



by removing Resolution No. 2251- amending the Salisbury City Council Regulations and Rules of Order. The Council Regulations and Rules of Order will be a topic of discussion on the February 19, 2013 Work Session.

The legislative agenda, as amended, was adopted by unanimous vote in favor.

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

The Consent Agenda, as amended, and consisting of the following items, was unanimously approved on a motion by Mrs. Shields and a second by Mrs. Mitchell:

- January 22, 2013 work session minutes
- January 22, 2013 closed session minutes
- January 28, 2013 regular meeting minutes
- Resolution No. 2254 – approving the reappointments of Keith Cordrey, Gregory Johnson, Kimberly R. Nichols, and John R. Pick to GASB 45 Trust

**AWARD OF BIDS** – (part 1 of 2) presented by Internal Services Assistant Director – Procurement Catrice Parsons

The following items were unanimously approved on a motion by Mrs. Shields and a second by Mrs. Campbell:

- Change Order #7 to Contract A-7-09 R2 - \$70,000

**RESOLUTION** – presented by City Administrator John Pick

- Resolution No. 2255 – accepting funds awarded through a grant from the Department of Housing & Community Development, Emergency Solutions Grant

On a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, Resolution No. 2255 was approved by unanimous vote in favor.

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

- Ordinance No. 2231 – 2<sup>nd</sup> reading – to eliminate fourteen parking spaces and provide three bus parking spaces on the east side of Wayne Street adjacent to the Salisbury University Stadium

Mrs. Shields moved and Mrs. Campbell seconded to approve Ordinance No. 2231.

Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to amend the ordinance by striking “is approved.” and placing a period after “stadium.” on Line 30. Public Works Director Teresa Gardner discussed the street width and bus parking

requirements, and reported the street width was more than adequate by City standards.

The City Clerk was instructed to correct the spelling of the word "Stadium" on Line 6 before printing Ordinance No. 2231 for the required signatures, and placing Exhibits A & B with the ordinance.

Ordinance No. 2231 for second reading, as amended, was unanimously passed.

- Ordinance No. 2232 – 2<sup>nd</sup> reading – approving an amendment of the FY 13 General Fund and Water and Sewer Fund Budgets to appropriate funds to cover the City's cost for a pay and classification study

Mrs. Shields motioned and Mrs. Campbell seconded to approve Ordinance No. 2232 for second reading.

The following comments were received from one member of the public concerning Ordinance No. 2232:

- Public Works requested to be considered for a 2% pay increase and was told that sustainability was the main issue
- Why pay for a \$44,000 pay study that the City can't sustain?

Mrs. Campbell motioned and Mr. Spies seconded to amend Ordinance No. 2232 by striking the word "pay" and inserting "Pay/Compensation" on Lines 7, 10, and 14. The amendment passed 4-1 with Mrs. Mitchell casting the "nay" vote.

Mrs. Campbell motioned, Mr. Spies seconded, and the vote was 4-1 (Mrs. Mitchell voted "nay") to amend Ordinance No. 2232 by adding the following on Line 37:

*"AND, BE IT FURTHER ORDAINED, that these funds are restricted to use for their intended purpose only, as stated herein, and that any unused portion of these funds shall be returned to surplus."*

Ordinance No. 2232 for second reading, as amended, was passed on a 4-1 vote. Mrs. Mitchell voted "nay."

**AWARD OF BIDS** – (part 2 of 2) presented by Internal Services Assistant Director – Procurement Catrice Parsons

On a motion by Mrs. Shields and seconded by Mrs. Campbell, the following item was approved on a 4-1 vote, with Mrs. Mitchell casting the "nay" vote.

- Award of RFP 06-13 Pay & Classification Study - \$44,500.00

**ADJOURNMENT**

*The legislative meeting adjourned at 7:20 p.m.*

**CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
February 8, 2013**

**TIME & PLACE:** 1:34 p.m., Government Office Building – Conference Room 306.  
**PURPOSE:** To consult with counsel to receive an update and obtain legal advice on a matter related to the Wastewater Treatment Plant litigation  
**VOTE TO CLOSE:** Unanimous  
**CITATION:** Annotated Code of Maryland Section 10-508(a)(7)(8)  
**PRESENT:** Council President Terry E. Cohen, Council Vice-President Deborah S. Campbell, Councilwoman Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Kim Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, Ph.D., Public Works Director Teresa Gardner, Internal Services Director Keith Cordrey, and Attorneys Howard Goldberg and Paul Wilber  
**ABSENT:** Mayor James Ireton, Jr.

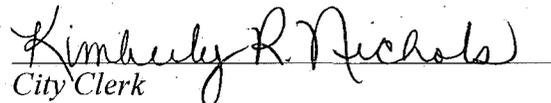
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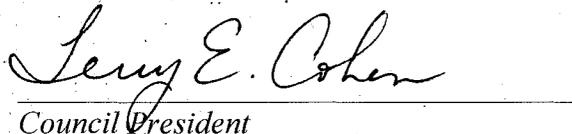
*The City Council convened in Open Session in room #306 in the Government Office Building.*

*At 1:34 p.m., Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to convene in Closed Session for the purpose of consulting with counsel to obtain advice on a legal matter and consulting with staff about pending or potential litigation as permitted by the Annotated Code of Maryland Sections 10-508(a)(7)(8).*

*Council consulted with attorneys and staff, received an update on two litigation matters and reached consensus on one advised course of action. The other matter required no consensus.*

*On a motion by Mrs. Shields, seconded by Mrs. Campbell, and approved by unanimous vote in favor, Council adjourned the Closed Session at 2:04 p.m. and returned to Open Session.*

  
City Clerk

  
Council President

# 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

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

KEITH CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

February 11, 2013

- |    |   |             |
|----|---|-------------|
| 1. | Award of RFP 06-13 Pay & Classification Study | \$44,500.00 |
| 2. | Change Order #7 to Contract A-7-09 R2         | \$70,000.00 |

# City of Salisbury



125 NORTH DIVISION STREET  
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JAMES IRETON, JR.  
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ASSISTANT CITY ADMINISTRATOR

## MARYLAND COUNCIL AGENDA

KEITH CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

February 11, 2013

TO: Mayor and City Council

SUBJECT: Award of RFP 06-13  
Pay & Classification Study

The Procurement Department received a request from the Mayor's Office to solicit bids for a Pay & Classification Study. 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 nine (9) vendors were sent bid packages with six (6) vendors submitting a bid by the due date and time of November 27, 2012 at 2:30 p.m.

An initial review and evaluation was completed and it was determined that a benefits survey should be included in the scope of work. As such, the Procurement Department contacted the Vendors and requested a revised proposal package with pricing to include the benefits survey. The pricing for the revised proposal submissions are listed below.

<u>Vendor</u>	<u>Bid Price</u>
Evergreen Solutions	\$44,500.00
DI Jacobs Consulting	\$14,500.00
Management Advisory Group	\$34,975.00
Hendricks & Associates	\$43,995.00
The Singer Group	\$52,000.00
Condrey & Associates	\$57,500.00

There are sufficient funds to cover this project in account numbers 12000-513071, 83000-513071, and 87000-513071 "Compensation Study".

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

Thank you,

Catrice L. Parsons  
Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET  
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To: Catrice Parsons, Assistant Director of Internal Services-Procurement  
From: John Pick, City Administrator  
Date: January 31, 2013  
Subject: RFP 06-13 Total Compensation Survey

Based on interest expressed by Council members at the October 1 work session, the Mayor began the process to conduct a Pay and Classification Study for all City employees. RFP 06-13 "Total Compensation Survey" was formulated and sent out for receipt of proposals. Proposals were opened on Tuesday, November 27, 2012 at 2:30 p.m. We received six (6) responses. A review committee comprised of John Pick, Loré Chambers, Tom Tengman, and Jeanne Loyd has reviewed the bids. Each firm was rated on completeness of their response to the scope of the project, the size and breadth of the projects performed in the past, their commitment to meet the scheduled deadline for project completion and the price for the project.

The Committee reached consensus to recommend to the Mayor that the bid be awarded to Evergreen Solutions, LLC. The Mayor took the award with all supporting documentation to Council for their review. At that time Council requested that the City administration go back to the vendors and request a revised scope of work to include a benefits survey to include pricing.

City administration fulfilled this request and presented the revised scope of work and pricing to Council with a recommendation to award RFP 06-13 to Evergreen Solutions, LLC, in the amount of \$44,500.00. The Mayor concurred in the recommendation.

The ranking and pricing information is listed below.

Vendor	Ranking	Pricing	Cost
The Singer Group	4.15	\$52,000.00	
Evergreen Solutions, Inc.	3.95	\$44,500.00	
Hendricks & Associates, Inc.	3.9	\$43,995.00	
Condrey & Associates	3.5	\$57,500.00	
Management Advisory Group	3.25	\$34,975.00	
DI Jacobs Consulting	2.9	\$14,500.00	

The Committee took into consideration the following factors in recommending Evergreen Solutions, LLC:

- They emphasized the connection between an organization's compensation management and its strategic direction.
- They also mentioned that they would help us develop a compensation philosophy to help guide decisions once the results of the salary survey are known.
- They emphasized the importance of communication and the involvement of City officials, supervisors and employees in every step of the process
- They are willing to conduct the number of employee orientation sessions necessary to reach the maximum number of employees possible.
- They are willing to conduct one-on-one interviews with department head and top level supervisors.
- The salary survey would include both public and private sector employees
- They indicated that they would take a more detailed approach to the salary survey, including follow-up to maximize return.
- They will develop compensation administration guidelines
- They will train appropriate members of the City staff on the system.
- They will provide technical support after completion.

Evergreen Solutions, LLC provided the fourth lowest price quote after the benefits survey was included. The lowest price quote we believe is too low to ensure a quality product. The second lowest quote was provided by a company that lowered their price after we asked for more work. The third lowest quote was provided by a firm with which we had an unsatisfactory experience on the same kind of product.

Funds are available in account numbers 12000-513071, 83000-513071, and 87000-513071 "Compensation Study".

City Administration is requesting Council to award RFP 06-13 to Evergreen Solutions, LLC.

Approved:

  
\_\_\_\_\_  
John Dick, City Administrator

# City of Salisbury



MARYLAND



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SALISBURY, MARYLAND 21801  
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KEITH CORDREY  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

February 11, 2013

TO: Mayor and City Council

SUBJECT: Change Order #7 to Contract No. A-7-09 R2  
Curb, Gutter, and Sidewalk

The Procurement Department received a request from the Public Works Department to process Change Order #7 for Contract No. A-7-09 R2 *Curb, Gutter, and Sidewalk Program* in the amount of \$70,000.00; with Malone & Phillips. This Change Order proposes to add projects to a yearly contract for needed and funded projects. Additional details are noted in the department memo.

Funds are available in account number 31000-534307 "*Curb, Gutter, & Sidewalk*".

The Procurement Department requests Council's approval to approve Change Order #7 as noted above to Malone & Phillips in the amount of \$70,000.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
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TERESA GARDNER, P.E.  
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

To: Catrice Parsons, Assistant Director Internal Services - Procurement  
From: Teresa Gardner, P.E., Director of Public Works  
Subject: Change Order No. 7 - Contract No. A-7-09 R2- P.O. 02120220  
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #7, in the amount of \$70,000.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

In the FY13 budget, \$70,000.00 was budgeted for curb, gutter and sidewalk expenditures. These funds will be utilized to fund curb, gutter and sidewalk repairs/replacement caused by water and sewer service maintenance activities.

Funds will be encumbered from the following account for the work mentioned above:  
31000-534307 (Curb, Gutter and Sidewalk) \$ 70,000.00

Approved: \_\_\_\_\_

Teresa Gardner, P.E.  
Director of Public Works

**CHANGE ORDER**

#7

PROJECT: Contract No. A-07-09 R2  
Citywide Concrete Program

P.O. NO: 02120220

TO: Malone & Phillips  
P.O. Box 2341  
Salisbury, MD 21802

CHANGE ORDER NO: 7  
INITIATION DATE: 01-14-13  
CONTRACT DATE: 12-09-11  
ACCOUNT NO: 31000-534307

You are directed to make the following changes in this contract:

In the FY13 budget, \$70,000.00 was budgeted for curb, gutter and sidewalk expenditures. These funds will be utilized to fund curb, gutter and sidewalk repairs/replacement caused by water and sewer service maintenance activities.

Not valid until signed by the Owner and Department Head.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was.....	\$ <u>31,357.23</u>
Net change by previously authorized Change Orders.....	\$ <u>195,750.30</u>
The Contract Sum prior to this Change Order was.....	\$ <u>227,107.53</u>
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order .....	\$ <u>70,000.00</u>
The new Contract Sum including this Change Order will be.....	\$ <u>297,107.53</u>
The Contract Time will be (increased), (decreased), (unchanged) by this Change Order by ( ) days or ( ) months	
The date of substantial completion as of the date of this Change Order... therefore is .....	<u>June 30, 2013</u>

**AUTHORIZED:**

BY: _____ Teresa Gardner, P.E. Director of Public Works  DATE: _____	Vendor: _____  BY: _____ Printed name  _____ Title  BY: _____ Sign for Identification  DATE: _____	BY: _____ Catrice Parsons, Assistant Director of Internal Services-Procurement Division  DATE: _____  Funding/Bid Award As Approved by City Council  BY: _____ Terry E. Cohen President, City Council  DATE: _____
BY: _____ Keith A. Cordrey Director of Internal Services  DATE: _____		
BY: _____ Mark Tilghman City Solicitor  DATE: _____		