
Authorized positions: Police Chief, Assistant Chief, Captain, Lieutenant, Sergeant, Corporal, Officer First Class, Officer, Officer Recruit, Administrative Assistant

Department: Public Works

Authorized staffing: 14 full time plus part time, temporary, and seasonal as needed
Authorized positions: Director of Public Works (Superintendent of Public Works, General Supt., PW Director); Assistant Superintendent of Public Works, Utility Specialist, Maintenance Specialist, Mechanic, Public Works Specialist, Laborer, Technical Support Specialist.

Department: Utilities (Water and Wastewater)

Authorized staffing: 9 full time plus part time, temporary, and seasonal as needed
Authorized positions: Director of Utilities (Superintendent of Utilities (Water/Wastewater)), Utilities (Water/Wastewater) Operator (Trainee, I, II), Utilities (Water/Wastewater) Lead Operator (Operator II), Lab Technician, Assistant Superintendent of Utilities

Approved by the Mayor and Council, May 10, 2016.

Mayor

Mayor Pro Tem

“BIG TOWN” “SMALL CITY”

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**Various Sidewalk Programs
May 6, 2016**

Background

There are currently a number of sidewalk programs in progress in the City of Brunswick. The intent of this memo is to identify and distinguish among these programs.

1. In September of 2015, the City Council approved a sidewalk program with two components:
 - a. For owners of properties adjacent to the roads identified in the FY 2016 Paving Project: Under this program, owners with deficient or no sidewalks would be able to use zero interest financing over five years to facilitate replacement or installation of their deficient or missing sidewalks adjacent to public roadways as part of that project.
 - b. The above action also suggested the creation of a voluntary loan program for owners elsewhere in the City to accomplish similar sidewalk improvements (see next bullet).
2. In February of 2016, the City Council approved an "opt-in" program to replace or install sidewalks elsewhere in the City, with the same zero interest five-year repayment terms.
3. In April, 2016, the City received an update on the Maryland State Highway Administration project to complete sidewalk connections on Souder Road between Petersville Road and 13th Avenue, which is being coordinated with the City and the developer of the Brunswick Crossing subdivision.
4. In April, 2016, the City mailed an information sheet to all utility customers on the back of its utility bills (attached).
5. The developer of the Brunswick Crossing subdivision is also working with the Maryland State Highway Administration on pedestrian and other improvements to Petersville Road in the vicinity of Center Street.

Recommendation

- Council is encouraged to continue to support the City's efforts to communicate with the public about these different programs, and encourage people to participate in improving the City's pedestrian transportation network.

Sidewalk Improvement Program for FY 2016
September 8, 2015

Side walks
1

Background

- In June, 2015, the Mayor and City Council awarded a bid for a large scale paving project, which included prices for specific streets, and identified and priced replacement or installation of certain curbs, gutters, and sidewalks adjacent to those streets.
- In June, 2015, the Mayor and Council included sufficient funds in the budget to fund the project described above.
- The Brunswick City Code states (Section 3-2202. Sidewalks and Curbing-Maintenance): "It shall be the duty and obligation of the owner of property abutting a sidewalk in a public right-of-way to maintain the abutting sidewalk, driveway apron, and sod in such a condition as to be safe for public use."
- Resolution 03-03 Adopted by the Mayor and Council
 - Changed the City Charter to give the City the authority "levy and collect taxes in the form of special assessments upon property in a limited and determinable area for special benefits conferred upon such property by the design, installation, construction, maintenance, repair, and removal of...sidewalks and parts thereof, curbs, gutters, walls and retaining walls, and other public improvements and projects..."
 - Indicated that "The costs of the improvement or project shall be assessed according to the front foot rule of apportionment or some other equitable basis determined by the mayor and council."

Recommendation

The Sidewalk Improvement Program for FY 2016 will be implemented as follows for sidewalks adjacent to roads identified in the FY 2016 paving project:

1. Owners of properties adjacent to the roads identified in the FY 2016 Paving Project that are found to have deficient sidewalks will be notified of their non-compliance with the City Code, and offered a chance for inclusion in the sidewalk restoration project with a five year zero interest repayment plan.
2. For areas adjacent to the FY 2016 Paving Project that do not contain sidewalks, but are deemed critical for interconnectivity of the existing sidewalk infrastructure, the City will develop a sidewalk installation program based on Article X of the City Charter with a five year zero interest repayment plan.

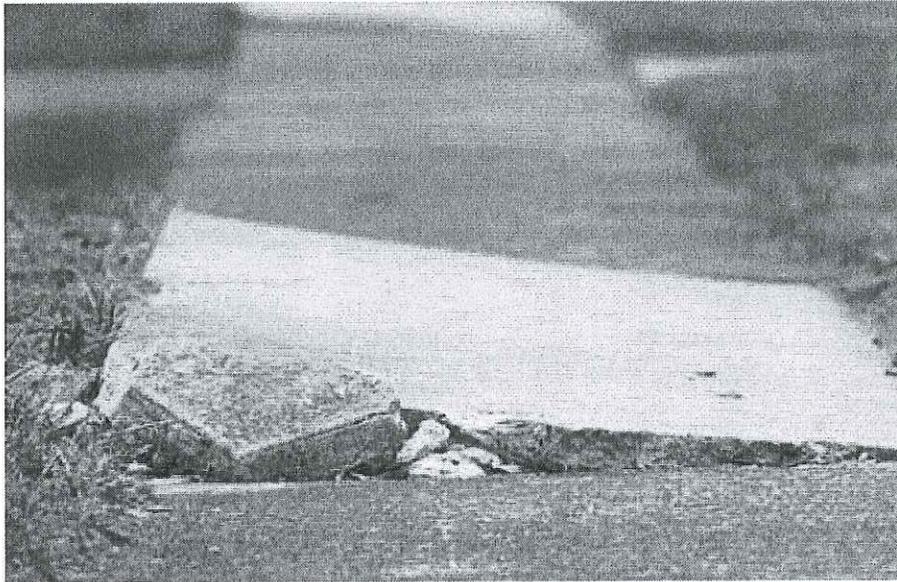
Draft Motion

I move to implement a Sidewalk Improvement Program for sidewalks adjacent to the FY2016 Paving Project based on the staff recommendation dated September 8, 2015.

approved by Council 9/2015

-Prepared by Bob McGrory, City Administrator

The City of Brunswick Sidewalk Improvement Program



Sidewalks
②

The City of Brunswick Sidewalk Improvement Program Loan Funded

Introduction:

The City of Brunswick, Maryland shall implement a Sidewalk Repair Program pilot project. This pilot will allow a sensible and efficient approach to maintaining City sidewalks. By identifying areas needing improvement, prioritizing and tracking repairs, the City will be better able to provide for pedestrian safety and reduce property owner liability for trip and fall incidents. Well maintained sidewalks also improve the appearance of neighborhoods and increase property values.

By codified ordinance, property owners are completely responsible for maintaining the sidewalks adjacent to their property, which includes sidewalks that run along a public street. However, as part of this pilot program, the City of Brunswick is allocating funds to support a zero interest loan to help property owners repair sidewalk sections deemed hazardous, as well as provide for installation of new sidewalks in areas currently without. This program is available to developed properties located in the City of Brunswick. New construction in subdivisions where sidewalks are required are not eligible for funding.

This will be an annual program with funding as provided through the City budget. A maximum of \$5,000 can be allocated in any given year to a single property, although this requirement may be waived at the sole discretion of the City, if deemed in the public interest.

The City of Brunswick Sidewalk Improvement Program

To determine if a sidewalk qualifies for repair under the program, a sidewalk is rated on a scale 0 through 5 with 5 representing the most severe damage. As part of the program, sidewalk sections will be scored 0 through 5 and the individual projects ranked according to the average score per property or frontage. Sidewalk sections rated 5, 4 or 3 will qualify for repair as funds become available. Sidewalks rated 0, 1 or 2 will not qualify but the scoring will be included to determine rankings for funding.

New sidewalk installations will be scored on a scale of 1 through 5 based on categories of Neighborhood Coordination, Connectivity, and Proximity to Schools. The scoring will be used to rank projects for funding along with the repair requests. Property owners whose sidewalks are not selected for improvement due to lack of funding are encouraged to proceed with the project on their own or wait for additional funding (reimbursement will not be issued for work completed without prior approval). Driveway approaches and aprons are not eligible for funds. To determine what priority your sidewalk damage rates, please complete and submit a Sidewalk Improvement Program Application Form.

Participation:

Developed residential properties and businesses located in the City of Brunswick shall be eligible for participation in this program. A property owner should complete the following steps in order to gain consideration for matching funds:

- 1.) Submit a completed Sidewalk Improvement Program application along with an estimate from a licensed contractor, as well as the required zoning permit application.
- 2.) The City will rate and approve/disapprove the project. If approved, the City will waive the Sidewalk Permit Fee. The City will assign a deadline for project completion and final payment submission. If not approved, the project may be resubmitted based on future funding. The City may waive the Sidewalk Permit Fee for qualified projects that do not receive funding but that the Property owner proceeds with the project.
- 3.) Upon approval, work may commence. Once completed, submission of a final invoice of completed work must be submitted to the city. This invoice should show the completion of the project and the final project dollar amount. This invoice shall be from the licensed and approved contractor.
- 4.) The approved portion of the project shall be compensated. The approved amount will then be paid to the property owner in a timely manner. The loan will be paid back to the City in quarterly installments over a three to five year period, depending on the repayment cycle approved with the City's annual budget. The Property Owner is responsible for payment of the contractor. Qualified projects also pay no permit fees. A property owner may use this project annually if their projects are approved and future funding continues.

The City of Brunswick Sidewalk Improvement Program

Sidewalk Improvement Program FAQ:

1. **Why did the City begin this program? Sidewalks are a very important means of travel for residents, especially children and senior citizens. The City began this program in order to accomplish four primary goals: 1) improve defective sidewalks and ensure that walkways remain safe for all residents, 2) provide a low-cost and convenient sidewalk repair option to Brunswick Property owners, 3) give residents the opportunity to add sidewalks to neighborhoods where they currently do not exist, and maintain property values throughout the City.**
2. **I thought the City took care of sidewalks. Why do I have to pay for it? Sidewalks in Brunswick are the responsibility of the property owner. Cities throughout nation may handle sidewalk maintenance differently. The City does not maintain sidewalks adjacent to private property and/or along a public street. This allows the City to commit more of its limited funds to road and transportation expansion and maintenance.**
3. **Is the City making money from this program? No. As a matter of fact this program is a way in which your tax dollars are used to improve our City's safety and increase property values. Repayments will ideally be placed back into the sidewalk repair fund for future work.**
4. **What happens if I do not repair my sidewalk? Code enforcement may issue notices to those who have not participated in the program or have not completed their sidewalk repair independently. However, the goal of this project is not code enforcement, but to eliminate hazardous sidewalks and provide property owners a means to correct the hazard.**
5. **Are residential apartments eligible for funding? Apartment complexes are eligible for funding for sidewalks that are located along public streets. Single family or single family homes that have been converted to "twin-singles" that are used as residential rental properties are also eligible for funding. However, in both cases priority will be given to owner-occupied residences.**
6. **Can I use the money from this program to improve sidewalks that are located in my back yard, side yard, or which go to my front door? No, the intent of this program is to improve sidewalks located along public streets. Other sidewalks on a property that are not adjacent to a public street are the responsibility of the property owner.**
7. **Who do I contact for more information? Please contact City Hall at 301-834-7500 ext. 1. Applications may be found at City Hall, 1 West Potomac Street, or the Annex Building at 601 E. Potomac Street.**

The City of Brunswick Sidewalk Improvement Program

Sidewalk Repair Examples:

Examples of some common sidewalk defects below that may be eligible for the City of Brunswick Sidewalk Improvement Program:

Step Separations

If a sidewalk panel has lifted or subsided, and it is 1/2" or more higher or lower than an adjacent panel

Grade Change

If two sidewalk panels have lifted into a peak or valley, and the peak/valley is 4" or more higher than the level of the sidewalk 4 feet away in either direction.

Opening in Sidewalk

If there is an opening in the sidewalk measuring 5/8" or greater or significant cracks greater than 1/4".

Spalling of Surface

If a chunk of the sidewalk has broken, and the result is a hole 1/2" or deeper

Sunken Sidewalk

If the sidewalk has subsided, and within a stretch of 8 feet of sidewalk, there is a place that is 3" or more that is lower than the rest of the sidewalk



THE CITY OF BRUNSWICK MARYLAND

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

Sidewalk #2 FORM

SIDEWALK IMPROVEMENT PROGRAM APPLICATION

Rev. 04/25/2016

Name:
Address:
Phone Number:
Email Address:

Dead End? [] Yes [] No
of Adjacent Sidewalks (connecting to property):

Current Sidewalk Width:
Curb: [] Yes [] No

CITY USE ONLY

Type of Street: [] Major [] Minor [] Arterial [] Connector

Through Sidewalks on opposite side of street: [] Yes [] No

Table with 2 columns: List Streets Fronting Property, Linear Feet of Frontage

Name of Staff Inspector:
Staff Signature:

Sidewalks
#4

Please pay your utility bill on the other side of this page.

See below for information about sidewalks and upcoming events in the City of Brunswick.

Upcoming Events

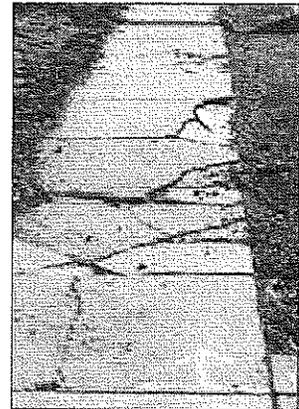
- May 7th – Wine and Chocolate Walk – Brunswick Main St – Downtown – 1:00-6:00 pm
June 11th – Great Deadman’s Down Hill Run – Brunswick Main St/Barc – Sq Corner Pk-3:30 pm registration
June 25th – Community Picnic – City of Brunswick – Sq Corner Pk – 4:00-7:00 pm
July 2nd – Fireworks – City of Brunswick – Middle School Complex – 9:30 pm (Rain date July 3rd, 2016)

Sidewalks

Broken and missing sidewalks: Who is Responsible?

You are. If you own property in the City of Brunswick along a public street, the sidewalks are your responsibility. This is not unusual; it is the same in Emmitsburg, Mt. Airy, Thurmont, Frederick City, Middletown, Myersville, Walkersville, and other cities in Frederick County and around the United States.

The bad news: Just like broken porch steps or a loose shingle falling from a roof, a broken sidewalk can be a liability to a homeowner. Broken or absent sidewalks detract from the appearance of the property and lower property values throughout the neighborhood. Failure to maintain your sidewalk is also a violation of the City code and could result in fines.



The good news: The Brunswick Mayor and Council recently adopted a “Sidewalk Improvement Program” specifically to help homeowners repair (or install) sidewalks by providing zero-interest loans to keep the financial impact minimal. Applications for the program will be prioritized and approved based on two key factors: 1) how much they contribute to a connected network of sidewalks that improves pedestrian access to schools and through neighborhoods, and 2) how much the specific sidewalk has deteriorated. If approved, the replacement work must be done by a licensed contractor. The cost that is approved by the City will then be billed to the property owner at zero interest over the next five years.

There are more than 21 miles of streets in Brunswick. Many of these streets have problems with the existing sidewalks or no sidewalks. The Council has voted to proceed with a program of sidewalk repair and installation that will be done along with street repairs. Doing these jobs together will save both the City and property owners money. This work began last fall and will continue this spring on parts of Maple Avenue and H Street, among others. Progress will continue in the coming years as part of the City’s long term capital improvement program.

For further information visit www.BrunswickMD.gov and click on “Sidewalk Program”.