



# City of Salisbury

## CITY COUNCIL AGENDA



---

---

**October 28, 2013**  
**Government Office Building**

---

---

**6:00 p.m.**  
**Room 301**

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS
- 6:03 p.m. INVOCATION/MEDITATION AND PLEDGE OF ALLEGIANCE
- 6:05 p.m. CERTIFICATES OF RECOGNITION – Mayor James P. Ireton, Jr.
- Salisbury University Women’s Lacrosse Team
- 6:15 p.m. COMMUNITY ORGANIZATION PRESENTATION
- Stacey Weisner - Delmarva Zoological Society (DZS)
- 6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:28 p.m. CONSENT AGENDA – City Clerk Kim Nichols
- October 7, 2013 work session minutes 1a
  - October 7, 2013 closed session minutes (separate envelope) 1b
  - October 14, 2013 regular meeting minutes 1c
  - Resolution No. 2345 - appointing Lynne Pollitt Bratten to the Housing Board of Adjustments & Appeals for a term ending 8/31/2017 1d
  - Resolution No. 2346 - appointing Michael Ian Welker to the Friends of Poplar Hill Mansion Board of Directors for a term ending 10/31/2016 1e
  - Resolution No. 2347 – appointing David A. Plotts to the City Park Committee for a term ending 10/31/2016 1f
- 6:35 p.m. AWARD OF BIDS – Internal Services Director Keith Cordrey 2
- Caprice Police Patrol Vehicles Contract 103-14
  - Lease Services for Refuse Truck Contract RFP 01-14
  - Purchase of Refuse Truck
  - Waverly Drive Water Quality Inlets Contract 115-13
- 6:45 p.m. ORDINANCES – City Attorney Mark Tilghman
- Ordinance No. 2263 – 1<sup>st</sup> reading - approving an amendment of the FY14 General Fund budget to revise positions in the Internal Services Department 3a
  - Ordinance No. 2264 – 2<sup>nd</sup> reading – approving a budget amendment of the FY13 General Fund to appropriate funds received from the Speed Camera Program to purchase eight (8) Glock training handguns for simunitions training 3b

- Ordinance No. 2265 - 1<sup>st</sup> reading - amending Chapter 15.27 Property Maintenance Habitual Offender of the Salisbury Municipal Code. These amendments strengthen the original legislation by lowering the threshold by which a property owner can be designated a chronic nuisance property owner 3c
- Ordinance No. 2266 - 1<sup>st</sup> reading – approving an amendment of the FY14 General Fund budget to adjust the City’s Pay Plan with new rates assigned to grades and steps 3d
- Ordinance No. 2267 - 1<sup>st</sup> reading – approving an amendment of the FY14 General Fund budget to adjust position grade assignments 3e
- Ordinance No. 2268 - 1<sup>st</sup> reading – approving an amendment of the FY14 General Fund, Water & Sewer Fund, and Parking Fund budgets to appropriate funds to cover increases in employee compensation 3f

7:30 p.m. PUBLIC COMMENTS

7:35 p.m. ADJOURNMENT

**Copies of the agenda items are available for review  
 in the City Clerk’s Office  
 Room 305 – City/County Government Office Building  
 410-548-3140**  
 or  
**on the City’s web site  
[www.ci.salisbury.md.us](http://www.ci.salisbury.md.us)**

**City Council meetings are conducted in open session unless otherwise indicated. All or part of the Council’s meetings can be held in closed session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland 10-508(a), by vote of the City Council.**

**Proposed agenda items for TUESDAY, November 12, 2013 (subject to change)**

- Ordinance No. 2263 – 2<sup>nd</sup> reading – approving an amendment of the FY 13 General Fund Budget to revise positions in the Internal Services Department
- Ordinance No. \_\_\_\_ - 1<sup>st</sup> reading - approving the adoption of the 2012 Energy Code
- Ordinance No. \_\_\_\_ - 1<sup>st</sup> reading - Garbage Ordinance amendment
- Ordinance No. 2265 – 2<sup>nd</sup> reading - amending Chapter 15.27 Property Maintenance Habitual Offender of the Salisbury Municipal Code. These amendments strengthen the original legislation by lowering the threshold by which a property owner can be designated a chronic nuisance property owner
- Ordinance No. 2266 - 2<sup>nd</sup> reading – approving an amendment of the FY14 General Fund budget to adjust the City’s Pay Plan with new rates assigned to grades and steps
- Ordinance No. 2267 - 2<sup>nd</sup> reading – approving an amendment of the FY14 General Fund budget to adjust position grade assignments
- Ordinance No. 2268 - 2<sup>nd</sup> reading – approving an amendment of the FY14 General Fund, Water & Sewer Fund, and Parking Fund budgets to appropriate funds to cover increases in employee compensation

Posted: October 23, 2013

Revised: 10/23/13 (Consent Agenda resolution numbers-*revisions in italics*)

1 CITY OF SALISBURY  
2 WORK SESSION  
3 OCTOBER 7, 2013  
4

5 Public Officials Present  
6

Council President Jacob R. Day  
Mayor James Ireton, Jr.

Council Vice-President Laura Mitchell  
Councilwoman Eugenie P. Shields

Councilman Timothy K. Spies

7 Public Officials Not Present  
8

9 Councilwoman Terry E. Cohen  
10

11 In Attendance  
12

13 City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr.,  
14 City Attorney Mark Tilghman, Neighborhood Services & Code Compliance Interim Director Susan  
15 Phillips, Internal Services Director Keith Cordrey, Human Resources Manager Jeanne Loyd, Fire  
16 Chief Rick Hoppes, Planning & Zoning Director Jack Lenox, interested citizens, members of the press.  
17 -----

18 The City Council convened in Work Session at 4:45 p.m. in Council Chambers of the Government  
19 Office Building following the conclusion of the Closed Session. Council President Day provided the  
20 statement out to the public that Council and City Attorney Mark Tilghman discussed the violations of  
21 City Code and breach of an agreement by a business operating within the City limits, and that Council  
22 had reached consensus (unanimous) to pursue legal action against the business.  
23

24 **Chronic Nuisance Properties – further discussion**  
25

26 Interim Director of Neighborhood Services and Code Compliance Susan Phillips joined Council to  
27 review the changes made as a result of the suggestions made to the draft legislation during the last  
28 Work Session. She reported the removal of all “habitual offender” and “rental property” language,  
29 and explained the insertion of language on Lines 180-186 to ensure the ability to write up to a \$500  
30 citation for the designation of a chronic nuisance property and additional citations for other  
31 violations.  
32

33 Council unanimously agreed upon the following changes to the drafted ordinance:  
34

- 35 • Line 62 – insert “from January 1<sup>st</sup> through December 31<sup>st</sup>” after “combination”, strike “a  
36 twelve (12) month period” and insert “the same calendar year”
- 37 • Lines 79 and 82 - insert “chronic nuisance” before “property”
- 38 • Line 101 - remove “in writing,”
- 39 • Insert on Line 105 after the period, “A tenants responsibility for maintenance of the property  
40 under this section must be in writing and signed by the tenant”
- 41 • Line 108 – strike “then”
- 42 • Line 159 – insert “Once” in front of “Designation”, strike “a” and insert “of the owner of a”

- 43 • Line 174 – insert “in accordance to the rules of the Housing Board of Adjustments and  
44 Appeals” after “hearing”
- 45 • Line 184 – insert “it” after “uncorrected”

46  
47 Council reached unanimous consensus to advance the “Chronic Nuisance” ordinance to the  
48 Legislative Session on October 28, 2013 for first reading.

#### 49 50 **Enhanced Call Verification – False Alarm Call Back requirement**

51  
52 Mr. Ron Boltz, President/CEO at Alarm Engineering, was invited to join Council to discuss the  
53 Enhanced Call Verification (ECV), which entails the Central Monitoring Station making two phone  
54 calls rather than the standard one phone call prior to dispatching police to an alarm. Mr. Boltz felt  
55 certain that the City would see a drastic decline in the Police department’s calls for false alarms.

56  
57 President Day suggested researching the City’s false alarm fee structure to examine how adjustments  
58 could be made to reflect the City’s actual cost and Council agreed it should be slated for discussion.

59  
60 Council reached consensus (unanimous) to support the development of an ECV requirement for the  
61 City of Salisbury. Mr. Boltz offered to send Mr. Stevenson sample ordinances, and the drafted  
62 legislation will be placed on an upcoming Work Session agenda.

#### 63 64 **Pay for Elected Officials**

65  
66 Ms. Lauren Hill, 2012 Salary Review Committee Chairperson, joined Council to share the findings  
67 and recommendations of the committee. She reported to Council at the December 17, 2012 Work  
68 Session, but was invited back to share the recommendations with the current Council.

69  
70 Ms. Hill reported the committee had recommended a 12% increase in pay for the Mayor and Council  
71 members, and the City workers should receive a 2% raise. Even though the committee was not  
72 charged with evaluating the City’s work force salaries, they felt strongly that it was important  
73 enough to mention. Additionally, they recommended more routine increases for Mayor and Council.  
74 Mrs. Mitchell requested that Mr. Tilghman research the legality of the sitting Council authorizing  
75 incremental pay increases, such as a COLA, for future Councils.

76  
77 Mrs. Mitchell asked Mr. Tilghman if the Council members were going to be considered employees  
78 of the City of Salisbury under the new Affordable Care Act and be subject to the requirements of  
79 entities employing more than fifty (50) employees. Mr. Tilghman would research the act and advise  
80 the City accordingly, and suggested contacting Carefirst’s healthcare attorneys.

81  
82 Council unanimously agreed to bring the subject back on the October 21, 2013 Work Session so that  
83 they could consider both the pay increase issue and healthcare answers.  
84 (Council took an eight (8) minute break at 6:00 p.m.)

#### 85 86 **Pay and Classification Study**

87  
88 Mayor Ireton, Human Resources Manager Jeanne Loyd, Internal Services Director Keith Cordrey, and

89 Tom Stevenson joined Council at the table to discuss the necessary adjustments needed to comply with  
90 the recommendations of the Evergreen study.

91  
92 Mayor Ireton reported that his recommendation provides each employee with at least a 2% increase,  
93 provides adjustments for the market and/or tenure, provides for reclassifications, and deals with  
94 compression. He referred to the updated compensation funding analysis sheet that was passed out  
95 during the break and explained that the amount funded in the plan from the General Fund was  
96 \$1,016,000 and \$424,991 from the Water & Sewer Fund. He also reported that the City's rate of  
97 bonding indebtedness is beginning to decrease, meaning the City is realizing savings every year over  
98 the next five years where projects are coming off.

99  
100 Council discussed the strong financial position of the City, surplus levels, Riverwalk repairs, and fees  
101 for Fire Inspections. Their closing remarks on the subject included the following:

- 102
- 103 • President Day supported the plan in the funding analysis without the Fire Inspection revenue  
104 being included and without deferring the Riverwalk repairs, and asked which projects were  
105 included in the proposed cuts to the CIP for the Water and Sewer fund
  - 106 • Councilwoman Shields was concerned with the employee compensation, and would support  
107 holding off on Riverwalk repairs
  - 108 • Councilman Spies was interested in speed camera revenue and thought revenue from it may be  
109 underestimated
  - 110 • Council Vice President Mitchell questioned the change that enabled speed camera revenues to  
111 be used for ongoing expenses (documentation would be forthcoming), which projects were  
112 included in the proposed cuts to the CIP for the Water and Sewer fund

113  
114 Council reached unanimous consensus to discuss the answers to Council's questions at the October 21,  
115 2013 and to present a draft budget amendment.

116

### 117 **Rezoning the Former Linens of the Week property**

118

119 Mr. Stevenson and Mr. Lenox joined Council to discuss the Planning Commission's recommendation  
120 on whether or not the former Linens of the Week property should be rezoned to R5. Mr. Stevenson  
121 stated that the Planning Commission considered the changes that have occurred around the property  
122 and the surrounding neighborhood, testimony and correspondence from area property owners, and  
123 indication of support for single family use from the City following the August 19<sup>th</sup> Work Session. The  
124 Commission reached consensus to recommend the City consider an R5-A zoning classification which  
125 is less restrictive than the R5 zoning and allows apartments to be constructed. Mr. Stevenson specified  
126 that the rezoning was requested only for the former Linens of the Week parcels, not the neighboring  
127 area. Mr. Lenox noted that the R5-A zoning was not subject to the 4-2 legislation.

128

129 After discussion, Council reached unanimous consensus to support the R5-A zoning for the former  
130 Linens of the Week parcels.

131

### 132 **"The Bricks"**

133

134 Mr. Stevenson reported that the City had attempted to contact Nancy Rase from Homes for America

135 numerous times and she had not yet returned the calls, and Mayor Ireton had asked for Council to  
136 provide their plans for the property.

137  
138 After discussion, Council reached unanimous consensus for the Procurement Division to develop a  
139 request for proposals (RFP) that outlines what was proposed in the past.

140  
141 **General Discussion**

142  
143 Councilman Spies reported he participated in a sustainability webinar recently and provided data to the  
144 Council members. President Day asked Councilman Spies to consider making a presentation during the  
145 upcoming Environmental Work Session.

146  
147 President Day discussed the approaching *Coffee With Your Council* and provided the two dates Beth  
148 Israel was available (October 29<sup>th</sup> and November 5<sup>th</sup>).

149  
150 Thereafter, President Day adjourned the Work Session at 8:00 p.m.

151  
152  
153 \_\_\_\_\_  
154 City Clerk

155  
156  
157 \_\_\_\_\_  
158 Council President

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**OCTOBER 14, 2013**

**PUBLIC OFFICIALS PRESENT**

*Council President Jacob R. Day                      Council Vice President Laura Mitchell  
Councilwoman Terry E. Cohen                      Councilwoman Eugenie P. Shields  
Councilman Timothy K. Spies*

**PUBLIC OFFICIALS NOT PRESENT**

*Mayor James P. Ireton, Jr.*

**IN ATTENDANCE**

*City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr.,  
City Attorney Mark Tilghman, Police Chief Barbara Duncan, interested citizens and members of the  
press*

\*\*\*\*\*

**MEDITATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Day  
called the meeting to order; a moment of silent mediation was held followed by the Pledge of  
Allegiance.*

**COMMUNITY ORGANIZATION PRESENTATION** – *Community Foundation of the Eastern  
Shore*

*Ms. Erica Joseph, Vice President, Community Investment for the Community Foundation of the  
Eastern Shore was invited to join Council to explain the impact the nonprofit organization has made  
in our community. The Foundation is the largest non-governmental source of support for nonprofit  
organizations in Wicomico, Somerset, and Worcester Counties. The Community Foundation of the  
Eastern Shore will celebrate its 30<sup>th</sup> Anniversary next year.*

**ADOPTION OF LEGISLATIVE AGENDA**

*On a motion and seconded by Ms. Cohen and Mrs. Shields, respectively, the legislative agenda was  
unanimously approved.*

**CONSENT AGENDA** – *presented by City Clerk Kim Nichols*

*The Consent Agenda, consisting of the following items, was unanimously approved on a motion by  
Ms. Cohen that was seconded by Mrs. Shields:*

- 40
- 41 • September 16, 2013 work session minutes
- 42 • September 16, 2013 closed session minutes
- 43 • September 17, 2013 special meeting minutes
- 44 • September 23, 2013 regular meeting minutes
- 45 • Resolution No. 2336 – reappointing Maurice C. Ngwaba, Ph.D. to the Building Board of
- 46 Adjustments & Appeals for a term ending 9/30/2018
- 47 • Resolution No. 2337 – appointing Muir W. Boda to the Housing Board of Adjustments &
- 48 Appeals for a term ending 8/31/2017
- 49 • Resolution No. 2338 – appointing Charlie Jones to the Housing Board of Adjustments &
- 50 Appeals for a term ending 10/31/2017
- 51 • Resolution No. 2339 – reappointing Michael Wigley to the Central City District Commission
- 52 for a term ending 9/30/2015
- 53 • Resolution No. 2340 – reappointing Charles Dashiell, Jr. to the Central City District
- 54 Commission for a term ending 9/30/2015
- 55 • Resolution No. 2341 – appointing Chris Okerblom to the City Park Committee for a term
- 56 ending 10/31/2016
- 57 • Resolution No. 2342 – appointing Christine Okerblom to the Recycling Advisory Committee
- 58 for a term ending 10/31/2016
- 59 • Resolution No. 2343 – declaring that Coastal Comfort, Inc. is eligible to receive Enterprise
- 60 Zone benefits for property located at 1924 Northwood Drive, Salisbury, Maryland because
- 61 the company has invested more than \$50,000 in the property
- 62 • Resolution No. 2344 – accepting State grant funds through the Governor’s Office of Crime
- 63 Control and Prevention entitled “Crime Prevention through Environmental Design”
- 64 (CPTED). Funds in the amount of \$10,000 are awarded as an addendum to the Safe Streets
- 65 grant, awarded on July 1, 2013.

66

67 **RESOLUTIONS** – presented by Interim City Attorney Tom Stevenson

68

- 69 • Resolution No. 2323 – to enter into a memorandum of understanding accepting use of and
- 70 authorization to conduct repairs on 511 Decatur Avenue for the purpose of utilizing the
- 71 property as a City Service Center
- 72

73 *Mr. Spies moved and Mrs. Shields seconded to approve Resolution No. 2323. City Attorney*

74 *Mark Tilghman stated the new memorandum of understanding handed out before the meeting*

75 *was substantively the same as the one discussed in Work Session and included in the agenda*

76 *packet except for several minor changes.*

77

78 *Resolution No 2323 was unanimously approved as presented.*

79

- 80 • Resolution No. 2333 – CHARTER RESOLUTION/PUBLIC HEARING - to amend the
- 81 Charter of the City of Salisbury to require publication of Charter changes and a public
- 82 hearing before such amendments to the Charter of the City of Salisbury are considered and
- 83 to reflect the recodification of state law

84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128

*Mrs. Mitchell moved and Mrs. Shields seconded to approve Resolution No. 2333.*

*There being no public comments during the Public Hearing, Resolution No. 2333 was unanimously approved as presented. President Day informed the public that the resolution would be effective on the 50<sup>th</sup> day (December 3, 2013).*

**ORDINANCES** – presented by City Attorney Mark Tilghman

- *Ordinance No. 2262 – 2<sup>nd</sup> reading – approving a budget amendment of the FY13 General Fund to appropriate funds received from the Speed Camera Program for the purchase of a Cellebrite UFED touch*

*Ms. Cohen moved and Mr. Spies seconded to approve Ordinance No. 2262 for second reading.*

*Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend Ordinance No. 2262 with the following:*

- *Line 10 – strike “date” and insert “data”*
- *Line 21 – insert “to” after “investigators”*

*Ordinance No. 2262 for second reading, as amended, was unanimously approved.*

- *Ordinance No. 2264 – 1<sup>st</sup> reading – approving a budget amendment for the FY13 General Fund to appropriate funds received from the Speed Camera Program for purchase of eight (8) Glock training handguns for simunitions training*

*Ms. Cohen moved and Mr. Spies seconded to approve Ordinance No. 2264 for first reading.*

*Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to amend Ordinance No. 2264 by striking “gives” and inserting “give” on Line 24.*

*Ordinance No. 2264 for first reading, as amended, was unanimously approved.*

*There being no public comments or further discussion, the meeting adjourned at 6:39 p.m.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
OCTOBER 7, 2013

129  
130  
131  
132  
133 *TIME & PLACE:* 4:20 p.m., Government Office Building – Council Chambers, Room 301  
134 *PURPOSE:* to discuss a business operating in the City of Salisbury in violation of the  
135 City Code and to receive advice from the City Attorney on how to respond  
136 *VOTE TO CLOSE:* Unanimous  
137 *CITATION:* Annotated Code of Maryland Sections 10-508(a)(7)  
138 *PRESENT:* Council President Jacob R. Day, Mayor James P. Ireton, Jr., Council Vice  
139 President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman  
140 Timothy K. Spies, Interim City Administrator Tom Stevenson, City Clerk  
141 Kimberly R. Nichols, and City Attorney Mark Tilghman  
142 *ABSENT:* Councilwoman Terry E. Cohen  
143

---

144 *Council convened in Open Session in Council Chambers, Room 301 of the Government Office*  
145 *Building on October 7, 2013. 2013. Mrs. Shields moved and Mrs. Mitchell seconded to convene*  
146 *in Closed Session to discuss the business operating in the City of Salisbury in violation of the*  
147 *City Code and to receive advice from the City Attorney on how to respond as permitted under*  
148 *the Annotated Code of Maryland Section 10-508(a)(7). The vote to close the meeting was*  
149 *unanimous and the Closed Session began at 4:20 p.m.*  
150

151 *City Attorney Mark Tilghman reported on the facts related to the violations and explained he*  
152 *needed Council's authorization in order to proceed. On a motion and seconded by Mr. Spies and*  
153 *Mrs. Shields, respectively, Council unanimously authorized Mr. Tilghman to proceed as advised.*  
154

155 *At 4:45 p.m., on a motion and a second by Mrs. Shields and Mrs. Mitchell, respectively, the vote*  
156 *was unanimous to adjourn the Closed Session. Thereafter, Council President Day provided the*  
157 *statement out to the public in the regularly scheduled Work Session.*  
158

159  
160  
161 \_\_\_\_\_  
*City Clerk*  
162  
163

164 \_\_\_\_\_  
*Council President*  
165

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Appointment to the Housing Board of Adjustments and Appeals  
**Date:** October 22, 2013

---

Mayor Ireton would like to appoint the following person to the Housing Board of Adjustments and Appeals:

<u>Candidate</u>	<u>Term</u>
Lynne Pollitt Bratten	8/31/2017

Attached you will find Ms. Bratten's letter of interest and the Resolution necessary for her appointment. Please forward this information to the City Council so it may be placed on their agenda for the next meeting. Please let me know if you have any questions.

Attachments

CC: Mayor Ireton  
Tom Stevenson

**Lynne Pollitt Bratten  
303 South Blvd  
Salisbury, MD 21801**

September 29, 2013

Mr. Jim Ireton, Mayor  
City of Salisbury  
125 N. Division Street  
Salisbury, MD 21803

Dear Mayor Ireton:

It has come to my attention that there is a vacancy on the City of Salisbury's Housing Board of Adjustments and Appeals. I would like to formally express my interest in serving the citizens of Salisbury on this Board.

I have been a resident of the City of Salisbury since 1973 and have lived continuously in the Camden neighborhood. I am a retired high school educator with 37 years of experience in secondary guidance, counseling and school administration. During my tenure, I completed a Master's Degree in Counseling, an additional thirty graduate credits, and conflict mediation trainings at Salisbury University and the District Court. My years of training and experience will serve me well as a member of a City Board. Additionally, I was recognized as Counselor of the Year for Maryland and received a State of Maryland Minority Achievement Award for my work at eliminating achievement gaps in college admissions and post-secondary school attendance for Wicomico County high school students attending JM Bennett High School.

In addition to my work in public education, I own Bratten Rentals, LLC and Bratten Properties, LLC. Prior to my husband's death in 2008, we owned and managed twenty rental units and since 2009 I have expanded the business to include an additional fifteen properties, all but one of which is located in the City of Salisbury. I am well versed in city rules and regulations as they relate to this industry and take great personal pride in the condition of my rental properties and the customers that call them their home. I have also been a certified lead paint supervisor for the past fifteen years.

In the community I am an active member of Asbury United Methodist Church and the Salisbury Optimist Club. I am a costumer for the Community Players of Salisbury and was the past president of the Youth Wrestling Club program where I was recognized as the Volunteer of the Year for the State of Maryland and received the Tourism Award for Wicomico County for my work organizing wrestling tournaments held at the Civic Center. I have also been recognized by the Wicomico Women's Commission as a Woman of the Year.

I would appreciate your favorable consideration of my application for a seat on the Housing Board of Adjustments and Appeals. I feel I have the time, experience and knowledge to fulfill the duties of this assignment. If I can provide additional information or answer any questions, please feel free to contact me at [brattencollege@gmail.com](mailto:brattencollege@gmail.com) or at 443-880-3543.

Sincerely,

Mrs. Lynne P. Bratten

**RESOLUTION NO. 2345**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Housing Board of Adjustments and Appeals for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Lynne Pollitt Bratten	8/31/2017

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the \_\_\_\_\_ day of October 2013.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of October 2013.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Appointments to the Friends of Poplar Hill Mansion Board of Directors  
**Date:** October 22, 2013

---

Mayor Ireton would like to appoint the following persons to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Michael Ian Welker	10/31/2016

Attached you will find a letter and resume from Mr. Welker, a letter from Ms. Davis and the Resolution necessary for his appointment. Please forward this information to the City Council to be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

CC: Aleta Davis  
Virginia Hussey

# Letter of Intent *The friends of Poplar Hill Mansion*

---

August 29, 2013

Michael Welker

108 West London Ave

Salisbury, MD 21801

[MWelker@Creditplus.com](mailto:MWelker@Creditplus.com)

Aleta Davis

Chairman

Friends of Poplar Hill Mansion

117 Elizabeth St. Salisbury, MD 21801

Dear Aleta,

This letter is to inform you that I am inquiring to become a member of the Board for the Friends of Poplar Hill Mansion. I firmly believe that my personal experiences and skills can be a valuable asset for the Board, such as bringing new and innovative ideas to the table, increasing the publicity for the Mansion and taking full advantage of my outgoing, leadership qualities.

In my time as a Member of the Boy Scouts of America, I volunteered in many community programs, such as events sponsored by the American Red Cross, being a camp counselor and running my own Eagle Scout Service Project. I volunteered at local museums in the area as a youth, one of them being the Hollingsworth Manor museum located in Elkton, MD. While volunteering here, I took part in maintaining the grounds and helping tour groups through the area.

In addition to the community projects that I took part in and ran, I was also a Senior Patrol Leader. My main job was to operate the Scout Troop. This involved organizing the Patrol Meetings where we would plan the events/activities for the month, go over funds and discuss rank advancements. While in the position, I upheld every aspect of the Scout Law, and took on more responsibilities than most youths my age did.

Now, in my young adult life, I am recently married and have bought my own house. I am working to pay for my wife's college while she attends Salisbury University. Once she is done in school, I plan on going back to college to get my Bachelors in Hospitality: Hotel/Restaurant Management, and eventually move on to getting my Master in Business Administration.

I look forward to hearing back from you

Respectfully Yours,  
Michael Ian Welker

**CUSTOMER SERVICE ADVOCATE † ADMINISTRATIVE SUPPORT † CONSULTANT**  
*Marketing † Business/Client Development † Account Management*

A highly talented customer service advocate with a drive to increase customer loyalty and business. Expertise in building relationships and my customer-focused attitude has generated award winning sales records and broken numerous corporate revenue goals. Talented office administrator with strengths in organization, time management and ensuring a high level of confidentiality. Strive in fast-paced environments performing regular and recurring duties independently following established procedures and practices and exceeding all customer expectations. Experienced in creating an effective, organized environment in which I can excel at focusing time on client support and development.

### CORE COMPETENCIES

- Customers Service
- Business Development
- Phone/Telesales
- Office Management
- Crisis Management
- Relationship Building
- Community Relations
- Customer Loyalty
- Computer skills

### PROFESSIONAL EXPERIENCE

**Credit Plus † Salisbury, MD † July 2012 - Present**  
**Customer Service Representative/Credit Reporting Agent**

- Provided excellent customer service and support skills to clients and strictly adhered to all company policies and procedures.
- Work with Mortgage Companies and their clients to effectively and efficiently update credit reports.
- Worked both individually and in a team atmosphere

**General Nutrition Center † Elkton, MD † August 2011 - May 2012**  
**Sales Associate**

- Provided excellent customer service and support skills to clients and strictly adhered to all company policies and procedures
- Sold products, systems and services and exceeded all corporate quotas and increased revenues by 30%
- Worked both individually and in a team atmosphere
- Provided outstanding and professional customer support: achieved a record 100% customer satisfaction rating

**BBWClubwear.com † Elkton, MD † December 2010 - May 2011**  
**Account Manager**

- Recipient of Certificate of Outstanding Service for exceeding monthly quota goals and following quality assurance guidelines.
- Established new accounts and collaborated with vendors for promotional demonstrations.
- Developed procedures to improve the efficiency of numerous administrative tasks: filing, reporting, accounting, technical objective and organization of paperwork

### ADDITIONAL CREDENTIALS

**TECHNICAL  
SKILLS**

**MICROSOFT OFFICE - WORD, EXCEL, POWER POINT, OUTLOOK.**  
**ADOBE CS5 MASTER COLLECTION - PHOTOSHOP, LIGHTROOM, BRIDGE, FIREWORKS,  
ILLUSTRATOR, AFTER EFFECTS.**

**EDUCATION**

**CECIL COLLEGE, NORTH EAST, MD: BUSINESS ADMINISTRATION.**

**VOLUNTEERISM**

**BOY SCOUTS OF AMERICA - EAGLE SCOUT; AMERICAN RED CROSS**

**References: Available Upon Request**

† † †

August 29<sup>th</sup>, 2013  
Mayor Ireton  
City of Salisbury, Mayor's office  
City Council Members

Dear City Representatives:

I would like to recommend Michael Welker as a nominee for the Board of Directors, Friends of Poplar Hill Mansion. My recommendation is based on information from Michaels letter of interest and resume (see attachment ) , meeting him at the Mansion, interviewing him and inviting him to a Board meeting, and feedback from other Board members. His enthusiasm and willingness to help as a volunteer with or without being on the board along with his future in the hospitality business and being a young man who is used to giving of himself to help with the scout troops and preserve historic homes will make him a very helpful member of our Board of Directors. We rarely get a young person who is willing to spend their free time on such an active Board and we are very happy to see such a person in Michael. The Friends of Poplar Hill Mansion would like to nominate Michael as a member of our Board.

Thank you,  
Sincerely,  
Aleta Davis

Aleta Davis, Chair  
Board of Directors  
Friends of Poplar Hill Mansion  
117 Elizabeth Street  
Salisbury, MD. 21801  
410 749 1776 (Mansion)  
410 749 1776 ( home)  
allmanor@comcast.net



---

INTER

OFFICE

# MEMO

---

*OFFICE OF THE MAYOR*

**To:** Tom Stevenson  
**From:** Sherrell McBride  
**Subject:** Appointment to the City Park Committee  
**Date:** October 22, 2013

---

Mayor Ireton would like to appoint the following person to the City Park Committee with a term ending as follows:

<u>Candidate</u>	<u>Term Ending</u>
David A. Plotts	10/31/2016

Attached you will find Mr. Plotts letter of interested and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on the agenda for the next City Council meeting. Please let me know if you have any questions.

Attachments

September 9, 2013

1208 Riverside Dr  
Salisbury, MD 21801

City of Salisbury  
Office of the Mayor  
125 N Division St Rm 304  
Salisbury, MD 21801-5030

Dear Mayor Ireton and City Staff:

Thank you for the opportunity to be considered for serving on the City Park Committee.

As a native of Salisbury, I grew up enjoying the park's bike and walking paths, learning to play tennis on the tennis courts, throwing a few horseshoes on Picnic Island, and viewing the Winter Wonderland of Lights. Now I get to spend time enjoying the park with my wife and three young children. The city would not be the same without this rich resource.

I am a Salisbury University alumnus and am currently employed as the Controller at the Community Foundation of the Eastern Shore.

I can be reached at 443-880-0502 or [david@davidplots.com](mailto:david@davidplots.com).

I appreciate your consideration and look forward to hearing from you.

Sincerely,



David A. Plotts

**RESOLUTION NO. 2347**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the City Park Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
David A. Plotts	10/31/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the \_\_\_\_\_ day of October 2013.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of October 2013.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

# City of Salisbury



**MARYLAND**

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

**October 28, 2013**

- |   |              |
|---|--------------|
| 1. Caprice Police Patrol Vehicles Contract 103-14     | \$168,655.00 |
| 2. Lease Services for Refuse Truck Contract RFP 01-14 | \$261,629.65 |
| 3. Purchase of Refuse Truck                           | \$247,062.93 |
| 4. Waverly Drive Water Quality Inlets Contract 115-13 | \$494,085.60 |

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

October 28, 2013

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract 103-14  
Caprice Police Patrol Vehicles

The City of Salisbury Internal Services Department-Procurement Division received a request from the Salisbury Police Department to solicit bids for five (5) new Caprice Police Patrol Vehicles.

Under Contract 103-14, the Procurement Division requested bids for the aforementioned vehicles. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website; eMaryland Marketplace. A total of six (6) vendors were sent the bid package with two (2) vendors submitting a bid by the due date on August 29, 2013 at 2:30 P.M., as noted below.

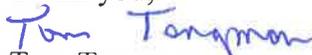
Hertrich Fleet Services	\$ 168,655.00
Criswell Chevrolet, Inc.	\$ 183,375.00

SPD has purchased vehicles from Hertrich Fleet Services in the past and values them as a reputable vendor who stands behind their vehicles. SPD is requesting to award Contract 103-14 to Hertrich Fleet Services in the amount of \$168,655.00 as this vendor is the lowest responsive and responsible bidder.

There are sufficient funds to cover this purchase in account number 21021-577025 "Vehicles".

After review of the submitted bid, the Procurement Department requests Council's approval to accept the bid as noted above from Hertrich Fleet Services in the amount of \$168,655.00. Additional details are noted in the Department memo.

Thank you,

  
Tom Tengman

Acting Assistant Director of Internal Services-Procurement & Parking

# City of Salisbury



JAMES IRETON JR.  
MAYOR

TOM STEVENSON  
ACTING CITY ADMINISTRATOR



**Maryland**  
699 W. SALISBURY PARKWAY  
SALISBURY, MD 21801  
TEL: 410-548-3165



BARBARA DUNCAN  
CHIEF OF POLICE

**TO:** Tom Tengman  
Acting Assistant Director of Internal Services Parking & Procurement Division

**FROM:** Robert K. Perry  
Salisbury Police Department Quartermaster

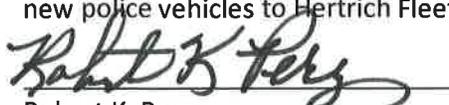
**SUBJECT:** New Vehicles – Bid Award

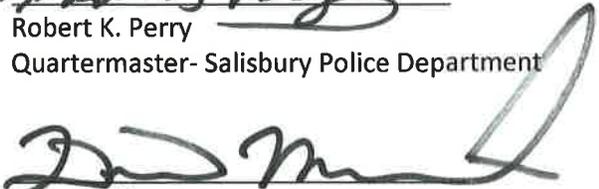
In the FY14 Budget, the Salisbury Police Department requested New Police Vehicles to replace old, outdated, and in poor condition vehicles currently being used by Patrol Officers in their daily function. The new vehicles will save money on steady repairs currently being completed on some of the older vehicles. The new vehicles will also ensure that Police Officers can safely and efficiently respond to assistance calls received from citizens of Salisbury.

Bids for five (5) new Police vehicles were opened on August 29, 2013 at 2:30 P.M. Two bids were received. The following is a summary of these bids:

Hertrich Fleet Services	\$168,655.00
Criswell Chevrolet, Inc.	\$183,375.00

The Salisbury Police Department has purchased numerous police vehicles from Hertrich Fleet Services in the past. Hertrich Fleet Services is a reputable company and has proven in the past to stand behind the vehicles that have sold to the Salisbury Police Department. Hertrich Fleet Services was the low bidder with a bid amount of \$168,655.00. Sufficient funds are available in the New Vehicle Account, 21022-577055. The Salisbury Police Department recommends awarding the contract for the purchase of the new police vehicles to Hertrich Fleet Services in the amount of \$168,655.00

  
Robert K. Perry  
Quartermaster- Salisbury Police Department

  
Approved: Major Dave Meienschein  
Administrative Commander-Salisbury Police Department

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

October 28, 2013

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract RFP 01-14  
Escrow Lease Services

The Procurement Department received a request from the Internal Services Department to obtain lease services for one (1) replacement Refuse Truck which was approved by Council in the FY2014 budget.

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website; eMaryland Marketplace. A total of five (5) vendors were sent bid packages with two (2) vendors submitting a bid by the due date and time, October 3, 2013 at 2:30 P.M., as noted below.

Vendor	7Year Rate	Yearly Payment	7 Year Total Payments	Fee	7 Year Total	Prepayment Penalty
SunTrust	1.92%	\$37,339.95	\$261,379.65	\$250	\$261,629.65	102% of balance
BB&T	2.37%	\$37,822.58	\$264,758.06	0.00	\$264,758.06	101% of balance

The City has used SunTrust in the past for lease purchases and values them as a reputable vendor. There are sufficient funds to cover this lease purchase in account 32061-558600 "New Lease Payments"

After review of the submitted bid, the Procurement Department requests Council's approval to accept the bid as noted above from SunTrust. Additional details are noted in the department memo.

Thank you,

Tom Tengman  
Acting Assistant Director of Internal Services-Procurement & Parking Division

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

To: Tom Tengman, Acting Assistant Director of Internal Services-Procurement & Parking  
From: Keith Cordrey, Director of Internal Services  
Date: October 15, 2013  
Re: Contract for Escrow Leases Services RFP 01-14

Under RFP 01-14, the Procurement Division requested proposals for lease funding for one (1) refuse truck. The analysis of the bid documents has been completed and the results appear in the Table below.

SunTrust has the best rate and the least cost over the life of the lease. The advantages of the lower cost, due to lower rate, offset the disadvantage of the prepayment penalty provision in the SunTrust lease.

The Department of Internal Services recommends awarding the bid to SunTrust; a 7 Year lease for refuse truck.

Table A- Summary

Item	GL Account	FY14 Budget*	Total Cost
Refuse Truck	32061-558600	\$41,896.00	\$261,379.65

\*The FY14 Budget amount is that which is shown in MUNIS as available on 10/14/13. The SunTrust annual payment of \$37,339.95 for the 7 year lease is less than the funds budgeted for 32061-558600 for FY14 (\$41,896).

Table B – RFP Comparison

Vendor	7 Year Rate	Annual Payment	7 Year Payments	Fees	Total	Prepayment Penalty
SunTrust	1.92%	\$37,339.95	\$261,379.65	\$250	\$261,629.65	102% of balance
BB&T	2.37%	\$37,822.58	\$264,758.06	0.00	\$264,758.06	101% of balance

Approved:   
Keith A. Cordrey-Director of Internal Services

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

**October 28, 2013**

TO: Mayor and City Council

SUBJECT: Recommendation for Acquisition  
Refuse Truck

The City of Salisbury Internal Services Department-Procurement Division received a request from Salisbury Public Works to lease purchase a Refuse Truck. This memo supports the lease purchase of the Refuse Truck; the purchase price is \$247,062.93.

The City will use the National Joint Purchase Alliance (NJPA) Contract 060612-ESG with Mid-Atlantic Waste Systems of Easton, MD. The Procurement Division requests Council's approval to award the lease purchase of the Refuse Truck to Mid-Atlantic Waste Systems of Easton, MD. in the amount of \$247,062.93.

There are sufficient funds to cover this purchase in account number 86085-577025 "Vehicles", upon award of Escrow Lease RFP 01-14.

Additional details are noted in the Department memo.

Thank you,

Tom Tengman  
Acting Assistant Director of Internal Services-Procurement & Parking

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
Fax: 410-548-3107

MICHAEL S. MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
ACTING CITY ADMINISTRATOR

To: Tom Tengman  
Interim Assistant Director Internal Services  
Procurement Division

From: Howard, Landon, Director of Operations

Date: Sept. 4, 2013

RE: Acquisition for New Refuse Truck- SAN-7

The Sanitations Department's approved FY2014 budget includes the purchase of a automated refuse truck at an estimated cost of \$250,000.00. The City has secured the funding in this amount for the project and the Sanitation Department is prepared to proceed with the acquisition of this vehicle.

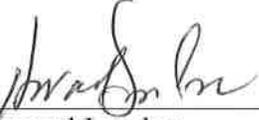
The new automated side loader would pick up trash daily, 90 & 330 gallon cans at residential and apartments complexes.

In the Salisbury Charter, Article XVI, Purchases and Sales; City Property Inventory of the City Charter, Section 16-3 A.(9) General policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes for contracts negotiated by another government agency. The City of Salisbury is currently piggy backing off of a NJPA awarded contract, Contract #060612-ESG.

Based on this information, we would like to request that a Purchase Transaction be initiated with Mid-Atlantic Waste Systems of Easton, MD, to complete the procurement of the new refuse truck for the purchase price of \$247,062.93. Funding for the project is available in the FY2014 Budget Account #32061-577025.

Project #: VEH0014

Should you have any questions or require additional information, please feel free to contact me immediately.

  
\_\_\_\_\_  
Howard Landon  
Director of Operations

9-9-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael Moulds, P.E.  
Director of Public Works

9/5/13  
\_\_\_\_\_  
Date



# PROPOSAL

**Remittance Address**  
 P.O. Box 64104  
 Baltimore, MD 21264-4104

Division of THC Enterprises, Inc.

Easton, MD \* Baltimore, MD \* Bedford, VA \* Chesapeake, VA  
 Chester, PA \* Clinton, MD \* Cheswick, PA  
 Phone 800-338-7274 Fax 410-820-9916  
 Visit us on the web! [www.mawaste.com](http://www.mawaste.com)

**SOLD TO**  
 Salisbury, City of  
 Ben Baker  
 500 Lake and Mack Street  
 Service Center  
 Salisbury, MD 21801

**SHIP TO**  
 Salisbury, City of  
 Ben Baker  
 500 Lake and Mack Street  
 Service Center  
 Salisbury, MD 21801

Quote #	RSSQ20714
Account	
Terms	
Date	08/29/13

410-548-3177

410-548-3177

Sales Rep Jack Mason

QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
<i>NJPA CONTRACT #060612-ESG, CITY OF SALISBURY MEMBERSHIP # 2425</i>			
1	Continuous Pack Automated Side Loader Rapid Rail 22 Cubic Yard Dump; 3.0 Cubic Yard Hopper, Self Cleaning; 96" Lift Reach; 1,600 lb Lift Capacity; Body Service Props; Tailgate Service Props; Fully Automatic Tailgate Latches; Grease Zerk - For Entire System Only; OIGAI Front Mount Tandem Vane Pump System; Lift Cylinders Cushioned Up & Down with Chrome Plated Rods; Chassis Frame Mounted Oil Tank with Level/Temperature Gauge & Oil Suction Shut-Off Valve; 3 Micron Return Line Filter with Magnetic Trap & In-Cab Filter Bypass Monitor; 140 Micron Suction Line Strainer; Fabric Guard Hose Protection for all High Pressure Hoses; In-Cab Packing Controls, Electric; Electric In-Cab Lift Controls, Rocker Style; Electric In-Cab Hoist Controls; Cortex Controller with InSight Diagnostic Display; In-Cab Tailgate Controls, Electric; In-Cab Function & Indicator Lights; Lift Reach Warning; Backup Alarm; Backup & License Plate Lights; Center Mounted Brake Light; Duplicate High & Low Mount Stop, Turn, & Tail Lights; Mid-Body Turn Signals; FMVSS #108 Clearance Lights & Reflectors; ICC Reflective Tape; Rear Mud Flap- Anti-Sail/Anti-Splash; Rear Underride Guard; Rear Camera Bracket & Flood Lights- Reverse Activated; Customer's Choice of One Color Finish Paint; Standard One (1) Year (2,000 Hours of Operation) Warranty; ANSI Z 245.1-1999 Compliant; Cavity Coat and Joint Sealer; Inside-body Front Closure; Outside Mounted Upper Packer Lube Line	\$106,977.60	\$106,977.60
1	New 2014 Peterbilt Model 320 Right Hand Drive X12 Engine: Cummins Paccar ISX12 Transmission: Allison Automatic 4500 RDS-P Front Axle: 20,000 lbs Rear Axle: 26,000 lbs Color: Gray	\$130,332.33	\$130,332.33
1	Universal Belt Grabbers with Spring Loaded Inner Arm- To Accommodate 90-300 Gallon Round Automated Barrels		
1	Full Factory Mount		
1	PB 10-02 Peterbilt chassis body builder harness		
1	Operate-in-gear-at-idle (OIGAI) Remote Mount Tandem Vane Pump with Transmission Driven, Constant Duty PTO		
1	Hopper & Lift Work Light Kit- Two Lights- In-Cab Switch		

QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1	Peterson Multi-Function (SMART) LED Strobe / Turn Lamps- Includes LED Light Package for Entire Unit		
1	Strobe Light, Amber- In-Cab Switch- Mounted Mid Tailgate		
1	Dual High Pressure Filter Kit		
1	Continuously Welded Body Interior		
1	20 lb Fire Extinguisher with Bracket		
1	Customized Paint color - Paint Color Code NOT included in the ColorSmart Brochure		
1	Heil to add tow hooks to rear of unit		
1	Safety Vision Double Camera with Heaters & LCD Color Moinitor Camera 1 Location Mounted on Tailgate Facing Rear Camera 2 Location Hopper with Cage	\$2,573.00	\$2,573.00
1	Motorola CM200 VHF Moblie Radio/Antenna/Installed	\$925.00	\$925.00
1	Extended 5 year Trans Warranty	\$930.00	\$930.00
1	Extended 5 Year, 300,000 miles Engine Warranty	\$1,950.00	\$1,950.00
1	Extended 5 Year, 300,000 miles Engine Aftertreatment Warranty	\$825.00	\$825.00
1	Freight-Mounted Units Easton MD-Driveaway	\$2,550.00	\$2,550.00

*Price includes one standard color paint. Additional charges will apply if not a standard color paint from paint brochure or a metallic paint.*

*All built per manufacturer's standard specifications.*

*No title or tag fees included.*

*Due to the volatility of the fuel and steel markets, prices are subject to change without notice.*

*Price does not include any local, state, or federal excise tax.*

*Approximate Delivery: 120-160 Days After Receipt of Signed Sales Order and Deposit (if applicable).*

*Price includes freight.*

*Terms: Net 30 Days*

Subtotal	\$247,062.93
Federal Excise Tax	
Sales Tax	
<b>TOTAL*</b>	<b>\$247,062.93</b>

*\*total does not include optional items*

# City of Salisbury



**MARYLAND**

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

VACANT  
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

October 28, 2013

TO: Mayer and City Council

SUBJECT: Recommendation of Award of Contract 115-13  
Waverly Drive Water Quality Inlet Project

The Procurement Division received a request from Salisbury Public Works Department to solicit bids for the Waverly Drive Water Quality Inlet Project.

Under Contract 115-13, the Procurement Division requested bids for the aforementioned project. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website; eMaryland Marketplace. A total of ten (10) vendors were sent bid packages with four (4) vendors submitting a bid by the due date and time of September 20, 2013 at 2:30 P.M. as noted below.

David A. Bramble	\$494,085.60
Hopkins Construction, Inc.	\$686,444.00
Bridges Sites & Utilities, Inc.	\$757,622.65
Chesapeake Turf, LLC	\$896,165.90

David A. Bramble, Inc has performed work for the City before and is one of the larger contracting firms in this area capable of performing this work. SPW is requesting to award Contract 115-13 to David A. Bramble, contingent upon approval by Maryland Board of Public Works.

After review of the submitted bid, the Procurement Division requests Council's approval to accept the bid as noted above from David A. Bramble in the amount of \$494,085.60 as this is the lowest responsive and responsible bidder, contingent upon approval by Maryland Board of Public Works. Additional details are noted in the Department memo.

Thank you,

Tom Tengman  
Acting Assistant Director of Internal Services-Procurement & Parking

# City of Salisbury



Salisbury



JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
ACTING CITY ADMINISTRATOR

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
Fax: 410-548-3107

MARYLAND

MICHAEL S. MOULDS, P.E.  
DIRECTOR OF PUBLIC WORKS

TO: Tom Tengman, Acting Assistant Director of Internal Services-Procurement  
FROM: Paul B. Mauser, E.I. Project Engineer  
DATE: October 14, 2013  
SUBJECT: Award of Contract  
Contract No. 115-13 (RFP 04-12)  
Waverly Drive Water Quality Inlet Project

The purpose of this project is established in The City of Salisbury's ongoing efforts to protect and restore the quality of Salisbury's local water resources, the Wicomico River and the Chesapeake Bay. This project proposes to install bioretention water quality units to capture and filter stormwater along existing City streets (Waverly Dr., South Blvd. and Hanover St.). Please process the Award of Contract for the Waverly Drive Water Quality Inlet Project. This Award of Contract will authorize David A. Bramble, Inc. to perform the required services for a successful completion of the project, as defined in the Plans and Specifications.

Bids were opened on Friday, September 20, 2013 at 2:30 p.m. from four different contractors. The attached bid tabulation offers a breakdown of the bid totals provided from each contractor. Bidders responded as follows:

David A. Bramble, Inc.	\$494,085.60
Hopkins Construction, Inc.	\$686,444.00
Bridges Sites & Utilities, Inc.	\$757,622.65
Chesapeake Turf, LLC	\$896,165.90

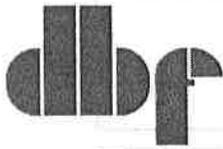
SPW and DBF reviewed all bid packages. David A. Bramble, Inc. was the lowest, responsive, responsible bidder with a bid of \$494,085.60. David A. Bramble, Inc. has performed work with the City before and is one of the larger contracting firms in this area capable of performing this work. MD SHA provided an outstanding recommendation for David A. Bramble, Inc. DBF has recommended Award of Contract to David A. Bramble, Inc. for this project (see attached letter).

SPW recommends Salisbury City Council award this contract, contingent upon approval by Maryland Board of Public Works (MD BPW), to David A. Bramble, Inc., in the amount of \$494,085.60. This project will receive funding through the Maryland Department of the Environment (MDE) via their Water Quality State Revolving Fund (WQSRF). This project is eligible for 87.5% Principal Forgiveness Loan up to \$855,614.74. Resolution No. 2070, approved on July 11, 2011 was enacted to accept funds from MDE for this project.

Paul B. Mauser, E.I.  
Project Engineer

Michael S. Moulds, P.E.  
Director of Public Works





**DAVIS  
BOWEN &  
FRIEDEL, INC.**

**ARCHITECTS ENGINEERS SURVEYORS**

October 9, 2013

City of Salisbury  
Department of Public Works  
125 N. Division Street, Suite 202  
Salisbury, Maryland 21804-4940

Michael P. Bigley, AIA, LEED AP  
Randy B. Dutschain, P.E.  
Charles R. Woodward, Jr., LEIS  
W. Zachary Crevon, P.E.  
Michael E. Wreedleton, AIA  
Jason P. Loun, P.E.  
Gerard G. Frenzel, P.E.

ATTN: Mr. Paul B. Mauser, E.I.  
Project Engineer

RE: Waverly Drive Water Quality Inlet Project  
Recommendation of Award  
Salisbury, Maryland  
City Contract No. 115-13  
DBF No. 094A040

Dear Mr. Mauser:

The bids submitted by four (4) Bidders for the Waverly Drive Water Quality Inlet Project from September 20, 2013 have been reviewed by Davis, Bowen & Friedel, Inc. (DBF). The Bidders presented bids ranging from a low bid of \$494,085.60 to a high bid of \$896,165.90. These values are shown on the Bid Tabulation prepared by the City of Salisbury and verified by DBF.

David A. Bramble, Inc. was contacted on September 24, 2013, and they intend to use the Contech UrbanGreen BioFilter system for this project. Questions regarding this product were sent to David A. Bramble, Inc. on September 30, 2013 and clarifications were received on October 9, 2013.

David A. Bramble, Inc. did not have any questions or concerns with the project as bid. References for the low bidder have been contacted with acceptable responses. The City of Salisbury found the Bid Security provided by the low bidder to be acceptable.

The low responsive and responsible bidder was David A. Bramble, Inc., of 705 Morgnec Road, Chestertown, Maryland 21620 with a complete bid and all addendums as required; for the contract sum of \$494,085.60. The low bidder included complete DBE sub-contractor solicitation EPA Forms. We recommend issuing the Notice of Award to David A. Bramble, Inc. after Maryland Department of the Environment funding and construction contract approval.

Please contact us if you have any questions or need additional information.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.

Robert J. Duma, E.I.T.  
Project Engineer

RJD  
N:\00\094a\094A040\Bidding\Mauser100913.doc

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
INTERIM CITY ADMINISTRATOR

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, Interim City Administrator  
From: Keith Cordrey, Director of Internal Services  
Date: August 27 2013  
Re: Internal Services Restructure

---

Recent turnover has presented the Internal Services – Finance department an opportunity to recommend a restructuring of positions and redistribution of duties necessary in order to achieve departmental goals. This includes the need to change Job Descriptions, titles, and classifications to accommodate these changes. It is our belief that this restructuring will provide efficiency and opportunity for job growth within the department and therefore encourage retention.

Please find attached the ordinance necessary to authorize the changes and the recommended Job Descriptions. Also included is a presentation booklet to be used at the council meeting where we introduce the position changes.

If you have any questions, please let me know.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18

ORDINANCE NO. 2263

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET REVISING POSITIONS.

WHEREAS, the Finance department has determined position changes are needed to procure and retain qualified staff;

WHEREAS; the position changes effected in this ordinance are estimated to result in minimal or no additional cost to the city and do not require additional salary appropriations for FY14 Budget; and

WHEREAS, the details of the concerns the position changes address, and the advantages which are expected to result, are found in the presentation booklet provided with this ordinance; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget be and hereby is amended to include the following position changes:

No	Action	From Position	To Position	Old Grade	New Grade
1	Delete	Assistant Director Finance	NA	11	NA
2	Reclassify	Accountant	Assistant Director Finance Operations	10	13
3	Reclassify	Accountant	Assistant Director Finance Accounting	10	13
4	Reclassify	Payroll Clerk	Payroll Accountant I/or Payroll Accountant II	5	8/10
5	Reclassify	Account Clerk II	Revenue Clerk II	5	7
6	Add	NA	Revenue Clerk I Collections	NA	2

19  
20  
21

Position Title Changes (no grade revisions):

No	From	To
1	Chief Account Clerk	Utility Billing Supervisor
2	Account Clerk II	Utility Billing II
3	Account Clerk I	Utility Billing I/EMS
4	Account Clerk II	Revenue Clerk II
5	Account Clerk I	Accounts Payable II
6	Account Clerk I	Revenue Clerk I - Parking

22  
23  
24  
25  
26  
27

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2013...

28  
29

**ATTEST:**

30  
31  
32  
33  
34

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jacob R. Day, President  
Salisbury City Council

35  
36  
37

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2013.

38  
39  
40

\_\_\_\_\_  
James Ireton, Jr., Mayor

# Internal Services: Managing Change

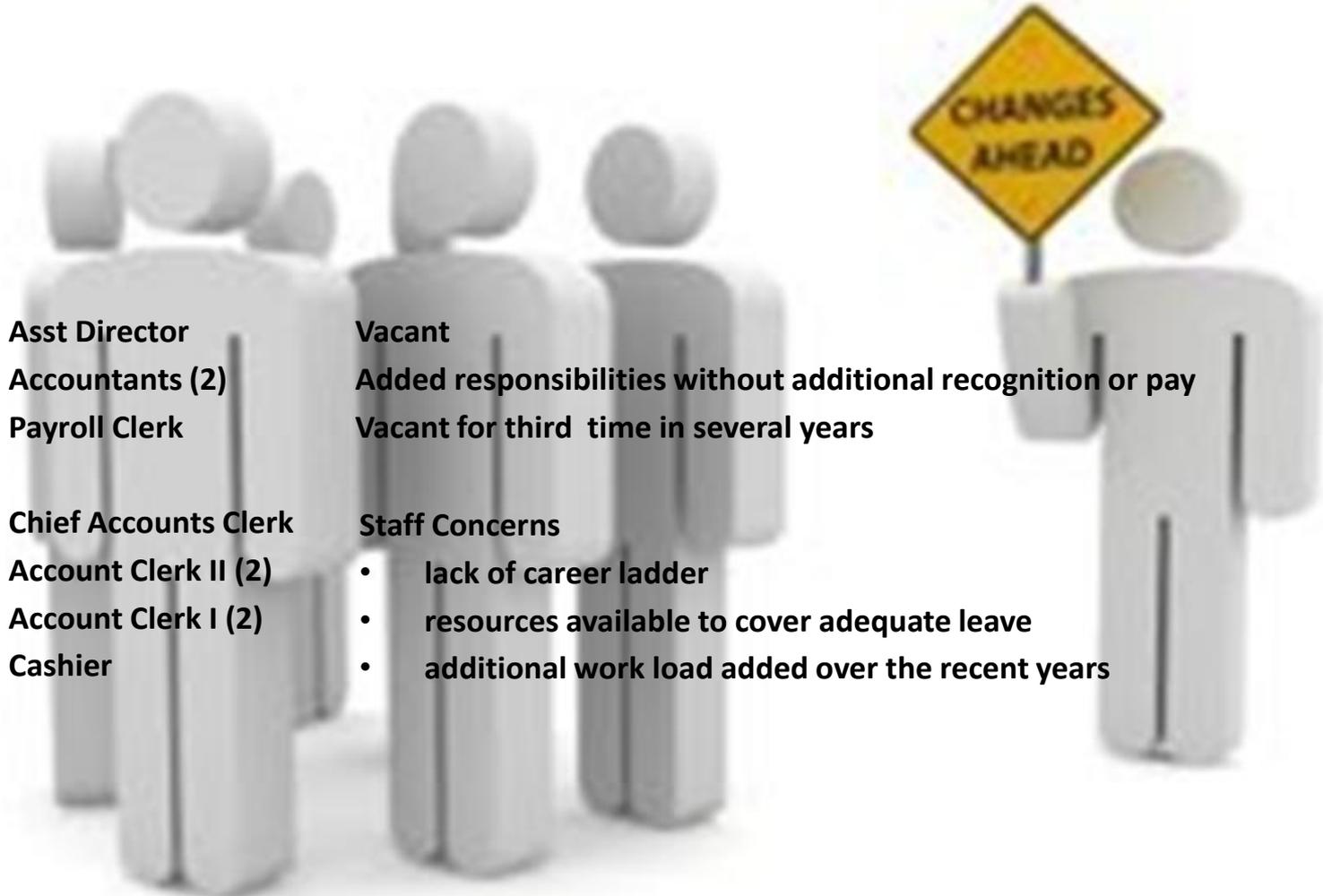
Finance Department

# Presentation Outline

- Concerns
- Position Changes
- Organizational Chart
- Advantages



# Concerns



**Asst Director**  
**Accountants (2)**  
**Payroll Clerk**

**Vacant**  
**Added responsibilities without additional recognition or pay**  
**Vacant for third time in several years**

**Chief Accounts Clerk**  
**Account Clerk II (2)**  
**Account Clerk I (2)**  
**Cashier**

**Staff Concerns**

- **lack of career ladder**
- **resources available to cover adequate leave**
- **additional work load added over the recent years**

# Concerns – Assistant Director Finance

- It is difficult to attract someone who can effectively manage complex financial reporting activities at the current pay range.
- Since it takes time to be effective in supporting the optimal use of the city's software applications, and to be intimate with the processes in place, it is important to retain leadership. It is hard to retain such a professional at the current pay scale.
- The span of control is large (i.e. 10 direct reports) and dilutes the attention that can be given to each function.

# Concerns – Accountants

- The Accountants have taken on additional duties beyond their currently defined job description.
- The Accountants have more to offer the city given their skills and experience. Shawanda has over 8 years of experience but spends much of her time doing cash reconciliations and risk management leaving little time to handle more advanced duties such as project and grant accounting.
- We need to offer opportunity and recognize achievements in order to retain skilled professionals like these.

# Concerns – Payroll Clerk

- The Payroll Clerk position has turned over 3 times in a short period of time.
- Currently the Payroll Clerk is in the customer service phone loop for billing inquiries and also assist with cashiering. This makes it difficult to concentrate on the sometimes complex and tedious tasks required to process payroll for over 400 employees.
- The Payroll Clerk's desk is in an open area in close proximity to other staff members which does not afford the confidentiality appropriate for personnel matters.

# Concerns - Clerical Staff

- Clerks, with significant tenure, have expressed concerns that there is a lack of a Career Ladder which recognizes the skills acquired over the years. We have staff members which have been here 8 years and are making less than \$25,000.
- Additional work loads, without additional pay, have resulted in a decline in Moral.
- Outdated Job Descriptions/Titles need revision to be more specific and to reflect current activities.
- More Resources are needed to reduce spikes in work loads.

# Adapting to Change

Organizations change  
when people in  
them change.



CHANGE  
AHEAD

**"The best way  
to cope with  
change is to  
help create it."**

**Anonymous**



# Experts Say

Periodic change is needed  
to:

- Align Resources
- Enhance Performance
- Provide Opportunity
- Nourish Team Development



# An Action Plan is needed for Departmental Change



# Position Changes

Current								Restructured						Position Count Change	
Title	Assigned	Grade-Step Current	Grade Evergree	Current Salary	Evergreen Salary	Evergreen Increase	%	Title	Grade	Salary	Increase (Decrease)	Evergreen Salary	Evergreen Increase	Accountant	Clerk
Assistant Director	Vacant	11	13	50,523.79	55,991.00	5,467.21	11%	Deleted		-	(50,524)	-	(55,991)	-1	
Accountant	Shawanda	10-4	10	44,963.82	45,335.66	371.84	1%	Operations	13-4	55,531	10,567	59,418	14,082		
Accountant	Trish	10	10	42,369.93	44,446.73	2,076.80	5%	Assistant Director-	13-2	53,375	11,005	57,111	12,664		
Payroll Clerk	Cheryl	5-4	6	30,601.79	34,670.06	4,068.27	13%	Accountant I*	7-1	32,971	2,369	35,283	613	1	-1
Chief Account Clerk	Judy	6-13	8	39,496.90	42,073.26	2,576.36	7%	Utility Billing Supervisor	Same	39,497	-	42,073	-		
Account Clerk II (Utility)	Annette	4-13	5	33,863.75	36,152.86	2,289.11	7%	Utility Billing II	Same	33,864	-	36,153	-		
Account Clerk I (UT/EMS)	Vacant	2-6	3	24,778.35	27,522.12	2,743.77	11%	Utility Billing I/EMS	Same	24,778	-	25,935	(1,587)		
Account Clerk II (AR)	Connie	4-9	5	31,284.50	33,399.66	2,115.16	7%	Revenue Clerk II	6-4	32,402	1,118	34,670	1,270		
Account Clerk I (AP)	Christine	2-9	5-4	26,820.22	32,102.71	5,282.49	20%	Accounts Payable II	Same	26,820	-	32,103	-		
(Parking/Cashier)	Shirley	2-12	3	28,462.69	30,386.64	1,923.95	7%	Revenue Clerk I - Parking	Same	28,463	-	30,387	-		
Cashier	Bea	1-5	2	22,942.45	24,012.94	1,070.49	5%	Cashier	Same	22,942	-	24,013	-		1
	New							Revenue Clerk I - Collections	2-6	24,778	24,778	25,935	25,935		
<b>Total</b>				<b>376,108</b>	<b>406,094</b>	<b>29,985</b>	<b>8%</b>			<b>375,421</b>	<b>(687)</b>	<b>403,080</b>	<b>(3,013)</b>	<b>0</b>	<b>0</b>
<b>Action Summary</b>				<b>\$ Impact</b>				<b>Justification</b>							
Delete Assistant Director / Add Rev Clerk I Collections				(25,746)				additional clerk needed to assist AR and AP clerks							
Delete Accountants (2)/Add Asst Dir (2)				21,572				additional accounting and supervisory duties							
Reclassify Payroll Clerk to Accountant I/II				2,369				additional cash accounting							
Reclassify Account Clerk II to Revenue Clerk II				1,118				additional Supervisor duties of new Revenue Clerk I - Collections							
<b>Updated Job Title / Descriptions</b>				-				to accurately reflect activities and responsibilities							
<b>Total Impact on Budget</b>				<b>(687)</b>											

1. There is no increase in cost based on current pay plan. Also, there is no increase in cost assuming the evergreen plan was adopted.
2. The position count before the changes (3 accountants and 8 clerks) is unchanged. We deleted an accountant and added one. We deleted a clerical position and added one.
3. Numerous alternatives were considered. One of the alternatives was to elevate the salary of the Asst. Dir. and reclassify the accountants in order to recognize their increased skills and responsibilities. This plan was eliminated due to the increased cost associated with it.
4. This plan does not compete with the evergreen study. This plan is targeted at addressing the vacancies and making certain we act now, while the vacancies exist and we have the appropriate mix of staff.

# Organizational Chart

## Director of Internal Services

Assistant Director  
Procurement and  
Parking

Assistant Director  
Operations

Assistant Director  
Accounting

Parking Supervisor

Senior Buyer

Utility Billing Supervisor

Accounts  
Payable II

Cashier

Accountant  
I/II

Revenue  
Clerk I -  
Parking

Revenue  
Clerk I -  
Collections

Revenue  
Specialist  
II

Parking  
Enforcement  
Officer

Parking  
Maintenance  
Worker

Office  
Associate II

Buyer

Buyer  
Assistant

Utility Billing  
I/EMS

Utility Billing II

Finance Department

# Advantages of Departmental Change

## Overall

- More clerical staff improves **Customer Service**
- Promoting from within raises **Employee Moral**
- Salary increases enhance **Retention** by
  - Compensating for Additional Duties
  - Rewarding Longevity
  - Acknowledging increased value to city

# Advantages of Departmental Change

## **Assistant Directors – Operations/Accounting**

- **Enhances Organization Structure** by adapting to the evolution of responsibilities accepted to accommodate vacancies in recent years
- **Enhanced Supervisory Resources** with shorter span of control
- **Improved Retention** by providing compensation for accepted responsibilities
- **Proven Methodology** – County Finance

# Advantages of Departmental Change

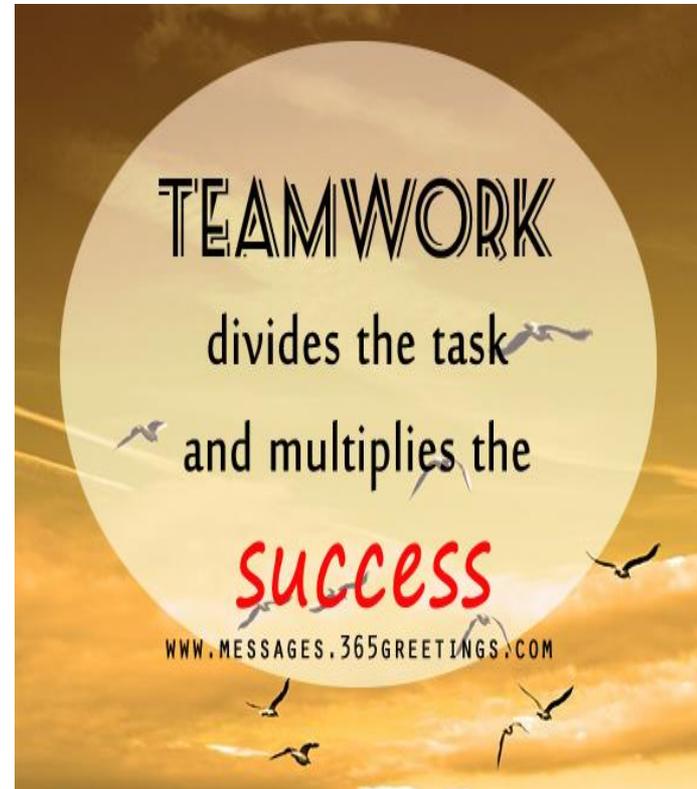
## **Payroll Clerk upgraded to Accountant**

- Provides **Confidentiality** by relocating this position from open area to a back office
- Increases **Skill Level**
- Aides Assistant Directors and allows them to concentrate on more **advance accounting**.
- Improves **Productivity** by reducing distractions

# Advantages of Departmental Change

## Additional Clerk

- Improves Customer Service
- Increase Productivity
- Eliminates Overload due to additional responsibilities
- Provides coverage needed for lunch, vacations, etc.



# Advantages of Departmental Change

## 4 Promotions

- Career advancement
- Retention
- Improved Moral



# Conclusion

- We identified concerns that require an action plan. This plan addresses many of the concerns.
- The proposed organization structure leverages and makes best use of existing personnel. While it is important to optimize organizational structures based on the long run, it is still advantageous to be flexible and fluid enough to take advantage of skilled personnel by making minor tweaks along the way.
- This plan requires no additional cost to the city. This plan would be worthy of investing if additional cost were required. In these economic conditions, it is prudent to find a path that does not require increased cost.





AS AMENDED ON OCTOBER 14, 2013  
ORDINANCE NO. 2264

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET ADMENDMENT OF THE FY13 GENERAL FUND TO APPROPRIATE FUNDS RECEIVED FROM THE SPEED CAMERA PROGRAM FOR PURCHASE OF EIGHT (8) GLOCK TRAINING HANDGUNS FOR SIMUNITIONS TRAINING.

WHEREAS, SPD is requesting the purchase of eight (8) Glock Simunitions Training Handguns in the amount of \$4048.00; and,

WHEREAS, described Glock training handguns are only capable of firing low velocity simunitions projectiles. These training handguns have the general appearance of Glock handgun however, are engineered in such a way fire only simunitions.

WHEREAS, simunitions are described as low velocity plastic casings containing a colored, non-staining, paint like substance. Simunitions are discharged at very low velocity and only have enough power to “paint mark” the target to show a strike. The strike does not have the power to penetrate the skin but may leave a slight red mark, welt, or bruise in some circumstances. Proper eye, throat, and groin protection is required to be worn during training as a precautionary measure.

WHEREAS, Simunitions training is the most realistic and “real world” technology that law enforcement has available in order to prepare police officers for “active shooter” scenario’s that could be encountered. Simunitions ~~gives~~ give the trainee and training instructor the ability to assess a trainee’s level of expertise and further identify training needs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the City’s Fiscal Year 2014 General Fund Budget, Speed Camera sub-account be amended as follows:

- 1) Increase General Fund Revenue by \$4,048.00
- 2) Increase the Police Department budget by \$4,048.00

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 14<sup>th</sup> day of October, 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jacob R. Day, City Council President

47

48 APPROVED BY ME THIS: \_\_\_\_\_ day of \_\_\_\_\_, 2013

49

50

51 \_\_\_\_\_  
James Ireton Jr., Mayor

# Memo

**To:** Tom Stevenson  
**From:** Susan Phillips *SP*  
**Date:** October 21, 2013  
**Re:** Chronic Nuisance Property Legislation

---

Attached you will find the "Chronic Nuisance Property" legislation that reflects the recommended changes from the council worksession.

Unless you or the mayor has any questions please forward this information to the city council for review and consideration.

1 CITY OF SALISBURY

2 ORDINANCE NO. 2265

3  
4 AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 15.27  
5 PROPERTY MAINTENANCE HABITUAL OFFENDER OF THE SALISBURY MUNICIPAL  
6 CODE. THESE AMENDMENTS STRENGTHEN THE ORIGINAL LEGISLATION BY  
7 LOWERING THE THRESHOLD BY WHICH A PROPERTY OWNER CAN BE  
8 DESIGNATED A CHRONIC NUISANCE PROPERTY OWNER.

9 WHEREAS, the Mayor and City Council have requested that the Department of  
10 Neighborhood Services and Code Compliance periodically review Chapter 15.27; and

11 WHEREAS, the ongoing application, administration and enforcement of Chapter 15.27,  
12 demonstrates a need for its periodic review, evaluation and amendment to keep the chapter  
13 current; and

14 WHEREAS, the Department of Neighborhood Services and Code Compliance does  
15 recommend approval of these proposed code changes.

16 NOW, THEREFORE, be it enacted and ordained by the City Council of the City of  
17 Salisbury, Maryland, that Chapter 15.27 be amended as follows:

18 Chapter 15.27

19 PROPERTY MAINTENANCE ~~HABITUAL OFFENDER~~ CHRONIC NUISANCE  
20 PROPERTY

21  
22  
23 Sections:

24 15.27.010 Scope.

25 15.27.020 Definitions.

26 15.27.030 ~~Non rental dwelling units~~ Property.

27 15.27.040 ~~Rental dwelling units~~ Transfer of ownership.

28 15.27.050 Civil offense.

29 15.27.060 Appeal.

30  
31  
32  
33  
34  
35  
36  
37 15.27.070 Violations – penalties.

38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83

**15.27.010 Scope.**

The provisions of this chapter govern procedures for owners of property in the city who violate provisions of the Housing Code repetitively in a ~~twenty-four (24)~~ twelve (12) month period.  
(Ord. 1900 (part), 2004)

**15.27.020 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

~~“Dwelling unit” means a single unit providing living facilities for one or more persons, including permanent provision for living, sleeping and sanitation.~~

“Call for Service” means an inspection (upon receipt of a complaint or discovered during routine patrol) performed by the Department of Neighborhood Services and Code Compliance (NSCC) which results in the issuance of a notice of violation, corrective action letter or municipal citation.

~~“Habitual offender” “Chronic nuisance property owner” means any person owning one dwelling unit, a property within the city limits, who shall pay a fine assessed by the department of building, housing and zoning or be found guilty of violating Chapter 15.24 or Title 17 on three separate occasions within a twenty four (24) month period, that generates five (5) or more of the following events in any combination within the same calendar year with regard to one property: a call for service to the Department of Neighborhood Services and Code Compliance (NSCC), the payment of a fine assessed by NSCC or a finding of guilt for violating Chapters 15.24, 15.26 or Title 17.~~

~~“Person” means any individual, partnership, firm, corporation, association or other legal entity of whatsoever kind and nature.~~

~~“Rental” means leasing or allowing occupancy or usage of a dwelling unit, either directly or by an agent, inconsideration of value, including personal services, paid or tendered to or for the use or benefit of the lessor.~~

“Property” means any parcel of land, developed or undeveloped, improved or unimproved, within the city limits.

**15.27.030 Nonrental dwelling units Property.**

A. ~~The owner of a nonrental dwelling unit any property who that becomes an habitual offender chronic nuisance property shall be subject to inside and outside inspection of the dwelling unit by the housing official permit the housing official to perform a full comprehensive inspection of the chronic nuisance property at least two (2) times during the twelve (12) months following the chronic nuisance property designation on a schedule to be determined by NSCC~~

84 ~~and shall be assessed a fee to be set by ordinance. The dwelling unit shall receive an annual~~  
85 ~~inspection, at a minimum, during each of the next five years for a fee to be determined by~~  
86 ~~resolution of the council from time to time.~~

87  
88 B. ~~After an owner of a nonrental dwelling unit becomes an habitual offender, all fines~~  
89 ~~levied under Chapter 15.24 or Title 17 for the dwelling unit shall be tripled until the habitual~~  
90 ~~offender designation is removed. a property is designated as a chronic nuisance property, the~~  
91 ~~owner shall be guilty of a municipal infraction and shall be issued a fine in the amount of~~  
92 ~~\$500.00 (five hundred dollars) pursuant to Chapter 15.~~

93  
94 C. ~~After completion of five consecutive annual two (2) inspections with no violations~~  
95 ~~under Chapter 15.24, 15.26 or Title 17, then the habitual offender chronic nuisance property~~  
96 ~~designation shall terminate for that the owner of a nonrental dwelling unit that property. If~~  
97 ~~violations under Chapter 15.24, 15.26 or Title 17 continue, the habitual offender chronic~~  
98 ~~nuisance property designation shall continue for that the owner of the nonrental dwelling~~  
99 ~~unit property until such time as a twelve (12) month period with no violation occurs.~~

100  
101 D. ~~If ownership of the property owner, the designation will be removed after the owner~~  
102 ~~corrects all violations of Chapter 15.24, 15.26, and Title 17 of the City code, and the property is~~  
103 ~~inspected and found to have no violations. The owner must also pay the inspection fee set by~~  
104 ~~ordinance. Proof of change of ownership must be submitted in writing.~~

105  
106 ~~D. E. If the full amount of the inspection fees due to the city regarding a particular~~  
107 ~~property are not paid by the owner within thirty (30) days after billing, then the housing official~~  
108 ~~shall cause to be recorded in the finance office for the city a sworn statement showing the~~  
109 ~~amount of fees due and the. All fees shall be a lien on the property, collectible in the same~~  
110 ~~manner as real estate city taxes are collected.~~

111 (Ord. 1974 (part), 2005; Ord. 1900 (part), 2004)

112  
113 **15.27.040 Rental dwelling units Transfer of Ownership.**

114  
115 A. ~~1. After an owner of a rental dwelling unit becomes an habitual offender, all fines~~  
116 ~~levied under Chapter 15.24 or Title 17 for that dwelling unit shall be tripled until the~~  
117 ~~habitual offender designation is removed.~~

118 ~~2. After an owner of a rental dwelling unit becomes an habitual offender, the~~  
119 ~~occupancy of that dwelling unit by unrelated persons shall, in appropriate zones, be~~  
120 ~~permanently reduced to two unrelated persons, not including the children of either of~~  
121 ~~them.~~

122 B. ~~1. A license shall be required for a rental dwelling unit which is the subject of the~~  
123 ~~habitual offender designation for a fee of five hundred dollars (\$500.00). The license~~  
124 ~~and license fee shall be required for five consecutive years, unless the rental dwelling~~  
125 ~~unit changes ownership to a legal entity which is not owned or controlled by the~~  
126 ~~habitual offender and the new owner corrects all violations of Chapter 15.24 or Title~~  
127 ~~17, or the dwelling unit receives five annual inspections with no violations of Chapter~~  
128 ~~15.24 or Title 17. The habitual offender designation then terminates for that owner of~~  
129 ~~the rental dwelling unit. If violations under Chapter 15.24 or Title 17 continue, then~~

130 the habitual offender designation shall continue for that owner of the rental dwelling  
131 unit.

132 —2. ~~If violations under Chapter 15.24 or Title 17 continue for one year after the~~  
133 ~~habitual offender designation, then the owner's license under Section 15.26.040 shall~~  
134 ~~be revoked for the subject rental dwelling unit, and the owner shall give sixty (60)~~  
135 ~~days' notice to vacate to the tenants of that rental dwelling unit. Any security deposit~~  
136 ~~shall be returned pursuant to the provisions of Real Property Article, Title 8,~~  
137 ~~Annotated Code of Maryland. The owner of the rental dwelling unit may correct all~~  
138 ~~violations of Chapter 15.24 or Title 17 and after inspection and payment of a one~~  
139 ~~thousand dollars (\$1,000.00) fee to the city, the owner's license for that rental~~  
140 ~~dwelling unit shall be reinstated.~~

141 C. ~~The owner of a rental dwelling unit who becomes an habitual offender shall be~~  
142 ~~subject to inside and outside inspection of the dwelling unit by the housing official.~~  
143 ~~The dwelling unit shall receive an annual inspection during each of the next five years~~  
144 ~~for a fee to be determined by resolution of the council from time to time.~~

145 D. ~~If the full amount of the inspection and license fees due to the city are not paid by the~~  
146 ~~owner within thirty (30) days after billing, then the housing official shall cause to be~~  
147 ~~recorded in the finance office for the city a sworn statement showing the amount of~~  
148 ~~fees due and the fees shall be collectible in the same manner as real estate taxes are~~  
149 ~~collected.~~

150 (Ord. 1974 (part), 2005; Ord. 1960, 2005; Ord. 1900 (part), 2004)

151  
152 In the event the chronic nuisance property owner transfers ownership of the subject  
153 property to another person, the chronic nuisance property owner shall inform the housing  
154 official, in writing, within five (5) business days after the transfer has occurred.

155  
156 **15.27.050 Civil offense.**

157  
158 Designation as ~~an habitual offender~~ the owner of a chronic nuisance property shall be a  
159 civil offense and not a criminal offense.

160 (Ord. 1900 (part), 2004)

161 **15.27.060 Appeal.**

162  
163 A. Any person wishing to appeal a determination of the Director of the Department of  
164 Neighborhood Services and Code Compliance regarding the provisions of this chapter shall file a  
165 written notice of appeal with the Department of Neighborhood Services and Code Compliance  
166 within twenty-one (21) days after receipt of a notice sent pursuant to the provisions of this  
167 chapter. The notice of appeal shall contain a statement of grounds for the appeal. The notice of  
168 appeal shall be accompanied by a fee of one hundred dollars (\$100.00).

169  
170 B. The Director of the Department of Neighborhood Services and Code Compliance shall  
171 refer the appeal to the Housing Board of Adjustments and Appeals. The board shall meet  
172 monthly, or more frequently at the call of the chair, to hear appeals. The board shall notify the  
173 owner in writing of the time and place of the hearing, pursuant to the rules of the Housing Board  
174 of Adjustments and Appeals.

175

176 C. When hearing appeals under this chapter, the board shall follow the procedures set  
177 forth in Chapter 15.24 of the Salisbury Municipal Code.

178 D. If the board overturns the decision of the housing official, the owner shall be refunded  
179 the one hundred dollar (\$100.00) appeal fee.

180 **15.27.070 Violations – Penalties.**

181 In addition to the fine imposed for the designation of a chronic nuisance property, an  
182 owner in violation of any provision of this chapter shall be guilty of a municipal infraction for  
183 each violation and shall be subject to a fine not to exceed five hundred dollars (\$500.00) per  
184 violation. Each day a violation remains uncorrected, it is a separate violation subject to an  
185 additional citation and fine.  
186 (Ord. No. 2163, 7-25-11)

187

188 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY,  
189 MARYLAND, that the Ordinance shall take effect upon final passage.

190

191 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of

192 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 and thereafter, a statement of the

193 substance of the ordinance having been published as required by law, in the meantime, was

194 finally passed by the Council on the \_\_\_ day of \_\_\_\_\_, 2013.

195 ATTEST:

196

197 \_\_\_\_\_  
198 Kimberly R. Nichols, City Clerk

\_\_\_\_\_   
Jake Day, City Council President

199

200

201

202 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

203

204

205

206 \_\_\_\_\_  
207 James Ireton, Jr.,  
Mayor

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
INTERIM CITY ADMINISTRATOR

To: Tom Stevenson, Interim City Administrator

From: Keith Cordrey, Director of Internal Services *KAC*

Date: October 16, 2013

Re: Pay Plan

---

Attached hereto is an ordinance that adjusts the City's pay plan based on a study completed by Evergreen Solutions and the City's Human Resource Department.

There are related ordinances that address reclassifications and amending the budget under separate cover.

Please let me know if you have any questions.

ORDINANCE NO. 2266

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET TO ADJUST THE CITY’S PAY PLAN WITH NEW RATES ASSIGNED TO GRADES AND STEPS.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate rates assigned to grades and steps; and

WHEREAS; the Human Resource department used the study and collaborated with department heads in order to formulate a new pay plan with revised rates for grades and steps; and

WHEREAS, the details of the new recommended pay plan are attached;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City’s Fiscal Year 2014 General Fund Budget be and hereby is amended to include the pay plan detailed in the following pages and the new pay plan will be effective on January 11, 2014.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2013.

**ATTEST:**

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jacob R. Day, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
James Ireton, Jr., Mayor

City of Salisbury  
Pay Plan  
To be effective 1/11/14

General Employees																										
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Maximum Step 25	Range Spread
1	22,235	22,679	23,133	23,596	24,067	24,549	25,040	25,541	26,051	26,572	27,104	27,646	28,199	28,763	29,338	29,925	30,523	31,134	31,756	32,392	33,039	33,700	34,374	35,062	35,763	61%
2	24,013	24,493	24,983	25,483	25,992	26,512	27,042	27,583	28,135	28,698	29,272	29,857	30,454	31,063	31,685	32,318	32,965	33,624	34,296	34,982	35,682	36,396	37,124	37,866	38,623	61%
3	25,935	26,453	26,982	27,522	28,073	28,634	29,207	29,791	30,387	30,994	31,614	32,246	32,891	33,549	34,220	34,905	35,603	36,315	37,041	37,782	38,538	39,308	40,094	40,896	41,714	61%
4	28,009	28,570	29,141	29,724	30,318	30,925	31,543	32,174	32,817	33,474	34,143	34,826	35,523	36,233	36,958	37,697	38,451	39,220	40,004	40,804	41,620	42,453	43,302	44,168	45,051	61%
5	30,251	30,856	31,473	32,103	32,745	33,400	34,068	34,749	35,444	36,153	36,876	37,613	38,366	39,133	39,916	40,714	41,528	42,359	43,206	44,070	44,951	45,850	46,767	47,703	48,657	61%
6	32,670	33,324	33,990	34,670	35,363	36,071	36,792	37,528	38,278	39,044	39,825	40,621	41,434	42,263	43,108	43,970	44,849	45,746	46,661	47,594	48,546	49,517	50,508	51,518	52,548	61%
7	35,283	35,989	36,709	37,443	38,192	38,956	39,735	40,529	41,340	42,167	43,010	43,870	44,748	45,643	46,555	47,487	48,436	49,405	50,393	51,401	52,429	53,478	54,547	55,638	56,751	61%
8	38,107	38,869	39,647	40,439	41,248	42,073	42,915	43,773	44,648	45,541	46,452	47,381	48,329	49,295	50,281	51,287	52,313	53,359	54,426	55,515	56,625	57,757	58,913	60,091	61,293	61%
9	41,155	41,979	42,818	43,674	44,548	45,439	46,348	47,275	48,220	49,185	50,168	51,172	52,195	53,239	54,304	55,390	56,498	57,628	58,780	59,956	61,155	62,378	63,625	64,898	66,196	61%
10	44,447	45,336	46,242	47,167	48,111	49,073	50,054	51,055	52,076	53,118	54,180	55,264	56,369	57,497	58,647	59,819	61,016	62,236	63,481	64,750	66,046	67,366	68,714	70,088	71,490	61%
11	48,003	48,963	49,943	50,942	51,960	53,000	54,060	55,141	56,244	57,369	58,516	59,686	60,880	62,098	63,339	64,606	65,898	67,216	68,561	69,932	71,331	72,757	74,212	75,697	77,210	61%
12	51,844	52,881	53,938	55,017	56,117	57,240	58,384	59,552	60,743	61,958	63,197	64,461	65,750	67,065	68,407	69,775	71,170	72,594	74,045	75,526	77,037	78,578	80,149	81,752	83,387	61%
13	55,991	57,111	58,253	59,418	60,606	61,819	63,055	64,316	65,602	66,914	68,253	69,618	71,010	72,430	73,879	75,356	76,864	78,401	79,969	81,568	83,200	84,864	86,561	88,292	90,058	61%
14	60,470	61,679	62,913	64,171	65,455	66,764	68,099	69,461	70,850	72,267	73,713	75,187	76,691	78,224	79,789	81,385	83,012	84,673	86,366	88,093	89,855	91,652	93,485	95,355	97,262	61%
15	65,309	66,615	67,947	69,306	70,692	72,106	73,548	75,019	76,519	78,050	79,611	81,203	82,827	84,484	86,173	87,897	89,655	91,448	93,277	95,142	97,045	98,986	100,966	102,985	105,045	61%
16	70,532	71,943	73,382	74,849	76,346	77,873	79,431	81,019	82,640	84,293	85,978	87,698	89,452	91,241	93,066	94,927	96,826	98,762	100,737	102,752	104,807	106,903	109,041	111,222	113,447	61%
17	76,174	77,698	79,252	80,837	82,454	84,103	85,785	87,500	89,250	91,035	92,856	94,713	96,608	98,540	100,510	102,521	104,571	106,663	108,796	110,972	113,191	115,455	117,764	120,119	122,522	61%
18	82,269	83,914	85,593	87,305	89,051	90,832	92,648	94,501	96,391	98,319	100,286	102,291	104,337	106,424	108,552	110,723	112,938	115,197	117,501	119,851	122,248	124,692	127,186	129,730	132,325	61%

Fire Employees																										
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Maximum Step 25	Range Spread
1	35,441	36,149	36,872	37,610	38,362	39,129	39,912	40,710	41,524	42,355	43,202	44,066	44,947	45,846	46,763	47,698	48,652	49,625	50,618	51,630	52,663	52,430	53,479	54,548	55,639	57%
2	37,178	37,922	38,680	39,454	40,243	41,048	41,869	42,706	43,560	44,431	45,320	46,226	47,151	48,094	49,056	50,037	51,038	52,058	53,100	54,162	55,245	54,998	56,098	57,220	58,364	57%
3	39,147	39,930	40,729	41,543	42,374	43,221	44,086	44,968	45,867	46,784	47,720	48,674	49,648	50,641	51,654	52,687	53,740	54,815	55,912	57,030	58,170	57,887	59,045	60,226	61,430	57%
4	42,275	43,120	43,983	44,862	45,759	46,675	47,608	48,560	49,531	50,522	51,533	52,563	53,614	54,687	55,780	56,896	58,034	59,195	60,379	61,586	62,818	62,488	63,738	65,013	66,313	57%
5	46,328	47,254	48,199	49,163	50,147	51,150	52,173	53,216	54,280	55,366	56,473	57,603	58,755	59,930	61,129	62,351	63,598	64,870	66,167	67,491	68,841	68,480	69,850	71,247	72,672	57%
6	51,655	52,688	53,742	54,817	55,913	57,032	58,172	59,336	60,522	61,733	62,968	64,227	65,511	66,822	68,158	69,521	70,912	72,330	73,777	75,252	76,757	76,398	77,926	79,484	81,074	57%
7	57,911	59,069	60,250	61,455	62,684	63,938	65,217	66,521	67,851	69,208	70,593	72,004	73,445	74,913	76,412	77,940	79,499	81,089	82,711	84,365	86,052	85,600	87,312	89,058	90,839	57%
8	65,091	66,393	67,721	69,075	70,457	71,866	73,303	74,769	76,265	77,790	79,346	80,933	82,552	84,203	85,887	87,604	89,356	91,144	92,966	94,826	96,722	96,193	98,117	100,079	102,081	57%

Police Employees																										
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Maximum Step 25	Range Spread
1	39,026	39,721	40,430	41,153	41,891	42,643	43,410	44,192	44,990	45,805	46,635	47,482	48,347	49,227	50,126	51,043	51,978	52,933	53,906	54,898	55,911	56,943	57,997	59,071	60,167	54%
2	42,660	43,427	44,210	45,008	45,824	46,654	47,502	48,366	49,248	50,148	51,065	52,000	52,954	53,928	54,921	55,934	56,967	58,021	59,096	60,192	61,310	62,451	63,615	64,801	66,012	55%
3	45,725	46,555	47,400	48,262	49,142	50,040	50,954	51,888	52,840	53,811	54,802	55,812	56,843	57,894	58,967	60,060	61,176	62,314	63,475	64,658	65,866	67,098	68,354	69,636	70,942	55%
4	49,699	50,608	51,534	52,479	53,443	54,427	55,430	56,453	57,496	58,561	59,646	60,754	61,883	63,035	64,211	65,409	66,631	67,879	69,151	70,448	71,771	73,121	74,498	75,902	77,334	56%
5	54,923	55,935	56,969	58,023	59,097	60,194	61,312	62,453	63,616	64,803	66,014	67,248	68,508	69,792	71,103	72,439	73,802	75,192	76,611	78,058	79,533	81,038	82,572	84,138	85,736	56%
6	61,054	62,191	63,348	64,530	65,734	66,964	68,218	69,497	70,801	72,131	73,488	74,872	76,284	77,724	79,193	80,691	82,220	83,778	85,368	86,990	88,644	90,332	92,052	93,807	95,598	57%
7	68,095	69,371	70,672	72,000	73,355	74,736	76,145	77,582	79,049	80,544	82,070	83,626	85,213	86,832	88,483	90,166	91,884	93,636	95,423	97,246	99,106	101,002	102,936	104,909	106,922	57%
8	76,137	77,520	78,930	80,369	81,836	83,333	84,859	86,416	87,993	89,591	91,210	92,850	94,511	96,194	97,909	99,656	101,436	103,249	105,096	106,978	108,891	110,835	112,810	114,816	116,854	61%

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
INTERIM CITY ADMINISTRATOR

To: Tom Stevenson, Interim City Administrator  
From: Keith Cordrey, Director of Internal Services  
Date: October 16, 2013 *KAC*  
Re: Reclassifications

---

Attached hereto is an ordinance that assigns new grade and steps to positions based on a study completed by Evergreen Solutions and the City's Human Resource Department.

There are related ordinances that address a revised pay plan and amending the budget under separate cover.

Please let me know if you have any questions.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

ORDINANCE NO. 2267

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET TO ADJUST POSITION GRADE ASSIGNMENTS.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate pay grades assigned to positions; and

WHEREAS; the Human Resource department used the study and collaborated with department heads in order to assign the appropriate grade to positions; and

WHEREAS, the positions which required a new grade are detailed in the schedule attached herein; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget be and hereby is amended to include the position grade assignments detailed in the following pages effective on January 11, 2014.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2013.

**ATTEST:**

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jacob R. Day, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
James Ireton, Jr., Mayor



## City of Salisbury Pay Plan Classification Schedule Fiscal Year 2014

Grade	Job Title	Department	Minimum	Maximum
1	Cashier Custodian Office Associate I Parking Maintenance Worker Public Service Officer	<del>Internal Services – Finance</del> Police: Non-Sworn  Internal Services – Procurement Police: Non-Sworn	\$20,780 \$22,235	\$33,423 \$35,763
2	<del>Account Clerk I</del> Assistant Plant Mechanic <b>Cashier</b> Carpenter Assistant Meter Technician I <del>Motor Equipment Operator I</del> Nuisance Officer Office Associate II Painter Parking Enforcement Officer Plans/Permits Processor Records Clerk Sign and Pavement Marking Technician I Supply Records Clerk Survey Technician I Utility Technician I	<del>Internal Services – Finance</del> Public Works – WWTP <b>Internal Services - Finance</b> Public Works Public Works – WTP <del>Public Works</del> Neighborhood Services & Code Compliance Internal Services – Finance, Public Works, Fire, Public Works Internal Services – Procurement Neighborhood Services & Code Compliance Police: Non-Sworn Public Works – Traffic Public Works Public Works Public Works – W&S Branch	\$22,442 \$24,013	<del>\$36,097</del> \$38,623

<p>3</p>	<p><b>Account Clerk I</b>  Assistant Utility Locator  Auto Mechanic II  Buyer Assistant  Chief Records Clerk  Education Technician  Groundskeeper  <b>Motor Equipment Operator I</b>  <del>Motor Equipment Operator II</del>  Office Associate III  Park Maintenance Worker  <del>Police Communications Officer I</del>  Pretreatment Technician I  Property Custodian I  Secretary/Records Clerk  Water Meter Reader I  Zookeeper I</p>	<p><b>Internal Services - Finance</b>  Public Works – Utilities  Public Works – Fleet Maintenance  Purchasing  Police: Non-Sworn  Public Works – Zoo  Public Works – Zoo, WWTP  <b>Public Works</b>  Public Works  Mayor's Office, Public Works, HR,  Public Works  <del>Police: Non-Sworn</del>  Public Works – WWTP  Police: Non-Sworn  Police: Non-Sworn  Public Works – W&amp;S Branch  Public Works – Zoo</p>	<p>\$24,238  \$25,935</p>	<p><del>\$38,985</del>  \$41,714</p>
<p>4</p>	<p><del>Account Clerk II</del>  <b>Administrative Office Associate</b>  Buyer  Crime Data Analyst  Engineering Associate  Intelligence Data Analyst  Laboratory Technician  Meter Technician II  <b>Motor Equipment Operator II</b>  <del>Motor Equipment Operator III</del>  <del>Plant Mechanic</del>  <del>Police Communications Officer II</del>  Pretreatment Technician II  Property Custodian II  Sign and Pavement Marking Technician II  Survey Technician II  Utility Locator  <b>Utility Technician I</b>  <del>Utility Technician II</del>  Wastewater Treatment Plant Operator I  Zookeeper II</p>	<p><del>Internal Services - Finance</del>  PW, Comm. Devel., BPI, NSCC, <b>Mayor's Office</b>  Internal Services - Procurement  Police: Non-Sworn  Public Works  Police: Non-Sworn  <del>Public Works - WWTP</del>  Public Works – Utilities  <b>Public Works</b>  <del>Public Works</del>  <del>Public Works - WWTP</del>  <del>Police: Non-Sworn</del>  Public Works - WWTP  Police: Non-Sworn  Public Works – Traffic  Public Works  Public Works – Utilities  <b>Public Works - Utilities</b>  <del>Public Works - W&amp;S Branch</del>  <del>Public Works - WWTP</del>  <del>Public Works - Zoo</del></p>	<p>\$26,177  \$28,009</p>	<p>\$42,104  \$45,051</p>

<p>5</p>	<p><b>Account Clerk II</b>  <b>Administrative Support Technician</b>                  Animal Control Officer                  Assistant Sanitation Supervisor                  Auto Mechanic III                  Crew Leader                  Education Technician  <b>Lab Technician</b>  <b>Motor Equipment Operator III</b>  <del>Motor Equipment Operator IV</del>  <del>Payroll/Fixed Assets Clerk</del>  <b>Police Communications Officer I</b>                  Quality Control Sample Technician  <b>Utility Technician II</b>  <del>Utility Technician III</del>  <del>Wastewater Treatment Plant Operator II</del>  <b>Zookeeper II</b>  <del>Zookeeper III</del></p>	<p><b>Internal Services – Finance</b>  <b>Comm. Development</b>                  Police: Non-Sworn                  Public Works                  Public Works – Fleet Maintenance                  Public Works – Streets                  Public Works – Zoo  <b>Public Works - WWTP</b>  <b>Public Works</b>  <del>Public Works</del>  <del>Internal Services – Finance</del>  <b>Police: Non-Sworn</b>                  Public Works – WTP  <b>Public Works – W&amp;S Branch</b>  <del>Public Works – W&amp;S Branch</del>  <del>Public Works – WWTP</del>  <b>Public Works - ZOO</b>  <del>Public Works – Zoo</del></p>	<p><del>\$28,272</del>                  \$30,251</p>	<p><del>\$45,474</del>                  \$48,657</p>
----------	--	--	--	--

6	<p><b>Account Clerk II Accounts Payable</b>  <b>Administrative Records Clerk</b>  CAD Drafter  Carpenter Supervisor  Chief Account Clerk  Chief Administrative Records Clerk  <del>Code Enforcement Officer</del>  Electrician  <del>Executive Office Associate</del>  Horticulturalist  <b>Human Resources Associate</b>  Network Technician  Materials Manager  Motor Equipment Operator IV  <del>Motor Equipment Operator V</del>  Office Manager  Parking Supervisor  Recycling Supervisor  Sanitation Supervisor  Senior Buyer  <b>Utility Technician III</b>  Veterinary Technician  Water Meter Reader II  Water Treatment Plant Operator I  <b>WWTP Operator I</b>  <b>WWTP Mechanic</b>  <del>Wastewater Treatment Plant Operator III</del>  <b>Zookeeper III</b>  <del>Zookeeper IV</del></p>	<p><b>Internal Services – Finance</b>  <b>NSCC</b>  Public Works - Engineering  Public Works  Internal Services – Finance, Public Works - Zoo  Police: Non-Sworn  <del>Neighborhood Services &amp; Code Compliance</del>  <del>Public Works – Traffic</del>  <del>Mayor’s Office</del>  Public Works – Parks  <b>Mayor’s Office - HR</b>  Information Technology  Public Works  Public Works  <del>Public Works – WWTP</del>  Public Works, Police, Fire, NSCC</p> <p>Internal Services – Procurement  Public Works – WTP  Public Works – Sanitation  Internal Services – Procurement  <b>Public Works – W&amp;S Branch</b>  Public Works – Zoo  Public Works – W&amp;S Branch  Public Works – WTP  <b>Public Works - WWTP</b>  <b>Public Works - WWTP</b>  <del>Public Works – WWTP</del>  <b>Public Works - Zoo</b>  <del>Public Works – Zoo</del></p>	<p>\$30,533  \$32,670</p>	<p>\$49,110  \$52,548</p>
---	---	--	-------------------------------	-------------------------------

<p>7</p>	<p><b>Code Enforcement Officer</b>                  Diesel Mechanic/Assistant Supervisor                  Electrical Inspector  <b>Electrician</b>                  Electrician Supervisor                  GIS Technician  <b>Motor Equipment Operator V</b>                  Plumbing Inspector                  Police Communications Operator II                  Records Admin./Assistant City Clerk                  Streets Supervisor                  Utility Supervisor  <b>Veterinary Technician</b>                  Water Treatment Operator II  <b>WWTP Operator II</b>                  Wastewater Treatment Plant Operator IV                  WWTP Shift Supervisor  <b>Zookeeper IV</b></p>	<p><b>Neighborhood Services &amp; Code Compliance</b>                  Public Works – Fleet Maintenance                  Building, Permits &amp; Inspections  <b>Public Works- Traffic Control</b>                  Public Works – WWTP                  Public Works  <b>Public Works WWTP</b>                  Building Permits &amp; Inspections                  Police                  Office of the City Clerk                  Public Works – Streets                  Public Works – W&amp;S Branch  <b>Public Works - Zoo</b>                  Public Works – WTP  <b>Public Works - WWTP</b>                  Public Works – WWTP                  Public Works – WWTP  <b>Public Works – Zoo</b></p>	<p>\$32,975                  \$35,283</p>	<p>\$53,038                  \$56,751</p>
<p>8</p>	<p>Building Inspector                  CAD Supervisor  <b>Payroll Accountant</b>                  Chief Operator                  Communications Coordinator                  Construction Inspector                  Development Coordinator  <b>Electrical Supervisor</b>                  Engineering Technician/Customer Service                  Engineering Technician  <b>GIS Analyst</b>                  Housing Supervisor                  Laboratory Director/Chemist                  Lead Zoo Keeper                  Maintenance Supervisor                  Marketing &amp; Development Associate                  Parks Supervisor                  Biosolids Manager                  Pretreatment Coordinator                  Resource Manager                  Traffic Supervisor  <b>Utility Section Chief</b>                  Vehicle Maintenance Supervisor</p>	<p>Building Permits &amp; Inspections                  Public Works  <b>Finance</b>                  Public Works – WWTP                  Mayor's Office                  Public Works                  Public Works  <b>Public Works - WWTP</b>                  Public Works                  Public Works  <b>Public Works - Engineering</b>                  Neighborhood Services &amp; Code Compliance                  Public Works – WWTP                  Public Works - Zoo                  Public Works – WWTP                  Public Works – Zoo                  Public Works – Parks                  Public Works – WWTP                  Public Works – WWTP                  Public Works, <b>Police</b>                  Public Works – Traffic  <b>Public Works – W&amp;S</b>                  Public Works – Fleet Maintenance</p>	<p>\$35,614                  \$38,107</p>	<p>\$57,283                  \$61,293</p>

	<b>WWTP Operator III</b> Water Plant Maintenance Operator <b>WWTP Shift Supervisor</b>	<b>Public Works - WWTP</b> Public Works – WTP <b>Public Works - WWTP</b>		
9	Assistant W&S Superintendent <b>BioSolids Manager</b> Construction Inspection Supervisor Education Curator <b>Human Resources Manager</b> <b>Maintenance Supervisor</b> Network Administrator Plans Examiner Police Communications Officer III <b>Pretreatment Coordinator/Supervisor</b> <del>WWTP Operator IV</del>	Public Works – W&S <b>Public Works - WWTP</b> Public Works Public Works – Zoo <b>Mayor's Office</b> <b>Public Works – WWTP</b> IT BPI Police <b>Public Works - WWTP</b> <del>Public Works – WWTP</del>	\$38,463 \$41,155	\$61,865 \$66,196
10	Accountant <del>Asst. Superintendent – WWTP</del> <b>Business Development Specialist</b> <b>Chief Operator WWTP</b> Deputy Operations Division Chief Financial Analyst <b>Housing Supervisor</b> Project Manager <b>Quartermaster</b> <del>Safe Streets Coordinator</del> Sanitation Superintendent Traffic Systems Manager WTP Assistant Superintendent Zoo Curator	Internal Services - Finance <del>Public Works – WWTP</del> <b>Business Development</b> <b>Public Works - WWTP</b> Public Works – Water Division Internal Services – Finance <b>Neighborhood Services &amp; Code Compliance</b> Public Works – Engineering <b>Police Non-Sworn</b> <del>Police</del> Public Works – Sanitation Public Works – Traffic Public Works – WTP Public Works – Zoo	\$41,539 \$44,447	\$66,813 \$71,490

11	<del>Assistant Director of Internal Services – Finance</del> <del>City Clerk</del> <del>Surveyor</del> <del>Director, Community Development</del> <del>Manager, Technical Support</del> <del>Project Engineer</del> <del>W&amp;S Superintendent</del> <del>Zoning Administrator</del>	<del>Internal Services – Finance</del> <del>Office of the City Clerk</del> <del>Public Works</del> <del>Community Development</del> <del>Public Works</del> <del>Public Works</del> <del>Public Works – Water Division</del> <del>Building Permits &amp; Inspections</del>	<del>\$44,863</del> <del>\$48,003</del>	<del>\$72,159</del> <del>\$77,210</del>
12	<del>Assistant City Administrator</del> <del>Assistant Director of Internal Services – Finance</del> <del>Assistant Director of Internal Services Procurement</del> <del>Assistant Superintendent - WWTP</del> <del>Deputy Director – Operations</del> <del>Director, Community Development</del> <del>WTP Superintendent</del> <del>W&amp;S Superintendent</del>	<del>Mayor's Office</del> <del>Internal Services – Finance</del> <del>Internal Services – Procurement</del> <del>Public Works WWTP</del> <del>Public Works – Operations Division</del> <del>Community Development</del> <del>Public Works – Water Treatment Plant</del> <del>Public Works – W&amp;S Division</del>	<del>\$48,452</del> <del>\$51,844</del>	<del>\$77,932</del> <del>\$83,387</del>
13	<del>Assistant Director of Internal Services - Finance</del> <del>Assistant Director of Internal Services-Procurement</del> <del>Supervisory Civil Engineer</del> <del>WWTP Superintendent</del> <del>Zoo Director</del>	<del>Internal Services - Finance</del> <del>Internal Services – Procurement</del> <del>Public Works</del> <del>Public Works – WWTP</del> <del>Public Works – Zoo</del>	<del>\$52,328</del> <del>\$55,991</del>	<del>\$84,16</del> <del>\$90,058</del>
14	<del>Director, Building Permits &amp; Inspections</del> <del>Director, Information Technology</del> <del>Director, NSCC</del> <del>Water Division Chief</del> <del>WWTP Superintendent</del>	<del>Building Permits &amp; Inspections</del> <del>Information Technology</del> <del>Neighborhood Services &amp; Code Compliance</del> <del>Public Works – Water Division</del> <del>Public Works - WWTP</del>	<del>\$56,514</del> <del>\$60,470</del>	<del>\$90,899</del> <del>\$97,262</del>
15	<del>Director, Information Technology</del> <del>Assistant City Administrator</del> <del>Deputy Director – Engineering</del> <del>Fire Chief</del>	<del>Information Technology</del> <del>Mayor's Office</del> <del>Public Works</del> <del>Fire</del>	<del>\$61,036</del> <del>\$65,309</del>	<del>\$98,173</del> <del>\$105,045</del>

16	Chief of Police Director, Internal Services	Police Internal Services	<del>\$65,918</del> \$70,532	<del>\$106,025</del> \$113,447
17	Director, Public Works	Public Works	<del>\$71,191</del> \$76,174	<del>\$114,506</del> \$122,522
18	City Administrator	Mayor's Office	<del>\$76,887</del> \$82,269	<del>\$123,668</del> \$132,325

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
INTERIM CITY ADMINISTRATOR

To: Tom Stevenson, Interim City Administrator  
From: Keith Cordrey, Director of Internal Services *KAC*  
Date: October 16, 2013  
Re: Budget Amendment Compensation Increases

---

Attached hereto is a Budget Amendment that appropriates the funds necessary to implement the pay plan revisions and reclassifications based on a study completed by Evergreen Solutions and the City's Human Resource Department. The Min/Step portion of the changes will be effective 1/11/2013 which is the first full pay period in January. The market portion will be effective 7/1/2014.

There are related ordinances that address a revised pay plan and reclassifications under separate cover.

Please let me know if you have any questions.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21

ORDINANCE NO. 2268

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND, WATER SEWER FUND, AND PARKING BUDGETS TO APPROPRIATE FUNDS TO COVER INCREASES IN EMPLOYEE COMPENSATION.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate pay grades assigned to positions and a new pay plan; and

WHEREAS; the Human Resource department used the study and collaborated with department heads in order to assign the appropriate grade to positions and formulate a new pay plan; and

WHEREAS, the recommended changes require an increase in personnel cost in order to fund the changes effective January 11, 2014; and

WHEREAS, the City's FY2014 budget does not contain appropriations sufficient to cover this expense.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget is hereby amended to include the following increases:

	<b>Increase Amount</b>
City Council / City Clerk Dept.	1,832.56
Mayor's Office/Community Promotions Dept.	12,318.27
Internal Services Dept.	13,562.44
Information Technology Dept.	5,209.76
Police Dept.	67,192.49
Fire Dept.	34,406.57
Building Permits & Inspections Dept.	4,554.17
Neighborhood Services Dept.	9,742.28
PW-Traffic Control Dept.	4,633.18
PW-Resource Management Dept.	3,687.67
PW-Engineering Dept.	11,023.25
PW-Streets and Lighting Dept.	16,561.88
PW-Sanitation Dept.	22,648.45
PW-Fleet Management Dept.	3,910.34
PW-Carpenter Shop Dept.	1,090.61
PW-Recreation and Culture Dept.	19,627.17
Current Year Surplus (01000-469810)	232,001.09

1  
2 NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
3 SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 Parking Fund Budget is hereby amended to  
4 include the following increases:  
5

	<b>Increase Amount</b>
Parking Fund	2,234.00
Current Year Surplus (10100-469810)	2,234.00

6  
7 NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
8 SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 Water Sewer Fund Budget is hereby amended  
9 to include the following increases:  
10

	<b>Increase Amount</b>
Water Fund	28,221.50
Sewer Fund	113,119.74
Current Year Surplus (60100-469810)	141,341.24

11 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on  
12 this \_\_\_\_ day of \_\_\_\_\_ 2013, and thereafter, a statement of the substance of the Ordinance having been  
13 published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2013...  
14  
15

16 **ATTEST:**

17 \_\_\_\_\_  
18 Kimberly R. Nichols, City Clerk

\_\_\_\_\_   
Jacob R. Day, President  
Salisbury City Council

19  
20  
21  
22 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2013.

23 \_\_\_\_\_  
24 James Ireton, Jr., Mayor  
25  
26  
27  
28