

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

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Proclamation - Frederick/Carroll Voiture Locale 155
 - b. Ethics Commission Appointments
 - c. River's Edge Recreational Complex Update
- 3. APPROVAL OF MINUTES**
 - a. Mayor & Council – February 10, 2015
 - b. Closed Meeting – February 10, 2015
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. FY2015 Budget Review and Amendment – Ordinance 514 – discussion and first reading
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. Purchase Approval – Police Department Vehicle Purchases
- 8. UNFINISHED BUSINESS**
 - a. Economic Development Commission Vacant Property Ordinance – discussion
- 9. NEW BUSINESS**
 - a. Ethics Commission Handbook Update – vote anticipated
 - b. Food Bank – possible vote
 - c. FY2016 Budget Revenue - discussion
- 10. MISCELLANEOUS AND APPROPRIATIONS**
- 11. ADJOURNMENT**

3/6/2015 1:47 PM

MAYOR AND COUNCIL MEETING
March 10, 2015

Suggested Motions

Agenda item 2b – Appointment

“I move that the Council confirm the Mayor’s re-appointment of Katie Bishop, Jamie Eshbaugh, Michael Follin, and Carroll Haugh to the City of Brunswick Ethics Commission for the terms specified in the attached memo.”

Agenda item 3a-3b – Approval of Minutes

“I move to approve the Mayor and Council Meeting Minutes and Closed Meeting Minutes from February 10, 2015.

Agenda item 7 – Consent Agenda

“I move to approve the consent agenda”

Agenda item 9a – Ethics Commission Handbook Update

“I move to approve the revised Ethics Commission Handbook.”

Agenda item 9b – Food Bank

“I move to allow the Brunswick Food Bank to share space in the City Annex building, located at 601 East Potomac Street.”

PROCLAMATION

Whereas, La Societé des 40 Hommes et 8 Chevaux (Society of the Forty and Eight) was organized March 15, 1920 as an elite level of service and camaraderie for World War I veterans, now numbering 33,000 Voyageurs Militaire; and

Whereas, "Grande Voiture Department of Maryland" was chartered in February 1922 with seven initially affiliated local organizations called Voitures, or railroad cars designed to carry either 40 men or eight horses; and

Whereas, Frederick/Carroll Voiture Locale 155 is a charter member of Grande Voiture de Maryland, its Voyageurs Militaire are celebrating their 95th anniversary as a community patriotic and charitable organization; and

Whereas, Frederick/Carroll Voiture Locale 155 was organized in the City of Frederick, has 12 local Voyageurs Militaire as Grande Chefs de Gare (state commanders), is providing key leadership at the state level and continues to conduct Promenades in the City of Brunswick and Frederick County; and

Whereas, The Forty and Eight continues to foster active participation in local and national programs including; Americanism, Flags for First Graders, Nurses Training Scholarships, National Hansen's Disease Center, and Boxcar Association to support veterans' children and families; and

Whereas Frederick/Carroll Voiture Locale 155 has forged working partnerships with other local patriotic and service organizations and provides a \$1,000 Nurses Training Scholarship through the Frederick Community College Foundation, Inc., and

Whereas, Frederick/Carroll Voiture Locale 155 members will take an active part in La Societe's 95th Birthday Celebration on March 15, 2015,

Now, therefore, I, Karin B. Tome, Mayor of the City of Brunswick, do proclaim March, 2015 as La Societé des 40 Hommes et 8 Chevaux Month.

Karin B. Tome
Mayor, City of Brunswick

Ethics Commissioners – Staggered Terms Appointments

Katie Bishop, Chair	Appointed 4/2013	Term Expires 9/2015
Michael Follin, Vice Chair	Appointed 4/2013	Term Expires 9/2016
Jamie Eshbaugh	Appointed 4/2013	Term Expires 9/2016
Carroll Haugh	Appointed 2/2014	Term Expires 9/2017

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, February 10, 2015, 7:00 P.M.

The February 10, 2015 City of Brunswick Mayor and Council meeting was called to order at 7:00 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Walt Stull, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, Jeff Snoots, and Angel White, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; John Gerstner, Public Works Superintendent; Bryan Brown, Assistant Chief of Police; Carrie Myers, Office Manager; Kim Miller, Accountant; and Judi Fellows.

Mayor's Remarks

- Mayor Tome read the following statement: The Brunswick City Council met in closed session on February 10, 2015 at 6:00 P.M. at City Hall to consider the acquisition of real property for a public purpose and matters directly related thereto; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process. The authority to close this meeting is found in Article 10-508 a 1, 3, and 4 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem Stull, and Council Members Burruss, Jones, Lashley, Snoots, and White; and City Administrator McGrory were present. All members present voted to close the meeting. No actions were taken.
- Mayor Tome praised Captain Bryan Brown for his assistance at the recent Frederick High School shooting.
- Mayor Tome and Abbie Ricketts, Brunswick Main Street President, presented checks to Beans in the Belfry and the Brunswick Heritage Museum for matching funds from the State of Maryland their participation in the Façade Improvement Program.
- Mayor Tome read a prepared statement regarding Pay As You Throw.
- Mayor Tome and several Council Members commented on the passing of Burl Haga.
- Ed Hinde, with the Student Homelessness Initiative Partnership (SHIP), discussed student homelessness in Brunswick.
- The Council discussed changing the date for future Veterans Day parades, so that the event is always closer to the actual holiday. Mr. Burruss made a motion to hold all future Veterans Day parades on the Sunday prior to Veterans Day. Mr. Lashley seconded the motion, which passed 6-0.

- Mayor Tome requested concurrence for her appointment of Jamee Robinson to the Economic Development Commission, with a term ending in September of 2016. Ms. White made a motion to approve the appointment. Mr. Lashley seconded the motion, which passed 6-0.

Approval of Minutes

- Closed Meeting – January 13, 2015
- Closed Meeting – Confidential – January 13, 2015
- Public Hearing – January 13, 2015
- Mayor & Council – January 13, 2015
- Special Mayor & Council – January 27, 2015

Mr. Jones requested language be added to the Mayor and Council minutes of January 13, 2015. Mr. Stull moved to approve the minutes with Mr. Jones' proposed addition. Mr. Snoots seconded, and the motion passed 6-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Carlo Alfano, 163 Fiona Way; Stanley Leonard, 301 West Potomac Street; Dan Roe, 1209 Moore Spring Court; Christopher Vigliotti, 819 East A Street; and Mariya Steinhaus, 130 West Orndorff, offered comments.

Introduction and Adoption of Resolutions and Ordinances

- Resolution 2015-01 – City Electricity Supply

Mr. McGrory gave background on this issue. Mr. Burruss inquired about staff's ability to reject bids and re-bid should we be unhappy with the first round of proposals. Mr. Stull expressed a desire to have a Council Member be named in the resolution, along with Mr. McGrory. Mr. Burruss made a motion to adopt Resolution 2015-01 designating City Administrator Bob McGrory to act on behalf of the City of Brunswick Mayor and Council when conducting the energy procurement. Mr. Snoots seconded the motion, with a vote of 5-1, with Mr. Stull opposing.

Report of Officers – Council - Committees

Chief Frech presented the Brunswick Police Department's 2014 Annual Report.

John Gerstner presented sewer videos detailing the City's remaining inflow and infiltration challenges.

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, and Park Heights Cemetery.

Consent Agenda

- Water and Sewer Tap Allocation – New Addition Lot 7 – 832 Brunswick Street
- Water and Sewer Tap Allocation – 504 Gum Springs Road

Mr. Lashley made a motion to approve the consent agenda items. Ms. White seconded the motion, which passed 6-0.

Unfinished Business

- Economic Development Commission Vacant Property Ordinance

Ms. McGrory gave an update on this issue.

New Business

- City Accounting/Utility Billing Software Purchase

Ms. Miller and Ms. Fellows gave a presentation comparing the software packages they researched. Staff recommended purchasing Springbrook software.

Mr. Snoots made a motion to authorize the Mayor to negotiate a purchase agreement for Accounting and Utility Billing software. Ms. White seconded the motion, which passed 6-0.

- Railroad Square Park Site Planning

Mr. McGrory presented the overview for the proposed locations of the WB Tower and caboose relocation to this park. Mr. Stull made a motion to approve the Railroad Square Site Plan concept presented to facilitate further development of Railroad Square. Mr. Snoots seconded the motion, which passed 6-0.

Mr. Burruss offered comments about the City’s level of involvement with the private owner of the Brunswick Shopping Center in the matter of attracting a new grocery store into the vacant space.

Adjournment

Mr. Stull moved to adjourn the meeting. Mr. Snoots seconded the motion, which passed 6-0. The meeting was adjourned at 8:58 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

**MAYOR AND COUNCIL OF BRUNSWICK
SPECIAL ORDINANCE NUMBER 514**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF BRUNSWICK TO AMEND THE FISCAL YEAR 2015 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 509, the Fiscal Year 2015 Budget, to the Council of Brunswick, which adopted said Ordinance on June 2, 2014 with the concurrence of the Mayor; and

WHEREAS, the Mayor and City Council wish to amend the adopted Fiscal Year 2015 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 Article 23A 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 2015 is hereby amended as attached hereto and incorporated herein, and

SECTION II: This Ordinance shall become effective on the 10th day, or April 24, 2015, 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 14th day of April, 2015 by a vote of ____ for; ____ against; ____ abstaining; and ____ absent.

ATTEST:

COUNCIL OF THE CITY OF BRUNSWICK

Robert C. McGrory
City Administrator

By: _____
Name: Walter S. Stull III
Title: Mayor Pro Tem

APPROVED this 14th day of April, 2015.

ATTEST:

Robert C. McGrory
City Administrator

Karin B. Tome, Mayor
Date: April 14, 2015

**CITY OF BRUNSWICK
GENERAL FUND**

	Current FY2015 Budget	FY2015 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
REVENUES					
Taxes	\$ 2,467,300	\$ 2,049,275	\$ 418,025		
Licenses & Permits	\$ 2,600	\$ -	\$ 2,600		
Fines & Forfeitures	\$ 4,000	\$ 10,911	\$ (6,911)		
Intergovernmental	\$ 1,040,000	\$ 770,197	\$ 269,803		
Franchise Fees	\$ 74,000	\$ 43,800	\$ 30,200		
Investments/Sales of Assets	\$ -	\$ -	\$ -		
User Fees	\$ 75,400	\$ 77,193	\$ (1,793)		
Transfers In	\$ -	\$ -	\$ -		
Grants & Other Sources	\$ 71,900	\$ 46,472	\$ 25,428		
Utility Revenues	\$ 176,500	\$ 97,894	\$ 78,606		
Miscellaneous Revenue	\$ 134,500	\$ 126,125	\$ 8,375		
OPERATING REVENUE SUBTOTAL	\$ 4,046,200	\$ 3,221,867	\$ 824,333	\$ -	\$ 4,046,200
Debt proceeds	\$ -	\$ -	\$ -		
Bonds/loans	\$ -	\$ -	\$ -		
Accumulated Reserves	\$ -	\$ -	\$ -		
BORROWING SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUES	\$ 4,046,200	\$ 3,221,867	\$ 824,333	\$ -	\$ 4,046,200
EXPENDITURES					
Mayor and Council	\$ 63,300	\$ 52,955	\$ 10,345		
Elections	\$ 500	\$ 292	\$ 208		
Financial Administration	\$ 661,400	\$ 424,024	\$ 237,376		
Legal	\$ 25,000	\$ -	\$ 25,000		
Planning and Zoning	\$ 231,200	\$ 144,142	\$ 87,058		
Police	\$ 971,200	\$ 730,403	\$ 240,797		
Fire & Rescue Service	\$ 32,100	\$ 25,490	\$ 6,610		
Transportation Services (Public Works)	\$ 1,068,300	\$ 627,386	\$ 440,914		
Waste Collection and Disposal	\$ 328,500	\$ 201,402	\$ 127,098		
Parks	\$ 29,000	\$ 14,036	\$ 14,964		
Recreation	\$ 72,700	\$ 54,197	\$ 18,503		
Swimming Pool	\$ 15,900	\$ 6,520	\$ 9,380		
Skateboard Park	\$ 2,400	\$ 589	\$ 1,811		
Campground	\$ 31,600	\$ 14,878	\$ 16,722		
Economic Development	\$ 76,800	\$ 74,986	\$ 1,814		
Insurance and Pension	\$ 4,000	\$ 4,072	\$ (72)		
Contributions	\$ 19,400	\$ 8,275	\$ 11,125		
OPERATING EXPENSES SUBTOTAL	\$ 3,633,300	\$ 2,383,647	\$ 1,249,653		
Capital outlay - Transfers Out	\$ 351,000	\$ -	\$ 351,000	\$ (43,800)	\$ 307,200
Debt service	\$ 61,900	\$ 91,937	\$ (30,037)	\$ 43,800	\$ 105,700
TOTAL GENERAL FUND EXPENDITURES	\$ 4,046,200	\$ 2,475,584	\$ 1,570,616	\$ -	\$ 4,046,200
REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 746,283			\$ -

CITY OF BRUNSWICK
CAPITAL PROJECT FUND

REVENUES

	Current FY2015 Budget	FY2015 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
General Fund Transfers In	\$ 351,000	\$ -	\$ 351,000	\$ (43,800)	\$ 307,200
Capital Grant Revenues and Other Sources	\$ 320,800	\$ 5,041	\$ 315,759		
CAPITAL REVENUE SUBTOTAL	\$ 671,800	\$ 5,041	\$ 666,759	\$ (43,800)	\$ 628,000

Debt Proceeds					
Bonds/Loans					
Accumulated Reserves	\$ 457,900	\$ -	\$ 457,900		
BORROWING SUBTOTAL	\$ 457,900	\$ -	\$ 457,900		
TOTAL CAPITAL PROJECT FUND REVENUES	\$ 1,129,700	\$ 5,041	\$ 1,124,659	\$ (43,800)	\$ 1,085,900

CAPITAL EXPENDITURES

General Government					
<i>Building Improvements- General</i>	\$ 20,000	\$ 6,321	\$ 13,679		
<i>New Accounting System</i>	\$ 43,300	\$ -	\$ 43,300		
<i>Copier Capital Lease Pay-off</i>	\$ 39,700	\$ -	\$ 39,700		
<i>Bike Path Amenities (Grant)</i>	\$ 26,000	\$ -	\$ 26,000		
<i>Stream Restoration (Grant)</i>	\$ 41,200	\$ -	\$ 41,200		
<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>	\$ 66,000	\$ -	\$ 66,000		
<i>Building Improvements- Railroad (Grant)</i>	\$ 65,000	\$ -	\$ 65,000		
<i>Building Improvements- Campground Pavillions</i>	\$ 5,800	\$ 5,450	\$ 350		
\$449,500					
Police					
<i>Vehicle - Annual Replacement</i>	\$ 37,500	\$ -	\$ 37,500		
\$37,500					
Transportation Services (Public Works)					
<i>Vehicle- 550 Dump Truck (Plow & Spreader)</i>	\$ 73,000	\$ -	\$ 73,000		
<i>Equipment- GPS System</i>	\$ 10,000	\$ -	\$ 10,000		
<i>Street Improvements</i>	\$ 433,600	\$ 6,598	\$ 427,002		
<i>Building Improvements- Addition on PW Building</i>	\$ 70,000	\$ 1,428	\$ 68,572		
<i>Backhoe Capital Lease Pay-off</i>	\$ 46,100	\$ -	\$ 46,100	\$ (43,800)	\$ 2,300
<i>Rubble Site Improvements</i>	\$ -	\$ 3,156	\$ (3,156)		
\$632,700					
Stormwater Management					
<i>Stormwater System Improvements</i>	\$ 10,000	\$ 6,743	\$ 3,257		
\$10,000					
General Fund Reserves					
<i>General Fund Reserve (annual accrual)</i>	\$ -	\$ -	\$ -	\$ -	\$ -
\$0					
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 1,129,700	\$ 29,696	\$ 1,100,004	\$ (43,800)	\$ 1,085,900

REVENUES OVER (UNDER) EXPENDITURES \$ - \$ (24,655) \$ 24,655 \$ - \$ -

General Fund Debt Service					
<i>Copier Capital Lease</i>	\$ 13,200	\$ 7,713	\$ 5,487		
<i>Backhoe Capital Lease</i>	\$ 16,000	\$ 59,815	\$ (43,815)	\$ 43,800	\$ 59,800
<i>MDE Infrastructure Bond</i>	\$ 16,600	\$ 16,602	\$ (2)		
<i>2012 Tax-Exempt Infrastructure Bond</i>	\$ 16,100	\$ 7,807	\$ 8,293		
TOTAL GENERAL FUND DEBT SERVICE	\$ 61,900	\$ 91,937	\$ (30,037)	\$ 43,800	\$ 105,700

CITY OF BRUNSWICK
ENTERPRISE FUND - WATER

	Current FY2015 Budget	FY2015 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
OPERATING REVENUES					
Water	\$ 1,006,100	\$ 573,791	\$ 432,309		
OPERATING REVENUE SUBTOTAL	\$ 1,006,100	\$ 573,791	\$ 432,309		
ALLOCATION REVENUES					
Water	\$ 121,000	\$ 126,965	\$ (5,965)		
ALLOCATION REVENUE SUBTOTAL	\$ 121,000	\$ 126,965	\$ (5,965)		
MISCELLANEOUS REVENUE					
Miscellaneous Revenues	\$ 75,500	\$ 84,646	\$ (9,146)	\$ 1,700	\$ 77,200
VARIABLE REVENUE SUBTOTAL	\$ 75,500	\$ 84,646	\$ (9,146)	\$ 1,700	\$ 77,200
LONG TERM OBLIGATIONS					
Debt proceeds Bonds\Loans	\$ 13,100	\$ -	\$ 13,100		
BORROWING SUBTOTAL	\$ 13,100	\$ -	\$ 13,100		
TOTAL ENTERPRISE FUND REVENUES	\$ 1,215,700	\$ 785,402	\$ 430,298	\$ 1,700	\$ 1,217,400
EXPENDITURES					
Water	\$ 846,200	\$ 534,992	\$ 311,208		
Depreciation	\$ 111,700	\$ 111,700	\$ -	\$ 3,400	\$ 115,100
Capital Outlay	\$ 173,600	\$ 86,376	\$ 87,224	\$ (1,700)	\$ 171,900
Debt Service	\$ 84,200	\$ 26,855	\$ 57,345		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,215,700	\$ 759,923	\$ 455,777	\$ 1,700	\$ 1,217,400
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ 25,479	\$ (25,479)	\$ -	\$ -

CITY OF BRUNSWICK
ENTERPRISE FUND - WASTEWATER

	Current FY2015 Budget	FY2015 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount
Operating Revenues					
Wastewater	\$ 1,058,300	\$ 569,080	\$ 489,220		
OPERATING REVENUE SUBTOTAL	\$ 1,058,300	\$ 569,080	\$ 489,220		
ALLOCATION REVENUES					
Wastewater	\$ 122,000	\$ 140,260	\$ (18,260)		
ALLOCATION REVENUE SUBTOTAL	\$ 122,000	\$ 140,260	\$ (18,260)		
MISCELLANEOUS REVENUE					
Miscellaneous Revenues	\$ 48,100	\$ 56,506	\$ (8,406)		
VARIABLE REVENUE SUBTOTAL	\$ 48,100	\$ 56,506	\$ (8,406)		
LONG TERM OBLIGATIONS					
Debt proceeds					
Bonds/Loans	\$ 222,300	\$ -	\$ 222,300		
BORROWING SUBTOTAL	\$ 222,300	\$ -	\$ 222,300		
TOTAL ENTERPRISE FUND REVENUES	\$ 1,450,700	\$ 765,846	\$ 684,854		
EXPENDITURES					
Wastewater	\$ 915,400	\$ 515,840	\$ 399,560		
Depreciation	\$ 188,900	\$ 188,900	\$ -		
Capital outlay	\$ 230,200	\$ -	\$ 230,200		
Debt service	\$ 116,200	\$ 32,889	\$ 83,311		
TOTAL ENTERPRISE FUND EXPENDITURES	\$ 1,450,700	\$ 737,629	\$ 713,071		
REVENUES OVER (UNDER) EXPENSES	\$ -	\$ 28,217	\$ (28,217)		

CITY OF BRUNSWICK ENTERPRISE FUND - WATER Fiscal Year 2015						
Water Capital Projects	Current FY2015 Budget	FY2015 Actuals	Budget to Actuals Variance	Proposed Change	Proposed Amended Amount	
<i>Water Distribution Replacement</i>	\$ 92,200	\$ 31,288	\$ 60,912			
<i>Water Intake Upgrade</i>	\$ 16,200	\$ 8,200	\$ 8,000	\$ (8,000)	\$ 8,200	
<i>Storage Tank Contract and Upgrade</i>	\$ 12,000	\$ 9,525	\$ 2,475			
<i>Meter Replacements</i>	\$ 30,000	\$ 18,083	\$ 11,917			
<i>Hydrant Replacement Project</i>	\$ 10,000	\$ 9,153	\$ 847			
<i>Equipment-Line Locator</i>	\$ 5,000	\$ 3,888	\$ 1,112			
<i>Equipment-Crane Hoist</i>	\$ 8,200	\$ -	\$ 8,200			
<i>Vehicle- 1/2 Ton F-150 4WD</i>	\$ -	\$ -	\$ -			
<i>Yourtee SpringsUpgrades</i>	\$ -	\$ 6,239	\$ (6,239)	\$ 6,300	\$ 6,300	
	\$173,600					
Water Debt Service						
<i>Water Debt Principal</i>	\$ 41,700	\$ -	\$ 41,700			
<i>Water Debt Interest</i>	\$ 42,500	\$ 26,855	\$ 15,645			
	\$84,200					
Water Reserves						
<i>Water System Reserve (annual accrual)</i>	\$ 111,700	\$ 246,385	\$ (134,685)			
	\$111,700					
Water Total	\$ 369,500	\$ 359,616	\$ 9,884	\$ (1,700)	\$ 367,800	
Depreciation						
<i>Depreciation (calculated)</i>	\$ 558,700	\$ 246,385				
<i>FY 2015 Funded</i>	(111,700)	(111,700)				
<i>Underfunded Depreciation</i>	\$ 447,000	\$ 134,685	\$ -	\$ -	\$ -	

CITY OF BRUNSWICK ENTERPRISE FUND - WASTEWATER Fiscal Year 2015					
Wastewater Capital Projects	Current FY2015 Budget	FY2015 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	\$ -	\$ 85,200		
<i>I&I</i>	\$ 105,000	\$ -	\$ 105,000		
<i>UV Bulb Replacement</i>	\$ 30,000	\$ -	\$ 30,000		
	\$230,200				
Wastewater Debt Service					
<i>Wastewater Debt Principal</i>	\$ 64,300	\$ -	\$ 64,300		
<i>Wastewater Debt Interest</i>	\$ 51,900	\$ 32,889	\$ 19,011		
	\$116,200				
Wastewater Reserves					
<i>Wastewater System Reserve (annual accrual)</i>	\$ 188,900	\$ 473,766	\$ (284,866)		
	\$188,900				
Wastewater Total	\$ 535,300	\$ 506,655	\$ 28,645	\$ -	\$ -

Depreciation					
<i>Depreciation (calculated)</i>	\$ 944,300	\$ 473,766			
<i>FY 2015 Funded</i>	(188,900)	(188,900)			
<i>Underfunded Depreciation</i>	\$ 755,400	\$ 284,866			



THE CITY OF BRUNSWICK MARYLAND

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

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

Water Line Repairs and Maintenance

Repair water main leak on 4th Ave
Work on about 55 no water calls from residents some on city most on home owner
Unthaw frozen service line
Put out leak detectors

Sewer Line Repairs

Pipe patch sewer lines
Unclog sewer laterals that were backed up
Camera sewer lines
Dig to repair collapsed sewer lateral than pipe patched another section of the line

Water Valve Maintenance

Repair leaking water valve

Fire Hydrant Maintenance

None

Street Repair and Maintenance

Cold mix pot hole and cross ditches

CIP Projects

None

Storm Drain Maintenance

Replace storm grate

Miscellaneous Tasks and Maintenance

42 Miss Utility tickets
Paint inside of PD
Plow snow

Construction and Contractor Support

None

Water Meter

19 settlements, 5 replacements, 11 repairs, 9 high bill investigations, 4 new installs, 4 meter inspections, 4 U&O's, 4 cut offs

Safety

Confined space training, CPR training, Blood born pathogen, First Aid, OSHA record keeping, Excavation training, Fire extinguishers inspections in all city buildings



Brunswick Police Department Monthly Report

Reporting Month and Year: FEBRUARY 2015

Traffic Enforcement Activity

	Month	YTD	PY Month	PY YTD
Maryland State Citations:	28	47	31	81
Maryland State SEROS:	0	2	8	12
Warning Citations:	21	40	55	116
Parking Citations:	28	50	56	70

Parking Enforcement Revenue

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

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	1149	2490	1459	1459
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Assault	6	19	11	16
B&E	0	0	0	1
Theft	1	6	8	15
Auto Theft	0	0	0	0
Motor Vehicle Accidents	3	14	2	14



Brunswick Police Department
Call Type Counts Listing
February 1, 2015 to February 28, 2015

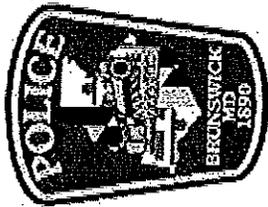
Call Type	Counts
ABANDONED / UNATTENDED VEHICLE	1
ALCOHOL COMPLAINTS - ALL	1
ANIMAL COMPLAINTS	2
ANY SEX OFFENSE / RAPE	1
ASSAULT - REPORT ONLY	1
ASSIST FIRE DEPARTMENT	4
ASSIST OTHER PD (SHERIFF)	15
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	6
BANK ALARM	3
CARDIAC ARREST	1
COMMERCIAL	4
COMMERCIAL HOLD UP ALARM - ALERT TONE	2
COURT - BPD	8
COURT PAPERWORK	2
DESTRUCTION OF PROPERTY / VANDALISM	3
DISABLED VEHICLE	9
DISTURBANCE - ALL GATHERINGS	6
DOMESTIC	3
DOMESTIC ESCORT TO RETRIEVE PROPERTY	1
DOMESTIC IN PROGRESS - ALERT TONE	3
EMERGENCY EVALUATION	5
EVICTON	1
EXTRA DUTY	10
FOLLOW UP - ALL TYPES	15
FOUND PROPERTY	1
FRAUD	4
FUNERAL ESCORT	2
HARRASSMENT	6
HIT AND RUN PROPERTY DAMAGE	5
JUVENILE COMPLAINT	1
LOST PROPERTY	1
MENTAL PERSON	1



Brunswick Police Department
Call Type Counts Listing
February 1, 2015 to February 28, 2015

Call Type	Counts
NARCOTICS - FCPD SEND TWO CARS	3
NOISE COMPLAINT	2
NOTIFICATIONS	10
OPEN DOOR	1
OPEN OR 911 HANG-UP	27
PARKING VIOLATIONS	24
PATROL CHECK (BRUNSWICK)	715
PERSONAL INJURY ACCIDENT	1
POLICE INFORMATION	3
POLICE TRAINING / EDUCATION	10
PROPERTY DAMAGE ACCIDENT	2
REPO / TOW AWAY	1
REQUEST OFFICER	83
RESIDENTIAL	5
RESIDENTIAL BURGLARY IN PROGRESS - ALERT TONE	2
ROADWAY HAZARD	1
SCHOOL	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	9
SPECIAL ASSIGNMENTS	2
SUICIDE - ATTEMPTED ALSO	2
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	6
SUSPICIOUS VEHICLE	7
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	7
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	3
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	2
TRESPASSING	4
VEHICLE FIRE - SEND FIRE COMPANY	1
VEHICLE STOP (BRUNSWICK)	32
VERBAL DISPUTE - NON DOMESTIC	2
WALKING PATROL	36
WEAPONS VIOLATIONS - FCPD SEND TWO CARS	1
WELFARE CHECKS	16

Total Number of Calls: 1,149



Brunswick Police Department

Listing of Arrests

February 1, 2015 to February 28, 2015

Case ID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2015001482	02/04/2015	17:42	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	JAMES MOXLEY	CLEARED BY ARREST
2015001594	02/07/2015	02:00	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015001614	02/07/2015	21:39	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2015001638	02/08/2015	19:08	DRIVING VEH. WHILE UNDER INFLUENCE OF ALCOHOL (DWI)	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015001818	02/14/2015	00:48	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	BRYCE MCGUIRE	CLEARED BY ARREST
2015002296	02/25/2015	00:22	DRIVING ON CANCELLED OUT OF STATE LIC	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST
2015002349	02/25/2015	15:28	TRESPASS, PRIVATE PROPERTY	CLOSED/CLEARED	ADULT	JACQUELYN DRUKTENIS	CLEARED BY ARREST
2015002387	02/26/2015	23:16	DRIVING ON SUSPENDED LIC AND PRIV	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST

Total Number of Arrests: 8



THE CITY OF BRUNSWICK MARYLAND

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

February Technical Services Staff Report **Mayor and Council 3-10-2015**

Planning

- Staff received site and improvement plans for Gums Springs Phase II lots of record.
- Staff finalized plans for improvements to the Vasseur house lot along Gum Spring.
- Staff worked with economic coordinator on events and business development.
- Staff finalized Special Exception for the old fire hall building with BoA.
- Staff continued working with Ryan Homes at Brunswick Crossing.
- Staff received 9 correction plats and 4 final plats for Brunswick Crossing.
- Staff completed the annual tap allocation report for Environmental Health see attached.
- 12 Zoning Certificates issued February
- 2 U&O's issued February
- BoA meeting held on February 26, 2015 no meeting scheduled for March.
- No Planning Commission in February there is a meeting scheduled for March 23, 2015.

GIS

- Assisted public with property data.
- Assisted public works with updates to utility mapping (sewer & water).
- Assisted public works with signage map.
- Developing subdivision data base.
- Added parcel data for Brunswick Crossing
- Developing various maps.

ZC Log 2015

ZC #	Tax ID #	Date Approved	Parcel #	Name of Owner/Applicant	Street #	Street Address	Improvement/Use
8	25-469127	2-3-15	1814	Christopher Hinkle	127	Ninth Ave.	Fence
9	25-479998	2-6-15	1768	Thomas Sandretzky /Vivint	801	E D St.	Solar
10	25-488164	2-9-15	311	Viviana Warren/V.O.I.C.E	6	Fiona Way	Home Occ.
11	25-469062	2-10-15	1415	Milton Goff	814	5th Ave	Shed
12	25-492455	2-12-15		William Meinze/Vivint	1300	Moore Spring Ct.	Solar Panels
13	25-473019	2-12-15	1927	Joseph Fagan	723	E. Potomac St.	Fence
14	25-463862	2-18-15	474	Grace Episcopal Church	114	E. A St.	Farmers Market
15	25-463862	2-18-15	474	Grace Episcopal Church	114	E. A St.	Ashes to Go
16	25-473795	2-20-15	111	Katherine Gilbert/Select Home Exterior	22	Concord Dr.	Deck
17	25-589885	2-26-15	29	Janet Hancheruk	1216	Lander Creek Dr	Fence
18		2-27-15		New Hope UMC		Railroad Sq	Event
19		2-27-15		New Hope UMC		Railroad Sq	Event

U&O Log 2015

Item #	U&O #	Receipt Date	Street #	Street Address	Zoning Certificate #	AP #	Issuance Date
4	15-4	2-5-15	730	Potomac View Pkwy	SFD AH	123618	2-5-15
5	15-5	2-6-15	219	E. A St.	SFD Kurt Brown	118699	2-6-15

**CITY OF BRUNSWICK
WATER & SEWER
2015 TAP ALLOCATION & WATER APPROPRIATION
JANUARY 2014 thru December 2014**

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 is 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	366,000	FR1979S013(05)
Yourtee Springs	350,000	500,000	113,000	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:

2012-2014 (Daily Average)

Yourtee Springs

0.113 mgd = 113,000 gpd

Water Treatment Plant (Raw Intake Potomac River)
(Finished Distribution)

0.400 mgd = 400,000 gpd

0.366 mgd = 366,000 gpd

Total Distribution

0.479 mgd = 479,000 gpd

Sewer

Design Capacity:

Assumes each tap @ 250 gpd

1.400 mgd = 1,400,000 gpd = 5,600 taps

Three Year Flow:

2012 – 2014 (Average Daily)

0.5517 mgd = 551,700 gpd = 2,207 taps

County Tap Agreement

100,000 gpd = 400 taps

Buildable Lots of Record (2009)

47,250 gpd = 189 taps

Brunswick Crossing Agreement

454,500 gpd = 1,818 taps

Activity to Date:

2008 – 2013 (4 BVFD)

49,500 gpd = 198 taps

Balance of Agreement

405,000 gpd = 1,620 taps

TOTAL

1,104,000 gpd = 4,416 taps

Remaining Balance

296,000 gpd = 1,184 taps

MONTHLY CODE ENFORCEMENT REPORT

Violations	February 2015	YTD January - February 2015	Past January- February 2014
WARNINGS			
Vehicles/ Vehicle repair	1/0	2/0	6/0
Property trash/ Unsec.	3/0	12/0	9/0
Property Repair/Property	0/1	0/1	0/0
Overgrowth /Unsanitary	0/0	0/1	0/0
Vac. prop.trash/ Unsec.vac	2/2	3/5	0/0
S.walk repair/ S.Walk Trash	0/0	0/1	0/1
Littering	0	0	2
Vacant Overgrowth	0	0	0
Animal Waste / Snow and	0/161	0/275	1/96
Livestock	0	0	0
Trash Cans /Signs	1/0	1/0	1/1
Warning Totals	171	301	117
CITATIONS			
Vehicles/ Vehicle repair	0/0	0/0	2/0
Property trash/ Unsec. prop.	0/0	1/0	1/0
Property Repair/ Property	1/0	1/0	0/0
Overgrowth/ Unsanitary	0/0	0/0	0/0
Vac. prop. trash,/ Unsec.	0/1	0/4	0/0
S walk repair/ S walk trash	0/0	0/0	0/0
Littering	0	0	0
Vacant Overgrowth	0	0	0
Animal Waste/ Snow and Ice	0/4	0/4	0/13
Livestock	0	0	0
Trash Cans	0	0	0
Signs	0	0	0
Citation Totals	6	10	16
Complaints	4	12	14

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.38</u>	*M.G. <u>0.120</u> M.G.
Water pumped from Potomac River.....	<u>11.74</u>	M.G. <u>0.435</u> M.G.
Total.....	<u>15.12</u>	M.G. <u>0.555</u> M.G.
Finished water pump from Plant...	<u>10.76</u>	M.G. <u>0.399</u> M.G.

Submitted By Peter Holpeter
Date 3-6-15

*Million Gallons

WATER PLANT PROJECTS & MAINTENANCE -February 2015

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Received deliveries of Caustic Soda, Sulfuric Acid and Del-pac 20/20
- 4) Sampled for TTHM's and HAA5's
- 5) Changed packing in the waste sludge pumps
- 6) Westminster fire extinguisher services did the annual inspection of all fire extinguishers
- 7) Scrubbed down the filters
- 8) WTP staff attended annual CPR and First aid training
- 9) WTP staff attended annual Safety Training
- 10) Repaired #2 hypochlorite feeder at the 1 million gallon storage tank
- 11) Replaced the oil and feed hose in #2 Carbon feeder
- 12) Added extra shifts to handle higher flows caused by possible leaks in the system and issues with the intake icing up
- 13) Replaced the grease fitting on the stuffing box on #3 finished water pump
- 14) Hach performed the annual service on all turbidimeters and Cl-17 chlorine analyzers
- 15) Attempted to thaw out the Potassium Permanganate feed line at the intake
- 16) Shoveled snow at the WTP and other sites

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Treated Effluent Flow --- 11.62 M.G.

Rain --- 1.4 INCHES

Sludge to Landfill --- 61.35 TONS

Submitted By --- Patrick Hoffmaster
Date 3/6/15

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

Brunswick WWTP Operations & Projects February 2015

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Powerwashed the effluent channel
- 5) Replaced the bottom belt on the filter press
- 6) Serviced the pumps at Galyn Manor
- 7) Assisted public works in jetting out the service drain
- 8) Snow removal
- 9) Cleaned check valves at Galyn Manor
- 10) Replaced wiper air slide with a rebuilt unit on the UV system
- 11) Assisted Flo-Tech with the installation of a new flowmeter for the effluent flow at Galyn Manor
- 12) Cleaned the check valves at Galyn Manor

Mayor & Council Meeting
Consent Agenda Item Summary
March 10, 2015

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

- **Item #7A – Purchase Approval – Police Department Vehicle Purchases**

The Police Department is seeking to purchase two 2015 Chevrolet Impalas under the Maryland State Contract in the amount of \$19,224 each, or \$38,448 total.

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

PURCHASE ORDER

VENDOR: Criswell
503 Quince Orchard Rd
Gaithersburg, Md. 20878

DATE: March 4, 2015

RO. NO.: 15-300-53

SHIP TO: Brunswick Police Dept

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
2	2015 Chevrolet Impala's			\$ 19,224.00

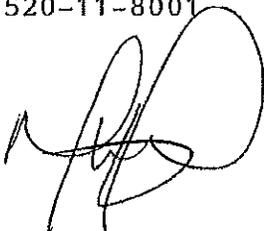
Contract Number 001B5400284

Acct# 10-520-11-8001

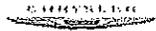
SHIPPING

TOTAL \$ 38,448.00

Approved by:



CRISWELL AUTO.COM



Criswell Chevrolet Fleet Sales 503 Quince Orchard Road, Gaithersburg, MD 20878
Phone: (301)948-5460 Fax: (301) 948-1381 Email: fleet-man@msn.com

QUOTE REQUEST

2015 Chevrolet Impala Police Car

Requested By:
Bryan Bryan
Brunswick Police Department
20 E. A Street
Brunswick MD 21716
Phone: 240-315-6334

Contract Price:	\$18,259.00
Total with Options:	\$19,224.00
Order Total (with Quantity):	\$38,448.00

Code	Option Description	Option Price
KEY3	Three extra keys, cut and programmed	\$120.00
6C7	RED/WHITE AUXILIARY DOME LIGHT	\$150.00
6B2	DOOR HANDLES INSIDE REAR DOORS INOPERATIVE	\$55.00
19G	CLOTH FRONT VINYL REAR SEAT (REQ 9C1)	\$0.00
50U	WHITE	\$0.00
9C1	MARKED CAR	\$0.00
7X6	LH INCANDESCENT SPOTLIGHT	\$450.00
6A3	FLOOR COVERING HEAVY DUTY VINYL FRONT AND REAR	\$190.00

Acct #
10-520-11-8001



[Contracts](#) |
 [Log Out](#) |
 [Click here for HELP or if you want to contact us.](#)

Quote Requests

Click on any row to see details for that vehicle.

[Return to Vehicle List](#)

Organization	Contract Number	Year	Make	Model	Desc	Type	Status	PO	QTY	Total Price
Brunswick Police Department	001B5400284	2015	Chevrolet	Impala	Limited	Police Car	submitted		2	\$38,448.00

Criswell Fleet Sales 503 Quince Orchard Road, Gaithersburg, MD 20878
 Phone: (301)948-5480 Fax: (301) 948-1381 Email: fleet-man@msn.com
 Copyright Criswell Auto 2015

**BLANKET PURCHASE ORDER
STATE OF MARYLAND**

***** STATE OF MARYLAND *****

BPO NO: 001B5400284

PRINT DATE: 12/16/14

PAGE: 06

LINE # STATE ITEM ID U/M UNIT COST

VEHICLE, TYPE 10P, FULL SIZE UTILITY VEHICLE, POLICE PURSUIT
CERTIFIED PER THE ATTACHED ST OF MD SPECIFICATIONS.

THIS IS VEHICLE TYPE 10P, NOT TYPE 10CP.

LINE # 005 OF THE ITB: 2015 CHEVROLET TAHOE PPV 2WD.
MODEL # CC 15706.

ADDITION FOR 600 AMPS FOR 2ND BATTERY: NO CHARGE.
ADDITION FOR DARK CAR FEATURE: \$20.00
0% DISCOUNT ON ANY ADDITIONAL OPTIONS NOT LISTED.

0003 07006-300000 EA 26,639.0000

AUTOMOBILE, TYPE 3, MSP LAW ENFORCEMENT

VEHICLE, TYPE 3-C FLEX FUELED STANDARD LAW ENFORCEMENT SEDAN (RWD)
(E85) ETHANOL PER THE ATTACHED ST OF MD SPECIFICATIONS.

THIS VEHICLE IS TYPE 3-C, NOT TYPE 3.

LINE # 006 OF THE ITB: 2015 CHEVROLET CAPRICE POLICE CAR.
MODEL # 1EW19.

ADDITION FOR 2-TONE MSP PAINT: \$1,400.00 PER CAR.
ADDITION FOR V-6 ENGINE: NO CHARGE.
OPTION TO DELETE SPOTLIGHT: CREDIT OF \$200.00
ADDITION FOR CLOTH SEATS AND CARPET: \$200.00
ANY ADITONAL OPTIONS: 0% DISCOUNT

END OF ITEM LIST

***** LAST PAGE *****

AUTHORIZED BY: _____



BUYER AUTHORIZED DESIGNEE

DATE: 12/16/14

**BLANKET PURCHASE ORDER
STATE OF MARYLAND**

***** STATE OF MARYLAND *****

BPO NO: 001B5400284

PRINT DATE: 12/16/14

PAGE: 05

TERMS (cont'd):

BE MADE AS REQUESTED BY THE USING AUTHORITIES ON AN "AS-REQUIRED" BASIS.

CONTRACT ACCEPTANCE: THIS BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB #001IT819612) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS, OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB (#001IT819612) AND ARE INCORPORATED HEREIN AND MADE A PART OF THIS BPO.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	07006-400000	EA	18,259.0000

AUTOMOBILE, TYPE 4, STD LAW ENFORCEMENT

VEHICLE, TYPE 4C, FLEX FUELED STANDARD LAW ENFORCEMENT SEDAN (E85) ETHANOL PER THE ATTACHED ST OF MD SPECIFICATIONS. SPECIFY MAKE AND MODEL NUMBER FOR VEHICLE OFFERED IN THE COMMENT SECTION OF YOUR BID.

PLEASE NOTE: THIS IS VEHICLE TYPE 4C NOT TYPE 4.

LINE # 003 OF THE ITB: 2015 CHEVROLET IMPALA POLICE CAR MODEL # 1WS19.

ADDITION FOR BODY SIDE MOLDING: \$200.00
ADDITION FOR DARK CAR FEATURE: NOT AVAILABLE.
ADDITION FOR LED LEFT HAND SPOTLIGHT: \$590.00
ANY ADDITIONAL OPTIONS: 0% OFF MSRP.

0002	07048-10CP00	EA	27,850.0000
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VEHICLE, TYPE 10CP, 2WD FULL SIZE UTILITY, CERTIFIED POLICE PURSUIT

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400284

PRINT DATE: 12/16/14

PAGE: 04

TERMS (cont'd):

- (6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

THE VENDOR/CONTRACTOR HAS TEN (10) CALENDAR DAYS FROM THE DATE OF THE AWARD TO INITIATE THE PROCESS OF PUTTING THEIR ONLINE ECATALOG OF CONTRACT ITEMS ON THE EMARYLAND MARKETPLACE. FAILURE BY THE VENDOR/CONTRACTOR TO DO SO, INCORPORATING THE TERMS AS LISTED ABOVE AND OTHERWISE COMPLYING WITH THE CONTRACT, WILL BE CAUSE TO REASSESS THE CONTRACT WITH THE VENDOR/CONTRACTOR AND MAY RESULT IN DEFAULT OF THE CONTRACT AND/OR BREACH OF THE CONTRACT, AND COULD RESULT IN TERMINATION OF THE CONTRACT FOR DEFAULT.

ALL COSTS AND EXPENSES OF COMPLYING WITH THIS PROVISION SHALL BE BORNE BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE STATE.

FOR ADDITIONAL INFORMATION CONCERNING EMARYLAND MARKETPLACE, PLEASE CONTACT DEWANA DANIEL AL-MATEEN AT 410-767-4024. E-MAIL AT DEWANA.AL-MATEEN@MARYLAND.GOV

CONTRACT VALUE ESTIMATION: CONTRACT QUANTITY AND VALUE IS ESTIMATED AT \$636,185.00 AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). RELEASES SHALL

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BLANKET PURCHASE ORDER
STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400284

PRINT DATE: 12/16/14

PAGE: 03

TERMS (cont'd):

ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE SENT VIA E-MAIL TO THE PROCUREMENT OFFICER AT CLYDE.WALKER1@MARYLAND.GOV AS WELL AS TO AWAWU SALAKO VIA E-MAIL AT AWAWU.SALAKO@MARYLAND.GOV
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;

(I) RECEIVES STATE MONEY; AND
(II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE:

(5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

(I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND

(II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE:

OR

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400284

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TERMS (cont'd):

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM OF FIVE (5) GALLONS OF GASOLINE..

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

VENDOR WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT.

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE PASSED ON TO THE STATE OF MARYLAND.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

NO TRADE-INS ARE INVOLVED. CRISWELL CHEVROLET, INC. WILL, HOWEVER, BE RESPONSIBLE FOR LICENSE TAG TRANSFERS FROM THE STATE VEHICLE BEING REPLACED TO THE NEW VEHICLE AT THE POINT OF DELIVERY OR MARYLAND TEMPORARY TAGS WHICHEVER IS APPLICABLE.

QUANTITIES ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE.

A USAGE REPORT SHALL BE FURNISHED BY CRISWELL CHEVROLET, INC EVERY 90 DAYS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE FORMAT OF SUBMISSION (E.G. EXCEL) SHALL BE AT THE CONTRACTOR'S DISCRETION PROVIDED THAT, AT A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION AND THE CONTRACT TOTAL. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

ELECTRONIC PROCESSING FEE:

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT

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**BLANKET PURCHASE ORDER
STATE OF MARYLAND**

***** STATE OF MARYLAND *****

BPO NO: 001B5400284

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SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: 1520950184 CRISWELL CHEVROLET INC 503 QUINCE ORCHARD RD GAITHERSBURG, MD 20878 (301) 948-5460		REFER QUESTIONS TO: CLYDE WALKER (410) 767-3039 CLYDE.WALKER1@MARYLAND.GOV
ITB: 001IT819612	EXPR DATE: 12/16/15 POST DATE: 12/12/14	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

STATEWIDE CONTRACT
FOR

LAW ENFORCEMENT VEHICLES - MODEL YEAR 2015

VENDOR : CRISWELL CHEVROLET, INC.

VENDOR CONTACTS: SCOTT SILVERMAN
FLEET-MAN@MSN.COM

VENDOR PHONE : 301-948-5460

TERM OF CONTRACT: 12/15/2014 - 12/16/2015

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). CRISWELL CHEVROLET, INC. MUST NOTIFY THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

DELIVERY: PRICES ARE TO BE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND.

CONTRACT SUBJECT TO ALL STATE OF MARYLAND FLEET CONDITIONS

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City of Brunswick**VACANT NON-RESIDENTIAL STRUCTURES ORDINANCE****1. Purpose.**

The purpose of this ordinance is to promote and assure public safety, health, and welfare, to prevent deterioration of Vacant Non-Residential Structures in the City of Brunswick, to support property values, and to encourage responsible management and use of Vacant Non-Residential Structures through licensing and inspections.

2. Definitions.

- A. **BLIGHTED CONDITION** – A condition is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.
- B. **CITY** – City of Brunswick, Maryland.
- C. **DEPARTMENT** – The Department of Administration of the City.
- D. **MIXED-USE STRUCTURE** – A building that contains at least one permitted non-residential use and at least one permitted residential use.
- E. **NON-RESIDENTIAL STRUCTURE** – Any structure or premises in whole or in part that contains spaces for commercial or industrial uses such as manufacturing operations, offices, warehouses, shopping centers, retail and wholesale facilities, and other similar uses. This definition shall include mixed-use structures.
- F. **OWNER** – Any person, partnership, association, company, corporation, or other entity having a legal or equitable interest in, or control of real property. Owner shall also mean any person who, alone, jointly or severally, shall have the charge, care, or control of any premises as executor, administrator, trustee, or guardian of the estate of the owner. Owner shall also mean any person having any interest in a partnership, association, company, corporation, or other entity which owns or has any ownership interest or control of the premises. Any person, firm, partnership, association, company, corporation, or other entity whose name appears on the deed or property tax bill for the premises shall be deemed to be the owner of the premises.
- G. **PREMISES** – Any single parcel or lot of real property in the City, including the land and all improvements or structures, upon which a Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure is located.
- H. **VACANT BLIGHTED NON-RESIDENTIAL STRUCTURE** – Any non-residential structure that is vacant with a pending action to foreclose a mortgage or deed of trust; or is vacant with blighted conditions; or has been placarded by the City as uninhabitable. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual structure meets this definition, that individual structure within the larger property shall be subject to the terms of this ordinance.
- I. **VACANT NON-RESIDENTIAL STRUCTURE** – Any non-residential structure that is vacant for a continuous six (6) month period. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual

structure is vacant for a continuous six (6) month period, that structure shall be subject to the terms of this chapter. For calculation of the continuous six (6) month period required to satisfy the definition of Vacant Non-Residential Structure, the following periods of time shall not be included: (i) the one (1) year period immediately following the issuance of a use and occupancy permit for new construction; and (ii) any period of time during which active work is being legally performed pursuant to a valid permit issued by the City.

3. Vacant Non-Residential Structure License Required.

It shall be unlawful for the owner(s) of any Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure to fail to apply for and obtain a Vacant Non-Residential Structure License and abide by the inspection requirements contained in this ordinance.

4. Application; License Fee.

In addition to the inspection requirements of Section 5 of this ordinance, an applicant for a Vacant Non-Residential Structure License shall provide the following information and documents for each Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure on the appropriate application form provided by the Department:

- A. The address of the vacant structure;
- B. The number and location of the spaces contained in the structure;
- C. The name, street address, and telephone number of all owners of the vacant structure;
- D. If the owner of the Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure is not an individual, the applicant shall provide the name, street address, resident agent, resident agent's address and telephone number;
- E. The name, street address and telephone number of a designated contact person for the owner(s);
- F. A certificate of property insurance in the amount equivalent to or greater than the assessed tax value; and
- G. A non-refundable annual license fee pursuant to the schedule set by the City Council.
- H. Payment for said license shall be due in full from the owner within thirty (30) days from the application mailing. Failure to remit payment in full may result in collection pursuant to the City Code, or by other civil proceeding.

5. Inspection.

In connection with the application requirements contained in Section 4 of this ordinance, the exterior of the vacant structure shall be inspected at the time of the initial application and on an annual basis thereafter. Required re-inspections for noted conditions shall be as directed by the Department.

Interior inspections shall be conducted in accordance with the following schedule:

Vacant Blighted Non-Residential Structures – At initial application and on annual basis thereafter.

Vacant Non-Residential Structures – At first renewal and annually thereafter.

All inspections conducted hereunder shall be conducted by the Department or its designees and shall be performed to ensure compliance with all applicable property maintenance, fire, and other City codes, including for vacant, unoccupied structures, and Section 6 of this ordinance.

6. Vacant Non-Residential Structure Inspection Standards.

In addition to the inspection requirements of Section 5 of this Chapter, an owner of a Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure shall maintain the structure to the following standards, which are based on Crime Prevention through Environmental Design.

- A. Exterior lighting at all entry doors.
 - 1. Shall be illuminated from dusk to dawn.
 - 2. Shall be directed downward and away from adjoining premises.
 - 3. Shall maintain 1 footcandle of light measured at 1 foot above the ground to a minimum distance of twenty (20) feet from the center of each entry door.
 - i. Exterior lighting is not required at any entry door where street lighting meets the minimum illumination level required by this section.
- B. All entry doors shall have engaged deadbolt locks.
 - 1. Doors not capable of deadbolt locks shall be secured in an approved manner.
- C. All exterior sliding doors shall have lift and slide protection.
- D. All windows shall have lift and slide protection.
- E. All shrubbery, hedges, trees, or similar vegetation shall be maintained so that a clear view of the entry doors from the public sidewalk or street is not impeded.

7. Issuance of License; Renewal.

Upon receipt of a completed application form and full payment of the appropriate fee, the Department shall, within 30 days, issue a license for the subject Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure, unless such license is or was denied, suspended, or revoked pursuant to Section 8 hereof. Said license shall expire on its anniversary date, and shall be renewable annually, with application for said renewal being made at least 60 days prior to the expiration date of the then-current license. License renewal shall be made on the form provided by the Department.

8. Denial; Revocation or Suspension.

A Vacant Non-Residential Structure license may be denied, revoked, or suspended at any time by the Department if, after receipt of a notice of violation, the owner fails to eliminate violations of the applicable code sections (including Section 6) identified during any inspection within the time order in the notice. Denial, revocation, or suspension of a Vacant Non-Residential Structure license shall be in addition to, and not in substitution of the penalties provided for in Section 10 of this ordinance. Said denial, revocation, or suspension may be appealed within 20 days to the City of Brunswick Board of Appeals.

9. Severability.

The provisions of this ordinance are severable. If any provision of this ordinance or its application to any person or circumstance is held to be invalid, such invalidity shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid provision or application.

10. Violations and Penalties.

In addition to the sanctions outlined in Section 8 hereof, any owner violating the provisions of this ordinance shall be guilty of a municipal infraction and subject to a fine of up to one thousand dollars (\$1,000.00). Each day a structure is not in compliance with this ordinance shall be deemed a separate and distinct violation.



The City of Brunswick Ethics Handbook



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Contact the City of Brunswick Ethics Commission:

www.brunswickmd.gov/ethics-commission



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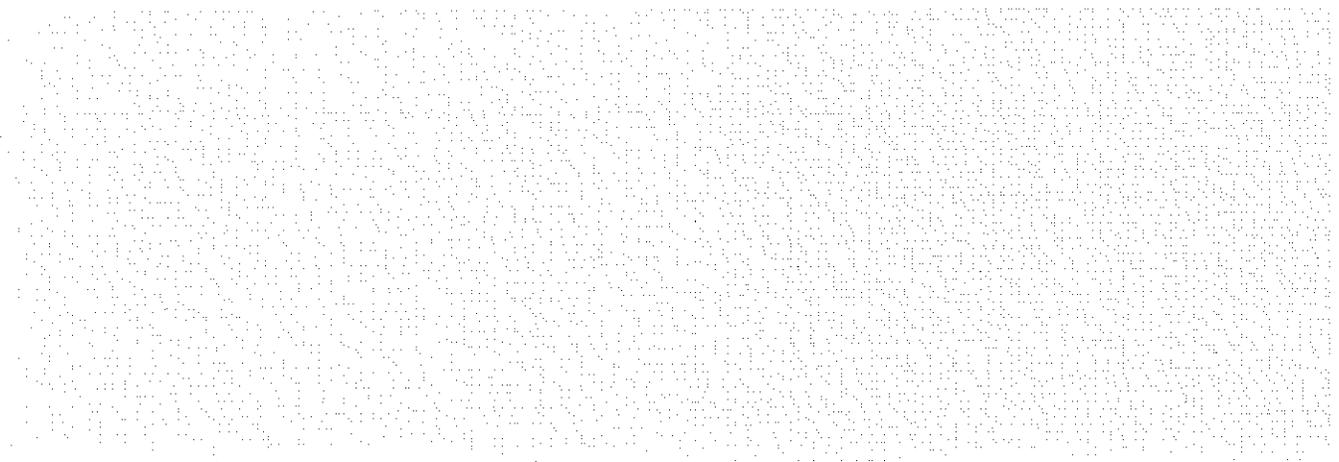
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A Handbook for Employees and Officials

*City of Brunswick Ethics Commission
Approved June 21, 2006*

*Mayor and Council
Approved July 11, 2006*

Amended ??? 2015



General



What is the purpose of the City of Brunswick Ethics Ordinance?

The purpose of the Ethics Ordinance is to set minimum standards of Ethical Conduct for City officials and employees, so as to ensure that the City's business will be conducted impartially and not be subject to improper influences. In 1984, 2006, and in 2014, the Mayor and Council strengthened the provisions of the Ethics Ordinance, demonstrating their commitment to maintaining the highest standards of ethical conduct and personal integrity in the day-to-day activities of the City's operation.

Why does the City have an Ethics Ordinance?

The State of Maryland has adopted legislation requiring each municipality within the State to enact local laws that, at a minimum, govern the public ethics of local officials relating to conflicts of interest, financial disclosure, and lobbying. The City of Brunswick adopted its first Ethics Ordinance in 1983. Each revision of the City's Ethics Ordinance must be reviewed and approved by the State Ethics Commission.

To whom does the City's Ethics Ordinance apply?

The City's Ethics Ordinance applies to all City employees and officials, whether they are elected or appointed. This includes

all members of City boards and commissions, whether or not they are compensated for their work.

What should I know about the Ethics Ordinance?

The Ethics Ordinance, contained in Ordinance ~~512~~ of the City of Brunswick Code of Ordinances, establishes:

- The composition and duties of the City's Ethics Commission;
- A process for requesting an advisory opinion;
- A complaint procedure;
- Standards of conduct to preempt or mitigate conflicts of interest;
- Financial disclosure requirements for elected officials, certain employees, and members of certain boards and commissions;
- A requirement for registration and financial disclosure by lobbyists;
- A procedure for requesting an exemption or modification to the conflict of interest and financial disclosure provisions of the Law; and
- Enforcement and penalty provisions.

A copy of the Ethics Ordinance can be found at the web site www.brunswickmd.gov/ethics-commission or by contacting City Hall.

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Who administers the Ethics Ordinance?

The Ethics Ordinance establishes an independent Ethics Commission that consists of not fewer than three (3) and not more than five (5) members. The Commission members are volunteers who are appointed by the Mayor, with the consent of the Council.

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How do I contact the Ethics Commission?

You may visit the City of Brunswick Ethics web site at www.brunswickmd.gov/ethics-commission, or write to the City of Brunswick Ethics Commission, c/o City Hall, 1 W. Potomac St., Brunswick, MD 21716. All contacts with the Commission and its staff are confidential.

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Conflict of Interest



What is a "conflict of interest?"

A conflict of interest is a situation that exists whenever an official or employee's private interest could affect the performance of his/her official duties.

In what kinds of situations could a conflict of interest occur?

A conflict of interest can occur in a situation where a City official or employee participates on behalf of the City in a matter that would have a direct financial impact, as distinguished from the public generally, on them, their spouse, child, or a business entity with which they are affiliated.

A conflict of interest can also occur when a City official or employee holds or acquires an interest in or is employed by a business entity that has or is negotiating a contract with the City or is regulated by their agency. A City official or employee cannot hold an outside employment relationship that would impair his/her independence of judgment.

A City official or employee is also prohibited from representing any party, for a contingency fee, before any City body.

A conflict of interest can occur if a City official or employee solicits a gift or knowingly accepts any gift from an entity that he/she knows is doing business with the City or has financial interests that may be materially affected by the performance or non-performance of his/her official duty. However, a City official or employee can accept certain classes of gifts as set forth in more specificity in the Ordinance.

A City official cannot use the prestige of his/her office to advance his/her private interests or the private interests of others. For example, a City official or employee cannot: (1) act or create the appearance of acting on behalf of the City when not authorized to do so; (2) represent his/her personal opinion to be that of the City; (3) use or attempt to use his/her position to obtain unlawful and/or unwanted privileges for himself/herself; (4) use City time for private gain; or (5) use confidential information for his/her own benefit.

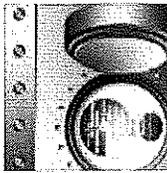
How does the public Ethics Ordinance seek to avoid conflicts of interest?

To prevent conflicts of interest from affecting the operation of the City's business, the Ethics Ordinance prohibits officials and employees from participating in matters in their official capacities in certain circumstances. An official or employee is generally prohibited from:

- Participating in a matter in which the official or employee or a relative of the official or employee has a financial interest;
- Being employed by a business that has or is negotiating a contract with the City or is regulated by the City;
- Holding outside employment that would impair the official's or employee's impartiality or independence of judgment in their duties with the City;
- Representing a party before any board or commission of the City;
- Representing another as a paid representative within 1 year following termination of City service in connection with any specific matter in which he/she participated substantially as a City official or employee;
- Soliciting any gift or accepting any gift that has a value in excess of \$20 from any person or business that has or is negotiating a contract with the City or is regulated by the City;
- Using the prestige of his/her office or position to advance his/her own private interest or the private interest of another;
- Using or disclosing confidential information acquired in City employment for his/her own benefit or the benefit of another.
- Causing or advocating that a family member be hired, employed, promoted, transferred, or advanced to any full- or part-time paid position with the City.

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Financial Disclosure



What is financial disclosure?

The disclosure of one's financial interests is a common requirement made of government officials at all levels.

Disclosure serves several purposes:

- It enables ethics officials and the public to identify and/or monitor possible conflicts of interest.
- It demonstrates to the public that interests are not hidden, and that generally, officials and employees are not in conflict of interest situations.
- It allows voters to evaluate the suitability of candidates for public office.
- It provides an opportunity for officials and employees to recognize and avoid potential conflicts. Conflict of interest situations are not static. As situations change, the potential for conflict may rise and fall, depending on the type and level of interest. Also, the potential for conflict may not always be obvious.

Who has to file Financial Disclosure statements?

The City's Ethics Ordinance requires Financial Disclosure statements to be filed by the Mayor, Council members, City Administrator, Chief of Police, Superintendent of Public Works, Superintendent of Water/Waste Water, Planning &

Zoning Administrator, Assistant Chief of Police, Development Review Coordinator, and Accountant, and the members of the

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Planning Commission, Board of Appeals, and Ethics Commission. All candidates for Mayor and Council must also file Financial Disclosure Statements.

Deleted: Economic Development Commission, Personnel Commission, Historic Commission, and any Commission that has approval authority or influence for land development, contracts, purchasing, and/or financial and human relations decisions.

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What kind of information does the Financial Disclosure Statement require?

The Financial Disclosure Statement requires information in the following general subject areas:

- Any gifts over \$20 in value and gifts exceeding \$100 from the same person or business in one calendar year;

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A copy of the Financial Disclosure Statement can be obtained at www.brunswickmd.gov/ethics-commission

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When must a Financial Disclosure Statement be filed?

Financial Disclosure Statements are filed annually, not later than April 30th of each year. Candidates for elected office or appointees to the commissions and boards subject to this provision must file a Statement at the time that they file their certificate of candidacy or are appointed to a commission or board.

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In addition, persons subject to this provision are required to file a Statement disclosing any interest or employment which would require disqualification from participation pursuant to conflict of interest provisions of the Ethics Ordinance sufficiently in advance of any anticipated action to allow adequate disclosure to the public.

What happens to the Financial Disclosure Statements after they are filed?

The Statements are reviewed by the Ethics Commission to determine whether the information provided indicates the existence of any conflicts of interest.

The Commission maintains statements as public records available for public inspection and copying.

Lobbying Disclosure



What is Lobbying Disclosure?

The Ethics Ordinance requires that any person who appears before any City official or employee with the intent to influence that person in the performance of his/her official duties and expects to expend in a given calendar year in excess of \$500 on food, entertainment, or other gifts must file a Registration Statement.

What kinds of information does the Ethics Ordinance require of lobbyists?

The Registration Statement includes:

- The identification of the person or business who expects to appear before any City official or employee and any other person on whose behalf the person or business acts.
- The subject matter on which the person or business proposes to make appearances before any City official or employee.
- The value, date, and nature of any food, entertainment, or other gift provided to any City official or employee.

When must Registration Statements and Reports be filed?

An initial Registration Statement must be filed not later than January 15th of each calendar year or within 5 days after first making an appearance. In addition, a Report detailing any food, entertainment, or other gifts provided to any City official or employee must be filed by January 30th for any previous calendar year during which they were registered.

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What happens to the Registration Statements and Reports?

The Registration Statements and Reports are reviewed by the Ethics Commission to determine whether the information provided indicates the existence of any conflicts of interest.

The Commission maintains Statements and Reports as public records available for public inspection and copying.

Advisory Opinions



What is an Advisory Opinion?

An Advisory Opinion is a formal, written opinion, issued by the Ethics Commission, stating whether an activity, conduct, or action would violate the Ethics Ordinance.

How do I request an Advisory Opinion?

If a City employee or elected official questions whether an activity, conduct, or action violates the Ethics Law, that individual should contact the City Staff Liaison to the Ethics Commission or visit the City of Brunswick Ethics web site at www.brunswickmd.gov/ethics-commission to receive a Request for Advisory Opinion Form. Once the requestor has completed the Request for Advisory Opinion Form it should be returned to the City Staff Liaison in a sealed envelope marked "Request for Advisory Opinion," either via hand-delivery or first-class mail to City of Brunswick Ethics Commission, City Hall, 1 West Potomac Street, Brunswick, Maryland 21716. The City Staff Liaison shall forward all received requests directly to the Ethics Commission.

The request should include the name, address, telephone number, and signature of the requestor, and should describe the facts and circumstances in question.

The Ethics Commission meets to hear and decide requests for Advisory Opinions monthly.

What happens after a request for an Advisory Opinion is submitted to the Ethics Commission?

After receipt of the Request, the Ethics Commission shall make an initial determination as to whether the information provides a sufficient basis to issue an Advisory Opinion. The Ethics Commission may instruct the City Attorney to investigate the facts to aid the Commission in its evaluation of the request.

If the Ethics Commission requires additional information in order to provide an Advisory Opinion, the Ethics Commission may compel the requestor to attend a hearing to further develop the facts and circumstances. After deliberation, the Commission will provide an interpretation of the applicability of the provisions of the Ethics Ordinance to the requestor based on the facts provided to it.

The Commission's interpretation shall be rendered as a formal, written Advisory Opinion, and shall be sent to the requestor. If appropriate and/or requested, a Waiver may be part of the Advisory Opinion. All Advisory Opinions shall be written without disclosing the names of any persons involved in order to maintain confidentiality. Once the Advisory Opinion has been released to the requestor, it is available for public inspection and copying.

Complaints

What is a Complaint?



A Complaint is a written statement, signed under oath, alleging a violation of the Ethics Ordinance. Any person may file a Complaint. A Complaint must be filed within 1 year of the alleged violation. In addition, the Ethics

Commission on its own initiative may issue a Complaint alleging a violation of the Ethics Ordinance. The Ethics Commission may dismiss a Complaint at any time if it determines that the evidence does not support further action.

How do I file a Complaint?

If you question whether an activity, conduct, or action violates the Ethics Ordinance, contact the City Staff Liaison to the Ethics Commission for guidance. An Ethics Complaint must be submitted to the City Ethics Commission using the Ethics Complaint form, available on the web at

www.brunswickmd.gov/ethics-commission. Submit the completed form to the City of Brunswick Ethics Commission, c/o City Hall, 1 W. Potomac St., Brunswick, MD 21716. The request should include the name, address, telephone number, and signature of the requestor, and should describe the facts and circumstances in question. **Ethics Complaint Forms must also be notarized in order to be processed by the Ethics Commission. The Ethics Commission will only consider Ethics Complaint Forms that are filled out properly and completely, signed by the complainant, and notarized.**

What happens after a Complaint is received?

1. After an Ethics Complaint Form is received, the Ethics Commission will make an initial determination as to whether the evidence supports further action. As part of its initial determination, the Ethics Commission may dismiss the Complaint, direct the City Attorney to investigate the allegations to aid the Commission in its initial evaluation of the Complaint, or set a formal hearing on the Complaint. The Ethics Commission shall notify the complainant in writing of its initial determination.
2. At the formal hearing on the Complaint, the complainant and City employee or elected official named in the Complaint shall be given the opportunity to present evidence and cross-examine witnesses.
3. The Commission may issue subpoenas and compel the attendance of witnesses and production of documents.
4. All testimony shall be taken under oath.
5. If the Commission decides after considering the evidence that no violation of the Ethics Ordinance has occurred, the Complaint shall be dismissed.

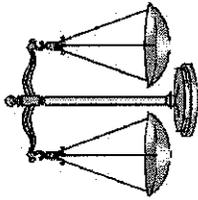
Deleted: <http://www.brunswickmd.gov/Ethics.htm>.

6. If the Commission determines that any provision of the Ethics Ordinance has been violated, the Commission will issue a formal written Decision that includes findings of fact and conclusions of law based on the evidence presented.
7. Upon a finding of a violation of the Ethics Ordinance, the Commission may order administrative sanctions or refer the matter to the appropriate civil authority for enforcement.
8. Once a final determination is made by the Commission on a Complaint, the formal Decision of the Commission is available for public inspection and copying.

If I file a Complaint, who will know about it?

The Ethics Ordinance requires that any proceedings, meetings, hearings, and activities of the Commission and its staff in connection with a Complaint shall be conducted, to the extent possible, in a confidential manner, and subject to the Open Meetings Act.

Enforcement and Penalties



What can happen to someone who violates the Ethics Ordinance?

If the Ethics Commission determines that the Ethics Ordinance has been violated, it may:

- Issue a cease and desist order to stop the violation.
- Impose a fine of up to \$5,000.
- Void an official action taken by an official or employee when the action was taken in violation of the Ethics Ordinance.
- Order the violator to pay restitution.

An official or employee found to have violated the Ethics Ordinance may also be subject to disciplinary or other appropriate personnel action, including but not limited to suspension of salary or other compensation.

Deleted: \$1,000.

The City of Brunswick

Ethics Handbook



A Handbook for Employees and Officials

*City of Brunswick Ethics Commission
Approved June 21, 2006*

*Mayor and Council
Approved July 11, 2006*

Amended ??? 2015

www.brunswickmd.gov/ethics-commission

General

What is the purpose of the City of Brunswick Ethics Ordinance?

The purpose of the Ethics Ordinance is to set minimum standards of Ethical Conduct for City officials and employees, so as to ensure that the City's business will be conducted impartially and not be subject to improper influences. In 1984, 2006, and in 2014, the Mayor and Council strengthened the provisions of the Ethics Ordinance, demonstrating their commitment to maintaining the highest standards of ethical conduct and personal integrity in the day-to-day activities of the City's operation.

Why does the City have an Ethics Ordinance?

The State of Maryland has adopted legislation requiring each municipality within the State to enact local laws that, at a minimum, govern the public ethics of local officials relating to conflicts of interest, financial disclosure, and lobbying. The City of Brunswick adopted its first Ethics Ordinance in 1983. Each revision of the City's Ethics Ordinance must be reviewed and approved by the State Ethics Commission.

To whom does the City's Ethics Ordinance apply?

The City's Ethics Ordinance applies to all City employees and officials, whether they are elected or appointed. This includes all members of City boards and commissions, whether or not they are compensated for their work.

What should I know about the Ethics Ordinance?

The Ethics Ordinance, contained in Ordinance 512 of the City of Brunswick Code of Ordinances, establishes:

- The composition and duties of the City's Ethics Commission;
- A process for requesting an advisory opinion;
- A complaint procedure;
- Standards of conduct to preempt or mitigate conflicts of interest;
- Financial disclosure requirements for elected officials, certain employees, and members of certain boards and commissions;
- A requirement for registration and financial disclosure by lobbyists;
- A procedure for requesting an exemption or modification to the conflict of interest and financial disclosure provisions of the Law; and
- Enforcement and penalty provisions.

A copy of the Ethics Ordinance can be found at the website www.brunswickmd.gov/ethics-commission or by contacting City Hall.

Who administers the Ethics Ordinance?

The Ethics Ordinance establishes an independent Ethics Commission that consists of not fewer than three (3) and not more than five (5) members. The Commission members are volunteers who are appointed by the Mayor, with the consent of the Council.

How do I contact the Ethics Commission?

You may visit the City of Brunswick Ethics website at www.brunswickmd.gov/ethics-commission or write to the City of Brunswick Ethics Commission, c/o City Hall, 1 W. Potomac St., Brunswick, MD 21716. All contacts with the Commission and its staff are confidential.

Conflict of Interest

What is a “conflict of interest?”

A conflict of interest is a situation that exists whenever an official or employee’s private interest could affect the performance of his/ her official duties.

In what kinds of situations could a conflict of interest occur?

A conflict of interest can occur in a situation where a City official or employee participates on behalf of the City in a matter that would have a direct financial impact, as distinguished from the public generally, on them, their spouse, child, or a business entity with which they are affiliated.

A conflict of interest can also occur when a City official or employee holds or acquires an interest in or is employed by a business entity that has or is negotiating a contract with the City or is regulated by their agency. A City official or employee cannot hold an outside employment relationship that would impair his/her independence of judgment.

A City official or employee is also prohibited from representing any party, for a contingency fee, before any City body.

A conflict of interest can occur if a City official or employee solicits a gift or knowingly accepts any gift from an entity that he/she knows is doing business with the City or has financial interests that may be materially affected by the performance or non-performance of his/her official duty. However, a City official or employee can accept certain classes of gifts as set forth in more specificity in the Ordinance.

A City official cannot use the prestige of his/her office to advance his/her private interests or the private interests of others. For example, a City official or employee cannot: (1) act or create the appearance of acting on behalf of the City when not authorized to do so; (2) represent his/her personal opinion to be that of the City; (3) use or attempt to use his/her position to obtain unlawful and/or unwanted privileges for himself/herself; (4) use City time for private gain; or (5) use confidential information for his/her own benefit.

How does the public Ethics Ordinance seek to avoid conflicts of interest?

To prevent conflicts of interest from affecting the operation of the City’s business, the Ethics Ordinance prohibits officials and employees from participating in matters in their official capacities in certain circumstances. An official or employee is generally prohibited from:

- Participating in a matter in which the official or employee or a relative of the official or employee has a financial interest;
- Being employed by a business that has or is negotiating a contract with the City or is regulated by the City;

- Holding outside employment that would impair the official's or employee's impartiality or independence of judgment in their duties with the City;
- Representing a party before any board or commission of the City;
- Representing another as a paid representative within 1 year following termination of City service in connection with any specific matter in which he/she participated substantially as a City official or employee;
- Soliciting any gift or accepting any gift that has a value in excess of \$20 from any person or business that has or is negotiating a contract with the City or is regulated by the City;
- Using the prestige of his/her office or position to advance his/her own private interest or the private interest of another;
- Using or disclosing confidential information acquired in City employment for his/her own benefit or the benefit of another.
- Causing or advocating that a family member be hired, employed, promoted, transferred, or advanced to any full- or part-time paid position with the City.

Financial Disclosure

What is financial disclosure?

The disclosure of one's financial interests is a common requirement made of government officials at all levels.

Disclosure serves several purposes:

- It enables ethics officials and the public to identify and/or monitor possible conflicts of interest.
- It demonstrates to the public that interests are not hidden, and that generally, officials and employees are not in conflict of interest situations.
- It allows voters to evaluate the suitability of candidates for public office.
- It provides an opportunity for officials and employees to recognize and avoid potential conflicts. Conflict of interest situations are not static. As situations change, the potential for conflict may rise and fall, depending on the type and level of interest. Also, the potential for conflict may not always be obvious.

Who has to file Financial Disclosure statements?

The City's Ethics Ordinance requires Financial Disclosure statements to be filed by the Mayor, Council members, City Administrator, Chief of Police, Superintendent of Public Works, Superintendent of Water/Waste Water, Planning & Zoning Administrator, Assistant Chief of Police, Development Review Coordinator, and Accountant, and members of the Planning Commission, Board of Appeals, and Ethics Commission. All candidates for Mayor and Council must also file Financial Disclosure statements.

What kind of information does the Financial Disclosure Statement require?

The Financial Disclosure Statement requires information in the following general subject areas:

- Any gifts over \$20 in value and gifts exceeding \$100 from the same person or business in one calendar year;

A copy of the Financial Disclosure Statement can be obtained at www.brunswickmd.gov/ethics-commission.

When must a Financial Disclosure Statement be filed?

Financial Disclosure Statements are filed annually, not later than April 30th of each year. Candidates for elected office or appointees to the commissions and boards subject to this provision must file a Statement at the time that they file their certificate of candidacy or are appointed to a commission or board.

In addition, persons subject to this provision are required to file a Statement disclosing any interest or employment which would require disqualification from participation pursuant to conflict of interest provisions of the Ethics Ordinance sufficiently in advance of any anticipated action to allow adequate disclosure to the public.

What happens to the Financial Disclosure Statements after they are filed?

The Statements are reviewed by the Ethics Commission to determine whether the information provided indicates the existence of any conflicts of interest.

The Commission maintains statements as public records available for public inspection and copying.

Lobbying Disclosure

What is Lobbying Disclosure?

The Ethics Ordinance requires that any person who appears before any City official or employee with the intent to influence that person in the performance of his/her official duties and expects to expend in a given calendar year in excess of \$500 on food, entertainment, or other gifts must file a Registration Statement.

What kinds of information does the Ethics Ordinance require of lobbyists?

The Registration Statement includes:

- The identification of the person or business who expects to appear before any City official or employee and any other person on whose behalf the person or business acts.
- The subject matter on which the person or business proposes to make appearances before any City official or employee.
- The value, date, and nature of any food, entertainment, or other gift provided to any City official or employee.

When must Registration Statements and Reports be filed?

An initial Registration Statement must be filed not later than January 15th of each calendar year or within 5 days after first making an appearance. In addition, a Report detailing any food, entertainment, or other gifts provided to any City official or employee must be filed by January 30th for any previous calendar year during which they were registered.

What happens to the Registration Statements and Reports?

The Registration Statements and Reports are reviewed by the Ethics Commission to determine whether the information provided indicates the existence of any conflicts of interest.

The Commission maintains Statements and Reports as public records available for public inspection and copying.

Advisory Opinions

What is an Advisory Opinion?

An Advisory Opinion is a formal, written opinion, issued by the Ethics Commission, stating whether an activity, conduct, or action would violate the Ethics Ordinance.

How do I request an Advisory Opinion?

If a City employee or elected official questions whether an activity, conduct, or action violates the Ethics Law, that individual should contact the City Staff Liaison to the Ethics Commission or visit the City of Brunswick Ethics website at www.brunswickmd.gov/ethics-commission to receive a Request for Advisory Opinion Form. Once the requestor has completed the Request for Advisory Opinion Form it should be returned to the City Staff Liaison in a sealed envelope marked "Request for Advisory Opinion," either via hand-delivery or first-class mail to City of Brunswick Ethics Commission, City Hall, 1 West Potomac Street, Brunswick, Maryland 21716. The City Staff Liaison shall forward all received requests directly to the Ethics Commission.

The request should include the name, address, telephone number, and signature of the requestor, and should describe the facts and circumstances in question.

The Ethics Commission meets to hear and decide requests for Advisory Opinions monthly.

What happens after a request for an Advisory Opinion is submitted to the Ethics Commission?

After receipt of the Request, the Ethics Commission shall make an initial determination as to whether the information provides a sufficient basis to issue an Advisory Opinion. The Ethics Commission may instruct the City Attorney to investigate the facts to aid the Commission in its evaluation of the request. If the Ethics Commission requires additional information in order to provide an Advisory Opinion, the Ethics Commission may compel the requestor to attend a hearing to further develop the facts and circumstances. After deliberation, the Commission will provide an interpretation of the applicability of the provisions of the Ethics Ordinance to the requestor based on the facts provided to it.

The Commission's interpretation shall be rendered as a formal, written Advisory Opinion, and shall be sent to the requestor. If appropriate and/or requested, a Waiver may be part of the Advisory Opinion. All Advisory Opinions shall be written without disclosing the names of any persons involved in order to maintain confidentiality. Once the Advisory Opinion has been released to the requestor, it is available for public inspection and copying.

Complaints

What is a Complaint?

A Complaint is a written statement, signed under oath, alleging a violation of the Ethics Ordinance. Any person may file a Complaint. A Complaint must be filed within 1 year of the alleged violation. In addition, the Ethics Commission on its own initiative may issue a Complaint alleging a violation of the Ethics Ordinance. The Ethics Commission may dismiss a Complaint at any time if it determines that the evidence does not support further action.

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Brunswick Food Bank Staff Comments

The background:

The Brunswick Food Bank provides needed food to more than 200 families in and near the City of Brunswick. The Food Bank is staffed by volunteers and is currently located in a church parsonage. The City supports the Food Bank with a cash grant each year.

The problem:

However, the parsonage is now going to be occupied and the Food Bank needs to find a new home by May 2015.

The process:

The leadership of the Brunswick Food Bank has diligently sought alternate locations for the Food Bank with the goal of remaining close to downtown Brunswick. Although a number of alternate locations have been considered, no location currently in private nor non-profit ownership is suitable.

The solution:

The City of Brunswick has been asked to host the Brunswick Food Bank. After carefully reviewing the pros and cons of various City-owned locations, it appears that hosting the Brunswick Food Bank at the City Annex would be the most practical and straightforward solution. City Administrative staff can consolidate to reduce the amount of space needed for their operations. Brunswick Food Bank's parent organization (and 501c3), Beacon, already has a shared office in the building.

Conclusions:

Staff recommends that the Council allow Brunswick Food Bank to share space in the City Annex building at 601 East Potomac Street. The Food Bank will be asked to provide a rendering of their anticipated space needs for the building, which will be reviewed by staff and hopefully finalized.



State of Maryland

LAWRENCE J. HOGAN, JR.
Governor

DEPARTMENT OF ASSESSMENTS AND TAXATION

OWEN C. CHARLES
Acting Director

Office of the Director



February 13, 2015

MEMORANDUM

To: Municipal Corporation Taxing Authorities
From: Owen C. Charles, Acting Director
Re: 2015/16 Constant Yield Tax Rate – Exemption

Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessments and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

(1) the property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and

(2) the property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

This is to certify that your jurisdiction has been exempted from the provisions of § 6-308 of the Tax-Property Article.

Attached is Form CYTR#1 which shows your Constant Yield Tax Rate exemption and also includes an estimate of the assessable real property base for the 2015/16 taxable year.

If you should have any questions, please contact Cynthia Barkley in our Headquarters Office in Baltimore at (410) 767-4884.

Enclosure: Form CYTR#1

2015 Constant Yield Tax Rate Certification

Taxing authority: **Brunswick
 in Frederick County**

1	1-Jul-2014	Gross assessable real property base	\$	433,657,228
2	1-Jul-2014	Homestead Tax Credit	-	97,850
3	1-Jul-2014	Net assessable real property base		433,559,378
4	1-Jul-2014	Actual local tax rate (per \$100)	x	0.4620
5	1-Jul-2014	Potential revenue	\$	2,003,044
6	1-Jul-2015	Estimated assessable base	\$	452,720,600
7	1-Jan-2015	Half year new construction	-	12,275,930
8	1-Jul-2015	Estimated full year new construction*	-	5,000,000
9	1-Jul-2015	Estimated abatements and deletions**	-	1,787,106
10	1-Jul-2015	Net assessable real property base	\$	433,657,564
11	1-Jul-2014	Potential revenue	\$	2,003,044
12	1-Jul-2015	Net assessable real property base	÷	433,657,564
13	1-Jul-2015	Constant yield tax rate	\$	0.4619

EXEMPT

Certified by


Acting Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2015, including Homestead Tax Credit.