

1. Agenda 01 27 20

Documents:

[AGENDA 01 27 20.PDF](#)

1.1. Council Packet 01 27 20

Documents:

[COUNCIL PACKET 01 27 20.PDF](#)

## **AGENDA**

**CITY OF WESTMINSTER  
Mayor and Common Council Meeting  
Monday, January 27, 2020 at 7 pm  
Council Chambers of City Hall, 1838 Emerald Hill Lane, Westminster, MD**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

- A) Closed Meeting of October 28, 2019
- B) Closed Meeting of November 9, 2019
- C) Mayor and Common Council Meeting of January 13, 2020

**3. PRESENTATIONS**

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

**4. CONSENT CALENDAR**

- A) Approval of December 2019 Departmental Operating Reports
- B) Approval – Agreements with MissionTix for Online and Onsite Ticketing and Admission Services for the Westminster Wine Stroll, Westminster BBQ Stroll, and Westminster Oyster Stroll – Ms. Gruber
- C) Acceptance of Deeds and Parcels for Bolton Hill Subdivision, Sections 4 and 5 – Mr. Glass

**5. REPORT FROM THE MAYOR**

**6. 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

## **7. COUNCIL COMMENTS AND DISCUSSION**

## **8. BIDS**

A) Approval – Purchase of Three Replacement Vehicles for Utility Maintenance – Mr. Glass

## **9. ORDINANCES & RESOLUTIONS**

A) Adoption of Ordinance No. 919 – Amending the Adopted Budget for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020 (FY 2020 Budget Amendment #1) – Ms. Palmer

## **10. UNFINISHED BUSINESS**

## **11. NEW BUSINESS**

A) Discussion of Proposed Ordinance to Incorporate Changes in State Law with Respect to Local Ethics Ordinances and to Broaden the City's Financial Disclosure Requirements for Elected Officials and Candidates for Elective Office – Ms. Levan

## **12. DEPARTMENTAL REPORTS**

## **13. CITIZEN COMMENTS**

## **14. ADJOURNMENT**

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## MINUTES

### **CITY OF WESTMINSTER Mayor and Common Council Meeting Monday, January 13, 2020 at 7 pm**

#### **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 and Development Depo, Director of Public Works Glass, Police Chief Ledwell, City Attorney Levan, City Administrator Matthews, Director of Finance and Administrative Services Palmer, Director of Housing Services Valenzisi, and City Clerk Visocsky.

**Guest Present:** Val Giovagnoni, Manager of Ting Internet.

#### **APPROVAL OF MINUTES**

President Pecoraro stated that approval of the Closed Meeting minutes of October 28, 2019 would be deferred to the next meeting agenda.

President Pecoraro requested a motion to approve the following minutes:

- Mayor and Common Council Meeting of December 9, 2019; and,
- Special Mayor and Common Council Meeting of December 11, 2019.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to approve the minutes as presented.

#### **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

Ms. Matthews introduced and welcomed Mark Depo, the City's new Director of Community Planning and Development.

#### **PRESENTATION**

##### **Westminster Fiber Network**

Ms. Matthews stated that the agenda packet for the Mayor and Common Council meeting included a report for the Westminster Fiber Network Project for the quarter ended December 31, 2019. The report included information on the financial aspects of the Project, as well as information on the activities of the in-house Maintenance Team.

With no questions from the Mayor and Common Council, Ms. Matthews requested that Ms. Giovagnoni, Manager of Ting Internet, provide her quarterly update. A copy of Ms. Giovagnoni's presentation is attached to these minutes and incorporated herein by reference.

Ms. Giovagnoni noted that Ting experienced an increase in signups from residents in Phases 2 and 4 during November and December 2019. She added that January 2020 was similarly strong, and looked forward to providing a report to the Mayor and Common Council at the end of the next quarter.

Following the presentation, Councilmember Chiavacci inquired about Ting's progress in connecting with local businesses. Ms. Giovagnoni stated that Ting had made good progress in signing up businesses in downtown Westminster. Connecting with businesses that were part of a larger corporate structure was challenging. Ms. Giovagnoni added that Ting staff does their own verification of which properties are residential and which are commercial for mailing purposes.

Councilmember Dayhoff asked if there was consideration to extend the Fiber Network outside of the City limits. Mayor Dominick replied that he had a meeting with staff earlier in the day at which matter was discussed; further discussions would take place with the Economic and Community Development Committee.

### **CONSENT CALENDAR**

President Pecoraro requested a motion to approve the Consent Calendar, which consisted of the following:

- Departmental Operating Report for November 2019;
- Approval of Drug Task Force Memorandum of Agreement;
- Authorization – Amendment to Lease Agreement with HRI, Inc. for Use of the City-owned Property located at 1117 Old New Windsor Road, Westminster, Maryland;
- Approval – Change Order No. 2 to City's Contract with Standard Pipe Services, LLC for Phase 2 of the Inflow and Infiltration Project; and,
- Approval – Modification #6 to Contract with Gant Brunnette Architects – 45 West Main Renovation Project.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the Consent Calendar as presented.

### **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

### **REPORT FROM THE MAYOR**

Mayor Dominick stated that he hoped everyone had a good holiday season. He then thanked the Utility Maintenance Department staff for their quick work in repairing a water main break that occurred on January 11, 2020.

### **REPORTS FROM STANDING COMMITTEES**

There were no reports from the Public Works Committee.

Councilmember Dayhoff, on behalf of the Arts Council, reported that the Carroll Arts Center would be showing several great documentaries. The upcoming Third Wednesday Jazz Series will feature a tribute to Miles Davis, and Carroll Community College was sponsoring a program on January 20, 2020 in observance of the Martin Luther King, Jr. holiday. Councilmember Dayhoff encouraged everyone to go to the Arts Council's website for information on other upcoming events.

Councilmember Yingling, on behalf of the Economic and Community Development Committee, noted that the Common Council would be awarding a consulting contract related to the redevelopment of the property located at 17-25 West Main later in the meeting. He was excited that the process was moving forward.

President Pecoraro, on behalf of the Finance Committee, reported that staff work on the FY 2021 budget was underway.

Councilmember Gilbert, on behalf of the Personnel Committee, reported that the Committee held a meeting earlier in the day.

Councilmember Chiavacci, on behalf of the Public Safety Committee, reported that the Westminster Police Department had four new officers in the academy. He also reported that Chief Ledwell was working on a new patrol schedule that would better align staffing with the Department's operational needs. Councilmember Chiavacci commended Chief Ledwell for his efforts.

Councilmember Dayhoff, on behalf of the Recreation and Parks Committee, thanked the Recreation and Parks Department for their work on the recent holiday events.

#### **COUNCIL COMMENTS AND DISCUSSION**

Councilmember Dayhoff stated that, in his capacity with the Westminster Volunteer Fire Department, he had the opportunity to work with many of the Police Department's newer officers, and he was impressed with their approach to policing. He then recognized Councilmember Chiavacci for being one of 75 veterans to present the flag at the recent Ravens playoff game. Councilmember Dayhoff commended Mayor Dominick for his company's donation to pay off school lunch debt for Carroll County Public School students. He also complimented Councilmember Yingling's company for its contribution to the Boys and Girls Club.

Councilmember Gilbert shared that she attended the legislative breakfast, hosted by the Carroll County Chamber of Commerce, on January 10, 2020.

President Pecoraro advised his colleagues that he had worked with Ms. Levan and Councilmember Chiavacci to draft modifications to the City's Ethics Ordinance that would bring it into line with the State Ethics Commission's requirements. He felt it was important to put these modifications into place as the City embarks on new development projects. President Pecoraro then distributed a copy of the proposed ordinance to his colleagues so that they could review it.

Councilmember Chiavacci stated that he served on the Common Council at the time the City's current Ethics Ordinance was put in place, and he had voted for its adoption. Having observed what had occurred in other communities, he felt it was important to have more disclosure and openness than what the current Ethics Ordinance requires.

Councilmember Yingling asked Ms. Levan if the proposed modifications to the City's Ethics Ordinance would make it compliant with all State requirements. Ms. Levan responded affirmatively.

Councilmember Dayhoff suggested that the State Ethics Commission review the proposed ordinance prior to its introduction. President Pecoraro agreed and directed Ms. Levan to forward the ordinance to the State Ethics Commission for review and comment. Councilmember Dayhoff expressed his appreciation to Ms. Levan for her work on the proposed ordinance.

President Pecoraro stated that he was pleased with the Special Mayor and Common Council Meeting of December 11, 2019, and thanked staff for their excellent presentation. He noted the attendance of

two members of the Carroll County Board of Commissioners, the County Administrator, and other members of the County staff. President Pecoraro stated that he felt the Special Meeting accomplished the goal of educating the County and the community about the City's water and sewer capacity issues, and the actions being taken by the City to address them.

## **BIDS**

### **Westminster Square Garage Parking Deck Repair and Improvements**

Mr. Glass stated that the FY 2020 Capital Projects Fund budget included funding in the amount of \$80,000 for the repair of the Westminster Square Garage parking deck. He informed the Mayor and Common Council that multiple bids were received, with the lowest, qualified bid submitted by Contracting Specialist Incorporated-DC. Mr. Glass noted that one of the bidders did not provide the required documentation; therefore, its bid was disqualified.

Mr. Glass advised the Mayor and Common Council that the bid specifications inadvertently omitted supplemental requirements related to public works construction projects, which includes a one-year maintenance bond. At the City's request, Contracting Specialists Incorporated-DC provided the additional cost of the maintenance bond for both the base bid scope of work (\$657.94) and the five-year optional extended warranty option (\$1,157.94). The inclusion of these costs would increase the overall project cost to \$48,039.87.

Mr. Glass stated that City staff reviewed and evaluated references and the proposal from Contracting Specialists Incorporated-DC in the total amount of \$48,039.87. Mr. Glass noted that this amount included the five-year extended warranty option. Staff found the proposal to be acceptable with regard to the City's needs. He stated that all work would need to be completed in the spring of 2020 to meet the fiscal year end date of June 30.

Mr. Glass recommended that the Mayor and Common Council accept the bid of Contracting Specialists Incorporated-DC in the amount of \$48,039.87 for the repair of the Westminster Square Parking Garage parking deck as further detailed in the contract documents, and authorize the Mayor's execution of the associated contract.

President Pecoraro asked Mr. Glass if he anticipated that the work would be done before the end of the FY 2020. Mr. Glass stated that this was dependent upon weather conditions.

Councilmember Chiavacci moved, seconded by Councilmember Yingling, to award the bid to Contracting Specialists Incorporated-DC in the amount of \$48,039.87 for the repair of the Westminster Square Parking Garage parking deck.

## **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

### **Consulting Services Associated with Redevelopment of 17-25 West Main Property**

Ms. Matthews stated that, on December 3, 2019, the City closed on the property located at 17-25 West Main Street. Staff solicited proposals from consultants to provide technical assistance as the City pursues redevelopment of the property. Ms. Matthews stated that the Mayor and members of the Common Council's Economic and Community Development Committee interviewed two firms on October 31, 2019.

The Mayor, members of the Committee, and the City Administrator recommend that the City retain the services of Partners for Economic Solutions (PES) to assist with the redevelopment of the 17-25 West

Main property. PES has worked extensively with cities, economic development and redevelopment agencies, universities, housing authorities, and non-profits.

Ms. Matthews informed the Mayor and Common Council that the work would be performed in two phases. In Phase 1, PES would meet with the City to define its goals for the property's redevelopment, prepare a preliminary pro forma analysis of the site's potential development, compile site information for inclusion in the developer solicitation, prepare and distribute a developer solicitation brochure, and review developer expressions of interest. The fee for the Phase 1 work is \$23,500.

Ms. Matthews stated that, in Phase 2, PES would be available to work with the City to solicit and evaluate actual proposals, including review of the financial aspects and terms of the proposals. Phase 2 fees will be based on the number of developer submissions and the extent of negotiation support desired by the City. The contract with PES will be structured to allow the City, in its discretion, to have PES perform the services identified in Phase 2, at a price to be determined.

Ms. Matthews recommended that the Mayor and Common Council award a contract to Partners for Economic Solutions based on the firm's proposal dated September 6, 2019, and authorize the Mayor's execution of the associated contract.

Councilmember Yingling stated that the Economic and Community Development Committee was impressed with PES during the interview process, and that the firm had the qualifications to meet all of the City's needs. He added that the references contacted by staff spoke highly of the firm, and that he was excited to work with the firm.

President Pecoraro stated that he was also impressed by PES during the interview process. He looked forward to Mr. Depo's input as the work with PES moves forward.

Councilmember Yingling moved, seconded by Councilmember Chiavacci, to award a contract to Partners for Economic Solutions as presented, and to authorize the Mayor's execution of the associated contract.

#### **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

#### **ORDINANCES & RESOLUTIONS**

##### **Ordinance No. 919**

Ms. Palmer informed the Mayor and Common Council that Ordinance No. 919 would amend the adopted FY 2020 budget. She noted that a summary of the changes was included in the agenda packet. The most notable change to the adopted budget was the reduction in reserves for the purchase of the property located at 17-25 West Main.

Ms. Palmer recommended introduction of Ordinance No. 919, amending the adopted budget for the Fiscal Year beginning July 1, 2019 and Ending June 30, 2020 (FY 2020 Budget Amendment #1).

Councilmember Chiavacci stated that the City had purchased the 17-25 West Main property using City reserve funds. He then noted that building permit fees had come in higher than anticipated due to the positive economic climate in Westminster. Ms. Palmer affirmed Councilmember Chiavacci's statement, adding that the City had also seen a rise in interest revenue.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to introduce Ordinance No. 919.

**VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

**Ordinance No. 920**

Ms. Levan stated that she prepared an ordinance to ban vaping where the smoking of tobacco products was already prohibited by State law, as directed by the Mayor and Common Council on December 9, 2019. The ordinance would permit vaping in vape shops and other shops where the use is lawful, and vaping is the primary intended purpose of the use.

Ms. Levan suggested that the Mayor and Common Council discuss fines for violations. As currently drafted, the ordinance addressed violations as a municipal infraction, which would not require the involvement of the Police Department.

Councilmember Chiavacci commented that most violations would likely occur outside of normal business hours, when the City's code enforcement officer would not be working.

Councilmember Yingling asked for additional time to conduct further research, as well as receive public input. President Pecoraro agreed, stating that a public hearing regarding the proposed ordinance would be scheduled.

Ms. Levan recommended that the Mayor and Common Council introduce Ordinance No. 920 – Amending the Code of the City of Westminster, to Add Section 106-22, “Vaping Prohibited”, to Chapter 106, “Peace and Good Order”, Article V, “Miscellaneous Offenses”, to Prohibit Smoking of Tobacco and Marijuana in Places of Public Accommodation, Except for Vape Shops, Licensed Cannabis Dispensaries and Other Similar Businesses Lawfully Established for the Primary Purpose of Allowing Individuals to Smoke or Vape or to Sample Smoking or Vaping Products.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to introduce Ordinance No. 920.

**VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**DEPARTMENTAL REPORTS**

**City Administrator**

Ms. Matthews reported that the 45 West Main Renovation Project was underway, and the first progress meeting would be held on January 14, 2020. She then reported that Katz and Associates, the communications firm assisting the City with public information/education for the Water Reuse Initiative, would be conducting interviews with 25 stakeholders during the week of January 20, 2020 and the first week of February.

Ms. Matthews reminded the Mayor and Common Council that the Plastic Bag Ban, approved on May 13, 2019, would go into effect on July 1, 2020. In preparation for this, she and Executive Assistant Samantha Schlitzer were working together to notify businesses effected by the ban. The goal was to send out information on or around February 1, 2020.

### **Westminster Volunteer Fire Department**

Councilmember Dayhoff noted that the Westminster Volunteer Fire Department (WVFD) had a new president, Daniel Plunkert. He wished former President Jamie Petry the best in her new position with the Carroll County Public Safety Training Center.

On behalf of Mr. Plunkert, Councilmember Dayhoff provided the Mayor and Common Council with the monthly report of the WVFD. He reported that WVFD responded to 491 calls during the month of December, consisting of 55 fire calls and 436 EMS calls. Of these, 236 calls were within the City limits. Year-to-date, WFVD had responded to 950 fire calls and 5,356 EMS calls; this totals 6,306 for the year of 2019.

Councilmember Dayhoff expressed his concern regarding the increase in deaths resulting from the use of opioids, including the high number of deaths attributable to suicide. He also shared WVFD's continued concerns regarding the number of overlapping calls, adding that there were 245 overlapping calls during the month of December. When this occurs, neighboring fire departments respond to the calls that WVFD cannot.

Councilmember Dayhoff concluded his report by informing the Mayor and Common Council that, on January 11, 2020, WVFD responded to a house fire on Spring Meadow Drive caused by an unattended candle. Mayor Dominick asked Councilmember Dayhoff if the home had a sprinkler system. Councilmember Dayhoff replied that it did not, as the house was built prior to the passage of the law requiring sprinkler systems.

### **Westminster Police Department**

Chief Ledwell shared the success of the partnership between the Carroll County Sheriff's Department and the Westminster Police Department in addressing crime in the community. The agencies meet on a weekly basis, at which there is a good exchange of information.

Chief Ledwell noted Councilmember Chiavacci's earlier comments regarding the implementation of a new patrol schedule that will better align staffing with the Department's workload.

Chief Ledwell concluded his report, by informing the Mayor and Common Council that Sergeant Steve Blackwell would be promoted to the rank of Lieutenant. The department would be conducting interviews for the position of Corporal in the coming weeks.

### **Finance and Administrative Services Department**

Ms. Palmer stated that the change in the Police Department's patrol schedule would require changes in the payroll system. She was fully supportive of the schedule change, adding that it would simplify payroll processing the long-run.

Ms. Palmer reported that the budget forms for FY 2021 were distributed to each department and were due in early February 2020.

Ms. Palmer informed the Mayor and Common Council that she and her staff were working on year-end items for 2019, as well as the new tax forms and tables for Calendar Year 2020.

### **Housing Services Department**

Ms. Valenzisi reported that she was reviewing the administrative plan for the Housing Choice Voucher program. She and her staff were also working on implementing a new software module. Ms. Valenzisi concluded her report by informing the Mayor and Common Council that the department would be mailing 1099 forms to landlords who receive housing voucher payments.

### **Public Works Department**

Mr. Glass reported that a water main break occurred on January 11, 2020. He stated that the Utility Maintenance Department was able to isolate the line and repair the break within a short period of time. On January 13, 2020, a main break occurred on Silver Court.

Mr. Glass then provided an update on the Gesell Well extended pump test, which would continue through the end of January. Test results to date were positive.

### **Human Resources Department**

Ms. Childs reported that her department was working on a new drug policy, as well as a new policy for CDL drivers. The new policies would be brought before the Mayor and Common Council in the near future for approval.

### **Community Planning & Development Department**

Mr. Depo reported that the Westminster Board of Zoning Appeals reviewed variance requests for 7 Corporate Center Court on January 7, 2020. The Westminster Historic District Commission met on January 8, 2020 to review five Façade Improvement Tax Credit applications.

Mr. Depo concluded his report by informing the Mayor and Common Council that the Westminster Planning and Zoning Commission recently reviewed a proposed site plan for a proposed Royal Farms at 7 Corporate Center Court.

### **CITIZEN COMMENTS**

Michael Carlson, 738 Mulligan Lane, shared a letter from his neighbor who was unable to attend the meeting. The letter outlined concerns regarding the development of a multifamily apartment building on the Clark Farm property. Mr. Carlson advised the Mayor and Common Council of his personal concerns regarding the development, which included noise and increased traffic on Mulligan Lane. He shared that there was a school bus stop on Mulligan Lane at the entryway to the site. Mr. Carlson stated that the parking lot of the apartment complex would abut his backyard, causing light pollution into his home and decreasing value of his property. He inquired if improvements would be made to address existing drainage issues and whether a traffic study would be required.

The Mayor and Common Council asked Mr. Depo about the status of this project. Mr. Depo replied that the City had not yet received a formal application or site plan.

### **ADJOURNMENT**

President Pecoraro adjourned the meeting at 8:23 pm.

Respectfully Submitted,

Shannon Visocky, City Clerk

Full audio version is available on [www.westminstermd.gov](http://www.westminstermd.gov)



To: Mayor and Common Council  
From: Barbara B. Matthews, City Administrator  
Date: January 21, 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 January 27, 2020, Graham Dodge, Executive Director for MAGIC, will provide the progress report for the second quarter of FY 2020.

**Recommendation**

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

**Attachment**

- FY 2020 Grant Agreement between the City and MAGIC

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 may 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)

GEORGE SPINNINGBORN 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**

| <b>Measurement/Activity</b>  | <b>Q1</b> | <b>Q2</b> | <b>Q3</b> | <b>Q4</b> | <b>Total</b> |
|--|-----------|-----------|-----------|-----------|--------------|
|  |           |           |           |           |              |
| 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   |           |           |           |           |              |
|  |           |           |           |           |              |

# CITY OF WESTMINSTER, MARYLAND

## STATUS & INFORMATION REPORT – DECEMBER 2019



### Finance

#### TREASURY REPORTS AS OF DECEMBER 2019 – UNADJUSTED AND UNAUDITED

| <b>GENERAL FUND REVENUES</b>                  | <b>Budget</b> | <b>Actual YTD</b> | <b>% to Budget</b> |
|---|---------------|-------------------|--------------------|
| Taxes   | \$ 11,252,854 | \$ 7,438,971      | 66%                |
| Licenses and Permits                          | 587,200       | 262,629           | 45%                |
| Intergovernmental                             | 2,267,199     | 1,186,654         | 52%                |
| Charges for Services                          | 987,400       | 717,128           | 73%                |
| Fines & Forfeitures                           | 102,500       | 66,118            | 65%                |
| Miscellaneous Income                          | 165,400       | 250,911           | 152%               |
| Transfers                                     | \$ (599,767)  | \$ -              | 0%                 |
| <b>GENERAL FUND APPROPRIATION BY ACTIVITY</b> |               |                   |                    |
| Community Support                             | \$ 37,422     | \$ 12,927         | 35%                |
| Facilities                                    | 301,175       | 89,078            | 30%                |
| Finance                                       | 163,786       | 84,678            | 52%                |
| Executive & Legislative                       | 756,068       | 323,036           | 43%                |
| Human Resources                               | 131,540       | 52,941            | 40%                |
| Planning, Zoning & Development                | 1,084,989     | 134,572           | 12%                |
| Housing & Preservation Services               | 112,855       | 56,914            | 50%                |
| Public Safety Department                      | 7,157,698     | 3,730,220         | 52%                |
| Public Works                                  | 3,271,377     | 1,274,735         | 39%                |
| Recreation & Parks                            | 1,431,217     | 774,189           | 54%                |
| Technology                                    | \$ 314,662    | \$ 127,266        | 40%                |
| Total General Fund Revenues                   | \$ 14,762,786 | \$ 9,922,412      | 67%                |
| Total General Fund Appropriations             | \$ 14,762,789 | \$ 6,660,555      | 45%                |

| <b>CAPITAL FUND REVENUES</b>                  |               |                   |                    |
|---|---------------|-------------------|--------------------|
|   | <b>Budget</b> | <b>Actual YTD</b> | <b>% to Budget</b> |
| Taxes   | \$ 2,198,960  | \$ 1,621,978      | 74%                |
| Intergovernmental                             | 902,529       | 230,549           | 26%                |
| Benefit Assessments                           | 289,380       | 127,922           | 44%                |
| Transfers                                     | 5,517,830     | -                 | 0%                 |
| <b>CAPITAL FUND APPROPRIATION BY ACTIVITY</b> |               |                   |                    |
| Planning                                      | \$ 10,000     | \$ 732,304        | 7323%              |
| Facilities                                    | \$ 5,825,498  | \$ 109,559        | 2%                 |
| Public Safety Department                      | 302,348       | 137,126           | 45%                |
| Public Works                                  | 2,770,854     | 354,953           | 13%                |
| Technology                                    | \$ -          | \$ -              | 0%                 |
| Total Capital Fund Revenues                   | \$ 8,908,699  | \$ 1,980,448      | 22%                |
| Total Capital Fund Appropriations             | \$ 8,908,700  | \$ 1,333,942      | 15%                |

| <b>PUBLIC HOUSING FUND REVENUES</b>     |               |                   |                    |
|---|---------------|-------------------|--------------------|
|   | <b>Budget</b> | <b>Actual YTD</b> | <b>% to Budget</b> |
| Housing Assistance Payments             | \$ 2,186,233  | \$ 1,052,493      | 48%                |
| HAP Equity Reserve Transfer             | 75,000        | -                 | 0%                 |
| HUD Administrative Fee Distribution     | 215,000       | 105,354           | 49%                |
| Miscellaneous Income                    | \$ 16,000     | \$ 79,562         | 497%               |
| <b>PUBLIC HOUSING FUND EXPENDITURES</b> |               |                   |                    |
| Salaries & Benefits                     | \$ 235,641    | \$ 112,516        | 48%                |
| Administration                          | 84,900        | 63,347            | 75%                |
| Housing Assistance Payments             | 2,126,118     | 1,072,279         | 50%                |
| Facilities                              | \$ 45,575     | \$ 22,035         | 48%                |
| Total PHA Fund Revenues                 | \$ 2,492,233  | \$ 1,237,409      | 50%                |
| Total PHA Fund Appropriations           | \$ 2,492,234  | \$ 1,270,177      | 51%                |

| <b>UTILITY FUND REVENUES</b>                  |               |                   |                    |
|---|---------------|-------------------|--------------------|
|   | <b>Budget</b> | <b>Actual YTD</b> | <b>% to Budget</b> |
| Small Meter - City                            | \$ 3,984,382  | \$ 1,806,665      | 45%                |
| Small Meter - County                          | 3,093,428     | 1,332,704         | 43%                |
| Large Meter - City                            | 2,857,459     | 865,306           | 30%                |
| Large Meter - County                          | 2,119,490     | 674,962           | 32%                |
| Reclaimed - County                            | 25,000        | 10,645            | 43%                |
| Charges for Services                          | 882,290       | 619,040           | 70%                |
| Benefit Assessment Fees                       | 784,880       | 347,084           | 44%                |
| Carroll County Septage Facility               | 425,000       | 185,160           | 44%                |
| Revenue Related to ENR/Biosolids Project      | 27,091,494    | 1,104,284         | 4%                 |
| <b>UTILITY FUND APPROPRIATION BY ACTIVITY</b> |               |                   |                    |
| Community Support                             | \$ 24,844     | \$ 25,853         | 104%               |
| Facilities                                    | 131,450       | 52,867            | 40%                |
| Finance                                       | 528,716       | 246,641           | 47%                |
| Executive & Legislative                       | 717,523       | 336,423           | 47%                |
| Human Resources                               | 320,748       | 116,741           | 36%                |
| Planning, Zoning & Development                | 236,426       | 70,155            | 30%                |
| Public Works                                  | 438,480       | 180,790           | 41%                |
| Technology                                    | 1,213,344     | 265,858           | 22%                |
| Utilities                                     | 1,695,805     | 660,714           | 39%                |
| Water   | 3,577,436     | 949,939           | 27%                |
| Wastewater                                    | \$ 31,688,492 | \$ 8,832,150      | 28%                |
| Total Utility Fund Revenues                   | \$ 41,263,423 | \$ 6,945,849      | 17%                |
| Total Utility Fund Appropriations             | \$ 40,573,264 | \$ 11,738,131     | 29%                |

| <b>FIBER FUND OPERATING REVENUES</b>     |               |                   |                    |
|--|---------------|-------------------|--------------------|
|  | <b>Budget</b> | <b>Actual YTD</b> | <b>% to Budget</b> |
| Provider Fees - Units Passed             | \$ 432,576    | \$ 211,644        | 49%                |
| Provider Fees - Subscriptions            | 345,994       | 132,209           | 0%                 |
| Miscellaneous                            | 1,000         | -                 | 0%                 |
| Loan Proceeds                            | -             | -                 | 0%                 |
| General Fund Subsidy                     | \$ 617,078    | \$ -              | 0%                 |
| <b>FIBER FUND OPERATING EXPENDITURES</b> |               |                   |                    |
| Public Works                             | 66,944        | 31,490            | 47%                |
| Technology                               | 39,469        | 20,007            | 51%                |
| Fiber                                    | \$ 1,286,286  | \$ 377,543        | 29%                |
| Total Revenues                           | \$ 1,396,648  | \$ 343,853        | 25%                |
| Total Expenses                           | \$ 1,396,649  | \$ 430,903        | 31%                |

Disbursements between \$10,000 and \$25,000 from December 17, 2019 through January 20, 2020:

| Vendor Name                    | Description                             | Total Amount |
|--------------------------------|---|--------------|
| ADVANCED DISPOSAL              | SLUDGE                                  | \$20,099.47  |
| ADVANCED DISPOSAL              | SLUDGE                                  | \$17,552.61  |
| BALTIMORE GAS & ELECTRIC CO    | BGE Electricity Nov                     | \$12,200.26  |
| CARROLL COUNTY COMMISSIONERS   | VEHICLE MAINTENANCE AND FUEL            | \$18,761.25  |
| COMPTROLLER OF MARYLAND        | MD STATE TAX: PAYMENT                   | \$16,822.48  |
| COMPTROLLER OF MARYLAND        | MD STATE TAX: PAYMENT                   | \$16,795.97  |
| CONTINENTAL TECHNOLOGIES INC   | SHIELDRECOVERY EXPRESS                  | \$13,000.00  |
| FUNK AND BOLTON ATTY'S AT LAW  | NOVEMBER 2019 LEGAL SERVICES            | \$11,882.50  |
| GHD INC                        | CONSTR MGMT/INSPECTIONS ENR             | \$15,330.50  |
| LGIT HEALTH                    | FSA CLAIMS                              | \$11,144.59  |
| MD ST RETIREMENT & PENSION SYS | MD STATE RETIREMENT: PAYMENT            | \$20,277.10  |
| MD ST RETIREMENT & PENSION SYS | MD STATE RETIREMENT: PAYMENT            | \$21,113.43  |
| MD STATE RETIREMENT & PENSION  | MSRA FY20 ADMIN FEES                    | \$24,756.00  |
| MD STATE RETIREMENT & PENSION  | MSRA FY20 ADMIN FEES                    | \$24,756.00  |
| MEADVILLE LAND SERVICE INC     | DESIGN & CONSTRUCTION LITTLE PIPE CREEK | \$24,581.25  |
| MID-ATLANTIC GIGABIT INNOVATIO | FY 2020 GRANT INSTALL #3                | \$20,000.00  |
| MODERN COMFORT SYSTEMS INC     | INSTALL WEIL GAS BROILER                | \$18,475.00  |
| NATIONWIDE RETIREMENT SOLUTION | ROTH 457(B): PAYMENT                    | \$12,701.96  |
| NATIONWIDE RETIREMENT SOLUTION | ROTH 457(B): PAYMENT                    | \$13,967.46  |
| UNITED HEALTHCARE              | DEN/VIS - FEBRUARY 2020                 | \$10,263.40  |
| WINCHESTER WEST LLC            | JANUARY 20 RENT 56 W MAIN ST            | \$14,300.00  |
| WYE RIVER GROUP INC            | FINANCIAL ADVISORS                      | \$15,000.00  |

### Operations Highlights

- Finance and Administrative Services Director Tammy Palmer continued to respond to requests from the audit team. She also continued work to reconcile the federal funding for Housing to the general ledger.
- The Finance Department responded to multiple emails and correspondences regarding procurement and disposals.
- The Finance Department trained on and prepared 1099s, W-2s, and 1095s. Changes to the tax forms and laws required testing and communication with Eden Support.
- Ms. Palmer responded to several requests and questions regarding bond releases.
- Ms. Palmer updated, populated, and distributed FY 2021 budget forms. In addition, the Master Budget File was updated with 2021 columns, formulas, and FY 2020 actuals.
- Ms. Palmer prepared a detailed analysis of police scheduling and overtime costs. In addition, she explored required changes in the payroll system to accommodate the proposed new patrol schedule.
- Ms. Palmer prepared a Request for Proposals for Downtown Westminster security cameras, posted a Street Department truck for public surplus, and arranged for disposal of Police Department filing cabinets.

- Ms. Palmer prepared an ordinance and supporting documentation to amend the adopted FY 2020 budget.
- Finance Department staff received training and performed testing on the new Utility Billing Read software.
- Ms. Palmer reviewed and commented on Recreation and Parks program pricing at the request of the City Administrator.
- Ms. Palmer met with SunTrust representatives regarding bank consolidation and merchant services for special events.
- Ms. Palmer responded to three legislative impact requests from the Maryland Department of Legislative Services.

### **Technology Services**

- Total Helpdesk tickets = 104, broken down below by department:
  - Technology Services = 16
  - Westminster Police = 25
  - Public Works = 12
  - Human Resources = 7
  - Finance = 11
  - Office of the City Administrator = 6
  - Public = 18
  - Recreation and Parks = 5
  - Community Planning and Development = 2
  - Housing and Code Enforcement = 2
  - Mayor and Common Council = 0
  - Total emails allowed for December 2019 = 33,769K
  - Total emails sent for December 2019 = 8,468
  - Blocked emails for December 2019 = 71,922K

### Projects:

- Replacement of core switching – planning phase
- Phone tree – in progress
- Document management solution – planning phase
- PCI Compliance Policy – in progress
- Computer hard drive encryption – testing
- Mobile device management – in progress
- Single Sign On – planning phase
- Upgrade operating systems from Windows 7 to Windows 10 – in progress
- Multi-Factor authentication – planning phase
- Firewall replacements – in progress
- Eden upgrade – in progress
- Risk and Recovery Assessment – planning phase
- Security awareness training – planning phase

### GIS:

- Facilitated GIS meeting with the County and other municipalities to review GIS use in 911 systems with Mission Critical Partners
- Created Market Street water as-builts

- Provided North Ralph Street and Greenwood Avenue drawings to Carroll County Government
- Completed CNA Engineering request for storm drain information
- Performed Maryland Open Data research and uses for automatically updating online maps and data
- Setup applications that read directly from source to better streamline productivity
- Tested SHA Road Closures app to see if it would benefit the City in alerting citizens of road closures
- Downloaded most recent information from Carroll County GIS
- Performed updates and maintenance of Mobile 311 data
- Completed Fiber Drop/Field Check Tickets in Mobile 311 for Public Works Department
- Completed Standard Roadway Construction Details request
- Completed Westminster Station signed plans printout
- Provided CVS and Strip Center Site Plan to Carroll County Government
- Completed 765 Old Manchester Road drawing set printout
- Added Stonegate Sections I and II as-builts and Inflow and Infiltration Rehabilitation Project drawing uploads to Drawings Database
- Added Stonegate Section III Plats to Drawings Database
- Completed Refuse Report from Finance Department
- Provided CLV, Airport, and Hub F Measurements for backbone installation towards Carroll Lutheran Village
- Completed Meadow Branch Snow Route Overview printout

## **Housing Services**

### **Housing Program**

- Housing Assistance Payments (HAP) = \$185,041
- Number of vouchers under lease as of the last day of the month = 277
- Wait list total active applicants = 1103
- Total HAP repayments received = \$254
- Housing Inspections = 32
- Filing rate in PIC = 99%

### **Code Enforcement**

- 30 cases
- 30 closed

### **Rental Licensing**

- Monthly Licensing fees received \$1880
- Total licensing fees received since July 1, 2019 = \$44,090

## **Community Planning & Development**

- The Department of Community Planning and Development provided staff support for the Board of Zoning Appeals, Planning and Zoning Commission, and the Historic District Commission. The Tree Commission did not meet in the month of December.
  - Items prepared for the Mayor and Common Council included review and background information for Emergency Ordinance No. 918 to allow as of right, single-family dwellings lawfully existing in the R-10,000 and R-20,000 Residential Zones on or before December 1, 2019, subject to the dimensional requirements contained in the ordinance; review and background information for Annexation No. 70 (Livestock Auction Property); and, review and background information for Annexation No. 71 (EOB, LLC and DASY Corporation).

- Items prepared for the Board of Zoning Appeals included legal advertising and documentation related to a proposed variance from the required minimum landscaped edge width of 30 feet to 10 feet.
- Items prepared for the Planning and Zoning Commission included review and background information for a public hearing related to Emergency Ordinance No. 918 to allow as of right, single-family dwellings lawfully existing in the R-10,000 and R-20,000 Residential Zones on or before December 1, 2019, subject to the dimensional requirements contained in the ordinance; review and background information for a public hearing related to Annexation No. 70 (Livestock Auction Property); review and background information for a public hearing related to Annexation No. 71 (EOB, LLC and DASY Corporation); proposed alteration for previously approved building signage at Heritage Honda; and, proposed amended exterior site improvements for the Westminster Library to replace two street trees.
- Items prepared for the Historic District Commission included review and background information on an Application for Historic Rehabilitation Property Tax Credits TC No. 19-04 for \$1,380.

| <b>COMMUNITY PLANNING AND DEVELOPMENT PERFORMANCE MEASURES</b> |               |
|--|---------------|
|  | December 2019 |
| Building Permits approved                                      | 7             |
| Downtown Businesses Owner inquiries                            | 19            |
| Downtown Businesses visited                                    | 46            |
| Historic District Commission items                             | 1             |
| Planning and Zoning Commission items                           | 5             |
| Sign Permits issued  | 6             |
| Use and Occupancy  | 4             |
| Zoning Text Amendments approved                                | 1             |
| Zoning inquiries   | 179           |

- Seven building permits were reviewed and approved for projects within the City, including one new business. The remainder of approved building permits were for decks and miscellaneous construction projects.
- **Ms. Gerhard submitted the spring 2020 Water and Sewer Amendment to Carroll County.**
- The Complete County Committee concluded formal meetings, and municipal workgroups are now responsible for informing citizens about the 2020 United States Census. Comprehensive Planner Andrew Gray, who is serving as the Committee’s municipal workgroup leader, is in close communications with the other Carroll County municipalities coordinating Census outreach efforts. Mr. Gray also participated in a meeting with County and municipal staff to discuss how the NEXT GEN 911 system will affect governmental communication for select governmental tasks.
- Seventeen businesses participated in this year’s Mayor’s Cup Storefront and Window Decorating Contest – an increase from prior years. The Best Overall prize went to Flip Yours Fitness & Wellness. Flowers by Evelyn won for Best Kid Friendly design, and LUX Boutique won the prize for Best Business Friendly design. Best Non-Traditional design went to Ting. The storefronts and windows captured the spirit of the holidays and beautified our downtown.



*Flip Yours Fitness & Wellness won best overall in the decorating contest*

- Finally, DCPD staff members answer hundreds of inquiries every month via email, by phone, and in person. DCPD 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 December, DCPD received over 3,230 emails and sent over 980 emails. Additionally, staff continues to coordinate the review and approval of new development in the City.

## Human Resources

### Benefits/Wellness

- Received and provided the FY 2021 Maryland State Retirement Agency (MSRA) pension plan rates and submitted the same to the Finance Department to include in the budget
- Verified and approved the MSRA annual FY 2020 invoice for payment
- Verified the MSRA annual invoice and approved for payment
- Verified the MSRA administrative fee invoice and approved for payment
- Coordinated an amendment to the Teladoc service agreement to update the monthly rate per employee effective December 1, 2019
- Wellness Program
  - Held:
    - Lunch and Learn on “How Foods Effect Your Mood” – 13 attendees
  - Prepared and distributed:
    - January lunch and learn flyer on “Staying Fit While You Sit”
    - Winter 19/20 Wellness Newsletter

Employment/Recruitment

• Advertisements:

|           | Internal Advertisements | External Advertisements | Internal Applications Processed | External Applications Processed |
|-----------|-------------------------|-------------------------|---------------------------------|---------------------------------|
| Full-time | 3                       | 1                       | 1                               | 5                               |
| Part-time | 0                       | 0                       | 0                               | 0                               |
| Temporary | 0                       | 0                       | 0                               | 0                               |
| Seasonal  | 0                       | 1                       | 0                               | 2                               |

• Processed:

|           | New Hire Documentation | Employee Orientations | Internal Transfers | Promotions |
|-----------|------------------------|-----------------------|--------------------|------------|
| Full-time | 8                      | 7                     | 0                  | 1          |
| Part-time | 0                      | 0                     | 0                  | 0          |
| Temporary | 1                      | 1                     | 0                  | 0          |
| Seasonal  | 0                      | 0                     | 0                  | 0          |

- Fingerprinted one temporary/seasonal employee in compliance with child care regulations
- Researched with insurance vendors a possible change to the minimum hours for part-time employees to receive insurance benefits from 20 to 25 hours per week
- Updated the hourly rates in Eden for affected employees to comply with new minimum wage rates effective January 1, 2020

Projects

- Coordinated the annual Service Award ceremony held at the employee holiday luncheon
- Completed the online Employer Disclosure Survey as required by the Disclosing Sexual Harassment in the Workplace Act of 2018
- Coordinated attendance at the annual Employee Holiday Luncheon and Service Award Ceremony; prepared the list of award recipients for award processing by the Finance Department
- Prepared the 2020 employee service anniversary and birthday lists for the City Administrator
- Purchased holiday employee gift cards, prepared them for distribution, provided the list to the Finance Department for tax purposes, and delivered to all City locations for distribution to employees
- Researched secondary employment policies, anti-bullying/civility policies, and holiday leave with various local governments
- Finalized the Supplemental Job Description for Department of Transportation (DOT) Regulated Drivers
- Reviewed all City positions and made a Safety-Sensitive determination for each; prepared the Safety-Sensitive list to include in the Maryland policy
- Updated the new job descriptions with the Safety-Sensitive designation, if applicable

Risk Management

• Insurance Claims Filed

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

- Prepared the drafts for the new Maryland Drug-Free Workplace Policy and the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing Policy for review by the City Attorney
- Processed one CDL driver for random drug testing per DOT regulations
- Updated the workers' compensation packet issued to injured employees
- Held a Safety Committee Meeting
  - Discussed:

- New alcohol and drug policies and determination of safety-sensitive positions
- Worker's compensation insurance claims
- CDL training for new drivers
- Maryland Occupational Safety and Health consultation and compliance visits
- Electrical Safety and Confined Space Training with Maryland Center Environmental Training
- Annual Safety Day event plan for June 25, 2020
- Performed the annual review of risk management policies
  - Updated the Confined Space policy
  - Accepted the Silica Exposure policy
- Held four sessions to educate Public Works CDL drivers on the new DOT Drug and Alcohol Clearinghouse registration process effective in January 2020
- Researched sample Request for Proposals for workers' compensation insurance services

Training/Meetings

- Human Resources Analyst Brenda Anders and Safety/Risk Coordinator Brian DeMay attended a webinar on FMLA and ADA Implications for Workplace Accidents
- Mr. DeMay attended a Local Government Insurance Trust Underwriting Committee meeting

Police Department

| Time Frame     | Police Calls For Service | Adult Arrests | Juvenile Arrests | DUI Arrests | Traffic Citations | Foot/Bike/T3 Patrol Hours |
|----------------|--------------------------|---------------|------------------|-------------|-------------------|---------------------------|
| December 2019  | 997                      | 35            | 6                | 6           | 261               | 333                       |
| December 2018  | 1,059                    | 50            | 2                | 4           | 255               | 156                       |
| 2019 YTD Total | 13,494                   | 618           | 63               | 84          | 2,532             | 3,198                     |
| 2018 YTD Total | 13,421                   | 597           | 63               | 77          | 3,530             | 2,127                     |

**Significant Cases in December:**

Crime: **Auto Theft**  
 Date: 12/05/2019  
 Location: Sector 2  
 Details: The victim reported that his 1994 Ford Ranger was stolen from the rear of his residence. The victim later advised that a third party saw his truck parked in Baltimore County. Maryland State Police recovered the vehicle.  
 Status: Open

Crime: **Attempted Auto Theft**  
 Date: 12/08/2019  
 Location: Pennsylvania Avenue  
 Details: Two suspects attempted to steal a 2010 GMC truck that was parked curbside. The vehicle owner heard the suspects and confronted them. One suspect fled on foot and the vehicle owner detained the other. Officers arrested suspect at the scene and charged him.  
 Arrested/Charged: Jay C. Keene (age 28)

Crime: **Robbery**  
 Date: 12/09/2019  
 Location: City Park

Details: The victim reported that he was assaulted and robbed of his cell phone in City Park. Investigators identified several suspects. The victim, however, declined to further assist investigators with the case.

Status: Suspended

Crime: **Theft/Theft Scheme**

Date: 12/12/2019

Location: Walmart – 280 Woodward Road

Details: An investigator noted suspicious transactions captured on the Regional Automated Property Information Database (RAPID). The investigation revealed four suspects were involved in a theft scheme. The suspects would steal merchandise from Walmart, return the merchandise for Walmart gift cards, and then sell those gift cards to a local pawnshop. Two suspects have been identified and charged.

Arrested/Charged: Vickie A. Dell  
Walter G. Mitchell

Crime: **Assault**

Date: 12/29/2019

Location: Carroll Hospital Center

Details: The victim checked himself into the Emergency Room with multiple wounds that were indicative of an assault with an edged weapon. The victim was uncooperative with investigators and stated the wounds were self-inflicted. The victim remains uncooperative.

Status: Open

Crime: **Carjacking**

Date: 12/29/2019

Location: Westminster Crossing West – 404 Englar Road

Details: The victim advised that he arranged to buy a pair of shoes from a suspect he met through Snapchat. The suspect entered the victim's vehicle in the parking lot, produced a handgun, and ordered the victim to empty his pockets. The suspect then struck the victim in the face with the handgun and ordered him from the vehicle. The suspect fled the scene in the stolen vehicle. Investigators located the stolen vehicle via GPS tracking off of Hughes Shop Road, Westminster.

Case Status: Open

### **Significant Activities in December:**

- Departmental staff participated in the Catherine's Cause Remembrance Ceremony on December 5.
- Staff interviewed multiple applicants for the Property Management Specialist position. Ms. Misty Budzinski was selected and started in the position on December 17.
- Staff coordinated and participated in the "Holiday Shop with a Cop" event on December 14, which was held at Walmart. The event provided families in need with holiday gifts and allowed our police officers to positively engage local youth.
- A swearing in ceremony was held for Maureen Isakson, a new lateral police officer.
- Four new police recruits were hired in December and will enter the Police Academy on January 6, 2020.

## Recreation & Parks

### Revenue

|                        |                 |
|------------------------|-----------------|
| Pool                   | \$785           |
| Family Center          | \$23,187        |
| All Strolls            | \$0             |
| Programs & Events      | \$0             |
| Halloween              | \$0             |
| Miracle on Main Street | \$0             |
| Summer Camp            | \$0             |
| Fallfest               | \$0             |
| Facility rentals       | \$1,170         |
| <b>Total Revenue</b>   | <b>\$25,142</b> |

### Family Fitness Center

- Total gym entries = 3,458 members (3,412) and non-members (46); this number does not include the total childcare entries listed below
- Total childcare entries = 438
- Total facility entries = 3,896
- Total active members as of December 1 = 1,247
  - Membership retention rate = 96%
  - Cancelled memberships during the month of December (individually counted) = 2
- Membership packages sold
  - Child supervision = 2
  - Corporate memberships = 0
  - Family memberships = 10 (individually numbered); 6 city resident, 4 non-resident
  - Individual memberships = 25 – 12 city resident, 13 non-resident
  - Youth/Student memberships = 17 – 12 city resident, 5 non-resident
  - Total new memberships = 54
- Group fitness class participation count:
  - Cardio = 1,001
  - Cycle = 279
  - Yoga = 303
  - Barre = 131
  - Total = 1,714

## Public Works

### Wastewater Treatment Plant

|                                |                 |
|--------------------------------|-----------------|
| Total Flow                     | 142.467 MGD     |
| Average Daily Flow             | 4.596 MGD       |
| Sludge (Integrated Agronomics) | 398.63 Wet Tons |
| Septage Sludge                 | 88.9 Wet Tons   |

- Replaced aeration piping and diffusers in disinfection tank
- Replaced belts on belt filter press #1
- Replaced magnetic flow meter for belt filter press #2
- 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
  - 210 Malcolm Drive (private)
  - 550 Lacosta Circle (private)
  - 98 Ralph Street (private)
  - 821 Baltimore Boulevard (service)
  - 23 North Center Street (service)
  - 419 Farm Creek Road (private)
  - 24 Carroll View Avenue (service)
- Sewer blockages
  - 820 Uniontown Road (main)
  - 3 Bell Road (private)
  - 1128 Singer Drive (lateral)
  - 1128 Singer Drive (main)
  - 737 Old Baltimore Road (private)
  - 86 John Street (private)
  - 351 Stacy Lee Drive (lateral)
  - 210 Janice Way (lateral)
  - 289 East Main Street (lateral)
  - 146 Willis Street (private)

Water Loss

|                     |                |
|---------------------|----------------|
| Water Main Flushing | 0.156MG        |
| Water Leaks         | 0.003MG        |
| Private Leaks       | 0.002MG        |
| Sewer Main Flushing | 0.010MG        |
| <b>Total Loss</b>   | <b>0.171MG</b> |

- Miscellaneous tasks
  - Completed high water bill inspections, meter investigations, meter Installations, and meter readings
  - Completed water, sewer, and fiber markings
  - Completed water shut offs
  - Performed annual water main flushing
  - Televised 24” sewer main from Gist Road to Spring Mills Road
- Regular maintenance
  - Flushed and cleaned sewer mains
  - Fire hydrants
  - Sewer pumping stations
  - Booster stations and water storage stations

- Leak detection
- Maintaining sewer easements

Street Department

- Grounds Maintenance section performed the following tasks:
  - Assisted with leaf vacuuming and picking up piles of loose leaves
  - Used leaf vac in all City parks
  - Cleaned all City parking lots
  - Cleaned trash and loose leaves at Locust Mall
  - Completed safety training
  - Performed landscape inspection at the new Sheetz
  - Removed snow from all City streets, alleys, and City parking lots
  - Pruned tree on Hidden Stream Court
  - Cleaned trucks from snow removal
- Building Maintenance section performed the following tasks:
  - Collected parking meter money and maintained meters
  - Repaired and replaced high visibility signs on City Streets
  - Performed maintenance at various City buildings
  - Placed new cross walks and stop bars on John Street, Winters Alley, and Longwell Avenue
  - Removed snow from all City streets, alleys, and City parking lots

- Streets and Alleys section

- Removed brush, metal, yard waste, and bulk trash
- Transported materials to County landfill:

|                  |            |
|------------------|------------|
| Street baskets   | 1.51 tons  |
| Bulk trash       | 25.25 tons |
| Brush            | 8.76 tons  |
| Yard waste       | 60.04 tons |
| Paper recycling  | 0.00 tons  |
| Street sweepings | 0.00 tons  |
| Tires            | 0.25 tons  |
| Metal            | 3.20 tons  |

- Scheduled bulk trash collection
- Used the leaf vac to pick up piles of loose leaves
- Removal snow from all City streets, alleys, and City parking lots
- Cleaned trucks from snow removal
- Set dumpsters for larger piles of bulk trash
- Streets Maintenance Section
  - Filled potholes on Locust Street, North Street, Charles Street, Winters Alley, and Hersh Avenue
  - Applied bird spikes in parking garages
  - Inspected storm drains throughout the City
  - Removed brush, metal, yard waste, and bulk trash
  - Removed snow from all City streets, alleys, and City parking lots

Engineering

- HRI, Inc. continued work on the Wastewater Treatment Plant denitrification building project construction, specifically the concrete slab and walls. Other work associated with the ENR/Biosolids

Upgrade Project included blowers, electrical buildings, and site electrical conduits, and pipe installation in Reactor #1. The project engineer and HRI continued review of submittals.

- Standard Pipe Services, Inc. substantially completed Phase 2 of the ongoing Inflow and Infiltration Project. The contractor completed repairs on two additional manholes.
- The Little Pipe Creek Restoration and Relocation Project is substantially completed. The contractor worked on the associated Little Pipe Creek monitoring program.
- The contractor for Stonegate Section 3 worked on grading and installation of the storm drain and sewer force main.
- The contractor for Bolton Hill worked on the paving of final course.
- City staff worked with the City Attorney to finalize the contract with C.J. Miller, LLC for the FY 2020 paving project.
- Albrecht Engineering, Inc. worked on the design of repair and reconstruction of the Brick Masonry Wall Diffendal Lot project.

Water Plant

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

|                               |                    |
|-------------------------------|--------------------|
| Raw Meter Total               | 35.19177 MG        |
| Recycled Water Total          | 4.20703 MG         |
| Recycled Water Recovered      | 11.955 %           |
| CIP Wash Water/Membrane Cells | 0.17712 MG         |
| <b>Total</b>                  | <b>35.01465 MG</b> |

- Raw Water Sources in MG

|                  |                    |
|------------------|--------------------|
| Cranberry Branch | 30.58165 MG        |
| Hull Creek       | 4.433 MG           |
| Raw Reservoir    | 0 MG               |
| Other            | 0 MG               |
| <b>Total</b>     | <b>35.01465 MG</b> |

- Treated in MG

|                            |                    |
|----------------------------|--------------------|
| Finished Water Flow Meter  | 34.8887 MG         |
| Station Water              | 0.037254 MG        |
| Total Treated              | 34.85145 MG        |
| Backwash/Recycle Filters   | 0.1914 MG          |
| <b>Delivered to System</b> | <b>34.66005 MG</b> |

- Wells in Cranberry System in MG

|        |             |
|--------|-------------|
| Well 3 | 2.897048 MG |
| Well 4 | 1.91979 MG  |
| Well 5 | 4.280102 MG |
| Well 6 | 2.37349 MG  |
| Well 7 | 4.651724 MG |

|                           |              |
|---------------------------|--------------|
| Well 8                    | 3.937581 MG  |
| Wells 9 and 10            | 3.015291 MG  |
| Well 11                   | 2.696468 MG  |
| Well 12                   | 4.4636688 MG |
| Total Delivered to System | 64.895209 MG |
| Day of Maximum Usage – 19 | 2.32463 MG   |
| Well 5 Backwash           | 0.00361 MG   |
| Well 7 Backwash           | 0.34327 MG   |
| Well 8 Backwash           | 0.10178 MG   |
| Well 12 Backwash          | 0.52048 MG   |
| Daily Average             | 2.0933938 MG |

- Hours operated = 738
- Rainfall = 5.08 inches
- Raw Reservoir level = 25.0 feet

- Wakefield Well System

|                           |              |
|---------------------------|--------------|
| Well 1                    | 2.3916 MG    |
| Well 2                    | 3.496445 MG  |
| Total Delivered to System | 5.888045 MG  |
| Filter Backwash           | 0.00530 MG   |
| Daily Average             | 0.1899369 MG |
| Day of Maximum Usage - 17 | 0.380365 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 369 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 Plant



To: Mayor and Common Council

From: Abby Gruber, Director of Recreation & Parks

Date: January 17, 2020

Re: Approval – Agreements with MissionTix for Online and Onsite Ticketing and Admission Services for the Westminster Wine Stroll, Westminster BBQ Stroll, and Westminster Oyster Stroll

### **Background**

After engaging in a successful agreement with MissionTix for the 2019 Stroll season and in the interest of preserving a positive visitor experience, staff would like to enter into agreements with MissionTix for the 2020 Wine Stroll, BBQ Stroll, and Oyster Stroll. Employing services through MissionTix ensures that event guests receive a seamless digital ticketing and box office experience. This process alleviates ticketing and guest processing demands on staff. After researching different digital ticketing platforms, MissionTix was again identified as the most comprehensive, cost effective provider.

Entering into agreements with MissionTix for all three Strolls would be beneficial in several ways, as outlined below.

- MissionTix will provide the City with a digital ticketing solution, minimizing staff time and expenses associated with processing, purchasing, and mailing tickets.
- Guests wanting to attend a Stroll will not have to meet an advance ticket purchase deadline (previously set one week prior to each Stroll date to allow for mailing and receipt of physical tickets); with the implementation of digital ticketing, guests will have more flexibility in ordering advance tickets, up to minutes before the event.
- The MissionTix digital ticketing platform integrates seamlessly with the City’s website and Facebook page – the City’s most robust marketing tools.
- MissionTix will provide the City with all technology required to run multiple box offices and ticket scanners at each Stroll gate.
- MissionTix will supply the City with staff to cover all gate operations, including identification checkers, ticket scanners, cash/credit handlers, and an onsite manager to train and deploy all MissionTix staff the day of the event.

### **Financial Implications**

There are several components to the proposed arrangement with MissionTix. Those terms are summarized below:

- The City will pay MissionTix \$2.25 for each ticket sold online.

- The City will pay \$1.50 for each ticket sold onsite.
- MissionTix will credit the City 10% of the total service fees charged, which will be applied to the City's cost for onsite MissionTix staffing.
- MissionTix will provide between 14-25 staff members (depending on the amount deemed most appropriate by Recreation and Parks staff) at a cost to the City of \$16.75/hour and \$25/hour for one onsite manager. MissionTix will assume the cost of travel pay and mileage for its staff members. Please note that the hourly rate for staff members will increase by \$1.75/hour. The \$25/hour fee for an onsite manager is a new fee that was waived in the 2019 contractual agreements. MissionTix has agreed to hold these rates through 2023, in the event that the City elects to continue its relationship with the company.

Assuming a Stroll attendance of approximately 2,000, the cost to the City for one Stroll would be approximately \$7,683, broken down as follows:

- Service fees paid to MissionTix = \$4,500
- Credit card fee (3%) = \$1,500
- MissionTix onsite staffing fee (net) = \$1,682.50 (18 staff members at \$16.75/hour for 5 hours and 1 onsite manager at \$25/hour for 7 hours)

Extrapolating this cost to include all three Strolls, the City would pay MissionTix approximately \$23,049 on an annual basis.

**Recommendation**

Staff recommends that the Common Council authorize the Mayor's execution of separate agreements with MissionTix for the 2020 Wine Stroll, 2020 BBQ Stroll, and 2020 Oyster Stroll, in substantially the same form as presented, with the option to enter into comparable agreements for calendar years 2021, 2022, and 2023.

**Attachments**

- Agreement with MissionTix for the Westminster Wine Stroll
- Agreement with MissionTix for the Westminster BBQ Stroll
- Agreement with MissionTix for the Westminster Oyster Stroll

cc: Barbara B. Matthews, City Administrator  
 Tammy Palmer, Director of Finance and Administrative Services

# MISSIONTIX

City of Westminster  
Department of Recreation & Parks  
The Westminster Wine Stroll

Prepared On: December 1, 2019

Revised: January 9, 2020

Peter Quinlan

Account Representative

616 Water Street, Suite 225

Baltimore Maryland 21202

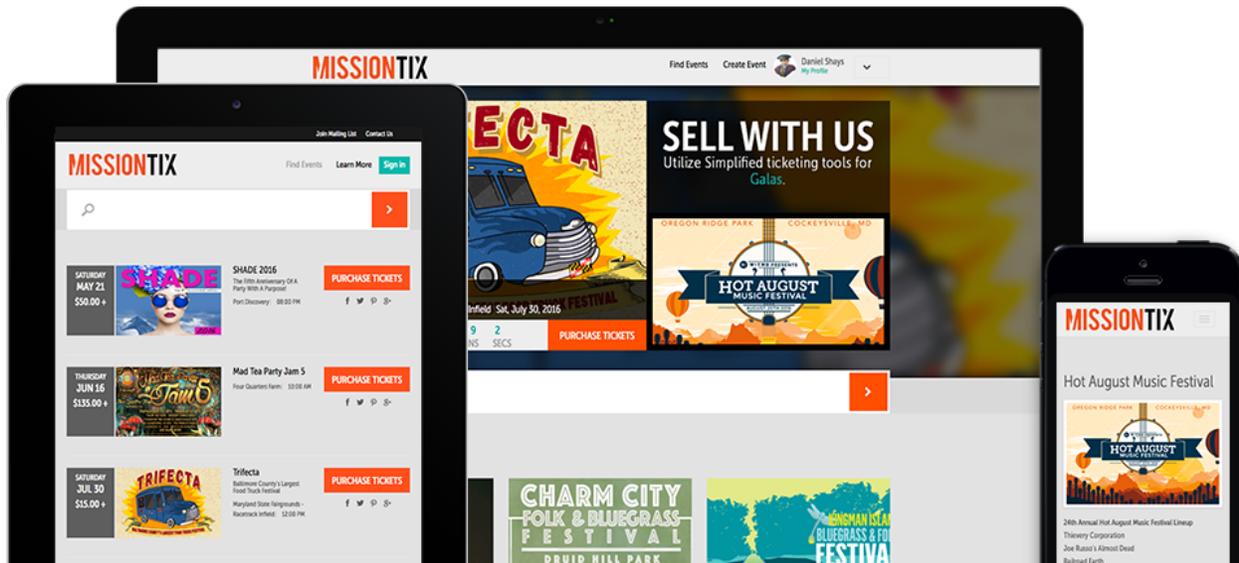
## OVERVIEW

MissionTix is excited to present this proposal to the Mayor and Common Council of Westminster (“the City”) for online and onsite for ticketing The Westminster Wine Stroll (“the Event”).

Our goal is to provide professional solutions for the Event that affords a high degree of flexibility, customization, and real-time service. We offer solutions to make the ticketing and event management experience personal and professional for both the City and visitors to the Event.

We look forward to the opportunity to partner with the City to make The Westminster Wine Stroll a resounding success.

## THE BASICS



### Online Ticket Sales

The MissionTix portal is mobile optimized, customizable, and most importantly, easy to use for both sellers and ticket purchasers.

### Ticket Widget

Embed our widget on the City’s Event website. Customers can select tickets on the City’s webpage, and then proceed to MissionTix to securely process payment.

### **Secure Payment Processing**

Protect the City's investments and its customer's data using our fully PCI compliant ticketing software. Fraud detection filters help combat illegal resale and scalping.

### **Quick Checkout**

Ticket purchasers can log in using their personal Facebook, Twitter, or Google profiles, create an account using their email address or skip sign up and check out as a guest.

### **Donations**

Collect additional donations from Event ticket purchasers during checkout.

### **Ticket Sales Fulfillment**

Tickets are automatically sent to the email address provided as PDF attachments. Tickets can also be downloaded immediately after purchase or sent via SMS to any cellular device.

### **Comp & Purchase Order Fulfillment**

Comp tickets for all unpaid orders (Volunteers, Vendors, Sponsors, etc) can be generated by MissionTix and distributed prior to event date to ease day-of operations.

### **Information Transfer**

Within one week of a request from the City, MissionTix will transfer to the City in electronic format any data it has collected (including customer names, emails, addresses, and order history) with respect to or in connection with Westminster Wine Stroll transactions. MissionTix will not sell or transfer any data collected to any third party, and no limitation of liability otherwise applicable to any agreement between the City and MissionTix shall apply to any damages incurred by the City as a consequence of the breach of MissionTix's obligation not to transfer such data.

### **Sales Support**

MissionTix services include a staffed support line to facilitate orders and answer event-specific questions over the phone, and via email and social media.

### **Help Desk and End-User Support**

Premium assistance will be provided to City staff designated by the Director of Recreation and Parks, including thorough training in the use and operation of the MissionTix webpage administrative area, and MissionTix will make available an experienced, dedicated Account Manager to serve as the single point of contact for all requests. The Account Manager for The Westminster Wine Stroll will be\_\_\_\_\_.

## MISSION CONTROL

MISSION CONTROL

Mission Control Find Events Create Event Living Classrooms

MISSION CONTROL

Create Event

Current Events

Past Events

Venues

Organizational Branding

My Customers

Manage Coupons

Manage Donations

Sales Report

Check-in

Manage Scanners

Manage Packages

| STATUS    | EVENT NAME & DATE   | TICKETS | STOCK  | REVENUE      | SETTINGS   |
|-----------|---|---------|--------|--------------|--|
| PUBLISHED | SAT, MAY 13, 2017<br>Kingman Island Bluegrass & Folk Festival | 7012    | 147776 | \$175,287.85 | <ul style="list-style-type: none"><li>EDIT EVENT</li><li>ATTENDEE LIST</li><li>CHECK-IN</li><li>SEARCH ORDERS</li><li>SETTLEMENT REPORT</li><li>ZIP CODE REPORTS</li><li>COUPONS &amp; DISCOUNTS</li><li>TICKET AD IMAGES</li><li>TRACKING LINK</li><li>GOOGLE ANALYTICS</li><li>NOTIFICATIONS</li><li>WEBSITE WIDGETS</li><li>DONATIONS</li></ul> |

Take complete control of your event listing in Mission Control. Create a customized ticket purchasing experience for your customers using the following features:

### Print-at-Home Ad Space

Create and upload the City's own assets onto its customer's print-at-home tickets. This function is perfect for advertising upcoming events, the City's own logo, sponsor logos, and more.

A sample print-at-home ticket appears below:

MISSIONTIX

Dwight Richardson  
SPLINTERED SUNLIGHT - GA

ORDER NO.  
#1610322

Sat, February 25, 2017 9:00 PM - Sun, February 26,  
2017 1:30 AM  
Doors: 9:00 PM  
Price: \$15.00



ZZSY88GXGT

THE 8X10  
10 E Cross St  
Baltimore, MD 21230

THERE IS WORK TO DO.  
LEAVE THE TIX TO US.

START SELLING TODAY



Only the full event of the ticket will allow entry. Unaltered distribution or sale of the ticket may prevent your entry to the event. Provide this ticket as you would a regular ticket. MissionTix is not responsible for lost or misused tickets. We are responsible for any unaltered duplication or the consequences thereof. Fulfillment dates do occur. The event organizer or venue reserves the right to refuse entry to all ticket holders. The ticket value may only be refunded in the original purchaser of the venue's discretion. Please note that under any and all circumstances, tickets purchased by MissionTix cannot be refunded due to ticket processing. The date and time of the event are subject to change without notice. For the most current updates, visit [www.missiontix.com](http://www.missiontix.com). BY PURCHASING THIS TICKET, THE HOLDER AGREES TO ALL RIGHTS AND RESPONSIBILITIES ASSOCIATED WITH THE EVENT FOR WHICH THIS TICKET IS ISSUED, INCLUDING BEING AND CONSIDERED A DANCER IN THE CLASH OF ANY SUCH CLAIMS ARISING FROM THIS EVENT OR TICKET PURCHASE. THE HOLDER EXPRESSLY WAIVES AND AGREES TO RELEASE THE VENUE AND ALL, FOR AERIALS, TRANSPORTATION, AS WELL AS MISSIONTIX AND ALL ITS RIGHTS FROM THESE CLAIMS OF THE EVENT FOR WHICH THIS TICKET IS ISSUED UNLESS OTHERWISE SPECIFIED. WITHIN THE VENUE, PROMPTLY, OR MISSIONTIX IS REQUIRED TO ISSUE A REFUND. THE OBLIGATIONS TO ALLOW REFUND OF THE TICKET PRICE MUST BE AND COVENANTS CHANGE. IN THE EXPRESS RIGHT OF THE VENUE OR PROMPTLY, UNDER NO CIRCUMSTANCES CAN THE SERVICE BE REFUNDED. UNLESS OTHERWISE STATED BY MISSIONTIX. The venue reserves the right to refuse admission to any ticket holder in the event of disorderly or abusive conduct. Copyright in language or an unregistered work. The venue also reserves the right to specify any permission for conduct or to sign identified inappropriate by management. Under these provisions, the ticket holder is entitled to no refund or reimbursement of any kind. This ticket is a resale ticket and admission may be refused upon proper refund of the ticket's face value. Manufacturer's name, trade, or trademark is not to be used in connection with the event. Tickets obtained from unauthorized sources are void. Lost, stolen, or destroyed, ticket cannot be replaced. Ticket is only valid for the date, time, event, and seat listed on the ticket. Ticket is non-transferable and non-refundable. The ticket is subject to change without notice. All prices are in US dollars. All prices are in US dollars. All prices are in US dollars. ALL RIGHTS RESERVED. By using this ticket, holder also agrees to abide by all rules and regulations issued by the venue, management, or other parties properly associated with the event for which this ticket is issued. Ticket holder will not transfer or sell this ticket for any unauthorized distribution, resale, or reproduction of the event and its logo, name, or other marks. In the event of unauthorized distribution of the event, the ticket holder agrees by use of this ticket to grant permission for the use of MissionTix's image or likeness in connection with the event, venue, or promotion. The ticket holder also agrees to abide by any rules prohibiting alcoholic beverages, illegal drugs, restricted substances, cameras, recording devices, facilities and restrictions of any kind, or other as dictated by law or venue policies.

### Confirmation and Receipt Text

Customize the text on the confirmation page and receipts to provide Event patrons with additional information after checkout: parking instructions, additional registration notes, simple event FAQs, and more.

### Terms and Conditions

Add custom terms and conditions to your event that ticket purchasers must read and agree to prior to checkout. No refunds? Rain or shine? Make sure ticket holders are informed prior to purchase.

## **TRACK AND MONITOR**

### **Tracking Links**

Create custom event links for all traffic sources to monitor clicks and conversions. Use simplified analytics to help the City make real-time, accurate marketing decisions.

### **Google and Facebook Analytics**

Drop the City's own Google or Facebook Analytic codes into the Event listing.

### **Extensive Coupon and Discount Management**

Create single coupons or upload in bulk. Limit Event coupons to certain ticket types, uses per order, and total universal uses.

### **Enhanced Data Collection**

Need to collect more information from Wine Stroll patrons than just name and email address? Choose the questions the City needs to be answered, such as ADA accessibility, birth date, gender, company name, traffic and band referral, t-shirt size, and more.

## SERVICE, PROCESSING FEES AND ASSOCIATED BENEFITS

The following service and processing fees will be applied to all **online and onsite** paid tickets processed for the Westminster Wine Stroll.

### EQUIPMENT

| Equipment                   | Quantity | Rental Rate         | Rental Charge |
|-----------------------------|----------|---------------------|---------------|
| Stand Alone Ticketing Kiosk | 1        | \$1000 for 6 months | No charge     |
| Box Office Computers        | 6        | \$200 Per Day       | No charge     |
| Ticket Scanners             | 6        | \$50 Per Day        | No charge     |

### STAFFING

MissionTix will provide a credit to the City in the amount of 10% of online and onsite service fees collected against onsite staffing expenses. MissionTix will provide between fourteen (14) and twenty-five (25) staffers in addition to the onsite manager at a cost to the City of \$16.75 per hour for staffers and \$25 per hour for the onsite manager. Any staffers needed for duties other than general gate management will be over 21 years of age to assist the City as needed. MissionTix will cover travel pay and mileage for staffers.

-----Amendment-----

**Staffing rates listed above will not be subject to change from 2020 through 2023. This applies to staffers and onsite manager.**

## SERVICE FEES

### Online

| Event             | Ticket Price | Service Fee |
|-------------------|--------------|-------------|
| Wine Stroll       | \$25.00      | \$2.25      |
| Beer & BBQ Stroll | \$25.00      | \$2.25      |
| Oyster Stroll     | \$25.00      | \$2.25      |

### Onsite

| Event             | Ticket Price | Service Fee |
|-------------------|--------------|-------------|
| Wine Stroll       | \$25.00      | \$1.50      |
| Beer & BBQ Stroll | \$25.00      | \$1.50      |
| Oyster Stroll     | \$25.00      | \$1.50      |

## INCLUDED MARKETING SERVICES

MissionTix will provide marketing support for The Westminster Wine Stroll by creating greater awareness and the provision on actionable marketing intelligence. MissionTix will provide the following marketing services at no cost to the City:

### “MissionTix Connect” Electronic Newsletter

The Westminster Wine Stroll will be featured in our “MissionTix Connect” newsletter, delivered twice a month to an email list of over 350,000 consumers who have events in Maryland, DC, Northern Virginia, Delaware and Southern Pennsylvania and have registered to stay informed of local happenings.

### Social Media Outreach

The Westminster Wine Stroll will be promoted on the official MissionTix Facebook and Twitter accounts. The scope and reach of our social networks include a high percentage of MD, DC, and VA residents. These channels are activated through contests, giveaways,

and general awareness-building campaigns.

### **PAYMENT AND DISBURSEMENT**

MissionTix will make payments for all cleared ticketing revenue via check. An automatic 10% hold is applied to all disbursements and final payment, to be released 30 business days post-event.

### **CREDIT CARD DISPUTES**

Chargebacks are fought on the client's behalf; full documentation will be provided upon request following any loss of funds.

**USER AGREEMENT BY AND BETWEEN the City of Westminster Department of Recreation & Parks AND MISSIONTIX.COM, LLC.**

This agreement is subject to all the terms set forth in the most current MissionTix Client User Agreement, which is available online at: [www.missiontix.com/sellerTOS](http://www.missiontix.com/sellerTOS)

**USER AGREEMENT ACCEPTANCE**

To evidence your agreement and acceptance of this Agreement and all Terms & Conditions, please sign below:

MissionTix, LLC  
616 Water Street, Suite 225  
Baltimore, MD 21202  
TEL. 410.982.0799  
WWW.MISSIONTIX.COM

In witness whereof, the parties intending to be legally bound, have executed and delivered this Agreement:

**Mayor and Common Council of Westminster**

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

**MISSIONTIX.COM, LLC**

By: \_\_\_\_\_,

\_\_\_\_\_  
Print Name & Title

# MISSIONTIX

City of Westminster  
Department of Recreation & Parks  
The Westminster Beer & BBQ Stroll

Prepared On: December 1, 2019  
Revised: January 9, 2020

Peter Quinlan  
Account Representative  
616 Water Street, Suite 225  
Baltimore Maryland 21202

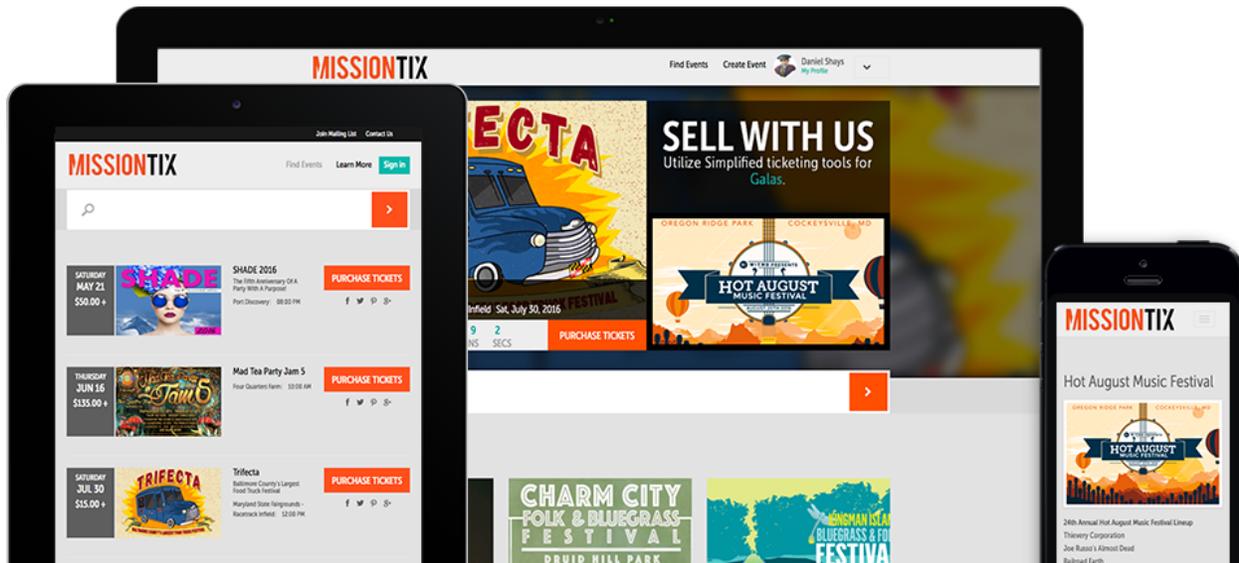
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## THE BASICS



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## MISSION CONTROL

| STATUS    | EVENT NAME & DATE   | TICKETS | STOCK  | REVENUE      | SETTINGS   |
|-----------|---|---------|--------|--------------|--|
| PUBLISHED | SAT, MAY 13, 2017<br>Kingman Island Bluegrass & Folk Festival | 7012    | 147776 | \$175,287.85 | <ul style="list-style-type: none"><li>EDIT EVENT</li><li>ATTENDEE LIST</li><li>CHECK-IN</li><li>SEARCH ORDERS</li><li>SETTLEMENT REPORT</li><li>ZIP CODE REPORTS</li><li>COUPONS &amp; DISCOUNTS</li><li>TICKET AD IMAGES</li><li>TRACKING LINK</li><li>GOOGLE ANALYTICS</li><li>NOTIFICATIONS</li><li>WEBSITE WIDGETS</li><li>DONATIONS</li></ul> |

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MISSIONTIX

Dwight Richardson  
SPLINTERED SUNLIGHT - GA

ORDER NO.  
#1610322

Sat, February 25, 2017 9:00 PM - Sun, February 26,  
2017 1:30 AM  
Doors: 9:00 PM  
Price: \$15.00



22SY88GXGT

THE 8X10  
10 E Cross St  
Baltimore, MD 21230

THERE IS WORK TO DO.  
LEAVE THE TIX TO US.

START SELLING TODAY



Only the full value of the ticket will allow entry. Unaltered distribution or sale of the ticket may prevent your entry to the event. Provide the ticket as you would a regular ticket. MissionTix is not responsible for lost or misused tickets. We are responsible for any unauthorized duplication or the consequences thereof. Full-value tickets do not allow for event postponement or venue reservation. The right to refuse entry to all ticket holders. The ticket value may only be refunded to the original purchaser at the venue's discretion. Please note that under any and all circumstances, tickets purchased by MissionTix cannot be refunded due to ticket processing. The date and time of the event are subject to change without notice. For the most current updates, visit [www.missiontix.com](http://www.missiontix.com). BY USING THIS TICKET, THE HOLDER AGREES TO ALL RIGHTS AND RESPONSIBILITIES ASSOCIATED WITH THE EVENT FOR WHICH THIS TICKET IS ISSUED, INCLUDING BEING AND CONSIDERED A DANCER IN THE CLASH OF ANY SUCH CLAIMS ARISING FROM THIS EVENT OR TICKET PURCHASE. THE HOLDER EXPRESSLY WAIVES AND AGREES TO RELEASE THE VENUE AND ALL, FOR AERIALS, TRANSPORTATION, AS WELL AS MISSIONTIX AND ALL ITS RIGHTS FROM THESE CLAIMS IF THE EVENT FOR WHICH THIS TICKET IS ISSUED UNDERGOES CANCELLATION OR RESCHEDULING. WITHIN THE VENUE, PROMPTLY, OR MISSIONTIX IS REQUIRED TO ISSUE A REFUND. THE OBLIGATIONS OF THE TICKET PURCHASER AND CONSUMER'S CHARGE, IS THE EXPRESS RIGHT OF THE VENUE OR PROMPTLY, UNDER NO CIRCUMSTANCES CAN THE SERVICE FEE BE REFUNDED. UNLESS OTHERWISE STATED BY MISSIONTIX. The venue reserves the right to refuse admission to any ticket holder in the event of disorderly or abusive conduct. Copyright in language or an unregistered work. The venue also reserves the right to specify any provision for conduct or behavior deemed inappropriate by management. Under these provisions, the ticket holder is entitled to no refund or reimbursement of any kind. This ticket is a resale ticket and admission may be refused upon proper refund of the ticket's face value. Manufacturer's name, trade, or trademark is not to be used in connection with the event. Tickets obtained from unauthorized sources are void. Lost, stolen, or destroyed, ticket cannot be replaced. Ticket is only valid for the date, time, event, and seat listed on the ticket. Tickets are non-transferable or non-refundable for cash. Unauthorized reproduction of this ticket is punishable by law. All prices listed include taxes, fees, and/or discounts, if applicable, unless otherwise stated. NO REFUNDS OR EXCHANGES EXCEPT BY THE PROVIDER. VENUE DATES AND TIME OF THE EVENT ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL RIGHTS RESERVED. By using this ticket, holder also agrees to abide by all rules and regulations issued by the venue, management, or other parties properly associated with the event for which this ticket is issued. Prohibited: All holder will not transfer or sell this ticket for any unauthorized distribution, resale, or reproduction of the event and its logo, name, or other content. In the event of a trademark violation of publishing of the event, the ticket holder agrees by use of this ticket to grant permission for the use of MissionTix's image or likeness in connection to the event, venue, or promotion. The ticket holder also agrees to abide by any rules prohibiting alcoholic beverages, illegal drugs, restricted substances, cameras, recording devices, facilities and restrictions of any kind, or other as dictated by law or venue policies.

## Confirmation and Receipt Text

Customize the text on the confirmation page and receipts to provide Event patrons with additional information after checkout: parking instructions, additional registration notes, simple event FAQs, and more.

## Terms and Conditions

Add custom terms and conditions to your event that ticket purchasers must read and agree to prior to checkout. No refunds? Rain or shine? Make sure ticket holders are informed prior to purchase.

## **TRACK AND MONITOR**

### **Tracking Links**

Create custom event links for all traffic sources to monitor clicks and conversions. Use simplified analytics to help the City make real-time, accurate marketing decisions.

### **Google and Facebook Analytics**

Drop the City's own Google or Facebook Analytic codes into the Event listing.

### **Extensive Coupon and Discount Management**

Create single coupons or upload in bulk. Limit Event coupons to certain ticket types, uses per order, and total universal uses.

### **Enhanced Data Collection**

Need to collect more information from Beer & BBQ Stroll patrons than just name and email address? Choose the questions the City needs to be answered, such as ADA accessibility, birth date, gender, company name, traffic and band referral, t-shirt size, and more.

## SERVICE, PROCESSING FEES AND ASSOCIATED BENEFITS

The following service and processing fees will be applied to all **online and onsite** paid tickets processed for the Westminster Beer & BBQ Stroll.

### EQUIPMENT

| <b>Equipment</b>            | <b>Quantity</b> | <b>Rental Rate</b>  | <b>Rental Charge</b> |
|-----------------------------|-----------------|---------------------|----------------------|
| Stand Alone Ticketing Kiosk | 1               | \$1000 for 6 months | No charge            |
| Box Office Computers        | 6               | \$200 Per Day       | No charge            |
| Ticket Scanners             | 6               | \$50 Per Day        | No charge            |

### STAFFING

MissionTix will provide a credit to the City in the amount of 10% of online and onsite service fees collected against onsite staffing expenses. MissionTix will provide between fourteen (14) and twenty-five (25) staffers in addition to the onsite manager at a cost to the City of \$16.75 per hour for staffers and \$25 per hour for the onsite manager. Any staffers needed for duties other than general gate management will be over 21 years of age to assist the City as needed. MissionTix will cover travel pay and mileage for staffers.

-----Amendment-----

**Staffing rates listed above will not be subject to change from 2020 through 2023. This applies to staffers and onsite manager.**

## SERVICE FEES

### Online

| Event             | Ticket Price | Service Fee |
|-------------------|--------------|-------------|
| Wine Stroll       | \$25.00      | \$2.25      |
| Beer & BBQ Stroll | \$25.00      | \$2.25      |
| Oyster Stroll     | \$25.00      | \$2.25      |

### Onsite

| Event             | Ticket Price | Service Fee |
|-------------------|--------------|-------------|
| Wine Stroll       | \$25.00      | \$1.50      |
| Beer & BBQ Stroll | \$25.00      | \$1.50      |
| Oyster Stroll     | \$25.00      | \$1.50      |

## INCLUDED MARKETING SERVICES

MissionTix will provide marketing support for The Westminster Beer & BBQ Stroll by creating greater awareness and the provision on actionable marketing intelligence. MissionTix will provide the following marketing services at no cost to the City:

### “MissionTix Connect” Electronic Newsletter

The Westminster Beer & BBQ Stroll will be featured in our “MissionTix Connect” newsletter, delivered twice a month to an email list of over 350,000 consumers who have events in Maryland, DC, Northern Virginia, Delaware and Southern Pennsylvania and have registered to stay informed of local happenings.

### Social Media Outreach

The Westminster Beer & BBQ Stroll will be promoted on the official MissionTix Facebook and Twitter accounts. The scope and reach of our social networks include a high percentage of MD, DC, and VA residents. These channels are activated through contests, giveaways, and general awareness-building campaigns.

## **PAYMENT AND DISBURSEMENT**

MissionTix will make payments for all cleared ticketing revenue via check. An automatic 10% hold is applied to all disbursements and final payment, to be released 30 business days post-event.

## **CREDIT CARD DISPUTES**

Chargebacks are fought on the client's behalf; full documentation will be provided upon request following any loss of funds.

**USER AGREEMENT BY AND BETWEEN the City of Westminster Department of Recreation & Parks AND MISSIONTIX.COM, LLC.**

This agreement is subject to all the terms set forth in the most current MissionTix Client User Agreement, which is available online at: [www.missiontix.com/sellerTOS](http://www.missiontix.com/sellerTOS)

**USER AGREEMENT ACCEPTANCE**

To evidence your agreement and acceptance of this Agreement and all Terms & Conditions, please sign below:

MissionTix, LLC  
616 Water Street, Suite 225  
Baltimore, MD 21202  
TEL. 410.982.0799  
WWW.MISSIONTIX.COM

In witness whereof, the parties intending to be legally bound, have executed and delivered this Agreement:

**Mayor and Common Council of Westminster**

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

**MISSIONTIX.COM, LLC**

By: \_\_\_\_\_,

\_\_\_\_\_  
Print Name & Title

# MISSIONTIX

City of Westminster  
Department of Recreation & Parks  
The Westminster Oyster Stroll

Prepared On: December 1, 2019  
Revised: January 9, 2020

Peter Quinlan  
Account Representative  
616 Water Street, Suite 225  
Baltimore Maryland 21202

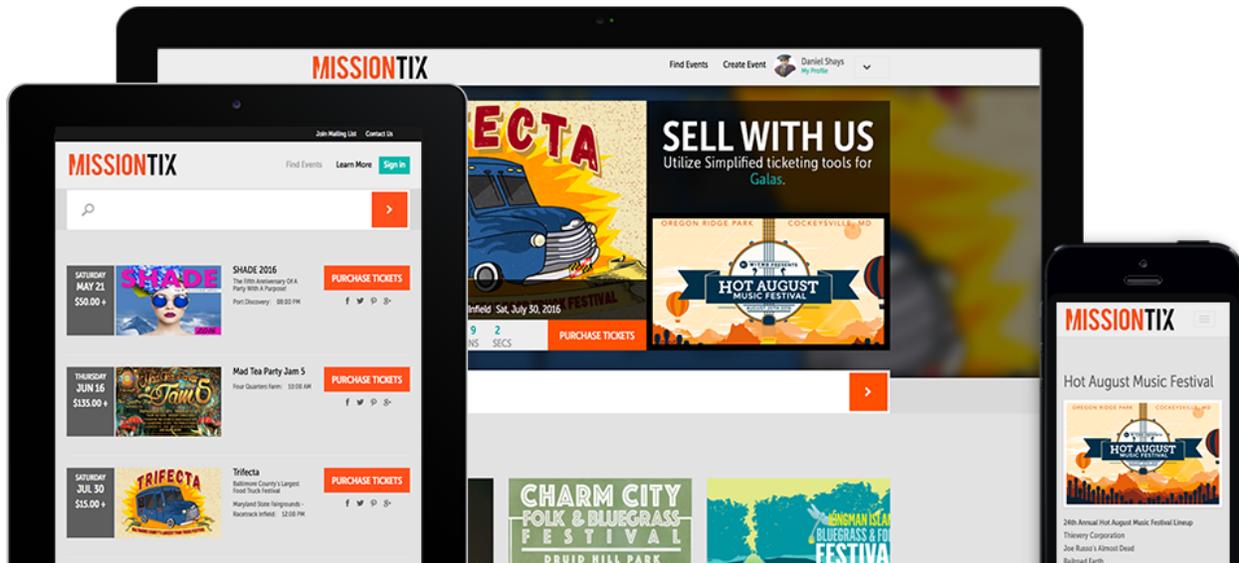
## OVERVIEW

MissionTix is excited to present this proposal to the Mayor and Common Council of Westminster (“the City”) for online and onsite for ticketing The Westminster Oyster Stroll (“the Event”).

Our goal is to provide professional solutions for the Event that affords a high degree of flexibility, customization, and real-time service. We offer solutions to make the ticketing and event management experience personal and professional for both the City and visitors to the Event.

We look forward to the opportunity to partner with the City to make The Westminster Oyster Stroll a resounding success.

## THE BASICS



### Online Ticket Sales

The MissionTix portal is mobile optimized, customizable, and most importantly, easy to use for both sellers and ticket purchasers.

### Ticket Widget

Embed our widget on the City’s Event website. Customers can select tickets on the City’s webpage, and then proceed to MissionTix to securely process payment.

## **Secure Payment Processing**

Protect the City's investments and its customer's data using our fully PCI compliant ticketing software. Fraud detection filters help combat illegal resale and scalping.

## **Quick Checkout**

Ticket purchasers can log in using their personal Facebook, Twitter, or Google profiles, create an account using their email address or skip sign up and check out as a guest.

## **Donations**

Collect additional donations from Event ticket purchasers during checkout.

## **Ticket Sales Fulfillment**

Tickets are automatically sent to the email address provided as PDF attachments. Tickets can also be downloaded immediately after purchase or sent via SMS to any cellular device.

## **Comp & Purchase Order Fulfillment**

Comp tickets for all unpaid orders (Volunteers, Vendors, Sponsors, etc) can be generated by MissionTix and distributed prior to event date to ease day-of operations.

## **Information Transfer**

Within one week of a request from the City, MissionTix will transfer to the City in electronic format any data it has collected (including customer names, emails, addresses, and order history) with respect to or in connection with Westminster Oyster Stroll transactions. MissionTix will not sell or transfer any data collected to any third party, and no limitation of liability otherwise applicable to any agreement between the City and MissionTix shall apply to any damages incurred by the City as a consequence of the breach of MissionTix's obligation not to transfer such data.

## **Sales Support**

MissionTix services include a staffed support line to facilitate orders and answer event-specific questions over the phone, and via email and social media.

## **Help Desk and End-User Support**

Premium assistance will be provided to City staff designated by the Director of Recreation and Parks, including thorough training in the use and operation of the MissionTix webpage administrative area, and MissionTix will make available an experienced, dedicated Account Manager to serve as the single point of contact for all requests. The Account Manager for The Westminster Oyster Stroll will be

\_\_\_\_\_.

## MISSION CONTROL

MISSION CONTROL

Mission Control Find Events Create Event Living Classrooms

MISSION CONTROL

Create Event

Current Events

Past Events

Venues

Organizational Branding

My Customers

Manage Coupons

Manage Donations

Sales Report

Check-in

Manage Scanners

Manage Packages

| STATUS    | EVENT NAME & DATE   | TICKETS | STOCK  | REVENUE      | SETTINGS   |
|-----------|---|---------|--------|--------------|--|
| PUBLISHED | SAT, MAY 13, 2017<br>Kingman Island Bluegrass & Folk Festival | 7012    | 147776 | \$175,287.85 | <ul style="list-style-type: none"><li>EDIT EVENT</li><li>ATTENDEE LIST</li><li>CHECK-IN</li><li>SEARCH ORDERS</li><li>SETTLEMENT REPORT</li><li>ZIP CODE REPORTS</li><li>COUPONS &amp; DISCOUNTS</li><li>TICKET AD IMAGES</li><li>TRACKING LINK</li><li>GOOGLE ANALYTICS</li><li>NOTIFICATIONS</li><li>WEBSITE WIDGETS</li><li>DONATIONS</li></ul> |

Take complete control of your event listing in Mission Control. Create a customized ticket purchasing experience for your customers using the following features:

### Print-at-Home Ad Space

Create and upload the City's own assets onto its customer's print-at-home tickets. This function is perfect for advertising upcoming events, the City's own logo, sponsor logos, and more.

A sample print-at-home ticket appears below:

MISSIONTIX

Dwight Richardson  
SPLINTERED SUNLIGHT - GA

ORDER NO.  
#1610322

Sat, February 25, 2017 9:00 PM - Sun, February 26,  
2017 1:30 AM  
Doors: 9:00 PM  
Price: \$15.00



22SY88GXGT

THE 8X10  
10 E Cross St  
Baltimore, MD 21230

THERE IS WORK TO DO.  
LEAVE THE TIX TO US.

START SELLING TODAY



Only the full extent of the ticket will allow entry. Unaltered illustration or sale of the ticket may prevent your entry to the event. Provide this ticket as you would a regular ticket. MissionTix is not responsible for lost or misused tickets. We are responsible for any unaltered duplication or the consequences thereof. Fraudulent copies do occur. The event organizer or venue reserves the right to refuse entry to all ticket holders. The ticket value may only be refunded in the original purchaser of the venue's discretion. Please note that under any and all circumstances, tickets purchased by MissionTix cannot be refunded due to ticket processing. The date and time of the event are subject to change without notice. For the most current updates, visit <http://www.missiontix.com>. BY PURCHASING THIS TICKET, THE HOLDER AGREES TO ALL RIGHTS AND RESPONSIBILITIES ASSOCIATED WITH THE EVENT FOR WHICH THIS TICKET IS ISSUED, INCLUDING BEING AND CONSIDERED A DANCER IN THE CLASH OF ANY SUCH CLAIMS ARISING FROM THIS EVENT OR TICKET PURCHASE. THE HOLDER EXPRESSLY WAIVES AND AGREES TO RELEASE THE VENUE AND ALL OTHERS, EMPLOYEES, AS WELL AS MISSIONTIX AND ALL ITS AGENTS FROM THESE CLAIMS OF THE EVENT FOR WHICH THIS TICKET IS ISSUED UNLESS OTHERWISE SPECIFIED OR RESCHEDULED. WITHIN THE VENUE, PROMPTLY, OR MISSIONTIX IS REQUIRED TO ISSUE A REFUND. THE OBLIGATION TO ALLOW REFUND OF THE TICKET PRICE IS SUBJECT TO THE VENUE'S POLICY AND COVENANTS CHARGE. IN THE EVENT OF ANY OF THE VENUE OR PROMPTLY, UNLESS OTHERWISE STATED BY MISSIONTIX. The venue reserves the right to refuse admission to any ticket holder in the event of disorderly or abusive conduct. Copyright in language or an unaltered event. The venue also reserves the right to specify any provision for conduct or to sign identified responsibility by management. Under these provisions, the ticket holder is entitled to no refund or reimbursement of any kind. This ticket is a resale ticket and admission may be refused upon proper refund of the ticket's face value. Manufacturer sale, resale, is attempted to be legal and may occur in various and combination without compensation. Tickets obtained from unauthorized sources are void, lost, stolen, or counterfeit. If lost, stolen, or counterfeit, ticket cannot be replaced. Ticket is only valid for the date, time, event, and venue listed on the ticket. Ticket is non-transferable or resellable for cash. Unaltered reproduction of this ticket is prohibited by law. All prices listed include taxes, fees, and/or discounts, if applicable, unless otherwise stated. NO REFUND OR EXCHANGES EXCEPT BY THE PROVIDER HEREIN. DATE AND TIME OF THE EVENT ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL RIGHTS RESERVED. By using this ticket, holder also agrees to abide by all rules and regulations issued by the venue, management, or other parties properly associated with the event for which this ticket is issued. Ticket holder will not transfer or sell this ticket for any unauthorized distribution, resale, or reproduction of the event and its logo, name, or other content. In the event of unauthorized distribution of this ticket, the ticket holder agrees by use of this ticket to grant permission for the use of MissionTix's image or likeness in connection with the event, venue, or promotion. The ticket holder also agrees to abide by any rules prohibiting alcoholic beverages, illegal drugs, restricted substances, cameras, recording devices, facilities and restrictions of any kind, or other as dictated by law or venue policies.

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**USER AGREEMENT ACCEPTANCE**

To evidence your agreement and acceptance of this Agreement and all Terms & Conditions, please sign below:

MissionTix, LLC  
616 Water Street, Suite 225  
Baltimore, MD 21202  
TEL. 410.982.0799  
WWW.MISSIONTIX.COM

In witness whereof, the parties intending to be legally bound, have executed and delivered this Agreement:

**Mayor and Common Council of Westminster**

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

**MISSIONTIX.COM, LLC**

By: \_\_\_\_\_,

\_\_\_\_\_  
Print Name & Title



To: Mayor and Common Council

From: Jeffery D. Glass, Public Works Director

Date: January 22, 2020

Re: Proposed Acceptance of Deed of Roadways and Parcel for Bolton Hill – Sections 4 and 5

**Background**

The Planning and Zoning Commission approved the final plat for Section 4 of the Bolton Hill subdivision on April 14, 2016 in order to create lots for single-family residential detached houses. The Commission approved the final plat for Section 5 of the development on January 12, 2017. The applicant and the City have finalized the proposed deeds that convey the related roadways to the City of Westminster.

**Request**

Bolton Hill Development, LLC proposes to deed the parcels of land for Sections 4 and 5, more fully described in the attached deeds, pursuant to the approved development plans for Bolton Hill. The plats for Sections IV and V are also attached.

The Section 4 parcels are:

- Amherst Lane 1.4857 ± acres of land
- Meadow Creek Drive 0.6598 ± acres of land
- Wilford Court 0.6705 ± acres of land

The Section 5 parcels are:

- Corniche Court 0.7251 ± acres of land
- Meadow Creek Drive 0.6150 ± acres of land
- Wilford Court 1.3051 ± acres of land
- Meadow Branch Road 1.6695 ± acres of land

**Recommendation**

Staff recommends approval of the Bolton Hill deeds, as presented.

**Attachments**

- Deeds
- Maryland Form WH-AR
- State of Maryland Land Instrument Intake Sheet
- Bolton Hill Development Plats, Sections 4 and 5

cc: Barbara B. Matthews, City Administrator  
Elissa Levan, City Attorney

DEED

THIS DEED, made this \_\_\_\_\_ day of \_\_\_\_\_, in the year two thousand and twenty, by and between BOLTON DEVELOPMENT, LLC, a Maryland limited liability company, Grantor, and THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, a municipal corporation of the State of Maryland, Grantee.

WITNESSETH, that in consideration of the sum of ZERO DOLLARS (\$0.00), the receipt of which is hereby acknowledged, the said Grantor does grant and convey unto the said Grantee, its successors and assigns, in fee simple, all those lots or parcels of ground situate, lying and being in the Seventh (7<sup>th</sup>) Election District of Carroll County, State of Maryland, and described as follows, that is to say:

1. All that parcel of land containing 0.7251 acres of land, more or less, known as Corniche Court.

2. All that parcel of land containing 0.6150 of an acre of land, more or less, known as Meadow Creek Drive.

3. All that parcel of land containing 1.3051 of an acre of land, more or less, known as Wilford Court.

4. All that parcel of land containing 1.6695 of an acre of land, more or less, known as Meadow Branch Road

All these parcels being described on a plat entitled Section Five, BOLTON HILL of record among the Land Records of Carroll County, Maryland in Plat Book No. 55, Pages 39 through 48.

BEING part of all that lot or parcel described in a deed of Miriam Eleanor Emmert, Trustee, dated March 17, 2009, and recorded among the Land Records of Carroll County in Liber No. 5738, Folio 219, etc. AND ALSO BEING part of all that lot or parcel described in a deed of The Mayor and Common Council of The City of Westminster, dated August 26, 2009, and recorded among the Land Records of Carroll County in Liber No. 5973, Folio 357, etc

TOGETHER with the buildings and improvements thereupon erected, made or being and all and every the rights, alleys, ways, waters, privileges, appurtenances and advantages, to the same belonging, or anywise appertaining.

TO HAVE AND TO HOLD the said lot of ground and premises above described and mentioned and hereby intended to be conveyed together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining, unto and to the proper use and benefit of the said Grantee, its successors and/or assigns, forever, in fee simple.

AND THE SAID GRANTOR hereby covenants that it has not done or suffered

to be done any act, matter or thing whatsoever to encumber the property conveyed; that it will warrant specially the property granted and that it will execute such further assurances of the same as may be requisite.

AS WITNESS the due execution hereof by the aforementioned Grantor.

ATTEST:

BOLTON DEVELOPMENT, LLC

James F. Post By: Jennifer H. Buczynk  
JENNIFER H. BUBCZYK, Member

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

On this, the 15<sup>th</sup> day of December, 2019, before me, a Notary Public, the undersigned officer, personally appeared JENNIFER H. BUBCZYK, who acknowledged herself to be a Member of BOLTON DEVELOPMENT, LLC, a Maryland limited liability company, and that she, as such Member being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of BOLTON DEVELOPMENT, LLC, by herself as a Member, IN MY PRESENCE.

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

Judy A. Barger  
Notary Public



My Commission expires: May 18, 2022

APPROVED AS TO LEGAL FORM AND SUFFICIENCY, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
City Attorney

APPROVED AND ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

THE MAYOR AND COMMON COUNCIL  
OF WESTMINSTER

\_\_\_\_\_  
By: \_\_\_\_\_ (SEAL)  
JOE DOMINICK, Mayor

THIS IS TO CERTIFY that the within instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.

Daniel Murphy  
DANIEL MURPHY

RETURN TO:  
Westminster City Hall  
Attn: Andrew Gray  
56 West Main Street  
Westminster, Maryland 21157

C:\SEPT2019\BOLTON.DEEED(mj)

Based on the certification below, Transferor claims exemption from the tax withholding requirements of §10-912 of the Tax-General Article, Annotated Code of Maryland. Section 10-912 provides that certain tax payments must be withheld and paid when a deed or other instrument that effects a change

in ownership of real property is presented for recordation. The requirements of §10-912 do not apply when a transferor provides a certification of Maryland residence or certification that the transferred property is the transferor's principal residence.

1. Transferor Information

Name of Transferor Bolton Development, LLC

2. Description of Property (Street address. If no address is available, include county, district, subdistrict and lot numbers).  
0.7251 acres, Corniche Ct., 0.6150 acres Meadow Creek Dr., 1.3051 acres Wilford Ct.  
1.6695 acres Meadow Branch Rd.

3. Reasons for Exemption

Resident Status  As of the date this form is signed, I, Transferor, am a resident of the State of Maryland.

Transferor is a resident entity as defined in Code of Maryland Regulations (COMAR)03.04.12.02B(11), I am an agent of Transferor, and I have authority to sign this document on Transferor's behalf.

Principal Residence  Although I am no longer a resident of the State of Maryland, the Property is my principal residence as defined in IRC 121 (principal residence for 2 (two) of the last 5 (five) years) and is currently recorded as such with the State Department of Assessments and Taxation.

Under penalty of perjury, I certify that I have examined this declaration and that, to the best of my knowledge, it is true, correct, and complete.

3a. Individual Transferors

Witness

Name

\*\*Date

Signature

3b. Entity Transferors

Witness/Attest

BOLTON DEVELOPMENT, LLC  
Name of Entity

By

JENNIFER H. BUBCZYK  
Name

12/18/19  
\*\*Date

Member  
Title

\*\* Form must be dated to be valid.

Note: Form is only valid if it was executed on the date the Property was transferred and is properly recorded with the Clerk of the Court.

To the Clerk of the Court: Only an un-altered Form WH-AR should be considered a valid certification for purposes of Section 10-912.

**State of Maryland Land Instrument Intake Sheet**

Baltimore City  County: Carroll

*Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office Only.  
(Type or Print in Black Ink Only--All Copies Must Be Legible)*

Space Reserved for Circuit Court Clerk Recording Validation

|           |   |  |   |  |   |  |  |               |
|-----------|---|--|---|--|---|--|--|---------------|
| <b>1</b>  | <b>Type(s) of Instruments</b>   | <input type="checkbox"/> (Check Box if addendum Intake Form is Attached.)  |   |  |   |  |  |               |
|           |   | <input checked="" type="checkbox"/> Deed   | <input type="checkbox"/> Mortgage Lease   | <input type="checkbox"/> Other _____                       | <input type="checkbox"/> Other _____                                  |  |  |               |
| <b>2</b>  | <b>Conveyance Type Check Box</b>  | <input type="checkbox"/> Improved Sale Arms-Length [1]   | <input type="checkbox"/> Unimproved Sale Arms-Length [2]                              | <input type="checkbox"/> Multiple Accounts Arms-Length [3] | <input checked="" type="checkbox"/> Not an Arms-Length Sale [9]       |  |  |               |
| <b>3</b>  | <b>Tax Exemptions (if applicable) Cite or Explain Authority</b>   | Recordation<br>State Transfer      Conveyance to municipality<br>County Transfer   |   |  |   |  |  |               |
| <b>4</b>  | <b>Consideration and Tax Calculations</b>   | Consideration Amount   |   |  | Finance Office Use Only<br>Transfer and Recordation Tax Consideration |  |  |               |
|           |   | Purchase Price/Consideration   | \$  | 0.00   | Transfer Tax Consideration  | \$   |  |               |
|           |   | Any New Mortgage   | \$  |  | X (      ) % =  | \$   |  |               |
|           |   | Balance of Existing Mortgage   | \$  |  | Less Exemption Amount   | =  | \$   |               |
|           |   | Other:   | \$  |  | Total Transfer Tax  | =  | \$   |               |
|           |   | Other:   | \$  |  | Recordation Tax Consideration   | \$   |  |               |
|           |   | Full Cash Value:   | \$  |  | X (      ) per \$500 =  | \$   |  |               |
|           |   |  |   | TOTAL DUE  | \$  |  |  |               |
| <b>5</b>  | <b>Fees</b>   | Amount of Fees   |   | Doc. 1   |   | Doc. 2   |  |               |
|           |   | Recording Charge   | \$  | 40.00  | \$  |  |  | Agent:        |
|           |   | Surcharge  | \$  | 20.00  | \$  |  |  | Tax Bill:     |
|           |   | State Recordation Tax  | \$  |  | \$  |  |  | C.B. Credit:  |
|           |   | State Transfer Tax   | \$  |  | \$  |  |  | Ag Tax/Other: |
|           |   | County Transfer Tax  | \$  |  | \$  |  |  |               |
|           |   | Other  | \$  |  | \$  |  |  |               |
|           | Other   | \$   |   | \$   |   |  |  |               |
| <b>6</b>  | <b>Description of Property</b><br>SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i). | District   | Property Tax ID No. (1)   | Grantor Liber/Folio  | Map   | Parcel No.                                       | Vnr. LOG   |               |
|           |   |  |   | 5783-219   |   |  |  | (5)           |
|           |   | Subdivision Name   | Lot (3a)  | Block (3b)   | Sect/AR (3c)  | Plat Ref.  | SqFt/Acreage (4)   |               |
|           |   | Bolton Hill  |   |  |   | 55/39-48   | .7251, .6150   |               |
|           |   | Location/Address of Property Being Conveyed (2)  |   |  |   |  |  |               |
|           |   | 1.3051, 1.6695 Corniche Court, Meadow Creek Drive, Wilford Court, Meadow Branch Road in Bolton Hill  |   |  |   |  |  |               |
|           |   | Other Property Identifiers (if applicable)   |   |  |   |  | Water Meter Account No.                                      |               |
|           |   | Residential <input type="checkbox"/> or Non-Residential <input checked="" type="checkbox"/> Fee Simple <input checked="" type="checkbox"/> or Ground Rent <input type="checkbox"/> Amount: |   |  |   |  |  |               |
|           |   | Partial Conveyance? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   | Description/Amt. of SqFt/Acreage Transferred:              |   |  |  |               |
|           |   | If Partial Conveyance, List Improvements Conveyed:   |   |  |   |  |  |               |
| <b>7</b>  | <b>Transferred From</b>   | Doc. 1 – Grantor(s) Name(s)  |   |  | Doc. 2 – Grantor(s) Name(s)   |  |  |               |
|           |   | Bolton Development LLC   |   |  |   |  |  |               |
|           |   | Doc. 1 – Owner(s) of Record, if Different from Grantor(s)  |   |  | Doc. 2 – Owner(s) of Record, if Different from Grantor(s)             |  |  |               |
|           |   |  |   |  |   |  |  |               |
| <b>8</b>  | <b>Transferred To</b>   | Doc. 1 – Grantee(s) Name(s)  |   |  | Doc. 2 – Grantee(s) Name(s)   |  |  |               |
|           |   | The Mayor and Common Council of Westminster  |   |  |   |  |  |               |
|           |   | New Owner's (Grantee) Mailing Address  |   |  |   |  |  |               |
|           |   | 56 W. Main Street Westminster MD 21157   |   |  |   |  |  |               |
| <b>9</b>  | <b>Other Names to Be Indexed</b>  | Doc. 1 – Additional Names to be Indexed (Optional)   |   |  | Doc. 2 – Additional Names to be Indexed (Optional)                    |  |  |               |
|           |   |  |   |  |   |  |  |               |
| <b>10</b> | <b>Contact/Mail Information</b>   | Instrument Submitted By or Contact Person  |   |  |   |  | <input checked="" type="checkbox"/> Return to Contact Person |               |
|           |   | Name: Andrew Gray  |   |  |   | <input type="checkbox"/> Hold for Pickup         |  |               |
|           |   | Firm: City of Westminster  |   |  |   | <input type="checkbox"/> Return Address Provided |  |               |
|           |   | Address: 56 W. Main Street<br>Westminster MD 21157   | Phone: (410) 848-9000   |  |   |  |  |               |
| <b>11</b> | <b>IMPORTANT: BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER</b>   |  |   |  |   |  |  |               |
|           | <b>Assessment Information</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Will the property being conveyed be the grantee's principal residence?                |  |   |  |  |               |
|           |   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Does transfer include personal property? If yes, identify: _____                      |  |   |  |  |               |
|           |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | Was property surveyed? If yes, attach copy of survey (if recorded, no copy required). |  |   |  |  |               |
|           | <b>Assessment Use Only – Do Not Write Below This Line</b>   |  |   |  |   |  |  |               |
|           | Terminal Verification   |  | Agricultural Verification   |  | Whole      Part   |  | Tran. Process Verification                                   |               |
|           | Transfer Number   | Date Received:   | Date Received:  | Deed Reference:  | Assigned Property No.:  |  |  |               |
|           | Year  | 20   | 20  | Geo.   | Map   | Sub  | Block  |               |
|           | Land  |  |   | Zoning   | Grid  | Plat   | Lot  |               |
|           | Buildings   |  |   | Use  | Parcel  | Section  | Occ. Cd.   |               |
|           | Total   |  |   | Town Cd.   | Ex. St.   | Ex. Cd.  |  |               |
|           | <b>REMARKS:</b>   |  |   |  |   |  |  |               |
|           |   |  |   |  |   |  |  |               |
|           |   |  |   |  |   |  |  |               |
|           |   |  |   |  |   |  |  |               |

Space Reserved for County Validation

DEED

THIS DEED, made this \_\_\_\_\_ day of \_\_\_\_\_, in the year two thousand and twenty, by and between BOLTON DEVELOPMENT, LLC, a Maryland limited liability company, Grantor, and THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, a municipal corporation of the State of Maryland, Grantee.

WITNESSETH, that in consideration of the sum of ZERO DOLLARS (\$0.00), the receipt of which is hereby acknowledged, the said Grantor does grant and convey unto the said Grantee, its successors and assigns, in fee simple, all those lots or parcels of ground situate, lying and being in the Seventh (7<sup>th</sup>) Election District of Carroll County, State of Maryland, and described as follows, that is to say:

1. All that parcel of land containing 1.4857 acres of land, more or less, known as Amherst Lane.

2. All that parcel of land containing 0.6598 of an acre of land, more or less, known as Meadow Creek Drive.

3. All that parcel of land containing 0.6705 of an acre of land, more or less, known as Wilford Court.

All these parcels being described on a plat entitled Section Four, BOLTON HILL of record among the Land Records of Carroll County, Maryland in Plat Book No. 54, Pages 187 through 193.

BEING part of all that lot or parcel described in a deed of Miriam Eleanor Emmert, Trustee, dated March 17, 2009, and recorded among the Land Records of Carroll County in Liber No. 5738, Folio 219, etc. AND ALSO BEING part of all that lot or parcel described in a deed of The Mayor and Common Council of The City of Westminster, dated August 26, 2009, and recorded among the Land Records of Carroll County in Liber No. 5973, Folio 357, etc

TOGETHER with the buildings and improvements thereupon erected, made or being and all and every the rights, alleys, ways, waters, privileges, appurtenances and advantages, to the same belonging, or anywise appertaining.

TO HAVE AND TO HOLD the said lot of ground and premises above described and mentioned and hereby intended to be conveyed together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining, unto and to the proper use and benefit of the said Grantee, its successors and/or assigns, forever, in fee simple.

AND THE SAID GRANTOR hereby covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the property conveyed; that it will warrant specially the property granted and that it will execute such further assurances of the

same as may be requisite.

AS WITNESS the due execution hereof by the aforementioned Grantor.

ATTEST:

James F. Pitt

BOLTON DEVELOPMENT, LLC

By: Jennifer H. Bubczyk  
JENNIFER H. BUBCZYK, Member

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

On this, the 18<sup>th</sup> day of December, 2019, before me, a Notary Public, the undersigned officer, personally appeared JENNIFER H. BUBCZYK, who acknowledged herself to be a Member of BOLTON DEVELOPMENT, LLC, a Maryland limited liability company, and that she, as such Member being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of BOLTON DEVELOPMENT, LLC, by herself as a Member, IN MY PRESENCE.

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

Judy A. Barger  
Notary Public



My Commission expires: May 18, 2022

APPROVED AS TO LEGAL FORM AND SUFFICIENCY, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
City Attorney

APPROVED AND ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

THE MAYOR AND COMMON COUNCIL  
OF WESTMINSTER

By: \_\_\_\_\_ (SEAL)  
JOE DOMINICK, Mayor

THIS IS TO CERTIFY that the within instrument was prepared by or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.

Daniel Murphy  
DANIEL MURPHY

RETURN TO:  
Westminster City Hall  
Attn: Andrew Gray  
56 West Main Street  
Westminster, Maryland 21157

C:\SEPT2019\BOL.TON.DEED(mj)

Based on the certification below, Transferor claims exemption from the tax withholding requirements of §10-912 of the Tax-General Article, Annotated Code of Maryland. Section 10-912 provides that certain tax payments must be withheld and paid when a deed or other instrument that effects a change

in ownership of real property is presented for recordation. The requirements of §10-912 do not apply when a transferor provides a certification of Maryland residence or certification that the transferred property is the transferor's principal residence.

1. Transferor Information

Name of Transferor Bolton Development, LLC

2. Description of Property (Street address. If no address is available, include county, district, subdistrict and lot numbers).  
1.4857 acres Amherst Lane, 0.6598 acres Meadow Creek Drive, 0.6705 acres Wilford Court

3. Reasons for Exemption

Resident Status  As of the date this form is signed, I, Transferor, am a resident of the State of Maryland.  
 Transferor is a resident entity as defined in Code of Maryland Regulations (COMAR)03.04.12.02B(11), I am an agent of Transferor, and I have authority to sign this document on Transferor's behalf.

Principal Residence  Although I am no longer a resident of the State of Maryland, the Property is my principal residence as defined in IRC 121 (principal residence for 2 (two) of the last 5 (five) years) and is currently recorded as such with the State Department of Assessments and Taxation.

Under penalty of perjury, I certify that I have examined this declaration and that, to the best of my knowledge, it is true, correct, and complete.

3a. Individual Transferors

Witness \_\_\_\_\_ Name \_\_\_\_\_ \*\*Date \_\_\_\_\_  
Signature \_\_\_\_\_

3b. Entity Transferors

James Frost  
Witness/Attest

BOLTON DEVELOPMENT, LLC  
Name of Entity  
Jennifer H. Buz  
By  
JENNIFER H. BUBCZYK 1/21/19  
Name \*\*Date  
Member  
Title

\*\* Form must be dated to be valid.  
Note: Form is only valid if it was executed on the date the Property was transferred and is properly recorded with the Clerk of the Court.  
To the Clerk of the Court: Only an un-altered Form WH-AR should be considered a valid certification for purposes of Section 10-912.

**State of Maryland Land Instrument Intake Sheet**

Baltimore City  County: Carroll

*Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office Only.*

(Type or Print in Black Ink Only—All Copies Must Be Legible)

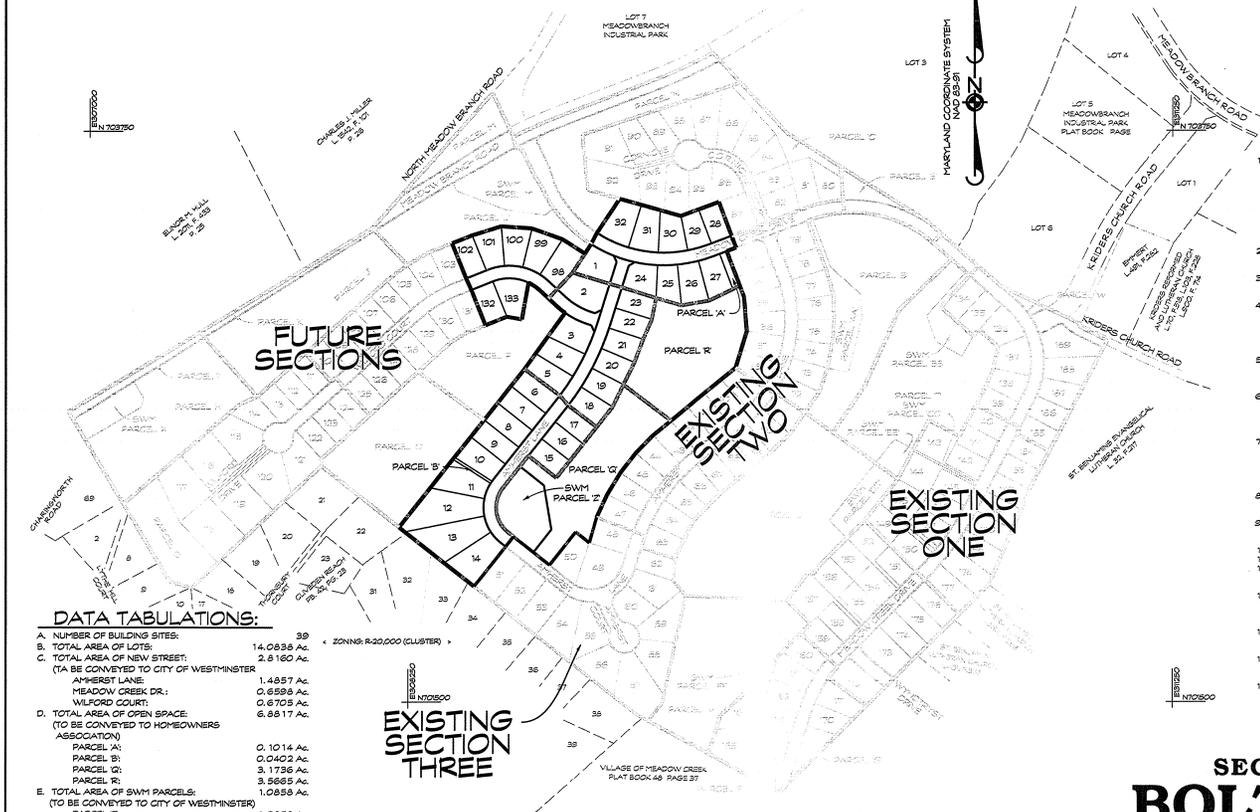
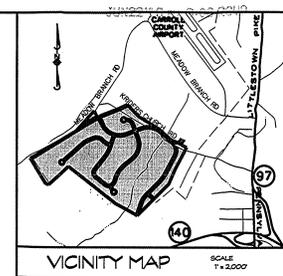
Space Reserved for Circuit Court Clerk Recording Validation

|           |   |   |  |  |   |  |                         |            |                  |
|-----------|---|---|--|--|---|--|-------------------------|------------|------------------|
| <b>1</b>  | <b>Type(s) of Instruments</b>   | <input type="checkbox"/> Check Box if addendum Intake Form is Attached. |  |  |   |  |                         |            |                  |
|           |   | <input checked="" type="checkbox"/> Deed                                | <input type="checkbox"/> Mortgage  | <input type="checkbox"/> Other _____                       | <input type="checkbox"/> Other _____                            |  |                         |            |                  |
|           |   | <input type="checkbox"/> Deed of Trust                                  | <input type="checkbox"/> Lease   |  |   |  |                         |            |                  |
| <b>2</b>  | <b>Conveyance Type Check Box</b>  | <input type="checkbox"/> Improved Sale Arms-Length [1]                  | <input type="checkbox"/> Unimproved Sale Arms-Length [2]   | <input type="checkbox"/> Multiple Accounts Arms-Length [3] | <input checked="" type="checkbox"/> Not an Arms-Length Sale [9] |  |                         |            |                  |
| <b>3</b>  | <b>Tax Exemptions (if applicable)</b>   | Recordation   |  |  |   |  |                         |            |                  |
|           | Cite or Explain Authority   | State Transfer Conveyance to municipality                               |  |  |   |  |                         |            |                  |
|           |   | County Transfer   |  |  |   |  |                         |            |                  |
| <b>4</b>  | <b>Consideration and Tax Calculations</b>   | Consideration Amount  |  |  | Finance Office Use Only   |  |                         |            |                  |
|           |   | Purchase Price/Consideration  | \$ 0.00  | Transfer and Recordation Tax Consideration                 |   |  |                         |            |                  |
|           |   | Any New Mortgage  | \$   | Transfer Tax Consideration                                 | \$  |  |                         |            |                  |
|           |   | Balance of Existing Mortgage  | \$   | X ( ) %  | =   | \$   |                         |            |                  |
|           |   | Other:  | \$   | Less Exemption Amount                                      | =   | \$   |                         |            |                  |
|           |   | Other:  | \$   | Total Transfer Tax   | =   | \$   |                         |            |                  |
|           |   | Full Cash Value:  | \$   | Recordation Tax Consideration                              | \$  |  |                         |            |                  |
|           |   |   | X ( ) per \$500  | =  | \$  |  |                         |            |                  |
|           |   |   | TOTAL DUE  | \$   |   |  |                         |            |                  |
| <b>5</b>  | <b>Fees</b>   | Amount of Fees  |  | Doc. 1   | Doc. 2  | Agent:   |                         |            |                  |
|           |   | Recording Charge  | \$ 40.00   | \$   |   | Tax Bill:  |                         |            |                  |
|           |   | Surcharge   | \$ 20.00   | \$   |   | C.B. Credit:   |                         |            |                  |
|           |   | State Recordation Tax   | \$   | \$   |   | Ag. Tax/Other:   |                         |            |                  |
|           |   | State Transfer Tax  | \$   | \$   |   |  |                         |            |                  |
|           |   | County Transfer Tax   | \$   | \$   |   |  |                         |            |                  |
|           |   | Other   | \$   | \$   |   |  |                         |            |                  |
|           |   | Other   | \$   | \$   |   |  |                         |            |                  |
| <b>6</b>  | <b>Description of Property</b><br>SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i). | District  | Property Tax ID No. (1)  | Grantor Liber/Folio  | Map   | Parcel No.   | Var. LOG                |            |                  |
|           |   |   |  | 5783-219   |   |  |                         | (5)        |                  |
|           |   |   | Subdivision Name   |  | Lot (3a)  | Block (3b)   | Sect/AR (3c)            | Plat Ref.  | SqFt/Acreage (4) |
|           |   |   | Bolton Hill  |  |   |  |                         | 54/187-193 | 1,4857, .6598    |
|           |   |   | Location/Address of Property Being Conveyed (2)  |  |   |  |                         |            |                  |
|           |   |   | 6705 Amherst Lane, Meadow Creek Drive Wilford Court in Bolton Hill   |  |   |  |                         |            |                  |
|           |   |   | Other Property Identifiers (if applicable)   |  |   |  | Water Meter Account No. |            |                  |
|           |   |   | Residential <input type="checkbox"/> or Non-Residential <input checked="" type="checkbox"/> Fee Simple <input checked="" type="checkbox"/> or Ground Rent <input type="checkbox"/> Amount: |  |   |  |                         |            |                  |
|           |   |   | Partial Conveyance? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  | Description/Amt. of SqFt/Acreage Transferred:                   |  |                         |            |                  |
|           |   |   | If Partial Conveyance, List Improvements Conveyed:   |  |   |  |                         |            |                  |
| <b>7</b>  | <b>Transferred From</b>   | Doc. 1 – Grantor(s) Name(s)   |  |  | Doc. 2 – Grantor(s) Name(s)                                     |  |                         |            |                  |
|           |   | Bolton Development LLC  |  |  |   |  |                         |            |                  |
|           |   | Doc. 1 – Owner(s) of Record, if Different from Grantor(s)               |  |  | Doc. 2 – Owner(s) of Record, if Different from Grantor(s)       |  |                         |            |                  |
| <b>8</b>  | <b>Transferred To</b>   | Doc. 1 – Grantee(s) Name(s)   |  |  | Doc. 2 – Grantee(s) Name(s)                                     |  |                         |            |                  |
|           |   | The Mayor and Common Council of Westminster                             |  |  |   |  |                         |            |                  |
|           |   | New Owner's (Grantee) Mailing Address                                   |  |  |   |  |                         |            |                  |
|           |   | 56 W. Main Street Westminster MD 21157                                  |  |  |   |  |                         |            |                  |
| <b>9</b>  | <b>Other Names to Be Indexed</b>  | Doc. 1 – Additional Names to be Indexed (Optional)                      |  |  | Doc. 2 – Additional Names to be Indexed (Optional)              |  |                         |            |                  |
|           |   |   |  |  |   |  |                         |            |                  |
| <b>10</b> | <b>Contact/Mail Information</b>   | Instrument Submitted By or Contact Person                               |  |  |   | <input checked="" type="checkbox"/> Return to Contact Person |                         |            |                  |
|           |   | Name: Andrew Gray   |  |  |   | <input type="checkbox"/> Hold for Pickup                     |                         |            |                  |
|           |   | Firm: City of Westminster   |  |  |   | <input type="checkbox"/> Return Address Provided             |                         |            |                  |
|           |   | Address: 56 W. Main Street  |  |  |   |  |                         |            |                  |
|           |   | Westminster MD 21157  | Phone: (410) 848-9000  |  |   |  |                         |            |                  |
| <b>11</b> | <b>IMPORTANT: BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER</b>   |   |  |  |   |  |                         |            |                  |
|           | <b>Assessment Information</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Will the property being conveyed be the grantee's principal residence?   |  |   |  |                         |            |                  |
|           |   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     | Does transfer include personal property? If yes, identify: _____   |  |   |  |                         |            |                  |
|           |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     | Was property surveyed? If yes, attach copy of survey (if recorded, no copy required).  |  |   |  |                         |            |                  |
|           | <b>Assessment Use Only – Do Not Write Below This Line</b>   |   |  |  |   |  |                         |            |                  |
|           | Terminal Verification   | Agricultural Verification   | Whole  | Part   | Tran. Process Verification                                      |  |                         |            |                  |
|           | Transfer Number   | Date Received:  | Deed Reference:  |  | Assigned Property No.:  |  |                         |            |                  |
|           | Year  | 20  | 20   | Geo.   | Map   | Sub  | Block                   |            |                  |
|           | Land  |   |  | Zoning   | Grid  | Plat   | Lot                     |            |                  |
|           | Buildings   |   |  | Use  | Parcel  | Section  | Occ. Cd.                |            |                  |
|           | Total   |   |  | Town Cd.   | Ex. St.   | Ex. Cd.  |                         |            |                  |
|           | <b>REMARKS:</b>   |   |  |  |   |  |                         |            |                  |
|           |   |   |  |  |   |  |                         |            |                  |
|           |   |   |  |  |   |  |                         |            |                  |
|           |   |   |  |  |   |  |                         |            |                  |

Space Reserved for County Validation

# BOLTON HILL

Lot Plat Fee - \$100  
 Subdivision Name: Bolton Hill  
 Total: \$100  
 \$598257 C0302  
 County/CDOS: 02, 02  
 Register: 02



### GENERAL NOTES:

- CURRENT TITLE REFERENCE: OWNER BOLTON DEVELOPMENT, LLC DEED REFERENCE L. 5738, F. 219 DATE: MARCH 17, 2008 GRANTOR: MRS. ELEANOR EMMERT TRUSTEE OWNER: BOLTON DEVELOPMENT, LLC DEED REFERENCE: LIBER 5873, F. 387 DATE: AUGUST 26, 2003 GRANTOR: THE MAYOR AND COMMON COUNCIL OF THE CITY OF WESTMINSTER
- NO GRADING, FILLING, OR CONSTRUCTION SHALL BE PERMITTED WHICH OBSTRUCTS OR DEFLECTS THE SURFACE FLOW OF WATER WITH DRAINAGE AND UTILITY EASEMENTS AS SHOWN HEREON.
- ANY MODIFICATION OR PLAT REASSESSMENT SHALL BE SUBJECT TO APPROVAL BY THE CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION.
- WATER AND SEWERAGE FACILITIES: COUNTY MASTER PLAN FOR WATER AND SEWERAGE WATER - EXISTING SERVICE AREA SEWER - EXISTING SERVICE AREA PUBLIC WATER AND SEWER WILL BE AVAILABLE, AND NO INDIVIDUAL WATER OR SEWERAGE SYSTEMS SHALL BE PERMITTED. THE NEW STREETS SHOWN HEREON AS APPURTENANCE, MEADOW CREEK DRIVE AND WILFORD COURT ARE TO BE CONVEYED TO THE CITY OF WESTMINSTER PURSUANT TO A PUBLIC WORKS AGREEMENT ENTERED INTO BETWEEN THE OWNER AND THE CITY OF WESTMINSTER.
- THE LENGTH OF EACH NEW STREET: AMHERST LANE: 1287 MEADOW CREEK DRIVE: 575 WILFORD COURT: 576
- THE TOTAL LENGTH OF NEW STREETS: 2438'
- LOTS 1 THROUGH 52, 89 THROUGH 102, 132 AND 133 CONTAIN PRIVATE STORMWATER MANAGEMENT FACILITIES. A STORMWATER MANAGEMENT EASEMENT AND MAINTENANCE AGREEMENT IS TO BE GRANTED TO THE MAYOR AND COMMON COUNCIL OF WESTMINSTER AS AN EASEMENT OF ACCESS TO THE CITY OF WESTMINSTER OR AUTHORIZED REPRESENTATIVES BY A DEED INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith.
- ANY AREA IDENTIFIED AS "FORM DRAIN EASEMENT FOR THE CITY OF WESTMINSTER IS TO BE GRANTED TO THE CITY OF WESTMINSTER BY DEED INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith.
- ANY AREA IDENTIFIED AS "SEWER EASEMENT FOR THE CITY OF WESTMINSTER IS TO BE GRANTED TO THE CITY OF WESTMINSTER BY DEED INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith.
- CURRENT ZONING: R-20000 (CLUSTER)
- MINIMUM BUILDING LINE
- THERE ARE 10 WIDE DRAINAGE AND UTILITY EASEMENTS CENTERED ALONG ALL NON-ROAD FRONTAGE LOT LINES AND OTHER EASEMENTS AS SPECIFICALLY SHOWN HEREON.
- MINIMUM YARD SETBACK DISTANCES: FRONT: 25' SIDE: 6' REAR: 30'
- THE AREA SHOWN HEREON AS A FOREST CONSERVATION EASEMENT, WITH A TOTAL ACRES OF 1.2032 AC. SHALL BE GRANTED TO THE CARROLL COUNTY COMMISSIONERS BY A DEED TO BE RECORDED SIMULTANEOUSLY HERewith.
- THE FOLLOWING OPEN SPACE PARCELS ARE TO BE CONVEYED TO THE HOMEOWNERS ASSOCIATION: PARCEL A: 0.1014 AC., PARCEL B: 0.0402 AC., PARCEL Q: 3.1736 AC., PARCEL S: 3.5665 AC.
- THE AREA SHOWN HEREON AS SWM PARCEL 2, CONTAINING 1.0858 AC. IS TO BE CONVEYED TO THE MAYOR AND COMMON COUNCIL OF THE CITY OF WESTMINSTER PURSUANT TO A PUBLIC WORKS AGREEMENT ENTERED INTO BETWEEN THE OWNER AND THE CITY OF WESTMINSTER UPON ACCEPTANCE OF THE STORMWATER MANAGEMENT FACILITY.

### DATA TABULATIONS:

|  |             |
|--|-------------|
| A. NUMBER OF BUILDING SITES:                   | 59          |
| B. TOTAL AREA OF LOTS:                         | 14.0838 Ac. |
| C. TOTAL AREA OF NEW STREET:                   | 2.8160 Ac.  |
| (TO BE CONVEYED TO CITY OF WESTMINSTER)        |             |
| MEADOW CREEK DR.:                              | 1.4857 Ac.  |
| WILFORD COURT:                                 | 0.6705 Ac.  |
| D. TOTAL AREA OF OPEN SPACE:                   | 6.8817 Ac.  |
| (TO BE CONVEYED TO HOMEOWNERS ASSOCIATION)     |             |
| PARCEL A:                                      | 0.1014 Ac.  |
| PARCEL B:                                      | 0.0402 Ac.  |
| PARCEL R:                                      | 3.1736 Ac.  |
| PARCEL S:                                      | 3.5665 Ac.  |
| E. TOTAL AREA OF SWM PARCELS:                  | 1.0858 Ac.  |
| (TO BE CONVEYED TO CITY OF WESTMINSTER)        |             |
| PARCEL 2:                                      | 1.0858 Ac.  |
| F. TOTAL AREA OF FOREST CONSERVATION EASEMENT: | 1.2032 Ac.  |
| SHEET 6:                                       | 0.6853 Ac.  |
| SHEET 7:                                       | 0.5179 Ac.  |
| G. TOTAL AREA OF PLAT:                         | 24.8673 Ac. |

\* ZONING: R-20000 (CLUSTER) \*

### OWNER/DEVELOPER

BOLTON DEVELOPMENT, LLC  
 4175 HANOVER PIKE  
 MANCHESTER, MARYLAND 2102

## SECTION FOUR BOLTON HILL

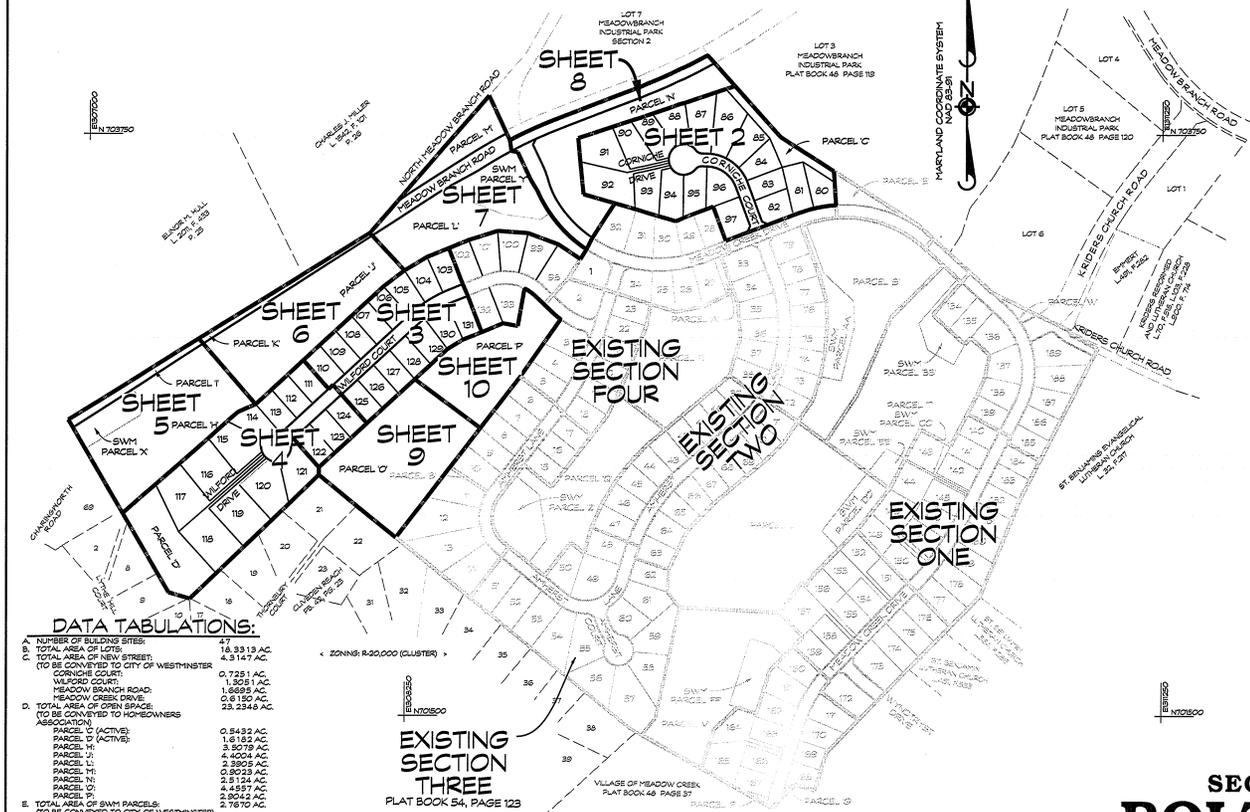
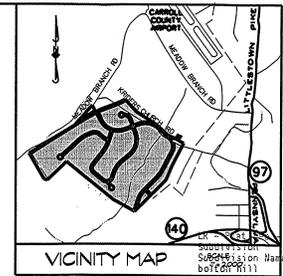
(FORMERLY KNOWN AS THE EMMERT PROPERTY)  
 A CLUSTER SUBDIVISION  
 CITY OF WESTMINSTER  
 7th ELECTION DISTRICT - CARROLL COUNTY, MARYLAND



|  |   |  |   |
|--|---|--|---|
| CITY OF WESTMINSTER, MAYOR<br>MAYOR: <i>[Signature]</i> DATE: 6/13/16  | PLATBOOK D.B.S. NO. 54 PAGE 187<br>DATE: 6-22-16  | CERTIFICATION<br>WE, OWNERS OF THE PROPERTY SHOWN HEREON, AND DESCRIBED IN THE SURVEYORS CERTIFICATE, HEREBY ADOPT THIS PLAN OF THE SUBDIVISION, SET FORTH IN THE BUILDING LINES AS SHOWN AND CARRY THAT THE REQUIREMENTS OF SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (SUCH AS APPLICABLE PERTAINING TO THE PREPARATION OF RECORD PLATS, AND SUBSEQUENT ACTS, IF ANY, AND ANY OTHER THEREAS FAR AS THEY RELATE TO THE PREPARATION OF THIS PLAT AND THE SETTING OF MARKERS, HAVE BEEN COMPLIED WITH, NEW STREETS, ROADS, OPEN SPACES AND THE MENTION THEREOF IN DEEDS, ARE FOR THE PURPOSE OF DESCRIPTION ONLY AND THE LAND SO SHOWN IS HEREBY RESERVED TO THE PRESENT OWNERS BROWN ON THIS PLAT, THEIR SUCCESSORS, HEIRS AND ASSIGNS. NO MORE THAN ONE PRINCIPAL BUILDING SHALL BE PERMITTED ON ANY RESIDENTIAL LOT, AND NO SUCH LOT MAY EVER BE RESUBDIVIDED SO AS TO PRODUCE A BUILDING SITE OF LESS AREA OR WORTH THAN THE MINIMUM REQUIRED BY APPLICABLE HEALTH, ZONING, OR OTHER REGULATIONS. COMMUNITY WATER AND SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE. | Date / Revision / By  |
| CITY OF WESTMINSTER, PLANNING AND ZONING COMMISSION<br>APPROVED: <i>[Signature]</i> DATE: 6/17/16                  | CARROLL COUNTY HEALTH DEPARTMENT<br>APPROVED: <i>[Signature]</i> DATE: 4/28/16  |  | 439 East Main Street Westminister, MD 21157-5539<br>(410) 848-1790 FAX (410) 848-1791 |
| CITY OF WESTMINSTER, DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT<br>APPROVED: <i>[Signature]</i> DATE: 6-7-2016 | SURVEYORS CERTIFICATE<br>I, DENNIS E. HOCKLEY, A REGISTERED PROPERTY LINE SURVEYOR OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE LAND SHOWN HEREON HAS BEEN LAID OUT AND THE PLAT PREPARED IN COMPLIANCE WITH SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (2016) AS APPLICABLE, PERTAINING TO THE PREPARATION OF RECORD PLATS.<br><i>[Signature]</i> DATE: 4/18/16<br>DENNIS E. HOCKLEY PROP. L.S. #10844, LICENSE EXPIRES 03/29/19 | OWNER: <i>[Signature]</i> DATE: 4/14/16<br>BOLTON DEVELOPMENT, LLC   | 439 East Main Street Westminister, MD 21157-5539<br>(410) 848-1790 FAX (410) 848-1791 |
| CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS<br>APPROVED: <i>[Signature]</i> DATE: 5-3-16                         |   | WITNESS: <i>[Signature]</i>  | Scale: 1" = 300'<br>300' 0 300  |



# BOLTON HILL



**DATA TABULATIONS:**

A. NUMBER OF BUILDING LINES: 47

B. TOTAL AREA OF LOTS: 16,331.9 AC

C. TOTAL AREA OF NEW STREETS TO BE CONVEYED TO CITY OF WESTMINSTER: 4,314.7 AC

D. TOTAL AREA OF OPEN SPACE TO BE CONVEYED TO HOMEOWNERS ASSOCIATION:

- PARCEL V (ACTIVE): 0.5432 AC
- PARCEL D (ACTIVE): 1.6182 AC
- PARCEL M: 3.9278 AC
- PARCEL L: 4.4004 AC
- PARCEL H: 2.3803 AC
- PARCEL N: 0.8023 AC
- PARCEL O: 2.124 AC
- PARCEL U: 4.4557 AC
- PARCEL P: 2.9042 AC
- PARCEL Q: 2.7670 AC

E. TOTAL AREA OF SWM PARCELS TO BE CONVEYED TO CITY OF WESTMINSTER:

- PARCEL X: 1.4447 AC
- PARCEL Y: 1.3209 AC

F. TOTAL AREA OF AREA OF DEDICATION PARCELS TO BE CONVEYED TO THE CITY OF WESTMINSTER:

- PARCEL T: 0.4309 AC
- PARCEL I: 0.3931 AC

G. TOTAL AREA OF PLAT: 48.4368 AC

H. TOTAL AREA OF FOREST CONSERVATION EASEMENT: 18.7774 AC

- GENERAL NOTES:**
- CURRENT TITLE REFERENCE: CONSERVATION DEVELOPMENT, LLC DEED REFERENCE L 2736, P. 219 DATE: JANUARY 11, 2008 GRANTOR: TRIMBLE ELEANOR SHMERT TRUSTEE CHIEF, BOLTON HILL DEVELOPMENT, LLC DEED REFERENCE LHM 5973, P. 357 DATE: AUGUST 28, 2002
  - NO SIGNING, FILING, OR CONSTRUCTION SHALL BE PERMITTED WHICH OBSTRUCTS OR HINDERS THE SURFACE FLOW OF WATER WITH DRAINAGE AND UTILITY EASEMENTS AS SHOWN HEREON.
  - ANY MODIFICATION OR PLAT REASSEMBLY SHALL BE SUBJECT TO APPROVAL BY THE CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION.
  - WATER AND SEWERAGE FACILITIES: COUNTY MASTER PLAN FOR WATER AND SEWERAGE PUBLIC WATER AND SEWERAGE ARE AVAILABLE AND NO INDIVIDUAL WATERS OR SEWERAGE SYSTEMS SHALL BE PERMITTED.
  - THE NEW STREETS SHOWN HEREON AS CONVEYED TO THE CITY OF WESTMINSTER PURSUANT TO A PUBLIC WORKS AGREEMENT ENTERED INTO BETWEEN THE OWNER AND THE CITY OF WESTMINSTER.
  - THE LENGTH OF EACH NEW STREET:
    - WELFORD COURT: 267'
    - CORNICHE DRIVE: 309'
    - MEADOW BRANCH ROAD: 1,878'
  - THE TOTAL LENGTH OF NEW STREETS 3,948'
  - LOTS 80 THROUGH 88, 94 AND 95, 97, AND 107 THROUGH 131 CONTAIN PRIVATE STORMWATER MANAGEMENT FACILITIES. A STORMWATER MANAGEMENT EASEMENT AND MAINTENANCE AGREEMENT IS TO BE GRANTED TO THE CITY OF WESTMINSTER OR AUTHORIZED REPRESENTATIVE BY A DEED INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith.
  - ANY AREA IDENTIFIED AS STORMWATER EASEMENT FOR THE CITY OF WESTMINSTER IS TO BE RECORDED SIMULTANEOUSLY HERewith.
  - ANY AREA IDENTIFIED AS STORMWATER EASEMENT FOR THE CITY OF WESTMINSTER ON WATER AS SHOWN HEREON AS SWM PARCELS ARE TO BE GRANTED SIMULTANEOUSLY HERewith.
  - CURRENT ZONING (CLUSTER):
  - MIN. MINIMUM BUILDING LINE
  - THESE ARE TO BE DRAINAGE AND UTILITY EASEMENTS CENTERED ALONG ALL NON-ROAD FRONTAGE LOT LINES AND OTHER EASEMENTS AS SPECIFICALLY SHOWN HEREON.
  - MINIMUM YARD SETBACK DISTANCES:
    - FRONT: 25'
    - SIZE B
    - REAR: 30'
  - THE CITY WILL ISSUE NO MORE THAN 40 BUILDING PERMITS FOR DWELLING UNITS DURING ANY CALENDAR YEAR.
  - LOTS 80 THROUGH 93 SHALL UTILIZE THE USE-A-COPION DRIVEWAY SHOWN HEREON AS CORNICHE DRIVE. LOTS 118 THROUGH 119 SHALL UTILIZE THE USE-A-COPION DRIVEWAY SHOWN HEREON AS WELFORD DRIVE. A DECLARATION OF MAINTENANCE OBLIGATION SHALL BE ENTERED INTO BETWEEN THE OWNER AND THE CITY OF WESTMINSTER PURSUANT TO THE REPAIR/REPLACEMENT OF THE USE-A-COPION DRIVEWAYS IS INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith.
  - THE AREA SHOWN HEREON AS A FOREST CONSERVATION EASEMENT, WITH A TOTAL ACRES OF 18.7774 AC, SHALL BE GRANTED TO THE CARROLL COUNTY COMMISSIONERS BY A DEED TO BE RECORDED SIMULTANEOUSLY HERewith.
  - THE FOLLOWING OPEN SPACE PARCELS ARE TO BE CONVEYED TO THE HOMEOWNERS ASSOCIATION PARCEL V, 0.5432 AC, PARCEL D, 1.6182 AC, PARCEL M, 3.9278 AC, PARCEL L, 4.4004 AC, PARCEL H, 2.3803 AC, PARCEL N, 0.8023 AC, PARCEL O, 2.124 AC, PARCEL U, 4.4557 AC, PARCEL P, 2.9042 AC, PARCEL Q, 2.7670 AC, ARE TO BE CONVEYED TO THE HAYTOR AND COPION COUNCIL OF THE CITY OF WESTMINSTER PURSUANT TO A PUBLIC WORKS AGREEMENT ENTERED INTO BETWEEN THE OWNER AND THE CITY OF WESTMINSTER UPON ACCEPTANCE OF THE STORMWATER MANAGEMENT FACILITY.
  - THE AREAS SHOWN HEREON AS PARCEL T, CONTAINING 0.4309 AC, AND PARCEL I, CONTAINING 0.3931 AC, ARE TO BE CONVEYED TO THE CITY OF WESTMINSTER BY A DEED INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith FOR ROAD WIDENING.

## SECTION FIVE BOLTON HILL

(FORMERLY KNOWN AS THE SHMERT PROPERTY)  
A CLUSTER SUBDIVISION  
CITY OF WESTMINSTER  
7TH ELECTION DISTRICT - CARROLL COUNTY, MARYLAND

**OWNER/DEVELOPER**

BOLTON DEVELOPMENT, LLC  
4175 HANOVER PIKE  
MANCHESTER, MARYLAND 21102

CITY OF WESTMINSTER, MAYOR: [Signature] DATE: 2/6/17

CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION: [Signature] DATE: 1/11/17

CITY OF WESTMINSTER, DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT: [Signature] DATE: 7-11-17

CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS: [Signature] DATE: 7-11-17

PLATBOOK D.B.S. NO. 56 PAGE 39  
DATE: 8/21/17

CARROLL COUNTY HEALTH DEPARTMENT: [Signature] DATE: 6/30/17

SURVEYORS CERTIFICATE: DENNIS E. MECKLEY, PROP. L.S. #10344, LICENSE EXPIRES 03/29/16 DATE: 5/22/17

CERTIFICATION: WE, OWNERS OF THE PROPERTY SHOWN HEREON AND DESCRIBED IN THE SURVEYORS CERTIFICATE HEREBY ACKNOWLEDGE THAT THE REQUIREMENTS OF SECTION 3-08 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODES OF MARYLAND (2016) AS AMENDED RESTRAINING TO THE PREPARATION OF RECORD PLATS, AND SUBSEQUENT ACTS, IF ANY, APPROPRIATE THEREAS AS FAR AS THEY RELATE TO THE PREPARATION OF THIS PLAT AND THE SETTING OF MARKERS HAVE BEEN COMPLIED WITH. NEW STREETS, ROADS, OPEN SPACES AND THE PORTION THEREOF (IF ANY), ARE FOR THE PURPOSE OF DESIGNATION (ONLY) AND THE LAND SO SHOWN IS EXPRESSLY RESERVED IN THE PRESENT OWNERSHIP SHOWN ON THIS PLAT. THIS SUCCESSION, MERGERS AND ASSIGNS, NO MORE THAN ONE PRINCIPAL BUILDING SHALL BE PERMITTED ON ANY RESIDENTIAL LOT, AND NO SUCH LOT MAY EVER BE REDESIGNED SO AS TO PRODUCE A BUILDING SITE OF LESS AREA OR WORTH THAN THE MINIMUM REQUIRED BY APPLICABLE HEALTH, ZONING, OR OTHER REGULATIONS. COMPLETION WATER AND SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.

OWNER: [Signature] DATE: 5/25/17  
WITNESS: [Signature]

Date/Revision By:

Scale: 1" = 300'

Surveyed By: CLSI  
Checked By: JW

Drawn By: BH  
Checked By:

439 East Main Street Westminister, MD 21157-5539  
(410) 848-1790 FAX (410) 848-1791

Denise E. Meckley  
Property Line Surveyor Reg No. 10844  
License Expires 03/29/16  
Date: SEPTEMBER, 2016  
Drawing No.: 2000100  
County File No.: F18-0026



To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: January 10, 2020

Re: Approval – Purchase of Replacement Utility Maintenance Vehicles

**Background**

The City’s adopted FY 2020 budget allocates funding in the amount of \$150,000 for the replacement of three one-ton utility vehicles for the Utility Maintenance Department. Of this amount, \$75,000 is budgeted in the Water Fund and \$75,000 is budgeted in the Sewer Fund.

The vehicles are available via an existing contract between the State of Maryland (MD BPO #001B0600200) and Criswell Chevrolet Fleet Sales, located at 503 Quince Orchard Road in Gaithersburg, Maryland. The City’s procurement code allows the City to piggyback on this competitively awarded contract.

The vehicles being purchased are all 2020 Chevrolet Silverado 3500 HD. Further information is provided in the attached quote and specification sheets. The cost of each vehicle is \$43,260, inclusive of selected options.

**Recommendation**

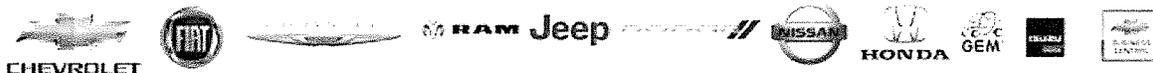
Staff recommends that the Mayor and Common Council authorize the purchase of three 2020 Chevrolet Silverado 3500 HD utility trucks from Criswell Chevrolet Fleet Sales, located at 503 Quince Orchard Road in Gaithersburg, Maryland, in the total amount of \$129,780.

**Attachment**

- Quote and Specification Sheet for 2020 Chevrolet Silverado 3500 HD

cc: Barbara B. Matthews, City Administrator

# CRISWELL AUTO.COM



Criswell Chevrolet Fleet Sales 503 Quince Orchard Road, Gaithersburg, MD 20878

Phone: (301)948-5460 Fax: (301) 948-1381 Email: fleet-man@msn.com

## QUOTE REQUEST

### 2020 Chevrolet Silverado 3500 HD Pickup Truck

Requested By:  
City of Westminster  
56 West Main St  
Westminster MD 21157  
Phone: 4107512262

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|                               |              |
|-------------------------------|--------------|
| Contract Price:               | \$27,991.00  |
| Total with Options:           | \$43,260.00  |
| Order Total (with Quantity):3 | \$129,780.00 |

---

| Code    | Option Description  | Option Price |
|---------|---|--------------|
| L8T     | Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)   | \$0.00       |
| GAZ     | Summit White  | \$0.00       |
| QQ0     | Tires, LT235/80R17E all-season highway, blackwall (Requires dual rear wheels.)  | \$0.00       |
| PYW     | Wheels, 17" painted steel, Silver REQS Dual Rear Wheels   | \$0.00       |
| PYT     | Wheels, 18" Painted Steel (STD)   | \$0.00       |
| H2G     | Jet Black, Vinyl seat trim  | \$0.00       |
| 4WD     | Four Wheel Drive  | \$2,009.00   |
| KEY2    | Key equipment, two additional keys for single key system Provides two additional spare keys for a total of (4).   | \$265.00     |
| 5N5     | Rear Camera Kit Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at www.gmupfitter.com (Requires (ZW9) pickup bed delete.) | \$100.00     |
| Hitch   | Basic Towing Package on Utility Body - NO BRAKE CONTROLLER  | \$775.00     |
| CC30953 | Extended Cab with Long Bed (2WD)  | \$0.00       |
| RVQ     | Black tubular assist steps, 6" rectangular (Not available with any other assist steps.)   | \$780.00     |
| 696J    | Knapheide 696J 8' Open Utility Body w/ Master Locking Provision REQS LONG BED   | \$5,595.00   |
| LINEX   | Linex Spray Bedliner inside Utility Body Open Bed   | \$800.00     |
| 8.0     | Boss 8' Straight Blade Snowplow   | \$4,945.00   |



To: Mayor and Common Council

From: Tammy Palmer, Director of Finance and Administrative Services

Date: January 14, 2020

Re: FY 2020 Budget Amendment #1 – Adoption of Ordinance No. 919

### **Background**

In accordance with Section §20-8 of the City of Westminster Charter, any transfer of funds between appropriations proposed by the Mayor must be approved by the Common Council before becoming effective.

### **Summary**

Provided below is a summary of the changes addressed by this first amendment to the adopted FY 2020 budget.

#### General Fund

- Fund revenues will increase by \$447,617. The increase is attributable to building permit fees (\$2,500); rental housing license fees (\$15,430); parking citations (\$3,000); donations to the Police Department for K-9 dog (\$15,500) and community outreach (\$3,000); Fallfest (\$44,500); Miracle on Main Parade (\$3,253); construction inspection fees (\$153,500); Public Housing port-in revenue (\$106,934); and, interest (\$100,000).
- Fund expenditures will increase by \$239,720. The increase is attributable to multi-peril insurance premiums (\$11,000); compensation and classification consultant (\$10,500); bank fees (\$17,000); community outreach (\$3,000); temporary employee salary (\$20,000); public safety insurance premiums (\$6,000); postage (\$2,700); K-9 expenses (\$15,500); City Hall elevator expenses (\$700); Fallfest (\$21,600); Oyster Stroll (\$8,000); Parks and Recreation Month (\$2,720); temporary employee salary for pool (\$11,000); and, gas for Public Safety (\$8,000). A transfer of \$30,000 was made from Legislative Contingency to Planning Studies and Consultants for redevelopment of 17-25 West Main Street.
- The net impact of these changes is a General Fund budget surplus of \$206,897. It should be noted that the General Fund will Transfer in from Reserves \$718,481 and transfer out to the Capital Fund the same amount for the acquisition of 17-25 West Main Street.

#### Capital Fund-General

- Fund revenues will increase by \$912,359. This amount is comprised of a transfer from the General Fund for the purchase of 17-25 West Main Street (\$718,481), a Program Open Space grant (\$81,128) and a transfer from reserves for a trash compactor that was budgeted last year but received this year (\$56,375).

- Fund expenses will increase by \$855,984. Additional expenses include the acquisition of 17-25 West Main Street (\$775,134), HVAC work at City Hall (\$18,475), a trash compactor budgeted for last year but received this year (\$56,375), and a new HVAC unit at 48-52 Charles Street (\$6,000).

#### Sewer Fund

- Fund revenues will increase by \$107,500, comprised of \$47,500 in rental income from HRI, Inc. and \$60,000 in interest revenue.
- Fund expenditures will increase by \$25,000. Of this amount, \$8,000 represents increased insurance premiums and \$17,000 is for bank fees.
- Fund balance will increase by \$82,500.

#### Water Fund

- Fund revenues will increase by \$60,000 in interest revenue.
- Fund expenditures will increase by \$67,000. The increase is attributable to insurance premiums (\$10,000), bank fees (\$17,000), and the Gesell Well Stream Rehabilitation Project (\$40,000).
- Fund balance will be reduced by \$7,000; however, the Water Fund remains in a surplus budget.

#### Fiber Fund

- There is no revision requested.

#### **Recommendation**

Staff recommends adoption of Ordinance 919, amending the FY 2020 adopted budget.

#### **Attachment**

- Ordinance No. 919 for adoption

cc: City Administrator Barbara Matthews

**ORDINANCE NO. 919**

**OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, MARYLAND  
AMENDING THE ADOPTED BUDGET FOR THE  
FISCAL YEAR BEGINNING JULY 1, 2019 AND  
ENDING JUNE 30, 2020**

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 of Westminster determined that an ordinance should be enacted to budget and appropriate funds for the several programs and purposes for which the City of Westminster was required to provide in the fiscal year beginning July 1, 2019, and ending June 30, 2020 (“Fiscal Year 2020”) and to set the property tax rates for the said Fiscal Year 2020; and

WHEREAS, the Mayor, as required by the City Charter, on or before the 15th of June, 2019 prepared and presented to the Common Council a proposed budget outlining the anticipated expenditures and transfers for Fiscal Year 2020, which included the estimated revenues and other financing sources required and establishes the proposed tax rate for all real property taxes; and

WHEREAS, the Common Council held a public hearing on April 24, 2019 and May 13, 2019 after notice thereof in a newspaper having general circulation in Westminster; and

WHEREAS, following said public hearings, the Common Council adopted a budget for FY 2020 by Ordinance No. 912; and

WHEREAS, it has come to the attention of the Mayor and Common Council that the City has received certain revenues not included in the adopted budget for Fiscal Year 2020 and further that the City has incurred or will incur expenses exceeding current appropriations for certain budgeted items and that, therefore, certain additional appropriations are necessary; and

WHEREAS, Md. Code Ann., Local Gov’t Art., Section 5-205(b) provides, *inter alia*, with respect to expenditures for safety, health, and general welfare that a municipality may not expend funds that were appropriated at the time of the annual levy for a purpose different from the purpose for which the money

was appropriated or spend money not appropriated at the time of the annual levy unless such expenditures are approved by a two-thirds vote of all the individuals elected to the legislative body.

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

Section 1: That the budget adopted for Fiscal Year 2020 by Ordinance No. 912 shall be and hereby is amended to provide for the following additional revenues and expenditures.

| <b>General Fund Revenues</b> | <b>Adopted</b> | <b>Revision 1</b> | <b>Ending Budget</b> |
|------------------------------|----------------|-------------------|----------------------|
| Taxes                        | \$ 11,252,854  |                   | \$ 11,252,854        |
| Licenses & Permits           | 587,200        | \$ 17,930         | 605,130              |
| Intergovernmental            | 4,668,432      | 106,934           | 4,775,366            |
| Charges for Services         | 987,400        | 204,253           | 1,191,653            |
| Fines & Forfeitures          | 102,500        |                   | 102,500              |
| Miscellaneous Income         | 101,400        | 18,500            | 119,900              |
| Interest Income              | 80,000         | 100,000           | 180,000              |
| Transfers & Other Financing  | (524,767)      |                   | (524,767)            |
|                              | \$ 17,255,019  | \$ 447,617        | \$ 17,702,636        |
| <b>General Fund Expenses</b> |                |                   |                      |
| Executive & Legislative      | \$ 756,070     | \$ (8,500)        | \$ 747,570           |
| Finance                      | 163,784        | 17,000            | 180,784              |
| Human Resources              | 131,539        |                   | 131,539              |
| Planning, Zoning & Dev.      | 1,084,988      | 30,000            | 1,114,988            |
| Public Safety                | 7,157,701      | 55,200            | 7,212,901            |
| Facilities                   | 301,175        | 700               | 301,875              |
| Community Support            | 37,422         |                   | 37,422               |
| Public Works                 | 3,271,375      |                   | 3,271,375            |
| Technology                   | 314,661        |                   | 314,661              |
| Housing Services             | 2,605,088      | 102,000           | 2,707,088            |
| Recreation and Parks         | 1,431,216      | 43,320            | 1,474,536            |
|                              | \$ 17,255,019  | \$ 239,720        | \$ 17,494,739        |

| <b>Capital Fund Revenues</b>  | <b>Adopted</b> | <b>Revision 1</b> | <b>Ending Budget</b> |
|-------------------------------|----------------|-------------------|----------------------|
| Taxes                         | \$ 2,198,960   |                   | \$ 2,198,960         |
| Licenses and Permits          | 289,380        |                   | 289,380              |
| Intergovernmental             | 902,529        | \$ 81,128         | 983,657              |
| Transfers & Other Financing   | 5,517,830      | 831,231           | 6,349,061            |
|                               | \$ 8,908,700   | \$ 912,359        | \$ 9,821,059         |
| <b>Capital Fund Expenses</b>  |                |                   |                      |
| Public Safety                 | \$ 302,348     |                   | \$ 302,348           |
| Facilities                    | 5,825,498      | \$ 67,305         | 5,892,803            |
| Public Works                  | 2,770,854      | 56,375            | 2,827,229            |
| Planning, Zoning, Development | 10,000         | 732,304           | 742,304              |
|                               | \$ 8,908,700   | \$ 855,984        | \$ 9,764,684         |

| <b>Sewer Revenues</b>                 | <b>Adopted</b> | <b>Revision 1</b> | <b>Ending Budget</b> |
|---------------------------------------|----------------|-------------------|----------------------|
| Charges for Services                  | \$ 7,110,464   |                   | \$ 7,110,464         |
| Other Revenue                         | 10,000         | \$ 47,500         | 57,500               |
| Miscellaneous Revenue                 | -              |                   | -                    |
| Interest Revenue                      | 80,000         | 60,000            | 140,000              |
| Benefit Assessment Fees/Capital Contr | 27,550,645     |                   | 27,550,645           |
| Other Financing-Transfers             | -              |                   | -                    |
|                                       | \$ 34,751,109  | \$ 107,500        | \$ 34,858,609        |
| <b>Sewer Expenses</b>                 |                |                   |                      |
| Executive Legislative                 | \$ 317,376     | \$ 8,000          | \$ 325,376           |
| Finance                               | 264,357        | 17,000            | 281,357              |
| Human Resources                       | 160,065        |                   | 160,065              |
| Planning, Zoning & Dev.               | 118,214        |                   | 118,214              |
| Facilities                            | 65,725         |                   | 65,725               |
| Community Support                     | 12,422         |                   | 12,422               |
| Public Works                          | 219,267        |                   | 219,267              |
| Technology                            | 606,670        |                   | 606,670              |
| Utilities                             | 881,156        |                   | 881,156              |
| Wastewater                            | 31,688,491     |                   | 31,688,491           |
|                                       | \$ 34,333,743  | \$ 25,000         | \$ 34,358,743        |

| <b>Water Revenues</b>   | <b>Adopted</b> | <b>Revision 1</b> | <b>Ending Budget</b> |
|-------------------------|----------------|-------------------|----------------------|
| Charges for Services    | \$ 5,788,195   |                   | \$ 5,788,195         |
| Rental Revenue          | 253,390        |                   | 253,390              |
| Miscellaneous Revenue   | 5,000          |                   | 5,000                |
| Interest Revenue        | 80,000         | \$ 60,000         | 140,000              |
| Benefit Assessment Fees | 385,728        |                   | 385,728              |
| Transfers               |                |                   |                      |
|                         | \$ 6,512,313   | \$ 60,000         | \$ 6,572,313         |
| <b>Water Expenses</b>   |                |                   | -                    |
| Executive Legislative   | \$ 400,146     | \$ 10,000         | \$ 410,146           |
| Finance                 | 264,357        | 17,000            | 281,357              |
| Human Resources         | 160,684        |                   | 160,684              |
| Planning, Zoning & Dev. | 118,214        |                   | 118,214              |
| Facilities              | 65,725         |                   | 65,725               |
| Community Support       | 12,422         |                   | 12,422               |
| Public Works            | 219,213        |                   | 219,213              |
| Technology              | 606,672        |                   | 606,672              |
| Utilities               | 814,647        |                   | 814,647              |
| Water                   | 3,577,437      | 40,000            | 3,617,437            |
|                         | \$ 6,239,517   | \$ 67,000         | \$ 6,306,517         |

| <b>Fiber Revenues</b> | <b>Adopted</b> | <b>Revision 1</b> | <b>Ending Budget</b> |
|-----------------------|----------------|-------------------|----------------------|
| Charges for Services  | \$ 778,570     |                   | \$ 778,570           |
| Other Revenue         | 1,000          |                   |                      |
| Transfers             | 617,078        |                   | 617,078.0            |
|                       | \$ 1,396,648   | \$ -              | \$ 1,396,648         |
| <b>Fiber Expenses</b> |                |                   |                      |
| Finance               | \$ 3,950       |                   | \$ 3,950             |
| Public Works          | 66,943         |                   | 66,943               |
| Technology            | 39,469         |                   | 39,469               |
| Utilities             | 100,550        |                   |                      |
| Fiber                 | 1,185,735      |                   | 1,185,735            |
|                       | \$ 1,396,647   | \$ -              | \$ 1,396,647         |

Section 2: Except as set forth in Section 1 hereof, the Fiscal Year 2020 budget adopted by Ordinance No. 912 shall remain in full force and effect, subject to any prior amendments thereto.

Section 3: BE IT FURTHER ORDAINED that this ordinance, if adopted by a two-thirds vote of the entire Common Council, shall become effective ten days after its enactment by the Common Council of the City of Westminster, Maryland.

INTRODUCED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Shannon Visocsky, City Clerk

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Shannon Visocsky, City Clerk

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Joe Dominick, Mayor

APPROVED AS TO FORM AND SUFFICIENCY this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Elissa D. Levan, City Attorney



To: Mayor and Common Council

From: Elissa D. Levan, City Attorney

Date: January 23, 2020

Re: Ordinance Amending Public Ethics Chapter of the City Code

**Background**

The City Attorney was asked to draft an ordinance to revise the City’s Ethics Ordinance to conform to the State’s view of the statutory requirements for financial disclosures by City elected and appointed officials. The resulting ordinance, a copy of which is attached, is intended to accomplish this objective, and to make other changes that have been mandated by amendments to State law since the date of adoption of the City’s current ordinance. Among the new requirements is a provision that restricts the disclosure of the home address as designated by the filer of a financial disclosure statement.

The new ordinance goes further in certain respects, particularly in regard to disclosures required by certain appointed officials; these officials include the City Administrator, the City Attorney, and certain department heads who have responsibilities that are related to public procurements. These changes are designed to promote transparency in the award of contracts, and to ensure impartiality on the part of these key employees.

**Recommendation**

Staff recommends that the Mayor and Common Council discuss the proposed ordinance and ask questions, as appropriate.

**Attachment**

- Proposed Ordinance Amending Chapter 16, Code of Ethics

cc: Barbara B. Matthews, City Administrator

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE  
AMENDING CHAPTER 16, “CODE OF ETHICS”, TO INCORPORATE CHANGES IN  
STATE LAW WITH RESPECT TO LOCAL ETHICS ORDINANCES AND TO  
BROADEN THE CITY’S FINANCIAL DISCLOSURE REQUIREMENTS FOR  
ELECTED OFFICIALS AND CANDIDATES FOR ELECTIVE OFFICE**

WHEREAS, pursuant to Md. Code Ann., Local Gov’t. Article, § 5-202 the Mayor and Common Council of Westminster (“the City”) has the authority to pass such ordinances as it deems necessary to assure the good government of the City; protect and preserve the City’s rights, property, and privileges; and preserve peace and good order; and

WHEREAS, Md. Code Ann., Gen. Provs. Art., Title 5, the Maryland Public Ethics Law, provides in § 5-807 that, each municipal corporation in the State shall enact provisions to govern the public ethics of local officials relating to conflicts of interest, financial disclosure, and lobbying; and

WHEREAS, the provisions of the Maryland Public Ethics Law require each jurisdiction to create a local Ethics Commission to carry out certain duties with respect to enforcement of the jurisdiction’s local Public Ethics Law; and

WHEREAS, on or about April 13, 2015, the City enacted an ordinance repealing and re-enacting its Public Ethics Law in order to strengthen its conflict of interest restrictions and financial disclosure requirements, recognizing that the previously adopted provisions are or may be inadequate or obsolete, and in the interests of ensuring the highest integrity of City officials and promoting public confidence in the absence of corruption and conflict of interest in City government; and

WHEREAS, on about \_\_\_\_\_, the City further amended its Public Ethics Law to provide for an alternate member of the City’s Ethics Commission; and

WHEREAS, with the goal of increasing transparency in government and continuing to ensure the highest integrity of City officials and to promote public confidence in the absence of corruption and conflict of interest in City government, the City wishes to make further amendments to the Public Ethics Law to increase the obligations of elected officials and candidates for City elective office with respect to annual financial disclosures and to incorporate changes in State law since the last ordinance was adopted.

Section 1. NOW THEREFORE BE IT ORDAINED AND ENACTED by the Mayor and Common Council of Westminster, that Chapter 16, “Code of Ethics”, of the Westminster City Code, § 16-4, “Conflicts of Interest”, shall be and hereby is amended as follows:

§ 16-4. Conflicts of Interest

A. Participation restrictions.

(1) Except as permitted by an opinion of the commission, city elected officials, officials appointed to those City boards and commissions identified in § 16-2 and employees of the City shall not:

\* \* \*

(2) A FORMER REGULATED LOBBYIST WHO IS OR BECOMES SUBJECT TO REGULATION UNDER THIS CHAPTER AS A PUBLIC OFFICIAL OR EMPLOYEE MAY NOT PARTICIPATE IN A CASE, CONTRACT, OR OTHER SPECIFIC MATTER IN HIS OR HER CAPACITY AS A PUBLIC OFFICIAL OR EMPLOYEE FOR ONE (1) CALENDAR YEAR AFTER THE TERMINATION OF THE REGISTRATION OF THE FORMER REGULATED LOBBYIST IF THE FORMER REGULATED LOBBYIST PREVIOUSLY ASSISTED OR REPRESENTED ANOTHER PARTY FOR COMPENSATION IN THE MATTER.

~~(2)~~(3) A person who is disqualified from participating under Subsection A(1) of this section shall disclose the nature and circumstances of the conflict and may participate or act if:

\* \* \*

~~(3)~~(4) The prohibitions of Subsection A(1) of this section do not apply if participation is allowed by ~~regulation~~ or opinion of the Commission.

~~(4)~~(5) The prohibitions set forth in this subsection do not apply to:

\* \* \*

C. Post-employment Limitations and Restrictions.

(1) A former official or employee may not assist or represent a party other than the City for compensation in a case, contract, or other specific matter involving the City if that matter is one in which he OR SHE significantly participated as an official or employee

(2) ~~Within one year following termination of City service,~~ FOR A PERIOD OF ONE CALENDAR YEAR AFTER THE DATE AN ELECTED OFFICIAL LEAVES OFFICE, a former City elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action.

\* \* \*

E. Use of the Prestige of Office

(1) An official or employee may not intentionally use the prestige of office or public position for the private gain of that official or employee or the private gain of another.

(2) AN OFFICIAL OR EMPLOYEE MAY NOT INTENTIONALLY USE THE PRESTIGE OF OFFICE OR PUBLIC POSITION TO INFLUENCE THE AWARD OF A STATE OR LOCAL CONTRACT TO A SPECIFIC PERSON.

(3) AN OFFICIAL OR EMPLOYEE MAY NOT DIRECTLY OR INDIRECTLY INITIATE A SOLICITATION FOR A PERSON TO RETAIN THE COMPENSATED SERVICES OF A PARTICULAR REGULATED LOBBYIST OR LOBBYING FIRM.

(4) AN OFFICIAL, OTHER THAN AN ELECTED OFFICIAL, OR EMPLOYEE MAY NOT USE PUBLIC RESOURCES OR THE TITLE OF THE OFFICIAL OR EMPLOYEE TO SOLICIT A CONTRIBUTION AS THAT TERM IS DEFINED IN THE ELECTION LAW ARTICLE.

~~(2)~~(5) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation. For purposes of this subsection, the term "usual and customary constituent services" shall include but not be limited to [boosterism] BOOSTING or other activities in support of a business entity that is located in or near the City or contributes significantly to the economic well-being of the City, so long as neither the official without additional compensation.

\* \* \*

Section 2. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Common Council of Westminster, that Chapter 16, "Code of Ethics", of the Westminster City Code, § 16-5, "Financial Disclosure", shall be and hereby is amended as follows:

§ 16-5 Financial disclosure: City elected officials and candidates for City elective officer

A. Financial disclosure statement required.

Financial disclosure statement required.

\* \* \*

(2) Deadlines for filing statements.

(a) An incumbent City elected official shall file a financial disclosure statement annually no later than the close of business on ~~January~~ FEBRUARY 15 of each year for the preceding calendar year, except that if ~~January~~ FEBRUARY 15 falls on day on which City offices are closed, the statement shall be filed by the close of business on the next regular business day, ~~except that in calendar year 2015, an incumbent shall file a financial disclosure statement on or before the close of business on April 13.~~

\* \* \*

B. Candidates to be local elected officials.

(1) Except for an ~~official who has filed a financial disclosure statement under another provision of this section for the reporting period~~ INCUMBENT CITY ELECTED OFFICIAL, a candidate for City elective office shall file a financial disclosure statement each year beginning with the year in which the ~~certificate~~ DECLARATION of candidacy is filed and continuing through the year of the election.

(2) A candidate for City elective office shall file a statement required under this section:

(a) In the year in which the ~~certificate of nomination~~ DECLARATION OF CANDIDACY is filed, at the time of filing of the ~~certificate of nomination~~ DECLARATION OF CANDIDACY;

(b) If the election for which a ~~certificate of nomination~~ DECLARATION OF CANDIDACY is filed occurs in a year following the year in which the ~~certificate~~ DECLARATION has been filed, on or before ~~the deadline for filing certificate of nomination~~ FEBRUARY 15.

(3) ~~(A)~~ (A) If a candidate fails to file a statement required by SUBSECTION (2)(A) OF this section on or before ~~the deadline for filing certificates of nomination~~ DUE DATE SET FORTH THEREIN, the City

~~Clerk shall send a notice to the candidate within one week of the deadline advising the candidate that his or her candidacy will be deemed to be withdrawn if the required statement is not filed by the close of business on the Monday that is 15 days before the election~~REFUSE TO ACCEPT THE DECLARATION.

(B) IF A CANDIDATE FAILS TO FILE A STATEMENT REQUIRED BY SUBSECTION (2)(B) OF THIS SECTION OR BEFORE THE DUE DATE SET FORTH THEREIN, THE CITY CLERK SHALL SEND A NOTICE TO THE CANDIDATE ADVISING THE CANDIDATE THAT HIS OR HER CANDIDACY WILL BE DEEMED WITHDRAWN IF THE REQUIRED STATEMENT IS NOT FILED BY THE CLOSE OF BUSINESS ON THE FIFTH BUSINESS DAY FOLLOWING THE DATE OF THE NOTICE.

\* \* \*

C. Public Record.

\* \* \*

(5) THE CITY CLERK MAY NOT PROVIDE PUBLIC ACCESS TO A PORTION OF A STATEMENT THAT IS FILED AFTER JANUARY 1, 2019, AND THAT INCLUDES AN ADDRESS THAT THE INDIVIDUAL HAS IDENTIFIED AS THE INDIVIDUAL'S HOME ADDRESS.

\* \* \*

E. Contents of statement.

(1) Interests in real property.

(a) A statement filed under this section shall include a schedule of all interests in real property WHEREVER located ~~in the City or located elsewhere if acquired from or in conjunction with a person or entity that is regulated by the City or does business with the City or has done business with the City during the preceding five years.~~

(b) For each interest in real property, the schedule shall include:

~~[1] The location by street address, mailing address, or legal description of the property;~~

~~[2] Whether the property is used for residential or commercial purposes;~~

~~[3] Whether the property is held solely by the individual reporting and, if not, the extent of the reporting person's interest in the property;~~

~~[4] Whether there are any encumbrances on the interest and, if so, a description of each such encumbrance;~~

~~[5] The date on which the interest was acquired;~~

~~[6] The identity of the person from whom the interest was acquired;~~

~~[7] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;~~

~~[8] If any interest was transferred, in whole or in part, at any time during the reporting period, the nature of the interest transferred, the identity of the person to whom the interest was transferred, and if the transferee is a person or business entity that is regulated by or is doing business with the City or has done business with the City in the preceding five years, the amount of the consideration received for the interest (including the value of any nonmonetary consideration received); and~~

~~[9] The identity of any other person or entity with an interest in the property and the extent of such interest, if such person or business entity is regulated by or is doing business with the City or has done business with the City in the preceding five years.~~

[1] THE NATURE OF THE PROPERTY AND THE LOCATION BY STREET ADDRESS, MAILING ADDRESS, OR LEGAL DESCRIPTION OF THE PROPERTY;

[2] THE NATURE AND EXTENT OF THE INTEREST HELD, INCLUDING ANY CONDITIONS AND ENCUMBRANCES ON THE INTEREST;

[3] THE DATE WHEN, THE MANNER IN WHICH, AND THE IDENTITY OF THE PERSON FROM WHOM THE INTEREST WAS ACQUIRED;

[4] THE NATURE AND AMOUNT OF THE CONSIDERATION GIVEN IN EXCHANGE FOR THE INTEREST OR, IF ACQUIRED OTHER THAN BY PURCHASE, THE FAIR MARKET VALUE OF THE INTEREST AT THE TIME ACQUIRED;

[5] IF ANY INTEREST WAS TRANSFERRED, IN WHOLE OR IN PART, AT ANY TIME DURING THE REPORTING PERIOD, A DESCRIPTION OF THE INTEREST TRANSFERRED, THE NATURE AND AMOUNT OF THE CONSIDERATION RECEIVED FOR THE INTEREST, AND THE IDENTITY OF THE PERSON TO WHOM THE INTEREST WAS TRANSFERRED; AND

[6] THE IDENTITY OF ANY OTHER PERSON WITH AN INTEREST IN THE PROPERTY.

(2) INTERESTS IN CORPORATIONS AND PARTNERSHIPS.

(A) A STATEMENT FILED UNDER THIS SECTION SHALL INCLUDE A SCHEDULE OF ALL INTERESTS IN ANY CORPORATION, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, OR LIMITED LIABILITY CORPORATION, REGARDLESS OF WHETHER THE CORPORATION OR PARTNERSHIP DOES BUSINESS WITH THE CITY.

(B) FOR EACH INTEREST REPORTED UNDER THIS PARAGRAPH, THE SCHEDULE SHALL INCLUDE:

[1] THE NAME AND ADDRESS OF THE PRINCIPAL OFFICE OF THE CORPORATION, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, OR LIMITED LIABILITY CORPORATION;

[2] THE NATURE AND AMOUNT OF THE INTEREST HELD, INCLUDING ANY CONDITIONS AND ENCUMBRANCES ON THE INTEREST;

[3] WITH RESPECT TO ANY INTEREST TRANSFERRED, IN WHOLE OR IN PART, AT ANY TIME DURING THE REPORTING PERIOD, A DESCRIPTION OF THE INTEREST TRANSFERRED, THE NATURE AND AMOUNT OF THE CONSIDERATION RECEIVED FOR THE INTEREST, AND, IF KNOWN, THE IDENTITY OF THE PERSON TO WHOM THE INTEREST WAS TRANSFERRED; AND

[4] WITH RESPECT TO ANY INTEREST ACQUIRED DURING THE REPORTING PERIOD:

1. THE DATE WHEN, THE MANNER IN WHICH, AND THE IDENTITY OF THE PERSON FROM WHOM THE INTEREST WAS ACQUIRED; AND

2. THE NATURE AND THE AMOUNT OF THE CONSIDERATION GIVEN IN EXCHANGE FOR THE INTEREST OR, IF ACQUIRED OTHER THAN BY PURCHASE, THE FAIR MARKET VALUE OF THE INTEREST AT THE TIME ACQUIRED.

(C) AN INDIVIDUAL MAY SATISFY THE REQUIREMENT TO REPORT THE AMOUNT OF THE INTEREST HELD UNDER SUBSECTION E.2(B)(2) OF THIS SECTION BY REPORTING, INSTEAD OF A DOLLAR AMOUNT:

[1] FOR AN EQUITY INTEREST IN A CORPORATION, THE NUMBER OF SHARES HELD AND, UNLESS THE CORPORATION'S STOCK IS PUBLICLY TRADED, THE PERCENTAGE OF EQUITY INTEREST HELD; OR

[2] FOR AN EQUITY INTEREST IN A PARTNERSHIP, THE PERCENTAGE OF EQUITY INTEREST HELD.

(D) FOR PURPOSES OF THIS SECTION, "INTEREST" DOES NOT INCLUDE A MUTUAL FUND OR EXCHANGE-TRADED FUND THAT IS PUBLICLY TRADED ON A NATIONAL SCALE UNLESS THE MUTUAL FUND OR EXCHANGE-TRADED FUND IS COMPOSED PRIMARILY OF HOLDINGS OF STICKS AND INTERESTS IN A SPECIFIC AREA THAT IS REGULATED BY THE CITY.

(2)(3) Interests in business entities DOING BUSINESS WITH CITY.

(a) A statement filed under this Section shall include a schedule of ~~any interest in any business entity that is regulated by the City or doing business with the City or has done business with the City in the preceding five years~~ ALL INTERESTS IN ANY BUSINESS ENTITY THAT DOES BUSINESS WITH THE CITY, OTHER THAN INTERESTS REPORTED UNDER SUBSECTION E.2. OF THIS SUBSECTION.

(b) For each interest reported under this paragraph, the schedule shall include:  
[1] The name and address of the principal office of the business entity;  
[2] The nature and amount of the interest held, including any conditions to and encumbrances on the interest;

[3] ~~With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred~~ IF ANY INTEREST WAS TRANSFERRED, IN WHOLE OR IN PART, AT ANY TIME DURING THE REPORTING PERIOD, THE NATURE OF THE INTEREST TRANSFERRED, THE IDENTITY OF THE PERSON TO WHOM THE INTEREST WAS TRANSFERRED, AND IF THE TRANSFEREE IS A PERSON OR BUSINESS ENTITY THAT IS REGULATED BY OR IS DOING BUSINESS WITH THE CITY OR HAS DONE BUSINESS WITH THE CITY IN THE PRECEDING FIVE YEARS, THE AMOUNT OF THE CONSIDERATION RECEIVED FOR THE INTEREST (INCLUDING THE VALUE OF ANY NONMONETARY CONSIDERATION RECEIVED); and

[4] With respect to any interest acquired during the reporting period:

\* \* \*

~~(3)~~(4) Gifts.

(a) An official or employee may not solicit any gift for himself or herself or for another person.

(b) An official or employee may not facilitate the solicitation of a gift, on behalf of another person, from a lobbyist.

(c) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has reason to know:

- (1) Is doing business with or seeking to do business with the City;
- (2) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
- (3) Is engaged in an activity regulated or controlled by the City; or
- (4) Is a lobbyist.

\* \* \*

~~(4)~~(5) Employment with or interests in entities doing business with City.

\* \* \*

~~(5)~~(6) Indebtedness to entities doing business with or regulated by the City.

\* \* \*

~~(6)(7)~~ ~~Family members.~~ EMPLOYMENT WITH THE CITY.

\* \* \*

~~(7)(8)~~ Sources of earned income.

\* \* \*

(C) FOR A STATEMENT FILED ON OR AFTER JANUARY 1, 2019, IF THE INDIVIDUAL'S SPOUSE IS A LOBBYIST REGULATED BY THE CITY, THE INDIVIDUAL SHALL DISCLOSE THE ENTITY THAT HAS ENGAGED THE SPOUSE FOR LOBBYING PURPOSES.

~~(8)(9)~~ A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.

\* \* \*

Section 3. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Common Council of Westminster, that Chapter 16, "Code of Ethics", of the Westminster City Code, § 16-6, "Financial disclosure: employees and appointed officials", shall be and hereby is amended as follows:

§ 16-6 Financial disclosure: employees and appointed officials

A. This section only applies to the following appointed officials and employees:

~~(1) The City Administrator, the City Clerk, the City Attorney, the City Treasurer, the Director of Community Planning and Development, the Director of Public Works, the Director of Recreation and Parks, the Director of Finance and the Chief of Police, members of the Planning and Zoning Commission, members of the Board of Zoning Appeals, and members of the City Ethics Commission.~~

\* \* \*

C. On or before the close of business on ~~the second Monday in April~~ FEBRUARY 15 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing:

(1) Gifts received during the preceding calendar year from any person that contracts with or is regulated by the City, including the name of the donor of the gift and the approximate retail value at the time of receipt; and

(2) Employment and interests that raise conflicts of interest or potential conflicts of interest in connection with a specific proposed action by the employee or official sufficiently in advance of the action to provide adequate disclosure to the public.

(3) THE IDENTITY OF ANY ENTITY DOING BUSINESS WITH THE CITY WITH WHICH THE OFFICIAL OR EMPLOYEE HAS DONE BUSINESS OR FROM WHICH HE OR SHE HAS RECEIVED ANY THING OF VALUE IN THE PRECEDING FIVE (5) YEARS.

(4) THE IDENTITY OF ANY PERSON DOING BUSINESS WITH THE CITY OR WHOM THE OFFICIAL OR EMPLOYEE KNOW OR HAS REASON TO KNOW HAS RECEIVED ANYTHING OF VALUE FROM A PERSON OR ENTITY DOING BUSINESS WITH THE CITY WITH WHOM THE OFFICIAL OR EMPLOYEE HAS A PERSONAL RELATIONSHIP INVOLVING TWO OR MORE PRIVATE SOCIAL ENGAGEMENTS IN THE PRECEDING YEAR. THE OFFICIAL OR EMPLOYEE NEED NOT DISCLOSE THE NATURE OF THE PERSONAL RELATIONSHIP.

(5) THE IDENTIFY OF ANY BUSINESS ENTITY LOCATED IN THE CITY FROM WHICH THE OFFICIAL OR EMPLOYEE RECEIVES EARNED INCOME.

D. The City Clerk shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in Subsections C and D of § 16-5 of this chapter. The City Clerk shall retain such statements for four years from the date of receipt. THE CITY CLERK MAY NOT PROVIDE PUBLIC ACCESS TO A PORTION OF A STATEMENT THAT IS FILED AFTER JANUARY 1, 2019, AND THAT INCLUDES AN INDIVIDUAL'S HOME ADDRESS THAT THE INDIVIDUAL HAS IDENTIFIED AS THE INDIVIDUAL'S HOME ADDRESS.

Section 4. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Common Council of Westminster, that Chapter 16, "Code of Ethics", of the Westminster City Code, § 16-6.1, "Financial disclosure: members of boards and commission", shall be and hereby is enacted as follows:

§ 16-6.1 FINANCIAL DISCLOSURE: MEMBERS OF BOARDS AND COMMISSIONS.

A. THIS SECTION ONLY APPLIES TO MEMBERS OF THE PLANNING AND ZONING COMMISSION, MEMBERS OF THE BOARD OF ZONING APPEALS, AND MEMBERS OF THE CITY ETHICS COMMISSION.

B. A STATEMENT FILED UNDER THIS SECTION SHALL BE FILED WITH THE CITY CLERK UNDER OATH OR AFFIRMATION ON FORMS PROVIDED BY THE COMMISSION. THE CITY CLERK SHALL PROMPTLY TRANSMIT STATEMENTS FILED UNDER THIS SECTION TO THE COMMISSION, WHICH SHALL REVIEW SUCH STATEMENTS FOR COMPLIANCE WITH THIS CHAPTER. FOLLOWING THE COMMISSION'S REVIEW AND APPROVAL, THE CITY CLERK SHALL MAINTAIN ALL SUCH FORMS.

C. ON OR BEFORE THE CLOSE OF BUSINESS ON THE SECOND MONDAY IN APRIL OF EACH YEAR DURING WHICH AN OFFICIAL OR EMPLOYEE HOLDS OFFICE, AN OFFICIAL OR EMPLOYEE SHALL FILE A STATEMENT DISCLOSING:

(1) GIFTS RECEIVED DURING THE PRECEDING CALENDAR YEAR FROM ANY PERSON THAT CONTRACTS WITH OR IS REGULATED BY THE CITY, INCLUDING THE NAME OF THE DONOR OF THE GIFT AND THE APPROXIMATE RETAIL VALUE AT THE TIME OR RECEIPT; AND

(2) EMPLOYMENT AND INTERESTS THAT RAISE CONFLICTS OF INTEREST OR POTENTIAL CONFLICTS OF INTEREST IN CONNECTION WITH A SPECIFIC PROPOSED ACTION BY THE EMPLOYEE OR OFFICIAL SUFFICIENTLY IN ADVANCE OF THE ACTION TO PROVIDE ADEQUATE DISCLOSURE TO THE PUBLIC.

D. THE CITY CLERK SHALL MAINTAIN ALL DISCLOSURE STATEMENTS FILED UNDER THIS SECTION AS PUBLIC RECORDS AVAILABLE FOR PUBLIC INSPECTION AND COPYING AS PROVIDED IN SUBSECTIONS C AND D OF § 16-5 OF THIS CHAPTER. THE CITY CLERK SHALL RETAIN SUCH

STATEMENTS FOR FOUR YEARS FROM THE DATE OF RECEIPT. THE CITY CLERK MAY NOT PROVIDE PUBLIC ACCESS TO A PORTION OF A STATEMENT THAT IS FILED AFTER JANUARY 1, 2019, AND THAT INCLUDES AN INDIVIDUAL'S HOME ADDRESS THAT THE INDIVIDUAL HAS IDENTIFIED AS THE INDIVIDUAL'S HOME ADDRESS.

Section 4. BE IT FURTHER ORDAINED BY THE MAYOR AND COMMON COUNCIL OF WESTMINSTER that this Ordinance shall take effect ten (10) days after the date of its passage and approval, unless it is returned unsigned by the Mayor at the next meeting of The Mayor and Common Council together with the Mayor's reasons for withholding his signature therefrom, and is not passed thereafter by the votes of four-fifths of the members of the Common Council, and further provided that it is posted after adoption for not less than two weeks in some conspicuous location in the City Hall and recorded in a book provided for that purpose.

INTRODUCED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Shannon Visocky, City Clerk

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Shannon Visocky, City Clerk

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Joe Dominick, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
this \_\_\_\_ day of \_\_\_\_\_, 2020:

\_\_\_\_\_  
Elissa D. Levan, City Attorney