

**MAYOR AND COUNCIL MEETING
MONDAY, NOVEMBER 7, 2016, 7:00 PM**

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. City Administrator Appointment
 - b. Municipal Government Works Proclamation
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council – October 11 & 25, 2016
 - b. Closed Meeting – October 25, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - a. Information Technology Vendor Contract – vote anticipated
 - b. Traffic Control Request – Brunswick Street Two-Sided Parking – discussion and possible vote
 - c. Traffic Control Request – East B Street and First Avenue Parking – discussion and possible vote
 - d. Traffic Control Request – Snow Removal Route Designation – discussion and possible vote
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

11/3/2016 11:15 AM

PROCLAMATION

Municipal Government Works Month
November, 2016

Whereas, Brunswick was incorporated in 1890; and

Whereas, Maryland is home to 156 other municipalities; and

Whereas, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

Whereas, in an effort to educate citizens about municipal government and the importance of their participation, the City of Brunswick is proud to promote municipal government awareness; and

Whereas, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

Therefore, the Mayor and Council of the City of Brunswick, Maryland hereby join the Maryland Municipal League in declaring November to be Municipal Government Works Month in Brunswick.

Jeffrey T. Snoots
Mayor, City of Brunswick

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, October 11, 2016, 7:00 P.M.

The October 11, 2016 City of Brunswick Mayor and Council Meeting was convened at 7:00 P.M. by Mayor Jeff Snoots at Brunswick City Hall. The following members and staff were present: Jeff Snoots, Mayor; Angel White, Mayor Pro Tem; Carroll Jones, Harry Lashley, Vaughn Ripley, and Tom Smith, Council Members; Carrie Myers, Acting City Administrator; John Gerstner, Director of Public Works; Milt Frech, Chief of Police; and Bruce Dell, Planning and Zoning Administrator.

Mayor's Remarks

Mayor Snoots discussed the following items:

- The passing of community members Joe Gordon and Adele Scotto, King's Pizza;
- He is currently meeting with several downtown property owners and hopes to see improvements made;
- Area youth organizations are completing proposals for field usage at the Sports Complex;
- Carrie Myers has been named Acting City Administrator while the search for a permanent replacement is conducted;
- Habitat for Humanity held a groundbreaking ceremony on Park Avenue last week;
- The FFA Community Show was an impressive event.

Ms. White made a motion to approve the appointments of staff and committee members made at the September 13 and October 11, 2016 Council Meetings. Mr. Lashley seconded the motion, which passed 5-0.

Mayor Snoots appointed the following staff member:

- Milt Frech, Chief of Police.

Mayor Snoots appointed the following boards and commission members:

- Walt Stull, Planning Commission
- Jayne Nuse, Ethics Commission
- Walt Bell, Board of Elections Supervisor.

John Gonano, River and Trail Outfitters, discussed the campground lease and shared a power point presentation regarding the past and future of the campground. Council Members discussed public/private partnerships in general, and the need for an updated campground lease agreement.

Approval of Minutes

- Public Hearing – September 13, 2016
- Mayor & Council Meeting – September 13, 2016

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

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Ginger Cayo, Musgrove Alley; and Katherine Reig, 116 Fiona Way.

Report of Officers – Council – Committees

Council Members provided updates on their Committee activities.

Reports were given by Ms. Myers, Mr. Gerstner, Chief Frech, and Mr. Dell.

Consent Agenda

- PO # AD-2017-10 – Karin Birch Gardening – Berlin Cemetery Landscape Design
- PO # 17-09 – Hertrich Fleet Services – Police Department Vehicle Purchases
- Public Works Agreement – Brunswick Crossing Section IIB – Sediment Erosion Control
- Public Works Agreement – Brunswick Crossing Section IIIB – Sediment Erosion Control

Ms. Myers summarized the consent agenda items. Mr. Smith made a motion to approve the consent agenda. Ms. White seconded the motion, which passed 5-0.

Unfinished Business

- FY2017 Street Paving

Ms. Myers discussed this item. \$231,765.26 of \$1,100,000 budgeted funds still remain for the FY16 and FY17 paving project. Mr. Gerstner proposed a list of projects that would use the remaining budgeted funds.

Mr. Lashley made a motion to approve the paving of the proposed list of streets in the amount of \$231,765.26. Mr. Ripley seconded the motion, which passed 5-0.

New Business

- Frontage Improvement – Gum Spring Road

Mr. Dell discussed the background of this project. Staff recommended approval of the project.

Mr. Ripley moved to approve the Gum Spring Road frontage improvement estimate in the amount of \$55,570 to Eric Moore General Contracting, LLC. Mr. Lashley seconded the motion, which passed 5-0.

- Police Department K-9 Unit Purchase

Chief Frech discussed this item. Staff recommended approval of the purchase of a K-9 unit and trainer services.

Mr. Smith made a motion to approve Purchase Order 17-10 in the amount of \$8,500 to Makor K9. Ms. White seconded the motion, which passed 5-0.

- Utility Billing Process Updates

Ms. Myers discussed this item. Staff is proposing removing the third notice portion of this process, as well as other minor changes.

Mr. Jones made a motion to table this item until the next meeting, so that additional information could be obtained. Ms. White seconded the motion, which passed 5-0.

Adjournment

Ms. White moved to adjourn the meeting. Mr. Ripley seconded the motion, which passed 5-0. The meeting was adjourned at 9:00 p.m.

Submitted by: Carrie Myers

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

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, October 25, 2016, 7:05 P.M.

The October 25, 2016 City of Brunswick Mayor and Council Meeting was convened at 7:05 P.M. by Mayor Jeff Snoots at Brunswick City Hall. The following members and staff were present: Jeff Snoots, Mayor; Angel White, Mayor Pro Tem; Carroll Jones, Vaughn Ripley, and Tom Smith, Council Members; Carrie Myers, Acting City Administrator; Milt Frech, Chief of Police; and Bruce Dell, Planning and Zoning Administrator.

Mayor's Remarks

Mayor Snoots re-appointed Sandra Cole and Michael Follin to City commissions. Ms. White made a motion to approve the appointments. Mr. Ripley seconded the motion, which passed 4-0.

Ms. Myers read a Proclamation for Breast Cancer Awareness Day.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Beth Johnson, 208 East A Street; Pastor Harris from Christian Fellowship Worship Service; and Winnie Hane, 207 East F Street.

Report of Council – Committees

Council Members provided updates on upcoming events.

Mayor Snoots read the following statement:

The Brunswick City Council met in closed session on October 25, 2016 at 6:00 P.M. at City Hall to discuss personnel matters and contract negotiations. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Snoots, Mayor Pro Tem White, Council Members Jones, Ripley, and Smith were present. Acting City Administrator Carrie Myers was also present for a portion of the closed session. All members present voted to close the meeting. The Council discussed the following items:

- Personnel matters – discussed the compensation of several staff members.
- Contract negotiations – discussed one contract renewal and one new upcoming contract.

Consent Agenda

- Campground Use Request – St. Jude Bass Fishing Tournament
- Approval for recordation of Forest Resource Deed of Easement/Maintenance Covenants and Agreement for Brunswick Crossing Section IIB
- Approval for recordation of Forest Resource Deed of Easement/Maintenance Covenants and Agreement for Brunswick Crossing Section IIIB

Ms. Myers summarized the consent agenda items. Ms. White made a motion to approve the

consent agenda. Mr. Jones seconded the motion, which passed 4-0.

Unfinished Business

- Utility Billing Process Updates

Ms. Myers discussed this item. Staff proposed eliminating the third notice portion of the billing cycle and assessing a 1% penalty on the 61st day of the billing cycle to conform to the City ordinance and State law. Staff also recommended applying a \$75 delinquent account fee after service has been terminated. Mr. Jones made a motion to approve the staff recommendation. Ms. White seconded the motion, which passed 4-0.

New Business

- Sports Complex Field Usage

Mr. Dell presented proposed improvements to the sports complex. Staff will continue to meet with youth sports organization in the area and bring suggestions of individual projects back at a future Council meeting.

- Employee Appreciation Day – Friday, November 26, 2016

Ms. White made a motion to approve November 26, 2016 as employee appreciation day for City staff. Mr. Ripley seconded the motion, which passed 4-0.

- Donation Request – Tri-State Crush Football Team

Ms. White made a motion to award \$200 to the Tri-State Crush football team. Mr. Ripley seconded the motion, which passed 4-0.

- Donation Request – Brunswick Volunteer Fire Department

Mr. Smith made a motion to award \$300 to the Brunswick Volunteer Fire Department to match a FEMA grant for new equipment. Mr. Jones seconded the motion, which passed 4-0.

Adjournment

Ms. White moved to adjourn the meeting. Mr. Ripley seconded the motion, which passed 4-0. The meeting was adjourned at 8:13 p.m.

Submitted by: Carrie Myers

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



Brunswick Police Department Monthly Report

Reporting Month and Year: October 2016

Traffic Enforcement Activity

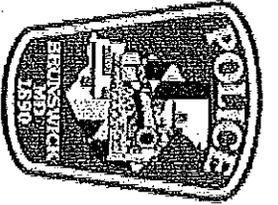
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	32	340	23	352
Maryland State SEROS:	17	128	6	62
Warning Citations:	103	838	42	698
Parking Citations:	26	266	38	243

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	870	7883	1054	11522
Homicide	0	0	0	0
Rape	0	1	0	1
Robbery	0	0	0	2
Assault	8	76	10	103
B&E	2	17	3	24
Theft	5	48	9	73
Auto Theft	0	3	0	1
Motor Vehicle Accidents	7	91	6	78



Brunswick Police Department
Listing of Arrests
October 1, 2016 to October 31, 2016

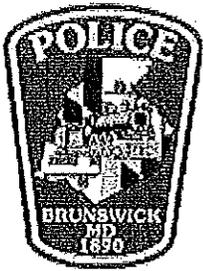
Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2016007806	10/01/2016	16:02	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016007821	10/02/2016	00:29	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016007889	10/06/2016	11:41	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2016007977	10/07/2016	16:45	PEACE ORDER, FAIL TO COMPLY	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016006263	10/09/2016	08:07	CDS, POSSESSION OF HEROIN	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016008158	10/13/2016	15:31	DISORDERLY CONDUCT/DISTURB PEACE	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016007927	10/16/2016	16:51	DESTRUCTION OF PROPERTY- MOTOR VEHICLE	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2016008286	10/18/2016	15:42	DRIVING MOTOR VEH ON HWY W/O REG LICENSE	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016008444	10/23/2016	18:43	DESTRUCTION OF PERSONAL PROPERTY	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST
2016008444	10/23/2016	18:49	DESTRUCTION OF PERSONAL PROPERTY	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST
2016008444	10/23/2016	18:49	DESTRUCTION OF PERSONAL PROPERTY	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST
2016008444	10/23/2016	18:49	DESTRUCTION OF PERSONAL PROPERTY	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST
2016008454	10/24/2016	00:01	EXCEEDING MAX SPEED	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016008454	10/24/2016	00:14	VIOLATION OF PROBATION	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2016008202	10/30/2016	15:54	ASSAULT, 2ND DEGREE-LAW ENFORCEMENT OFFICER (SIMPLE)	CLOSED/CLEARED	ADULT	GARY CLINE	CLEARED BY ARREST
2016007952	10/30/2016	20:04	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	GARY CLINE	CLEARED BY ARREST

Total Number of Arrests: 16



Brunswick Police Department
Call Type Counts Listing
October 1, 2016 to October 31, 2016

Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	2
ASSAULT - OCCURED EARLIER	5
ASSAULT - REPORT ONLY	1
ASSAULT WITH INJURY	1
ASSIST FIRE DEPARTMENT	16
ASSIST OTHER AGENCY - SPECIFY	2
ASSIST OTHER PD (SHERIFF)	18
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	4
BURGLAR ALARM	1
CARDIAC ARREST	5
CHILD / JUVENILE ABUSE	1
COMMERCIAL	9
COMMERCIAL HOLD UP ALARM - ALERT TONE	1
COURT - BPD	7
COURT PAPERWORK	2
DECEASED PERSON	1
DESTRUCTION OF PROPERTY / VANDALISM	9
DISABLED VEHICLE	2
DISORDERLY CONDUCT - INTOXICATED SUBJECT	3
DISTURBANCE - ALL GATHERINGS	23
DOMESTIC	3
EMERGENCY EVALUATION	5
EXTRA DUTY	6
FIGHTS / 10 - 10'S - ALERT TONE	1
FOLLOW UP - ALL TYPES	47
FOUND PROPERTY	3
FRAUD	1
FUNERAL ESCORT	2
HARRASSMENT	6
HIT AND RUN PROPERTY DAMAGE	3
INDECENT EXPOSURE	1
JUVENILE COMPLAINT	4



Brunswick Police Department
Call Type Counts Listing
October 1, 2016 to October 31, 2016

Call Type	Counts
MISSING PERSON	6
NARCOTICS - FCPD SEND TWO CARS	2
NOISE COMPLAINT	3
NOTIFICATIONS	2
OPEN DOOR	1
OPEN OR 911 HANG-UP	29
PARKING VIOLATIONS	16
PATROL CHECK (BRUNSWICK)	300
PERSONAL INJURY ACCIDENT	2
POLICE INFORMATION	5
POLICE TRAINING / EDUCATION	1
PROPERTY DAMAGE ACCIDENT	4
RELAY OR 10-5	3
REPO / TOW AWAY	1
REQUEST OFFICER	79
RESIDENTIAL	12
RESIDENTIAL BURGLARY - REPORT ONLY	2
RESIDENTIAL HOLD UP - ALERT TONE	2
ROADWAY HAZARD	4
SCHOOL	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	40
SPECIAL ASSIGNMENTS	15
SUBJECT STOP	1
SUMMONS SERVICE (BPD)	4
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	3
SUSPICIOUS PERSON	5
SUSPICIOUS VEHICLE	4
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	8
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	5
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	1
TRESPASSING	5
VEHICLE STOP (BRUNSWICK)	66
WALKING PATROL	23



Brunswick Police Department
Call Type Counts Listing
October 1, 2016 to October 31, 2016

<i>Call Type</i>	<i>Counts</i>
WARRANT SERVICE (BPD)	2
WEAPONS VIOLATIONS - FCPD SEND TWO CARS	1
WELFARE CHECKS	17

Total Number of Calls: 870



CITY OF BRUNSWICK

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

Department of Public Works Mayor & Council Monthly Report for Oct. 2016

Water Line Repairs and Maintenance

In stalled new water main on Addition Ave., along w/ service lines

In stalled automatic flusher @ 900 block of East B St

Chlorine testing

Sewer Line Repairs

Inspection of smoke testing, Camera sewer lines

Water Valve Maintenance

Installed 2" Hydrant valve on Addition Ave.

Fire Hydrant Maintenance

Hydrant Flushing

Street Repair and Maintenance

Fill in pot holes

CIP Projects N/A

Storm Drain Maintenance

Change directional flow @ West F St.

Repaired drainage ditch, to storm drain

Miscellaneous Tasks and Maintenance

Preparing for Rail Road Days, Marking Miss Utility Tickets,

Working on skate park ramp, Inspection of Sewer, sidewalks,
driveways, aprons,

Construction and Contractor Support - N/A

Water Meters

Safety

OCTOBER 2016 WATER METER/ SAFETY REPORT

Meters:

Settlements – 32
Replacements – 26
Repairs – 12
High Bill Investigations – 25
New Meter Installs – 4
Meter Inspections – 13
U&O Inspections – 8
Cut-offs- 0

Safety:

Enrolled John Gerstner, Rick Getzandanner and Charles Crummit in training for Temporary Traffic Control Manager's certification to be held on November 16, 2016.

Completed monthly fire extinguisher inspection.



THE CITY OF BRUNSWICK MARYLAND

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

Planning/Code Staff Report Mayor and Council 11-7-2016

Planning

- Staff continues to work with Brunswick Crossing on Section 2B and 3B FRO documents
- Staff met with Contractors for Gum Springs Estates to start work on road widening and sidewalk.
- Staff worked with economic development coordinator on business development.
- Staff continues to finalize Weis Market construction and construction has begun.
- Gum Spring frontage improvements have been completed.
- Staff attended MML Planners meeting in Annapolis.
- Staff attended Maryland Planning Commission Association conference.
- Staff met with property owners on E D Street to hook up to public sewer.
- Staff met with LS Jennings on the Weis construction.
- Staff finalized the Kim Weddle Park stormwater planting.
- Staff met with youth sports for Sports Complex improvements.
- Staff met with applicant for Special Exception at 2 E. Potomac St. for and Airbnb/Tourist Home.
- Staff received Section 2A2 plat for Planning Commission
- 32 Zoning Certificates issued October
- 9 U&O's issued October
- No BoA meeting in October, A meeting is scheduled for November 17, 2016.
- No Planning Commission meeting in October, A meeting scheduled for November 28, 2016.

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
231	<u>16-231</u>	25-468856	9-1-16	419	Anthony Forman	600	W. Potomac	Repair walls and Roof
232	<u>16-232</u>	25-488407	9-1-16	311	Theresa Walker	183	Fiona Way	steps
233	<u>16-233</u>	25-487915	9-1-16	311	Mike Acker	17	Sheridan Lan	Shed
234	<u>16-234</u>	25-464133	9-2-16	1049	Craig Cochran/Solar City	219	E A St	Solar Panels

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
235	<u>16-235</u>	25-470516	9-6-16	672	Randolph Shores	506	Brunswick	Renovations
236	<u>16-236</u>	25-592766	9-7-16	33 RR	Ryan Homes	1252	Drydock St	SFD
237	<u>16-237</u>	25-592765	9-7-16	32 RR	Ryan Homes	1254	Drydock St	SFD
238	<u>16-238</u>	25-592764	9-7-16	31 RR	Ryan Homes	1256	Drydock	SFD
239	<u>16-239</u>	25-589909	9-7-16	13 KK	Edward Gardner	1136	Dargon Quarry Ln	Home Occ/Res Prof Office
240	<u>16-240</u>	25-589779	9-7-16	16 E	Jeff Kengor	1215	Shenandoah Sq N	Fence
241	<u>16-241</u>	25-480422	9-8-16	1494	Jillian Behram	306	East D	Deck
242	<u>16-242</u>	25-467833	9-9-16	425	Dianne White	505	Walnut St	Yard Sale
243	<u>16-243</u>	25-479696	9-14-16	1261	Jacob Horstkamp	614	N. Maple Ave	Fence
244	<u>16-244</u>	25-489950	9-15-16	311	Grasshopper Garden-Jeff Walker Sr.	16	Jennifer Lynne Dr.	Patio addition
245	<u>16-245</u>	25-492218	9-19-16	38 FF	Michele Bowser	1203	Volunteer Drive	Patio, Deck Shed
246	<u>16-246</u>	25-589877	9-19-16	20 D	Ryan Homes	1310	Lander Creek Dr	SFD
247	<u>16-247</u>	25-592004	9-19-16	6 RR	Ryan Homes	415	Potomac View Pkwy	SFD
248	<u>16-248</u>	25-593014	9-19-16	43 RR	Ryan Homes	407	Wills Creek Drive	TH
249	<u>16-249</u>	25-593015	9-19-16	44 RR	Ryan Homes	409	Wills Creek Drive	TH
250	<u>16-250</u>	25-593016	9-19-16	45 RR	Ryan Homes	411	Wills Creek Drive	TH
251	<u>16-251</u>	25-490843	9-20-16	1680	Eric Moore	602	Gum Spring Rd	Basement
252	<u>16-252</u>	25-489500	9-21-16	311	Lori Martin	225	Galyn Dr	Yard Sale
253	<u>16-253</u>		9-26-16		City of Brunswick	1	W. Potomac	Events
254	<u>16-254</u>	25-488547	9-27-16	311	Jerry Mills Big Boy/ Steve Fowler	104	Fiona Way	Deck
255	<u>16-255</u>	25-590980	9-28-16	50 NN	Barb Volpe/ Frederick Fence	723	Potomac View	Fence
256	<u>16-256</u>	25-591221	9-28-16	15 SS	Lynn Susulske	1272	Drydock St	Fence
257	<u>16-257</u>		9-28-16		BARC/ Haunted Haywagon	227	E. Potomac	Event
258	<u>16-</u>		9-28-16		BARC/Thriller Dance	227	E. Potomac	Event

ZC Log 2016

ID	ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
	<u>258</u>							
259	<u>16-259</u>		9-28-16		BARC/Jingle Bell Run	227	E. Potomac	Event
260	<u>16-260</u>		9-28-16		BARC/Scottish First Footing	227	E. Potomac	Event
261	<u>16-261</u>	25-491750	9-29-16	13 II	Frederick Fence/Dahnert	1308	Volunteer Dr	Fence
262	<u>16-262</u>	25-591977	9-29-16	24	Frederick Fence/Baumgardner	1104	Dargon Quarry Ln	Fence
263	<u>16-263</u>	25-465482	9-29-16	903	John Wessells	15	N. MD Ave	Yard Sale

U&O Log 2016

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
83	16-83	10-5-16	1268	Drydock St	Ryan	144350	10-5-16
84	16-84	10-5-16	1270	Drydock St	Ryan	144351	10-5-16
85	16-85	10-6-16	1143	Long Farm Cir	Ryan	144498	10-6-16
86	16-86	10-11-16	413	Potomac View Pkwy	Ryan	144501	10-11-16
87	16-87	10-11-16	1421	Village Grenn Way	Ryan	145474	10-11-16
88	16-88	10-13-16	1104	Dargon Quarry Ln	Ryan	144500	10-13-16
89	16-89	10-17-16	1121	Long Farm Cir	Ryan	145021	10-17-16
90	16-90	10-18-16	812	E H St	Dressler	90733	10-18-16
91	16-91	10-31-16	1315	Yourtee Spring Dr	Ryan	145479	10-31-16

MONTHLY CODE ENFORCEMENT REPORT

Violations	October 2016	YTD January-- October 2016	Past January --October 2015
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WARNINGS

Vehicles/ Vehicle repair	3/0	9/2	20/2
Property trash/ Unsec. prop.	5/4	47/5	49/0
Property Repair/Property	1/0	15/6	4/8
Overgrowth /Unsanitary Dwell.	5/0	98/2	78/2
Vac. prop.trash/ Unsec.vac	0/1	8/5	8/6
S.walk repair/ S.Walk Trash	0/0	0/3	2/1
Littering	0	6	4
Vacant Overgrowth	0	19	40
Animal Waste / Snow and Ice	1/0	1/122	1/272
Livestock	0	0	3
Trash Cans /Signs	0/1	6/10	4/4
Warning Totals	21	364	508

CITATIONS

Vehicles/ Vehicle repair	0/0	1/0	0/0
Property trash/ Unsec. prop.	3/2	4/2	2/0
Property Repair/ Property	0/0	2/2	2/23
Overgrowth/ Unsanitary Dwell.	0/0	13/0	2/2
Vac. prop. trash,/ Unsec. vac.	0/0	2/0	3/7
S walk repair/ S walk trash	0/0	0/0	10/0
Littering	0	0	0
Vacant Overgrowth	1	4	7
Animal Waste/ Snow and Ice	0/0	3/3	0/4
Livestock	0	0	1
Trash Cans	1	3	0
Signs	0	0	2
Citation Totals	7	39	65
Complaints	4	95	57

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.29</u>	*M.G. <u>0.110</u> M.G.
Water pumped from Potomac River.....	<u>14.26</u>	M.G. <u>0.46</u> M.G.
Total.....	<u>17.55</u>	M.G. <u>0.57</u> M.G.
Finished water pump from Plant...	<u>13.58</u>	M.G. <u>0.44</u> M.G.

Submitted By Patrick Hoffter
Date 11-3-10

*Million Gallons

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Total Influent Flow --- 15.31 Million Gallons
Total Effluent Flow --- 14.06 Million Gallons

Rain ---1.40 INCHES

Sludge to Landfill ---63.0 TONS

Submitted By --- Patrick Hoffmaster
Date 11/3/16

We seen several days of high flows into the WWTP this month from all the rain I & I

innovative

I N C O R P O R A T E D

QUOTE

QUOTE #	AAAQ8049
DATE	Jun 3, 2016

13332 Pennsylvania Avenue, Hagerstown MD 21742
 t. 301-739-7414 w. www.innovativeinc.net

To Jeff Snoots
 City of Brunswick
 1 West Potomac St
 Brunswick, MD 21716
 United States

Phone (301) 834.7500 x 201

SALESPERSON	P.O. Number	PAYMENT TERMS	DUE DATE
DFisher		Net 15	

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Unlimited Monthly Technical Support and Monitoring Contract			
1 Hour Guaranteed Response Time (During Normal Business Hours of 8am to 5pm Monday-Friday excluding major holidays) for all CRITICAL SYSTEM DOWN Tickets. High Priority Tickets have same day response and resolution. Medium Priority Tickets have 3 day target resolution. Low Priority Tickets have 2 week resolution.			
Scope of agreement: Unlimited support is defined as hardware and software support to maintain existing technology infrastructure, including monitoring of associated devices. This agreement does not include projects. A project is defined as any activity that has a scope beyond one half of a day that increases, decreases, or modifies the overall characteristics of the existing system (new server, additional workstations, office relocation, etc.). Any disaster recovery or restore exercise associated with a major system failure is considered a project. This agreement does not include training and specific "line of business application" support - customer agrees to maintain software and support agreements with critical application vendors to augment Innovative support staff. This agreement is for technical and monitoring services only. No hardware, software, or licenses are included.			
7	Unlimited Monthly Monitoring and Technical Support per server or basic phone switch (logical)		
21	Unlimited Monthly Monitoring and Technical Support per workstation		
This is a 1 year (12 month) Agreement. Adjustments will be made to monthly invoicing based on number of servers and workstations supported. Additional discounts are available for multi-year agreements.			
Antivirus Software - a monthly recurring fee (\$3/device - included in this price quote)			
28	Webroot SecureAnywhere Business Endpoint Protection		
Project work outside of this agreement is billed at the reduced rate of \$125 per hour			

Annual Fees	Monthly Fees	SUBTOTAL	\$0.00
\$0.00	\$1,834.00	SALES TAX	\$0.00
		TOTAL	\$0.00

To accept this quotation, sign here and return: _____

Thank You For Your Business!

innovative

I N C O R P O R A T E D

QUOTE

QUOTE #	AAAQ8251
DATE	Aug 3, 2016

222 East Oak Ridge Drive, Hagerstown MD 21740
 t. 301-739-7414 w. www.innovativeinc.net

To Bob McGroby
 City of Brunswick
 1 West Potomac St
 Brunswick, MD 21716
 United States

Phone (301) 834.7500 x 201

SALESPERSON	P.O. Number	PAYMENT TERMS	DUE DATE
DFisher		Net 15	

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Alto XL2000 Appliance - 2TB Capacity	\$2,265.33	\$2,265.33
1	Disaster Recovery As A Service - XL2000 Appliance with 2TB of Storage, including 1 year retention	\$819.00	\$819.00
	Annual Fees	Monthly Fees	SUBTOTAL
	\$0.00	\$819.00	\$3,084.33
			SALES TAX
			\$135.92
			TOTAL
			\$3,220.25

To accept this quotation, sign here and return: _____

Thank You For Your Business!

*this is for the purchase of the back-up device and monthly service fee for having Innovative handle City back-up - this amount is additional to the service quote



UNLIMITED TECHNICAL SUPPORT & MONITORING SERVICE AGREEMENT

THIS AGREEMENT is made effective for all purposes in all respects as of the 27th day of October, 2016, by and between (i) Innovative, Inc., a Maryland Corporation (hereinafter referred to as "Innovative"), and (ii) **City of Brunswick** (hereinafter referred to as "Customer"). Innovative and Customer shall be collectively referred to as the "Parties."

WHEREAS, Innovative is in the business of providing offsite remote backup and monitoring services for electronic data and is willing and able to provide such services to Customer;

WHEREAS, Customer desires to engage Innovative in the aforesaid capacity;

WHEREAS, Innovative and Customer wish to set forth in writing the terms and conditions of their agreements and understandings.

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. **SCOPE OF SERVICES:**

- a. **Monitoring Services:** Innovative shall perform an initial inspection of Customer's network and devices onsite to enable the network and particular devices for remote monitoring and shall perform remote monitoring from 8:00 am to 5:00 pm Monday through Friday excluding federal holidays (hereafter "Business Hours"), including monitoring and alerts, technical issues and system faults, virus outbreaks, and customer support/service desk help, all as more specifically set forth in and limited by the quote #AAAQ8049 dated 06/03/2016, which is attached hereto as **Exhibit A** and incorporated herein by reference.
- b. **Technical Support** Unlimited support is defined as hardware and software support to maintain existing technology infrastructure, including monitoring of associated devices; all as more specifically set forth in and limited by the quote #AAAQ8049 dated 06/03/2016, which is attached hereto as **Exhibit A** and incorporated herein by reference. This agreement does not include projects. A project is defined as any activity that has a scope beyond one half of a day that increases, decreases, or modifies the overall characteristics of the existing system (new server, additional workstations, office relocation, etc.). Any disaster recovery or restore exercise associated with a major system failure is considered a project. This agreement does not include training and specific "line of business application" support - customer agrees to maintain software and support agreements with critical application vendors to augment Innovative support staff. This agreement is for technical and monitoring services only. No hardware, software, or licenses are included. Monthly rate will be subject to change if /when new systems are being added to (in addition to) the existing network (*i.e.* servers, switches, firewalls, laptops, PCs).

2. **CUSTOMER AUTHORIZATION TO ENGAGE IN CORRECTIVE ACTION:** Customer hereby authorizes Innovative to engage in corrective action without further Customer approval upon an alert by Innovative's monitoring system of a critical or fatal device and/or network error, virus outbreaks, or system down anomalies. In such emergency circumstances, Innovative's targeted initial response time is between 5 and 30 minutes of an alert from Innovative's monitoring system during Business Hours or within 30 minutes of the following business day if the alert occurs after Business Hours. All other device or network issues will require Customer's approval before corrective action is attempted. Innovative makes no representation or guarantee concerning the outcome of any corrective actions attempted either under emergency conditions or in response to any other network or device issues, nor with respect to the total fees, costs, or expenses arising from or related to any corrective actions taken by Innovative under this Agreement.

3. **MONITORING SERVICE LIMITATIONS AND DISCLAIMER OF WARRANTIES:** In addition to any other limitations as set forth in **Exhibit A**, Innovative's Monitoring Services shall not include cost of consumables, replacement parts, hardware, software, network and software upgrades, servers, other computer equipment, and associated goods and services, which if deemed necessary to correct a network or device issue, shall be invoiced separately. **Further, for any equipment (whether hardware or software) provided or installed in connection with any corrective actions taken by Innovative, other than any manufacturer's warranty for equipment purchased through Innovative (which is by and between Customer and the manufacturer), Innovative provides all equipment, services and technical support "as-is", makes no warranty of any kind, expressed or implied, with regard to the sales or services provided hereunder, and all warranties of merchantability and fitness for a particular purpose are expressly excluded.**
4. **CUSTOMER RESPONSIBILITIES:**
- a. Customer shall provide adequate workspace, heat, light, ventilation, electric current and outlets (up to code), internet, remote access, and long-distance telephone access at the location of its network and all devices for which Innovative is to perform its monitoring services.
 - b. Customer shall comply with all required updates, reboots, and configuration changes necessary to enhance and protect its network and devices, including its firewalls, routers, and servers, and agrees to coordinate with Innovative to ensure that this is done properly and on a regular basis.
 - c. Customer shall ensure that its network and all devices have appropriate anti-virus software and that such software is regularly updated with the most recent updates.
 - d. Customer agrees that it will inform Innovative of a modification, installation, or service performed on its network or on any of its computer devices or related equipment by individuals not affiliated with Innovative BEFORE any such work is done.
 - e. Customer will designate a primary management level representative and at least one back-up management level representative as Innovative's points of contact to obtain approval to take corrective action on any network or device issues that do not constitute emergency circumstance as addressed in Section 2 above. If Customer desires to change either of its points of contact, Customer agrees to notify Innovative of the new contact person prior to the change.
5. **COMPENSATION:** Consistent with pricing schedule in **Exhibit A** or any subsequent pricing changes, Innovative shall invoice Customer on a monthly basis for all monitoring, backup, offsite data storage, and data transfer services, including any emergency services or other added-fee services as may be requested by Customer. Customer shall pay the invoice(s) within thirty (30) days of the invoice date, and beginning the 30th day after the date of the invoice, Customer agrees to pay a 5% late fee plus interest on any outstanding balance at one percent (1%) per month or the maximum interest rate allowable by law, whichever is less. Customer hereby acknowledges and agrees that the prices quoted in **Exhibit A** are valid either for one year from the date of this Agreement or until Customer has a material increase (>5%) in device count, whichever occurs first. Any pricing changes shall be provided to Customer in writing, and shall become effective 30 days after written notice. Customer hereby agrees to accept all price changes (as determined by Innovative at its discretion) as a condition of continued service by Innovative under this Agreement.
6. **TERM:** This Agreement shall remain in full force and effect for one year from the date executed, and from month to month thereafter unless terminated by either party with thirty (30) days advance written notice.
7. **TERMINATION:** After expiration of the initial one-year term of this Agreement, Customer may terminate this Agreement with or without cause upon giving thirty (30) days written notice to Innovative. Innovative shall be entitled to be paid for all services and disbursements/expenses incurred through the end of the 30 day notice period. Customer has the alternative option of paying Innovative all compensation to which Innovative would be entitled during the 30-day notice period pursuant to **Exhibit A** and terminating Innovative's engagement anytime within the 30-day period. Innovative may terminate this Agreement with or without cause at any time after execution of this Agreement upon giving thirty (30) days written notice to the Customer. In the event Innovative terminates this Agreement, Innovative shall be entitled to receive compensation and expenses accrued through the 30-day notice period, provided however, that the Customer has the option to terminate Innovative's services within the 30-day notice period whereby Innovative shall not be compensated for the full 30 days but shall be compensated only through its last day of service. Notwithstanding the above, this Agreement may be terminated at

any time (1) by mutual written agreement of the parties hereto, or (2) by either party unilaterally and without notice in the event the other party discontinues business (or in the case of Innovative, discontinues or is unable to provide backup services for Customer) or enters bankruptcy or insolvency proceedings.

8. **DEFAULT:** Customer's early termination of this Agreement (prior to the expiration of the initial one-year term) or a failure to comply with any provision of this Agreement, including but not limited to a failure to make any payment when due under this Agreement, shall constitute an Event of Default by Customer. Upon Event of Default by Customer, Innovative shall be entitled to enforce the Agreement and pursue all rights and remedies available under this Agreement and at law or in equity. In addition, Innovative shall have the right, at its sole discretion, to immediately terminate or suspend all services under this Agreement (and pursue liquidated damages under Section 6 below if the Default occurs within the first year of the Agreement). Services under this Agreement may be reinstated, at Innovative's sole discretion, upon payment by Customer of overdue balances. Innovative shall not be responsible for any loss of customer data that occurs during a termination or suspension of services under this Agreement
9. **LIQUIDATED DAMAGES IN FIRST YEAR:** Upon Event of Default, Customer shall pay as liquidated damages the monthly prices quoted on **Exhibit A** for each month remaining in the initial one-year term (partial months shall be prorated). Customer hereby acknowledges and agrees that the liquidated damages described herein represent a reasonable estimate of damages that are difficult to ascertain, and shall in no way be interpreted as a penalty.
10. **INDEMNIFICATION:** Customer agrees to indemnify, protect, defend, and hold harmless Innovative and its respective owners, employees, agents, representatives and contractors against all claims, losses, or damages to all persons or property, governmental charges or fines, or costs (including reasonable attorney's fees), arising out of or related to Customer's business operations; the use of Customer's network and computer devices by Customer and/or its owners, employees, agents, representatives, clients, customers, or contractors; and/or the use of Innovative's services and equipments by Customer and/or its owners, agents, representatives, clients, customers or contractors. However, Customer shall not be obligated to defend or indemnify Innovative for claims that arise out of Innovative's sole negligence or willful misconduct. The indemnity and hold harmless obligations of this paragraph are of a continuing nature and shall survive the termination of services under this Agreement.
11. **INSURANCE:** At all times relevant to this Agreements Customer shall maintain, at its sole cost and expense, commercial general liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and data breach and business interruption insurance with limits not less than \$500,000, and Umbrella/Excess Liability of not less than \$2,000,000 on account of any accident, event or occurrence resulting in bodily injury, personal injury, death or property damage with defense included outside of the policy limit. These policies of insurance shall include a waiver of subrogation rights, and Innovative shall be named as an additional insured under the policies. Upon written request, the Customer shall provide Innovative with a Certificate of Insurance evidencing the above coverage and terms.
12. **DISCLAIMER:** Customer hereby acknowledges and agrees that in providing backup services under this Agreement, Innovative is not assuming any responsibility or liability in any manner for the loss or condition of any electronic data on Customer's computers and servers, and Innovative expressly disclaims any such responsibility or liability. Customer assumes all responsibility for the electronic data stored in its own computer and server equipment. Customer hereby further acknowledges and agrees that in providing monitoring services under this Agreement, Innovative is not assuming any responsibility or liability in any manner for the loss or condition of any devices in the network existing at the time that Innovated initiates corrective action in response to a monitoring alert or a customer request.
13. **LIMITATION OF LIABILITY:** For any breach by Innovative, any loss or damage to Customer's network or devices caused by Innovative's deficient services, or any loss of Customer's electronic data transferred to Innovative's servers, Customer's exclusive remedy, and Innovative's entire liability, shall be the re-performance of the deficient services, or, if Innovative is unable to substantially correct such breach in a commercially viable manner, Customer may recover fees paid to Innovative for the deficient services. Regardless of the claim, whether in contract or tort, in no event shall Innovative be liable to Customer for any special, consequential, exemplary, punitive, indirect, or incidental damages, including but not limited to any lost or anticipated revenues or profits of Customer.
14. **CONFIDENTIALITY AND NON-DISCLOSURE:** The Parties agree that during the course of Innovative's engagement, both Innovative and Customer may develop or learn about each other's confidential information and trade secrets. Confidential information and trade secrets are information developed or obtained by investment of significant time, effort and

expense and which is a valuable, special and unique asset and which provides each Party with a significant competitive advantage in their respective industries. In recognition of the foregoing and as a material inducement to Innovative to provide its services to Customer and for Customer to engage the services of Innovative, the Parties mutually agree to use best efforts and diligence to guard and protect each other's confidential information and trade secrets, and shall not disclose such information or secrets to any person or entity, or permit any of their respective employees or agents to do so, for any purpose other than those contemplated by this Agreement. The terms "confidential information" and "trade secrets" encompass without limiting the generality of those terms: each Party's respective property, and their respective consulting or business techniques, business records and plans, tech support processes and protocols, financial statements, technical information, product design information, pricing structure, discounts, costs, computer programs, programming, manuals, customer lists, proposal letters, source codes and/or object code, copyrights or other intellectual property, or any information identified by either Party as proprietary in nature. The Parties both agree that a violation of this provision by either of them could give rise to irreparable injury to the other, which may not be adequately compensated by damages. In the event of an actual or threatened breach of this provision by either Innovate or Customer, the other party (who has or may incur injury as a result of such breach) shall be entitled to immediate injunctive relief restraining the breaching party or its partners, agents, representative, servants, employers, employees, and/or any persons directly or indirectly acting for or with it, from engaging in any conduct in violation of this Agreement. Nothing herein shall be construed as prohibiting either Innovative or Customer from pursuing any other remedies available to them for such breach or threatened breach, including recovery of damages from the other. The obligations of this paragraph are of a continuing nature and shall survive the termination of services under this Agreement.

15. MISCELLANEOUS:

- a) Governing Law and Venue: It is understood and agreed that the construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Maryland. The parties agree that any dispute regarding the terms or enforcement of this Agreement shall be heard by courts located in the State of Maryland, without a jury, and the parties submit themselves to the venue and jurisdiction of these courts to resolve any such matters.
- b) Attorney's Fees and Costs: In the unlikely event that Innovative is required to institute proceedings to collect any money due it or to remedy any breach under this Agreement, Customer agrees that Innovative will be entitled to reimbursement from Customer for all costs and reasonable attorney fees incurred by Innovative in connection with proceedings to enforce this Agreement.
- c) Assignment: Innovative agrees not to assign, convey or transfer its interest in this Agreement without the prior written consent of the Customer, which consent shall not be unreasonably withheld.
- d) Binding Effect: This Agreement shall be binding upon, and shall inure to the benefit of Innovative and Customer, and their respective heirs, personal and legal representatives, successors and assigns.
- e) Severability: The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.
- f) Waiver Of Breach: The waiver by either Innovative or Customer of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either Innovative or Customer.
- g) Amendments: With the exception of pricing changes as provided in Section 5 above, no amendment or variation of the terms and conditions of this Agreement or any attachment hereto shall be valid unless the same is in writing and signed by all of the parties hereto.
- h) Entire Agreement: This Agreement and the Exhibit attached hereto is the entire agreement of the parties and supersede all prior written and oral communications between them with respect to the subject matter hereof.
- i) Force Majeure: Innovative shall not be liable for any problems due to external causes beyond its control including, but not limited to, terrorist acts, natural catastrophe, fire, flood, or other act of God, and/or power failure, virus propagation, improper shut down of Customer's computer network and related network Systems/Services.

- j) Headings: The headings in this Agreement are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement
- k) Arm's Length: This Agreement was negotiated at arm's length by the Parties and, therefore, no presumption or construction shall be made against the party drafting same or any signatory hereto.
- l) Notices: Any and all notices, demands or requests required or permitted to be given under this Agreement shall be given in writing and sent (1) by email, or (2) by priority overnight delivery service (with tracking and delivery confirmation service), addressed to:

FOR INNOVATIVE:	Cory Moskowitz 13332 Pennsylvania Avenue Hagerstown, MD 21742 (301) 739-7414
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or to such other contact and address as Innovative shall notify Customer.

FOR CUSTOMER:	Jeff Snoots 1 West Potomac Street Brunswick, MD 21716 (301) 834-7500
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or to such other contact and address as Customer shall notify innovative.

IN WITNESS WHEREOF, each of the parties to this Agreement has caused this Agreement to be executed by its duly authorized representative as of the day and year first above written.

City of Brunswick

INNOVATIVE, INC.

By: _____
Authorized Signature Date

By: _____
Authorized Signature Date

Print Name and Title

Print Name and Title

Other municipal clients of Innovative include:

- Martinsburg, WV
- Middletown, MD
- Hagerstown, MD
- Emmitsburg, MD
- Smithsburg, MD
- Williamsport, MD

also: Hospice of Wash. Co.
Habitat for Humanity

MEMO TO: Mark S. Baldwin, City Manager

FROM: Mark B. Spickler, Finance Director
Timothy J. Catlett, Police Captain
Dale M. Birmingham, MIS Coordinator

SUBJECT: Professional IT Support & Services RFQ

DATE: June 5, 2012

On May 25, 2012 the City received two responses to its request for statement of qualifications for professional IT support and services. Interviews were conducted on May 30, 2012 with the following IT service providers:

Innovative, Inc., 222 East Oak Ridge Drive, Hagerstown, MD 21740

Intechrity, P.O. Box 1746, Winchester, VA 22604

After careful consideration, **we are recommending Innovative, Inc. to provide long term professional IT support and service to the City.** Innovative, Inc. is a more established and qualified IT service provider with a larger support staff. Attached is an example of Innovative, Inc.'s hourly rate breakdown for IT support services. Once the City completes priority replacements, fixes, and other professional assistance; we will look to secure a more detailed maintenance contract for City Council's consideration.

Please submit this recommendation at the June 14, 2012 City Council Meeting for their consideration. If you have any questions please feel free to contact us.

City of Martinsburg, WV

Request for Statement of Qualifications for Professional IT Support & Services

DUE TIME: 10:00 a.m. EST

DUE DATE: Friday, May 25, 2012

SUBMIT TO: Mark S. Baldwin
City Manager
City of Martinsburg
232 North Queen Street
P.O. Box 828
Martinsburg, WV 25401
(304)264-2131, Ext. 277

CONTACT INFO: Mark Spickler, Finance Director
City of Martinsburg
232 North Queen Street
P.O. Box 828
Martinsburg, WV 25401
(304)264-2131, Ext. 257

FAX COVER SHEET

SENDING TO: Legal Advertising
Attn: Sarah Phillips

COMPANY: The Journal

FAX NUMBER: 263-8058

TOTAL PAGES: 2 (including cover sheet)

FROM: Mark S. Baldwin, City Manager

DATE: May 11, 2012

COMMENTS: REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL IT
SUPPORT & SERVICES

On Monday, May 14, 2012 please advertise the attached Request For Statement of Qualifications for Professional IT Support & Services for one day as a legal advertisement in The Journal. Please fax a proof of the ad to Deb at 264-2137 or email to ddehave@cityofmartinsburg.org.

Please reference Purchase Order No. 140055, and we request a tearsheet of the notice with the invoice. Please call my office prior to running the ad to confirm run date and amount of ad.

Deb DeHaven
City Manager's Office
304-264-2131 Ext. 277

Thank you.

THIS COMMUNICATION IS **CONFIDENTIAL** AND IS INTENDED TO BE
PRIVILEGED TO THE ABOVE NAMED RECIPIENT. IF YOU HAVE
RECEIVED THIS FAX IN ERROR, PLEASE CONTACT THE CITY
OF MARTINSBURG AT (304) 264-2131.

**Request for Statement of Qualifications for Professional IT Support & Services
City of Martinsburg, WV**

Notice is hereby given that the City of Martinsburg, West Virginia will receive Statement of Qualifications for Professional IT Support & Services.

Services shall include assisting in the maintaining the City's computer systems, including hardware, software, networking, and support.

Information related to this request for Statement of Qualifications may be obtained from the City Manager's Office, City Hall, 232 North Queen Street, P.O. Box 828, Martinsburg, West Virginia 25401, during regular business hours (304-264-2131, Ext. 277). Proposals shall be submitted by **10:00 a.m. EST, on Friday, May 25, 2012**, to the City of Martinsburg, Mark S. Baldwin, City Manager, 232 North Queen Street, P.O. Box 828, Martinsburg, WV 25401.

Women, minority-owned businesses and disadvantaged business enterprises are encouraged to submit Statement of Qualifications.

By order of the Martinsburg City Council.

City of Martinsburg

Mark S. Baldwin
City Manager

**Request for Statement of Qualifications for Professional IT Support & Services
City of Martinsburg, WV**

I. Introduction

The City of Martinsburg is requesting statements of qualifications for professional IT support and services in order to assist in maintaining the City's computer systems, including hardware, software, networking, and support.

II. Required Services

Experienced, professional IT services in order to assist in maintaining the City's computer systems, including hardware, software, networking, and support.

III. Information Required for Statement of Qualifications

The Statement of Qualifications should, at a minimum, contain the following information:

1. Cover sheet containing the company name, contact person name and title, address, telephone and fax numbers and email address.
2. Brief description of the firm and its history, technical qualifications and resources.
3. Detailed resumes of key personnel who will provide services. Include experience with **similar** projects and the location of the office from which the work will be performed.
4. Three (3) references related to work previously performed by your firm for similar projects. Provide company name, contact person name and title, address, telephone and fax numbers and email address.
5. Overall capabilities to handle this work, including work force available to assign to the project, professional qualifications, specialized experience, past performance on similar projects and present work load.

IV. General Instructions, Terms and Conditions

- 1. Statement of Qualifications shall be delivered in sealed envelopes to Mark S. Baldwin, City Manager, City of Martinsburg, 232 North Queen Street, P.O. Box 828, Martinsburg, WV 25401 and shall be marked "City of Martinsburg - Professional IT Support & Services", by 10:00 a.m. EST, on Friday, May 25, 2012.**
2. **Three (3) copies** of the Statement of Qualifications shall be received by the date and time as stated in item one above.
3. Women, minority businesses or disadvantaged business enterprises are encouraged to apply.

V. Statement of Qualifications Evaluation

The City will screen each proposal to determine the selection of interviews. Selection will be made on the basis of the qualifications, technical expertise, management/staffing capabilities and related prior experience.

The goal of the competitive process is to objectively select the firm that will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily. Selected respondents may be interviewed to discuss this qualification, scope of service, and fee proposal.

The City of Martinsburg will afford the opportunity for minority/disadvantaged business enterprises to submit a show of interest in response to the invitation and will not discriminate against any interested firm or individual on the grounds of race, religion, color, national origin, ancestry, sex, age or disability.
WOMEN, MINORITY OWNED BUSINESSES and DISADVANTAGED BUSINESS ENTERPRISES ARE ENCOURAGED TO SUBMIT STATEMENT OF QUALIFICATIONS.

VI. Presentation by Top Firms

Based on review of the submitted documents, firms may be selected to present their qualifications and answer questions.

VII. Selection of Firm

Firms may be selected based upon their presentation and information submitted in the Statement of Qualifications. The top-ranked firm, pending negotiation of the scope of work and fees, may be recommended to City Council.

VIII. Miscellaneous

1. The City will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals shall provide a straight-forward delineation of capabilities to satisfy the requirements of this document. Emphasis should be on completeness and clarity of content.
2. Consultants who submit a proposal in response to this RFQ may be required to make an oral presentation on their proposal. The City will schedule the time and location for this presentation.
3. The contents of the proposal submitted by the successful bidder and the RFQ will become a part of any contract awarded as a result of these specifications. The successful consultant will be expected to sign a work agreement outlining services provided to the City. Additional terms and provisions may be included in the contract.
4. The City reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the City. Firms whose proposals are not acceptable will be notified in writing.

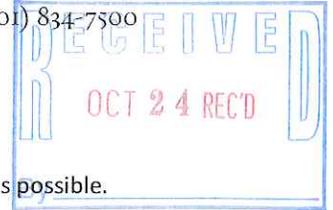
The consultant is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without obtaining prior written approval from the City of Martinsburg.



THE CITY OF BRUNSWICK MARYLAND



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



TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.

Please allow 3-5 business days for processing.

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at CityHall@BrunswickMD.gov.

*****Regarding Handicap Spaces:** Handicap spaces are now requested directly through the MVA. Applicant must submit proper documentation to the MVA first, and then provide this form to City Hall as a courtesy notification.

Date:	10/24/2016
Name:	Angel White
Address:	16 Jeffrey Lane, Brunswick, MD 21758
Phone #:	(301) 641-1987
Email Address:	angelwhitebcc@gmail.com

Type of Traffic Control Requested:

- Temporary Meter Bagging
- Temporary No Parking Signs
- Stop Sign

Other – Please explain: To add parking to both sides of the street on Brunswick Street from Georgia Ave. heading West. The street widens at Georgia therefore there is more street width for parking on both sides.

Please Complete the Following:

Location of Requested Signage:	
Justification for Request:	
Date & Time of Traffic Control Needed:	

*****FOR CITY USE ONLY*****

Police Recommendation:

*Attached

Signature:	Date: 11/3/16
------------	---------------

Public Works Recommendation/Costs:

not opposed

Signature:	Date: 11/3/16
------------	---------------

Administration Recommendation:

Signature:	Date:
------------	-------

*note - per Co.19 - would impact fire & ambulance equipment during calls for service

Lauren Spring

From: Frech, Milt [MFrech@FrederickCountyMD.gov]
Sent: Tuesday, October 25, 2016 1:06 PM
To: Lauren Spring
Subject: RE: Traffic Control Request - Georgia Ave Parking

Lauren,

I am not opposed.

Milt

From: Lauren Spring [mailto:LSpring@Brunswickmd.gov]
Sent: Monday, October 24, 2016 3:29 PM
To: John Gerstner <publicworks@brunswickmd.gov>; Milt Frech <chief@brunswickmd.gov>
Subject: Traffic Control Request - Georgia Ave Parking

Hi John & Chief,

Please see the attached TCR from Councilmember White. Please note that this will be discussed at the council meeting in November. Your input is appreciated.

Respond to this email at your earliest convenience.

Thank you,
Lauren Spring
Customer Service/Administrative Assistant
Brunswick City Hall
1 W. Potomac Street
Brunswick, MD 21716
301-834-7500, ext. 206
www.brunswickmd.gov

PUBLIC NOTICE

TO: Residents of Brunswick Street – from Georgia Avenue to Florida Avenue

TRAFFIC CONTROL REQUEST

The Mayor and Council will consider the following traffic control request at their meeting on Monday, November 7, 2016 at 7pm at City Hall, 1 West Potomac Street:

-Two sided street parking on Brunswick Street from Georgia Avenue to Florida Avenue.

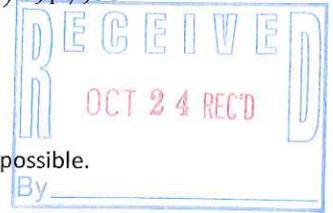
All public comments are welcome.



THE CITY OF BRUNSWICK MARYLAND



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



TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.

Please allow 3-5 business days for processing.

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at CityHall@BrunswickMD.gov.

*****Regarding Handicap Spaces:** Handicap spaces are now requested directly through the MVA. Applicant must submit proper documentation to the MVA first, and then provide this form to City Hall as a courtesy notification.

Date:	10/24/2016
Name:	Angel White
Address:	16 Jeffrey Lane, Brunswick, MD 21758
Phone #:	(301) 641-1987
Email Address:	angelwhitebcc@gmail.com

Type of Traffic Control Requested:

<input type="checkbox"/> Temporary Meter Bagging	
<input type="checkbox"/> Temporary No Parking Signs	
<input type="checkbox"/> Stop Sign	
<input checked="" type="checkbox"/> Other – Please explain:	Change the church street sign at East B and 1st Ave. at St. Francis Church to allow for public parking during other times than during the church Mass times.

Please Complete the Following:

Location of Requested Signage:	
Justification for Request:	
Date & Time of Traffic Control Needed:	

*****FOR CITY USE ONLY*****

Police Recommendation:

*Attached

Signature:	Date: 11/3/16
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Public Works Recommendation/Costs:

opposed to original request

Signature:	Date: 11/3/16
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Administration Recommendation:

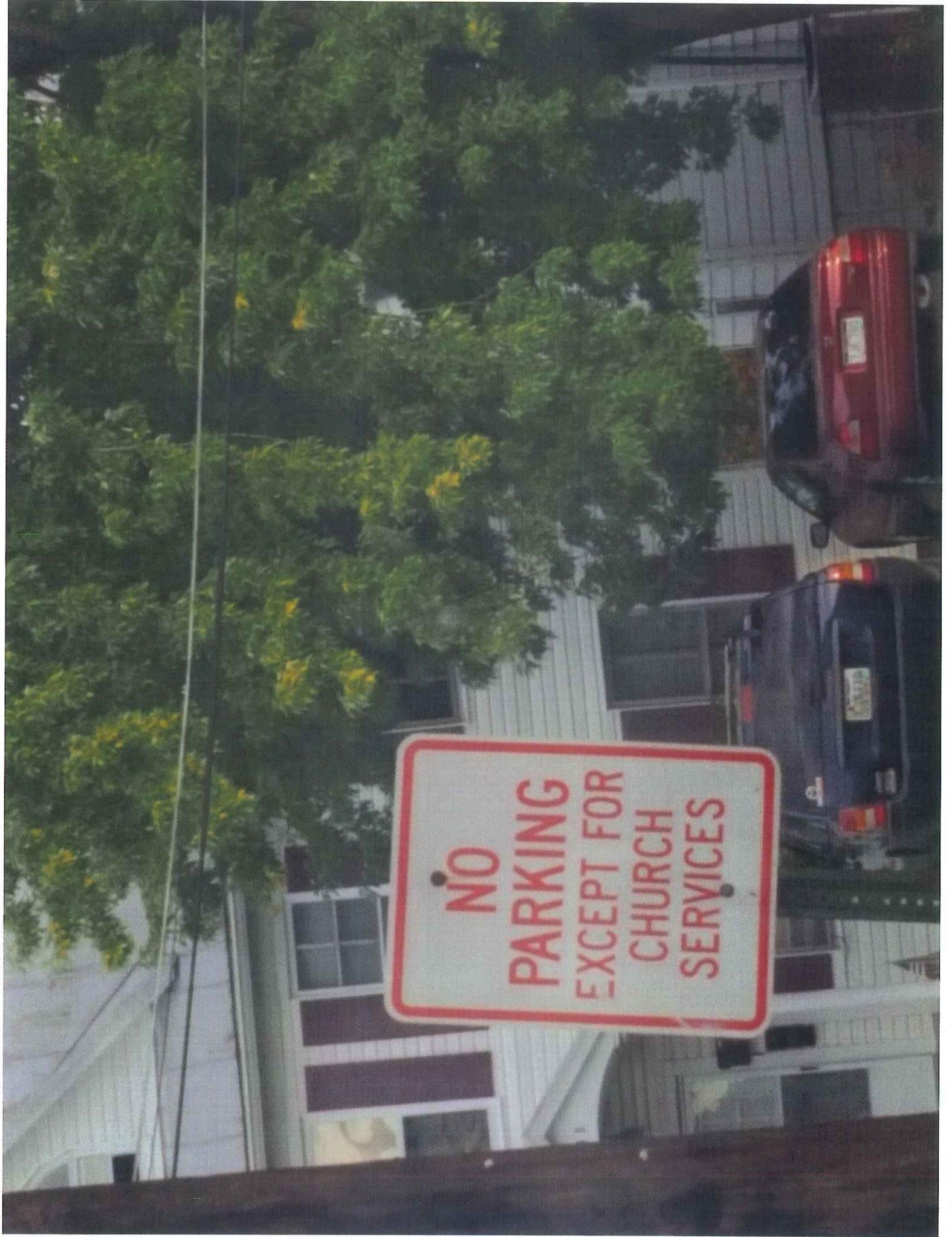
Signature:	Date:
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*note - amended request - allow residential parking on south side of street from church parking to Maple Avenue

CHURCH
PARKING
ONLY
SUNDAYS
6AM - 2PM



**NO
PARKING
EXCEPT FOR
CHURCH
SERVICES**



Lauren Spring

From: Frech, Milt [MFrech@FrederickCountyMD.gov]
Sent: Tuesday, October 25, 2016 1:12 PM
To: Lauren Spring
Subject: RE: Traffic Control Request - St. Francis Parking

Lauren,

I believe this would create traffic issues as B Street allows two way traffic and if parking were allowed on both sides, vehicles could not pass each other. Maple and 1st Avenue are main avenues to the shopping center and downtown, plus a school bus route, again creating traffic issues for vehicles entering onto B Street.

Milt

From: Lauren Spring [mailto:LSpring@Brunswickmd.gov]
Sent: Monday, October 24, 2016 3:28 PM
To: John Gerstner <publicworks@brunswickmd.gov>; Milt Frech <chief@brunswickmd.gov>
Subject: Traffic Control Request - St. Francis Parking

Hi John & Chief,

Please see the attached TCR from Councilmember White. Please note that these will be discussed at the council meeting in November. Your input is appreciated.

Respond to this email at your earliest convenience.

Thank you,
Lauren Spring
Customer Service/Administrative Assistant
Brunswick City Hall
1 W. Potomac Street
Brunswick, MD 21716
301-834-7500, ext. 206
www.brunswickmd.gov

PUBLIC NOTICE

TO: Residents of First Avenue from B Street to Maple Avenue & St. Francis Church

TRAFFIC CONTROL REQUEST

The Mayor and Council will consider the following traffic control request at their meeting on Monday, November 7, 2016 at 7pm at City Hall, 1 West Potomac Street:

-Allow residential parking on south side of First Avenue from church parking sign to Maple Avenue.

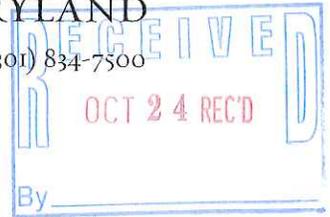
All public comments are welcome.



THE CITY OF BRUNSWICK MARYLAND



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



TRAFFIC CONTROL REQUEST

Please complete the following questions, indicating your request, and be as specific as possible.

Please allow 3-5 business days for processing.

If you have any questions or concerns, call City Hall Customer Service at (301) 834-7500 or email at CityHall@BrunswickMD.gov.

*****Regarding Handicap Spaces:** Handicap spaces are now requested directly through the MVA. Applicant must submit proper documentation to the MVA first, and then provide this form to City Hall as a courtesy notification.

Date:	10/24/2016
Name:	Angel White
Address:	16 Jeffrey Lane, Brunswick, MD 21758
Phone #:	(301) 641-1987
Email Address:	angelwhitebcc@gmail.com

Type of Traffic Control Requested:

- Temporary Meter Bagging
- Temporary No Parking Signs
- Stop Sign

Other – Please explain: Parking on Potomac St. (from to?), If parking on both sides of Brunswick St. approved. No parking during snow event (example of snow event and when to enforce no parking and where alternative parking options are)
 * This would be to open the discussion. I believe we would need to make a change in the ordinance. We need to look into this.

Please Complete the Following:

Location of Requested Signage:	
Justification for Request:	
Date & Time of Traffic Control Needed:	

*****FOR CITY USE ONLY*****

Police Recommendation:

* Attached

Signature:	Date: 11/3/16
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Public Works Recommendation/Costs:

not opposed

Signature:	Date: 11/3/16
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Administration Recommendation:

Signature:	Date:
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*note - designate snow emergency route - no parking on Potomac St. from Maple to Florida Avenue

Lauren Spring

From: Frech, Milt [MFrech@FrederickCountyMD.gov]
Sent: Tuesday, October 25, 2016 1:05 PM
To: Lauren Spring
Subject: RE: Traffic Control Request - Snow Removal Route

Lauren,

I am not opposed. This has been discussed before with strong opposition from Brunswick Street residents.

Milt

From: Lauren Spring [mailto:LSpring@Brunswickmd.gov]
Sent: Monday, October 24, 2016 3:30 PM
To: John Gerstner <publicworks@brunswickmd.gov>; Milt Frech <chief@brunswickmd.gov>
Subject: Traffic Control Request - Snow Removal Route

Hi John & Chief,

Please see the attached TCR from Councilmember White. Please note that this will be discussed at the council meeting in November. Your input is appreciated.

Respond to this email at your earliest convenience.

Thank you,
Lauren Spring
Customer Service/Administrative Assistant
Brunswick City Hall
1 W. Potomac Street
Brunswick, MD 21716
301-834-7500, ext. 206
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