1. Agenda 04 27 2020

   Documents:

   AGENDA 04 27 20.PDF

2. Council Packet 04 27 2020

   Documents:

   COUNCIL PACKET 04 27 20.PDF

AGENDA

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, April 27, 2020 at 7 pm
https://www.facebook.com/westminstermd/

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A) Mayor and Common Council Meeting of April 14, 2020

3. PRESENTATIONS

A) Mayoral Proclamation, declaring May as National Preservation Month

B) Mayoral Proclamation, declaring May 3 – 9, 2020 as Public Service Recognition Week

C) Mayoral Proclamation, declaring May 10 – 16, 2020 as National Police Week

D) Quarterly Progress Report – Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC) – Graham Dodge, MAGIC Executive Director

E) Proposed FY 2021 Budget – Ms. Matthews

4. PUBLIC HEARING

A) Constant Yield Tax Rate – Ms. Palmer

5. CONSENT CALENDAR

A) Approval of March 2020 Departmental Operating Reports

B) Approval – Deed of Easement for McDaniel College Storm Water Management Facility – Mr. Glass

C) Approval of Good Cause Waiver – Mr. Depo

6. REPORT FROM THE MAYOR

7. COVID-19 PANDEMIC UPDATE

A) Bulk Item and Yard Waste Collection during COVID-19 Pandemic – Mr. Glass

B) Other Matters

8. REPORTS FROM STANDING COMMITTEES

A) Arts Council

B) Economic and Community Development Committee

C) Finance Committee

D) Personnel Committee

E) Public Safety Committee

F) Public Works Committee

G) Recreation and Parks Committee

9. COUNCIL COMMENTS AND DISCUSSION

10. ORDINANCES & RESOLUTIONS

A) Introduction of Ordinance No. 922 – An Ordinance of the Mayor and Common Council of Westminster, Maryland Approving and Adopting a Budget for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021 – Ms. Palmer

11. UNFINISHED BUSINESS

A) Annual Review of Automated Enforcement Program – Year 10 – Chief Ledwell

12. NEW BUSINESS

A) Approval – Westminster Public Housing Agency FY 2020 Administrative Plan and 5-Year Plan – Ms. Valenzisi

13. DEPARTMENTAL REPORTS

14. CITIZEN COMMENTS – Please submit your comments to the City Clerk, Shannon Visocsky at SVisocsky@westgov.com

15. ADJOURNMENT

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MINUTES

CITY OF WESTMINSTER
Common Council Meeting
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CALL TO ORDER

Elected Officials Present: Councilmember Chiavacci, Councilmember Dayhoff, Mayor Dominick, Councilmember Gilbert, President Pecoraro, and Councilmember Yingling.

Staff Present: Director of Human Resources Childs, Director of Community Planning & Development Depo, Director of Public Works Glass, Police Chief Ledwell, City Attorney Levan, City Administrator Matthews, Assistant Director of Recreation and Parks Mullendore, Director of Finance and Administrative Services Palmer, Director of Housing Services Valenzisi, and City Clerk Visocsky.

APPROVAL OF MINUTES

President Pecoraro requested a motion to approve the minutes of the Mayor and Common Council Meeting of March 23, 2020.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the minutes of March 23, 2020.

VOTE

AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

PRESENTATION

Mayor Dominick read the Mayoral Proclamation, declaring April 12 – 18, 2020 as National Public Safety Telecommunicators Week.

REPORT FROM THE MAYOR

Mayor Dominick noted the addition of a COVID-19 pandemic update on the meeting agenda in consultation with President Pecoraro. He commented that a presentation on this topic likely would be part of future meeting agendas for some time.

Mayor Dominick then informed his colleagues that he had spoken to the City Administrator about providing assistance to update the City's website, given his professional expertise in this area. Enhancing the functionality of the website will allow the City to better serve the public and also ease the burden on staff. Mayor Dominick stated that he had begun the process of reaching out to the department directors to discuss the website.

Mayor Dominick thanked the other Mayors throughout Carroll County and Maryland with whom he had been in contact during the COVID-19 pandemic. He stated that he was part of an e-mail thread through which the Mayors continued to share ideas and how their municipality is addressing the national emergency. Mayor Dominick stated that his next virtual meeting with his Carroll County counterparts is scheduled for April 15, 2020.

COUNCIL UPDATES OF COVID-19 PANDEMIC

Mayor Dominick stated that, when the COVID-19 pandemic began, the City needed to make certain operational decisions quickly, including modifications to staff work schedules. With the change in the work schedule of most Public Works staff, including that of Street Department employees, an assessment took place of what services should continue to be provided and what services could be temporarily suspended. Bulk item and yard waste collection were determined to be less critical services, leading to the temporary suspension currently in place. Mayor Dominick clarified that regular household trash and recyclables collection continued with no change in the pickup schedule.

Mayor Dominick then asked Mr. Glass and Ms. Matthews to provide an update on the current status of City operations.

Mr. Glass reported that the Public Works Department has currently divided its crews in half. One crew works a 40-hour week, and is then on administrative leave for the second week of the bi-weekly pay period. The second crew's work schedule is the opposite during the same bi-weekly pay period. Mr. Glass stated that the goal of this alternating schedule is to minimize potential disruption to the City's ability to provide critical services; if one crew becomes ill due to the coronavirus, the other crew would hopefully be healthy and available to work.

Because Street Department staffing was cut in half during any given week, the amount of work that could be accomplished was reduced. Mr. Glass noted that, in addition to the Street Department's day-to-day responsibilities, its staff assumed additional duties during the spring season, including mowing and maintenance of City-owned properties. Furthermore, in the event of an emergency situation such as the February tornado, the Street Department had to prioritize such work. If the Mayor and Common Council directed that the pickup of bulk item and yard waste should resume, other Street Department duties would have to be suspended in order to accommodate the collection work.

Mr. Glass then informed the Mayor and Common Council the staffing options he had discussed with Ms. Matthews in mid-March:

- Plan A – No change in Public Works staffing schedules;

- Plan B -- Split each department's staff into two crews, with each working one week on, one week off during a bi-weekly pay period; and,

- Plan C – In the unfortunate event that one crew was impacted by the coronavirus and unable to work as a result, the other crew would report to work each week and assume the duties of both crews to the best of their ability.

Councilmember Chiavacci asked Mr. Glass and Ms. Matthews for clarification regarding current staff work schedules. Ms. Matthews replied that the City had moved as many staff members as possible to teleworking. A limited number of staff members were still reporting to work as they customarily would; the vast majority of this group were Police Department staff. Ms. Matthews stated that Mr. Glass had discussed the three plans outlined above with her in mid-March, and they agreed that Plan B was the preferred schedule at this time to minimize risks to employee health and to ensure business continuity. She noted that the Public Works staff worked in close quarters, which made physical distancing a challenge.

Councilmember Gilbert and Councilmember Dayhoff shared their concerns regarding the number of uncollected bulk item and yard waste bags at the curb, and suggested that the elected body discuss how to address the matter. Councilmember Gilbert asked Mr. Glass for the number of Street Department staff. Ms. Matthews replied that the Street Department has approximately 20 staff

members. Mr. Glass added that staffing was reduced by 50% in any given week under the current split crew arrangement

Councilmember Gilbert recommended to her colleagues that the City resume bi-weekly yard waste pickup, and provide a quarterly large item collection until the City was able to resume its normal schedule. To accommodate the associated workload, she suggested that the Street Department staff work ten-hour days, Monday – Sunday, during the week of active work.

Ms. Matthews stated that federal law required the City to pay overtime for any hours worked above 40 in a work week, adding that the City's alternating work schedule was being utilized by many local governments as part of their COVI-19 pandemic response. She added that the current schedule provides the best change of mitigating staff infection given the rapid spread of the coronavirus. Ms. Matthews noted that the City was tracking staff administrative leave for possible reimbursement from any available emergency management funds.

Mayor Dominick encouraged his colleagues to evaluate the options in the context of current conditions, rather than in the context of normal operations. He stated that the split crew staffing arrangement provided the necessary separation to prevent staff members in one department from getting sick at once, which would then create a more significant problem in continuing to provide services to the community. Mayor Dominick recommended that the City proceed with caution in moving away from the current staffing model, and re-evaluate the situation after the virus peaks. He expressed confidence that Mr. Glass would make the necessary staffing adjustments and resume customary services when able to do so.

President Pecoraro stated that it was clear that several members of the elected body would like to see modifications to the current Public Works staffing schedule and some resumption of service. He asked staff to explore alternative scenarios.

Councilmember Dayhoff stated that bulk item and yard waste collection was a mission critical service. He added that a scaled back level of service would be acceptable to him.

Councilmember Yingling, as Chair of the Public Works Committee, noted that the country was in a state of emergency, and the City was dealing with a dangerous pandemic. The safety of City staff was his top priority, and the continuity of mission critical services should be paramount. Councilmember Yingling stated that the staff experts had offered their opinion, and that the Mayor and Common Council should listen to them.

President Pecoraro stated that this matter had been fully discussed. Staff understood the concerns, and would bring back an alternative work schedule that prioritized employee safety. He added that that it was hard to maintain physical distance when dealing with bulk item pickup.

Ms. Matthews reported that, since the Mayor and Common Council meeting on March 24, 2020, the City canceled all events and facility rentals through the month of May, including the Flower and Jazz Festival. She also noted that the American Legion's annual Memorial Day parade was also canceled. Ms. Matthews stated that the City would soon need to make a decision regarding events in the month of June, including the Beer and BBQ Stroll, to avoid financial loss.

REPORTS FROM STANDING COMMITTEES

Councilmember Dayhoff, on behalf of the Arts Council, reported that April 2020 programming was cancelled due to the COVID-19 pandemic. He also announced that the Carroll Arts Center revamped its website, which went live during the week of April 5, 2020. Although the Center was currently closed, Councilmember Dayhoff urged the audience to explore the new site. Councilmember Dayhoff concluded his report by relaying that the Carroll Arts Center was awaiting on an update from City staff regarding the installation of its new HVAC system.

Councilmember Yingling, on behalf of the Economic and Community Development Committee, noted the hardship faced by local businesses due to the COVID-19 pandemic. He thanked the Small Business Development Center, the Maryland Department of Commerce, the Carroll County Chamber of Commerce, and the Carroll County Technology Council for providing information regarding available federal and state loan programs. Councilmember Yingling also expressed his appreciation to Governor Hogan for his leadership during the COVID-19 crisis.

President Pecoraro, on behalf of the Finance Committee, reported that staff was continuing to work on the FY 2021 budget. He noted that the City would likely see a decline in certain revenue sources, including income tax proceeds. President Pecoraro stated that the City would not raise its tax rates in FY 2021. He then informed his colleagues that the Finance Committee was scheduled to meet on April 17, 2020; the presentation of the proposed FY 2021 budget was rescheduled to the Mayor and Common Council meeting of April 27, 2020.

Councilmember Gilbert, on behalf of the Personnel Committee, recognized the challenges caused by the COVID-19 pandemic and thanked the department heads for all that they had done.

Councilmember Chiavacci, on behalf of the Public Safety Committee, reported that crime rates in the City were down, and continued to decrease each year. He commented that this was a testament to the work of the Police Department. Councilmember Chiavacci noted that the new 12-hour patrol schedule, implemented in early March, was going well.

Councilmember Chiavacci then reported that, in consultation with Mayor Dominick, the Police Department's take home car program parameters had been temporarily expanded to minimize the risk of cross-contamination of the coronavirus. He thanked his colleagues for their support for the temporary program expansion.

Councilmember Chiavacci then reported that the Maryland State Police concluded its investigation of the police-involved shooting in which five Westminster Police Department officers were involved. The State Police's finding had been forwarded to the Carroll County State's Attorney's Office, which determined the shooting to be justified. The five officers, who are currently on administrative leave, were scheduled to return to work following completion of other steps.

Councilmember Dayhoff, on behalf of the Recreation and Parks Committee, requested that a list be prepared of repairs needed to the Westminster Family Center. With the facility currently closed to the public, this would be a good opportunity to address these items.

There was no report for the Public Works Committee.

COUNCIL COMMENTS AND DISCUSSION

Councilmember Dayhoff suggested that the Mayor and Common Council schedule a discussion of the following matters:

- Postpone implementation of the plastic bag ban, which is currently scheduled to go into effect on July 1, 2020;
- Amend the City Code to all programmable signage;
- Change out of street lights with LED lighting;
- Update and strengthen the nuisance property ordinance;

- Revise the rental licensing program to incorporate property inspections;

- Develop plan for future use of the former Wakefield Valley Golf Course; and,

- Research new parking meter options.

Councilmember Gilbert shared her collaboration with Grace Lutheran Church and Brooke Hagerty, owner of The Food Chick, to start a community food pantry. Drop off of donated goods would begin on April 17, 2020 and continue every Monday, Wednesday, and Friday. Every Thursday and Saturday would be the pickup days for those who were need of these resources. Councilmember Gilbert stated that, in an effort to maintain social distancing, the items would be pre-bagged. She noted that local farmers were contributing to meet this community need.

BIDS

Sole Source Procurement of MIOX Hypo-Chlorite Generator

Mr. Glass stated that the City currently purchases chlorine in bulk liquid form for disinfection of the filtered water at the Cranberry Water Plant. The material is a concentrated, industrial grade 12% bleach solution. This was a change from the gas chlorination used some years ago, as a result of process safety standards promulgated in the United States following the Union Carbide disaster in Bhopal, India. While 12% Hypo-Chlorite does not carry with it the deadly effect of a chlorine gas leak, Mr. Glass informed the Mayor and Common Council that there are certain drawbacks to its use.

Mr. Glass stated that an alternative to the current bulk purchase is to generate the needed solution on-site. The associated process equipment utilizes water, electricity, and salt (NaCl) to produce a Hypo-Chlorite solution of considerably lesser strength. Off-gassing is drastically reduced under these conditions; additionally, the availability of the necessary reagents (salt) is far less problematic, and has an infinite shelf life in comparison to the purchasing of bulk 12% material.

Mr. Glass informed the Mayor and Common Council that until recently there were two manufacturers of on-site Hypo-Chlorite generators. De Nora, the parent company and original owner of the MIOX system, recently purchased the other manufacturer (Chlor-Tech) for business market advantages. Therefore, at this time, only one supplier exists for the purchase

Mr. Glass recommended that the Mayor and Common Council approve the sole source procurement for the De Nora On-site Generator (MIOX 60), and accept the proposal of Kreshner Environmental Technologies in the amount of $60,850. He noted that the FY 2020 Water Fund budget allocates $100,000 for this project; additional costs would be incurred for installation materials.

Councilmember Chiavacci asked Mr. Glass if staff had compared the long-term cost of purchasing the Hypo-Chlorite in bulk versus generating the solution. Mr. Glass replied that staff had done so; the high cost of transporting the water needed for the Hypo-Chlorite approach made on-site generation more cost effective.

Councilmember Yingling moved, seconded by Councilmember Dayhoff, to approve the sole source procurement of the De Nora On-site Generator (MIOX 60), and accept the proposal of Kreshner Environmental Technologies in the amount of $60,850.

VOTE

AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Contract for Executive Search Services

Ms. Matthews stated that the Director of Finance and Administrative Services would soon assume her new role as a Special Projects Manger. In addition, the Director of Human Resources had expressed interest in retiring in FY 2021. Staff recommended that the City retain the services of an executive search firm to conduct the recruitments to fill these pending vacancies.

Ms. Childs continued, informing the Mayor and Common Council that staff issued a Request for Proposals (RFP) to 11 executive search firms. Staff received and reviewed two proposals from highly qualified firms – The Novak Consulting Group and GovHR USA – and believed that The Novak Consulting Group's proposal best met the City's needs.

Ms. Childs recommended that the Common Council award a contract to The Novak Consulting Group in the not-to-exceed the amount of $44,600 for executive search services associated with the Director of Finance and Director of Human Resources recruitments. Following the award of a contract, funding for these services would be allocated through the budget amendment process.

Councilmember Chiavacci moved, seconded by Councilmember Yingling, to approve the award of a contract to The Novak Consulting Group, in the not-to-exceed amount of $44,600, for executive search services for two department director recruitments.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Annual Review of Automated Enforcement Program – Year 10

Chief Ledwell provided the Year 10 update for the Site 505 Automated Enforcement Program (AEP), located at the intersection of Malcolm Drive and Nursery Road. He informed the Mayor and Common Council that the enforcement statistics provided in the agenda packet reflected the period of March 1, 2019 through February 29, 2020.

Chief Ledwell reported that a comparison of crash data for the three years prior to implementing Site 505 AEP and crash data after Site 505 AEP was put in place indicated that crashes have decreased at the intersection. Red light violations have also decreased since the implementation of the AEP at this intersection. He informed the Mayor and Common Council that the AEP continued to be self-sustaining at this location in Year 10, with net revenue of $14,617.27; this figure factors in the imputed cost of staff time associated with administration of the AEP.

Chief Ledwell stated that a continuing concern is the "opportunity cost" of staff time spent administering the AEP. With a single remaining AEP camera in place, WPD must dedicate an average of one hour per workday of a sworn officer's time to reviewing potential violations, returning phone call questions, researching violator-reported concerns and questions, attending court dockets, communicating with the Regional Automated Enforcement Center and the vendor, and attending related meetings. These responsibilities occur sporadically during the officers' shifts, and often require a timely response. Additionally, support staff are required to field violator questions and to process violator payments. Unresolved questions are usually forwarded to the Deputy Chief for resolution.

Weighing all factors, Chief Ledwell informed the Mayor and Common Council that the Police Department staff was not opposed to terminating the AEP. Staff would continue to support it if that was the desire of the Mayor and Common Council.

Councilmember Chiavacci stated that the initial AEP included five red light camera sites. Early in the program, the Mayor and Common Council elected to decommission four sites, leaving only Site 505. Over time, the number of accidents and citations went down at all five locations. Councilmember Chiavacci expressed his support for discontinuing the AEP at Site 505 due to the opportunity costs outlined by Chief Ledwell. The City could reinstitute the program in the future.

Mayor Dominick agreed with Councilmember Chiavacci's approach to the matter. Before a final decision is made to discontinue the AEP at Site 505, he requested collision data to determine the impact of removing red light cameras. Chief Ledwell replied that the requested data would be compiled.

Following further discussion, the Mayor and Common Council unanimously agreed to continue discussion of this matter at the next Mayor and Common Council meeting on April 27, 2020.

Warner Construction Contract Change Order No. 2
Ms. Matthews informed the Mayor and Common Council that Change Order No. 2 to the City's contract with Warner Construction was comprised of two items:

- Revisions to an electrical current transformer, with an associated cost of $38,719.65; and,

- Deletion of a door on the second floor of the building, which would be processed as a contract credit in the amount of $1,672.52.

The net cost of Change Order No. 2 was in the amount of $37,047.09.

Ms. Matthews recommended that the City authorize Warner Construction to perform the work discussed above through the approval of the Change Order No. 2 to the City's contract with Warner Construction.

Councilmember Dayhoff moved, seconded by Councilmember Chiavacci, to approve Change Order No. 2 to the City's contract with Warner Construction.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

DEPARTMENTAL REPORTS
City Administrator
Ms. Matthews reported that she had a conference call with Katz & Associates on April 2, 2020, to discuss the results of the stakeholder interviews held in late January and early February. She shared that the firm would be incorporating the feedback obtained from the stakeholder interviews into the draft communication plan; she anticipated receiving the draft plan in approximately 30 days.

Ms. Matthews then reported that, during the bi-weekly progress meeting held on Tuesday, April 7, 2020, Warner Construction indicated that they were about 2 to 3 weeks behind schedule. Their original steel manufacturer was shut down, but they had identified another supplier. Warner Construction also encountered issues with its window manufacturer. She informed the Mayor and Common Council that Warner Construction was looking for ways to make up the time.

Ms. Matthews stated that she had been working with Brooke Hagerty, the Manager of the Downtown Westminster Farmers Market, on logistical details related to the Market's opening. Farmers markets were allowed to operate under Governor Hogan's Executive Order; as of now, the Market was scheduled to open on May 16, 2020. Ms. Matthews shared that Ms. Hagerty had done a great job of developing a plan to protect both vendors and shoppers. The plan included limiting the number of Market shoppers at any one time, reconfiguring the Market layout to keep all vendors 10 feet apart, and requiring all vendors to wear face coverings. Market shoppers would be encouraged to wear masks as well.

Mayor Dominick shared that he had researched how other farmers markets were providing services to their customers. He found that the vendors were bundling their goods to reduce customer handling and time spent shopping. Ms. Matthews shared that she had forwarded the Mayor's suggestion to Ms. Hagerty.

Ms. Matthews concluded her report by updating the Mayor and Common Council on the Stocksdale Redevelopment Project. She stated that Partners for Economic Solutions, and its subconsultant Maser Consulting, completed the preliminary Site Characterization report. This report incorporated the following items: review of background site information, baseline market conditions, and preliminary financial evaluation of potential reuse options. Ms. Matthews anticipated receiving the preliminary site characterization report early in the week of April 20, 2020, which would be uploaded to the FTP site for the City's review. Ms. Matthews noted that the COVID-19 pandemic had significantly shifted market conditions and future development potential. PES reported that its initial outreach to the development community indicated an unwillingness to review new opportunities in these times of great uncertainty and financial strife. Ms. Matthews stated that she would share PES' recommendations regarding next steps with the Economic Development Committee later in the week.

Westminster Volunteer Fire Department
Councilmember Dayhoff, on behalf of Westminster Volunteer Fire Department (WVFD) President Danny Plunkert, reported that the department assigned a seventh first responder to each shift so that it could run all three of its medic units that in order to meet the increased demands of the COVID-19 pandemic. While WVFD continues its commitment to serving the community during the pandemic, departmental staff is exercising caution with personal protective equipment in order to keep its providers and patients safe.

Councilmember Dayhoff then reported that WVFD ran a total of 518 calls during the month of March: 444 EMS calls and 74 fire calls. Of those calls, 307 were within the City limits. Total calls for calendar year of 2020 were 1,630: 1,386 EMS calls and 244 fire calls.

Councilmember Dayhoff concluded his report by asking for donations of disposable masks, N95 masks, isolation gowns or disposable Tyvek suits, disinfectants, hand sanitizer, face shields or safety glasses, and gloves to WVFD.

Westminster Police Department
Chief Ledwell followed up on Councilmember Chiavacci's report regarding the officer involved shooting that occurred. He stated the department still had several steps to go through, and it would likely be at least ten days before the officers who were involved in the incident could return to their normal duties. The Carroll County Sheriff's Office was providing assistance to fill the resulting gap in patrol coverage. Chief Ledwell informed the Mayor and Common Council that the Maryland State Police would also be conducting the internal investigation of the officer involved shooting on behalf of the Westminster Police Department.

Chief Ledwell reported that the Police Department completed the FEMA portal requirements for possible reimbursement of City expenses incurred due to the COVID-19 pandemic. He shared that the Carroll County Sheriff's Office provided a decontamination site where Westminster officers who were concerned of potential coronavirus exposure could go to clean up. In addition, the Police Department had a disinfectant fogger for the cruisers.

Chief Ledwell stated that the Police Department's calls for service were generally down, but began to increase within the last few days. As mentioned by Councilmember Chiavacci, overall Part I crime in the City was down compared to 2019.

He then shared that the new police recruits were able to continue the police academy via remote instruction. Their anticipated graduation date was the first week of August.

Chief Ledwell concluded his report by sharing that the Police Department is continuing to provide security checks at Access Carroll's medical respite site and food distribution sites within the City.

Human Resources Department
Ms. Childs reported that she and her staff were busy handling their normal everyday tasks. Additionally, she and Human Resources Analyst Brenda Anders were educating themselves on new laws enacted in response to the COVID-19 pandemic, including participating in multiple webinars on the topic.

Housing Services Department
Ms. Valenzisi reported that she was reviewing new temporary modifications issued by HUD in response to the COVID-19 pandemic.

Public Works Department
Mr. Glass provided the Mayor and Common Council with an update on the annual paving project.

Mr. Glass then advised that he had received a draft proposal from the University of Maryland regarding reservoir modeling work associated with the City's water re-use initiative; the Maryland Department of the Environment requested the modeling work.

Mr. Glass concluded his report by providing an update on the ENR/Biosolids Project. He shared that the use of directional drilling for needed electrical service cost $7,500, compared to the general contractor's price quote of $80,000. Mr. Glass informed the Mayor and Common Council that the electrical subcontractor working on the Project elected not to work until after the coronavirus had reached its peak in the Westminster area.

Community Planning & Development Department
Mr. Depo reported that the Planning and Zoning Commission met on April 9, 2020. The Commission approved two signage requests for Heritage Honda: one freestanding and the second being wall mounted.

Mr. Depo also reported that the Board of Zoning Appeals was scheduled to meet on May 5, 2020 to review the proposed Valvoline Service Station to be located on Route 140 at Gorsuch Road. Councilmember Chiavacci asked if ingress and egress issues would be addressed due to the challenging nature of the site. Mr. Depo replied that staff requested that the applicant provide a traffic study.

Mr. Depo then informed the Mayor and Common Council that City of Westminster received the *People Loving and Nurturing Trees* award from the Maryland Urban and Community Forest Committee. He thanked Comprehensive Planner Andrew Gray for completing the requirements for this award.

Recreation and Parks Department
Ms. Mullendore reported that the Recreation and Parks staff continues to work with MissionTix to process refunds for the events cancelled by the City as a result of the pandemic. She also reported that staff was planning for upcoming summer and fall events. One idea under consideration was offering virtual events in celebration of Recreation and Parks Month in July.

CITIZEN COMMENTS
President Pecoraro read an e-mail sent by Heather Cole, owner of Molli's Café. Ms. Cole thanked Councilmember Chiavacci for his support and encouragement through all that has been going on due to the COVID-19 pandemic. She also expressed her appreciation to the Westminster Volunteer Fire Department and the Westminster Police Department for their excellent work during the crisis.

ADJOURNMENT
President Pecoraro adjourned the meeting at 9:06 pm.

Respectfully Submitted,

Shannon Visocsky, City Clerk

Full audio version is available on www.westminstermd.gov

Mayoral Proclamation

National Preservation Month
May 2020

Whereas, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

Whereas, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

Whereas, everyone has places that are important to them. Places they care about. Places that matter. "This Place Matters" is the national campaign that encourages people to celebrate the places that are meaningful to them and to their communities; and

Whereas, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people.

Now, Therefore, I, Joe Dominick, Mayor of the City of Westminster, do proclaim May 2020 as ***National Preservation Month*** in the City of Westminster, and call upon the people of Westminster to join their fellow citizens across the United States in recognizing and participating in this special observance.

Adopted this 27th day of April, 2020.

Joe Dominick
Mayor

Mayoral Proclamation

Public Service Recognition Week

Whereas, Americans are served every single day by public employees at the federal, state, county and municipal levels; and,

Whereas, the actions of these public employees enhance the quality of life in jurisdictions across the nation; and,

Whereas, the City of Westminster is served by many dedicated public employees providing a variety of services to the community; and,

Whereas, the services performed by these employees include general administration, housing and code enforcement, human resources, information technology, public safety, public works, and recreation and parks; and,

Whereas, the Mayor and Common Council wish to recognize the work performed by City employees and those public employees employed by other levels of government.

Now, Therefore, I, Joe Dominick, Mayor of City of Westminster, on behalf of the Common Council do hereby proclaim that May 3-9, 2020 is hereby declared as Public Service Recognition Week in the City of Westminster; and,

Be it Further Proclaimed that all residents are encouraged to join the Mayor and Common Council in celebrating the accomplishments and contributions of government employees at all levels.

Adopted this 27th day of April, 2020.

Joe Dominick
Mayor

Mayoral Proclamation

National Police Week and Peace Officers' Memorial Day

Whereas, there are more than 900,000 sworn law enforcement officers now serving in the United States, including the dedicated members of the Westminster Police Department; and,

Whereas, since the first recorded police death in 1791, over 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and,

Whereas, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

Whereas, in 1962, President John F. Kennedy signed a proclamation which designated May 15th as Peace Officers Memorial Day and the week in which that date falls as Police Week; and,

Whereas, National Police Week, established by a joint resolution of Congress in 1962, pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and,

Whereas, the members of the Westminster Police Department provide a vital public service, working to ensure the safety and protection of community members, homes, businesses, and schools; and,

Whereas, the Mayor and Common Council wish to publicly salute the service of the officers of the Westminster Police Department.

Now, Therefore, I, Joe Dominick, Mayor of City of Westminster, in conjunction with the Common Council, do hereby proclaim May 10 – 16, 2020 as National Police Week and May 15, 2020 as Peace Officers' Memorial Day in the City of Westminster; and,

Be it Further Proclaimed that all residents are encouraged to join the Mayor and Common Council in commemorating this observance by thanking the members of the Westminster Police Department, past and present, for their dedicated service to the Westminster community and for their efforts in keeping our community safe.

Adopted this 27th day of April, 2020.

Joe Dominick
Mayor

Presentation – MAGIC Quarterly Report

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: April 22, 2020

Re: MAGIC Presentation

Background

The FY 2020 budget includes $80,000 in grant funding to support the activities of the Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC). The grant agreement between the City of Westminster and MAGIC outlines the terms and conditions associated with the funding.

Exhibit A of the grant agreement sets forth program measures to keep the City apprised of MAGIC's progress in attaining certain goals related to its mission of promoting a culture of technology in Westminster and Carroll County. The agreement calls for MAGIC to report publicly to the Mayor and Common Council on a quarterly basis on its progress in meeting these program measures.

On April 27, 2020, Graham Dodge, Executive Director for MAGIC, will provide the progress report for the third quarter of FY 2020.

Recommendation

Staff recommends that the Mayor and Common Council receive Mr. Dodge's presentation and ask questions as desired.

Attachments

- FY 2020 Grant Agreement between the City and MAGIC
- YTD Program Measures Provided by Mr. Dodge

cc: Tammy M. Palmer, Director of Finance and Administrative Services

CITY OF WESTMINSTER GRANT AGREEMENT
FISCAL YEAR 2020

Grantee:	Mid-Atlantic Gigabit Innovation Laboratory
	P.O. Box 517
	Westminster, Maryland 21158
ATTN:	George Perkins, Treasurer

The Mayor and Council of Westminster, Maryland has authorized a grant of funds to the above-named Grantee for Fiscal Year 2020 in the amount of $80,000.00. This grant (hereinafter the "Grant") is administered by the Westminster City Administrator. Any questions concerning this grant are to be addressed to the City Administrator.

The Grant, and the disbursement of grant funds (hereinafter the "Grant Funds") to Grantee, is subject to the following conditions:

1. Grantee agrees to utilize the grant funds to create and nurture a tech entrepreneur ecosystem in Carroll County; to reach, teach, and train entrepreneurial talent to populate the tech ecosystem; and to accelerate the development of new technologies, particularly involving gigabit broadband (hereinafter the "Grant Services"). The goal of these activities is to develop a culture of technology entrepreneurialism focused on Westminster, and to attract innovators, companies, and investors to a growing pool of tech talent in Westminster and Carroll County. Any changes or modifications to these Grant Services must receive prior written approval from the Westminster City Administrator.

2. The City of Westminster will disburse the Grant Funds to Grantee during Fiscal Year 2020 (July 1, 2019 – June 30, 2020) in an amount not to exceed $80,000.00. The City agrees to make four installment payments in the amount of $20,000.00 each, to be paid in the months of July, October, January, and April.

3. Grantee shall report publicly to the Mayor and Common Council on a quarterly basis, describing progress in meeting the program measures outlined in Exhibit A.

4. Grantee will submit a written final report by August 31, 2020, describing progress in meeting the program measures outlined in Exhibit A.

5. Grantee shall provide the City with a copy of its audited financial statements at the end of the Grantee's current fiscal year. Grantee shall further provide the City with any additional documents and information that the City may request. Grantee shall also make available to the City, upon request, its internal policies, practices, books, and records relating to the provision of the Grant Services and the use of Grant Funds.

6. In its discretion, the City may appoint a member of the Common Council to serve as a non-voting liaison to the Grantee's Board of Directors.

7. Grantee shall perform the Grant Services as an independent contractor and shall not be considered an agent of the City, nor shall any of the employees or agents of Grantee be considered sub-agents of the City.

8. Grantee shall not discriminate against any person in employment or in the provision of the Grant Services because of race, creed, color, sex, national origin, ancestry, marital status, handicap, sexual orientation, or age.

9. Grantee shall, at Grantee's expense, be responsible for obtaining all necessary licenses and/or approvals and for complying with any applicable federal, state, and municipal laws, codes, and regulations in connection with the performance of the Grant Services.

10. Grantee shall not assign or transfer the Grant, Grant Funds, or the obligation to perform the Grant Services, except as expressly authorized by the City Administrator.

11. It is agreed that Grantee shall indemnify and hold harmless the City, its officers, agents, and employees from any and all suits, actions, claims, damages, and costs of every nature and description to which the City many be subjected by reason of injury to person or property resulting from Grantee's conduct or negligence or that of its agents, employees, or subcontractors in the performance of its duties under this Grant. Grantee shall be responsible for all damage to persons or property, which occurs or is a result of its conduct and shall take proper safety and health precautions to protect all employees and members of the general public. Grantee shall be responsible for claims of liability, loss or damage which may be attributable in whole or in part to its negligence or misconduct, excepting however such claims or damages as may be attributable to the direct or willful negligence of the City, its officers, agents, or employees.

12. The City shall have access to and the right to examine any financial records of Grantee. Grantee shall retain records pertaining to the Grant for at least five (5) years or such longer time as may be required by the City and shall contact the City before disposing of the records.

13. Grantee is responsible for insuring that Grant Funds are properly used in connection with the provision of Grant Services. The City reserves the right to demand repayment of any Grant Funds misappropriated to other purposes. If repayment is not made within ten (10) business days of such demand, the City may issue a lien against the Grantee's property and/or take such other actions as permitted by law.

14. All exhibits attached to this Grant are incorporated herein and made a part hereof. This Grant, including the exhibits attached, constitutes the entire agreement between the City and the Grantee, and the parties shall not be bound by any prior negotiation, representations or promises, not contained herein. This Grant is executed in the State of Maryland and shall be governed by Maryland law. The Grantee, by execution of this Grant, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this Agreement and further consents to venue in Carroll County, Maryland. If any provision of this Grant is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Grant shall remain operative and binding on the parties.

By signing below, Grantee hereby acknowledges, accepts, and agrees to abide by the foregoing grant conditions. The Grant shall automatically be revoked and terminated if any of the foregoing conditions are altered or modified without the express written approval of the City Administrator or her designee.

By: _____ (authorized Grantee representative signature)

GHORCH SHIRVINSHORAN SECRETARY (name and title must be printed under signature)

7/26/19 (date of agreement execution)

By: _____
Barbara B. Matthews, City Administrator

07-30-19 (date of agreement execution)

EXHIBIT A

Mid-Atlantic Gigabit Innovation Collaboratory
Program Measures

Measurement/Activity	Q1	Q2	Q3	Q4	Total
Number of sponsors participating in special events					
Amount of sponsor revenue received					
Number of grant applications submitted					
Number of volunteers from venture capitalists, startups, and tech companies					
Jobs placed/facilitated within the City of Westminster					
Jobs placed/facilitated outside the City of Westminster					
Number of conferences/events attended or hosted					
Number of conferences/business events attended at which the Westminster Fiber Network was promoted					
Coverage in local and regional news publications					

Measurement/Activity	Q1	Q2	Q3	Q4	Total
Number of sponsors participating in special events	0	29	8		
Amount of sponsor revenue received	0	$15.8k	$7,875		
Number of grant applications submitted	2	2	4		
Number of volunteers from venture capitalists, startups, and tech companies	6	10	17		
Jobs placed/facilitated within the City of Westminster	2	0	3		
Jobs placed/facilitated outside the City of Westminster	0	1	0		
Number of conferences/events attended or hosted	6	7	3		
Number of conferences/business events attended at which the Westminster Fiber Network was promoted	2	4	1		
Coverage in local and regional news publications	4	8	5		

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: April 23, 2020

Re: FY 2021 Budget, including Capital Improvement Program FY 2021 – FY 2026

Background
The City's new fiscal year will commence on July 1, 2020. In accordance with Article II of the Charter of the City of Westminster, the City Administrator prepared a proposed budget on behalf of the Mayor for the Common Council's consideration.

City staff met with the Finance Committee on four separate occasions during the development of the proposed budget for FY 2021. Those meetings took place on March 6, March 12, April 17, and April 20. The Committee's guidance and direction were instrumental in shaping the proposed budget.

Budget Schedule
The schedule for the Mayor and Common Council's review of the FY 2021 budget proposal is outlined below.

Thursday, April 30, 2020

- Budget Public Hearing #1
- Budget Work Session

Monday, May 4, 2020
- Budget Public Hearing #2
- Budget Work Session

Monday, May 11, 2020
- Adoption of Budget Ordinance

Community members are encouraged to check the City website to confirm the date/time of upcoming meetings of the Mayor and Common Council. Those wishing to offer written testimony at one or both of the budget-related public hearings should send their comments to City Clerk Shannon Visocsky at svisocsky@westgov.com.

Recommendation
Staff recommends that the Mayor and Common Council receive the presentation of the proposed budget for FY 2021.

cc: Tammy Palmer, Director of Finance & Administrative Services

Sponsored By: Joe Dominick, Mayor
Gregory Pecoraro, Council President

ORDINANCE NO. 922
OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, MARYLAND
APPROVING AND ADOPTING A BUDGET FOR THE
FISCAL YEAR BEGINNING JULY 1, 2020 AND
ENDING JUNE 30, 2021

WHEREAS, in accordance with the requirements of Md. Code Ann., Title 5 of the Local Government Article, and Section 41 of the Charter of the City of Westminster and Chapter 20 of the Code of the City of Westminster, the Mayor and Common Council are required to adopt an budget ordinance to appropriate funds for the several programs and purposes for which the City of Westminster must provide in the fiscal year beginning July 1, 2020 and ending June 30, 2021 ("Fiscal Year 2021") and to set the property tax rates for Fiscal Year 2021; and,

WHEREAS, the Mayor, as required by the City Charter, on or before June 15, 2020, prepared and presented to the Common Council a proposed budget outlining the anticipated expenditures and transfers for Fiscal Year 2021, and including the estimated revenues and other financing sources required and establishes the proposed tax rate for all real property taxes, personal property taxes, and public utility taxes; and,

WHEREAS, the Common Council held a public hearing with respect to the Constant Yield Tax Rate and the proposed budget on April 27, 2020, after appropriate notice thereof in a newspaper having general circulation in Westminster.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the City of Westminster that:

Section 1: From and out of the monies and balances known to be in the General Fund, Capital Projects Fund, Water Fund, Sewer Fund, Fiber Fund, and Public Housing Fund of the City of Westminster, Maryland, and from all monies anticipated to come into all funds during the twelve (12) month period ending June 30, 2021, there shall be, and hereby are, appropriated the

following sums for use by the departments and offices of the City, and for the objects and purposes for which the City must provide during Fiscal Year 2021.

GENERAL FUND REVENUES

Taxes	$11,222,367
Licenses and Permits	570,600
Intergovernmental	4,203,868
Charges for Services	1,057,212
Fines & Forfeitures	46,000
Miscellaneous Income	111,526
Interest Income	38,000
Transfers	(2,178,304)
Other Financing Revenue/Reserves	2,020,512

GENERAL FUND APPROPRIATIONS BY ACTIVITY

Executive & Legislative	$ 691,173
Finance	188,941
Human Resources	142,507
Planning, Zoning & Development	494,800
Housing Services	106,177
Public Safety Department	7,277,106
Facilities	242,985
Public Works	3,375,770
Technology	331,672
Public Housing	2,680,780
Recreation & Parks	1,559,868
Total General Fund Revenues	$17,091,781
Total General Fund Appropriations	$17,091,781
Difference	$ 0

CAPITAL PROJECTS FUND REVENUES

Taxes	$ 2,284,600
Intergovernmental	1,017,435
Charges for Services	306,880
Transfers	1,975,269
Other Financing Sources	3,665,026

CAPITAL PROJECTS FUND APPROPRIATIONS BY ACTIVITY

Planning, Zoning & Development	$ 25,000

Public Safety Department	253,418
Facilities	5,400,029
Public Works	3,547,430
Technology	8,333
Recreation & Parks	15,000
Total Capital Fund Revenues	$ 9,249,210
Total Capital Fund Appropriations	$ 9,249,210
Difference	$ 0

WATER FUND REVENUES

Charges for Services	$5,213,200
Rental Revenue	262,227
Miscellaneous Revenue	1,000
Interest Revenue	20,000
Benefit Assessment Fees/Capital Contributions	368,201
Other Financing-Reserves	302,209

WATER FUND APPROPRIATIONS BY ACTIVITY

Executive & Legislative	$ 308,199
Finance	278,576
Human Resources	170,709
Planning, Zoning & Development	119,352
Facilities	53,945
Public Works	239,615
Technology	486,733
Utilities	837,769
Water	3,671,939
Total Water Fund Revenues	$ 6,166,837
Total Water Fund Appropriations	$ 6,166,837
Difference	$ 0

SEWER FUND REVENUES

Charges for Services	$ 6,699,700
Other Revenue	10,000

Interest Revenue	40,000
Benefit Assessment Fee/Capital Contributions	24,577,607
Other Financing-Reserves	269,970

SEWER FUND APPROPRIATIONS BY ACTIVITY

Executive & Legislative	$ 304,273
Finance	278,576
Human Resources	170,096
Planning, Zoning & Development	119,353
Facilities	53,945
Public Works	239,668
Technology	486,733
Utilities	868,673
Wastewater	29,075,961
Total Sewer Fund Revenues	$31,597,277
Total Sewer Fund Appropriations	$31,597,277
Difference	$ 0

FIBER INFRASTRUCTURE FUND REVENUES

Charges for Services	$ 724,932
Other Revenue	1,000
Interest	2,000
Transfers	203,035
Other Financing	503,215

FIBER INFRASTRUCTURE FUND EXPENDITURES

Finance	$ 3,950
Public Works	70,143
Technology	42,297
Utility Maintenance	101,525
Fiber	1,216,266
Total Fiber Fund Revenues	$1,434,182
Total Fiber Fund Expenditures	$1,434,182
Difference	$ 0

Section 2: The Tax Levy for all real property within the City's corporate limits for the tax year beginning July 1, 2020 and ending June 30, 2021 shall be Fifty-Six Cents ($0.56) on every

One Hundred Dollars ($100.00) of assessed value. The Tax Levy for all personal property within the City's corporate limits shall be One Dollar and Ten Cents ($1.10) on every One Hundred Dollars ($100.00) of assessed value. The Tax Levy on all public utility operating property within the City's corporate limits shall be One Dollar and Forty Cents ($1.40) for every One Hundred Dollars ($100.00) of assessed value. The aforementioned Tax Levy rates are inclusive of the special tax levied for the purposes of paying for the light and water used by The Mayor and Common Council of Westminster, as authorized and directed by Section 31 of the Charter of the City of Westminster.

Section 3. The taxes levied for the aforesaid respective purposes for the tax year beginning July 1, 2020 and ending June 30, 2021 shall be due and payable July 1, 2020 and shall be subject to interest beginning October 1, 2020 at the rate of 2/3 of 1 per centum for each month or fraction thereof until paid, and additionally, a 1/2 of 1 per centum penalty assessment for each month or fraction thereof until paid, provided that taxes paid by owner-occupants of residential property shall be due and payable as provided in § 10-204.3 of the Tax-Property Article of the Annotated Code of Maryland and § 143-3 of the City Code which authorize semiannual and annual payments of taxes. Additionally, taxes paid by owner-occupants of residential property on a semiannual basis as provided in § 10-204.3 of the Tax Property Article of the Annotated Code of Maryland and § 143-3 of the City Code shall be subject to a service charge in an amount equal to the service charge adopted by the Board of County Commissioners of Carroll County as to its County property taxes, which charge may include an administrative fee as permitted by law.

Section 4: That should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

Section 5: Any transfer of funds between appropriations must be approved by the Common Council in the form of an ordinance by a vote of at least 2/3 of the members of the Common Council.

Section 6: The City Administrator is hereby directed to transfer to the Capital Projects Fund any proceeds received from property tax revenues attributable to the levy of taxes at a rate by which the current property tax rate exceeds the property tax rate established in the FY 2011 budget, provided that any expenditure of the funds so appropriated shall be subject to the approval of the Common Council.

Section 7: BE IT FURTHER ORDAINED that this ordinance shall become effective ten days after its enactment by the Common Council of the City of Westminster, Maryland.

INTRODUCED this 27th day of April, 2020

_____
Shannon Visocsky, City Clerk

ADOPTED this 11th day of May, 2020

_____
Shannon Visocsky, City Clerk

APPROVED this _____day of May, 2020

_____
Joe Dominick, Mayor

APPROVED AS TO FORM AND SUFFICIENCY this _____day of May, 2020

_____
Elissa D. Levan, City Attorney

To: Mayor and Common Council

From: Tammy Palmer, Director of Finance and Administrative Services

Date: April 20, 2020

Re: Public Hearing – Constant Yield Tax Rate

Background

Pursuant to Maryland State Law, the constant yield tax rate is calculated by the Department of Assessments and Taxation for each taxing authority in the State. It represents the property tax rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year.

As assessments increase, the constant yield tax rate decreases. When a taxing authority plans to impose a tax rate that is higher than the constant yield tax rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to set a tax rate at the current level, but above the constant yield tax rate, it must be advertised and a hearing must be held. That requirement will be fulfilled by the April 27, 2020 public hearing.

Notice of the Constant Yield Tax Rate public hearing was published, as required by State Law, in the April 14, 2020 edition of the *Carroll County Times* newspaper. Attached is a copy of the notice.

The real property tax rate must be set at the constant yield tax rate hearing, or at a later time if announced at the time of the hearing. The tax rate is generally adopted as part of the overall budget. Ordinance No. 922 adopting the fiscal year (FY) 2021 budget will be introduced on April 27, 2020; adoption of the ordinance is scheduled for May 11, 2020.

The FY 2020 property tax rate was $0.56 per $100 of assessed real property. In accordance with the direction of the Mayor and members of the Common Council's Finance Committee, the City Administrator's proposed budget for FY 2021 assumes a continuation of this rate. This rate is 3% higher than the constant yield tax rate of $0.5425 per $100 of assessed real property and will generate $329,223 of new real property tax revenues.

Recommendation

Staff recommends that the Mayor and Common Council hold the public hearing to receive community input regarding the City's FY 2021 real property tax rate.

Attachments

- Constant Yield Tax Rate Certification
- Public Hearing Notice

cc: Barbara B. Matthews, City Administrator

State of Maryland
Department of Assessments and Taxation February 14, 2020

2020 Constant Yield Tax Rate Certification

Taxing authority: **Westminster in Carroll County**

1	1-Jul-2019	Gross assessable real property base	$	1,821,860,693
2	1-Jul-2019	Homestead Tax Credit	-	1,205,158
3	1-Jul-2019	Net assessable real property base		1,820,655,535
4	1-Jul-2019	Actual local tax rate (per $100)	x	0.5600
5	1-Jul-2019	Potential revenue	$	10,195,671
6	1-Jul-2020	Estimated assessable base	$	1,907,554,578
7	1-Jan-2020	Half year new construction	-	11,593,250
8	1-Jul-2020	Estimated full year new construction*	-	14,000,000
9	1-Jul-2020	Estimated abatements and deletions**	-	2,515,919
10	1-Jul-2020	Net assessable real property base	$	1,879,445,409
11	1-Jul-2019	Potential revenue	$	10,195,671
12	1-Jul-2020	Net assessable real property base	÷	1,879,445,409
13	1-Jul-2020	**Constant yield tax rate**	$	**0.5425**

Certified by

Director

* Includes one-quarter year new construction where applicable.
**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.
Form CYTR #1

CITY OF WESTMINSTER NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The Mayor and Common Council of the City of Westminster proposes to increase real property taxes.

1. For the tax year beginning July 1, 2020, the estimated real property assessable base will increase by 3.2%, from $1,820,655,535 to $1,879,445,409.

2. If City of Westminster maintains the current tax rate of $0.56 per $100 of assessment, real property tax revenues will increase by 3.2%, resulting in $329,223 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to $0.5425, the constant yield tax rate.

4. The City of Westminster is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City of Westminster proposes to adopt a real property tax rate of $0.56 per $100 of assessment. This tax rate is 3.2% higher than the constant yield tax rate and will generate $329,223 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be livestreamed on Monday, April 27, 2020 at 7:00 p.m. through the City of Westminster's Facebook page at https://www.facebook.com/westminstermd/.

The hearing is open to the public, and public testimony is encouraged. Due to the COVID-19 pandemic, you may submit your questions and comments to City Clerk Shannon Visocsky at svisocsky@westgov.com prior to the hearing. All public correspondence will be forwarded to the Mayor and Common Council so that questions and comments can be addressed during the public hearing.

Persons with questions regarding this hearing may call Tammy Palmer at 410-848-3274 or at tpalmer@westgov.com for further information.

Finance

TREASURY REPORTS AS OF March 2020 – UNADJUSTED AND UNAUDITED

GENERAL FUND REVENUES		Budget		Actual YTD	% to Budget
Taxes	$	11,252,854	$	9,920,014	88%
Licenses and Permits		605,130		361,733	60%
Intergovernmental		2,267,199		1,365,209	60%
Charges for Services		1,188,653		848,197	71%
Fines & Forfeitures		105,500		85,980	82%
Miscellaneous Income		283,900		259,999	92%
Transfers	$	(599,767)	$	(775,133.87)	129%
GENERAL FUND APPROPRIATION BY ACTIVITY					
Community Support	$	37,422	$	12,927	35%
Facilities		301,875		165,355	55%
Finance		180,786		127,874	71%
Executive & Legislative		747,568		445,407	60%
Human Resources		131,540		80,253	61%
Planning, Zoning & Development		1,114,989		191,133	17%
Housing & Preservation Services		112,855		76,442	68%
Public Safety Department		7,212,898		5,190,733	72%
Public Works		3,271,377		1,927,270	59%
Recreation & Parks		1,474,537		1,001,062	68%
Technology	$	314,662	$	184,396	59%
Total General Fund Revenues	$	15,103,469	$	12,065,999	80%
Total General Fund Appropriations	$	14,900,509	$	9,402,852	63%

PUBLIC HOUSING FUND REVENUES		Budget		Actual YTD	% to Budget
Housing Assistance Payments	$	2,186,233	$	1,599,647	73%
HAP Equity Reserve Transfer		75,000		-	0%
HUD Administrative Fee Distribution		215,000		157,326	73%
Miscellaneous Income	$	122,934	$	98,490	80%
PUBLIC HOUSING FUND EXPENDITURES					
Salaries & Benefits	$	235,641	$	161,369	68%
Administration		186,900		105,330	56%
Housing Assistance Payments		2,118,768		1,625,017	77%
Facilities	$	45,575	$	36,960	81%
Total PHA Fund Revenues	$	2,599,167	$	1,855,463	71%
Total PHA Fund Appropriations	$	2,586,884	$	1,928,676	75%

CAPITAL FUND REVENUES		Budget		Actual YTD	% to Budget
Taxes	$	2,198,960	$	2,105,810	96%
Intergovernmental		983,657		356,209	36%
Benefit Assessments		289,380		166,322	57%
Transfers		5,517,830		775,134	14%
CAPITAL FUND APPROPRIATION BY ACTIVITY					
Planning	$	742,304	$	732,304	99%
Facilities	$	5,892,803	$	492,277	8%
Public Safety Department		302,348		138,263	46%
Public Works		2,827,229		712,218	25%
Technology	$	-	$	-	0%
Total Capital Fund Revenues	$	8,989,827	$	3,403,474	38%
Total Capital Fund Appropriations	$	9,764,684	$	2,075,062	21%

UTILITY FUND REVENUES		Budget		Actual YTD	% to Budget
Small Meter - City	$	3,984,382	$	2,986,636	75%
Small Meter - County		3,093,428		2,096,959	68%
Large Meter - City		2,857,459		1,401,506	49%
Large Meter - County		2,119,490		1,087,462	51%
Reclaimed - County		25,000		16,771	67%
Charges for Services		1,049,790		925,709	88%
Benefit Assessment Fees		784,880		454,484	58%
Carroll County Septage Facility		425,000		304,042	72%
Revenue Related to ENR/Biosolids Project		27,091,494		5,031,744	19%
UTILITY FUND APPROPRIATION BY ACTIVITY					
Community Support	$	24,844	$	25,853	104%
Facilities		131,450		89,046	68%
Finance		562,716		369,067	66%
Executive & Legislative		735,523		411,893	56%
Human Resources		320,748		183,377	57%
Planning, Zoning & Development		236,426		114,275	48%
Public Works		438,480		276,435	63%
Technology		1,213,344		424,264	35%
Utilities		1,695,805		1,009,262	60%
Water		3,617,436		1,452,734	40%
Wastewater	$	31,688,492	$	12,413,962	39%
Total Utility Fund Revenues	$	41,430,923	$	14,305,312	35%
Total Utility Fund Appropriations	$	40,665,264	$	16,770,168	41%

FIBER FUND OPERATING REVENUES		Budget		Actual YTD	% to Budget
Provider Fees - Units Passed	$	432,576	$	316,998	73%
Provider Fees - Subscriptions		345,994		203,337	0%
Miscellaneous		1,000		8,349	835%
Loan Proceeds		-		-	0%
General Fund Subsidy	$	617,078	$	-	0%
FIBER FUND OPERATING EXPENDITURES					
Public Works		66,944		46,101	69%
Technology		39,469		28,090	71%
Fiber	$	1,286,286	$	1,051,508	82%
Total Revenues	$	1,396,648	$	528,684	38%
Total Expenses	$	1,396,649	$	1,129,661	81%

Disbursements between $10,000 and $25,000 from March 14, 2020 through April 21, 2020:

Vendor Name	Description	Total Amount
ACTIVE NETWORK LLC	SPECIAL EVENT REFUNDS	$10,225.00
ADVANCED DISPOSAL	SLUDGE	$22,106.51
ADVANCED DISPOSAL	SLUDGE	$19,664.64
ADVANCED DISPOSAL	SLUDGE	$24,534.46
ALBRECHT ENGINEERING INC	DESIGN OF REPAIR/RESTORATION OF THE BRICK MASONRY WALL DIFFENDAL LOT	$15,592.58
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$16,964.41
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$17,066.05
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$16,880.58
FUNK AND BOLTON ATTY'S AT LAW	LEGAL THRU 02/29/20	$11,633.17
GANT BRUNNETT ARCHITECTS	WESTMINSTER ADMINISTRATION BUILDING	$15,503.60
GERALD TAYLOR CO INC	CLEAN TANKS	$12,041.00
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,105.32
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,163.04
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,254.41
MID-ATLANTIC GIGABIT INNOVATIO	FY 2020 GRANT INSTALL #4	$20,000.00
MOVABLE STORAGE INC	DUMP FEE	$16,338.20
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,383.60
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,363.37
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,313.37
UHS PREMIUM BILLING	DEN/VIS INSURANCE - MAY 2020	$10,117.28
UNITEDHEALTHCARE SPEC BENEFIT	SPECIALTY BENEFITS - APRIL 2020	$10,091.25
WINCHESTER WEST LLC	APRIL 2020 RENT 56 W MAIN ST	$14,300.00

Operations Highlights

- Work to finalize the Financial Reports for Fiscal Year 2019 continued. They are now complete and will be distributed by May 11, 2020. The City's independent financial auditor is scheduled to present the Reports to the Mayor and Common Council on May 11, 2020.

- The announcement of the Constant Yield Tax Rate public hearing was placed, and will be published in the *Carroll County Times* on April 14, 2020. The hearing before the Mayor and Common Council will take place on April 27, 2020.

Technology Services

- Total Helpdesk tickets = 274, broken down below by department:
  - Technology Services = 38
  - Westminster Police = 63
  - Public Works = 42
  - Human Resources = 7
  - Finance = 41
  - Office of the City Administrator = 11
  - Public = 18
  - Recreation and Parks = 18
  - Community Planning and Development = 22
  - Housing and Code Enforcement = 13
  - Mayor and Common Council = 1
  - Total emails allowed for March 2020 = 37,480K
  - Total emails sent for March 2020 = 6,885K
  - Blocked emails for March 2020 = 53,141K

Projects:

- Replacement of core switching – planning phase
- PCI Compliance Policy Information – in progress
- Computer hard drive encryption – in progress
- Mobile device management – in progress
- Single sign on – planning phase
- Upgrade of operating systems from Windows 7 to Windows 10 – in progress
- Multi-factor authentication – testing
- Cashiering software upgrade – completed
- Security awareness training – 92% completed
- Zoom meeting software – completed

GIS**:**

- Completed One-Way roads search for 911 Center and met with Carroll County staff
- Assisted other IT staff in setting up laptops for teleworking by the City's administrative staff
- Attended Spatial Systems Associates project progress meeting
- Sent manhole Shapefile to Spatial Systems Associates to help with CCTV videos
- Provided meter locations
- Updated Carroll County data
- Fixed zoning map issues and created a new map for Community Planning and Development
- Completed fiber drop/field check tickets in Mobile 311 for the Public Works Department
- Added survey drawings for the Stocksdale Property and other City-owned properties to City drawing database
- Completed Len Stoler Site Development Plan request for the Community Planning and Development Department
- Completed Westbrook "Westminster Apartments" drawings set request from ArcOnline for the Community Planning and Development Department
- Added Sawgrass Water Tank drawing sets to City Drawing Database
- Provided Celtic Canter sandwich board printouts to the Recreation and Parks Department

- Provided Celtic Canter Vendor Map to the Recreation and Parks Department
- Added floodplain layer and additional parcel layer to Property Zoning AGOL map for the Community Planning and Development Department
- Researched fiber network splicing towards Bella Vita Court with the Public Works Department
- Uploaded zoning overlay updates to the Property Zoning AGOL map for the Community Planning and Development Department
- Completed Celtic Canter Operations Plan Map for the Recreation and Parks Department
- Provided 25-mile radius map of police headquarters for Police Department (AGOL map also created to help with future questions)
- Completed public water and sewer plan for Len Stoler Chevrolet for the Community Planning and Development Department
- Received updated splicing and constructions plans for fiber network at Stonegate Development
- Received updated documents for Fiber Network Areas I and H from Southern Maryland Cable
- Provided full-size printout of 1161 Old New Windsor Pike to the Public Works Department
- Updated monthly refuse report for Mobile 311 per Finance Department
- Completed I&I Phase II drawing set request for the Public Works Department
- Received The Shoppes at Meadow Creek Parcel C-7 drawing set from Carroll County
- Forwarded pictures of Airport Central Operations to the Public Works Department
- Researched backbone CLV for fiber network splicing (1000 Weller Way)
- Completed 811 Uniontown/Westminster Elementary School Fiber Overview map

Housing Services

Housing Program

- Housing Assistance Payments (HAP) = $185,228
- Number of vouchers under lease as of the last day of the month = 278
- Wait list total active applicants = 1,165
- Total HAP repayments received = $1,065
- Housing inspections = 22
- Filing rate in PIC = 101%

Code Enforcement

- 56 cases opened
- 31 cases closed

Rental Licensing

- Monthly licensing fees received = $1,660
- Total payments received since July 1, 2019 = $63,290

Community Planning & Development

- The Department of Community Planning and Development provided staff support for the Planning and Zoning Commission, Historic District Commission, and the Tree Commission. The Board of Zoning Appeals did not meet in the month of March.
    - Items prepared for the Planning and Zoning Commission included:
        - Site Development Plan S-19-0018 for McDaniel College Decker Center
        - Final Plat F-18-0078 for Stonegate, Section IV for 41 new single-family detached residential lots

    - Consolidation Plat AP-20-0011 for Westminster Way located at the northeast side of West Main Street at the terminus of West Main Street at Route 140 to construct a 35-unit multifamily building

    - The collection and forwarding of the State-required reporting information, for calendar year 2019, to the Carroll County Department of Planning for inclusion in the Carroll County Planning Annual Report. This report is required by Section 1-207 of the Land Use Article of the Annotated Code of Maryland.

  - Items prepared for the Historic District Commission included:

    - Application for Historic Rehabilitation Property Tax Credit for the property located at 247-249 East Main Street for scraping, cleaning, adequately preparing, and repainting loose and peeling paint. In addition, all the preexisting white portions of the building will be repainted (all wood, shutters, trim, and cornices).

    - Application for Historic Rehabilitation Property Tax Credit for the property located at 174 West Main Street for attic improvements to reduce air leakage, including new attic insulation.

    - Application for Historic Rehabilitation Property Tax Credit for the property located at 28 Liberty Street to properly clean, prepare, scrape, paint, and caulk all exterior surfaces. The project also included removing and reinstalling the awnings required for the work, replacing any rotten original storefront prior to painting, and replacing bad white metal fascia with new black matching fascia.

  - Items prepared for the Tree Commission included:

    - Information related to the 2019 Tree City USA Application and PLANT Award Application. These two applications were filed by staff in December 2019 and sent to the Arbor Day Foundation and Maryland Department of Natural Resources.

- Twenty-two building permits were reviewed and approved for projects within the City, including six new homes and one new business. The remainder of approved building permits were for decks and miscellaneous construction. Nine of the building permits were processed during the Governor-mandated stay-at-home order, put in place March 23, 2020.

- Three Simplified Site Plans were approved by staff, allowing development activity to move forward during the State's stay-at-home order.

- Staff continues to coordinate Census outreach efforts for the City of Westminster, in cooperation with Carroll County Government and the seven other municipalities in the County. Mr. Gray continues to represent the City on the Complete Count Committee, which held a March meeting at the ARC of Carroll County. It is vital for all citizens to fill out the Census so the City can receive its fair share of the $675 billion in federal funding allocated by Census data every year.

- Staff scheduled a job shadow with Ingrid Berrios, a prospective graduate student from Towson University. Ms. Berrios attended the March meeting of the Planning and Zoning Commission.

COMMUNITY PLANNING AND DEVELOPMENT PERFORMANCE MEASURES	
	March 2020
Building permits approved	22
Downtown businesses owner inquiries	17
Downtown businesses visited	12
Final plats approved	2
Grants awarded or received	1 for $5,000
Historic District Commission items	3
Planning and Zoning Commission items	3
Pre-submission conferences held	2
Sign permits issued	2
Tree commission items	7
Use and occupancy approvals	2
Water Allocations approved	518 GPD
Zoning Verification letters	3
Zoning inquiries	196

- The City of Westminster was awarded a $5,000 Keep Maryland Beautiful grant. The grant funds will be used to purchase ten planters for flowers to be placed throughout Downtown Westminster.

- Ms. Gerhard continued to represent the City with the Heart of the Civil War Heritage Area, Inc. She participated in the review and ranking process of submitted grant applications within the Heritage Area; the City was one of the applicants.

- Finally, DCPD staff members answer hundreds of inquiries every month via email, by phone, and in person. DCPD also continues to meet with applicants and their attorneys to discuss annexations, proposed site development plans, building permits, water and sewer allocations, and a variety of City applications and processes. During the month of March, DCPD received 3,800 emails, and sent over 1,380 emails. Additionally, staff continues to review and coordinate the review and approval of new development in the City.

Human Resources

Benefits/Wellness

- Coordinated with LGIT Health and Benecon Group representatives to obtain a COVID-19 benefit notice to distribute to employees; distributed an email to employees regarding “CIGNA Notice To Members - COVID-19 Out-Of-Pocket Cost To Members on Diagnostic Testing, Office Visits and Telehealth Services Waived”
- Distributed an email to employees to remind them of the Teladoc and Cigna Telehealth Connection services available to them; prepared printed flyers for both telehealth services to insert into pay envelopes so spouse/dependents have the information readily available
- Met with the Benecon representative to review the LGIT Health plan final rates for FY 2021
- Initiated a conference call with the Benecon representative that handles the life, short-term disability, and long-term disability benefits program to obtain a quote for FY 2021
- Prepared FY 2021 retiree insurance budget projections

- Researched the Cafeteria Dependent Care Account provision to determine if election changes could be made due to COVID-19 childcare concerns
- Wellness Program
  - Reviewed the Wellness Program plan document for any possible changes; worked with the vendor to produce the 2020-2021 Wellness Program plan document
  - Prepared a wellness program points file to provide to the vendor for calculating the 2020-2021 plan year discounts
  - Prepared and distributed:
    - March lunch and learn flyer on "ConnectCare3's New Chronic Disease Management Program"
    - BHS flyer on Coronavirus Disease 2019: Share the Facts, Stop Fear
  - Held:
    - "Exercising with Needy Knees" lunch and learn – 10 attendees

Employment/Recruitment

- Advertisements:

	Internal Advertisements	External Advertisements	Internal Applications Processed	External Applications Processed
Full-time	2	2	0	13
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	0	0	0	0

- Processed:

	New Hire Documentation	Employee Orientations	Internal Transfers	Promotions
Full-time	0	3	0	2
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	16	1	0	1

- Fingerprinted one temporary/seasonal and one regular full-time employee in compliance with childcare regulations
- Conducted one employee exit interview
- Human Resources Analyst Brenda Anders proctored a Police Sergeant promotional written test
- Prepared rehire packets for distribution to returning temporary seasonal Summer Camp staff; prepared revised employment letters for temporary seasonal pool staff
- Updated the Evergreen Solutions compensation and classification Phase 3 file to incorporate employee changes to provide the FY 2021 salary projections for the budget; verified employee titles and salaries on final file
- Followed up with vendors to confirm receipt of the Request for Proposals for Executive Search Services; processed proposals that were submitted
- Drafted a teleworking advice document for distribution to department directors and teleworking employees

Projects

- Completed a salary survey for the City of Aberdeen
- Completed and submitted the annual salary survey for the American Water Works Association
- Scheduled an April Nationwide Retirement Solutions representative visit *(postponed)*
- Finalized the Special Projects Manager job description

- Researched the purchase of disposable thermometers; researched and ordered digital no-touch thermometers for various City departments
- Researched COVID-19 employee communications; created office closure signs due to COVID-19
- Compiled a list of employee birthday and service anniversaries for the month of April for the City Administrator
- Researched various municipalities to determine how the posting of the drug-free workplace policy notice is handled on websites and advertisements

Risk Management

- Insurance claims filed

Automobile	Liability	Mobile Equipment	Property	Sewer Back-up	Workers' Compensation
1	1	0	1	0	3

- Processed three Commercial Driver's License (CDL) employees for random drug testing per Department of Transportation regulations
- A Maryland Occupation Safety and Health (MOSH) voluntary consultation inspection was held at the Street Department; the inspection by the MOSH industrial hygienist has been postponed due to the COVID-19 pandemic.
- Coordinated two sessions of Reasonable Suspicion Drug and Alcohol training attended by 47 supervisors
- Provided each department director with a list of positions determined not to be Safety-Sensitive under the new drug and alcohol testing policies.
- Finalized the new Drug-Free Workplace Policy; requested and received Mayor and Common Council approval; finalized additional policy forms; distributed the policy to employees via email
- Distributed a Drug-Free Workplace Policy notice to all employees to be posted on bulletin boards at all City locations
- Posted the Drug-Free Workplace Policy notice for applicants on the Human Resources page of the City's website
- Worked with the City's broker to get FY 2021 final workers' compensation rates from Chesapeake Employers' Insurance
- Finalized the new Federal Motor Carrier Safety Administration Controlled Substances and Alcohol Use Testing Policy; requested and received Mayor and Common Council approval; distributed the policy via email to employees who are required to hold a CDL for a City position
- Distributed the meeting minutes to Safety Committee members

Training/Meetings

- Director of Human Resources Darlene Childs and Safety/Risk Coordinator Brian DeMay attended Reasonable Suspicion Drug and Alcohol training provided by the Local Government Insurance Trust (LGIT).
- Mr. DeMay attended a webinar presented by the Centers for Disease Control and Prevention (CDC) and the National Safety Council (NSC) on "COVID-19 - What employers need to know."
- Mr. DeMay attended the COVID-19 informational briefing presented by the Carroll County Health Department.
- Mr. DeMay participated in a COVID-19 update webinar presented by the National Institute of Occupational Safety and Health (NIOSH).
- Human Resources Analyst Brenda Anders participated in a webinar by the Maryland State Retirement regarding member enrollment.
- Ms. Childs and Ms. Anders participated in a webinar on "COVID-19 Preparedness: Updates and Answers."

Police Department

Significant Cases in March:

Crime: **Theft Scheme/Fraud**
Date: 03/02/2020
Location: Crossroads Church, 805 Leidy Road
Details: Church administrators noticed contributions from known donors had significantly decreased over the last several months. The administrators found donors were sending checks; however, they had been intercepted by an unknown suspect. Agents from the U.S. Postal Inspection Service advised they had developed, but not identified, several possible suspects.
Status: Open

Crime: **Rape**
Date: 03/04/2020
Location: Sector 2
Details: An adult female advised she was sexually assaulted by an acquaintance. Investigators executed a search warrant at the suspect's residence; a DNA warrant was also served on the suspect.
Status: Open

Crime: **Theft Scheme**
Date: 03/10/2020
Location: Safeway, 444 WMC Drive
Details: Investigators were able to identify and charge a suspect in a series of ten thefts from Safeway. The theft scheme started in 2017 and continued through March 2020.
Status: Arthur, Frank (age 51)

Crime: **Strong Arm Robbery**
Date: 03/26/2020
Location: Sector 3
Details: The victim reported that she had been a victim of a strong-arm robbery. The victim stated she was accosted and punched in the face by two unknown male suspects, who then stole her purse and prescription medication. The victim waited two days before reporting the incident.
Status: Open

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
March 2020	939	39	8	5	121	217
March 2019	1,106	60	8	10	238	206
2020 YTD Total	2,858	115	19	24	491	686
2019 YTD Total	2,974	159	17	22	675	425

Recreation & Parks

Revenue

Pool	$7,695
Family Center	$10,741
Wine Stroll	-$940
Oyster Stroll	$0
Programs & Events	$54
Celtic Canter	-$420
Miracle on Main Street	$0
BBQ Stroll	$45
Flower & Jazz	$2,255
Date Night	-$9,155
Summer Camp	$2,475
Fallfest	$0
Facility Rentals	$195
Total Revenue	**$12,945**

Family Fitness Center
FACILITY CLOSED DUE TO COVID-19 AS OF 12 NOON ON SATURDAY, MARCH 14

- Total gym entries = 2,012 members (1,929) and non-members (83) entered the facility during the month of March.

- Childcare entries are calculated manually, as the required paperwork was not accessible at the time this report was created.

- Total facility entries = 2,012

- Total active members as of March 1 = 1,262
  - Membership retention rate = 97%
  - Cancelled memberships during the month of March (individually counted) = 49

- Membership packages sold
  - Child supervision = 1
  - Corporate memberships = 0
  - Family memberships = 7 (individually numbered); 7 city resident
  - Individual memberships = 6; 3 city resident, 3 non-resident
  - Youth/Student memberships = 4; 2 city resident, 2 non-resident
  - Total new memberships = 18

- Group fitness class participation count:
  - Cardio = 593
  - Cycle = 112
  - Yoga = 168
  - Barre = 55
  - Total = 928

Public Works

Wastewater Treatment Plant

Total Flow	147.297 MGD
Average Daily Flow	4.752 MGD
Sludge (Integrated Agronomics)	527.77 Wet Tons
Septage Sludge	154.1 Wet Tons

- Assisted with cleaning the septage facility receiving tanks
- Performed 4,000 lab analyses
- Entered and completed Facility Dude maintenance work orders
- Completed safety training
- Transported recyclables to the County landfill
- Performed routine maintenance

Utility Maintenance

- Water leaks
  - 418 Lucabaugh Mill Road (service)

- Sewer blockages
  - 303 Bishop Court (lateral)
  - 58 Charles Street (lateral)
  - 24 John Street (lateral)
  - 515 Ann Drive (lateral)
  - 151 Smith Avenue (lateral)
  - 298 East Main Street (lateral)
  - 203 South Court Street (lateral)

- Fiber drop installations
  - 340 North Colonial Avenue
  - 46 Bond Street
  - 934 Litchfield Circle
  - 2 West Middle Grove Court
  - 303 Church Court
  - 191 Alymer Court
  - 16 Spyglass Court
  - 99 Ralph Street
  - 49 1/2 Carroll Street
  - 319 Royer Road
  - 719 Blue Moon Lane
  - 417 Spalding Court
  - 732 Stonegate Road
  - 1000 Weller Way

- Fiber conduit & tap port installations
  - Bella Vita (conduit and tap ports)
  - Stonegate Phases 1 and 2 (conduit)
  - Blue Moon Lane (1 tap port)

- Splicing
  - 1000 Weller Way
  - 191 Wyndtryst Drive
  - 698 Johahn Drive

Water Loss

Water Main Flushing	0.00MG
Water Leaks	0.001MG
Private Leaks	0.00MG
Sewer Main Flushing	0.010MG
Total Loss	**0.011MG**

- Miscellaneous tasks
  - Completed high water bill inspections, meter investigations, meter Installations, and meter readings
  - Completed water, sewer, and fiber markings
  - Completed water shut offs
  - Cleaned wet well and pumps at Station 1
  - Replaced starter on Genset at Station 7
  - Replaced exhaust fan in control panel at Hook Road booster station
  - Continued work on Finished Water reservoir
  - Continued work on Water Main at Old Manchester and Cranberry Roads

- Regular maintenance
  - Flushed and cleaned sewer mains
  - Fire hydrants
  - Sewer pumping stations
  - Booster stations and water storage stations
  - Leak detection
  - Maintained sewer easements

Street Department

- Grounds Maintenance section performed the following tasks:
  - Mowed parks and rights-of-way
  - Crew leader attended a workshop on drug and alcohol training
  - Cleaned all City parking lots
  - Cleared trees from February tornado at King Park and Dutterer Park
  - Sprayed weeds at City Hall and along Pennsylvania Avenue
  - Pruned trees on James Street and Marhill Court for paving
  - Removed a pile of leaves dumped at Dutterer Park
  - Removed an uprooted Service Berry tree at 146 West Main Street
  - Closed down play areas in all City parks due to the COVID-19 pandemic
  - Removed dead Zelkova trees at 61 East Main Street and at 26 West Main Street

- Building Maintenance section performed the following tasks:
  - Collected parking meter money and maintained meters
  - Performed maintenance at various City buildings
  - Crew leader attended a workshop on drug and alcohol training
  - Closed down play areas in all City parks due to the COVID-19 pandemic
  - Replaced wood planks on the Tahoma Farm walking trail bridge

- Streets and Alleys section performed the following tasks:
  - Removed brush, metal, yard waste, and bulk trash
  - Transported materials to County landfill:

Street Baskets	1.92 tons
Bulk Trash	35.76 tons
Brush	79.43 tons
Yard Waste	20.59 tons
Paper Recycling	0.00 tons
Street Sweepings	10.4 tons
Tires	0.52 tons
Metal	3.03 tons

- Street Maintenance section performed the following tasks:
  - Crew leader attended a workshop on drug and alcohol training
  - Removed brush, metal, yard waste, and bulk trash
  - Closed down play areas in all City parks due to the COVID-19 pandemic
  - Repaired storm drains on Daniel Drive, Center Street, and Royer Road
  - Replaced a storm drain pipe on Sullivan Avenue
  - Filled potholes on East and West Main Streets
  - Repaired road on Meadow Creek Drive

Engineering

- HRI, Inc. continued work on the construction of a concrete slab and walls for the denitrification building. Other work associated with the ENR/Biosolids Upgrade Project included blowers, electrical buildings, and site electrical conduits, the startup of Reactor #1, and foundations for the solids processing building. The project engineer and HRI continued review of submittals.

- Standard Pipe's work on the Phase 2 Inflow and Infiltration Project was accepted by the City.

- The Little Pipe Creek Restoration and Relocation Project is in the monitoring program.

- The contractor for Section 3 of the Stonegate development worked on grading; installation of the storm drain, sewer force main, and water lines; and road.

- The contractor for Bolton Hill Phase 5 worked on punch list items.

- C.J. Miller started work on the annual paving project.

- Albrecht Engineering, Inc. and the City worked on the design for the eventual repair/reconstruction of the brick masonry wall of the Diffendal Parking Lot.

- Bid packages were prepared for the "Restoration of Storm Drain Pipes on Business Parkway and Cranberry Road" and "Phase 3 of the Inflow and Infiltration" projects and are awaiting advertisement on the e-Maryland Marketplace website

- The bid award for the Westminster Square Parking Garage project was canceled. Project funding will be re-appropriated in the FY 2021 budget, and the Westminster Square work will be bid in conjunction with repairs to the Longwell Parking Garage.

Water Plant

- Cranberry Water System Sources – Raw Water to Plant in Million Gallons (MG)

Raw Meter Total	33.76363 MG
Recycled Water Total	3.95347 MG
Recycled Water Recovered	11.709%
CIP Wash Water/Membrane Cells	0.15552 MG
Total	**34.02275 MG**

- Raw Water Sources in MG

Cranberry Branch	28.90811 MG
Hull Creek	4.7 MG
Raw Reservoir	0 MG
Other	0 MG
Total	**33.60811 MG**

- Treated in MG

Finished Water Flow Meter	33.45120 MG
Station Water	0.041429 MG
Total Treated	33.40977 MG
Backwash/Recycle Filters	0.20489 MG
Delivered to System	**33.20488 MG**

- Wells in Cranberry System in MG

Well 3	2.961865 MG
Well 4	1.81243 MG
Well 5	2.29191 MG
Well 6	2.23529 MG
Well 7	4.66733 MG
Well 8	4.027655 MG
Wells 9 and 10	5.005056 MG
Well 11	2.388226 MG
Well 12	4.534814 MG
Total Delivered to System	63.129457 MG
Day of Maximum Usage – 1	2.16855 MG
Well 5 Backwash	0.00278 MG
Well 7 Backwash	0.33528 MG
Well 8 Backwash	0.07048 MG
Well 12 Backwash	0.53708 MG
Daily Average	2.0364341 MG

- Hours operated = 744
- Rainfall = 2.68 inches
- Raw Reservoir level = 25.0 feet

- Wakefield Well System

Well 1	2.5994 MG
Well 2	3.168468 MG
Total Delivered to System	5.767868 MG
Filter Backwash	0.00477 MG
Daily Average	0.1860603 MG
Day of Maximum Usage - 18	0.355354 MG

- Other tasks included:
  - Performed routine maintenance at the wells and Water Treatment Plant
  - Collected 70 distribution compliance samples
  - Performed 310 process control checks at 12 Wells
  - Performed 357 process control checks at the Cranberry Water Treatment Plant
  - Completed monthly operating reports for the Cranberry and Wakefield Systems
  - Completed NPDES operating reports for Koontz Well and the Cranberry Water Treatment

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: April 22, 2020

Re: Approval – Deed of Easement for McDaniel College Storm Water Management Facility

Background

The attached Deed of Easement pertains to on-site storm water management facilities to be constructed on the McDaniel College campus as a result of certain improvements at the Decker Center. The City has no ownership or maintenance obligations associated with these storm water improvements; however, current storm water regulations require approved mitigation methods resulting from McDaniel's construction, and the City is obligated to ensure those efforts are satisfactory and complete.

Instead of payment and performance bonds, the College provided acceptable surety in the form of cash to the Finance Department on April 15, 2020. The surety would be utilized to ensure a complete and operating storm water management system in the event of a construction default. The easement that is the subject of this agenda item provides for inspection of the storm water management facility during construction, and ensures its proper operation and functionality in perpetuity.

Recommendation

Staff recommends that the Mayor and Common Council accept the McDaniel College Storm Water Management Deed of Easement as described above, and authorize the Mayor's execution of the Deed.

Attachment

- Deed of Easement for McDaniel College Storm Water Management Facility

cc: Barbara B. Matthews, City Administrator

STORMWATER MANAGEMENT DEED OF EASEMENT AND MAINTENANCE AGREEMENT

THIS STORMWATER MANAGEMENT DEED OF EASEMENT AND MAINTENANCE AGREEMENT ("this Deed and Easement") is made this 16th day of April, 2020, by and between McDANIEL COLLEGE, INC., a Maryland corporation and THE MAYOR AND COMMON COUNCIL OF WESTMINSTER ("Grantee"), a municipal corporation of the State of Maryland.

WHEREAS, Grantor owns land located within the City of Westminster, being part of land conveyed unto the Grantor by Deed from John A. Kretzer, dated April 9, 1891, and recorded among the Land Records of Carroll County in Book No. 72, Page 497, etc. (the "Property") that Grantor has expressed an intent to develop for use as McDaniel College Decker Center; and

WHEREAS, Grantor is required to construct and maintain stormwater management facilities as a condition of Grantor's authorization from the City to develop the Property; and

WHEREAS, prior to the issuance of any building permits for the Project, the City requires that evidence of financial responsibility in the form of a performance bond, irrevocable letter of credit or cash bond be furnished by the Grantor to guarantee completion of those site improvements shown, or to be shown, on the final approved construction plans and/or such off-site improvements as may be required by the City, in order to protect the City and the residents thereof from the costs of failure to complete in the required manner the necessary public improvements; and

WHEREAS, it is the purpose of this Agreement to set forth the terms and conditions for the completion of all required site improvements for the work consisting of stormwater management and quality facilities according to the approved plans and specifications shown on those Plans entitled McDaniel College Decker Center Addition and Renovation, Carroll County File No. S-19-0018.

NOW, THEREFORE, THIS DEED OF EASEMENT WITNESSETH, that for and in consideration of the premises and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, the Grantor does hereby grant unto Grantee, and its successors and assigns, a stormwater management easement in, on, over and under so much of Grantor's property as is shown on Plans submitted to the City of Westminster and Carroll County entitled McDaniel College Decker Center, Addition and Renovation, Carroll County File No. S-19-0018 and as shown on Exhibit A hereto; that said property is subject to the covenants, conditions, limitations and restrictions hereafter set forth, so as to constitute an equitable servitude upon the land.

BEING an easement over a portion of the Property.

AND Grantor covenants for and on behalf of Grantor and Grantor's successors and assigns, to construct and maintain the stormwater management facilities as delineated in the Storm Water Management Plan (the "Plan") entitled McDaniel College Decker Center, Addition and

Renovation, Carroll County File No. S-19-0018 that has been approved by Carroll County, Maryland (the "County"). The original construction drawings attached thereto shall be retained by the County and the City of Westminster and available for inspection or review during normal business hours.

Furthermore, it is the intent of the parties that these covenants be deemed to be and are construed as real covenants running with the land. All subsequent purchasers of the lots burdened by this easement shall assume the position of "Grantor" for the purposes of this easement at the time of sale.

AND the parties, for themselves, their officers, officials, agents, employees, receivors, successors, personal representatives, heirs and assigns further covenant and agree as follows:

1. That all of the stormwater management facilities (both structural and non-structural, including but not limited to ponds, drywells, disconnection through grading, and roadway wide shoulders) shown on the Plan shall be constructed by the Grantor and maintained by the Grantor pursuant to Chapter 191 of the Code of Public Local Laws and Ordinances of Carroll County.

2. The Grantor shall furnish, prior to permit issuance, standard corporate performance and payment bonds in a form approved by the City, or irrevocable letters of credit or a cash deposit, in the amount of 110% of the full contract price for the construction cost of the above-described stormwater management and water quality facilities and other required facilities and contracts as a guarantee for the satisfactory and timely completion of said work. The City may, in its discretion, permit the bond, irrevocable letter of credit or cash deposit to be reduced in proportion to the amount of the said work completed, at 50% and 80% of completion. If an irrevocable letter of credit is posted by the Grantor, it shall contain the following language in addition to any and all other language and requirements deemed appropriate by the City:

> It is a condition of this Irrevocable Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or any future expiration date unless sixty (60) days prior to such expiration date you are notified by registered letter that the City of Westminster elects to release this Letter of Credit for any such additional period.

3. In the event the Grantor fails to construct the required improvements herein in accordance with the above described plans and specifications therein, and/or required easements for public facilities, or fails to commence appropriate and effective corrective action within the time periods set forth in Paragraph 4 hereof after written notification by the City of non-compliance with any pertinent requirements during the construction of said improvements, or otherwise fails to perform its obligations under this Agreement, the City shall have the right to call or draw upon the security posted pursuant to Paragraph 2 hereof.

4. In the event of default by the Grantor in performance of its obligations under this Agreement, the City shall give notice in writing to the Grantor and to the issuer of the security posted pursuant to Paragraph 2 hereof, of such default. Subject to the last sentence of this

Paragraph, in the event that such default has not been cured by the Grantor within fifteen (15) days after receipt of such written notice, the City shall give the Surety written notification of said default, and the Surety shall, within thirty (30) days of such notice, elect in writing: (a) to complete the required public improvements in conformance with the original plans and specifications within such reasonable period as the City may specify; or (b) indemnify the City against loss or expense arising out of failure of the Grantor to complete said improvements as required by the terms of this Agreement. If Surety fails to take the required corrective action within thirty (30) days of the foregoing election, any construction or conveyance privileges granted to the Grantor for the improvements guaranteed by this Agreement may be suspended by the City pending completion of the required improvements. Notwithstanding the foregoing, so long as the Grantor has commenced to cure and is diligently proceeding to cure a non-monetary default, the time period within which such default may be cured shall be extended in the City's discretion for such period as may be reasonably necessary to complete the cure in the exercise of due diligence.

5. The City, in addition to any recovery under the guarantee or security, shall nevertheless have the right to maintain an action against the Grantor for such additional costs or damages as may be incurred to complete the required improvements herein described in accordance with the applicable plans and specifications.

6. That Grantor and Grantor's successors and assigns shall be responsible for continuing maintenance of the facilities (both structural and non-structural), including but not limited to mowing, cleaning and removing sediment, trees, shrubs and debris so that the facility's proper function for stormwater management purposes is preserved. Erection of structures (including fences, retaining walls, and sheds of any kind) or any earthwork that could result in redirection of surface runoff within the facility or facilities is prohibited.

7. Grantee or its authorized representative shall have the right to enter on the Property from time to time for the purposes of inspection and enforcement of the easement, covenants, conditions, limitations, and restrictions herein contained. Any representative of the Grantee shall carry identification and shall access the easement from a publicly maintained road whenever possible.

8. Grantor and Grantor's successors and assigns shall be responsible for repairing any structural damages or failure that may occur as a result of any cause or source. In the event of structural damage, Grantor shall make the repairs as necessary to restore the facilities to their as-built condition in a timely manner not exceeding thirty (30) days without express written approval of County and the Grantee.

9. If after notice by the Grantee to correct a violation, satisfactory corrections are not made by the Grantor within thirty (30) days, the Grantee may perform all necessary work to restore the facility to properly working condition. Grantor or its successors and assigns shall be assessed the cost of work and any penalties. Failure to pay costs may result in a lien on the property, which shall be a lien against the Property and may be placed on the tax bill for the Property and collected as ordinary taxes by the Grantee.

10. This easement does not grant the public in general any right of access to or any right or use of the above described land.

11. Nothing herein shall relieve the Grantor or its successors and assigns of the obligation to pay real estate taxes.

12. This easement shall be in perpetuity, unless released by Grantee.

13. That Grantor covenants, for itself and its successors and assigns, to record in the Land records of Carroll County, a memorandum of lease with any tenant taking occupancy of the subject property after the date of recording of this Deed and Easement, indicating that said successor tenant consents to be bound by the terms of this Deed and Easement.

AS WITNESS the hands and seals of the Grantor herein.

WITNESS:

Mary Dietz

McDANIEL COLLEGE, INC.

By: W. Thomas Phizacklea (SEAL)
W. Thomas Phizacklea, Vice President
of Administration and Finance

STATE OF MARYLAND)
) TO WIT:
COUNTY OF CARROLL)

ON THIS, THE 16th day of April, 2020, before me, a Notary Public, the undersigned officer, personally appeared W. Thomas Phizacklea, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same as Vice President of McDaniel College, Inc. for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Teresa A. McAndrew
Notary Public

My Commission expires: 11/14/21

TERESA A. McANDREW
NOTARY
PUBLIC
CARROLL COUNTY, MD.

ACCEPTED BY:

THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, a municipal corporation of the State of Maryland

_____ By: _____

_____ _____

City Administrator Mayor

Approved for legal sufficiency:

_____

City Attorney

THIS IS TO CERTIFY that the within instrument has been prepared by or under the supervision of the undersigned Maryland attorney, or by a party to this instrument.

J. Brooks Leahy

S:\WPDOCS\- GENERAL FILES\M\McDaniel College Inc\8580-0077 - re Decker Center SWM PWA\Drafts\Stormwater Management Deed of Easement and Maintenance Agreement 2020.04.10.docx

To: Mayor and Common Council

From: Andrea Gerhard, Comprehensive Planner

Date: April 23, 2020

Re: Proposed Good Cause Waiver 20-01 and 20-02 on Sycamore Avenue for two lots, Lot 38/40 and Lot 42/44, Buckingham View, respectively, for water and sewer allocation

Request

The applicant is requesting approval of Good Cause Waiver 20-01 and 20-02 for two vacant lots in an existing residential neighborhood, south of the City boundary on Sycamore Avenue [Attachment 1]. The properties are comprised of four platted lots (Lot 38, Lot 40, Lot 42, and Lot 44) that were consolidated into two lots (Lot 38/40 and Lot 42/44). Existing water and sewer lines run along the front of these two lots down Sycamore Avenue. The Applicant (Brendon Kiley, President of Charles Kiley Homes Inc.) is proposing to construct a single-family detached residential unit on each lot, for a total of two single-family detached residential units.

Background

On November 4, 2016, Brendon Kiley, President of Charles Kiley Homes Inc., submitted a Good Cause Waiver Application and Irrevocable Consent to Annexation for Lots 38, 40, 42, and 44 in Buckingham View on Sycamore Avenue. During this timeframe, the City was awaiting the results of a study submitted to the Maryland Department of the Environment (MDE) prior to processing any pending Good Cause Waivers on file. MDE requested that the City add a filtration system onto the Gesell Well, prior to approving the study and the well as an additional water source.

On June 23, 2017, the City temporarily suspended the processing of water and sewer applications requiring a net new water allocation for nine months. The City lifted the temporary suspension and implemented the Water and Sewer Allocations Policy in 2018. The Water and Sewer Allocations Policy allows, through the Good Cause Waiver process, for one new residential unit outside of the City's corporate boundaries to connect each calendar year. Mr. Kiley was in continued dialogue with the City regarding the Good Cause Waiver, as well as the necessary water and sewer allocation that would also need to be applied for and approved.

Two Water and Sewer Allocation Applications were received by the City on April 7, 2019 [Attachment 2]. The request is for approval of both water and sewer service for the two proposed residential single-family detached dwelling units (one on Lot 38/40 and another on Lot 42/44). Due to the limited amount of water available for residential uses outside of the City's corporate boundaries in 2019, these applications were denied and put in the queue for water and sewer allocation for 2020 and 2021, pending the approval of the proposed Good Cause Waiver and approval of the submitted Water and Sewer Allocation Applications.

Water allocations are made on a first come, first served basis. The date that Water and Sewer Allocation Applications 20-01 for Lot 38/40 and 20-02 for Lot 42/44 were submitted allows Application 20-01 to be granted 235 gpd in 2020 and Application 20-02 to be granted 235 gpd in 2021. These allocations will be the only water distributed to residential units outside of the City's corporate boundaries for both of these years.

Process
On August 12, 2002, the Mayor and Common Council passed and approved Resolution No. 02-6, which established the regulations for review and approval of Good Cause Waivers. The adopted regulations require the Mayor and Common Council to consider the Good Cause Waiver application, all relevant materials, and good cause criteria in order to make a decision on the application.

In accordance with the Good Cause Waiver provisions adopted by the Mayor and Common Council on August 12, 2002, via Resolution No. R02-6, the application was reviewed using the following adopted regulations addressing eligibility of service and good cause criteria:

Eligibility of Service
The subject properties are located in the W-1 and S-1 existing service areas and is eligible for service.

Good Cause Criteria

(1) *The size of the properties.* Lot 38/40 and Lot 42/44 are 7,500 square foot lots according to the Maryland Department of Assessments and Taxation.

(2) *The zoning of the properties.* Carroll County has designated these properties as R-10,000 Residential.

(3) *Whether the properties can be subdivided.* These properties are part of the Buckingham View Subdivision and cannot be further subdivided.

(4) *The nature and extent of the service required. Existing* water and sewer lines run in front of the property down Sycamore Avenue.

(5) *The proposed use for the properties.* The Applicant (Brendon Kiley, President of Charles Kiley Homes Inc.) is proposing to construct a single-family detached residential unit on each lot, for a total of two single-family detached residential units.

(6) *The properties' distance from the City boundary.* The lots are located approximately 315 and 348 feet from the City boundary.

(7) *Whether the proposed development of the properties is consistent with the Comprehensive Plan for the area?* The 2007 Westminster Environs Community Comprehensive Plan designates the properties as Suburban Residential. This land use designation allows for four units per acre and for a variety of housing types.

(8) *Whether granting the waiver would advance the principal and goals of Smart Growth.* The 2009 City of Westminster Comprehensive Plan lists 10 Smart Growth Principles that provide guidance for new development, infill development, and redevelopment. Two principles relate to this request, specifically #3 (Create housing opportunity and choices) and #7 (Strengthen and direct development toward already existing communities). In addition, providing services for new residential development on existing platted lots located within a growth area also advances the principles and overall goals of Smart Growth.

(9) Whether granting the waiver would increase sources of water for the City's water supply system. Granting the proposed waiver will not increase the source of water for the water supply system.

(10) Individual considerations relating to the specific properties. These properties are consistent with the other residential properties within the Buckingham View Subdivision. The applicant is not requesting any additional consideration for the development of these lots.

(11) *Whether the properties can meet the legal test for annexation.* The properties do not meet the legal test for annexation because the properties are not contiguous to the City boundary.

(12) *Whether the Applicant has filed or has agreed to file a Petition for Annexation.* The applicant has submitted an *Irrevocable Intent for Annexation* for signature by the Mayor. Pursuant to the Irrevocable Intent for Annexation, the property owner has agreed to annex if/when the property becomes contiguous to the City boundary.

(13) *The need for capital expenditures to provide service to the properties.* Existing water and sewer lines run in front of the property down Sycamore Avenue.

(14) *The effect upon the need for the issuance of bonds to serve the properties.* The properties would be developed under Carroll County regulations. Bonding would be required by the City of Westminster Department of Public Works for those infrastructure items that will be connected to the City water system and City sewer system.

(15) Whether granting the waiver would be consistent with the City's Drought Management Plan. The granting of a waiver will allow these properties to be granted water and sewer allocations under the 2018 policy, as set forth by Resolution No. 18-4, which is part of the overall management system.

(16) *The necessity for additional infrastructure.* Upon connection to the City water system and sewer systems, the applicant must pay the water benefit assessment fee and sewer benefit assessment fee, which supports overall costs already incurred by the City for its storage, processing, and distribution systems.

(17) *Whether the properties are currently developed*. The properties are currently undeveloped and vacant.

(18) *Whether a public health or safety problem currently exists due to failing systems or contamination.* There are no known public health or safety problems that currently exist on these vacant properties.

(19) *Whether the properties would be utilized as a school or other public facilities.* The proposed use is for two single-family detached dwelling units.

(20) Whether the properties would be used as a church, hospital, medical or other non-profit facility. The proposed use is for two single-family detached dwelling units.

(21) *Whether the project would be a major industrial and/or commercial project*. The proposed use is for two single-family detached dwelling units.

(22) *The length of time development has been pending.* On November 4, 2016, Brendon Kiley, President of Charles Kiley Homes Inc., submitted a Good Cause Waiver Application and Irrevocable Consent to Annexation for Lots 38, 40, 42, and 44 in Buckingham View on Sycamore Avenue. Two Water and Sewer Allocation Applications were received by the City on April 7, 2019.

(23) *Whether the properties is within an area or subdivision in which service already exists.* The properties are within an area where service already exists; however, it appears not all properties within the Buckingham View subdivision are connected.

(24) *Whether all of the properties will be served by public utilities.* Both of lots will be served by public utilities.

(25) *Whether the provision of service would result in major operational problems, supply interruption, or other detriment to the City's water supply and sewerage resources.* Provision of water and/or sewer service for two additional single-family detached dwelling units is not anticipated to result in major operational problems, supply interruption, or other detriment to the City's water supply and sewerage resources.

(26) *The effect of development upon transportation.* The Buckingham View Subdivision has already obtained Carroll County approval for residential development. However, Carroll County would review any proposal for transportation-related issues at its discretion since the properties are being served by County roads.

(27) *Recommendation of the Director.* The Director of Community Planning & Development recommends approval of Good Cause Waiver 20-01 and 20-02.

(28) *Any other factor deemed to be relevant by The Mayor and Common Council in considering the waiver application.* Staff is unaware of any other factors deemed to be relevant in considering the application other than what can be found within the staff report.

If the Mayor and Common Council approve Good Cause Waiver 20-01 and 20-02 applications, the Mayor and Director of Community Planning and Development must sign the Good Cause Waiver Decision, located on the Good Cause Waiver Application, and the Mayor must sign the Irrevocable Consent to Annexation [Attachment 3].

Recommendation

Staff recommends the Mayor and Common Council consider approval of proposed Good Cause Waiver 20-01 for Lot 38/40 and Good Cause Waiver 20-02 for Lot 42/44, both located on Sycamore Avenue in Section B of the Buckingham View subdivision, for a residential single family detached dwelling unit on each lot.

Attachments

1. Application for Good Cause Waiver
2. Water and Sewer Allocation Applications
3. Irrevocable Consent to Annexation

cc: Barbara B. Matthews, City Administrator
Elissa Levan, City Attorney
Mark A. Depo, Director of Community Planning & Development
Andrew R. Gray, Comprehensive Planner

(27) *Recommendation of the Director.* The Director of Community Planning & Development recommends for approval of the Good Cause waiver #20-01 and #20-02.

(28) *Any other factor deemed to be relevant by The Mayor and Common Council in considering the waiver application.* Staff is unaware of any other factors deemed to be relevant in considering the application other than what can be found within the staff report.

If the Mayor and Common Council approve Good Cause Waiver 20-01 and 20-02 applications, the Mayor and Director of Community Planning and Development must sign the Good Cause Waiver Decision, located on the Good Cause Waiver Application, and the Mayor must sign the Irrevocable Consent to Annexation [Attachment 3].

RECOMMENDATION

Staff recommends the Mayor and Common Council consider approval of the proposed Good Cause Waiver 20-01 for Lot 38/40 and Good Cause Waiver 20-02 for Lot 42/44, both located on Sycamore Avenue in Section B of the Buckingham View subdivision, for a residential single family detached dwelling unit on each lot.

ATTACHMENTS

1. Application for Good Cause Waiver
2. Water and Sewer Allocation Applications
3. Irrevocable Consent to Annexation

Office Use Only

Case No. 20-01
Application Received: 11/4/2016 (updated 4/23/2020)
Fee Paid: 04/23/2020
Mayor and Common Council Decision: _____

CITY OF WESTMINSTER, MARYLAND

GOOD CAUSE WAIVER APPLICATION

Please check one: ☐ Sewer Service Application ☐ Water Service Application

☑ Water and Sewer Service Application

Property Owner: The Kiley Property Group, LLC Daytime Phone: 410-600-5117

Mailing Address: 1603 Braid Hills Drive, Pasadena, MD 21122

Location of Property Seeking Waiver: 431 Sycamore Ave., Westminster, MD 21157
Lots 38&40 Buckingham View

Applicant Name (phone): Brendon Kiley (410-600-5117)

Liber: 00757 Folio: 00482 Acreage of Property: 7,500 SF

Water Service Category*: W-1 Sewer Service Category*: S-1

** Only properties in the W-1/S-1 or W-3/S-3 Categories may be considered for a Good Cause Waiver.*

Pursuant to Sections 124-3A and 160-6F of the Westminster City Code, the Applicant must petition The Mayor and Common Council of Westminster for a Good Cause Waiver if their intent is to develop property outside the corporate limits of Westminster which will connect to the City of Westminster's Water and/or Sewer Systems. All fees must be paid to the City of Westminster prior to any consideration of the application. The fee schedule is contained in the City's adopted Utility Fee Ordinance. The Director may require the Applicant to pay the cost of such additional engineering, legal and or related services as may be necessary for consideration of the application.

In evaluating the application, The Mayor and Common Council of Westminster may consider the factors set forth in Section V of the adopted Good Cause Waiver regulations. **The Applicant bears significant burden of persuasion and proof to justify granting of a Good Cause Waiver.** The Applicant's justification must be attached to this application.

Applicant's Signature: _____ 4/23/2020

Property Owner's Signature: _____ 4/23/2020

GOOD CAUSE WAIVER DECISION

Case No. 20-01

☐ Approved as Submitted ☐ Denied as Submitted ☐ Conditional Approval

_____ _____
Mark A. Depo (date) Joe Dominick (date)
Director of Community Planning and Development Mayor

Office Use Only

Case No. 20-02
Application Received: 11/4/2016 (updated 4/23/2020)
Fee Paid: 04/23/2020
Mayor and Common Council Decision: _____

CITY OF WESTMINSTER, MARYLAND

GOOD CAUSE WAIVER APPLICATION

Please check one: ☐ Sewer Service Application ☐ Water Service Application

☑ Water and Sewer Service Application

Property Owner: The Kiley Property Group, LLC Daytime Phone: 410-600-5117

Mailing Address: 1603 Braid Hills Drive, Pasadena, MD 21122

Location of Property Seeking Waiver: Lots 42&44 Buckingham View, Westminster MD

Applicant Name (phone): Brendon Kiley (410-600-5117)

Liber: 00757 Folio: 00482 Acreage of Property: 7,500 SF

Water Service Category*: W-1 Sewer Service Category*: S-1

** Only properties in the W-1/S-1 or W-3/S-3 Categories may be considered for a Good Cause Waiver.*

Pursuant to Sections 124-3A and 160-6F of the Westminster City Code, the Applicant must petition The Mayor and Common Council of Westminster for a Good Cause Waiver if their intent is to develop property outside the corporate limits of Westminster which will connect to the City of Westminster's Water and/or Sewer Systems. All fees must be paid to the City of Westminster prior to any consideration of the application. The fee schedule is contained in the City's adopted Utility Fee Ordinance. The Director may require the Applicant to pay the cost of such additional engineering, legal and or related services as may be necessary for consideration of the application.

In evaluating the application, The Mayor and Common Council of Westminster may consider the factors set forth in Section V of the adopted Good Cause Waiver regulations. **The Applicant bears significant burden of persuasion and proof to justify granting of a Good Cause Waiver.** The Applicant's justification must be attached to this application.

Applicant's Signature: _____ 4/23/2020

Property Owner's Signature: _____ 4/23/2020

GOOD CAUSE WAIVER DECISION

Case No. 20-02

☐ Approved as Submitted ☐ Denied as Submitted ☐ Conditional Approval

Mark A. Depo (date)
Director of Community Planning and Development

Joe Dominick (date)
Mayor

Calendar Year 2020

City of Westminster

45 West Main Street
Westminster, MD 21157

410.848.9000

Application Fee: $250.00
Payable to *City of Westminster*

For Office Use Only	
	Case #: WSA-20- _____
	Form Received: _____
	Fee Paid: _____
	DCPD Decision: _____
	Appeal Received: _____
	Appeal Decision: _____

Water and Sewer Allocation Application

Property Owner

Name The Riley property Group LLC
Mailing Address 1603 Braid Hill Dr. Pasadena, MD 21122
Phone 410-600-5117
Email Brendan@RileyHomes.com

Property

Occupant Vacant Lot
Location Address Sycamore Ave
Business Name Westminster, MD 21157
Subdivision Buckingham View Lot # 38/40
Liber *Folio*

Please indicate all that apply ☑

Water Allocations Type	Sewer Allocations Type	Submittals and Supporting Documentation
☐ Annexations	☑ Combined with Water	☐ Three-year water history for the property
☐ Commercial and Industrial	☐ Current Allocations on MDE running count	☐ Three-year water history for similar use(s)
☑ Good Cause Waivers	☐ Sewer-only for new Annexations	☐ Documentation supporting last known use
☑ Residential, Single-family ONLY	☐ Sewer-only for new Good Cause Waivers	☐ Fixture counts and flow rates for new use(s)
☐ Residential, Multi-family ONLY	☐ Health Department Emergency [attach letter from Health Dept]	☐ Fixture counts and flow rates for all existing
☐ Existing Obligations, Public Projects, and Not-for-Profit		☐ Previous application(s) for same proposal submitted in prior year(s) and declined
☐ Health Department Emergency [attach letter from Health Dept]		☐ Other:

SELF-CALCULATION WORKSHEET

Type of Use	# Units or Area	MDE Rate Factor	New(+) / Demo(-)	Total (gallons per day)
New Residential (in units)	1	235 gallons per day/unit	235	235
Senior Residential (in units)		125 gallons per day/unit		
Commercial (in sq ft or other)		attached documentation		

4-7-19
Property Owner(s) Signature(s) Date

Brendan C. Riley
Printed Name(s)

Notary Seal

SIMARJEET KAUR
NOTARY PUBLIC
ANNE ARUNDEL COUNTY
MARYLAND
MY COMMISSION EXPIRES DECEMBER 09, 2019

Simarjeet Kaur

Original, notarized signature(s) of the property owner(s) required for submission of allocation application.

AREA BELOW IS FOR USE BY CITY OF WESTMINSTER

☐ **TENTATIVE**_____ **GPD** ☐ **FINAL** _____**GPD** ☐ **DENIED** ☐ **EXEMPT FROM ALLOCATION**

Attest by: _____
☐ *See Attached*
Date

Guide to searching the database

View Map | View GroundRent Redemption | View GroundRent Registration

Account Identifier: District - 07 Account Number - 005237

Owner Information

Owner Name: KILEY PROPERTY GROUP LLC

Use: RESIDENTIAL

Principal Residence: NO

Mailing Address: 7121 TANAGER AVE GLEN BURNIE MD 21090--000

Deed Reference: /08441/ 00381

Location & Structure Information

Premises Address: SYCAMORE AVE 0-0000

Legal Description: LTS 38,40 - 7500 SQ FT E/S SYCAMORE AVE 2-15 BUCKINGHAM VIEW SC C

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0046	0015	0100		0000	C		38	2015	Plat Ref: 0002/ 0015

Special Tax Areas:

Town: NONE

Ad Valorem:

Tax Class:

Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use
			7,500 SF	

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation

Value Information

	Base Value	Value As of 01/01/2015	Phase-in Assessments As of 07/01/2016	As of 07/01/2017
Land:	80,000	80,000		
Improvements	0	0		
Total:	80,000	80,000	84,200	80,000
Preferential Land:	0			0

Transfer Information

Seller: BOLLINGER AMIDEE E SR	Date: 09/13/2016	Price: $0
Type: NON-ARMS LENGTH OTHER	Deed1: /08441/ 00381	Deed2:
Seller: BOLLINGER EDWARD O	Date: 12/13/1979	Price: $15,000
Type:	Deed1: /00757/ 00482	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2016	07/01/2017
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Tax Exempt:

Exempt Class:

Special Tax Recapture:

NONE

Homestead Application Information

Homestead Application Status: No Application

Calendar Year 2021

City of Westminster

45 West Main Street
Westminster, MD 21157

410.848.9000

Application Fee: $250.00
Payable to *City of Westminster*

For Office Use Only	
Case #: WSA-21-	
Form Received:	
Fee Paid:	
DCPD Decision:	
Appeal Received:	
Appeal Decision:	

Water and Sewer Allocation Application

Property Owner

Name The Riley Property Group LLC
Mailing Address 1603 Broad Hills Drive
Pasadena, MD 21122
Phone 410-600-5117
Email Brandon@Rileyfitness.com

Property

Occupant Vacant Land
Location Address Sycamore Ave
Business Name Westminster, MD 21157
Subdivision Buckingham View Lot # 41/42
Liber *Folio*

Please indicate all that apply ☑

Water Allocations Type	Sewer Allocations Type	Submittals and Supporting Documentation
☐ Annexations	☑ Combined with Water	☐ Three-year water history for the property
☐ Commercial and Industrial	☐ Current Allocations on MDE running count	☐ Three-year water history for similar use(s)
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☐ Existing Obligations, Public Projects, and Not-for-Profit		☐ Previous application(s) for same proposal submitted in prior year(s) and declined
☐ Health Department Emergency [attach letter from Health Dept]		☐ Other:

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Senior Residential (in units)		125 gallons per day/unit		
Commercial (in sq ft or other)		attached documentation		

11-7-19
Property Owner(s) Signature(s) Date

Brandon C. Riley
Printed Name(s)

Notary area

SIMARJEET KAUR
NOTARY PUBLIC
ANNE ARUNDEL COUNTY
MARYLAND
MY COMMISSION EXPIRES DECEMBER 09, 2019

Simarjeet Kaur

Original, notarized signature(s) of the property owner(s) required for submission of allocation application.

AREA BELOW IS FOR USE BY CITY OF WESTMINSTER

☐ **TENTATIVE**_____ **GPD** ☐ **FINAL** _____**GPD** ☐ **DENIED** ☐ **EXEMPT FROM ALLOCATION**

Attest by: _____
☐ *See Attached*

Date

Real Property Data Search

Search Result for CARROLL COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Tax Exempt:
Exempt Class:

Special Tax Recapture:
NONE

Account Identifier: **District** - 07 **Account Number** - 431986

Owner Information

Owner Name: KILEY PROPERTY GROUP LLC

Use: RESIDENTIAL
Principal Residence: NO

Mailing Address: 7121 TANAGER AVE
GLEN BURNIE MD 21090-0000

Deed Reference: /08441/ 00377

Location & Structure Information

Premises Address: SYCAMORE AVE
0-0000

Legal Description: LTS 42,44 7500 SQ FT
ES SYCAMORE AVE 2-15
BUCKINGHAM VIEW SC C

Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0046	0015	0100		0000			42	2018	Plat Ref: 2/15

Special Tax Areas:

Town: NONE
Ad Valorem:
Tax Class:

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			7,500 SF	

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation

Value Information

	Base Value	Value As of 01/01/2018	Phase-in Assessments As of 07/01/2018	Phase-in Assessments As of 07/01/2019
Land:	80,000	80,000		
Improvements	0	0		
Total:	80,000	80,000	80,000	80,000
Preferential Land:	0			0

Transfer Information

Seller: BOLLINGER AMIDEE E SR
Type: NON-ARMS LENGTH OTHER
Date: 09/13/2006
Deed1: /08441/ 00377
Price: $0
Deed2:

Seller: BOLLINGER EDWARD O
Type:
Date: 12/13/1979
Deed1: /00757/ 00482
Price: $15,000
Deed2:

Seller:
Type:
Date:
Deed1:
Price:
Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2018	07/01/2019
County:	*000*	*0.00*	
State:	*000*	*0.00*	
Municipal:	*000*	*0.00*	
Tax Exempt:		*0.00/0.00*	*0.00/0.00*

Special Tax Recapture:

IRREVOCABLE CONSENT TO ANNEXATION

THIS IRREVOCABLE CONSENT TO ANNEXATION ("this Irrevocable Consent") is made this _____ day of_____,__, by and between Kiley Property Group, LLC (hereinafter, "the Owner"), and The Mayor and Common Council of Westminster (hereinafter, "the City").

WHEREAS, the Owner is owner of certain property located at Sycamore Avenue, Westminster, Maryland 21157 (Lots 38 & 40), known as Parcel 100 on Tax Map 46, ("Property"), as evidenced among the Land Records of Carroll County in Liber 8441, Folio 381 and also shown on a Plat evidenced among the Land Records of Carroll County in Plat Book 2, Page 15; which is located in Carroll County, Maryland, outside of the corporate limits of the City of Westminster; and

WHEREAS, the Owner has requested that the City extend both water and sewer service to the Property in accordance with Chapter 124 and Chapter 160 of the Westminster City Code; and

WHEREAS, at a meeting held on_____,_____, the City authorized the provision of water and sewer service to the Property in accordance with Chapter 124 and Chapter 160 of the Westminster City Code by granting a Good Cause Waiver pursuant to Resolution No. 02-6 for the extension of water and sewer conditioned upon the consent of the Owner to the annexation of the Property into the City of Westminster in the future if the Property becomes legally eligible for such annexation under the provisions of the Annotated Code of Maryland; and

WHEREAS, the parties acknowledge and agree that the City, by granting the Good Cause Waiver or by annexing the Property, accepts no repair or maintenance obligations for any facilities associated with the Property unless the City, in its sole discretion, determines that such acceptance

is necessary for the public good and the terms, conditions and limitations of such acceptance are specified in an annexation agreement between the parties; and

WHEREAS, the Owner is willing to consent irrevocably to annexation of the Property by the City in return for the extension of the City's water and sewer system to the Property.

NOW, THEREFORE, for and in consideration of the premises set forth herein, the City's grant of permission to the Owner to connect the Property to the City's water and sewer system as authorized by Chapter 124 and Chapter 160, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Owner, for itself, its officers, employees, agents, successors, receivers and assigns, declares that, upon the grant of a Good Cause Waiver for the Property, Owner irrevocably consents to annexation of the Property into the City of Westminster at such time, when and if, the Property becomes eligible to do so under the provisions of the Annotated Code of Maryland.

FURTHER, the Owner further agrees that the City, by grant of a Good Cause Waiver or by annexing the Property, accepts no repair or maintenance obligations for any facilities associated with the Property unless the City, in its sole discretion, determines that such acceptance is necessary for the public good and the terms, conditions and limitations of such acceptance are specified in an annexation agreement between the parties.

FURTHER, the Owner agrees that this Irrevocable Consent is made on behalf of and is intended to bind the Owner, the Owner's officers, employees, agents, receivers, successors, heirs, and assigns, forever and acknowledges that, upon the grant of a Good Cause Waiver for the Property, said Irrevocable Consent will run with the Property above described and shall be recorded among the Land Records of Carroll County, Maryland.

AS WITNESS the hand and seal of the Owner, and in further witness whereof the City of Westminster has caused these presents to be signed in its name, by its Mayor, attested by its City Administrator, and its appropriate seal hereto affixed the day and year first written above.

ATTEST:

_____

OWNERS:

_____

Kiley Property Group, LLC
BY: Brendon Kiley
ITS: Resident Agent

ATTEST:

_____

Barbara B. Matthews

City Administrator

THE MAYOR AND COMMON

COUNCIL OF WESTMINSTER

By: _____

Joe Dominick

Mayor

Approved for form and legal sufficiency

this_____day of_____, 20_

_____

Elissa D. Levan, City Attorney

IRREVOCABLE CONSENT TO ANNEXATION

THIS IRREVOCABLE CONSENT TO ANNEXATION ("this Irrevocable Consent") is made this _____ day of_____,__, by and between Kiley Property Group, LLC (hereinafter, "the Owner"), and The Mayor and Common Council of Westminster (hereinafter, "the City").

WHEREAS, the Owner is owner of certain property located at Sycamore Avenue, Westminster, Maryland 21157 (Lots 42 & 44), known as Parcel 100 on Tax Map 46, ("Property"), as evidenced among the Land Records of Carroll County in Liber 8441, Folio 377 and also shown on a Plat evidenced among the Land Records of Carroll County in Plat Book 2, Page 15; which is located in Carroll County, Maryland, outside of the corporate limits of the City of Westminster; and

WHEREAS, the Owner has requested that the City extend both water and sewer service to the Property in accordance with Chapter 124 and Chapter 160 of the Westminster City Code; and

WHEREAS, at a meeting held on_____,_____, the City authorized the provision of water and sewer service to the Property in accordance with Chapter 124 and Chapter 160 of the Westminster City Code by granting a Good Cause Waiver pursuant to Resolution No. 02-6 for the extension of water and sewer conditioned upon the consent of the Owner to the annexation of the Property into the City of Westminster in the future if the Property becomes legally eligible for such annexation under the provisions of the Annotated Code of Maryland; and

WHEREAS, the parties acknowledge and agree that the City, by granting the Good Cause Waiver or by annexing the Property, accepts no repair or maintenance obligations for any facilities associated with the Property unless the City, in its sole discretion, determines that such acceptance

is necessary for the public good and the terms, conditions and limitations of such acceptance are specified in an annexation agreement between the parties; and

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FURTHER, the Owner further agrees that the City, by grant of a Good Cause Waiver or by annexing the Property, accepts no repair or maintenance obligations for any facilities associated with the Property unless the City, in its sole discretion, determines that such acceptance is necessary for the public good and the terms, conditions and limitations of such acceptance are specified in an annexation agreement between the parties.

FURTHER, the Owner agrees that this Irrevocable Consent is made on behalf of and is intended to bind the Owner, the Owner's officers, employees, agents, receivers, successors, heirs, and assigns, forever and acknowledges that, upon the grant of a Good Cause Waiver for the Property, said Irrevocable Consent will run with the Property above described and shall be recorded among the Land Records of Carroll County, Maryland.

AS WITNESS the hand and seal of the Owner, and in further witness whereof the City of Westminster has caused these presents to be signed in its name, by its Mayor, attested by its City Administrator, and its appropriate seal hereto affixed the day and year first written above.

ATTEST:

OWNERS:

Kiley Property Group, LLC
BY: Brendon Kiley
ITS: Resident Agent

ATTEST:

THE MAYOR AND COMMON

COUNCIL OF WESTMINSTER

By: _____

Barbara B. Matthews

City Administrator

Joe Dominick

Mayor

Approved for form and legal sufficiency

this____day of_____, 20_

Elissa D. Levan, City Attorney

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: April 23, 2020

Re: Bulk and Yard Waste Collection Schedule Update

Background

In mid-March, the City modified the work schedules of many of its staff members in response to the COVID-19 pandemic. In most operational areas of Public Works, crews were divided in half. One crew currently works a 40-hour week, and is then on paid administrative leave for the second week of the bi-weekly pay period. The second crew's current work schedule is the opposite during the same bi-weekly pay period. The goal of this alternating schedule is to minimize potential disruption to the City's ability to provide critical services; if one crew becomes ill due to the coronavirus, the other crew would hopefully be healthy and available to work.

Because Street Department staffing was cut in half during any given week, the amount of work that could be accomplished was reduced. In recognition of the same, the decision was made to temporarily suspend bulk item and yard waste collection. The suspension impacted curbside collection of tree branches and brush, metal, yard waste, and large item collections such as furniture.

On April 14, 2020, the Mayor and Common Council discussed this matter, with several members of the elected body expressing a desire to modify the current Public Works staffing schedule and some resumption of service. Staff was requested to bring forward a plan that continued to prioritize employee safety, reduced the amount of paid administrative leave, avoided overtime costs, and allowed some resumption of collection service.

Staff Proposal

On April 15, 2020, Street Department staff assessed the extent of uncollected items placed at the curb. The attachment to this memo summarizes the status of items at the curb as of that date. As reflected in the data, the number of households with items at the curb represents a small percentage of all households eligible for this service; the majority of the items sitting at the curb are bags of grass clippings and leaves. The Assistant Street Superintendent advised that both Meadow Creek and Cliveden Reach were the focus of a tagging effort early in the suspended service period, which may account for the variance between these areas and the rest of the City.

Taking into account the concerns expressed at the April 14, 2020 meeting, and the data obtained through the Street Department assessment, staff proposed the following:

- Removal of the current curbside debris on or around the last week of April, conditions permitting;
- A monthly collection of yard waste (grass clippings, tree limbs, etc.), with the service date advertised two weeks' prior to the collection date through the City's customary communication channels;

- A quarterly collection of bulk items (furniture, mattresses, metal appliances, etc.), with the service date advertised two weeks' prior to the collection date through the City's customary communication channels; and,

- A modified work schedule for Street and Utility Maintenance staff, with employees working 10 hours per day on a 3/2 split schedule to minimize employee contact and cross-contamination from shared vehicles. This schedule would reduce paid administrative leave from 40 to 30 hours in a bi-weekly pay period and will not require the payment of overtime. Due to the 24/7 operation of the water plant and sewer plant, and the critical nature of those services, no change is proposed to the current seven days on, seven days off schedule.

Staff will continue to monitor the latest public health guidance and Executive Orders issued by the Governor, and make adjustments as necessary.

Recommendation
Staff recommends that the Mayor and Common Council discuss the proposal outlined above, and provide direction to staff.

Attachment
- Bulk Item/Yard Waste Assessment as of April 15, 2020

cc: Barbara B. Matthews, City Administrator

Bulk Item/Yard Waste Pickup Numbers as of 4/15/2020				
Item Type	**Brush**	**Metal**	**Bags**	**Bulk**
East of 31	52	6	105	68
West of 31	42	11	151	38
Meadow Creek/Clivdeden Reach	2	0	9	0
Total by Item Type	**96**	**17**	**265**	**106**
Total Household Pickups				**484 PILES**
% of Households with Pickups	**1.90%**	**0.03%**	**5.50%**	**3.30%**
	1 day	**.5 day**	**.5 day**	**1 day**
** WILL NEED ADDITIONAL TRUCKS DUE TO*	**2 trucks**	**1 truck**	**3 trucks**	**3 trucks**
1 PERSON PER VEHICLE RULE	**4 employees**	**1 employee**	**6 employees**	**5 employees**

To: Mayor and Common Council

From: Thomas Ledwell, Chief of Police

Date: April 22, 2020

Re: Annual Review of Automated Enforcement Program – Year 10 Follow-up

Background

At the Mayor and Common Council meeting on April 14, 2020, staff presented the annual review for the Automated Enforcement Program (AEP), which is comprised of a single red light camera at Malcolm Drive and Nursery Road). As noted in Chief Ledwell's presentation on this date, the Police Department is not opposed to terminating the AEP if the Mayor and Common Council are supportive of doing so.

Before making a final decision regarding the future of the AEP, the Mayor and Common Council directed Chief Ledwell to provide collision data for the intersection of Rte. 140 at Malcolm Drive. At one time, this intersection was the site of four red light cameras; the Mayor and Common Council expressed interest in what had transpired since removal of the cameras. The requested data is provided as an attachment to this memo.

Collision Data

It is difficult to draw a conclusion as to the effect of the automated enforcement program at the intersection of Route 140 and Malcom Drive, due to the very limited crash data available prior to the inception of the AEP at this location, combined with the short period of AEP implementation. Two of the four cameras were only on-site for a period of one year, as the City decommissioned them in 2011. The other two cameras were decommissioned in 2012 after two years of operation.

The crash data provided for the time period prior to 2015 only includes collisions investigated by the Westminster Police Department. The Maryland State Police, and sometimes the Carroll County Sheriff's Office, also investigated collisions at this intersection; therefore, the data provided for this time period may not provide a complete picture of collisions at this location.

In 2018, the Maryland State Police assumed primary responsibility for collision investigation on Route 140. The Westminster Police Department investigates collisions if the Maryland State Police is not available. The data provided for the time period 2015 – present was pulled from the City's new record system, and includes collisions investigated by all agencies.

An accurate reflection of investigated crash statistics would need to include collisions investigated by the Maryland State Police. Because the historical crash data necessary for such a comparison is no longer available, the attached data does not provide an "apples to apples" comparison of collision data pre- and post-AEP.

Statistics provided by other jurisdictions support the premise that the proper implementation of an automated traffic enforcement program at identified "high-risk" traffic intersections normally leads to a

reduction in personal injury collisions. The limited data available for the two Westminster intersections tends to support this premise.

Recommendation

The Police Department's primary concern regarding the continuation of the City's AEP is the staff time needed to administer the program for this single camera site, given the limited number of serious collisions at this intersection. Should the Mayor and Common Council decide to terminate the program at this time, the Department would continue to monitor this intersection, along with other sites, for future consideration of an automated enforcement program.

Attachments

- Automated Enforcement Program Site Crash History
- Annual Review of Automated Enforcement Program – Year 10

cc: Barbara B. Matthews, City Administrator

AEP Site 505: Malcolm Drive at Nursery Road

Time Period	Investigated Crashes	Property Damage Crashes	Personal Injury Crashes
2007 - 2008	12	7	5
2008 - 2009	7	4	3
2009 - 2010	6	5	1
2010 - 2011	3	1	2
2011 - 2012	2	1	1
2012 - 2013	1	1	0
2013 - 2014	1	0	1
2015	8	4	4
2016	6	4	2
2017	6	6	0
2018	11	5	6
2019	11	8	3
2020 YTD	1	1	0

AEP Sites 501 – 504: Rte. 140 at Malcolm Drive

Time Period	Investigated Crashes	Property Damage Crashes	Personal Injury Crashes
2008 - 2009	1	1	0
2009 - 2010	7	3	4
2010 - 2011	6	4	2
2011 - 2012	5	4	1
2012 - 2013	Not Available		
2013 - 2014	Not Available		
2015	19	14	5
2016	18	8	10
2017	10	9	1
2018	9	6	3
2019	15	11	4
2020 YTD	2	2	0

In 2015, Carroll County law enforcement agencies began utilizing the E-Tix Automated Crash Reporting System, which is a statewide electronic collision reporting system. This system captures all police "investigated collisions." Motor vehicle collisions are "investigated" in Maryland when there is a reported personal injury and/or when one of the vehicles sustains property damage to the extent that it requires a tow. The investigating police department completes this statewide database electronic collision form. Statistics for 2015-present include "investigated" collision data for the Westminster Police Department, the Maryland State Police, and the Carroll County Sheriff's Office for each intersection site. Records retention for paper collision reports is five (5) years.

2014 and older collision data only reflects crashes investigated by the Westminster Police Department (WPD). Pre-2015 numbers are lower because they only reflect WPD data. The Maryland State Police now investigate the majority of collisions on Route 140 at Malcolm Drive, so "in-house" data would not be representative of the actual collision numbers.

*Shaded table cells indicate time periods where there was no automated enforcement program.

To: Mayor and Common Council

From: Thomas Ledwell, Chief of Police

Date: April 6, 2020

Re: Annual Review of Automated Enforcement Program – Year 10

Background

On March 15, 2010, the Westminster Police Department (WPD) initiated its Automated Enforcement Program (AEP) at two intersections in the City. When the AEP was initiated, cameras were installed to monitor and capture red light violations for five traffic movements at the intersections of (1) Route 97/Malcolm Drive and Route 140 and (2) Route 97/Malcolm Drive and Nursery Road. The traffic movements captured are identified as follows:

- Site 501 E/B Route 140 (through lanes) at Route 97
- Site 502 E/B Route 140 (left turn lanes) at Route 97
- Site 503 W/B Route 140 (through lanes) at Route 97
- Site 504 W/B Route 140 (left turn lanes) at Route 97
- Site 505 S/B Malcolm Drive (through lanes) at Nursery Road

Based upon the analysis provided in the Year 1 Review of the AEP, a decision was made to decommission Sites 502 and 504. As a result, only three cameras were functional for Year 2 of the program. In July 2012, the Mayor and Common Council elected to decommission sites 501 and 503, leaving only site 505 in service since that time.

All potential violations identified by the AEP vendor are screened by sworn members of the WPD against 12 specific approval criteria. Only those violations that satisfy all 12 criteria are approved for the issuance of a citation. This process is different from the AEPs of some other agencies, which permit vendor employees to approve citations without law enforcement review.

The enforcement statistics reflected in this report for Year 10 reflect the period of March 1, 2019 through February 29, 2020.

Site 505 Citation Data

In Year 10 of the AEP, a total of 905 potential violations were captured at Site 505 and forwarded by the vendor for law enforcement review. Of these potential violations, 838 violations were approved for the issuance of citations. Of the potential violations, 67 (7.4%) were not approved for the issuance of citations because they did not satisfy all of the citation criteria.

Of the 838 citations issued, two of them were contested in court. In the ten years of the City's AEP, a total of 145 violators have contested their citations in court. Of these 145 violators, 142 were ultimately found guilty.

The following is a summary of citations issued at Site 505 during the ten years of the AEP:

Program Year	Citations Issued	Avg. Citations/Day
Year 1	1,898	5.2
Year 2	2,460	6.7
Year 3	1,958	5.4
Year 4	2,063	5.6
Year 5	2,325	6.4
Year 6	2,312	6.4
Year 7	1,375	3.8
Year 8	845	2.3
Year 9	917	2.5
Year 10	**838**	**2.3**

Site 505 Fiscal Analysis

The AEP is a violator-funded traffic safety program. The following table reflects the program costs and revenues by month for Site 505 during Year 10:

Month/Year	Citations Issued	Fine Revenue Received	Vendor Fees	R.A.E.C. Fee	Net Revenue
March 2019	67	$4,147	$3,165	$164.62	$817.38
April 2019	80	$5,100	$3,253	$164.62	$1,682.38
May 2019	99	$5,990	$3,495	$164.62	$2,330.38
June 2019	82	$5,850	$3,297	$164.62	$2,388.38
July 2019	80	$6,450	$3,484	$164.62	$2,801.38
August 2019	74	$5,797	$3,275	$141.63	$2,380.37
September 2019	61	$5,100	$3,099	$161.00	$1,840.00
October 2019	74	$5,250	$3,286	$161.00	$1,803.00
November 2019	68	$5,175	$3,198	$161.00	$1,816.00
December 2019	49	$4,875	$3,033	$161.00	$1,681.00
January 2020	51	$4,275	$2,967	$161.00	$1,147.00
February 2020	53	$4,135	$3,044	$161.00	$930.00
TOTALS	**838 citations**	**$62,144**	**$38,596**	**$1,930.73**	**$21,617.27**
Internal Program Administration Costs					*-$7,000*
NET REVENUE FOR YEAR 10					**$14,617.27**

With respect to the "internal program administration costs" reflected in the table above, Police Department staff members expend approximately one hour per work day on citation approval, meetings, and other administrative tasks associated with the AEP. This equates to roughly $7,000 in annual internal administrative costs.

Site 505 Crash Experience

Staff examined the crash experience at Site 505 during the ten years of the program, contrasting that data with the three-year period prior to the implementation of the AEP. The following is a summary of that analysis:

Time Period	Total Crashes Reported	Investigated Crashes	Non-Investigated Crashes	Crashes Involving Reported Injury
March 15, 2007 - March 14, 2008	12*	12	Not Available*	5
March 15, 2008 - March 14, 2009	8	7	1	3
March 15, 2009 - March 14, 2010	7	6	1	1
March 15, 2010 - March 14, 2011	7	3	4	2
March 15, 2011 - March 14, 2012	8	2	6	1
March 15, 2012 - March 14, 2013	5	1	4	0
March 15, 2013 - March 14, 2014	6	1	5	1
March 15, 2014 - March 14, 2015	9	4	5	2
March 15, 2015 - March 14, 2016	10	3	7	2
March 15, 2016 – March 14, 2017	5	4	1	1
March 15, 2017 – March 14, 2018	5	4	1	0
March 15, 2018 - March 14, 2019	9	6	3	2
March 15, 2019 – March 14, 2020	**7**	**4**	**3**	**1**

**Due to technical difficulties with the legacy Computer-Aided Dispatch (CAD) system, it is not possible to determine the number of non-investigated collisions that occurred during this time frame. In 2009, this CAD system was replaced with a new CAD system, and a portion of the legacy data converted into the new CAD system.*

***Crash reports from the 2002-2007 time frame have been purged pursuant to the WPD records retention schedule approved by the State Archivist.*

The following information reflects investigated crashes (i.e., those involving injury or significant vehicle damage requiring towing):

Prior to the Initiation of the Automated Enforcement Program

March 15, 2002 to March 14, 2007

- Crash data not available**

March 15, 2007 to March 14, 2008

- 12 total investigated crashes
- 5 - red light running
- 7 - failure to yield right of way when making left turn (under green light)

March 15, 2008 to March 14, 2009

- 7 - total investigated crashes
- 6 - red light running
- 1 - failure to reduce speed to avoid collision (rear-end collisions)

March 15, 2009 to March 14, 2010

- 6 - total investigated crashes
- 5 - red light running
- 1 - failure to reduce speed to avoid collision (rear-end collisions)

<u>Since the Initiation of the Automated Enforcement Program</u>

March 15, 2010 to March 14, 2011

- 3 - total investigated crashes
- 2 - red light running
- 1 - failure to yield right of way when making left turn (under green light)

March 15, 2011 to March 14, 2012

- 2 - total investigated crashes
- 2 - red light running

March 15, 2012 to March 14, 2013

- 1 - investigated crash - failure to yield right of way when making left turn (under green light)

March 15, 2013 to March 14, 2014

- 1 - investigated crash - failure to yield right of way when making left turn (northbound under green light)

March 15, 2014 to March 14, 2015

- Four total investigated crashes. Three involved northbound vehicles failing to yield right of way when making a left turn into the Rt. 140 Shopping Center. The remaining collision occurred when a northbound vehicle on Malcolm Drive ran the red light and struck a vehicle making a lawful left turn from southbound Malcolm Drive**.** None of the investigated collisions related to southbound vehicles on Route 97 running the red light (the traffic movement monitored by the red light camera system). This was the first red light running collision since Year 2 of the AEP.

March 15, 2015 to March 14, 2016

- Three total investigated crashes. One involved a minor rear-end collision as vehicles pulled away from the stop light on S/B Malcolm Drive when the light turned green (inattentive driver). One involved a vehicle that failed to yield the right of way to a S/B motorcycle on Malcolm Drive as it merged onto S/B Malcolm Drive from the 140 Village Center Service Road. And, finally, one involved a northbound vehicle on Malcolm Drive failing to yield right of way to southbound traffic as it attempted to turn left into the 140 Village Shopping Center Service Road. None of the investigated collisions involved red light running in any direction at the intersection (to include S/B vehicles on Malcolm Drive – the traffic movement monitored by the red light camera system).

March 15, 2016 to March 14, 2017

- Four total investigated crashes. The only personal injury collision involved a vehicle that failed to yield right of way to a southbound vehicle when making a left turn from northbound Malcolm Drive onto westbound Jermor Lane. One property damage collision involved a single vehicle which struck the center dividing barrier on Malcolm Drive just north of the intersection, apparently the result of inattention. Another involved a vehicle westbound on Nursery Road that failed to yield right of way to another vehicle that was traveling eastbound through the intersection from Jermor Lane onto Nursery Road. The final investigated collision involved a vehicle that ran the red light while attempting a turn from westbound Nursery Road onto southbound Malcolm Drive. It is noted that

there is no camera on the westbound traffic signal at the intersection. The only camera is on the southbound through lanes of Malcolm Drive. None of the investigated collisions related to southbound vehicles on Route 97 running the red light (the traffic movement monitored by the red light camera system). This is only the second red light running collision since Year 2 of the program.

March 15, 2017 to March 14, 2018

- Four total investigated crashes. None involved personal injury. Three of these collisions involved left turning vehicles which failed to yield right of way to vehicles proceeding straight through the intersection. Left turn movements are not captured by the red light camera. The remaining collision involved a southbound vehicle that ran the red light and struck a vehicle exiting the shopping center. This is the traffic movement covered by the red light camera. This represents the first investigated red light running collision on southbound Route 97 at Nursery Road since Year 2 of the AEP.

March 15, 2018 to March 14, 2019

- Six total investigated crashes. Two involved reported personal injury collisions. The first collision involved two left-turning vehicles from opposite sides of the intersection on Route 97. One vehicle failed to yield the right of way to the other vehicle. The second collision involved three vehicles; the "at fault" driver failed to obey the traffic signal (red signal at northbound 97) and was struck by an adjacent vehicle. The adjacent vehicle then struck another vehicle on the opposite side of the intersection.

March 15, 2019 to March 14, 2020

- Four total investigated crashes. The sole personal injury collision involved two vehicles, where the "at fault" driver failed to obey the traffic signal while making a left turn. Three crashes were property damage only. One of those involved a driver who was distracted by his cell phone traveling northbound, and subsequently struck three vehicles. The second collision involved a vehicle that struck a stopped car from behind at the southbound red light. The final collision occurred when a vehicle exiting Nursery Road misjudged the lane space and struck another vehicle.

<u>Findings</u>

- The total number of investigated crashes (crashes involving injury and/or significant vehicle damage requiring towing) decreased from Year 9 to Year 10 by two. One collision during Year 10 involved personal injury.

- In the three years prior to the inception of the AEP, the City averaged 8.3 "investigated crashes" per year. In the ten years since the inception of the program, the site has averaged 3.2 "investigated crashes" per year.

- The number of red light citations issued at the intersection decreased significantly from Year 6 to Year 10. Reduction of red light violations is one of the desired goals of the program. Red light violations continue to be a problem at this intersection with 838 "citable" violations in Year 10.

- There was one investigated crash attributed to red light running at the intersection in Year 10. The "at-fault" vehicle ran the red light at Nursey Road and Malcolm Drive while traveling northbound.

- In the three years prior to the initiation of the AEP, there was an average of 5.3 red light running collisions per year at the intersection. In the ten years since the initiation of the program, there have been a total of nine red light running collisions with only one, since Year 2, occurring in the southbound lanes monitored by the camera system.

- As referenced earlier in this document, the AEP is a violator-funded traffic safety initiative. The number of citations issued has declined during the previous four years. The current "break even" citation rate is forty-one citations per month. In Year 10 of the program, the average was 69.8 citations per month.

Staff Recommendation

Based upon a comparison of crash data for the three years prior to implementing Site 505 AEP and crash data after Site 505 AEP was put in place, crashes have decreased at the intersection. Red light violations have also decreased since the implementation of the AEP at this intersection.

This violator-funded traffic safety initiative continues to be self-sustaining at this location with a net revenue in Year 10 of $14,617.27. This figure factors in the imputed cost of staff time associated with administration of the AEP.

A continuing concern is the "opportunity cost" of staff time spent administering this program. With this single remaining AEP camera in place, WPD must dedicate an average of one hour per workday of a sworn officer's time to reviewing potential violations, returning phone call questions, researching violator-reported concerns and questions, attending court dockets, communicating with the Regional Automated Enforcement Center and the vendor, and attending related meetings. These responsibilities occur sporadically during the officers' shifts, and often require a timely response. Additionally, support staff are required to field violator questions and to process violator payments. Unresolved questions are usually forwarded to the Deputy Chief for resolution.

Weighing each of these factors, WPD staff is not opposed to terminating the AEP. Should the Mayor and Common Council opt to continue with the program, WPD staff would also continue to support it.

Please feel free to contact me if you have any questions relating to the content of this report.

cc: Barbara B. Matthews, City Administrator

To: Mayor and Common Council

From: Cindy Valenzisi, Director of Housing Services

Date: April 22, 2020

Re: Westminster Public Housing Agency – FY 2020 Administrative Plan and 5-Year Plan

Background
The Public Housing Plan (PHA) is a comprehensive guide to a PHA's policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the Five-Year Plan and the Annual Plan, which are submitted to the U.S. Department of Housing and Urban Development (HUD) every fifth PHA fiscal year and annually, respectively.

For FY 2020, Housing Services staff is recommending changes to both the Five-Year Plan and the Annual Plan. The documents are available for review at the City's administrative offices at 56 West Main Street, as well as on the City's website (www.westminstermd.gov).

Summary of Proposed Changes
The proposed changes to the Five-Year Plan and the Administrative Plan have been summarized below.

Chapter 3- Applying For Admission
Staff added information to the Plan to reflect that the waitlist is accessible on the City's website.

When the waiting list is open, any family requesting to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application. Applications will be mailed to interested families upon request. The family may apply online at www.westminstermd.gov.

Chapter 4 – Establishing Preferences and Maintaining the Waiting List
Staff removed the reference to the pilot program that would allow a homeless admission preference on the Housing Choice Voucher waiting list for a limited amount of voucher. The City of Westminster has been working with the Continuum of Care, local homeless shelter, and the Carroll County Housing Office to address local housing needs identified by the community. This pilot program is no longer in effect; therefore, it has been removed from the Administrative Plan.

Chapter 20 - Family Self-Sufficiency Program
The Family Self-Sufficiency (FSS) Program was a program that encouraged Housing Choice voucher participants to identify short-term and long-term goals. The goals were intended to reduce the rental subsidy and aid them in the path of independent living. The City no longer is grant funded for the FSS Program and has fulfilled the HUD requirement to have 25 families graduate from the FSS Program. Therefore, this Chapter was deleted in the draft Plan.

Chapter 21 – Homeownership Voucher Program

The Housing Choice Voucher program was interwoven with the FSS program. A FSS participant may have chosen "Housing Choice Voucher Homeownership" as a goal. This would have allowed the participant to receive housing assistance payment to a mortgage lender, instead of a landlord. This would only occur once the participant joined the FSS Program; worked on the associated short-term and long-term goals; improved his/her credit score, becoming credit worthy; and, found a suitable and affordable home and lender. With the removal of the FSS Program, the reference to the Homeownership Voucher Program is no longer available through the FFS Program. The Homeownership program may still be an option for those people who qualify for a mortgage and meet all the requirements without the need to be a participant on the FSS Program.

Chapter 12 – Re-certification

A participant in the Housing Choice Voucher Program is required to report changes in income and family composition, in writing, within seven days of the occurrence. The income changes that occur in between the annual re-certification are called interim re-certifications. A participant is still required to report the changes in writing within seven days in the case of an interim re-certification, but the method by which the changes are processed have changed. Previously, no changes were made to the program participant's rent portion if the income change was $300.00 or less annually. The proposed plan increases that amount to $500.00 annually. The higher income change limit would allow the participant and his/her family to pay less of a rental portion. It would also reduce the administrative burden on City staff by not requiring an interim re-certification in some instances.

Review of Proposed Plan Changes

The City of Westminster's Advisory Board has reviewed the proposed changes to both the Five-Year Plan and the Administrative Plan. Advisory Board members are comprised of randomly chosen participants in the City's Housing Choice Voucher Program. Staff invited the members to comment via telephone. There were no comments.

Recommendation

Staff recommends that the Mayor and Common Council approve the Westminster Public Housing Agency's Annual Plan and Five-Year Plan. Once the Mayor and Common Council authorize the changes, staff will submit the plans to the HUD Field Office in Baltimore.

cc: Barbara B. Matthews, City Administrator