1. Agenda 09 28 2020

   Documents:

   AGENDA 09 28 2020.PDF

2. Council Packet 09 28 2020

   Documents:

   COUNCIL PACKET 09 28 20.PDF

AGENDA

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, September 28, 2020 at 7 pm
https://www.facebook.com/westminstermd/

1. CALL TO ORDER

2. APPROVAL OF MINUTES

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

3. PRESENTATION

A) Bee City USA Program – Kate Fischer, Carroll County Beekeepers Association

4. CONSENT CALENDAR

A) Approval – August 2020 Departmental Operating Reports

5. REPORT FROM THE MAYOR

6. COVID-19 PANDEMIC UPDATE

7. REPORTS FROM STANDING COMMITTEES

A) Arts Council

B) Economic and Community Development Committee

C) Finance Committee

D) Personnel Committee

E) Public Safety Committee

F) Public Works Committee

G) Recreation and Parks Committee

8. COUNCIL COMMENTS AND DISCUSSION

9. BIDS

A) Award of Contract – Cranberry Reservoir Water Quality Study – Mr. Glass

B) Approval of Sole Source Procurement of Mitel Phone System Replacement – Mr. Holmes on behalf of Mr. Davidson

10. ORDINANCES & RESOLUTIONS

A) Ordinance No. 927, An Ordinance amending Chapter 64, "Zoning", of the Code of the City of Westminster, Article IXA, "Historic District Zone", Section 164-51.3, Creation and Composition of Historic District Commission; Appointment and Term of Members; Vacancies," To Alter the Terms and Composition of the Historic District Commission and to Modify Its Powers – Mr. Depo

B) Resolution No. 20-09, Appointing a Resident Agent for All Purposes for Which Such Agent is Required by the Provisions of the Maryland Annotated Code, Local Government Article §1-1301 – Ms. Matthews

11. UNFINISHED BUSINESS

12. NEW BUSINESS

A) Approval – Mayor's Reappointment of Westminster Tree Commission Member

B) Approval – Warner Construction Change Order No. 12 – Ms. Matthews

13. DEPARTMENTAL REPORTS

14. CITIZEN COMMENTS

15. ADJOURNMENT

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MINUTES

CITY OF WESTMINSTER
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CALL TO ORDER

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

Staff Present: Director of Technology Services Davidson, Director of Community Planning and Development Depo, Comprehensive Planner Gerhard, Director of Public Works Glass, Director of Recreation and Parks Gruber, Police Chief Ledwell, City Attorney Levan, City Administrator Matthews and City Clerk Visocsky.

Guests: Linda Alexander, Associate / Senior Project Manager of CLSI; Alan Betten, Corporate Counsel; Brian Ditto, Director of Real Estate Development and Leasing; Wes Guckert, President and CEO of The Traffic Group, Inc.; Marty Hackett, President of CLSI, Inc.; Kelly Shaffer Miller, Esquire, and Clark Shaffer, Esquire of Shaffer & Shaffer, LLP; and, Robert Rosen, Owner of the Carroll County Commerce Center.

APPROVAL OF MINUTES

President Pecoraro requested a motion to approve the following minutes:

- Mayor and Common Council Meeting of August 24, 2020; and,
- Closed Session of August 24, 2020.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the minutes of August 24, 2020.

VOTE

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

PRESENTATION

Mayoral Proclamation

Mayor Dominick informed the Common Council that he was recently contacted by The Arc of Carroll County, which requested a short video thanking their staff as part of Direct Support Professional Appreciation Week. He honored their request by reading a Mayoral Proclamation for the video. Mayor Dominick then read the proclamation, declaring September 14 – 18, 2020 as Direct Support Professional Appreciation Week in the City of Westminster and acknowledging the work of The Arc of Carroll County.

PUBLIC HEARING

Development Plan DP-20-01, Carroll County Commerce Center

Mayor Dominick conducted a public hearing regarding Amended Development Plan DP-20-01, Carroll County Commerce Center, designating condominium Unit 7 for a convenience store with gasoline

pumps use to develop a Royal Farms convenience store, pursuant to City of Westminster Zoning Ordinance Article XII, Section 164.75.D. and Article XXIII.

Ms. Gerhard informed the Mayor and Common Council that Corporate Center Leasing, LLC, represented by Carroll Land Services, Inc. and Kelly Shaffer Miller, submitted an application to amend the Carroll County Commerce Center Development Plan to designate Unit 7 of the Development for a convenience store with gasoline pumps use. Further information was provided in the agenda packet.

Ms. Gerhard addressed the concerns of the proposed amendment of the Commerce Center, as outlined in the memorandum of the agenda packet. She informed the Mayor and Common Council of the following:

> MD Route 97 North adjacent to the Carroll County Commerce Center development, including the subject property, is planned to be a five-lane principal arterial roadway. The City of Westminster Comprehensive Plan - Transportation Element, states MD Route 97 "*serves as a primary commuter route, connecting residents of northern Carroll County and southern Pennsylvania with employment destinations in Westminster and points to the south and east. During morning and evening rush hours, the volume of pass-through commuter traffic chokes the roadway, making it difficult for employees and clients of the industrial parks to safely make turning movements. This situation results in long queuing of vehicles at the signalized intersections. A study completed in 1994 by Whitney, Bailey, Cox & Magnani (WBCM) for the Carroll County Industrial Development Authority indicated that traffic along Maryland MD 97 (N) is expected to increase dramatically by the year 2020. These increases will be the result of both additional through traffic and the generation of a greater number of trips from the industrial parks as they continue to develop, indicating a need for multiple lane additions along MD 97(N).*" Furthermore, "*As future developments approach the City for development opportunity, they will also be required to make additional improvements to MD 97*" and "*mainline widening improvements to MD 97(N) are now even more critical as areas beyond Westminster continue to develop at a pace that further exacerbates the problems on the existing roadway*."

Ms. Gerhard stated that Community Planning and Development staff met with the Maryland State Highway Administration (SHA). Since no new access to Route 97 was proposed, no review of needed right-of-way was completed and therefore SHA did not request right-of-way dedication. SHA further stated that in these instances, SHA looks to the jurisdiction to request needed right-of-way. Ms. Gerhard stated that, during the Westminster Planning and Zoning Commission meeting on August 13, 2020, staff recommended that the Commission forward the revised development plan for the Commerce Center to the Mayor and Common Council with a favorable recommendation, including the following condition:

> *Provide and depict the required right-of-way to accomplish a 110 feet ultimate right-of-way for MD Route 97 consistent with the City of Westminster's Comprehensive Plan, Zoning Ordinance, and State Highway Administration's June 2011 Concept Design and Report.*

Ms. Gerhard shared that the Commission forwarded its recommendation of approval of the revised Development Plan to the Mayor and Common Council without conditions; however, she reiterated the importance of the needed future improvements and widening of MD Route 97 and the rational nexus of the requested right-of-way. Ms. Gerhard requested that the Mayor and Common Council require the Applicant to depict and denote the 110-feet right-of-way along the subject property frontage of MD Route 97, as outlined above.

Ms. Miller and Mr. Shaffer expressed their concerns regarding staff's recommendations due to the changes that would be required to the submitted Amended Development Plan. In addition, the widening of MD 97 was a community issue for which adjacent developers should not be held responsible. Furthermore, given that that MD 97 was considered a State highway, Ms. Miller and Mr. Shaffer opined that the City does not have the authority to force a developer to provide and depict the right-of-way, as recommended by City staff.

Mr. Guckert supported Ms. Miller's statement that the SHA approved the traffic study and site plan for Royal Farms. He confirmed that the SHA did not request any right-of-way dedication for MD 97.

Ms. Shaffer then asked Ms. Alexander a series of questions pertaining to the City Code. Ms. Alexander stated that the Amended Development Plan was compliant with the City Code as submitted.

Following further discussion, the Mayor and Common Council agreed to close the public hearing record at 4:30 pm on Tuesday, September 22, 2020. The Mayor and Common Council directed staff to consult with Ms. Levan regarding its recommendation regarding the right-of-way depiction and then report back to the elected body.

Mayor Dominick adjourned the public hearing at 8:02 pm.

CONSENT CALENDAR

President Pecoraro requested a motion to approve the Consent Calendar that consisted of one item: approval of the MCIN Grant Memorandum of Understanding between the City of Westminster (Westminster Police Department) and the Carroll County State's Attorney's Office.

Councilmember Gilbert moved, seconded by Councilmember Yingling, to approve the Consent Calendar.

VOTE

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

REPORT FROM THE MAYOR

Mayor Dominick reported that there would be a presentation on the City of Westminster becoming a Bee City USA during the next Mayor and Common Council meeting on September 28, 2020.

COVID-19 PANDEMIC UPDATE

None.

REPORTS FROM STANDING COMMITTEES

There were no reports from the following Standing Committees: Economic and Community Development and Recreation and Parks.

Councilmember Dayhoff, on behalf the Arts Council, reported the following:

- There would be a Carroll Playwrights virtual meeting on September 15, 2020.
- The Arts Council's annual meeting was scheduled for September 16, 2020.
- The 18th Annual Carroll Arts Council Members Show would run from September 28 – October 31, 2020. Artist receptions were scheduled for October 1, 2020 and October 15, 2020.

Councilmember Dayhoff encouraged the audience to visit the Carroll Arts Council website at www.CarrollCountyArtsCouncil.org for more information on the upcoming events.

President Pecoraro, on behalf of the Finance Committee, reported that the newly hired Finance Director, Lydia Colston, would begin her position on September 15, 2020.

Councilmember Gilbert, on behalf of the Personnel Committee, reported that final interviews for the Human Resources Director position would be completed during the week of September 14, 2020.

Councilmember Chiavacci, on behalf of the Public Safety Committee, reported that he, Mayor Dominick, and Chief Ledwell worked with Carroll County Commissioner Frazier to have the Carroll County 911 Center handle overnight dispatch functions for the Westminster Police Department. Councilmember Chiavacci shared with his colleagues that, during the Commissioners' meeting, a last minute request was made to have a Westminster representative join the meeting. Mayor Dominick called in on very short notice and "knocked it out of the park." The Commissioners subsequently voted unanimously for the County to handle overnight dispatch duties for the City. Councilmember Chiavacci thanked Mayor Dominick for speaking to the Commissioners, as well as Commissioner Frazier for working with the City on moving this matter forward.

Councilmember Yingling, on behalf of the Public Works Committee, stated that, since being elected in May 2017, he has dedicated his time alongside staff to address the City's water capacity constraints. These efforts have included advancing the City's water re-use initiative, which is now in the stage of receiving community support. With the water re-use project underway, Councilmember Yingling suggested that the Public Works Committee hold a meeting in the next few weeks to develop a plan to address the City's sewer capacity constraints.

COUNCIL COMMENTS AND DISCUSSION

Councilmember Dayhoff echoed Councilmember Chiavacci's comments regarding the County's assumption of overnight dispatching duties for the Westminster Police Department; he thanked Mayor Dominick for his work on the matter. Councilmember Dayhoff then expressed support for Councilmember Yingling's recommendation that the City develop a plan to expand the City's available sewer capacity. He concluded his comments by sharing how much he enjoyed the Pollinators in the Park event that was held in Wakefield Valley Park on September 11, 2020, and that he was looking forward to the Bee City USA presentation on September 28.

Councilmember Gilbert commended Councilmember Yingling for his forward thinking on the sewer capacity matter, adding that she looked forward to the elected body's discussion of the matter. She noted her attendance at the Pollinators in the Park event and looked forward to the presentation on the Bee City USA program. Councilmember Gilbert stated that she researched other bee cities in Maryland, and felt that having the City receive the program designation would be a positive step for Westminster and use of Wakefield Valley Park.

Councilmember Chiavacci expressed his support for Councilmember Yingling's idea to develop a long-term solution to the City's sewer capacity constraints, adding that this was an example of the "cathedral thinking" the elected body discussed at its strategic planning retreat. He then suggested that the City re-visit the idea of limiting truck traffic on Main Street.

Councilmember Yingling informed his colleagues that he had provided a tour of the Stocksdale Property to Graham Dodge, Executive Director of MAGIC, and Josh Ambrose, Associate Dean of Campus and Community Engagement/ Executive Director of the Center for Experience and Opportunity for McDaniel College. During the tour, Mr. Graham and Mr. Ambrose asked Councilmember Yingling if there were options for the property's interim use until such time as the property was redeveloped. One of the ideas discussed was the possible relocation of the Downtown Westminster Farmer's Market to the site. Councilmember Yingling stated that he would be meeting with Brooke Hagerty, Manager of the

Downtown Westminster Farmer's Market, and Mr. Ambrose to explore this idea. In addition to bringing the Farmer's Market closer to Downtown, it would enhance the visibility of the Market and encourage those shopping at the Market to explore local businesses.

Mayor Dominick shared that he had had been working on several matters that he planned to bring forward to the Public Works Committee and then the full elected body. The matters concerned the downtown streetscape, sidewalk maintenance, parking meters, and truck traffic on Main Street. He felt that the plan would also allow the City to work within its budgetary means.

BIDS

Westminster Family Center Shower Room Renovation Project

Ms. Gruber informed the Mayor and Common Council that the FY 2021 Capital Projects Fund budget provides funding for Family Center upgrades, specifically the renovation to the shower rooms in both the men's and women's locker rooms. As a result of the steady decline of the shower rooms, the entire shower area in each locker room needed to be demolished and renovated. After consulting with local architect Dean Camlin, and visiting other businesses that completed recent renovations of shower areas, City staff determined the best course of action for the remediation.

The Request for Bids posted on e-Maryland Marketplace on July 24, 2020. Twelve contractors responded, with bids ranging from $69,907 to $119,943. The list of bids received was provided in the agenda packet.

Ms. Gruber noted that the lowest bid, submitted by Plano-Coudon, LLC, was rejected because the contractor did not attend the mandatory pre-bid meeting. After careful consideration and review of the remaining bids, staff determined that the bid of Andrews Construction, Inc. best met the City's needs.

Ms. Gruber recommended that the Mayor and Common Council award the bid to Andrews Construction, Inc. in the amount of $72,566 for renovation of both the men's and women's shower rooms at the Family Fitness Center.

Councilmember Dayhoff moved, seconded by Councilmember Chiavacci, to award the bid to Andrews Construction, Inc. in the amount of $72,566.

VOTE

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

Wakefield Valley Master Plan Development

Ms. Gruber then informed the Mayor and Common Council that the FY 2021 Capital Projects Fund budget includes funding for the development of a master plan for Wakefield Valley Park. The project funding included a Land and Water Conservation Fund grant award. Ms. Gruber stated that the master plan would provide a foundation for the future phased development of the property, so that it can serve as a cornerstone of the City's park system. Additionally, the master plan was intended to lay the groundwork for future grant applications to finance the park improvements.

Ms. Gruber informed the Mayor and Common Council that the City issued the Request for Proposals for the project on July 10, 2020. Proposals were received from 19 architectural/ engineering firms, with pricing ranging from $62,985 to $234,890.

Ms. Gruber recommended that the Common Council authorize execution of a contract with Pennoni Associates, Inc. in the amount of $62,985 to assist the City with the development of a master plan for Wakefield Valley Park.

Councilmember Chiavacci stated that he was pleased to see the project move forward, and requested that Ms. Gruber provide regular progress updates on its progress. He requested that the elected body have the opportunity to provide input during the development of the master plan, whether as a group or individually, to ensure the final plan has buy in. President Pecoraro suggested that the members of the elected body be interviewed by the consultant.

Councilmember Gilbert asked if the plan development would involve use of a committee. Ms. Gruber replied that the firm's work included a community outreach component that could include a committee, if desired. Councilmember Gilbert expressed her support for having a committee involved in the master plan's development.

Councilmember Gilbert moved, seconded by Councilmember Chiavacci, to authorize execution of a contract with Pennoni Associates, Inc. in the amount of $62,985.

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

FY 2021 Paving Project
Mr. Glass informed the Mayor and Common Council that the FY 2021 Capital Projects Fund budget includes funding for the continuation of the City's annual paving project. The Request for Bids required unit pricing for twelve items based on estimated quantities for each item. The City received four bids.

Mr. Glass recommended that the Mayor and Common Council accept the unit prices bid by C.J. Miller, LLC and executive a contract in the not-to-exceed amount of $722,950 for milling, grinding, and all other work necessary to complete the annual paving project as further described in the bid documents, and authorize the Mayor's execution of the associated contract.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve and accept the bid by C.J. Miller, LLC as recommended.

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

Replacement of Wastewater Treatment Plant Clarifier Gates
Mr. Glass then informed the Mayor and Common Council that the FY 2021 Sewer Fund budget allocates funding in the amount of $300,000 for the replacement and installation of four clarifier control gates and clarifier drive replacements for the Wastewater Treatment Plant. He noted that the clarifier control gates were particular to the manufacturer, and the manufacture's designated dealer representatives are assigned to specific territories; therefore, competitive bidding was not a viable option. Westminster's procurement code allows for a sole source procurement in such a circumstance.

Mr. Glass stated that the four stainless steel weir gates to be purchased were manufactured by RW Gates. The units were available through RW Gates' dealer representative, Sherwood Logan and Associates. The cost of all four gates, including freight, was $36,915; there would be an additional cost for installation of the gates.

Mr. Glass recommended that the Mayor and Common Council approve the sole source procurement of four replacement stainless steel weir gates from Sherwood Logan and Associates, in the amount of $36,915.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to approve the sole source procurement of four replacement stainless steel weir gates from Sherwood Logan and Associates, in the amount of $36,915.

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

ORDINANCES & RESOLUTIONS
Resolution No. 20-07
Ms. Matthews stated that the City's Drug-Free Workplace Policy was effective on April 1, 2020. After distribution of the policy, two issues came to staff's attention that required modification of the Policy. These issues are summarized below:

- The Policy did not provide an exception for authorized employees to purchase, transport, store, and/or serve alcohol in preparation of, or during, an official City event. A revision has been made to state that an authorized employee performing these tasks is not in violation of the Policy.

- A requirement has been added for re-collection of a urine specimen for any random drug test when the initial result is negative-dilute.

Ms. Matthews recommended that the Common Council adopt Resolution No. 20-07, Approving and Adopting the Revised Drug-Free Workplace Policy with an effective date of September 15, 2020.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to approve the adoption of Resolution No. 20-07.

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

UNFINISHED BUSINESS
None.

NEW BUSINESS
None.

DEPARTMENTAL REPORTS
Westminster Volunteer Fire Department
Councilmember Dayhoff, on behalf of Daniel Plunkert, President of the Westminster Volunteer Fire Department (WVFD), reported that members of the Fire Department attended the ceremony at the Carroll County Public Safety Training Center on September 11, 2020. He stated that the ceremony was to remember all of those who lost their lives during the terrorist attack on September 11, 2001.

City Administrator
Ms. Matthews reported that she and Mr. Glass held a call earlier in the day with the two consulting firms assisting the City with its water re-use initiative: WATEK, which is providing technical support for the project, and Katz & Associates, which is helping the City with public education and outreach. The purpose of the call was to bring everyone up to speed on the status of the various aspects of the project so that the City can move forward with finalizing the outreach activities calendar. The calendar would set forth a systematic approach and timeline to raise awareness about water re-use in the community.

Ms. Matthews then reported that Alix Day had been hired as the City's new Human Resources Analyst; Ms. Day would replace Brenda Anders, who was retiring. She informed the Mayor and Common Council that Ms. Anders will be able to work with Ms. Day for a few days before Ms. Anders' final day with the City on September 28, 2020.

Technology Services Department
Mr. Davidson reported that the Technology Services Department completed the onboarding for the managed detection and responses software. The department will now move forward with implementing the Multi-Factor Authentication software for each department.

Community Planning and Development Department
Ms. Gerhard reported that the Spring 2020 Amendments to the Carroll County Water and Sewer Master Plan were adopted by the Maryland Department of Environment. She then reported that she continued to represent the City on the East Middle School Committee, and would provide updates as the project progresses.

Public Works Department
Mr. Glass reported that the bids for Phase 3 of the Inflow and Infiltration Project were opened and were being reviewed by staff. He then reported that a pre-bid meeting for the Storm Drain Replacement Project was held on September 9, 2020; bids were due on September 23, 2020.

Recreation and Parks Department
Ms. Gruber reported that a drive-in concert to watch the band GoGo Gadjet would be held on September 18, 2020. In conjunction with this event, the Recreation and Parks Department was offering a Parents Night Out, allowing parents to enjoy the concert while their children participated in fun activities.

Westminster Police Department
Chief Ledwell reported that five new police officers were continuing their field training, with a final completion date at the end of September.

He then reported that the Westminster Police Department (WPD) received notification of its acceptance into the Active Bystandership for Law Enforcement (ABLE) Project. This free, evidence-based police training program was developed and is taught by the Georgetown University Law Center Innovative Policing Program. WPD was one of 30 agencies across the United States and Canada selected to participate in the inaugural ABLE "train-the-trainer" event.

Chief Ledwell informed the Mayor and Common Council that the WPD received a grant in the amount of $5,000 to bring in a group of experts to teach a symposium on law enforcement and first responder stress, post-traumatic stress disorder, and suicide. The department was also able to roll its recruitment and retention grant funding ($10,000) into FY2021 due to implementation delays caused by the COVID-19 pandemic.

Chief Ledwell concluded his report by sharing that the WPD would partner with the Carroll County Sheriff's Office to create a series of short videos for National Night Out (NNO), due to the inability to hold in person gatherings this year. The short videos would be aired during NNO Week in early October.

CITIZEN COMMENTS
None.

ADJOURNMENT
President Pecoraro adjourned the meeting at 8:55 pm.

Respectfully Submitted,

Shannon Visocsky, City Clerk

Full audio version is available on www.westminstermd.gov

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: September 23, 2020

Re: Bee City USA Program

Background

The Bee City USA program fosters ongoing dialogue in urban areas to raise awareness of the role native pollinators play in our communities and what each of us can do to provide them with healthy habitat. Research has shown significant declines in pollinator population sizes and ranges globally.

On September 28, 2020, Kate Fisher of the Carroll County Beekeepers Association will make a presentation on obtaining a Bee City USA certification for Westminster.

Recommendation

Staff recommends that the Mayor and Common Council listen to Ms. Fisher's presentation, ask clarifying questions, and request additional information as desired.

Finance

TREASURY REPORTS AS OF August 2020 – UNADJUSTED AND UNAUDITED

GENERAL FUND REVENUES		Budget		Actual YTD	% to Budget
Taxes	$	11,222,367	$	2,498,965	22%
Licenses and Permits		570,600		63,533	11%
Intergovernmental		1,541,088		1,088,248	71%
Charges for Services		929,708		210,333	23%
Fines & Forfeitures		46,000		3,640	8%
Miscellaneous Income		131,526		22,601	17%
Transfers	$	(203,035)	$	-	0%
GENERAL FUND APPROPRIATION BY ACTIVITY					
Community Support	$	-	$	-	0%
Facilities		242,985		25,249	10%
Finance		195,380		24,602	13%
Executive & Legislative		686,650		162,727	24%
Human Resources		151,439		16,896	11%
Planning, Zoning & Development		495,921		33,298	7%
Housing & Preservation Services		106,475		13,639	13%
Public Safety Department		7,186,948		1,019,977	14%
Public Works		3,387,191		385,963	11%
Recreation & Parks		1,255,391		121,704	10%
Technology	$	332,336	$	54,571	16%
Total General Fund Revenues	$	14,238,254	$	3,887,321	27%
Total General Fund Appropriations	$	14,040,716	$	1,858,626	13%

CAPITAL FUND REVENUES		Budget		Actual YTD	% to Budget
Taxes	$	2,284,600	$	655,148	29%
Intergovernmental		1,003,435		(154,120)	-15%
Benefit Assessments		306,880		92,160	30%
		1,225,000		-	0%
Transfers		3,645,766		-	0%
CAPITAL FUND APPROPRIATION BY ACTIVITY					
Planning	$	25,000	$	-	0%
Facilities	$	4,720,500	$	755,897	16%
Public Safety Department		253,418		20,904	8%
Public Works		3,458,430		177,977	5%
Technology	$	8,333	$	-	0%
Total Capital Fund Revenues	$	8,465,681	$	593,188	7%
Total Capital Fund Appropriations	$	8,465,681	$	954,778	11%

PUBLIC HOUSING FUND REVENUES		Budget		Actual YTD	% to Budget
Housing Assistance Payments	$	2,306,069	$	370,007	16%
HUD Administrative Fee Distribution		218,957		99,799	46%
Miscellaneous Income	$	157,800	$	16,478	10%
PUBLIC HOUSING FUND EXPENDITURES					
Salaries & Benefits	$	245,500	$	32,790	13%
Administration		107,250		29,218	27%
Housing Assistance Payments		2,295,000		578,169	25%
Facilities	$	35,075	$	10,846	31%
Total PHA Fund Revenues	$	2,682,826	$	486,284	18%
Total PHA Fund Appropriations	$	2,682,825	$	651,022	24%

UTILITY FUND REVENUES		Budget		Actual YTD	% to Budget
Small Meter - City	$	4,300,000	$	448,514	10%
Small Meter - County		2,980,000		191,222	6%
Large Meter - City		2,150,000		127,288	6%
Large Meter - County		1,550,000		72,558	5%
Reclaimed - County		25,000		2,979	12%
Charges for Services		801,127		287,378	36%
Benefit Assessment Fees		741,808		274,248	37%
Carroll County Septage Facility		500,000		49,402	10%
Revenue Related to ENR/Biosolids Project		24,144,000		(1,833,689)	-8%
UTILITY FUND APPROPRIATION BY ACTIVITY					
Community Support	$	-	$	-	0%
Facilities		107,890		27,959	26%
Finance		571,420		67,907	12%
Executive & Legislative		602,572		208,486	35%
Human Resources		359,544		39,166	11%
Planning, Zoning & Development		238,806		27,028	11%
Public Works		482,586		84,163	17%
Technology		975,395		120,653	12%
Utilities		1,749,227		218,178	12%
Water		3,679,734		217,389	6%
Wastewater	$	29,103,379	$	3,091,331	11%
Total Utility Fund Revenues	$	37,191,935	$	(380,101)	-1%
Total Utility Fund Appropriations	$	37,870,553	$	4,102,260	11%

FIBER FUND OPERATING REVENUES		Budget		Actual YTD	% to Budget
Provider Fees - Units Passed	$	413,424	$	69,888	17%
Provider Fees - Subscriptions		311,508		51,153	0%
Miscellaneous		3,000		3,190	106%
Loan Proceeds		530,209		-	0%
General Fund Subsidy	$	203,035	$	-	0%
FIBER FUND OPERATING EXPENDITURES					
Public Works		70,370		9,938	14%
Technology		42,850		5,424	13%
Fiber	$	1,344,006	$	(93,202)	-7%
Total Revenues	$	1,461,176	$	124,231	9%
Total Expenses	$	1,461,176	$	(77,834)	-5%

Disbursements between $10,000 and $25,000 from August 13, 2020 through September 18, 2020:

Vendor Name	Description	Total Amount
BADGER METER INCORPORATED	METERS	$15,042.43
BALTIMORE GAS & ELECTRIC CO	BGE ELECTRICITY JULY	$18,386.07
CARROLL COUNTY COMMISSIONERS	CONTRACT FOR MOTOROLA RADIOS	$23,541.45
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$17,843.95
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$18,016.69
COMPTROLLER OF MARYLAND	MD STATE TAX: PAYMENT	$17,306.13
FUNK AND BOLTON ATTY'S AT LAW	BOND COUNSEL 2020 SERIES A	$11,833.50
FUNK AND BOLTON ATTY'S AT LAW	AUGUST 2020 LEGAL BILLING	$11,191.95
GANT BRUNNETT ARCHITECTS	WESTMINSTER ADMINISTRATION BUILDING	$12,612.00
GANT BRUNNETT ARCHITECTS	WESTMINSTER ADMINISTRATION BUILDING	$12,540.75
MARYLAND MUNICIPAL LEAGUE	MEMBERSHIP DUES FOR FY 2020-2021	$21,476.66
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,935.56
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$22,053.05
MD ST RETIREMENT & PENSION SYS	MD STATE RETIREMENT: PAYMENT	$21,683.16
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,387.70
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$14,658.08
NATIONWIDE RETIREMENT SOLUTION	ROTH 457(B): PAYMENT	$13,417.27
RAFTELIS	FINANCE DIRECTOR RECRUITMENT	$10,838.00
SHI INTERNATIONAL CORP	ARCTIC WOLF O365 MDR	$16,042.75
SHI INTERNATIONAL CORP	ARCTIC WOLF	$16,042.75
TREETIME CHRISTMAS CREATIONS	18' AND 20' TOWER TREE COMPLETE - CLEAR LED	$18,998.91
WINCHESTER WEST LLC	SEPT 2020 RENT 56 W MAIN ST	$14,300.00

Family Center P&L Month of August 2020

Family Center Revenues	Budget	Month to Date	Year to Date	Balance of Budget	% of Budget Used
100.444103 Rec & Parks: Family Center	$293,208.00	($15,194.49)	$191,602.33	$101,605.67	65.35

Family Center Expenses	Budget	Month to Date	Year to Date	Balance of Budget	% of Budget Used
100.70.101.4111 Regular Full-Time	$116,794.00	$22,328.04	$13,471.08	103,322.92	11.53
100.70.101.4113 Temporary Employees	$105,000.00	$12,782.75	$18,619.52	86,380.48	17.73
100.70.101.4114 Overtime	$1,000.00	$0.00	$99.12	900.88	9.91
100.70.101.4115 Emergency Sick & FMLA	$0.00	$0.00	$1,157.75	(1,157.75)	-
100.70.101.4123 Opt-Out	$667.00	$163.32	$277.64	389.36	41.63
100.70.101.4311 Retirement & Pension Contributions	$11,960.00	$0.00	$0.00	11,960.00	-
100.70.101.4313 Deferred Compensation Matching Plan	$1,211.00	$130.03	$256.41	954.59	21.17
100.70.101.4314 Worker's Compensation	$4,929.00	$431.98	$1,835.74	3,093.26	37.24
100.70.101.4322 Medical Insurance	$35,725.00	$810.79	$2,687.80	33,037.20	7.52
100.70.101.4323 Dental Insurance	$1,508.00	$86.57	$187.35	1,320.65	12.42
100.70.101.4324 Vision Insurance	$289.00	$15.64	$33.19	255.81	11.48
100.70.101.4325 Employee Assistance Program	$138.00	$10.24	$20.41	117.59	14.79
100.70.101.4326 Social Security Insurance	$16,715.00	$2,686.11	$3,612.40	13,102.60	21.61
100.70.101.4327 Short Term Disability Insurance	$888.00	$36.95	$112.78	775.22	12.70
100.70.101.4328 Long Term Disability Insurance	$353.00	$14.78	$45.09	307.91	12.77
100.70.101.4329 Life Insurance	$184.00	$8.92	$27.14	156.86	14.75
100.70.101.5630 Repairs - Machinery & Equipment	$15,000.00	$867.82	$867.82	14,132.18	5.79
Total General Fund	$312,361.00	$40,373.94	$43,311.24	269,049.76	13.87
Profit/Loss	($19,153.00)	($55,568.43)	$148,291.09		

Operations Highlights

- Director of Finance and Administrative Services Tammy Palmer provided requested information to the audit firm in preparation for the FY 2020 audit.

- In Eden, FY 2020 was closed and balances were rolled forward to FY 2021.

- The Department continues to assist with multiple procurement processes.

Technology Services

Technology Services

- Total Helpdesk tickets = 205, broken down below by department:
  - Technology Services = 43
  - Police Department = 30
  - Public Works = 28
  - Human Resources = 10
  - Finance = 13
  - Office of the City Administrator = 9
  - Public = 37
  - Recreation and Parks = 11
  - Community Planning and Development = 14
  - Housing and Code Enforcement = 9
  - Mayor and Common Council = 1
  - Total emails allowed for August 2020 = 42,096K
  - Total emails sent for August 2020 = 7,483K
  - Blocked emails for August 2020 = 19,732K

Projects**:**
- Upgrade of operating systems from Windows 7 to Windows 10 – in progress
- Multi-factor authentication – in progress
- Upgrade SQL Server to 2019 – completed

GIS**:**
- Updated Mobile 311 data with new monthly data provided by Carroll County GIS department
- Scanned Stonegate Section 4 plats
- Scanned Mission BBQ signed site plans

Housing Services

Housing Program
- Housing Assistance Payments (HAP) = $192,680
- Number of vouchers under lease as of the last day of the month = 275
- Wait list total active applicants = 1,230
- Total HAP repayments received = $810
- Housing inspections = 8
- Filing rate in PIC = 99%

Code Enforcement
- 10 ongoing cases
- 69 cases closed
- 79 cases opened

Community Planning & Development

- The Department of Community Planning and Development provided staff support to the Planning and Zoning Commission and the Historic District Commission. The Board of Zoning Appeals and the Tree Commission did not meet in August.

- At the Mayor and Common Council meeting on August 10, 2020, staff presented Ordinance No. 926 for introduction to replace references to the "Parks Board" with references to the "Director of Recreation and Parks."

- At the Mayor and Common Council meeting on August 24, 2020, staff presented Resolution No. 20-06 for introduction, amending the Adopted Water and Sewer Allocation Policy for 2018 – 2024 and the accompanying Master Distribution Chart.

- The Planning and Zoning Commission ("Commission") reviewed the following:

  - August 13, 2020: Amended Development Plan DP-20-01. Carroll County Commerce Center requested approval to designate Condominium Unit 7 for a convenience store with gasoline pumps use to develop a Royal Farms convenience store, located at the Carroll County Commerce Center. The Commission recommend that the Mayor and Common Council approve Development Plan DP-20-01 as originally presented by the applicant with no conditions (4-0).

  - August 27, 2020 (Special Meeting): Provided review and coordination for Ordinance No. 926 – To replace references to the "Parks Board" in the City Zoning Ordinance with references to the "Director of Recreation and Parks". The Commission approved forwarding a recommendation that the Mayor and Common Council approve Ordinance No. 926 (3-0).

- On August 5, 2020, the Historic District Commission ("Commission") reviewed a Section 106 Filing for an AT&T installation on the City-owned water tower at McDaniel College (2 College Hill). The Commission voted for staff to send a letter to the applicant requesting more information. The motion passed unanimously.

COMMUNITY PLANNING AND DEVELOPMENT PERFORMANCE MEASURES	
	August 2020
Building Permits approved	31
Downtown Businesses Owner Inquiry's	16
Downtown Businesses Visited	24
Façade Improvements completed	0
Good Cause Waivers approved	0
Grants awarded or received	0
Historic District Commission items	0
Planning and Zoning Commission items	3
Pre-Submission conferences held	1
Use and Occupancy	5
Water Allocations approved	3
Zoning Verification letters	4
Zoning Inquiries	234

- 31 building permits were reviewed and approved for projects within the City, including ten new homes and two new business. The remainder of approved building permits were for decks and miscellaneous construction.

- Comprehensive Planner II Andrea Gerhard continues to represent the City on the East Middle School Construction Committee.

- Comprehensive Planner I Andrew Gray continues to coordinate Census outreach efforts for the City, as well as outreach efforts between Carroll County Government and the seven other municipalities in the County. A Census banner has been hung across East Main Street as a reminder to complete the 2020 Census.

- Main Street Manager Sandy Anderson continues to reach out to downtown businesses to support them during the COVID-19 pandemic. The weather has been great for outdoor dining to continue. Businesses are being creative in their own outreach and welcome ideas to increase foot traffic. Fall events are in the early planning stage, with hopes of creating fun downtown experiences while keeping everyone safe. Many business volunteers have stepped up to assist the City with those efforts.

- Finally, DCPD staff members answer hundreds of inquiries every month via email, by phone, and via Zoom virtual meetings. DCPD also continues to review annexations, proposed site development plans, building permits, water and sewer allocations, and a variety of City applications and processes. During the month of August, DCPD staff received 5,082 emails and sent 1,661 emails.

Human Resources

Benefits/Wellness

- Distributed the annual Creditable Coverage Disclosure Notice to Employees; completed the 2020 CMS Disclosure Form filing
- Drafted an updated holiday leave policy
- Addressed various COVID-19 leave issues
- Submitted the FY 2020 401(a) census of contributions for employees to Nationwide; completed and submitted the Nationwide FY 2020 401(a) plan questionnaire
- Finalized an FY 2021 update to the Summary of Benefits for Interviewing purposes; distributed to those employees charged with conducting interviews
- Wellness Program
  - Prepared and distributed a lunch and learn flyer on “Managing Financial Stress“ webinar, presented by Cigna
  - Began coordinating an October flu shot clinic for employees

Employment/Recruitment

- Advertisements:

	Internal Advertisements	External Advertisements	Internal Applications Processed	External Applications Processed
Full-time	3	3	1	222
Part-time	0	0	0	0
Temporary	0	1	0	10
Seasonal	0	0	0	0

- Processed:

	New Hire Documentation	Employee Orientations	Internal Transfers	Promotions
Full-time	3	5	0	5
Part-time	0	0	0	0
Temporary	5	1	0	0
Seasonal	0	0	0	0

- Fingerprinted one temporary/seasonal employee and one regular employee in compliance with childcare regulations

- Finalized the job description for the Director of Information Technology position

- Director of Human Resources Darlene Childs participated in both interview processes for the Director of Finance position; assisted with drafting the associated interview questions

- Reviewed the applications for the Human Resources Analyst position and selected candidates for the first round of interviews; prepared interview questions

- Assisted with review of resumes received for the Director of Human Resources position

- Prepared various documents in response to a Public Information Act request (PIA)

Projects

- Finalized the Families First Coronavirus Response Act (FFCRA) procedures and updated the form

Risk Management

- Insurance Claims Filed

Automobile	Liability	Mobile Equipment	Property	Sewer Back-up	Workers' Compensation
0	1	0	2	0	4

- Finalized the updated Disease Prevention During Pandemics (Non-Police Personnel) guidelines; distributed to employees

- Safety/Risk Coordinator Brian DeMay coordinated:
    - Commercial Driver's License random drug testing for four employees per Department of Transportation (DOT) regulations
    - Processed random drug testing for four non-DOT employees and three sworn police officers for random drug testing per the City of Westminster Drug-Free Policy
    - Completed a follow-up of the City Hall boiler inspection with the insurance company's representative
    - Met with the insurance adjuster to get a repair estimate for the roof at City Hall
    - Coordinated Lockout/Tagout and Confined Space training for Public Works employees; the trainings were presented by the Maryland Center for Environmental Training
    - Updated the Drug-Free Workplace policy to address two issues that came to the attention of staff and prepared the document for approval by the Mayor and Common Council

Training/Meetings

- Safety/Risk Coordinator Brian DeMay participated in the following webinars:
    - New Trends in Behavioral Safety/Success Stories and Lessons Learned
    - Cybercrime Spotlight: Summer Hacking Update through LGIT

- Effective Risk Management Planning and Claim Response to Natural Disaster

- Mr. DeMay participated in a virtual training session "VA Emergency Temporary Standard for COVID-19 Infectious Disease Prevention

- Human Resources Associate Beth Fahey participated in a website demonstration for Lincoln Financial, the City's new Life and Disability Insurance provider

Police Department

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
August 2020	905	45	4	5	134	312
August 2019	1,210	49	3	6	239	350
2020 YTD Total	7,521	278	47	41	1,079	1,907
2019 YTD Total	8,839	435	38	59	1,673	1,834

Significant Cases in August:

Crime: **Assault – First Degree**
Date: 08/07/2020
Location: Carroll Street
Details: Investigators responded to a reported stabbing. The victim advised that she was stabbed by an acquaintance following an argument. The victim was treated for non-life-threatening injuries. An arrest warrant was obtained.
Status: Arrest Warrant – Jennifer M. Wheeler (age 37)

Crime: **Assault – First Degree**
Date: 08/11/2020
Location: Buffalo Wild Wings – 404 Englar Road
Details: Officers responded for a report of a man brandishing a handgun inside the restaurant. The suspect, an employee at the time, was upset following criticism of his work performance. The suspect produced a handgun, held it to the victim's stomach, and fled on foot. He was located and arrested near the scene.
Arrested/Charged: Antonio N. Davis, Jr (age 24)

Crime: **Rape – Second Degree**
Date: 08/12/20
Location: Sector 2
Details: The victim reported that she was sexually assaulted at the homeless encampment behind the Goodwill store. Investigators interviewed the suspect, who admitted to sexual contact; however, he stated the contact was consensual. Several witnesses stated the victim was unconscious from alcohol consumption. An arrest warrant was obtained.
Arrested/Charged: Bliss G. Hooper (age 61)

Crime: **Theft**
Date: 08/14/2020
Location: Safeway – 444 WMC Drive
Details: Investigators were assigned this incident, as it appeared to be related to a regional organized theft ring. The suspect stole merchandise in the amount of

$2,900 from Safeway. Investigators teamed up with other agencies and were able to positively identify the suspect from surveillance video. Investigators obtained an arrest warrant.

Charged: Jason L. Witherspoon (age 43)

Crime: **Theft**
Date: 08/19/20
Location: Carroll Mart – 304 E. Main Street
Details: The suspect stole $5,500 worth of Maryland Lotto scratch-off tickets. Patrol officers engaged in an unsuccessful foot pursuit with the suspect, and subsequently recovered his bag with the remaining stolen tickets. Investigators discovered numerous tickets were cashed around Westminster. An image of the suspect was captured on store surveillance. A latent fingerprint on the recovered tickets verified the suspect's identification.
Status: Arrest warrant pending

Significant Activities in June:

- Mason Moyer started as a new lateral-hire police officer. He is currently in field training.
- Four police recruits completed the entry-level police academy training on August 11, 2020. The new officers are currently in field training.
- The six-month trial period for the 12-hour patrol schedule was completed. Officers are in favor of continuing with the 12-hour schedule.

Recreation & Parks

- Family Fitness Center Membership Usage

Membership Package	% of Total	Entries
Family	24.58	234
Family with Childcare	14.60	139
Punch card	2.21	21
Individual	52.31	498
Student/Youth	6.30	60
Total Entries		952
Total Unique Members		270

- Resident and Non-Resident Membership Packages

Membership Package	# of Members	Percentage
Family	87	
Resident	43	49%
Non-Resident	44	51%
Family w/ Childcare	20	
Resident	9	45%
Non-Resident	11	55%
Individual	321	
Resident	115	36%
Non-Resident	206	64%
Youth/College Student	46	
Resident	25	54%
Non-Resident	21	46%
Total Memberships	474	

Total Resident	192	41%
Total Non-Resident	282	59%

- Group fitness class attendance:
  - Cardio = 664
  - Cycle = 150
  - Barre = 43
  - Yoga = 163
  - Kids fitness = 34
  - Special event fitness (pound) = 40
  - Total attendance = 1,094

- Upon the retirement of Family Fitness Center Manager Shelly Fulton, Josh Trainor was promoted from Recreation Assistant I to Recreation Assistant II. Additionally, William Oxx was hired as a 40-Hour Recreation Assistant I. Currently, one 25-hour Recreation Assistant I position remains open; the previous recruitment effort did not yield a viable candidate. The goal is to advertise and fill that position prior to the retirement of long-time staff member Eva Minton, who currently holds a 25-hour Recreation Assistant position with the Family Fitness Center.

- On August 7, 2020, almost 20 proposals were received in response to the City's Request for Proposals master planning services for Wakefield Valley Park. Throughout the month, proposals were reviewed and scored based on the criteria set forth in the Request for Proposals.

- A mandatory pre-bid meeting for the Family Fitness Center's Shower Room Renovation Project was held on August 10, 2020, with over 20 contractors in attendance. Twelve companied submitted bids; one company was disqualified because no representative attended the mandatory pre-bid meeting.

- A Community Parks and Playground Grant application was submitted to the Maryland Department of Natural Resources on August 26, 2020. The City is seeking funding for installation of a splash pad at the Westminster Municipal Pool.

- Recreation Relaunch continued through the month of August. Activities included five drive-thru craft opportunities, three in-person events, and four drive-thru snowball distributions. During this time, the Recreation and Parks Department served over 1,100 members of the community.

Public Works

Wastewater Treatment Plant

Total Flow	127.906 MGD
Average Daily Flow	4.126 MGD
Sludge (Integrated Agronomics)	365.65 Wet Tons
Septage Sludge	142.51 Wet Tons

- Completed COVID-19 personnel/operational accommodations
- 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
  - 8 Ridge Road (service)
  - 336 North Cranberry Road (main)
  - Ralph Street (main)
  - 134 Greenvale Mews (service)
  - 45 West Main Street (main)
  - 18 West Main Street (main)
  - 1229 Washington Road (main)

- Sewer blockages
  - 733 Old Baltimore Road (lateral)
  - 701 Lowerfield Circle (main)
  - 229 Sophia Avenue (main)

- Fiber Drop Installations
  - 725 Scarlet Sky Drive
  - 543 Quarrier Court
  - 846 Amherst Lane
  - 1288 Weller Way
  - 42 West George Street
  - 467 Palmer Terrace
  - 681 Tram Way
  - 51 Madison Street
  - 485 Pleasanton Road, Unit 33
  - 396 Doral Court
  - 818 Amherst Lane
  - 650 Friendship Road
  - 189 Alymer Court
  - 36 Bond Street
  - 1076 Long Valley Road
  - 604 Upper Field Circle
  - 320 College View Blvd
  - 396 Bishop Street
  - 248 Stacey Lee Drive
  - 620 Trango Drive
  - 33 Union Street
  - 182 West Main Street
  - 5 Chase Street
  - 731 Wilford Court
  - 233 Glenbrook Drive
  - 342 Bishop Court
  - 720 Blue Moon Drive
  - 722 Blue Moon Drive
  - 726 Blue Moon Drive
  - 830 Medinah Circle
  - 211 Gallatin Court
  - 357 Meadow Creek Drive
  - 22 Webster Street
  - 22 East Green Street

Water Loss

Water main flushing	0.00MG
Water leaks	0.2366MG
Private leaks	0.00MG
Sewer main flushing	0.002MG
Total loss	**0.2386MG**

- Miscellaneous tasks
  - Completed high water bill inspections, meter investigations, meter Installations, and meter readings
  - Completed water, sewer, and fiber markings
  - Completed work on finished water reservoir
  - Continued Stonegate buildout
  - Started work around raw water reservoir

- 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:
  - Mowed parks and rights-of-way

- 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
  - Painted yellow curbs around town
  - Installed new crosswalk and stop bars at East Main Street, North Center Street, South Center Street, East Green Street, West Main Street, and John Street

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

Street Baskets	3.01 tons
Bulk Trash	45.32 tons
Brush	10.36 tons
Yard Waste	23.45 tons
Paper Recycling	0.00 tons
Street Sweepings	6.57 tons
Tires	0.00 tons
Metal	3.62 tons

- Scheduled bulk trash collections
- Set dumpsters for larger piles of bulk trash
- Assisted with hill mowing all stormwater management ponds
- Assisted with mowing all City parks and Wakefield Valley Park walking trail
- Assisted with repair of a sink hole on John Street in front of the Fire Department

- Street Maintenance Section
  - Repaired six storm drains on Locust Street
  - Repaired four storm drains on Whispering Meadows Drive
  - Repaired one storm drain on Field Lily Court
  - Repaired sink hole on John Street in front of the Fire Department
  - Filled in low spot on Uniontown Road with cold patch
  - Filled in pot holes on John Street
  - Removed brush, metal, yard waste, and bulk trash

Engineering

- HRI, Inc. (the general contractor for the ENR/Biosolids Upgrade Project) continued to work on the construction of the concrete slabs and walls for the Denitrification Building. Other work included blowers, electrical buildings and site electrical conduits, the startup of the Reactor #1, installation of structural steel for the Solids Processing Building, and work on reconstruction of Reactor #2. Work also started on the County Septage Facility. GHD, the project engineer, and HRI continued review of submittals.

- The contractor for Section 3 of the Stonegate development worked on grading; installation of the storm drain, sewer force main, and water lines; and, paving the road. Work also continues on storm drains, mass grading, and installation of sewer and water mains in Section 4.

- The contractor for Bolton Hill Phase 5 worked on punch list items and will start work soon on the sidewalk along Meadow Branch Road.

- The City awarded the FY 2021 paving contract to C.J. Miller LLC.

- City staff and consulting engineer Albrecht Engineering, Inc. completed the project drawings for inclusion in the Request for Bids for repair/reconstruction of the brick masonry wall of the Diffendal parking lot.

- The City issued the Request for Bids for the Storm Drain Pipes Upgrade Project (Business Parkway and Cranberry Road).

- The City issued the Request for Bids for Phase 3 of the Inflow and Infiltration Project.

Water Plant

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

Raw Meter Total	46.34878 MG
Recycled Water Total	5.18442 MG
Recycled Water Recovered	11.186 %
CIP Wash Water/Membrane Cells	0.1512 MG
Total	**46.19758 MG**

- Raw Water Sources in MG

Cranberry Branch	36.63558 MG
Hull Creek	9.562 MG
Raw Reservoir	0 MG
Other	0 MG
Total	**46.19758 MG**

- Treated in MG

Finished Water Flow Meter	46.0197 MG
Station Water	0.038871 MG
Total Treated	45.98083 MG
Backwash/Recycle Filters	0.6051 MG
Delivered to System	**45.37573 MG**

- Wells in Cranberry System in MG

Well 3	2.852057 MG
Well 4	2.01295 MG
Well 5	6.12476 MG
Well 6	2.12595 MG
Well 7	4.726983 MG
Well 8	3.886163 MG
Wells 9 and 10	1.440533 MG
Well 11	2.444931 MG
Well 12	6.261369 MG
Total Delivered to System	77.251425 MG
Day of Maximum Usage – 10	2.82703 MG
Well 5 Backwash	0.00473 MG
Well 7 Backwash	0.35623 MG
Well 8 Backwash	0.06853 MG
Well 12 Backwash	0.6851 MG
Daily Average	2.4919815 MG

- Hours operated = 744

- Rainfall = 4.43 inches

- Raw Reservoir level = 20.5 feet

- Wakefield Well System

Well 1	2.5399 MG
Well 2	3.304369 MG
Total Delivered to System	5.844269 MG
Filter Backwash	0.00583 MG
Daily Average	0.1885248 MG
Day of Maximum Usage - 24	0.339149 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 372 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: Jeffery D. Glass, Director of Public Works

Date: September 18, 2020

Re: Award of Contract – Cranberry Reservoir Water Quality Study

Background

The FY 2021 Capital Projects Water Fund budget includes funding in the amount of $250,000 for "New Water Sources." The primary focus for this funding is the City's water re-use pilot project and associated tasks and requirements, including contractual costs for the services of project consultant WATEK Engineering and communications consultant Katz & Associates.

One of the requirements associated with the water re-use pilot project is a water quality study for the Cranberry reservoir to determine the effects of blending the highly-treated re-use water with the reservoir feed water. The Maryland Department of the Environment (MDE) included this requirement in response to a technical memorandum submitted during an earlier discussion of the water re-use initiative.

The City recently received notification of a grant award that will provide additional funding for its water re-use initiative. In anticipation of the grant award, the City and WATEK Engineering researched and identified two credentialed firms capable of performing the study. A summary of the proposals is provided below:

Firm	Total Proposal Amount
Medora/Solar Bee (Mr. Steve Sanders)	$9,400.00
Johns Hopkins University (Dr. Ciaran Harman)	$35,802.00

The approaches of each firm are similar in terms of modeling the blending dynamics; however, the approach submitted by Dr. Harman of Johns Hopkins University (JHU) includes an extensive water quality component necessary to determine the level eutrophication, as requested by MDE. The JHU study will be conducted over a 2.5 year period, and should answer and limit potential MDE regulatory review comments upon the study's submission.

Project Funding

The FY 2021 budget for "New Water Sources" project is $250,000.

Recommendation

Staff recommends that the Mayor and Common Council accept the proposal of Dr. Ciaran Harman of John Hopkins University in the amount of $35,802.00 for the Cranberry Reservoir Study as further detailed in the attached documentation, and authorize the Mayor's execution of the associated contract.

Attachments

- John Hopkins University proposal
- Medora/Solar Bee proposal

cc: Barbara B. Matthews, City Administrator
Lydia Colston, Director of Finance

HYDRODYNAMIC WATER QUALITY MODELING OF CRANBERRY RESERVOIR TO SUPPORT A SURFACE WATER AUGMENTATION PROJECT

Draft: August 4 2020

This is a proposal to conduct reservoir water quality modeling for the City of Westminster to support an indirect potable water reuse project for Cranberry Reservior, Maryland.

BACKGROUND

Cranberry Reservoir is a backup water supply reservoir located 2.4 miles from Westminster, in Carroll County. The reservoir area is approximately 25 acres, with a mean depth of 11 ft and a max depth of 26 ft. The City of Westminster is engaged in a project to evaluate feasibility of augmenting the reservoir with highly-treated wastewater to increase water supply security for the community. Feedback from a recent assessment by Maryland Department of the Environment included the comment:

"The City should start preparing to evaluate how the proposed discharge might impact the level of eutrophication in Cranberry Reservoir in concert with our NPDES Municipal Permit Division. Determination of the range of current inputs to Cranberry Reservoir is an important first step. Selection of an appropriate model to estimate how water quality would be impacted is also critical."

The work proposed here aims to address this comment.

California Recycled Water Regulations, though not directly legally applicable, provide guidance relevant to the development of the water quality model. In addition, The US Bureau of Reclamation has published *Guidelines for Collecting Data to Support Reservoir Water Quality and Hydrodynamic Simulation Models* (https://www.usbr.gov/tsc/techreferences/mands/mands-pdfs/hydromodels.pdf), which provides detailed recommendations relevant for this project. These guidelines are a useful resource for planning data collection to support the modeling.

SCOPE OF WORK

There are four components to the scope of work proposed to the address the MDE comments:

1. Development of a data collection strategy that can characterize the current quantity and quality of inputs to the Cranberry Reservoir, as well as the spatial and temporal variability of water quality parameters within the reservoir (needed for model calibration and validation).
2. Selection and initial "working draft" development of a model capable of addressing the water quality concerns of MDE.
3. Calibration and validation of the model once sufficient data is available.
4. Analysis of the model to assess the risk of eutrophication.

PROPOSED ACTIVITIES

1. DATA COLLECTION STRATEGY ADVISING

Dr Harman will work with relevant stakeholders to develop a data collection strategy that, when executed, will provide sufficient data to support model development. This includes sampling of water quality parameters, monitoring of inflow and outflow quantities, hydrometeorological observations, bathymetry, and structural survey as needed.

Activities and deliverables: *This work will include site visits and in-person meetings with agency and industry stakeholders and consultants to develop the strategy, and creation of a document agreed on by all parties detailing the planned data collection actions and responsibilities.*

PRELIMINARY DISCUSSION OF DATA COLLECTION NEEDS

Water balance and input/output monitoring: To characterize reservoir mass balance at hourly and daily timescales, continuous data of inflow and outflow rates (including operational withdrawals as appropriate) will be needed. Continuous temperature electrical conductivity, and dissolved oxygen data from in-situ sensors at inlets and outlets will improve the model performance. Lateral surface water inflows to the lake can be estimated from local topographic data and streamflow observations from the USGS streamgauge 01585500 on Cranberry branch located 1 mile downstream of the reservoir. Lateral groundwater inputs will likely need to be neglected, unless groundwater system characterization has already been done. In addition, estimates of the augmentation water input rates, temperature and other parameters will need to be provided to drive the model analysis.

Water sampling: Monthly sampling at a range of locations within the reservoir water column is needed to characterize vertical stratification, horizontal variability, and seasonal physical, chemical and biological changes. To be useful for model initialization, sampling should begin prior to the onset of stratification (ideally before March 1st). Sampled parameters should include five-day biological oxygen demand (BOD), alkalinity, total inorganic carbon, total organic carbon (TOC), total nitrogen, E. coli, total coliform bacteria, temperature, dissolved oxygen, chlorophyll a, total and dissolved reactive phosphorus, as well as any pathogens and contaminants of concern. Dr Harman can provide advice on where to locate the sampling to maximize it's benefit for model calibration.

Hydrometerology: Suitable hourly hydrometerologic data will be required, particularly windspeed, incoming long and shortwave solar radiation, and air temperature. The nearest reporting GHCN weather stations are at Reisterstown (9.7 mi SE), and Millers (10.3 mi NE). While data from these stations could be useful for the project (this has not been determined), they will not provide accurate information about conditions at the reservoir (particularly of wind speed). Placement of a suitable weather station located at the reservoir is recommended. Dr Harman can provide advice about the selection and operation of this station.

Bathymetry and structures: The reservoir bathymetry will be needed to construct the model. If recent bathymetry is not available, a bathymetric survey is recommended. The location and details (including accurate elevations) of all inlet and outlet structures will also be needed. In addition, the design and aeration rates of aeration units (the "Solar Bee") will be needed, as this process can be captured in the modeling.

2. INITIAL MODEL DEVELOPMENT

MODEL SELECTION

Dr Harman will consult with relevant stakeholders (particularly MDE, the City of Westminster, Watek, and others as advised) to clarify what specific questions and concerns that the model will need to be capable of addressing, and what unique properties and processes of Cranberry Reservoir should be represented. This information, along with guidance from the California regulations, USBR guidelines, and other sources will be used to guide model selection.

Activities and deliverables: *This work will include consultation with agency and industry stakeholders and consultants to develop a rationale for model selection, and a written justification for the final model choice.*

PRELIMINARY DISCUSSION OF MODEL SELECTION ISSUES

Lake/reservoir water quality models vary widely in complexity. Zero-dimensional completely-mixed models are rarely used for anything but the small, shallow reservoirs. One-dimensional models are used in small reservoirs, particularly those more than around 7 meters (as Cranberry Reservoir is at its deepest point), as they can capture the formation of vertical thermal gradients, and the important chemical and biological stratification and remixing that often drives eutrophication. However, they assume that the reservoir is well-mixed in each 'layer' of the water column. Two-dimensional models (vertical and longitudinal) are used in any reservoir where lateral gradients may be significant, which is the case in most medium and large reservoirs. Three-dimensional models present computational and data requirements that are often onerous, and may not provide improvements in process representation sufficient to justify their use.

Being so small and shallow, a 1-D model is likely sufficient to model Cranberry Reservoir. A candidate 1D model is GLM (https://aed.see.uwa.edu.au/research/models/GLM/), which includes the DYRESM/ELCOM-CAEDEM hydrodynamic and aquatic ecosystem models. This model has been applied to individual ponds and wetlands, and has a mature, well-tested, open-source code.

INITIAL DATA COMPILATION AND "WORKING DRAFT" MODEL CONSTRUCTION

Dr Harman will compile data available at the start of the project, and develop a "working draft" model build. This model will be used to highlight critical data gaps, and help guide advice on subsequent data collection.

Activities and deliverables: *This work will include consultation with MDE, Watek, the City of Westminster's reservoir operators, and local authorities to compile available data, analysis of available streamflow and hydrometeorological data, construction of correctly formatted input files, and workflows to generate them from raw data. Information on modeling progress, performance, and issues raised will be presented to the City of Westminster, Watek, and other stakeholders.*

3. MODEL PARAMETERIZATION, CALIBRATION, AND VALIDATION

Dr Harman will conduct a systematic model calibration and validation once more complete data becomes available. A preliminary model calibration (without validation) can be conducted using data from ~9 months of data collection over a Spring/Summer/Fall (as long as the water column sampling begins prior to the spring setup of stratification). A hierarchical stepwise approach to model calibration will be used:

a) The water mass balance will be calibrated to water level observations by adjusting (within reasonable bounds) uncertain parameters (e.g. characterizing outlet structure rating curves), and estimates of uncertain inputs and outputs.
b) The thermal stratification will be calibrated to profile and outflow temperature observations by adjusting (within reasonable limits) uncertain parameters characterizing wind-driven and artificial turbulent mixing in the reservoir and its shoreline, and other relevant hydrodynamic parameters.

c) The water quality and eutrophication model components will be calibrated to monthly water column sample and outflow data by adjusting (within reasonable limits) uncertain parameters characterizing nutrient cycling and algae population dynamics.

When two years of data are available, model validation will be conducted by cross validation. The model calibrated to year 1 will be run with year 2 inputs. The model will also be independently calibrated to year 2 and run with year 1 inputs. The performance in validation runs provides an assessment of model performance in the future.

Activities and deliverables: *This work will largely consist of model construction and adjustment. Information on modeling progress, performance, and issues raised will be presented to MDE, the City of Westminster, Watek and other stakeholders. Details of the model parameterization, calibration, and validation will be included in the final project report.*

4. Model analysis

The validated model will be run under a range of future input scenarios to address the concerns of MDE, and other issues that arise during the initial project discussions. In particular the effect of augmentation on eutrophication and the likelihood of algae bloom events will be assessed. Quantities such as minimum retention time and augmentation fraction pursuant to the California regulations can also be calculated.

Activities and deliverables: *This work will largely consist of construction of input scenarios and analysis of model output. Information on modeling progress, performance, and issues raised will be presented to MDE, the City of Westminster, Watek and other stakeholders. Details of the model parameterization, calibration, and validation will be included in the final project report.*

Time and budget requirements

Total cost for the study is $35,802 over 2.5 years. Timeline and budget breakdown are given in the table below. Values in the columns of this table represent the expected equivalent days of work required in each quarter. The table also includes estimates of the additional cost required to conduct the optional activities.

	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Days
Data collection strategy advising											
Site visits	1	1									2
Coordination meetings / teleconferences (1/4 days ea.)	¼, ¼	¼, ¼	¼, ¼	¼, ¼							2
Writing strategy, soliciting feedback, revising	2	1	1	1							5
Initial model development											0
Coordination meetings / teleconferences (1/4 days ea.)	¼, ¼										0.5
Developing of working draft model	6										6
Soliciting feedback, revising draft model	1	3									4
Model parameterization, calibration, and validation											0
Coordination meetings / teleconferences (1/4 days ea.)				¼, ¼	¼, ¼						1
Data QA/QC and data workflow development				2							2
Stepwise model calibration					5						5
Cross validation									3		3
Model analysis											0
Coordination meetings / teleconferences (1/4 days ea.)							¼	¼	¼, ¼	¼, ¼	1.5
Construction of input scenarios							2				2
Scenario analysis									5		5
Report draft writing and presentation									3		3
Report revising										2	2
Final report writing and presentation										1	1

45	Total days
$ 796	× Daily rate
$ 35,802	= Total

Jeff Glass

From: Zohreh Movahed <zmovahed@watek.com>
Sent: Friday, April 24, 2020 11:40 AM
To: Bret Grossnickle; Jeff Glass
Cc: Barbara B. Matthews; John Rawlings; Ben Movahed; Melissa Lin
Subject: FW: Westminster Reservoir Modeling Task
Attachments: tank1 with 2SB10000.pdf

CAUTION: This email originated from outside The City of Westminster. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Jeff and Bret:

Please see the e-mail from Mr. Steve Saunders of Florida. He was introduced to our team by Mr. Joel Bleth of Medora. Steve performs reservoir modeling for solar-B mixing and hydraulic modeling. One topic that may need attention is that water quality aspects are missing, which may be required by MDE.

As you may recall, Dr. Harman of JHU gave us a comprehensive scope of work, which we have asked him to simplify. We have not heard back from him yet.

While we are waiting to hear back from Dr. Harmen, please let us know your initial thought on the proposal from Mr. Saunders.

We are busily working on Technical Memorandum #2, which includes results of Bench Scale Studies and Draft Pilot Test Protocol for your review.

Thank you!

From: steve saunders <ibisgroup@bellsouth.net>
Sent: Thursday, April 23, 2020 12:46 PM
To: Ben Movahed <movahed@watek.com>
Cc: Zohreh Movahed <zmovahed@watek.com>
Subject: Re: Westminster Reservoir Modeling Task

Hi Ben, Zohreh,

Here is a breakdown of costs for the initial adiabatic simulation of the reservoir. After some years of doing simulation sub contracting, I have found this approach of itemizing the costs rather than proposing a fixed project cost keeps the scope creep under control. Your client may be happy with completion of items 1 and 2. If further iterations are wanted following a review, they can budget accordingly when the time comes. At this time, I haven't budgeted for any thermodynamic sub-models we might want to investigate in the future.

1. Model set up: USD $5000 - This process includes digitizing the old contour map of the basin and from there developing a 3D CAD surface model, replicating the SB unit as a fluid momentum source, generating a computational mesh of the reservoir, applying appropriate boundary conditions and testing the model for stability

2. Simulation run and post processing: USD $1500 - This process includes running the simulation and post-processing the results. The cost listed here is for 1 simulation run and includes the leasing fees for the software and CPU time.

Post processing will include qualitative evaluation in the form of contours and streaklines and quantitative evaluation of the hydraulic efficiency and mixing efficacy. The attached word file is a report from the baseline analysis of a large reservoir project I did for Solarbee in 2014. The output from the Westminster simulations will look similar, though I will likely include a section on coefficient of variation, CoV, in order to apply some numbers to the mixing efficacy.

3. Geometry iterations: USD $1400 - After a review of the preliminary results, your client may want to investigate relocating the Solar Bee unit or relocating the point where the effluent is introduced to the reservoir, different water levels, flow rates, etc. The price listed here covers the cost of altering the geometry and re-meshing the model.

4. Subsequent simulations and related post processing following a geometry change USD $1500

I have concurrent projects right now, so the estimated time for completion will be four to six weeks from a notice to proceed. During this time, I will be sending you informal project reports in the form of e-mail summaries with attached screen shots of the model as it's progressing.

If this project goes ahead, digitizing the old contour map of the reservoir will need to be done by hand since I assume this document is all we have. This will be done by drawing an x-y grid on the map and extrapolating z elevations for each intersection. If you can get your hands on some higher resolution images of the map, this project would go a little better. Dividing up the map into four quadrants and taking a hi rez. photo of each that I can print and piece together might help.

Let me know if you need more details.

Steve

On 4/21/2020 6:50 PM, Ben Movahed wrote:

> Hi Steve
> Thanks so much.
> Yes these assumptions are all reasonable. Please prepare a cost proposal and recommend timing accordingly so we can share with the client.
> It does not need to be anything fancy. A cover letter and a spread sheet would be sufficient.
> Cheers
>
> Please Stay Safe!
>
> Ben Movahed, P.E., BCEE
> President
> WATEK Engineering Corporation
> Phone: 240-780-7676
> Fax: 240-780-7678
> 604 South Frederick Avenue
> Suite 309
> Gaithersburg, Maryland, USA 20877
> Website: www.watek.com
>
> Sent from my iPhone
>
> On Apr 21, 2020, at 5:28 PM, steve saunders <ibisgroup@bellsouth.net> wrote:

Hi Zohreh, Ben,

I hope you guys are continuing to be well.ï¿½ So far, there is a very slow spread of Covid-19 in this part of the country, but this may change if people become complacent.ï¿½

Meanwhile, I have not been neglecting your project, but it has taken longer than anticipated to come up with an approach that will yield useful results for you.ï¿½ If you are in agreement with the approach I am outlining here, we should be able to get some preliminary numbers together with regard to cost and anticipated schedule in the next couple of days.ï¿½ In the meantime, I have been reading through papers and consulting with the customer support people for the software I propose using for the simulation.ï¿½ We have arrived at some conclusions that dictate what scope of simulations can be realized.ï¿½

The excel data sheet provided in the package indicates the estimated hydraulic retention time for the reservoir is 45 days.ï¿½ It also says the turnover rate with the Solarbee unit operating in the reservoir will be 6.7 days.ï¿½ With these time scales, a 3D simulation of the reservoir with best practice mesh resolution, the thermodynamic modeling is not going to be possible given today's computer resources.ï¿½ With some simplifications, however, there are some simulations we can run that will set us up with an information set that should be helpful for future decision making.

I propose running a simulation of the reservoir with these boundary conditions:

1. Solarbee unit will be running.

2. Reservoir outflow will be set equal to the cumulative reservoir inflow.ï¿½ The CFD solvers get very unhappy when mass balance is not achieved.ï¿½ You will recall from data provided by the town that the drinking water drawn off is not constant.ï¿½ Setting it to a constant will allow for the solution of the flow continuum to reach a steady state.

3. No thermodynamic modeling.ï¿½ That is, the water volume will be homogeneous with regards to temperature and density with no thermal input from sun, air or surrounding ground.ï¿½ This simulation will not provide an accurate representation of the reservoir during the summer when the thermocline is present.ï¿½ On the other hand, recent communication from the town indicates that the Solarbee unit runs year round and a skin of ice forms during the coldest months.ï¿½ From this, it is not unreasonable to assume the reservoir is near homogeneous and largely adiabatic between October and April.

Using this adiabatic simulation, we should be able to arrive at a reliable prediction of how your effluent is mixed in the reservoir during about half of the year.ï¿½ From the database, we will be able to track where the effluent goes in the reservoir, dead areas where it might build up or not get to at all, level of concentration at the outlet, etc.ï¿½

While it is not practical to simulate the entire reservoir with thermodynamic modeling, it may be possible to break the volume up into manageable sub-models in order shed some light on how operation during the hot months will differ from cold months.ï¿½ These sub-models could take the form of a representative column of water where we set up a thermocline and see what level of scalar transfer we get across the interface.ï¿½ ï¿½ We can also look into the most effective placement of your effluent discharge, effluent temperature effects on buoyancy, etc.

An appropriately funded grad school could probably turn out two or three successful PhD dissertations and double that number of masters theses over a ten year period with simulations of this reservoir alone, but I realize you don't have ten years.ï¿½ You could expect the winter adiabatic analysis described above to be complete in four to six weeks.ï¿½

Let me know how you feel about this approach.ï¿½ If you would like to proceed, I will put together a more formal proposal with illustrations and scope that will be suitable to present to your client.

Steve

On 4/9/2020 10:47 AM, Zohreh Movahed wrote:

> Good Morning Steve,
> We hope everything is going well for you and your family.
> Do you have all the information you need to give us a proposal for the modeling task?
> When can we anticipate to get your proposal?
> Thank you!

CFD analysis of the Briman Strategic Reservoir Phase II Tank 1

1.0 CFD Model Domain and Boundary Conditions

CFD model domain: Tank 1 in the Briman Reservoir system is shown in plan view in Figure 1.1 below. In the CFD simulation, the SB10000 is located at the tank center. Outflow is split between two outlets located at approximately the 2 o'clock position in the plan view and a single inlet is located at approximately the 4 o'clock position.

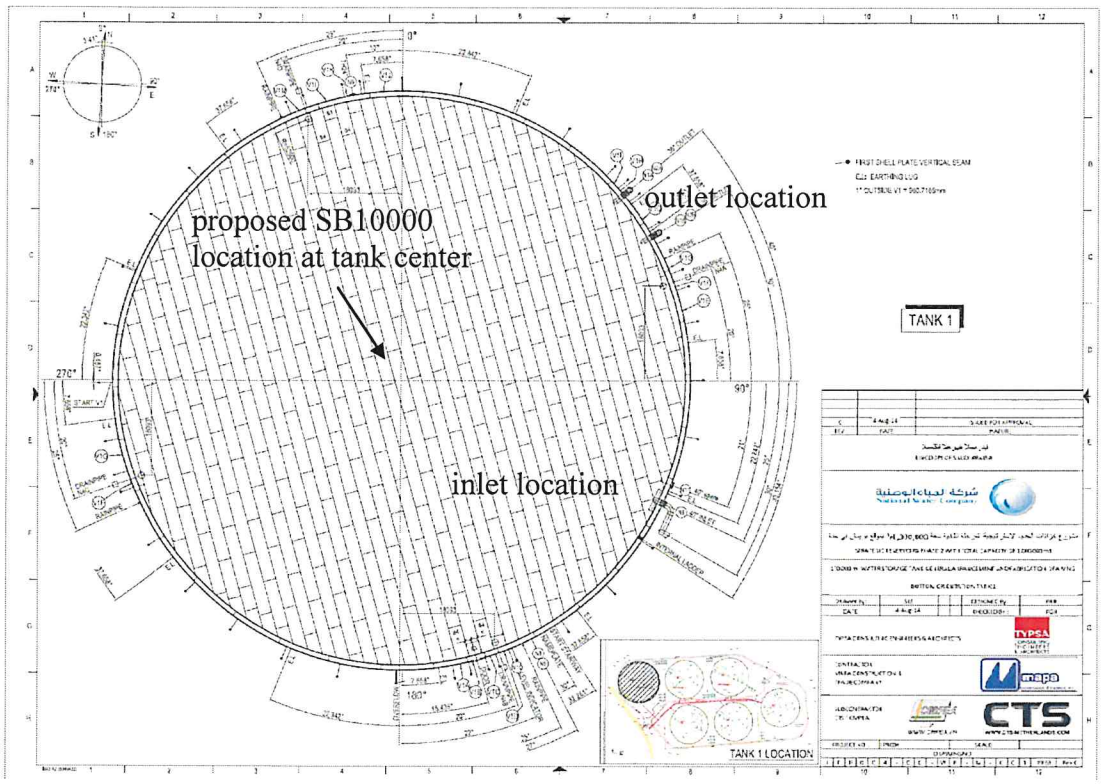

Figure 1.1 Plan view of Tank 1

A 3-D CAD rendering of the tank is shown in Figure 1.2. The CFD model is just the liquid volume within the reservoir tank. Its walls are the wetted surfaces of the tank.

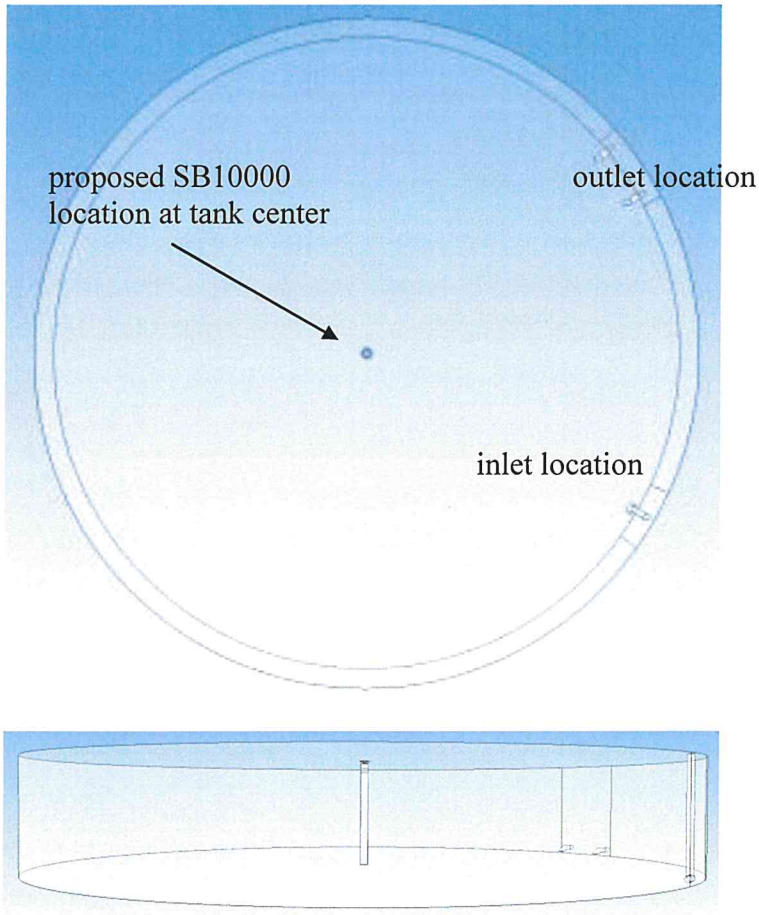

Figure 1.2 3D CAD renderings of Tank 1

The mesh used for the model is shown in Figure 1.3 below. Total cell count is approximately 2.3 million cells. Of these, the majority are hexahedral (six sided brick-shaped) cells, however there are some tetrahedral cells in the regions immediately surrounding the inlet diffuser and the outlets as shown in the inset. Tetrahedral meshes are required in regions where the geometry is too complex to fit an orthogonal hex mesh. Models meshed with tetrahedral cells yield the same results as hex meshed models, but hex meshing is preferred because it is more computationally efficient.

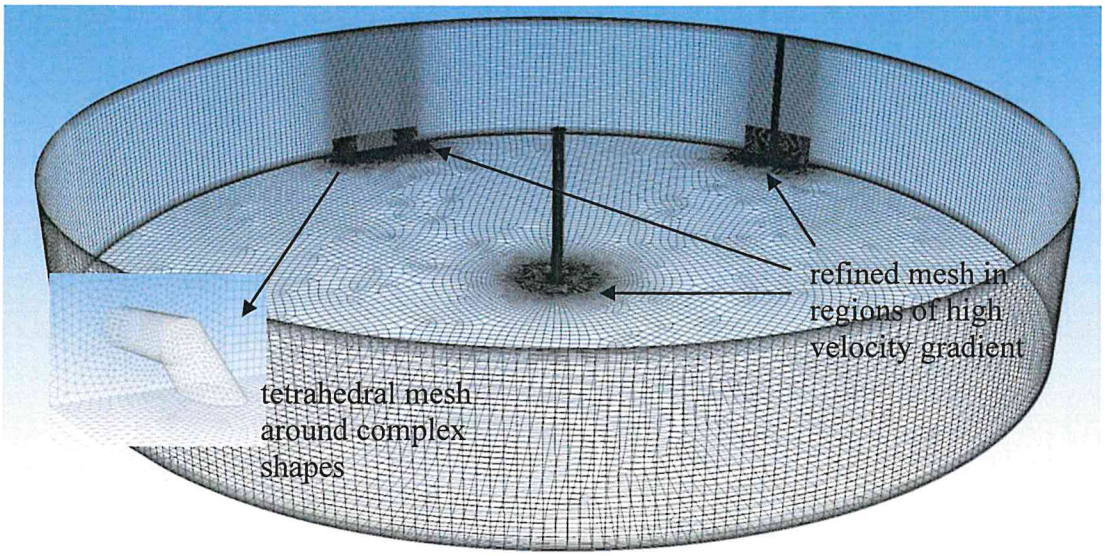

Figure 1.3 Computational mesh for Tank 1

Boundary Conditions:

Propeller: The SB10000 draws water up through the vertical pipe and discharges it in a radial pattern from the top and from a slot at the elevation of the propeller. Simulating the SB10000 momentum input by way of an actual spinning propeller is possible in CFD simulations, but computationally not practical. An effective and computationally efficient way to model a propeller is with a momentum source. A puck shaped cylindrical volume representing the space taken up by the propeller is defined as having a "momentum jump" with its directional components oriented accordingly. Water is drawn into the volume specified as the momentum source and accelerated in a manner similar to the action of a rotating propeller. Figure 1.4 below shows streak lines colored by velocity magnitude being drawn through up pipe and expelled radially outward from the SB10000.

Inlet/Outlets: The boundary conditions at the inlet and exit pipes are both fixed mass flow rates.

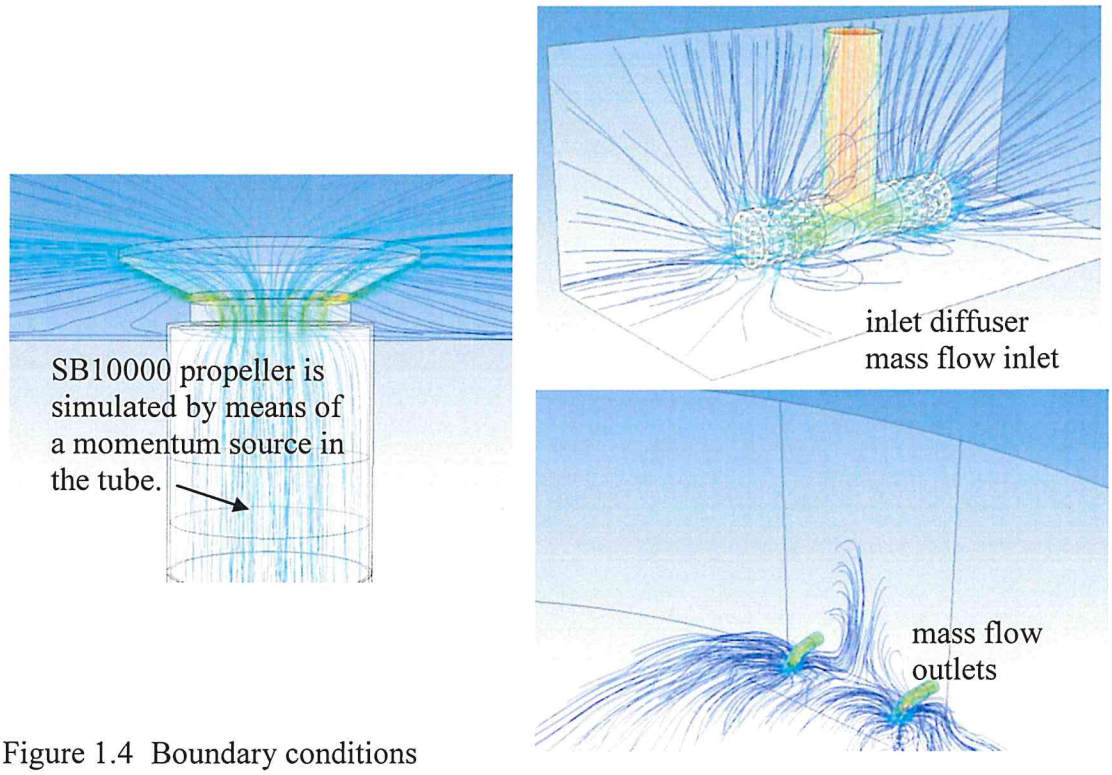

Figure 1.4 Boundary conditions

Water Surface: The air/water interface in the model is considered to be planar with the action of SB10000 or inflows not sufficient to cause any significant displacements in the vertical direction. The assumption here is that near-surface velocities are low enough such that no splashing or air entrainment takes place. The boundary condition used for the water surface is a rigid lid or symmetry plane. The symmetry plane acts like a wall in that no mass may pass through it, but it allows for slip to take place. The result is a boundary that behaves like a flat water surface where no fluid shear exists and no boundary layer is formed.

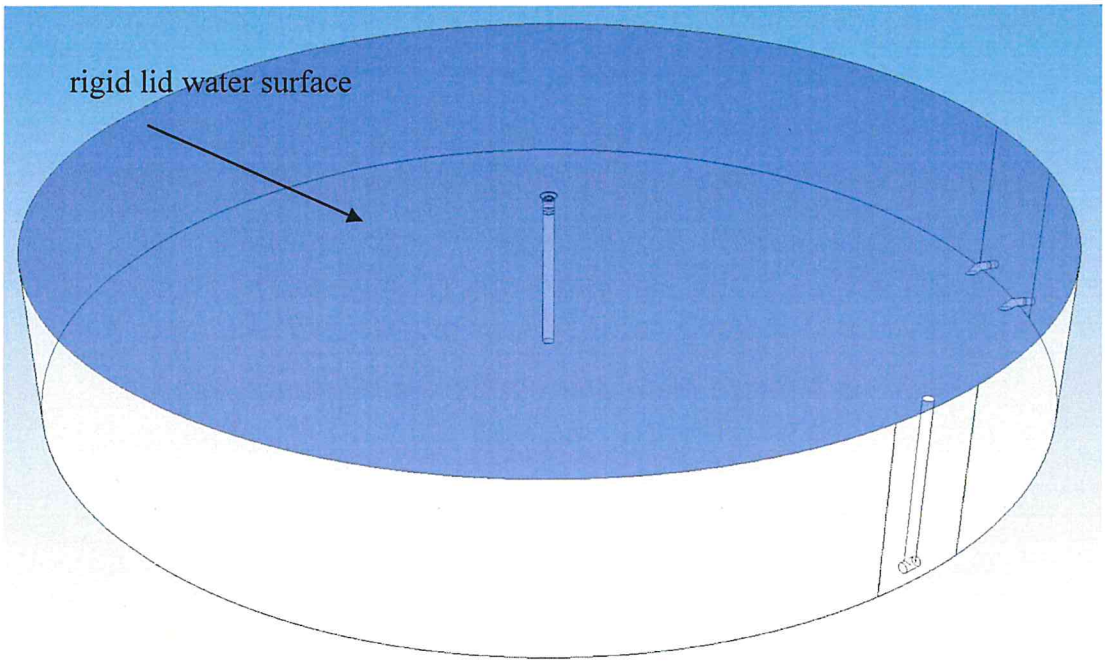

Figure 1.5 Rigid lid water surface boundary

Turbulence: Although portions of the reservoir may have very low velocity magnitudes, its entire volume is treated as fully turbulent from a numerical standpoint. In this case, the turbulence level varies widely from strong with small length scales at the inlet and SB10000 discharge to weak with large length scales in much of the rest of the volume. Commercial CFD codes present numerous options for turbulence modeling. The turbulence model *Realizable K-Epsilon* was selected for these simulations. Comparison of CFD predictions with physical lab models and field data indicates that for water applications where turbulence intensity varies widely, the realizable k-epsilon model replicates the diffusion of kinetic energy efficiently and effectively.

Tracer Introduction: Simulations of the flow in the reservoir are run at steady state until convergence is achieved. At this point, a flow continuum within the model is considered established and the pressure, velocity and turbulence equations turned off. The simulation is switched from steady state to transient and a tracer is fed continuously into the model from the inlet pipe. The tracer replaces the water that was entering through the inlet and disperses into the fluid continuum following the flow patterns established in the steady state model. Over time, all the water in the reservoir is replaced by tracer. By recording its concentration over time at the outlet boundary, mixing characteristics of the reservoir can be evaluated.

2.0 Results:

Velocity Pattern Observations

The simulation is run until the flow within the reservoir reaches a steady state, a condition that would exist if reservoir inflow/outflow and SB10000 output were to remain constant for weeks. In the real reservoir, there will always be transient flow patterns particularly in the disorganized regions, so the steady state CFD solution is interpreted as a time averaged representation or a "snapshot". Criteria used to indicate steady state in this application are residual levels in the solution calculations and the change in volume averaged velocity in the reservoir. When these values become negligible, a steady state is assumed to exist.

The Flow patterns within the reservoir are influenced significantly by the presence of the inflow and outflow. An SB10000 operating on its own in a cylindrical tank will, over time, produce a torroidal flow pattern with flow progressing radially on the surface from its discharge all the way to the tank perimeter. In this application, the mass flow rate entering at the inlet diffuser is greater than the SB10000 mass flow rate by a factor of 4.45. The respective flow rates are summarized in Table 1.

Table 1 Tank 1 Flow Data

Tank Volume 171054m^3 (D=110m H=18m)

Flow rates	(m^3/s)	
inflow	0.845	theoretical residence time: 171054/0.845 = 56.2 hours
outflow	0.845	
SB10000	0.190	theoretical through-flow time: 171054/0.190 = 250 hours

Flow patterns within the reservoir are shown in streakline plots in Figures 2.1 and 2.2. These streakline plots are colored by velocity magnitude. The color scales in both of these figures are logarithmic, thus allowing the variations in the lowest velocity regions to stand out. One may note that the SB10000 is contributing significantly to the bulk flow pattern that has developed in the reservoir, but its energy is insufficient to dominate the entire volume.

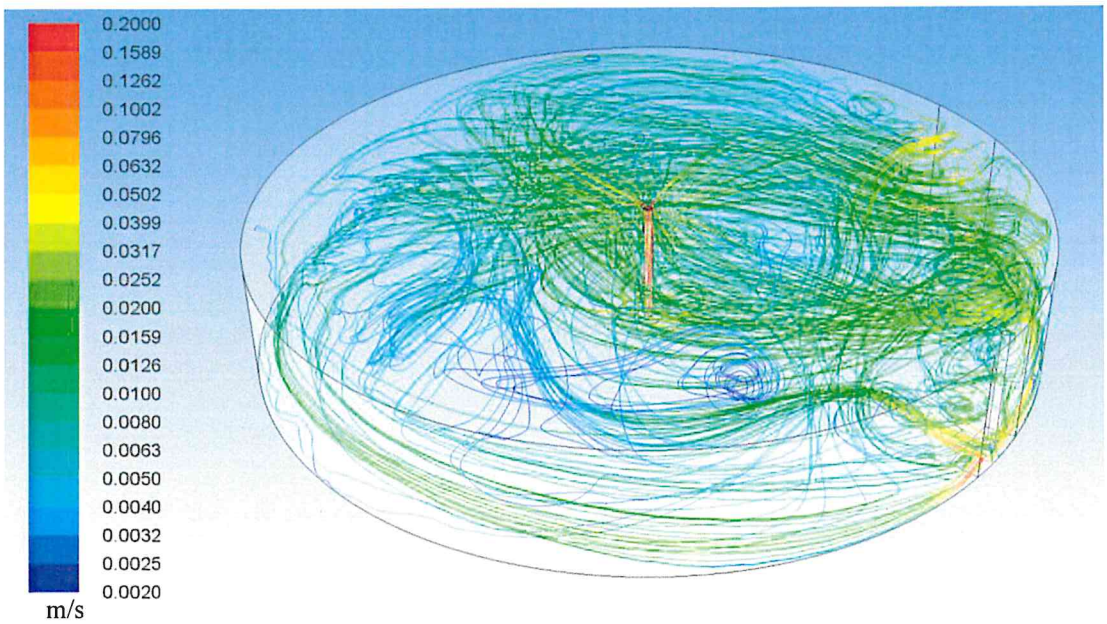

Figure 2.1 Streaklines colored by velocity magnitude showing bulk flow patterns

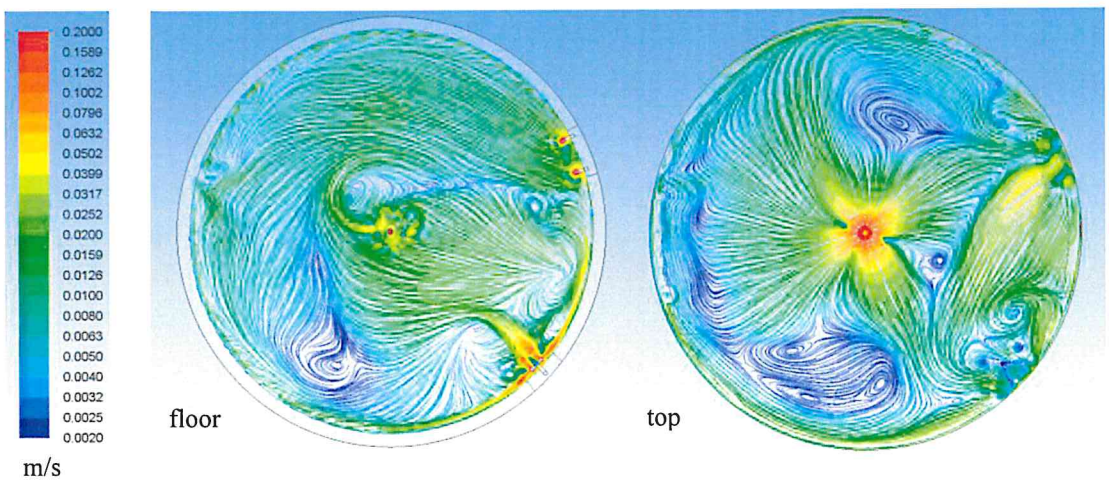

Figure 2.2 Flow patterns on planes near the floor and top surface

Contour plots are shown in Figure 2.3. These contours are taken on planes that slice through the reservoir vertically to bisect it through the intake and outlet regions. Like the streakline plots the color scales for the contours are logarithmic.

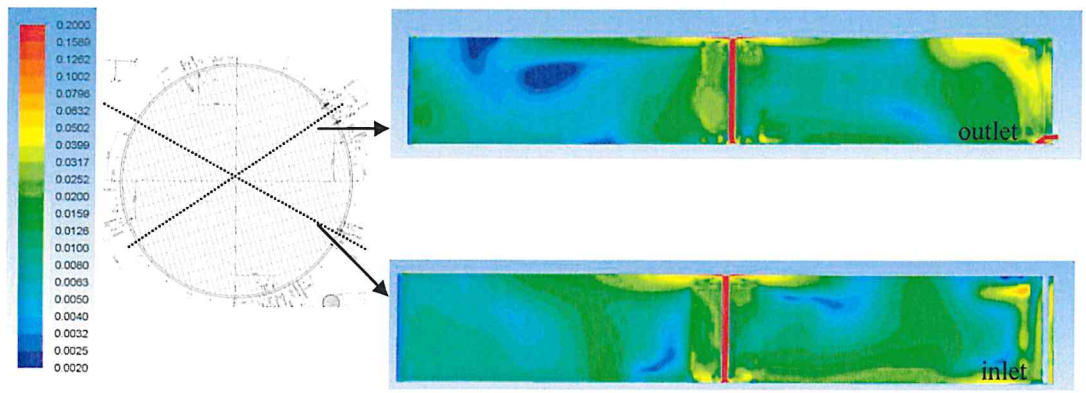

Figure 2.3 Velocity contours on planes near the floor and top surface

A velocity distribution curve provides a quantitative approach to analyzing the velocity within the reservoir. Figure 2.4 below is the velocity distribution for Tank 1 at steady state.

Interpretation of this curve is given by this example:

The curve is indicating a velocity of .02m/s at the 20% level. This means that 20% of the tank volume is experiencing a velocity of .02m/s or greater. The remaining 80% of the tank is experiencing velocities lower than 0.02m/s.

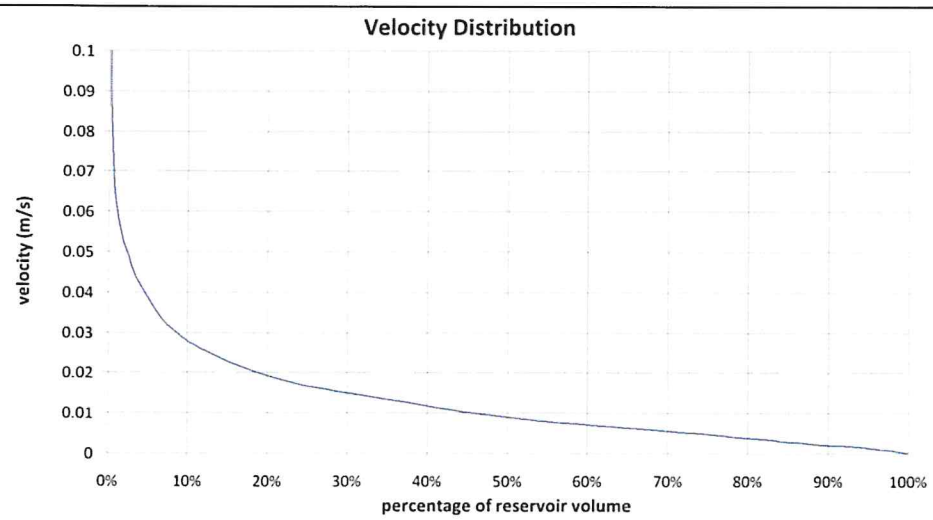

Figure 2.4 Distribution of velocity throughout the tank volume

Hydraulic Efficiency

The Hydraulic efficiency of a reservoir is a measurement of its capability to maintain a supply of water of acceptable "age". The current practice for evaluating hydraulic efficiency is based on tracer studies performed on physical models or existing reservoirs, however, CFD simulations are a practical alternative for collecting tracer data.

Data collected from this tracer study are used to generate RTD (Residence Time Distribution) curves that are evaluated against the T_{TDT} (Theoretical Detention Time) of a reservoir. The theoretical detention time is merely the liquid volume of the reservoir divided by the volumetric inflow rate. It is listed in Table 2 below at 56.2 hours.

Table 2 Tank 1 Flow Data		
Tank Volume 171054m^3 (D=110m H=18m)		
Flow rates	(m^3/s)	
inflow	0.845	theoretical detention time: 171054/0.845 = 56.2 hours
outflow	0.845	
SB10000	0.190	theoretical through-flow time: 171054/0.190 = 250 hours
Tracer Data	(hours)	
T_{10}	6.360	BF: T_{10}/T_{TRT} = 0.113
T_{90}	130.200	MI: T_{90}/T_{10} = 25

Figure 2.1 below is the RTD curve for Tank 1. An RTD curve is generated by starting with a steady state flow field in the reservoir and running a time dependent model of the tracer making its way through it. The tracer is introduced at a constant inflow rate from the inlet at time T = 0.0 and its average concentration measured at the model outlet.

Interpretation of the curve in Figure 2.1 is straightforward. The vertical axis is normalized concentration. In this study, the target flow rate of tracer is 0.845 m^3/s or 100% of the inflow/outflow, so the concentration at the model exit normalizes to 1.0 when it reaches 0.845 m3/s. The horizontal axis is elapsed time normalized against theoretical detention time. Values of interest are T_{10} and T_{90}. T_{10} is the time interval between start of the tracer release and when 10% of the target concentration is observed at the outlet. Similarly, T_{90} is the time at which 90% of the target concentration is observed at the outlet.

Ratios that indicate reservoir efficiency are BF (Baffle Factor) and MI (Morrill Index). BF is the ratio of T_{10} to TDT and is used widely in the United States to evaluate system efficiencies. A tank having ideal plug flow would have a BF of 1.0, whereas a tank with a BF of 0.2 or lower would be prone to significant short circuiting. Results returned for BF in this study indicated a value of 0.113 thus indicating short circuiting is occurring.

The MI is used more in Europe and is the ratio of T90 to T10. Because MI is related to the slope of the RTD curve, it is also an indicator of the amount of diffusion in a given

system. Its proponents also argue that it is a better indicator of the presence of recirculation zones within the contact system where portions of the "old" water may be held up. Values for MI considered to be good are 5.0 and lower. In the case of this study, a MI value of 25 was returned indicating some recirculation zones are hanging on to the water in them for extended periods.

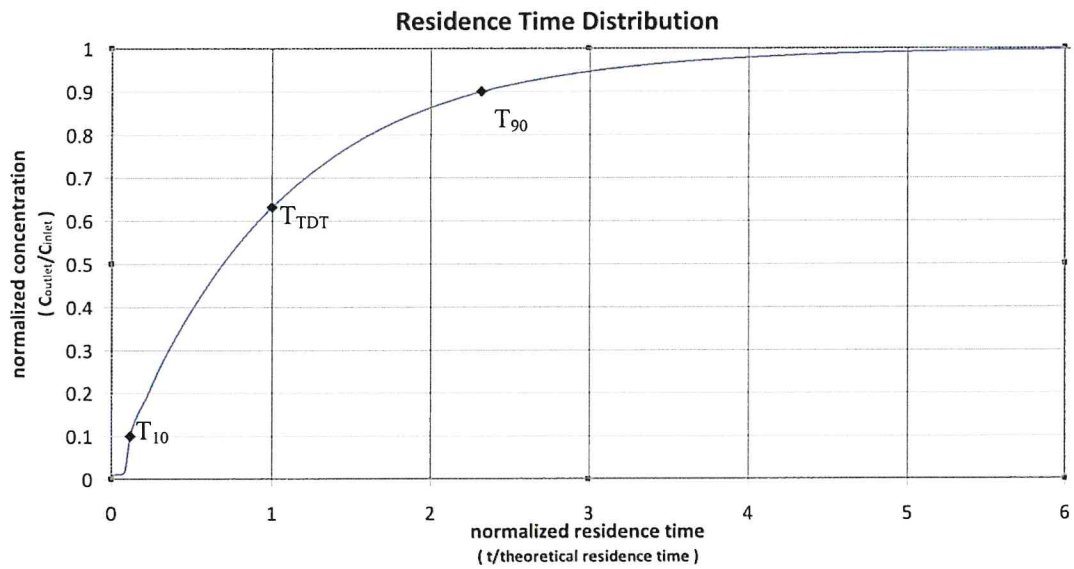

Figure 2.5 Residence time distribution curve for Tank 1

The CFD results also have the benefit of their graphic output to provide further insight into the numbers coming out of the RTD evaluation. For a qualitative assessment, Figures 2.6 and 2.7 below show contours of tracer concentration. Figure 2.6 is a contour plot taken on a plane 0.15m (approximately 6 inches) off the reservoir floor at time T_{10}. One can observe that there is some jetting of the incoming flow around the reservoir periphery and by T10, the concentration of the tracer that is reaching the outlet is definitely at the 10% level.

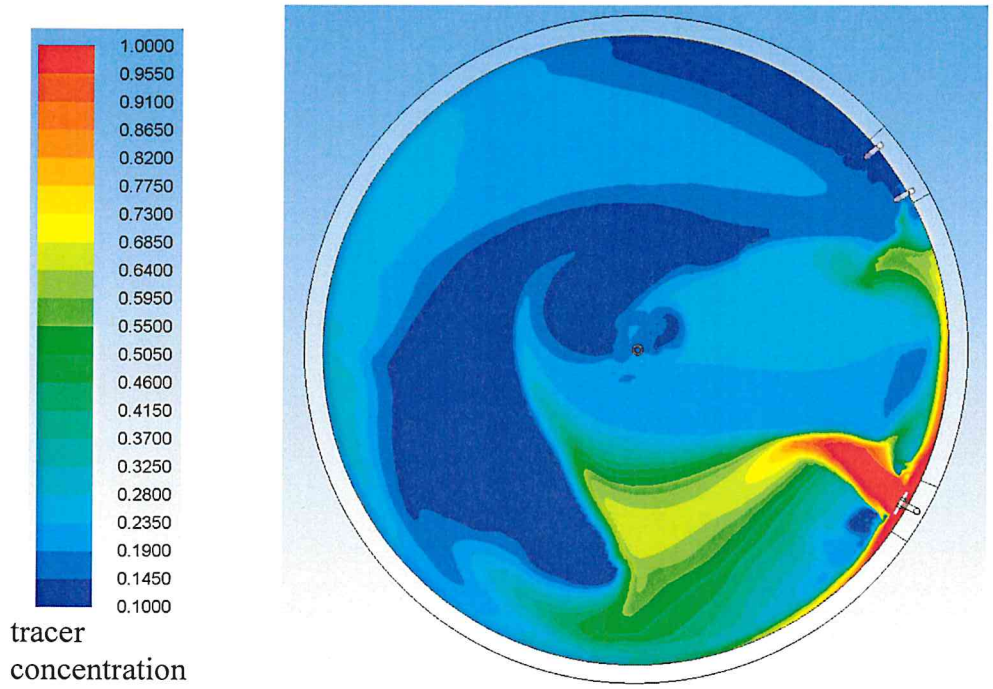

Figure 2.6 Progress of tracer on a plane near the reservoir floor at time T_{10}

Figure 2.7 shows illustrations of the reservoir volume produced by a CFD post processing application that creates 3-D contours in the form of clouds that are colored by concentration. The transparency of the cloud is also used to show the variation within a particular color band.

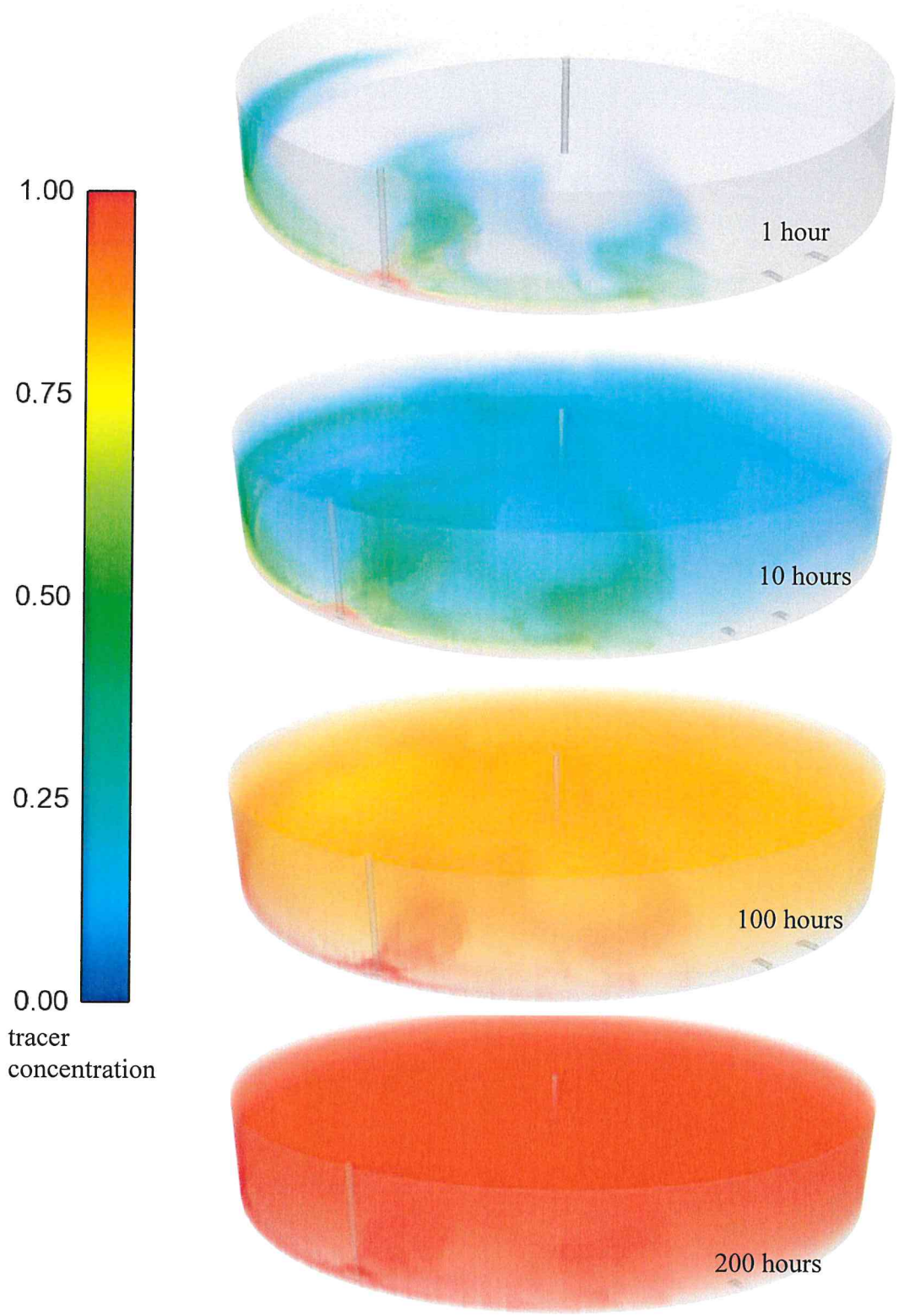

Figure 2.7 Progress of tracer dispersion

3. ***Development***

Results from the CFD model testing with a single SB10000 located at the center of the reservoir tank indicate that some short circuiting is taking place with "new" water entering the tank and moving directly towards the outlet pipes. Figure 3.1 below shows the approximate path of the short circuiting flow along with proposed locations for two SB10000 units installed along the centerline of the tank.

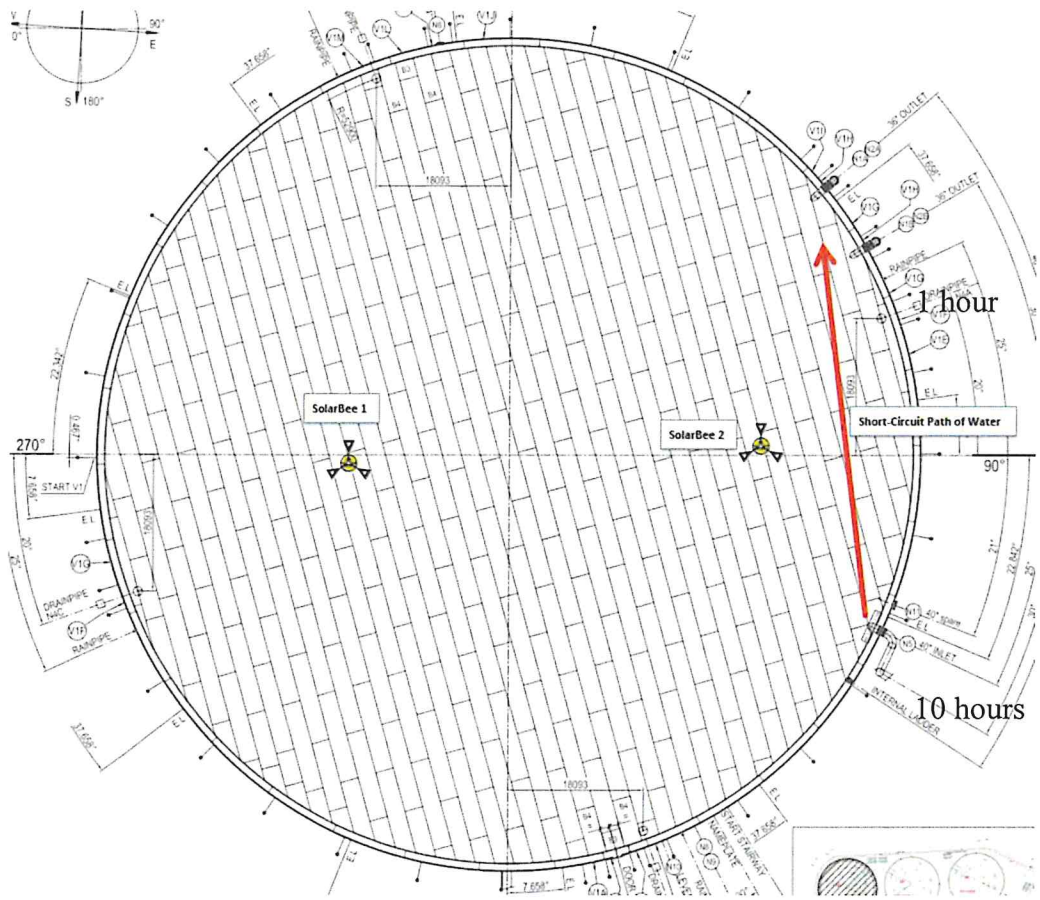

Figure 3.1 Proposed location of two SB10000 units

A 3D CAD rendering of the tank configuration with two SB10000 units is shown below in Figure 3.2. The mesh, shown in Figure 3.3 follows the same criteria as the single SB10000 model. The finest meshes are located in the zones where velocity gradients will be the steepest in the area immediately surrounding the SB10000s and near the inlet and outlets.

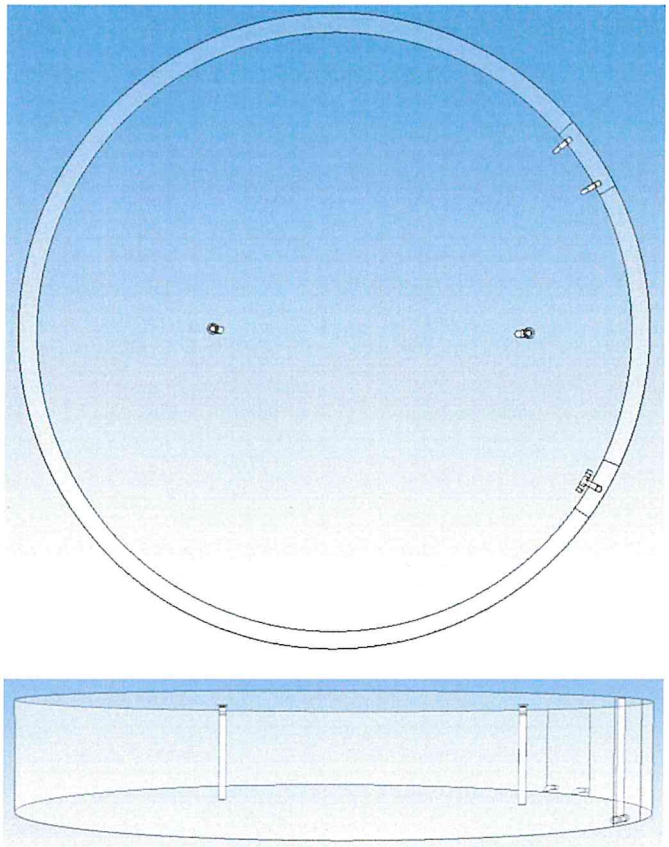

Figure 3.2 3D CAD rendering of proposed dual SB10000 installation

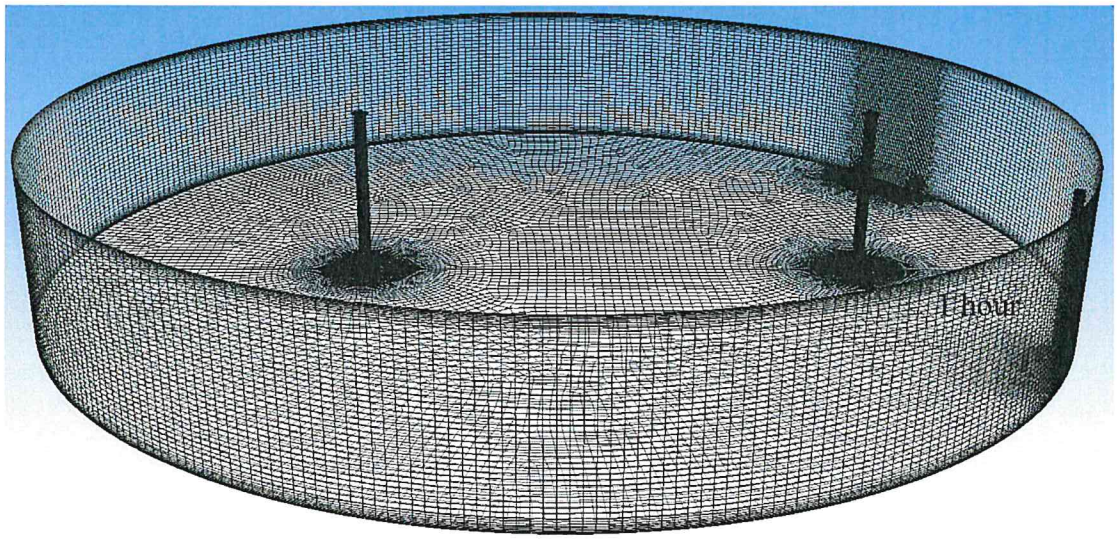

Figure 3.3 Mesh for two SB10000 model

Velocity Pattern Observations

Flow data for the model are listed in Table 3 below. The theoretical residence time, T_{TRT}, remains the same at 56.2 hours. The cumulative through-flow time (time for entire liquid volume of the tank to pass through at least one of the SB10000 units) is 125 hours.

Table 3 Flow Data		
Tank Volume 171054m^3 (D=110m H=18m)		
Flow rates	(m^3/s)	
inflow	0.845	theoretical residence time: 171054/0.845 = 56.2 hours
outflow	0.845	
SB10000	0.190	theoretical through-flow time: 171054/0.190 = 250 hours
2x SB10000	0.380	theoretical through-flow time: 171054/0.360 = 125 hours

Bulk flow patterns in the tank are shown in the streakline plot in Figure 3.4 below. Streaklines are released from the discharge ends of each SB10000 and the inlet diffusor located in the lower right quadrant of the tank. Observation of the streaklines released from the inlet diffusor indicate that there is some jetting taking place.

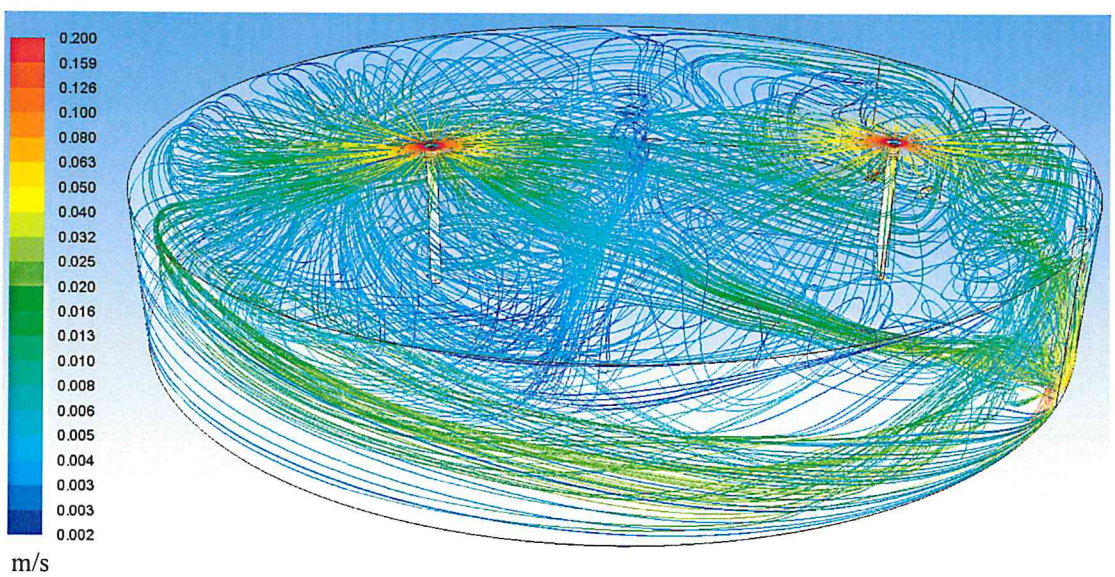

Figure 3.4 Streaklines colored by velocity magnitude showing bulk flow patterns

The streaklines shown in Figure 3.5 provide some further insight into the bulk flow behavior in the tank. These streaklines are released on planes near the tank bottom and on the water surface. They are then allowed to progress a short distance thus allowing the flow pattern and velocity to be observed. The streakline plot on the water surface shows that the SB10000s are the dominant influence on the surface flow. The radial outflow from the machines affects areas roughly equal in size that cover about 70% of the water surface.

Down at the floor, it appears that the flow pattern is dominated by jetting from the inlet diffusor. This jetting sets up a clockwise rotation along the tank wall that is visible in three dimensions in Figure 3.4 above. The intakes to the SB1000s do have some influence on the surrounding flow, but it is much more local than is observed on the water surface.

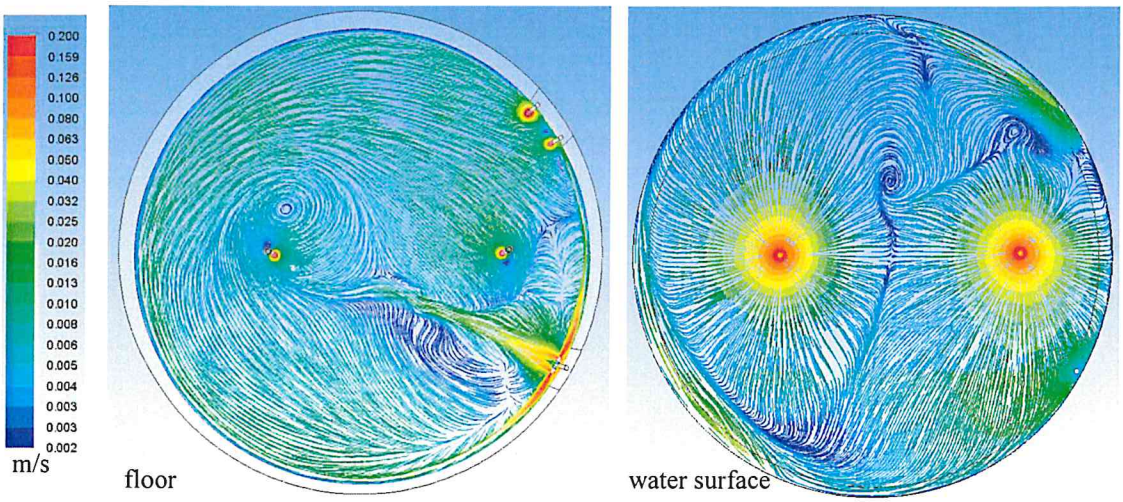

Figure 3.5 Flow patterns on planes near the floor and top surface

A contour plot of velocity magnitude on a plane cutting through the center of the model is shown in Figure 3.6 below. This plot shows the reach of the SB10000s at tank top and bottom.

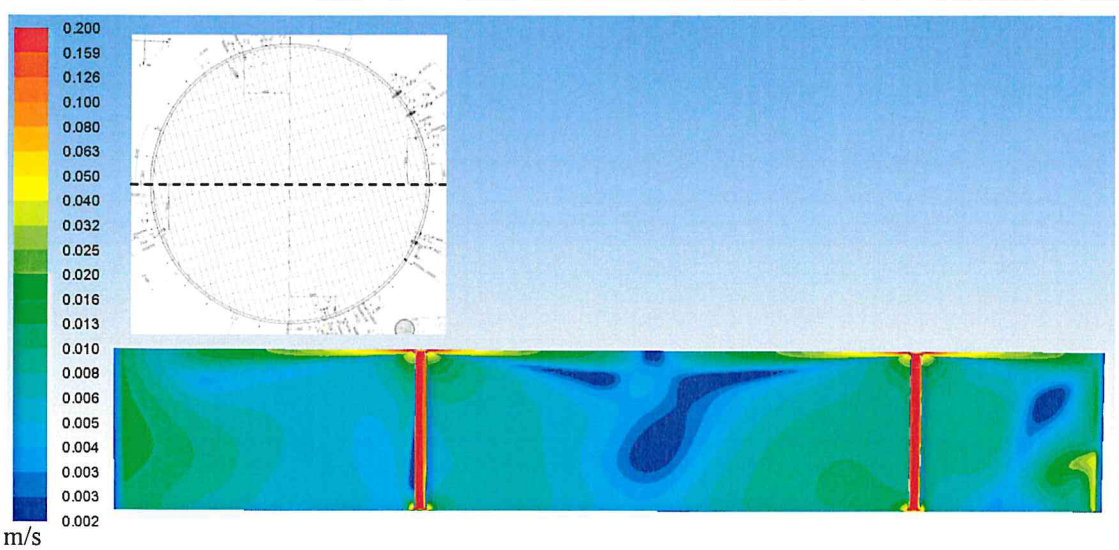

Figure 3.6 Velocity contours on a plane cutting through the tank center

The velocity distribution curve in Figure 3.7 below shows an increase in the low velocity zones. More than 90% of the tank volume has a velocity of 0.05m/s or lower. Here, the addition of a second SB10000 increases the velocity by approximately .01m/s.

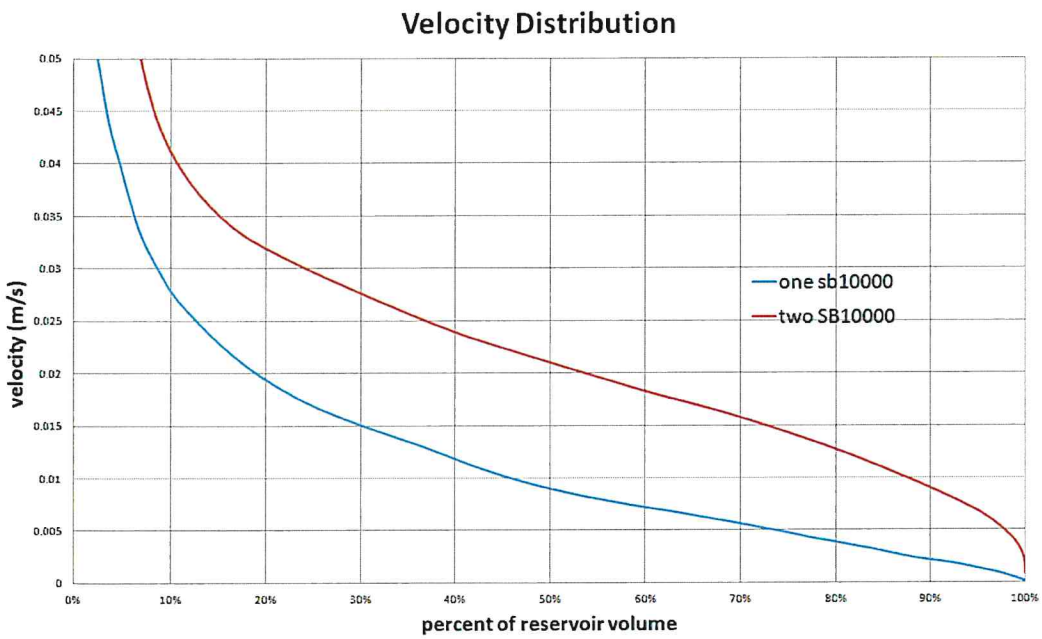

Figure 3.7 Flow patterns on a plane cutting through the tank center

Hydraulic Efficiency

As stated in Section 2, the Hydraulic efficiency of a reservoir is a measurement of its capability to maintain a supply of water of acceptable "age". The values returned from the models with both one and two SB10000s installed are listed in Table 4 below. They indicate there is not much change in the hydraulic efficiency. The residence time distribution curve in Figure 3.8 below reflects this as well with the two curves practically lying on top of one another.

Table 4 Tank 1 Flow Data		
Tank Volume 171054m^3 (D=110m H=18m)		
Flow rates	(m^3/s)	
inflow	0.85	T_{TRT} theoretical residence time: 171054/0.845 = 56.2 hours
outflow	0.85	
SB10000	0.19	theoretical through-flow time: 171054/0.190 = 250 hours
2x SB10000	0.38	theoretical through-flow time: 171054/0.360 = 125 hours
Tracer Data	(hours)	
one SB10000		
T_{10}	6.36	T_{10}/T_{TRT} = 0.11
T_{90}	130.20	T_{90}/T_{10} = 20.5
Two SB10000		
T_{10}	5.36	T_{10}/T_{TRT} = 0.10
T_{90}	136.17	T_{90}/T_{10} = 25.4

Figure 3.8 Residence time distributions curves for one and two SB10000 installations

Contour plots of tracer concentration are shown below in Figure 3.9. For comparison, the plots from the baseline case with one SB10000 installed are included. Both cases are showing similar characteristics at the near floor level with the highest concentrations of incoming water moving around the periphery of the tank. It appears from the mid level and top elevations that the incoming water is reaching the outlet region before it is getting to the SB10000 intakes in significant quantity. The contour map of the top surface is an indicator of how much of the incoming water is pulled up by each SB10000. In the case

with two SB10000 units, the incoming water is just starting to reach the SB10000 draft tubes at T_{10}.

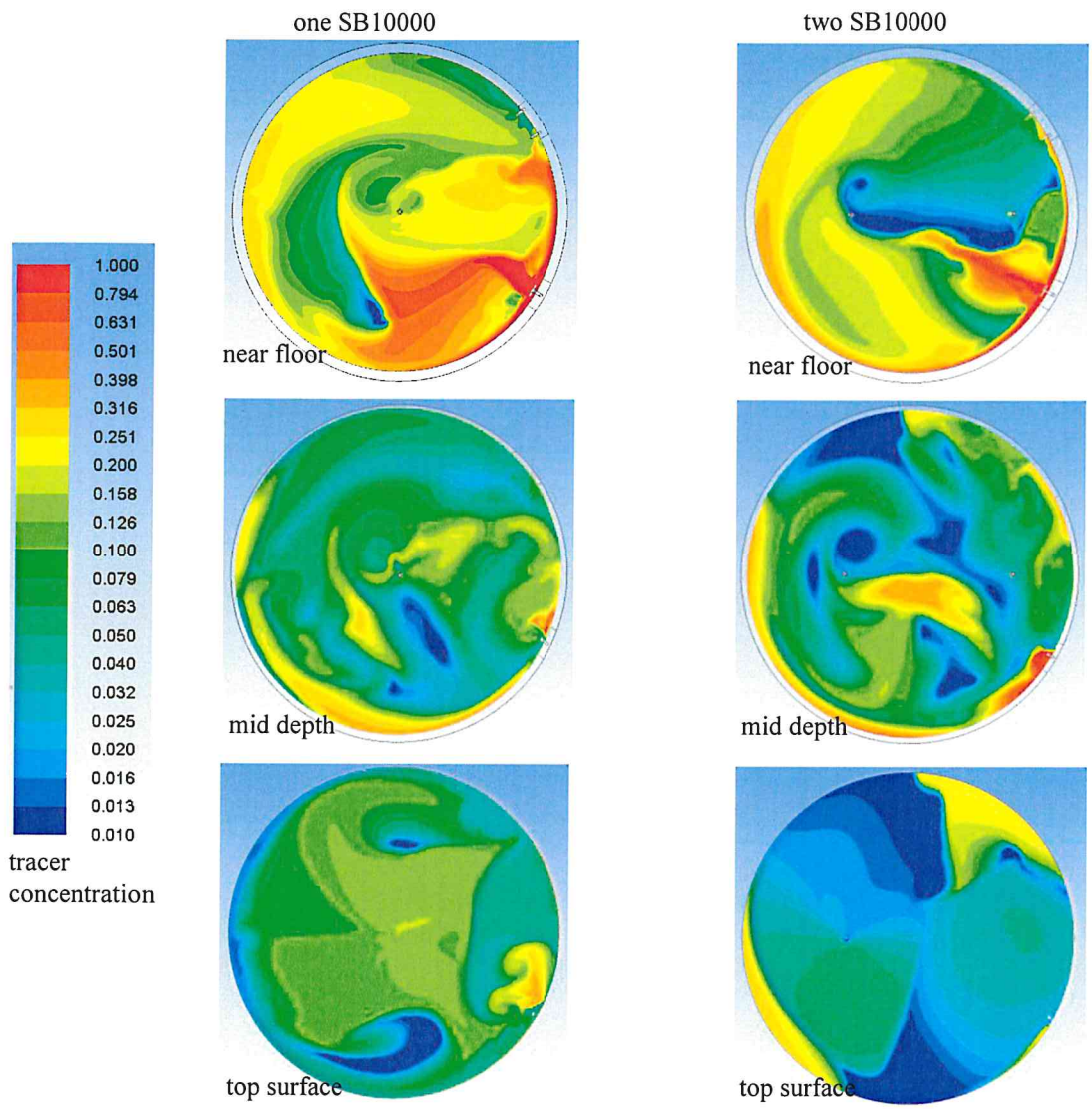

Figure 3.9 Progress of tracer at time T_{10}

4. ***Recommendations***

Velocity data collected from the simulation of the tank with two SB10000 units installed indicate that the additional unit has an influence on the flow within the tank. Slow moving regions with velocities of 0.05m/s or lower comprise over 90% of the tank volume. Velocity distribution data indicate a significant increase in the motion throughout the tank. There does not appear to be an improvement in hydraulic efficiency, however. The tracer analysis indicates that the flow entering the tank is bypassing the regions where the SB10000 units are most effective.

Streakline and contour plots in the preceding sections indicate that the incoming water is jetting as it emerges from the inlet diffusor. Arrows superimposed on the contour plot in Figure 4.1 below show the jetting and general bulk flow that develops. The streakline plot below that indicates the clockwise bulk flow pattern is dominating the movement from floor to water surface.

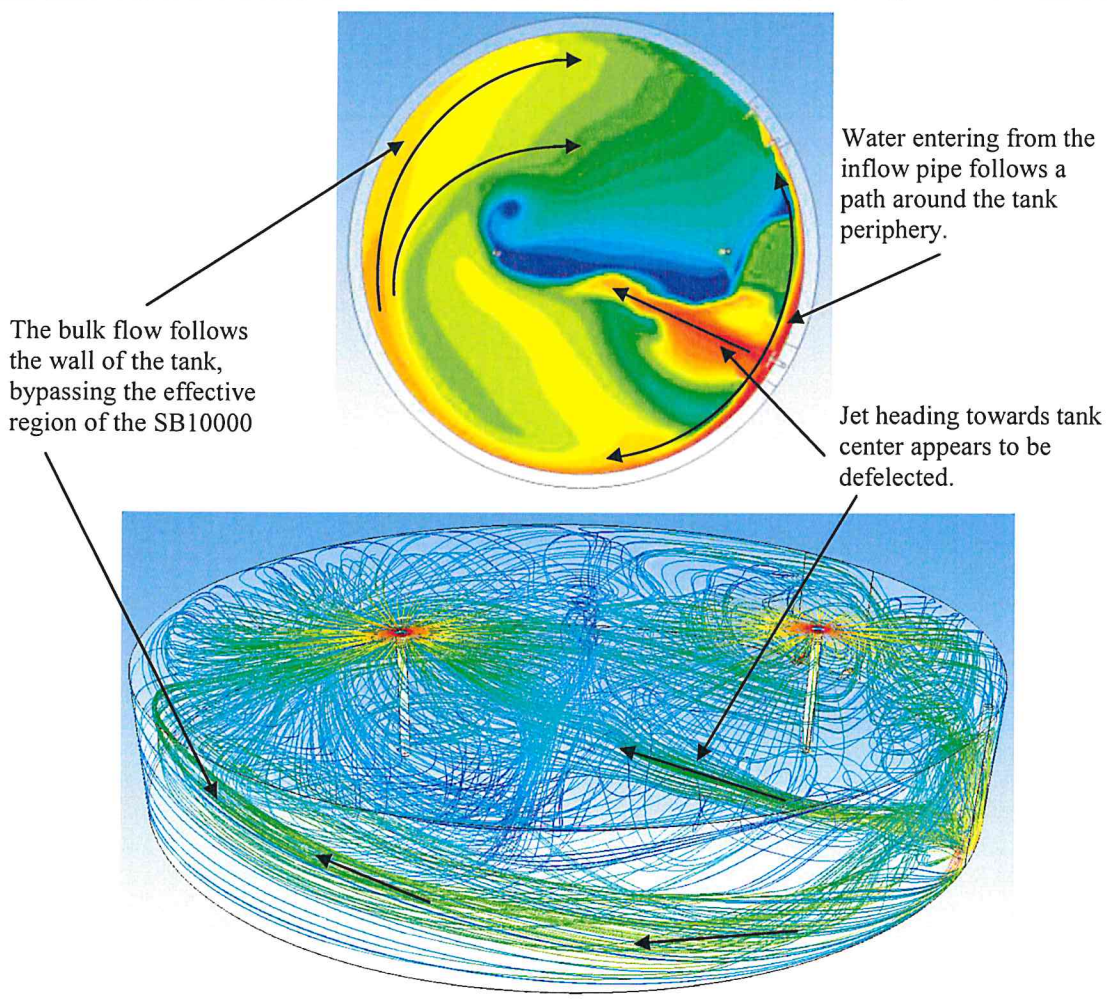

Figure 4.1 Jetting and bulk flow patterns bypassing SB10000 locations.

In observing the flow patterns in the tank, one may conclude that one or both of two design alternatives could be considered. One alternative is to relocate the SB10000 units so that they are directly in the path of the jets originating from the inlet diffusor. Another alternative is to reconfigure the inlet diffusor itself. Figure 4.2 below is a 3D CAD rendering of the existing diffusor design. Presently, it has two perforated ends that could be closed off, thereby eliminating the jetting around the periphery of the tank.

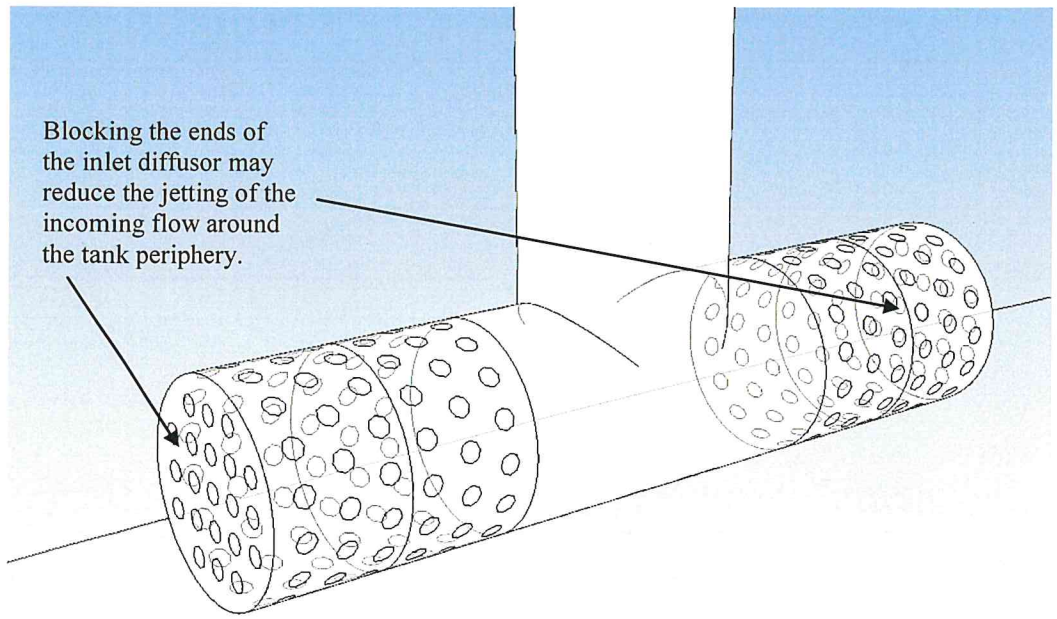

Figure 4.2 Inlet Diffusor.

To: Mayor and Common Council

From: David Davidson, Director of Information Technology

Date: September 21, 2020

Re: Approval – Sole Source Procurement of Mitel Phone System Replacement

Background

The FY 2021 budget allocates funding in the amount of $25,000 for the replacement/upgrade of the City's current Mitel phone system. The existing system is over ten years old and has outlived its reliable usefulness.

Staff initially envisioned a wholesale replacement of the City's phone system at an approximate cost of $250,000. During the information gathering phase at the beginning of calendar year 2020, staff learned of a cloud hosted VOIP system that allows users to work from anywhere, with only a stable internet connection required. After speaking with several providers, Technology staff found one that would allow the City to use its existing Mitel licenses and handsets while converting our phone servers to a cloud hosted VOIP system.

The service being purchased is virtualization, phone service, and maintenance of the City's Mitel phone system. VOIP Networks of New York, New York is the only provider that allows the use of the City's existing Mitel software and hardware. Therefore, competitive bidding is not a viable option. Westminster's procurement code allows for a sole source procurement in such a circumstance.

Further information on the VOIP Networks solution is provided in the attached quote. The cost of the implementation is $11,950.00.

Recommendation

Staff recommends that the Mayor and Common Council approve the sole source procurement of the replacement Mitel phone system from VOIP Networks, 489 5th Avenue, 2nd Floor New York, NY 10017, in the total amount of $11,950.00.

Attachment

- Quote Sheet for Mitel Phone System Virtualization

cc: Barbara B. Matthews, City Administrator
Lydia Colston, Director of Finance

QUOTATION 82543

1951 Old Cuthbert Road
Suite 206
Cherry Hill, NJ 08034
Phone: (856)795-4500
Fax: (856)795-9133

BILL TO:	SHIP TO:	
COMPANY **Westminster Mayor and Common**	COMPANY **Westminster Mayor and Common**	DATE **September 15, 2020**
ADDRESS **56 West Main Street**	ADDRESS **56 West Main Street**	EXPIRY DATE **October 15, 2020**
		SALES REP. **RHANDEL**
Westminster, MD 21157	**Westminster, MD 21157**	
CONTACT **David Davidson**	CONTACT **David Davidson**	
PHONE **(410)848-9000**	PHONE **(410)848-9000**	

PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Cloud9 by VOIP Networks - Unified Communications as a Service			
Overview:			
Cloud9 by VOIP Networks will provide Unified Communications as a Service (UCaaS) for the City of Westminster. The service will include all inbound/outbound calling access at the rates listed below. Cloud9 by VOIP Networks dedicated network access will be utilized to implement the UCaaS solution. A customized solution will be provided based on telephony/integration requirements.			
Cloud9 Outbound Minute Allocation:			
Each phone is allocated Unlimited Local & Long Distance Calling Plan, within the 48 Contiguous United States.			
Cloud9 International Outbound Usage :			
International usage rates will be applicable as per the Addendum B. rate sheet			
CUSTOMER MUST INITIAL HERE TO ENABLE INTERNATIONAL DIALING: _____			
Cloud9 - Basic IP Telephony User	39.00	$15.00	$585.00
Basic IP Telphony User Includes: • 1 MiVoice Business User license; Does NOT include Voicemail • 1 basic MiCollab client (Web client only for Click to call, click to answer, Instant Messaging chat, Call History, Visual Voicemail, no Presence) • 1 MBG Teleworker client license • Cloud9 Unlimited Local & Long Distance Calling Plan, within the 48 Contiguous United States.			
Cloud9 - UCC Standard User	73.00	$26.00	$1,898.00
• 1 MiVoice Business Multi-Device User license (up to 8 devices) • Single Number Reach – enables a user to answer an incoming call at their desktop phone or on a mobile phone • 1 MiCollab Voice Mailbox license with Call Director & Standard or Advanced Unified Messaging • 1 full MiCollab Client with Softphone and Smartphone/Mobile app • 1 Audio & Web Conferencing user license (1 port for every 10 UCC Std users activated) • 1 MiVoice Integration for Google license • 1 MBG Teleworker client license • Cloud9 Unlimited Local & Long Distance Calling Plan, within the 48 Contiguous United States			
Cloud9 - Single Line Extension (SIP or analog devices)	9.00	$16.00	$144.00
• 1 MiVoice Business Single Line license + 1 MiCollab Voice Mailbox license. • 1 license needed for each Single Line device (analog or SIP)			

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CONTACT **David Davidson**	CONTACT **David Davidson**	
PHONE **(410)848-9000**	PHONE **(410)848-9000**	

PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
• 1 MBG Teleworker client license • Cloud9 Unlimited Local & Long Distance Calling Plan, within the 48 Contiguous United States.			
Cloud9 IP Phones and Devices			
Cloud9 24-Port Analog Gateway - Monthly Rental Charge Provides (24) ports for analog devices Please note, each port (Device) requires a Single Line Extension MRC	1.00	$45.00	$45.00
Cloud9 - MiVoice Business Console • 1 MiVoice Business Active Operator License • Includes Dynamic Status/Presence for MiCollab integrations • Does NOT include any keyboard labels. These must be separately purchased • Requires a MiVoice Business User, available with Cloud9 Basic IPT or Standard IPT User activation license Please note that the MiVB Console is a SoftPhone only and a USB/Bluetooth headset is REQUIRED; pricing for headset options can be provided. Operators can answer calls without leaving their regular workstations, as long as their PC position has been configured appropriately. Mitel recommends that at least two PC positions are always configured as operator positions for each active operator so that one can act as back up for the other. For example, a small company may require only one Operator to take calls at a time but configure four different PC positions so that four employees could act as operators from their workstation. This would require one (1) MiVoice Business Console Bundle and four (4) MiVoice Business user licenses.	1.00	$52.00	$52.00
Cloud9 - Voice Mailbox (Embedded Voicemail) • 1 Additional MailboX License Embedded • For Use for Additional VM User Only or additonal A/A Levels	50.00	$2.00	$100.00
Cloud9 Call Recording Hosting Fee Dedicated Call Recording Media and Storage Server Cloud9 by VoIP Networks Hosting Service including storage, processing, networking and memory resources on a VOIP Networks VMware infrastructure. (IaaS)	1.00	$195.00	$195.00
Cloud9 Call Recording - Additional Storage Fee(Police Department Recordings) Dedicated Call Recording Media and Additional 250GB Storage Cloud9 by VoIP Networks Hosting Service including storage, processing, networking and memory resources on a VOIP Networks VMware infrastructure. (IaaS)	1.00	$150.00	$150.00
Cloud9 - Call Recording Audio Port	10.00	$18.00	$180.00

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CONTACT **David Davidson**	CONTACT **David Davidson**	
PHONE **(410)848-9000**	PHONE **(410)848-9000**	

PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
One Voice Port license is required to record one concurrent call, which can be provisioned per telephone, agent, line or call type. (one license required per IP Phone being recorded) Does not include analog Police or radio lines. Will re-use existing on premises Oaisys for those users. Cloud9 - Call Recording Audio Port(Police Department)	4.00	$18.00	$72.00
One Voice Port license is required to record one concurrent call, which can be provisioned per telephone, agent, line or call type. (one license required per IP Phone being recorded) Does not include analog Police or radio lines. Will re-use existing on premises Oaisys for those users. Cloud9 DIDs-Block of 20 - Monthly Charge	10.00	$10.00	$100.00
Each Block of 20 DID's Ported or Assigned as new will be invoiced at the current rate of $10.00 per block. Cloud9 DID (Non-Block)(Individual) - Monthly Charge	0.00	$0.50	$0.00
Each Individual DID Ported or Assigned as new will be invoiced at the current rate of $0.50 per DID. Cloud9 DID Charges note: If the exact total number of DID's is unknown, upon activation and first month invoicing, DID(s) fees will be automatically added to the invoice. All Direct Inward Dial (DID's) telephone numbers that are ported and activated on the Cloud9 service will be automatically added to your invoice. Cloud9 Toll Free Number Service - Monthly Charge	0.00	$5.00	$0.00
Usage not included. Incoming Toll Free Number Usage Minutes are billed at $0.035 per minute for call origination within the 48 contiguous United States. Cloud9 Toll Free Charges note: If the exact total number of TFNs is unknown, upon activation and first month invoicing, TFN(s) fees will be automatically added to the invoice. All Toll Free Number (TFNs) that are ported and activated on the Cloud9 service will be automatically added to your invoice. Cloud9 Network Access - Monthly Charge - Dedicated circuit 10 Mbps	0.00	$750.00	$0.00
Cloud9 Managed - VoiceFlex SD-WAN Service (50 Mbps)	1.00	$129.00	$129.00

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CONTACT **David Davidson**	CONTACT **David Davidson**	
PHONE **(410)848-9000**	PHONE **(410)848-9000**	

PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Feature-rich SD-WAN offering to optimize VoIP traffic to Cloud9 data centers. VoiceFlex offers 'hitless' failover to provide the highest levels of uptime and connectivity.			
Cloud9 Managed - SD-WAN Appliance	1.00	$31.00	$31.00
SD WAN appliance in table-top size available with Rack-mount for standard 19"equipment racks Configurable Ports: 5x Cu 1Gbps Ethernet (RJ45) Processor: Intel C2558 4-Core CPU SoC 2.4 Ghz Memory: 8GB DDR3L Max Concurrent SIP/RTP/VoIP conversations: 80			
Cloud9 Managed - Advanced SD-WAN HA Service (OPTIONAL)	1.00	$60.00	$60.00
Configured as Active-Standby to enable a real-time solution for High Availability if the primary Flex VNF / Hardware appliance has a service affecting issue.			
Cloud9 Managed - SD-WAN HA Appliance (OPTIONAL)	1.00	$31.00	$31.00
High Availability appliance			
Dedicated Network Access Note:			
To achieve the highest level of Call Quality using Cloud9 by VOIP Networks Phone Service, VOIP Networks strongly recommends utilizing Dedicated Network Access. Please note that a High-Speed Broadband Service (i.e. Comcast, FiOS, Etc.) may be used as an alternative but VOIP Networks cannot and will not be responsible to guarantee a high-level Quality of Service. When Bring Your Own Access (BYOA) is used, Cloud9 by VOIP Networks is provided on a Best-Effort basis.			
Cloud9 Overhead Paging Unit	1.00	$35.00	$35.00
24 x 7 x 365 Customer Support			
Cloud9 Non-Bundled Minute Usage Overage	1.00	$0.00	$0.00
Additional Per Minute Rate @ $0.05 for usage over any included Bundled minute plans			
Cloud9 Toll Free Usage Minutes	1.00	$0.00	$0.00
Standard Toll Free Inbound NA Rate @ $0.035 per minute			
Directory Assistance	1.00	$0.00	$0.00
Directory Service Invoiced @ $3.95 per Call			
International Rate Plan	1.00	$0.00	$0.00
Standard International Rate Plan Please request Internation rates prior to enabling International Dialing International Dialing will not be enabled until approval by signing officer of client			
Enhanced 911 Service	1.00	$0.00	$0.00

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PHONE **(410)848-9000**	PHONE **(410)848-9000**	

PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Management Fee Enable 911 (Per Endpoint) @ $ 0.50 (1) for Each Device / Endpoint deployed. Remote Home Workers require (1) Site and (1) Endpoint			
Enhanced 911 Service SiteFee	1.00	$0.00	$0.00
Management Fee Enable 911 (Per Site, Location, Floor, Suite, etc.) @ $ 1.25			
Total monthly recurring charges (36 Month Contract Term)			**$3,807.00**
Monthly Recurring Charge (MRC) does not include standard regulatory fees and/or taxes			
Non-Recurring Charges			
Provisioning, Programming, On-Site Installation, and Training charge	1.00	$11,250.00	$11,250.00
Includes: Certified project management team with detailed project plan & lead engineer Scheduled conference calls for project status updates Focus group meetings to establish programming requirements/database design Network access circuit turn-up and testing Onsite equipment installation, testing and cut-over support Onsite training for all end-users or "train-the-trainer"			
SD WAN Provisioning, Programming, On-Site Installation, and Training charge	2.00	$350.00	$700.00
Includes: Certified project management team with detailed project plan & lead engineer Scheduled conference calls for project status updates Focus group meetings to establish programming requirements/database design Onsite equipment installation, testing and cut-over support			
Total non-recurring charges (does not include any applicable Tax)			**$11,950.00**
Site Requirements			
Site Cabling Requirements			
(All) Re-use of existing CAT-5e (or better) cables. Please note that if existing CAT-5e (or better) cables are currently being used for data terminals (PCs), these existing cables can be used to operate both the IP phones and desktop PCs, with proper VLAN configuration. Please ensure that all IP phones are located in close proximity (<7ft) to the CAT-5e (or better) Ethernet jack.			
Power over Ethernet Requirements			
Please note that each IP Phone will require a dedicated Power over Ethernet Switchport configured a Voice VLAN. Customer will provide the required Layer-2 managed Power-Over-Ethernet (PoE) switch that supports VLANs, Quality of Service, and Voice Prioritization. Please note that VOIP Networks			

QUOTATION 82543

1951 Old Cuthbert Road
Suite 206
Cherry Hill, NJ 08034
Phone: (856)795-4500
Fax: (856)795-9133

BILL TO:	SHIP TO:	
COMPANY **Westminster Mayor and Common**	COMPANY **Westminster Mayor and Common**	DATE **September 15, 2020**
ADDRESS **56 West Main Street**	ADDRESS **56 West Main Street**	EXPIRY DATE **October 15, 2020**
		SALES REP. **RHANDEL**
Westminster, MD 21157	**Westminster, MD 21157**	
CONTACT **David Davidson**	CONTACT **David Davidson**	
PHONE **(410)848-9000**	PHONE **(410)848-9000**	

PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
can provide pricing for this equipment, if requested.			
Network Access Requirements			
(1) Customer provided 2Mbps (or greater) High Speed dedicated Internet access for IP phones.			
Bandwidth requirement and considerations:			
Please note that each two-way conversation will consume approximately 100Kbps of bi-directional dedicated bandwidth. Please consider these bandwidth requirements when sizing the Internet/Network access connection. VOIP Networks will not be held responsible for "poor" voice quality due to insufficient Internet bandwidth and/or improper VLAN configurations at the customer's facility. VOIP Networks can not guarantee or be held responsible for voice quality over the public Internet or non-dedicated facilities (Non T-1/MPLS) for connectivity to the Cloud9 network.			
If additional internet bandwidth is required by VOIP Networks, the customer agrees to provide any additional internet access (at the customer's expense) in order to resolve any "poor" voice quality related issues. If additional applications (i.e. auto dialers, external speed calls, CRM, ERP, accounting, hosted file sharing, hosted e-mail, etc.) are sharing the same internet connection that the hosted voice conversations are using, VOIP Networks will not be held responsible for any "poor" voice quality of service related issues that may arise from multiple application routing over a shared Internet connection.			
Purchase Terms:			
50% NRC and 100% First month MRC due upon invoice (execution of order will not commence until deposit is received).			
50% remainder of NRC due upon completion.			
We Appreciate your Business!			

COMMENTS

Name (Please Print): _____ PO#: _____ EIN#: _____

Authorized Signature: _____ Date: _____ DUNS#: _____

NOTICE OF CONFIDENTIALITY:

The information contained in this proposal is privileged and confidential. It is intended only for the use of the person(s) named above. The sender and intended recipient(s) reserve all rights pertaining to privilege and confidentiality. If you are not the intended recipient, please contact the sender by email or at one of the above telephone numbers and destroy all records of the transmission in question. The sender reserves the right to bring legal action against those parties in breach of this confidentiality.

To: Mayor and Common Council

From: Andrew R. Gray, Comprehensive Planner

cc: Barbara B. Matthews, City Administrator
Mark A. Depo, Director of Community Planning and Development

Date: September 21, 2020

Re: Introduction –Proposed Ordinance No. 927, amending Chapter 164, "Zoning and Subdivision of Land", of the Westminster City Code, Article IXA, "Historic District Zone", Section 164-51.3, "Creation and composition of Historic District Commission; appointment and term of members; vacancies," to alter the terms and composition of the Historic District Commission and to modify its powers

Background

On October 12, 1992, the Mayor and Common Council approved Ordinance 551, adding new Article IXA, "Historic District Zone", to Chapter 164 of the City Code, ("the Zoning Ordinance"). Article IXA created the Historic District Commission ("Commission"). Over the years, Article IXA was amended by Ordinance 614 and Ordinance 814, approved by the Mayor and Common Council on January 27, 1997 and September 9, 2010, respectively.

Over the course of 2020, the Commission has been reviewing and updating its Rules of Order and Procedure. On July 1, 2020, the Commission approved a version of Rules of Order and Procedure that will require amendments to Article IXA, Section 164-51.3, "Creation and composition of Historic District Commission; appointment and terms of members; vacancies" in order to be effective.

Proposed Amendment

Among the changes the Commission wishes to make to its Rules of Order and Procedure is a change to Section 2.A., in order to provide that the Commission will consist of "five regular members and one alternate." This change would conflict with the requirement of the Zoning Ordinance, in Section 164-51.3, that the Commission consist of seven regular members. Therefore, the Zoning Ordinance would require amendment to allow the implementation of the change to Section 2.A of the Rules.

In addition, several other changes would be required in order to bring the new Rules into line with the Code. The Commission proposes that the Mayor and Common Council:

a) reduce the number of Commission members who must be residents of the City from four (4) to three (3);

b) allow non-resident Commission members to include commercial leaseholders maintaining a physical business presence within the City (currently only owners of real property may be non-resident Commission members);

c) delete Commission's right to accept and use gifts; and,

d) add alternate Commission member obligations.

Process

Pursuant to Section 164-177.A., Text Amendments, "*An application for an amendment of the text of this chapter may be filed by an interested party or any officer, department, board, commission or bureau of the City*." Text amendments filed by any interested party or any officer, department, board, commission, or bureau of the City must first be approved via introduction to the Mayor and Common Council. Upon introduction and formal referral by the Mayor and Common Council, the Commission will hold a public meeting to review the proposed text amendment and make recommendations to the Mayor and Common Council, pursuant to the provisions of Zoning Ordinance Article XXIII. Pursuant to Zoning Ordinance Section 164-187 E., members of the Mayor and Common Council may not engage in *ex parte* or private communication regarding the proposal or the proposed ordinance.

Recommendation

Staff recommends that the Mayor and Common Council introduce proposed Ordinance No. 927, and following its introduction, refer it to the Planning and Zoning Commission for its review and recommendation to the Mayor and Common Council.

Attachments

- Proposed Ordinance No. 927
- Commission's Rules of Order and Procedure

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

DRAFT

ORDINANCE NO. 927

AN ORDINANCE AMENDING CHAPTER 164, "ZONING", OF THE CODE OF THE CITY OF WESTMINSTER, ARTICLE IXA, "HISTORIC DISTRICT ZONE", SECTION 164-51.3, "CREATION AND COMPOSITION OF HISTORIC DISTRICT COMMISSION; APPOINTMENT AND TERM OF MEMBERS; VACANCIES," TO ALTER THE TERMS AND COMPOSITION OF THE HISTORIC DISTRICT COMMISSION AND TO MODIFY ITS POWERS

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland, § 5-213, the Mayor and Common Council of Westminster, Maryland (the "City") has the authority to provide reasonable zoning regulations subject to the referendum of the voters at regular or special elections; and

WHEREAS, pursuant to Sections 11 through 18 of the City Charter, the City has, for the purpose of promoting the health, security, general welfare and morals of the community, the authority to divide the City into zoning districts and to regulate therein the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land, in accordance with a comprehensive plan and for enumerated purposes, which include the control and direction of municipal expansion and development, provided that such regulations are to be made with reasonable consideration of the character of the districts and their peculiar suitabilities for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, pursuant to the aforestated authority and the additional authority contained in Md. Code Annotated, Land Use Article, Division 1, "Single Jurisdiction Planning and Zoning", Title 4, "Zoning" (formerly, Md. Code Ann., Art. 66B, § 4.01 et seq.), the City has enacted Chapter 164, "Zoning", of the City Code; and

WHEREAS, pursuant to Chapter 164, § 164-183, the City's Planning Commission is charged with reviewing proposed amendments to the text of that chapter and submitting a report and recommendation to the Mayor and Common Council with respect to such proposed amendments; and

WHEREAS on or about October 8, 2020, the Planning Commission considered a proposal from the Common Council to amend the zoning ordinance to alter the terms and composition of the Historic District Commission; and

WHEREAS, an amendment to the text of Chapter 164 of the City Code to incorporate the proposal was introduced before the Mayor and Common Council at a regular meeting on or about _____, 2020 and a public hearing relating to the aforementioned amendment was held, as required by Section 18 of the City Charter and § 164-186.1 of the City Code; and

WHEREAS, the Mayor and Common Council deem it appropriate to make the amendments set forth herein in the interests of the efficient operation of government and administration of the City's Zoning Ordinance.

Section 1. NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Common Council of Westminster, that Chapter 164, "Zoning", of the Westminster City Code, Article IXA, "Historic District Zone", Section 154-51.3, "Creation and composition of Historic District Commission; appointment and term of members; vacancies," be and hereby is amended as follows:

§ 164-51.3. Creation and composition of Historic District Commission; appointment and term of members; vacancies.

A. The Historic District Commission is hereby created. It shall consist of **[**~~seven~~**]** FIVE members AND ONE ALTERNATE MEMBER, ~~all~~ THE MAJORITY of whom are qualified by special interest, knowledge or training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines. The members shall be appointed by the Mayor subject to confirmation by the Common Council. At least ~~four~~ THREE of the members of the Historic District Commission shall be residents of the City. The remainder of the members may be nonresidents, but any members who are not residents of the City shall be the owners of real property in the City OR COMMERCIAL LEASEHOLDERS MAINTAINING A PHYSICAL BUSINESS PRESENCE WITHIN THE CITY. Members shall be appointed for a term of three years. Members shall be eligible for reappointment. Any vacancy on the Historic District Commission shall be filled as set forth herein for the remainder of the unexpired term. ~~The Mayor and Common Council may consult private societies or agencies to request the names of possible members for the Historic District Commission.~~

B. The Historic District Commission may designate the Maryland Historic Trust to make an analysis of and recommendation concerning the preservation of sites, structures or districts of historic, archeological, architectural or cultural significance within the area served by the Historic District Commission. Such report may include proposed boundaries of sites, structures and districts as well as make recommendations for the identification and designation of particular sites, structures or districts to be preserved.

C. ~~The Historic District Commission shall have the right to accept AND USE GIFTS FOR THE EXERCISE OF ITS FUNCTIONS AS APPROVED BY THE MAYOR AND COMMON COUNCIL.~~ THE ALTERNATE MEMBER OF THE COMMISSION SHALL HAVE THE SAME OBLIGATION OF ATTENDANCE AT ALL MEETINGS OF THE COMMISSION AS REGULAR MEMBERS. THE ALTERNATE MEMBER SHALL BE ENTITLED TO PARTICIPATE IN MEETINGS OF THE COMMISSION IN THE SAME MANNER AS A REGULAR MEMBER. NOTWITHSTANDING THE FOREGOING, THE ALTERNATE MEMBER SHALL NOT BE ENTITLED TO VOTE UNLESS AT LEAST ONE OF THE REGULAR MEMBERS IS ABSENT AND THE ALTERNATE MEMBER HAS ATTENDED ALL MEETINGS AT WHICH THE MATTER IN QUESTION WAS DISCUSSED OR HAS REVIEWED THE RECORD OF ALL SUCH MEETINGS.

Section 2. 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 September, 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 LEGAL SUFFICIENCY
this ____ day of _____, 2020:

_____
Elissa D. Levan, City Attorney

RULES OF ORDER AND PROCEDURE
FOR
THE WESTMINSTER
HISTORIC DISTRICT COMMISSION

CITY OF WESTMINSTER, MARYLAND

DRAFT

Historic District Commission
Ms. Kristen L. McMasters, Chair
Mr. Dean R. Camlin, AIA, LEED, AP BD+C, Vice-Chair
Mr. Joshua Ambrose, Commissioner
Mr. Aaron Burroughs, Commissioner
Mr. Steven J. Colella, Commissioner
Mr. L. Kevin Wagman, Commissioner

Department of Community Planning and Development
Mark A. Depo, Director of Community Planning and Development
Sandy Anderson, Main Street Manager
Andrea Gerhard, Comprehensive Planner
Andrew R. Gray, Comprehensive Planner

City Attorney
Elissa Levan

Effective Date: _____

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Section 1. Authorization

A. The Westminster Historic District Commission (Commission) is established by Chapter 164, Article 9A of the City Zoning Ordinance, as authorized by Maryland Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation.

B. The Commission has the authority to act on applications for the construction, alteration, reconstruction, moving or demolition of any site or structure within an historic district pursuant to Section 164-51.4 of the City Zoning Ordinance and Section 56-5 of the City Code.

C. The Commission has the authority to act on applications for the City's Historic Tax Credit program pursuant to Section 143-5 of the City Code and Maryland Code Annotated, Tax-Property Article, Title 9, Property Tax Credits and Property Tax Relief.

D. These Rules of Order and Procedure are adopted pursuant to Section 164-51.6. A. of the Charter and Code of the City of Westminster. This document comprises the Rules so adopted. The current version of this document supersedes all others.

Section 2. Commissioners and Officers

A. The City Zoning Ordinance provides for five regular members and one alternate.

B. At its regularly scheduled meeting in the month of May, the Commission will elect from among its members a Chair and Vice-Chair to serve for the term of one year each. A majority vote of the members present is required to elect members as officers. In the event of a resignation of the Chair or Vice-Chair, the remaining members will elect another member to complete the term in question.

C. The Chair will preside over all meetings of the Commission; call all regular and special meetings as needed (Section 164-51.6 A.); interpret these Rules and Procedures; and, in general preside over meetings of the Commission while it is in session. The Chair may also represent the Commission at other meetings upon the affirmative majority vote of the members present at a given meeting.

D. The Chair and Vice-Chair may make motions and vote on any item before the Commission.

E. The Vice-Chair will have all of the powers, duties and responsibilities of the Chair in the Chair's absence (Section 164-51.6 A.).

F. A temporary Chair may be elected by the affirmative majority vote of the members present at the meeting of the Commission to serve for a single meeting or as may be necessary during any absence of both the Chair and Vice-Chair.

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G. The Director of Community Planning and Development or the Director's designee will act as the Secretary to the Commission. The Secretary will notify Commission members of meetings, both regularly scheduled and special; prepare any required notice; and, maintain the required records of meetings for the Commission.

H. The Legal Advisor will be the City Attorney and/or another legal professional as designated by the City Attorney. The Legal Advisor may attend and participate in the meetings of the Commission, as may be deemed necessary by the City Attorney or upon the request of the City Administrator or the Director of Community Planning and Development.

I. No member of the Commission with a personal, financial or equity interest in the outcome of a decision on an application may speak or vote on the matter during the Commission's deliberations. Members absent from meetings due to recusal will be considered as excused.

J. Except as may otherwise be provided by law or these Rules, a member of the Commission may not engage in ex-parte communications with any party with respect to the subject of any pending or potential application.

K. Commissioners shall conduct themselves in a fair, understanding, kind, and gracious manner. Commissioners shall seek to be considerate of all persons, attitudes, and differences of opinion involved in all Commission business.

Section 3. Meetings

A. The Commission meets the first Wednesday of each month unless the date of the meeting is altered by the affirmative majority vote of the Commission or, in an emergency by the Chair, or unless the meeting is canceled pursuant to subsection B of this Section.

B. If there are no items on the agenda, the Chair will determine whether to hold the regularly scheduled monthly meeting (Section 164-51.6.A.).

C. No vote shall occur without a quorum. A quorum shall be three voting members (Section 164-51.3.A.). If it is determined by staff that a quorum will not be available for a scheduled Commission meeting, the Chair may cancel the meeting and any applicants will be notified as soon as possible. No applications may be reviewed in the absence of a quorum.

Link to the Agenda Center - http://westminstermd.gov/agendacenter

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Section 4. Proceedings

A. The following configuration shall be the normal order of the Commission Agenda:

1. Call to Order
2. Approval of Minutes
3. Old Business
4. New Business
5. Historic District Commission Comments
6. Staff Comments
7. Public Comments
8. Adjournment

Section 5. Application Procedures

A. Any applications to be reviewed by the Historic District Commission must be submitted to staff, with all required information, no less than fifteen days prior to a regularly scheduled monthly Commission meeting.

B. An application is deemed to be complete when it has been accepted as such by the Commission at a meeting (Section 164-51.7).

C. The Commission will review all materials in the application and all materials presented before and during the meeting before it makes any decision.

D. The applicant or the applicant's authorized agent must appear at all meetings at which the application is scheduled to be considered. In the absence of any personal appearance on behalf of the applicant, the Commission will either continue the application until the next regularly scheduled meeting or deny the application. Any continuance required by the absence of the applicant or the applicant's representative will not count towards the time stipulated in Section 164-51.7 of the City Zoning Ordinance.

E. If the applicant or the applicant's authorized agent is absent for two consecutive meetings, the application will be considered withdrawn and another application, together with any applicable review fee, will be required for consideration of the matter.

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Section 6. Order of Presentation

A. The following is the order for the presentation of an item before the Commission:

1. Government officials and agency representatives
2. Applicant or petitioners
3. Other supporting testimony
4. Organizations or groups opposing the application
5. Individuals opposing the application
6. Rebuttal
7. Sub-rebuttal
8. Closing statements by applicant or petitioners
9. Closing statements by Government officials and agency representatives

B. Members of the Commission may ask questions of any person speaking on a current agenda item at any time during the presentation of said item is before the Commission.

C. The Commission may require witnesses to testify under oath or affirmation. The Chair shall administer any oath or affirmation.

"Do you solemnly swear or affirm that the responses given and statements made in this hearing before the Westminster Historic District Commission will be the whole truth and nothing but the truth? If so, answer, I do".

Section 7. Who May Be Heard

A. Any interested person may be heard by the Commission before it reaches any decision on any matter (Section 164-51.6 B.)

B. Any person wishing to be heard before the Commission shall clearly state the following:

1. His or her full legal name
2. His or her full legal address

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C. The Chair shall enforce time limits for all persons wishing to speak at any meeting.

1.	Applicant initial presentation	15 minutes
2.	Applicant rebuttal presentation	10 minutes
3.	Individual public testimony	5 minutes
4.	Group public testimony	10 minutes

Section 8. Decisions

A. After the conclusion of the meeting, the Historic District Commission shall file with the Zoning Administrator a written decision indicating its approval, modification or rejection of the applications and plans submitted to it for review (Section 164-51.7). The decision shall include findings of fact and conclusions of law. No work shall commence on any project until after the Zoning Administrator has received confirmation from the Commission that the application was approved.

B. The Commission shall advise the applicant of any proposed modifications that should be considered for later approval. The applicant can make these modifications and resubmit to the Commission for approval (Section 164-51.7).

C. The failure of the Commission to act upon a completed application within 45 days shall be deemed to constitute automatic approval unless an extension of this forty-five-day period is agreed upon mutually by the applicant and the Commission or the application has been withdrawn (Section 164-51.7).

Section 9. Design Guidelines

A. The Historic District Commission shall adopt rehabilitation and new construction or design guidelines for designated sites, structures and districts that are consistent with those generally recognized by the Maryland Historical Trust, which may include design characteristics intended to meet the needs of particular types of sites, structures and districts. These design guidelines are subject to the review and approval by resolution of the Mayor and Common Council of Westminster (Section 164-51.5).

B. 1. The Commission shall use the Standards for Renovation Westminster to review applications. Adopted by Resolution No. _____

Link to the Standards for Renovation Westminster:
http://www.westminstermd.gov/documentcenter/view/34

DRAFT

C. The Commission shall use the Commission Design Guidelines to review applications. Adopted by Resolution No. 94-4

Link to the Commission Design Guidelines:
http://westminstermd.gov/DocumentCenter/View/3346/Westminster-Historic-District-Commission-Design-Guidelines-Standards

D. The Commission shall use the Adopted 2016 Development Design Preferences manual to review applications. Adopted by Resolution No. 16-08

Link to the Adopted 2016 Development Design Preferences:
https://www.westminstermd.gov/DocumentCenter/View/28

Section 10. Special Meeting

A. Under unusual circumstances, the Chair may call a special meeting of the Commission for it to discharge its responsibilities under Article IXA and Section 143-5 of the City Code (Section 164-51.6.A).

B. For special meetings, an agenda will be posted on the City webpage at least twenty-four hours prior to the meeting. The agenda will include the date, time, place of the meeting, a list of items to be reviewed, and the date the agenda was posted.

Section 11. Custody of Records

The Department of Community Planning and Development shall maintain the records of the Commission pursuant to Section 164-51.6. B. of the City Zoning Ordinance.

Section 12. Appeals

An appeal from the Commission's decision may be taken to the Circuit Court for Carroll County and shall be in accordance with the Maryland Rules of Procedure as set forth in Chapter 200 of Title 7 (Section 164-51.10)

These Rules of Procedure relating to The Historic District Commission have been adopted this _____ day of _____, 2020, by the Historic District Commission of the City of Westminster.

_____

Kristen L. McMasters, Chair
Historic District Commission of the City of Westminster

DRAFT

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: September 23, 2020

Re: Appointment of Resident Agent

Background

Maryland law requires political subdivisions in the State to designate a person to serve as the jurisdiction's resident agent upon whom process, notice, and subpoenas to custodians of public records may be served under certain circumstances. It recently came to staff's attention that, as employee turnover occurred, the City did not designate a new resident agent.

Resolution No. 20-09 would correct this oversight by designating City Clerk Shannon Visocsky as the resident agent for the City of Westminster.

Recommendation

Staff recommends that the Mayor and Common Council adopt Resolution No. 20-09, appointing Shannon Visocsky as the City's resident agent and authorizing the City Administrator to sign and file with the State Department of Assessments and Taxation all papers necessary to effectuate this appointment.

RESOLUTION NO. 20-09

OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER APPOINTING A RESIDENT AGENT FOR ALL PURPOSES FOR WHICH SUCH AGENT IS REQUIRED BY THE PROVISIONS OF MD. CODE ANN., LOCAL GOVT ART., § 1-1301

WHEREAS, the Mayor and Common Council of Westminster ("the City") is a municipal corporation of the State of Maryland; and

WHEREAS, Md. Code Ann., Local Govt. Art., ("LG") § 1-1301 requires political subdivisions of the State of Maryland to designate a person to serve as the jurisdiction's resident agent upon whom process, notice, and subpoenas to custodians of public records may be served under certain circumstances; and

WHEREAS, the City is a political subdivision of the State of Maryland subject to the requirements of; LG 1-1301; and

WHEREAS, the City now wishes to appoint Shannon Visocsky, City Clerk, as its resident agent for all purposes for which a resident agent is required by LG, § 1-1301.

Section 1. **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council that Shannon Visocsky, 56 West Main Street, Suite 1, Westminster, MD 21157, be and hereby is appointed as Resident Agent for the City and the City Administrator is authorized to sign and file with the State Department of Assessments and Taxation all papers necessary to effectuate this appointment..

Section 2. **BE IT FURTHER RESOLVED** by the Mayor and Common Council of the City of Westminster that this resolution shall become effective immediately upon adoption.

INTRODUCED AND ADOPTED this _____ day of September, 2020.

_____
Shannon Visocsky, City Clerk

APPROVED this _____ day of September, 2020.

_____
Joe Dominick, Mayor

APPROVED AS TO FORM AND SUFFICIENCY
this _____ day of September, 2020.

_____
Elissa D. Levan, City Attorney

To: Members of the Common Council

From: Mayor Joe Dominick

Date: September 23, 2020

Re: Reappointment of Tree Commission Member

I am asking for the Common Council to approve my reappointment of Richard L. Wilbur to the Westminster Tree Commission. Mr. Wilbur has served on the Commission since 1998, and has done an admirable job.

If approved, Mr. Wilbur's term would expire on September 28, 2023.

cc: Barbara B. Matthews, City Administrator
Mark Depo, Director of Community Planning & Development
Shannon Visoscky, City Clerk

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: September 23, 2020

Re: Warner Construction Change Order No. 12

Background

Warner Construction is the general contractor for the 45 West Main Renovation Project. Unforeseen conditions have arisen during construction that must be addressed through execution of Change Order No. 12 to the contract between the City and Warner Construction.

- The original contract design called for re-use of the existing trench drains; however, during construction, it was realized that doing so was not feasible. Two new trench drains are necessary to connect the storm drains that serve the roof to the new trench drains along the parking lot curb.

- Sidewalk revisions are required to fix sidewalk and planter bricks disturbed by a water main break several weeks ago.

- It was necessary to install a flat drywall finish along the existing reinforced concrete wall, which was discovered to have a large belly protruding out into Seminar 018, preventing the installation of the scheduled hat channels. Steel stud framing was constructed along the entire face of this wall.

These work items have a combined cost of $9,187.71. Change Order No. 12 will not change the contract time for completion.

Recommendation

Staff recommends that the City authorize Warner Construction to perform the work discussed above through the approval and execution of Change Order No. 12 in the amount of $9,187.72.

Attachments

- Gant Brunnett Architects Review Letter
- Proposed Change Order No. 12

September 23, 2020

City of Westminster
56 West Main Street
Westminster, MD 21157

Attn: Barbara B. Matthews, City Administrator

Re: City of Westminster Administrative Office Building Renovations & Alterations
Project No. 20-02

Change Order #12 – Sidewalk Revisions & Trench Drains (RFI-83r1)
Additional Furring in Seminar 018 (COR-29)

Dear Ms. Matthews;

I have reviewed the change order proposal submitted by Warner Construction in connection with the above reference project and I recommend approval of this Change Order in the amount of $9,187.72.

Sidewalk Revisions & Trench Drains (RFI-83r1): $7,516.11
The scope of work involved in this modification is necessary to provide an ADA accessible route from the parking lot, along the South side of the building, over to the front entrance along Main Street. The original contract design called to reuse the existing trench drains, however, during construction it was realized this was not feasible. These (2) new trench drains are necessary to connect the storm drains that serve the roof to the new trench drains along the parking lot curb.

In addition to the trench drains, the work involved in this modification includes sidewalk revisions that are required to fix the heaved sidewalk and planter bricks that were disturbed by a water main break a few weeks back.

Additional Furring in Seminar 018 (COR-29): $1,671.61
The scope of work involved in this modification was necessary to install a flat drywall finish along the existing reinforced concrete wall, which was discovered to have a large belly protruding out into Seminar 018 preventing the installation of the scheduled hat channels. Steel stud framing was constructed along the entire face of this wall.

I hope you find this Change Order to be acceptable, and request that the form be signed by the Mayor and forwarded to Warner Construction for their signature. If you have any questions, please do not hesitate to contact me at any time.

Sincerely,

Jim McArthur

CHANGE ORDER #12

Date: September 23, 2020

PROJECT:		ARCHITECT:
Name	Westminster Administration Building	Gant Brunnett Architects
Address	45 W Main Street, Westminster, MD 21157	15 W. Mulberry Street
Date of Contract:	11/25/2019	Baltimore, Maryland 21201

OWNER		CONTRACTOR:
Name	Mayor & Common Council of Westminster	Warner Construction
Address	56 W Main Street	1530 Tilco Drive, Suite A
Address	Westminster, MD 21157	Frederick, MD 21704

THE AGREEMENT BETWEEN OWNER AND CONTRACTOR IS AMENDED AS FOLLOWS:

Provide all materials, labor, equipment and services necessary and incidental to RFI 83r1 (Sidewalk Revisions & Trench Drains - COR 34) / COR 29 (Additional Furring in Seminar 018), all as further described in the Contractor's proposed change order and RFI documents attached herewith. The Contractor's compensation for this Change Order includes the costs for all collateral expenses that are the result of implementing this change in the scope of contract work. These collateral expenses include, but are not limited to, supervision, additional time to complete the entire project, temporary facilities and utilities, and adjustments to the timing or sequencing of other work impacted this change.

The original Contract Sum was	$4,435,000.00
The net change by previously authorized Change Orders	$216,602.30
The Contract Sum including prior change orders is	$4,651,602.30
The Contract Sum will be increased by this Change Order in the amount of	$9,187.72
The new Contract Sum, including this Change Order, will be	$4,660,790.02

The Contract Time for completion is not effected by this change order.

The Date for Completion of all contract work remains December 8, 2020.

OWNER	SIGNATURE	Mayor Joe Dominick	DATE
CONTRACTOR	SIGNATURE	Matt Louden - President	DATE 9/23/2020
ARCHITECT	SIGNATURE	John Brunnett - President	DATE

gba

ARCHITECTS RESPONSE TO RFI

To: Jake Fields Warner Construction 1530 Tilco Drive, Suite A Frederick, MD 21704	GBA Job Number: 20564	RFI No: 83r1
	Response Date: 9/8/2020	RFI Date: 8/31/2020
	Project: City of Westminster Administrative Building From: Jim McArthur	

Question 2:

We are unable to bury the drain under sidewalk just where pipe comes out of building. Both sections where storm drain is coming out of building the pipe will have limited concrete coverage until it 45's or none at all. Need direction on how to proceed. Also, to meet ADA will need to demo additional sidewalk and rework brick under tree so the slope meets ADA. The city had a water Amin break and the break has lifted even more than before. I can meet you and CLSI on site to go over if need be. We want to try to prep and pour this week. Please advise

Response 2:

See attached sketch SK-29 dated 9/8/2020 illustrating the proposed transition between new and existing sidewalks.

Note the following revisions:

- Saw cut the existing concrete next to the building to tie to existing grade with 5% or less slope. This would also eliminate the crack in the existing sidewalk.
- Replace the existing brick to create a consistent slope from the newly poured concrete pad to blend better.
- From the existing newly poured pad, create a 5'x5' pad at 2% or less in each direction for an ADA turnaround.
- 5% ramp to the roof drain pipe with trench drain.

Contractor shall provide and install the attached ZURN Z882 trench drain system the full width of sidewalk at the (2) storm drainpipes along the South wall. New sidewalk trench drains to be connected to concrete trench drain and catch basin at respective locations. Contractor to coordinate invert elevations of storm drains outlets with new trench drains to ensure proper drainage. Contractor to coordinate all end cap / outlet adapters to ensure proper connections are provided.

Trench drains to be provided with grate option 'ADA-USA' Ductile ADA Slotted Grate – Class C.

Contractor shall submit new RFI if any additional direction is required.

Z882

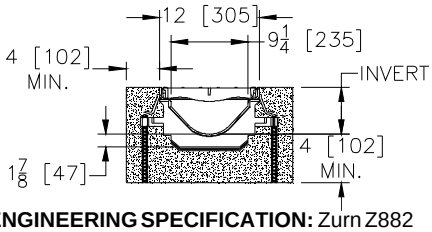
12 [305] WIDE REVEAL TRENCH DRAIN SYSTEM WITH STEEL FRAME

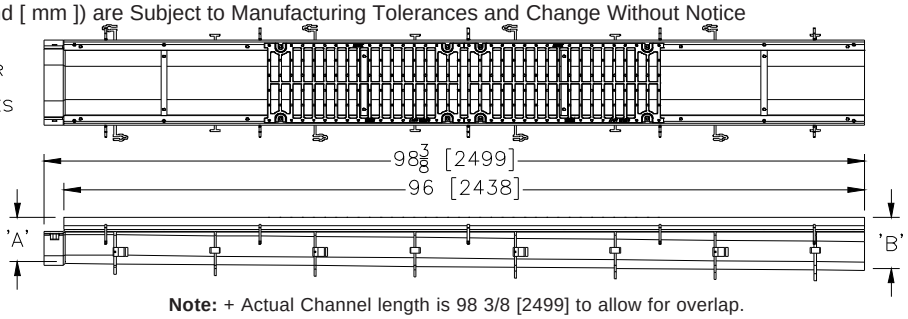
SPECIFICATION SHEET

TAG _____

Dimensional Data (inches and [mm]) are Subject to Manufacturing Tolerances and Change Without Notice

SPECIFYING ENGINEER IS RESPONSIBLE FOR CONCRETE ENCASEMENT AND REINFORCING BASED UPON APPLICATION AND LOCAL CODES





Note: + Actual Channel length is 98 3/8 [2499] to allow for overlap.

ENGINEERING SPECIFICATION: Zurn Z882
Channels shall be 96" [2438mm] long, 12" [305mm] wide reveal and have a 9-1/4" [235mm] throat. Modular channel sections shall be made of 0% water absorbent High Density Polyethylene (HDPE). Shall have a positive mechanical connection between channel sections that will not separate during the installation and shall mechanically lock into the concrete surround every 12" [305mm]. Channels shall weigh less than 5.05 lbs. [2.29kg] per linear foot, have a smooth, 3" [76mm] radiused self cleaning bottom with a Manning's coefficient of 0.009 and 1.04% or neutral 0% built in slope. Channels shall have rebar clips standard to secure trench in its final location. Shall be provided with standard DGC grates that lock down to frame. Zurn 12" [305mm] wide reveal ductile iron slotted grate conforming to ASTM specification A536-84, Grade 80-55-06. Ductile iron grate is rated class C per the DIN EN1433 top load classifications. Supplied in 24" [608mm] nominal lengths with 13/16" [21mm] wide slots, and 1-1/2" [38mm] bearing depth. Grate has an open area of 80.8 sq. in per ft. [171,027 sq. mm per meter]. The 1/4" [6mm] thick heavy-duty carbon steel frame assembly conforms to ASTM specification A36 with 10 - 4" [102mm] long concrete anchors per 96" [2438mm]. Grate lockdown bars are to be integral to the frame. The frame is supplied with a powder coated finish. All welds must be performed by a certified welder per ASTM standard AWS D1.1. Frames Shall be produced in the U.S.A.

PREFIX OPTIONS (Check/specify appropriate options)

___ Z Eight-foot High Density Polyethylene (HDPE) Channel, Heavy-Duty Frame with Anchor Studs.*

SUFFIX OPTIONS (Check/specify appropriate options)

Outlet Adapters Add/Each

___ -E1 Closed End Cap
___ -E4 4 [102] No-Hub End Outlet
___ -E6 6 [152] No-Hub End Outlet
___ -E8 8 [203] No-Hub End Outlet
___ -U4 4 [102] No-Hub Bottom Outlet
___ -U6 6 [152] No-Hub Bottom Outlet
___ -U8 8 [203] No-Hub Bottom Outlet

Grate Options (Load Classifications are per DIN EN1433)

___ -BDC Black Acid Resistant Epoxy Coated Ductile Grate - Class C
___ -BDE Black Acid Resistant Epoxy Coated Ductile Grate - Class E
___ -BDF Black Acid Resistant Epoxy Coated Ductile Grate - Class F
___ -DC Ductile Iron Solid Cover - Class E
___ -DGC Ductile Iron Slotted Grate - Class C *
___ -DGE Ductile Iron Slotted Grate - Class E
___ -DGF Ductile Iron Slotted Grate - Class F
___ -GDC Galvanized Ductile Slotted Grate - Class C
___ -GDE Galvanized Ductile Slotted Grate - Class E
___ -GDF Galvanized Ductile Slotted Grate - Class F
___ -GHPD Galvanized Heel-Proof Ductile Grate - Class B
___ -GHPDE Galvanized Heel-Proof Ductile Slotted Grate - Class E
___ -HPD Heel-Proof Ductile Slotted Grate - Class B
___ -HPDE Heel-Proof Ductile Slotted Grate - Class E
___ -HPDE Heel-Proof Ductile Slotted Grate - Class E
___ -RFGC Reinforced Slotted Galvanized Grate - Class C
___ -RPGC Reinforced Perforated Galvanized Grate - Class C
___ -RPGRC Reinforced Perforated Galvanized Reverse Punch Grate - Class C

Trench No.	'A' Shallow Inv.	'B' Deep Inv.	Flow (cfs)	Flow (gpm)	Flow (lps)
8201	6.25 [159]	7.25 [184]	1.241	557	35
8202	7.25 [184]	8.25 [210]	1.725	774	49
8203	8.25 [210]	9.25 [235]	2.226	999	63
8203N	9.25 [235]	9.25 [235]	-	-	-
8204	9.25 [235]	10.25 [260]	2.745	1232	78
8205	10.25 [260]	11.25 [286]	3.271	1468	93
8206	11.25 [286]	12.25 [311]	3.808	1709	108
8206N	12.25 [311]	12.25 [311]	-	-	-
8207	12.25 [311]	13.25 [337]	4.347	1951	123
8208	13.25 [337]	14.25 [362]	4.893	2196	139
8209	14.25 [362]	15.25 [387]	5.443	2443	155
8209N	15.25 [387]	15.25 [387]	-	-	-
8210	15.25 [387]	16.25 [413]	5.996	2691	170
8211	16.25 [413]	17.25 [438]	6.551	2940	186
8212	17.25 [438]	18.25 [464]	7.106	3189	202

___ -RFSC Reinforced Slotted Stainless Steel Grate - Class C
___ -RPSC Reinforced Perforated Stainless Steel Grate - Class C
___ -RPSRC Reinforced Perforated Stainless Steel Reverse Punch Grate - Class C

Miscellaneous Options

___ -CBF Black Acid Resistant Coated Top Frame
___ -JC Joint Connector
___ -SW Sidewall Extensions - 11 [279] High
___ -SW2 Double Sidewall Extensions - 22 [559] High
___ -VP Vandal-Proof Lockdown

MADE in the U.S.A.

___ -ADA-USA Meets Americans with Disabilities Act Requirements - Class C
___ -BG Galvanized Steel Bar Grate - Class D
___ -DGC-USA Ductile Iron Slotted Grate - Class C
___ -DGE-USA Ductile Iron Slotted Grate - Class E
___ -FG Fabricated Galvanized Steel Slotted Grate - Class A
___ -FS Fabricated Stainless Steel Slotted Grate - Class A
___ -GADA-USA Galvanized Ductile ADA Slotted Grate - Class C
___ -GDC-USA Galvanized Ductile Slotted Grate - Class C
___ -GDE-USA Galvanized Ductile Slotted Grate - Class E
___ -GHPDE-USA Galvanized Ductile Slotted Grate - Class E
___ -HPDE-USA Heel-Proof Ductile Slotted Grate - Class E
___ -GG Fiberglass Grate - Class A
___ -PG Perforated Galvanized Steel Grate - Class A
___ -PS Perforated Stainless Steel Grate - Class A
___ -SBG-L Stainless Steel Bar Grate - Class C

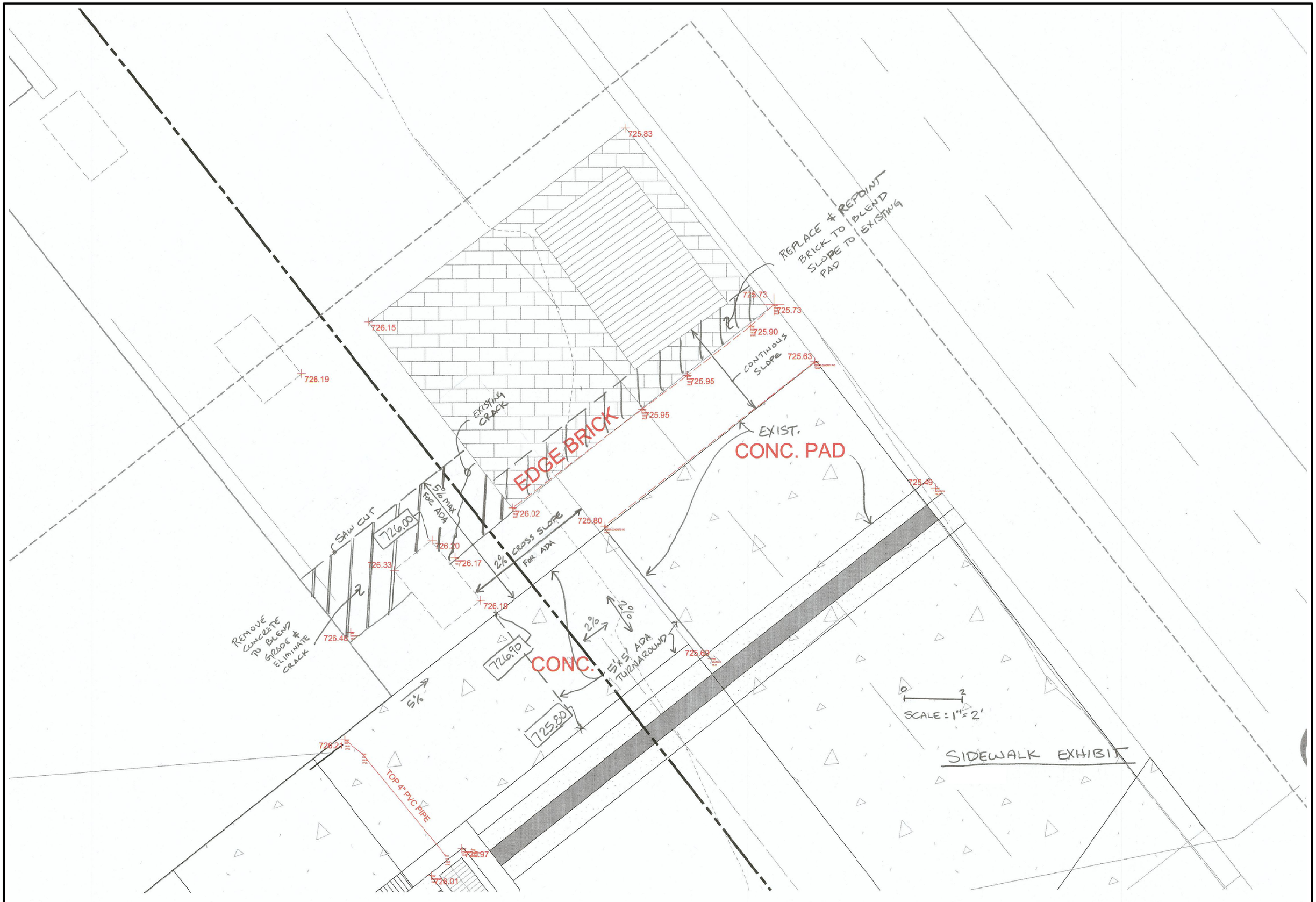
Miscellaneous Options

___ -DB Bottom Dome Strainer

* Regularly furnished unless otherwise specified.

Zurn Industries, LLC | Specification Drainage Operation
1801 Pittsburgh Avenue, Erie, PA U.S.A. 16502 · Ph. 855-663-9876, Fax 814-454-7929
In Canada | **Zurn Industries Limited**
3544 Nashua Drive, Mississauga, Ontario L4V 1L2 · Ph. 905-405-8272, Fax 905-405-1292
www.zurn.com

Rev. G
Date: 12/15/17
C.N. No. 139333
Prod. | Dwg. No. Z882



gba

gant·brunnett
ARCHITECTS
15 West Mulberry Street
Baltimore, Maryland 21201-4406
Telephone Number: 410-234-8444

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CITY OF WESTMINSTER ADMINISTRATIVE OFFICES
45 WEST MAIN STREET, WESTMINSTER, MD 21157

SHEET TITLE:

SIDEWALK TRANSITION SKETCH

PROJ. NO: 20-02
SCALE: AS NOTED
DATE: 9/8/2020
SK-29 (RFI-83r1)

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request

To: City Of Westminster
56 West Main Street
Westminster, MD 21157

Number: 34
Date: 9/18/20
Job: 19-10-0230 Westminster Admin. Building
Phone: 301-696-0525

Description: RFI#83R1 Pricing

We are pleased to offer the following pricing to make the following changes:

Demo Concrete
Remove and reset Brick
Set new Trench Drains (Zurn Z882)

Rework Drains
1ea Plumber @ $85.00hr (16 hours)=$1360.00
1ea Laborers @ $60.00hr (16 hours)=$960.00
Total=$2,320.00

Brick Repairs
3ea Laborers @ $47.50hr (48 hours)
Total=$2,280.00

Total=$4,600.00

The total amount to provide this work is $7,516.11
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

This proposal is valid if accepted within 30 days.

If you have any questions, please contact me at (301)696-0525.

Submitted by: Jake Fields
Warner Construction

Approved by: _____

Date: _____

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request 34 Price Breakdown
Continuation Sheet

Description: RFI#83R1 Pricing

Description	Hours	Rate	Labor	Material	Equipment	Subcontract	Other	Price
Cast In Place Concrete						$470.00		$470.00
Site Utility				$2,088.20				$2,088.20
GC Labor & Small Job Costs			$4,600.00					$4,600.00

		Subtotal:	**$7,158.20**
Warner Fee	$7,158.20	5.00%	$357.91
		Total:	**$7,516.11**

Thos Somerville Co
16155 Trade Zone Ave
Upper Marlboro, MD 20774
www.tsomerville.com

QUOTE

Order #	3797923-00
Page #	1
Ship Point	
Via	Our Truck
Terms	DUE ON RECEIPT
DATES Entered	09/15/20
Picked	
Shipped	
Invoiced	
Printed	09/15/20 16:26
Cancel	Quote valid for thirty days.

Bill To: **23143**
LICENSED TRADE CUSTOMER
16155 TRADE ZONE AVE
UPPER MARLBORO, MD 20774

Ship To
LICENSED TRADE CUSTOMER - Bran
1510 Tilco Dr
FREDERICK , MD 21704

Taken By	Sales in	Sales out	Placed by	Customer P/O	Instructions
saf1	9999	9888		WESTMINSTER ADMN/WARNE	

Ln #	Product and Description	Quantity Ordered	Qty U/M	Unit Price	Price U/M	Amount (Net)
1	**Z882-2E1-1U6-CUT FEE-60'** ZURN TRENCH DRAIN	2	each	985.00	each	1970.00

1 ***Lines Total*** ***Qty Shipped Total*** 2

Total	1970.00
Taxes	118.20
Invoice Total	2088.20

THE PRICES FOR ITEMS LISTED REPRESENT OUR BEST EFFORT TO QUOTE CURRENT PRICES FOR PROMPT ACCEPTANCE. HOWEVER, NO WARRANTY AGAINST OMISSIONS, INACCURACIES OR ANY CHANGES WHATSOEVER UP AND UNTIL THE TIME OF FINAL SALE IS EITHER EXPRESSED OR IMPLIED. PRIOR APPROVAL MUST BE OBTAINED FOR RETURN OF MATERIAL FOR CREDIT. A MINIMUM 15% HANDLING CHARGE WILL BE MADE ON MATERIAL RETURNED TO OUR STOCK. MATERIAL RETURNED TO THE MANUFACTURER WILL BE SUBJECT TO FREIGHT CHARGES AND HANDLING CHARGES. 2% PER MONTH SERVICE CHARGE ON PAST DUE BALANCE.

C-10X

North Star Foundations, Inc.

5920 Frederick Crossing Lane; Frederick, MD 21704
P: (301) 360-9694 F: (301) 360-9721 nstarfd.com

5C-19305610C4

Warner Construction

September 16, 2020

Attn: Jacob Fields (jfields@warner-construction.com)
1530 Tilco Drive, Suite A; Frederick, MD 21704

P: (301) 696-0525
F: (301) 696-0530
C: (240) 457-3337

We are pleased to provide you with a proposal for

Westminster Administrative Office Building Renovations

Plans Dated: Additonal sidewalk work in RFI 83r1 and SK-29
45 West Main Street; Westminster, MD 21157

Change Estimate #4 **$470.00**

Additional Sidewalk Work

Total* **$470.00**

Options

None

Alternates

None

An itemized scope of work is provided on the following page(s) for clarity and conciseness. The above price is a reflection of that scope of work. Anything that is not specifically listed within the proposal is not included. We are available to meet and refine our proposal to meet your needs.

We have done our best to ensure that our proposal meets the required specifications for the project. Please refer to our standard specification sheet provided with our proposal. North Star reserves the right to void this proposal if not signed and returned within (30) days of the proposal date.

Thank you for considering North Star Foundations and giving us an opportunity to work with your company on the bid phase of this project.

Sincerely,

Matthew Cockerham
Project Estimator

North Star: **CS**
Estimator: **JB**

*Prices are subject to change. Please call to verify pricing before starting your job.

Change Estimate #4

Warner Construction

9/16/20

Westminster Administrative Office Building Renovations

45 West Main Street; Westminster, MD 21157

BASE SCOPE OF WORK onal sidewalk work in RFI 83r1 and SK-29

Qty	Unit	Description	Detail
1	Ea	Remove existing sidewalk and replace approximately 40 Sf	
2	Ea	Encase Zurn 2882 (installed by others) with 4" concrete approximately 14" deep	
1	Ea	Adjustment to subbase to accomadate new elevations	
		NOTE:	
		- Work to be done while onsite placing the other sidewalks	
		- No work included for brick area or trench drain installation	

Excluded	**Demo, Excavation, Shoring, Bracing, Backfill, Site Work, Import/Export Dirt, Embedments, Grout, Caulk, Sealer, Hardener, Stain, Metal Decking, Pour Stops, Railings, Sleeves, Post-Installed Anchors, Inspections, Testing, Engineering**

Cost for Change Estimate #4 -

$470.00

OPTIONS

Qty	Unit	Description	Unit Price	Cost	Initials
		None at this time			

NOTE: Performance bond not included in price. Rate is available upon request.
There is nothing for Scale Wages in this proposal.
All work shall be performed during normal business hours.
Actual quantities and materials prevail over proposal.

S- 0.0 **Initials _____**

North Star: **CS**
Estimator: **JB**

North Star Foundations, Inc. 5920 Frederick Crossing Lane; Frederick, MD 21704 P: (301) 360-9694 F:(301) 360-9721 nstarfd.com

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request

To: City Of Westminster
56 West Main Street
Westminster, MD 21157

Number: 29
Date: 8/20/20
Job: 19-10-0230 Westminster Admin. Building
Phone: 301-696-0525

Description: RFI#10+45 &Vault Wall Pad Out

We are pleased to offer the following pricing to make the following changes:

Built out wall outside records room 016

The total amount to provide this work is $1,671.61
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

This proposal is valid if accepted within 30 days.

If you have any questions, please contact me at (301)696-0525.

Submitted by: Jake Fields
Warner Construction

Approved by: _____

Date: _____

1530 Tilco Drive, Suite A
Frederick, MD 21704
Ph (301)696-0525 Fax (301)696-0530

Change Request 29 Price Breakdown
Continuation Sheet

Description: RFI#10+45 &Vault Wall Pad Out

Description	Hours	Rate	Labor	Material	Equipment	Subcontract	Other	Price
Drywall						$1,592.01		$1,592.01

		Subtotal:	**$1,592.01**
Warner Fee	$1,592.01	5.00%	$79.60
		Total:	**$1,671.61**