



City of Salisbury

CITY COUNCIL AGENDA



September 23, 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. COMMUNITY ORGANIZATION PRESENTATION

6:15 p.m. PRESENTATIONS – Mayor James P. Ireton, Jr.

- Certificate of Appreciation – Gerri Bell
- Proclamation – proclaiming Mary Black Pinkett Day

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:22 p.m. CONSENT AGENDA – City Clerk Kim Nichols

- September 3, 2013 work session minutes 1a
- September 9, 2013 regular meeting minutes 1b
- Resolution No. 2329 - reappointing Chris Roberts to the City Park Committee for the term ending 6/30/2016 1c
- Resolution No. 2330 - Tact Team Training Grant from LGIT 1d
- Resolution No. 2331 - agreeing to the extension of the Acting Status for Acting Salisbury Police Sergeant Brian Whitman and Acting Salisbury Police Corporal Eric Baker, both assigned to the Patrol Division 1e

6:25 p.m. AWARD OF BIDS –Internal Services Director Keith Cordrey 2

- Surplus Equipment – Cellebrite
- Change Order #2 to Contract A-24-13
- Change Order #2 to Contract A-22-12-R-1

6:30 p.m. RESOLUTIONS – Interim City Administrator Tom Stevenson

- Resolution No. 2332 - **Charter Amendment** - to amend the Charter of the City of Salisbury, Maryland by deleting references to the Assistant Director of Internal Services-Finance and replacing that position with an Assistant Director of Internal Services-Finance Operations and an Assistant Director of Internal Services-Finance Accounting in § SC7-1 and § SC7-25 3a

REMOVED
9/20/13

- Resolution No. 2333 - ~~Charter Amendment~~ - to amend the Charter of the City of Salisbury, Maryland by requiring publication of Charter changes before such amendments to the Charter of the City of Salisbury are considered under §SC2-11 3b

- Resolution No. 2334 - consenting to the assignment of a disposition contract between the City of Salisbury and G Plus Properties, LLC which sets forth the terms and conditions of the sale and redevelopment of the Old Firestation #16 3c

ADDED
9/20/13

- Resolution No. 2335 - providing a payment in lieu of taxes (PILOT) to the development of rental housing, located at 660-680 Fitzwater Street 3d

6:45 p.m. ORDINANCES – City Attorney Mark Tilghman

- Ordinance No. 2258 – 2nd reading – to eliminate or reduce water or sewer charges for equivalent dwelling units (EDUs) in accordance with Chapter 13.02 of the City Code to encourage development in the Downtown area and the Enterprise Zone 4a
- Ordinance No. 2260 – 2nd reading – approving an amendment to the FY14 General Fund to provide funds to cover the cost for one half-time AmeriCorps member for the 2013-2014 ShoreCorp/Pals Site Partnership Program 4b
- Ordinance No. 2262 – 1st 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 4c
- Ordinance No. 2263 – 1st reading – approving an amendment of the FY 13 General Fund Budget to revise positions in the Internal Services Department 4d

7:15 p.m. PUBLIC COMMENTS

7:20 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

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 October 14, 2013 (subject to change)

- Resolution No. 2333 - Charter Amendment – to amend the Charter of the City of Salisbury, Maryland by requiring publication of Charter changes before such amendments to the Charter of the City of Salisbury are considered under §SC2-11
- Resolution No. ____ - approving Merritt Mill/Smith Annexation
- Ordinance No. ____ - Veterans Preference Policy
- Resolution No. ____ - accepting grant funds for Safe Streets
- Ordinance No. 2262 – 2nd 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
- Ordinance No. 2263 – 2nd reading – approving an amendment of the FY 13 General Fund Budget to revise positions in the Internal Services Department

Agenda Posted: September 18, 2013

Amended: September 20, 2013 (krn)

1 CITY OF SALISBURY
2 WORK SESSION
3 SEPTEMBER 3, 2013
4

5 Public Officials Present

Council President Jacob R. Day Council Vice-President Laura Mitchell (via teleconference)
Councilwoman Terry E. Cohen (left 8:05 p.m.) Councilwoman Eugenie P. Shields (left 6:50 p.m.)
Councilman Timothy K. Spies

6
7 Public Officials Not Present

8 Mayor James Ireton, Jr.
9

10 In Attendance

11 City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr.,
12 Assistant City Attorney Peter J. Golba, Public Works Director Michael Moulds, Public Works Deputy
13 Director Amanda H. Pollack, Planning & Zoning Director Jack Lenox, Planning & Zoning Long
14 Range Planner JaLeesa Tate, interested citizens, and members of the press.
15 -----
16

17 The City Council convened in Work Session at 4:30 p.m. in Conference Room #306 of the
18 Government Office Building. City Clerk Nichols placed a phone call to Mrs. Mitchell, who had opted
19 to participate in the meeting via teleconference.
20

21 **Charter change/Advertising requirements discussion**
22

23 Assistant City Attorney Peter J. Golba joined Council to discuss the advertising requirement to
24 publish Charter changes in the local newspaper prior to changing the Charter. This action will
25 necessitate adding a new section to the Charter and amending SC-11 to include the newspaper
26 requirement.
27

28 Mrs. Mitchell explained she was requesting legislation that mandates the dissemination of public
29 information prior to a Charter Resolution being voted on and adopted by Council, providing a
30 mechanism for further public notice to encourage public input prior to the passage of a Charter
31 Resolution. Mr. Golba stated that the Charter states public notices must be made in accordance with
32 SC2-11, but that only requires posting the notice. If additional advertising requirements are desired
33 for Charter changes, they can be added.
34

35 Council reached unanimous consensus for the City Attorney to research what is legally allowable
36 and draft additional requirements giving authority to the City to advertise Charter changes prior to
37 Council's consideration of the change.
38

39 **Community Presentation – hotDesks.org**
40

41 Mike Thielke, Executive Director of Eastern Shore Entrepreneurship Center joined Council at the table
42 to discuss hotDesks.org, the new club house style concept of shared working space for freelancers and
43 solopreneurs to work, collaborate, access the internet, and brainstorm new ideas. These new co-

44 working spaces are cropping up all over the United States, with more than 2,000 locations worldwide.
45 He explained hotDesks are being used by professionals rather than working from home or internet
46 cafes to enable networking and the sharing of knowledge.

47
48 Mr. Thielke reported the first Eastern Shore hotDesks location is in Salisbury, located at 31901 Tri-
49 County Way. He informed Council of the bus visit on Monday, September 9th from 4 p.m. to 6 p.m. in
50 front of the Chamber of Commerce on Main Street where entrepreneurs can create pitches and have
51 their videos posted on YouTube.

52

53 **Rivers Edge PILOT**

54

55 Joining Council at the table were Andrew Hanson, Vice President of Osprey Property Company and
56 Mike Dyer, CEO of United Needs and Abilities (UNA) to discuss the requested payment in lieu of
57 taxes (PILOT) for Rivers Edge.

58

59 Mr. Hanson updated Council on the progress of the project and the receipt of the permit which is
60 required in order to stabilize the shoreline with the large stone riprap which will join up with the steel
61 bulkhead at Chesapeake Shipbuilders. Planning & Zoning and City of Salisbury Public Works are
62 finalizing site plan approval and Storm Water Management Utility. Mr. Hanson reported an increase in
63 interest rates and construction costs, and projected the interest rate for the project would come closer to
64 7%, not below 6% as previously expected.

65

66 Mr. Hanson reported the Weinberg Foundation offer will be accepted, and the housing project was also
67 allocated resources from the Department of Housing and Community Development (DHCD) in federal
68 tax credits to the amount of \$1,324,429 per year for ten years, and received \$1,960,000 of re-housing
69 state loan funds.

70

71 President Day asked Mr. Hanson how close Osprey Property Company was to getting the project
72 started, given the resources received. Mr. Hanson indicated the company was working with an investor
73 in order to make use of the tax credits and from whom private debt financing will be received, and
74 estimated that the project should be started by October, 2013 and leased out by October, 2014.

75

76 Mr. Jack Lenox reported because this project is different from the first project started at that location,
77 they are required to go back to the Planning Commission. Public Works is involved in regards to Storm
78 Water and progress has been made with the requirements of the Critical Areas Commission. Mr. Lenox
79 estimated that the project would be approved and signed off very soon.

80

81 In Mayor Ireton's absence, Interim City Administrator Tom Stevenson shared the Mayor's thoughts as
82 follows:

83

84 *"The City has already provided through the EDU Incentive program about \$348,000 in*
85 *subsidy. If this PILOT request is approved, the City would have over \$700,000 invested in the*
86 *project. While the project is very important, he was unable to say at this time whether he*
87 *supports the request for the PILOT."*

88

89 Councilwoman Cohen recalled that when the Council was initially approached they were just being
90 asked to support the request for the tax credits. The EDUs request came later, and now the PILOT is
91 being requested. She asked Mr. Hanson if there would be any more requests made, and asked that a
92 copy of the application made to the State be emailed to her.

93
94 Mr. Hanson reportedly met with the Salisbury Wicomico Arts Council, Art Institute & Gallery,
95 Salisbury University, and the Art & Entertainment District to ensure artists are made aware of the
96 housing opportunity. Councilman Spies inquired into the amount of saved tax dollars Rivers Edge
97 would realize should the PILOT be granted, and Mr. Hanson estimated about \$9,000. Mr. Spies asked
98 Mr. Stevenson to research whether \$9,000 was enough to cover City services on the property. Mr.
99 Hanson clarified that the PILOT would get the project to the “finish line” but they may consider
100 requesting Enterprise Zone benefits in the future if they do not receive the PILOT from the City. Ms.
101 Cohen asked for the amount the Enterprise Zone credit would be for the non-residential components,
102 and asked for a comparison of the numbers used in which tax credits would be obtained.

103
104 Council agreed to advance the request for the PILOT to the September 23, 2013 Legislative Session
105 after Mr. Hanson has answered Council’s questions.

106
107 **Accepting grant for Rain Barrels**

108
109 Planning & Zoning Director Jack Lenox and Long Range Planner JaLeesa Tate joined Council to
110 explain the grant for rain barrels received from the Chesapeake Bay Trust Grant Fund. Council
111 suggested changing the resolution to include providing barrels to commercial properties as well as
112 residential properties, but priority will be given to residents first.

113
114 The following changes to the resolution were unanimously agreed upon by Council:

- 115 • Line 15 – strike “City residents attending the workshops” and insert “those residing or
116 operating a business in the City of Salisbury who attend one of the workshops” just after “no
117 cost to”.
- 118 • Line 17 – insert “Whereas, the City of Salisbury will retain a limited number of rain barrels to
119 use as demonstration projects to promote environmental stewardship; and”
- 120 • Line 22 – strike “on individual residential properties”

121
122 The Council members present unanimously agreed to advance the resolution to the September 9, 2013
123 legislative session. Ms. Cohen had excused herself from the room prior to the time President Day
124 asked for consensus.

125
126 **Resolution of Support – CP & P Funding Application – Salisbury Skatepark, Phase II**

127
128 Director of Community Development Deborah Stam joined Council to discuss the Resolution of
129 Support for Phase II of the Salisbury Skatepark. The Community Parks & Playgrounds (CP&P)
130 funding application to the Maryland Department of Natural Resources (DNR) for the FY2015 funding
131 round was submitted on August 19, 2013. Even though the DNR did not request a Resolution of
132 Support with the application, Ms. Stam indicated including it may greatly help during the review
133 phase.

134

135 Among the Council members present, it was unanimous to advance the Resolution of Support to the
136 September 9, 2013 Legislative Session. Ms. Cohen had not returned to the conference room prior to
137 the time President Day asked for consensus.
138

139 **Proposal – Reorganization of Internal Services Department**

140
141 Internal Services Director Keith Cordrey presented a PowerPoint to help explain the proposal to
142 reorganize the Internal Services Department. The reorganization includes restructuring positions and
143 redistributing duties; and changing job descriptions, titles and classifications. Restructuring will
144 hopefully improve efficiency, create job growth within the department, and encourage retention. The
145 restructuring will not affect Procurement or Parking.
146

147 Mr. Cordrey explained the plan requires no increase in cost, even if the Evergreen study was adopted.
148 Not only does it not cost anything more, but will cost less if the Evergreen study is implemented.
149

150 Ms. Cohen asked Mr. Cordrey to identify in the future what improvements are yielded to the bottom
151 line of the City as a result of this reorganization. Mr. Stevenson will review the Pay Plan, Budget, and
152 Charter & Code to make sure all bases are covered, and will be prepared with the legislation for
153 September 23, 2013. SC7-1 will require an amendment.
154

155 Council unanimously agreed to advance the legislation to the September 23, 2013 Council meeting.
156

157 Council President Day called for a brief recess, and the work session reconvened at 7:10 p.m.
158

159 **Stormwater Utility Feasibility Study**

160
161 Public Works Director Mike Moulds and Deputy Director Amanda Pollack joined Council for the
162 continued discussion regarding the implementation of a Stormwater Utility.
163

164 Grant matching utilization was suggested to help cover personnel costs. Administration will invite
165 officials from the Town of Berlin to a work session to discuss the process they followed in their
166 Stormwater Utility implementation. Mr. Moulds will ask the Hal Adkins, the Ocean City Public Works
167 Director, for his thoughts on the utility.
168

169 Mrs. Pollack reported that the State is focusing on the Phase I Permit Holders, which are the much
170 larger municipalities. After all of the Phase I Permits are finished, they will begin addressing the Phase
171 II Permits, which is the one Salisbury holds.
172

173 Mrs. Mitchell questioned the logic in starting the utility with initial fees of \$20 per year since experts
174 who performed the study reported that it needs to be started at the \$48 level. Mrs. Pollack stated that
175 the study looked at the utility as a new department, with new staffing, billing, computers, etc. She
176 suggested taking the vantage point of viewing this utility as an extension of another department to
177 minimize the initial start-up costs including personnel and equipment.
178

179 The Stormwater Utility will be scheduled for further discussion at the October 21, 2013 Work Session.
180 Ms. Cohen suggested publicizing the meetings to ensure citizens awareness.

181

182 **MOU with DOT for the Northeast Collector Hike & Bike Path**

183

184 Mrs. Pollack presented the grant agreement for the Northeast Collector Hike & Bike Path, Phase II.
185 She reported the following:

186

- 187 • The City signed an MOU amendment in 2012 which allowed the City to accept additional
188 funds for the project.
- 189 • The original agreement with the State was very narrow in focus and specific as to the funding,
190 and the original project cost was about \$450,000.
- 191 • The Department of Transportation (DOT) was providing a \$225,000 grant and the City was to
192 provide matching funds.
- 193 • The State plan review dictated the installation of electronic crossing devices (ECD) across Rt.
194 50 for bikes. These ECDs were not part of the original budget and added approximately
195 \$90,000 to the project.
- 196 • The State has offered a grant through the Maryland Bikeways Program for the additional
197 \$90,000, with no match required.

198

199 Mr. Day suggested considering calling the route a specific color in order to incorporate it into the new
200 bike system Salisbury is begun developing. Ms. Cohen asked for the resolution to include language
201 regarding there will be no additional grant matches required.

202

203 Council unanimously agreed to include the resolution in the September 9, 2013 agenda.

204

205 **City Attorney/City Clerk evaluations**

206

207 Mr. Day updated Council on the proposed procedure for evaluating the City Attorney and City Clerk
208 which includes the completion of an anonymous survey on each position by Mayor Ireton, Council
209 members, Department Heads, and the City Administrator. Council agreed that a conversation in closed
210 session on the results of the survey would also be useful.

211

212 Ms. Cohen questioned the methodology and disagreed with the described process because the City
213 Attorney was a contractor. She asked to review the evaluation questions.

214

215 Mr. Day suggested Ms. Cohen might offer an alternative suggestion on how the evaluations could be
216 conducted, and Ms. Cohen agreed to think on the matter and report back to Council. Mr. Golba
217 communicated Mr. Tilghman's concern with the anonymity and his inability to respond to comments.

218

219 The evaluation discussion will be continued during the September 16, 2013 Work Session.

220

221 **Ordinance No. 2258 – EDU Incentive Zone**

222

223 Mr. Moulds, Mrs. Pollack, and Mr. Lenox reported on the draft eligibility criteria to be used in
224 evaluating an application. Additions include required consistency with the Salisbury Sustainable
225 Community Plan on file, the Maryland Department of Community Development, and consistent with
226 one or more of the following benchmark objectives from the "Plan for Transformation" done in 2012:

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1. Increasing the number of jobs in the City
2. Increasing the number of downtown housing units and associated resident population
3. Increasing the amount of commercial square footage in the City
4. Removing 25% of the impervious surface area downtown in each developed project

This information would be submitted with proposed application packages to the Public Works Director for review.

Mr. Day cautioned for downtown to not end up becoming more suburban in nature and fragmented with portions of park space but no actual gathering space when using the 25% reduction criteria, and suggested specifying that the way to achieve the 25% reduction is not by reducing building footprints.

Mr. Day added if the “Plan for Transformation” calls for an increase in the number of jobs in the City, those jobs should pay a living wage. The median household incomes in Wicomico County and the City of Salisbury are \$51,751 and \$44,793, respectively.

Deeming the section on criteria unclear, Mr. Golba suggested including in the ordinance verbiage requiring compliance with the criteria, and clarifying the Public Works Director will evaluate the criteria and determine whether the application is to be advanced to the Mayor for approval. Mrs. Pollack suggested that on Lines 51 and 52 the first sentence should be, “...will be submitted to the Director of Public Works for review and to make a determination.” The second sentence would read, “After review, upon a favorable recommendation, the Public Works shall submit the allocation request to the Mayor for approval.”

Mr. Day asked for Mr. Moulds to update the eligibility criteria based upon this discussion, and Mr. Day, Mrs. Mitchell, and Mr. Spies unanimously agreed for the ordinance to be advanced to the September 9, 2013 Council Meeting.

General Discussion

Mrs. Mitchell requested a legal update on the various cases being worked on by the City Attorney. Included with that update should be the status of the City’s election redistricting and the requirement to go to court with this.

Thereafter, and with no further discussion, President Day adjourned the Work Session at 8:34 p.m.

City Clerk

Council President

- 43 • Resolution No. 2325 – to approve a Maryland Department of Natural Resources, Community
44 Parks & Playgrounds Grant application for funding for Phase II of the Salisbury Skatepark
- 45 • Resolution No. 2326 – accepting a donation from the Delmarva Zoological Society for the
46 Salisbury Zoological Park
- 47 • Resolution No. 2327 – accepting funds from the Chesapeake Bay Trust to purchase and
48 distribute approximately 50 – 55 rain barrels at two community workshops
- 49 • Resolution No. 2328 – authorizing the Mayor to sign the grant agreement and accept a grant
50 of \$90,000.00 from Maryland Department of Transportation Maryland Bikeways Program
51 for the Northeast Collector Bike Path Phase II Pedestrian-and-Bicycle-Facilities
52 improvements

53
54 **AWARD OF BIDS** – presented by Internal Services Director Keith Cordrey

55
56 *The following item was unanimously approved on a motion by Mr. Spies that was seconded by Mrs.*
57 *Mitchell:*

- 58
59 • *Declaration of surplus – Service Handgun - \$0.00*

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

- 62
63 • Ordinance No. 2258 – 1st reading – to eliminate or reduce water or sewer charges for
64 equivalent dwelling units (EDUs) in accordance with Chapter 13.02 of the City Code to
65 encourage development in the Downtown area and the Enterprise Zone

66
67 *Mrs. Mitchell moved and Mrs. Shields seconded to approve Ordinance No. 2258 for first*
68 *reading. After discussion, Council unanimously agreed for Mr. Tilghman to insert the*
69 *eligibility criteria into the ordinance for the second reading on September 23, 2013.*

70
71 *Ordinance No. 2258 for first reading was approved on a 4-1 vote, with Ms. Cohen casting*
72 *the “nay” vote.*

- 73
74 • Ordinance No. 2260 – 1st reading – approving an amendment to the FY14 General Fund to
75 provide funds to cover the cost for one half-time AmeriCorps member for the 2013-2014
76 ShoreCorp/Pals Site Partnership Program

77
78 *On a motion and seconded by Ms. Cohen and Mr. Spies, respectively, Ordinance No. 2260*
79 *was unanimously approved for first reading.*

80
81 **PUBLIC COMMENTS**

82
83 *Three members of the public expressed the following concerns:*

- 84
85 • *A neighbor repeatedly violates the City Code (grass too tall, rubbish in yard, furniture on*
86 *lawn, fleas in the house). President Day informed the citizen that Council is developing the*
87 *Habitual Offender laws to deal with homeowners/landlords such as these.*

- 88 • *President Day and Mayor Ireton were thanked for their opening remarks during the NAACP*
- 89 *Back to School Rally in August*
- 90 • *President Day and Councilman Spies were thanked for supporting the FBI training to foster*
- 91 *better relationships between law enforcement agencies and the community*
- 92 • *Chief Duncan, Colonel Barkley and their staff were thanked for supporting NAACP events in*
- 93 *the community*
- 94 • *Council members were invited to the Freedom Fund Banquet*
- 95 • *Lots of money being spent on Downtown and not the rest of Salisbury*
- 96 • *Red Light District signage bringing the area down and crime is going up*
- 97 • *Difficult to promote Salisbury when it's not safe*
- 98

99 *There being no further business for discussion, the meeting adjourned at 7:05 p.m.*

100

101

102

103 *City Clerk*

104

105

106

107 *Council President*

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Reappointment to the City Park Committee
Date: September 18, 2013

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

<u>Candidate</u>	<u>Term Ending</u>
Chris Roberts	6/30/2016

Attached you will find a letter from Mr. Roberts and the Resolution necessary for his reappointment. 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

To: Mayor Ireton
From: Chris Roberts
RE: City Park Committee

I would like to reapply for another term on the City Park Commission as I believe my current term expires this summer. Not only have I enjoyed working with this talented group of individuals but I feel we have accomplished quite a bit during my time as Chair for the past year.

Sincerely, Chris

RESOLUTION NO. 2329

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

<u>Name</u>	<u>Term Ending</u>
Chris Roberts	6/30/2016

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 September 2013.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of September 2013.

James Ireton, Jr.
MAYOR

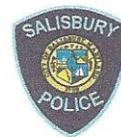
City of Salisbury



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

September 3, 2013

TO: Tom Stevenson
Acting City Administrator

FROM: Major David Meienschein

SUBJECT: Resolution

Attached, please find a Resolution allowing the Salisbury Police Department to accept funds in the amount of \$3,049.00 from the Local Government Insurance Trust for the cost of training, travel, lodging, and meals for the Salisbury Police Department Tactical Team, S.W.A.T. The training is to teach the Tactical Team, S.W.A.T, members in the area of legal and liability management for tactical and emergency response operations.

Unless you, or the Mayor, have further questions, please forward this Resolution to the City Council.

David Meienschein
Administrative Commander

Attachment

1 RESOLUTION NO. 2330

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND
4 ACCEPTING FUNDING FROM THE LOCAL GOVERNMENT INSURANCE
5 TRUST FOR THE SALISBURY POLICE DEPARTMENT'S TACTICAL TEAM,
6 S.W.A.T. FOR TRAINING PERTAINING TO LEGAL AND LIABILITY
7 MANAGEMENT AND EMERGENCY RESPONSE OPERATONS.

8
9 WHEREAS, the Local Government Insurance Trust, LIGT has awarded the
10 Salisbury Police Department \$3,049.00 to cover the cost of training, travel, lodging, and
11 meals for our Tactical Team, S.W.A.T.; and,

12
13 WHEREAS, the intent of the training is to teach Tactical Team, S.W.A.T.
14 members in the area of legal and liability management for tactical and emergency
15 response operations; and,

16
17 WHEREAS, the training will focus on the legal aspects of selection of tactical
18 officers, training, failure to train, failure to plan, selection of training, emotionally
19 disturbed persons, and high risk warrant service; and,

20
21 NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE
22 CITY OF SALISBURY, MARYLAND that this funding, in the amount of \$3,049.00, be
23 accepted and used for legal and liability management for tactical and emergency response
24 operations training.

25
26 THIS RESOLUTION was duly passed at a meeting of the Council of the City of
27 Salisbury held on _____, 2013, and is to become effective immediately upon
28 adoption.

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



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

September 5, 2013

TO: Tom Stevenson
Acting City Administrator

FROM: Major David Meienschein

SUBJECT: Resolution - Extension of Acting Status

Attached you will find a Resolution to extend the six month "Acting" status for the following officers:

On March 11, 2013, Corporal Brian Whitman was assigned to the position of Acting Sergeant for the Patrol Division. September 11, 2013, will be the six month anniversary for this "Acting" position. I am requesting A/Sergeant Brian Whitman be allowed to remain in this capacity due to military deployment.

On September 8, 2013, Officer Eric Baker was assigned to the position of Acting Corporal for the Patrol Division. September 8, 2013, will be the one year anniversary for this "Acting" position. I am requesting A/corporal Baker be allowed to remain in this capacity due to military deployment.

Unless you or the Mayor, have further questions, please forward this Resolution to the City Council.

David Meienschein
Administrative Commander

1 RESOLUTION No. 2331

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AGREEING TO
4 THE EXTENSION OF THE ACTING STATUS FOR ACTING SALISBURY POLICE
5 SERGEANT BRIAN WHITMAN AND ACTING SALISBURY POLICE CORPORAL ERIC
6 BAKER, BOTH ASSIGNED TO THE PATROL DIVISION.

7
8 WHEREAS, the City’s Employee Handbook provides that employees may only serve in
9 acting status for a term of six months unless they have the advice and consent of the Council; and

10
11 WHEREAS, Brian E. Whitman has been serving in “Acting” status since March 11, 2013
12 and has reached his six month anniversary on September 11, 2013 and Eric C. Baker has been
13 serving in “Acting” status since September 8, 2012, and reached his one year anniversary on
14 September 8, 2013; and

15
16 NOW THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby agrees
17 to the extended “Acting” status of Brian E. Whitman and Eric C. Baker.

18
19 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
20 Council of the City of Salisbury, Maryland held on the _____ day of _____, 2013,
21 and is to become effective immediately upon adoption.

22
23 ATTEST:

24
25 _____
26 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

27
28
29 APPROVED by me this ____ day of _____ 2013

30
31
32 _____
33 James Ireton, Jr., Mayor

34
35
36

City of Salisbury



MARYLAND

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

September 23, 2013

- | | | |
|----|---|--------------|
| 1. | Surplus Equipment-Cellebrite | -\$0- |
| 2. | Change Order #2 to Contract A-24-13 | \$38,000.00 |
| 3. | Change Order #2 to Contract A-22-12 R-1 | \$180,000.00 |

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.
ACTING CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

SEPTEMBER 23, 2013

To: Mayor and City Council

Subject: Surplus Item-Cellebrite UFED System

The Procurement Division received a request from the Salisbury Police Department to declare a Cellebrite UFED System, Serial Number 5573951 as surplus.

Upon declaration of surplus, as approved by Council, the aforementioned equipment will be traded-in towards purchase of new equipment. 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: Keith Cordrey
From: Captain Scott Kolb
Date: September 18, 2013
Subject: Surplus Equipment – Cellebrite

The Salisbury Police Department respectfully requests to surplus a piece of equipment identified as (Cellebrite UFED System), serial number # 5573951. This equipment has a value of \$4,000.00 and will be returned to the vendor and exchanged for the new equipment being purchased.

A handwritten signature in black ink, appearing to read "Scott A. Kolb", written over a horizontal line.

Scott A. Kolb

Criminal Investigation Commander

City of Salisbury



MARYLAND

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

September 23, 2013

TO: Mayor and City Council

SUBJECT: Change Order #2 to Contract No. A-24-13
Citywide Pavement Milling

The Procurement Department received a request from Public Works Department to process Change Order #2 for Contract No. A-24-13 Citywide Pavement Milling in the amount of \$38,000.00; with Rota-Mill, Inc. This Change Order proposes adding additional roadway milling included in the FY14 CIP. Additional details are noted in the department memo.

Funds are available in account number 31000-534318 "Street Maintenance Program".

The Procurement Department requests Council's approval to approve Change Order #2 as noted above to Rota-Mill in the amount of \$38,000.00.

Thank you,

Tom Tengman
Acting Assistant Director 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: Catrice Parsons, Assistant Director Internal Services - Procurement

From: Michael S. Moulds, Director of Public Works *[Signature]*
Amanda Pollack, Deputy Director *[Signature]*
James Trott, Engineering Technician *[Signature]*

Subject: Change Order No. 2 - Contract No. A-24-13 P.O. 02130231
Citywide Pavement Milling

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #2, in the amount of \$38,000.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

This change order #2 is to add roadway milling of the FY14 CIP Streets to the Annual Milling Contract A-24-13 as approved in the FY14 budget. These streets are as follows:

- Camden Avenue (Carroll Street to South Boulevard)
- Camden Avenue (College Avenue to City Limits)
- Dover Street (Route 13 to Johnson Street)
- Forest Lane (Camden Avenue to Russell Avenue)

Funds will be encumbered from the following account for the work mentioned above:

31000-534318 – Street Maintenance Program.....\$ 38,000.00

CHANGE ORDER

#2

PROJECT: **Contract No. A-24-13**
Citywide Pavement Milling

P.O. NO: **02130231**

TO: **Ms. Ruth Mast**
Rota-Mill Inc.
784 Memorial Highway
Oley, PA 19547

CHANGE ORDER NO 2
INITIATION DATE: 09-03-13
CONTRACT DATE: 01-22-13
ACCOUNT NO: 31000-534318

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

This change order #2 is to add roadway milling of the FY14 CIP Streets to the Annual Milling Contract A-24-13 as approved in the FY14 budget. These streets are as follows:

- Camden Avenue(Carroll Street to South Boulevard)
- Camden Avenue(College Avenue to City Limits)
- Dover Street (Route 13 to Johnson Street)
- Forest Lane(Camden Avenue to Russell Avenue)

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>24,363.00</u>
Net change by previously authorized Change Orders	\$ <u>42,502.00</u>
The Contract Sum prior to this Change Order was	\$ <u>66,865.00</u>
The Contract Sum will be (increased), (decreased), (unchanged) by this Change Order	\$ <u>38,000.00</u>
The new Contract Sum including this Change Order will be.....	\$ <u>104,865.00</u>
The Contract Time will be (increased), (decreased), (unchanged) by this Change Order by () days or (4) month	
The date of substantial completion as of the date of this Change Order..... therefore is	<u>May 01, 2014</u>

AUTHORIZED:

BY: _____ Mike Moulds, P.E. Director of Public Works DATE: _____	Vendor: _____ BY: _____ Printed name _____ Title BY: _____ Sign for Identification DATE: _____	BY: _____ Tom Tengman, Acting Assistant Director of Internal Services-Procurement Division DATE: _____
BY: _____ Keith A. Cordrey Director of Internal Services DATE: _____		Funding/Bid Award As Approved by City Council By: _____ Jacob R. Day President, City Council DATE: _____
BY: _____ Mark Tilghman City Solicitor DATE: _____		

City of Salisbury



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

VACANT
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

September 23, 2013

TO: Mayor and City Council
SUBJECT: Change Order #2 to Contract No. A-22-12 R-1
Citywide Blacktop Program

The Procurement Department received a request from Public Works Department to process Change Order #2 for Contract No. A-22-12 R-1 Citywide Blacktop Program in the amount of \$180,000.00; with George & Lynch, Inc. This Change Order proposes adding additional roadway paving included in the FY14 CIP. Additional details are noted in the department memo.

Funds are available in account number 31000-534318 "Street Maintenance Program".

The Procurement Department requests Council's approval to approve Change Order #2 as noted above to George & Lynch, Inc. in the amount of \$180,000.00.

Thank you,

Tom Tengman
Acting Assistant Director 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: Catrice Parsons, Assistant Director Internal Services - Procurement

From: Michael S. Moulds, Director of Public Works *MSM*
Amanda Pollack, Deputy Director *AP*
James Trott, Engineering Technician *JT*

Subject: Change Order No. 2 - Contract No. A-22-12 R-1 P.O. 02130208
Citywide Blacktop Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #2, in the amount of \$180,000.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

This change order #2 is to add the paving of the FY14 CIP Streets to the Annual Paving Contract A-22-12 R1 as approved in the FY14 budget. These streets are as follows:

- Camden Avenue (Carroll Street to South Boulevard)
- Camden Avenue (College Avenue to City Limits)
- Dover Street (Route 13 to Johnson Street)
- Forest Lane (Camden Avenue to Russell Avenue)

Funds will be encumbered from the following account for the work mentioned above:

31000-534318 – Street Maintenance Program.....\$ 180,000.00

CHANGE ORDER

#2

PROJECT: **Contract No. A-22-12 R-1**
Citywide Blacktop Program

P.O. NO: 02130208

CHANGE ORDER NO 2
INITIATION DATE: 09-03-13
CONTRACT DATE: 02-15-13
ACCOUNT NO: 31000-534318

TO: **Mr. Dennis Dinger**
George & Lynch
150 Lafferty Lane
Dover, DE 19901

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

This change order #2 is to add the paving of the FY14 CIP Streets to the Annual Paving Contract A-22-12-R1 as approved in the FY14 budget. These streets are as follows:

- Camden Avenue(Carroll Street to South Boulevard)
- Camden Avenue(College Avenue to City Limits)
- Dover Street (Route 13 to Johnson Street)
- Forest Lane (Camden Avenue to Russell Avenue)

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>165,000.00</u>
Net change by previously authorized Change Orders	\$ <u>230,000.00</u>
The Contract Sum prior to this Change Order was	\$ <u>395,000.00</u>
The Contract Sum will be (increased) , (decreased) , (unchanged) by this Change Order	\$ <u>180,000.00</u>
The new Contract Sum including this Change Order will be.....	\$ <u>575,000.00</u>
The Contract Time will be (increased) , (decreased) , (unchanged) by this Change Order by () days or (6) month	
The date of substantial completion as of the date of this Change Order..... therefore is	<u>May 01, 2014</u>

AUTHORIZED:

BY: _____ Mike Mounds, P.E. Director of Public Works DATE: _____	Vendor: _____ BY: _____ Printed name _____ Title BY: _____ Sign for Identification DATE: _____	BY: _____ Tom Tengman, Acting Asst. Director of Internal Services-Procurement Division DATE: _____
BY: _____ Keith A. Cordrey Director of Internal Services DATE: _____		Funding/Bid Award As Approved by City Council By: _____ Jacob R. Day President, City Council DATE: _____
BY: _____ Mark Tilghman City Solicitor DATE: _____		

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: September 10, 2013
Re: Internal Services Restructure

Please find attached a resolution which updates the charter to reflect organizational changes being made to the Internal Services Finance Department. An ordinance with the following position changes is scheduled for first reading on September 23, 2013:

1. Delete the Assistant Director Internal Services Finance
2. Add Assistant Director Internal Services Finance Operations
3. Add Assistant Director Internal Services Finance Accounting

If you have any questions, please let me know.

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CITY OF SALISBURY

CHARTER AMENDMENT NO. 2332

A RESOLUTION TO AMEND THE CHARTER OF THE CITY OF SALISBURY, MARYLAND BY DELETING REFERENCES TO THE ASSISTANT DIRECTOR OF INTERNAL SERVICES-FINANCE AND REPLACING THAT POSITION WITH AN ASSISTANT DIRECTOR OF INTERNAL SERVICES-FINANCE OPERATIONS AND AN ASSISTANT DIRECTOR OF INTERNAL SERVICES-FINANCE ACCOUNTING IN § SC7-1 AND § SC7-25.

14 WHEREAS, the City of Salisbury Director of Internal Services has recommended to the Salisbury City Council a reorganized structure for the Department of Internal Services; and

15 WHEREAS, the current City Charter contains a position, Assistant Director of Internal
16 Services-Finance, referenced in a few sections, that will be eliminated under the reorganization
17 and replaced with two positions: (1) Assistant Director of Internal Services-Finance Operations
18 and (2) Assistant Director of Internal Services-Finance Accounting; and

19 WHEREAS, the Salisbury City Council has concluded that it is in the best interest of the
20 City to amend the City Charter to accomplish the reorganization plan, which will not result in
21 increased costs under the City's current budget and will allow the Department of Internal
22 Services to operate in a more efficient manner.

23 NOW, THEREFORE, be it enacted and ordained by the City Council of the City of
24 Salisbury, that Article VII of the Charter be amended as follows:

ARTICLE VII Internal Services

25
26
27 **§ SC7-1. Department of Internal Services.**

28
29 A. There shall be a Department of Internal Services headed by a Director of Internal
30 Services. The Director of Internal Services shall be appointed by the Mayor with the advice and
31 consent of a majority of the full Council and shall serve continuously unless terminated pursuant
32 to § SC2-10. The compensation for the Director shall be determined by a majority of the full
33 Council. All subordinate personnel shall be appointed as provided in § SC3-4.C of the City
34 Charter.

35 B. The financial powers of the city, except as otherwise provided by this Charter,
36 shall be exercised by the Director of Internal Services under the authority of the Mayor and the
37 direct supervision of the City Administrator.

38
39 An Assistant Director of Internal Services-Finance Operations and an Assistant Director
40 of Internal Services-Finance Accounting shall be recommended for appointment by the Director
41 of Internal Services and appointed by the Mayor.

42
43 [Amended 5-23-05 by Res. No. 1247; 4-10-06 by Res. No. 1395; repealed and reenacted 1-11-99
44 by Res. No. 623]

45
46 **§ SC7-25. Signatures or authorizations required for disbursements.**

47
48 All disbursements of any kind whatsoever, including, but not limited to, checks,
49 electronic transfers, ACH debits, etc., shall be signed or authorized by two individuals, one of
50 whom shall be the President or the Vice-President of the Council and the other of whom shall be
51 either the Director of Internal Services, [[or]] the Assistant Director of Internal Services-Finance
52 Operations, or the Assistant Director of Internal Services-Finance Accounting, except that:

53
54 A. All disbursements from the payroll account and for payroll-related items shall be
55 signed or authorized by one of the following individuals: the Director of Internal Services, the
56 Assistant Director of Internal Services-Finance Operations, the Assistant Director of Internal
57 Services-Finance Accounting, the President of the Council, or the Vice-President of the Council;
58 and

59 B. All disbursements relating to the purchasing of investments or debt payments of
60 principal or interest investments or bond issues shall be signed or authorized by any two of the
61 following individuals: the President of the Council, the Vice-President of the Council, the
62 Director of Internal Services or the Assistant Director of Internal Services-Finance Operations,
63 or the Assistant Director of Internal Services-Finance Accounting.

64
65 [Amended 5-23-05 by Res. No. 1247; 4-10-06 by Res. No. 1395; Repealed and reenacted 12-28-
66 98 by Res. No. 624; Renumbered 1-11-99 by Res. No. 629]

67
68 **AND BE IT FURTHER ENACTED** by the City Council of the City of Salisbury that
69 this Resolution take effect fifty (50) days from and after the date of its final passage, subject to
70 the right of referendum, and that its provisions shall be implemented on the ____ day of October,
71 2013. The City Clerk is hereby authorized to proceed with the posting and publication of this
72 Resolution pursuant to the requirements of Article 23A of the Annotated Code of Maryland.

73 This Resolution was introduced and read at a meeting of the Salisbury City Council held

74 on the _____ day of _____, 2013, and, passed for Second Reading.

75 The Resolution was finally passed and signed and approved by the Mayor and Council of

76 the City of Salisbury on the _____ day of _____, 2013.

77

78 ATTEST:

79

80 _____

81 Kimberly R. Nichols, City Clerk

82

83

84

85 APPROVED BY ME THIS _____ DAY OF _____, 2013.

86

87

88 _____

89 James Ireton, Jr., Mayor

90

91

92

Jacob R. Day, City Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
Mayor
From: Tom Stevenson
Subject: Fire House Property
Date: September 18, 2013

Per consensus of the Council, as discussed during your September 17th Council meeting, attached please find a resolution to authorize the Mayor to sign an agreement to transfer the Fire House property from G Plus Properties, LLC to DEVRECO, LLC.

Thank you

50 BE IT FURTHER ENACTED AND RESOLVED that this Resolution will take effect from and
51 after its passage.

52
53 This resolution was introduced and duly passed at a meeting of the Council of the City of
54 Salisbury, Maryland held on this _____ day of September, 2013, and is to become effective
55 immediately upon adoption.

56
57 ATTEST:

58
59 _____
60 Kimberly R. Nichols
61 CITY CLERK

Jacob R. Day, President
SALISBURY CITY COUNCIL

62
63 APPROVED by me this _____
64 day of _____, 2013.

65
66 _____
67 James Ireton, Jr., Mayor
68 CITY OF SALISBURY



memorandum via email

To: Tom Stevenson, Interim City Administrator
From: River Edge Apartments LLC, Andrew Hanson and Mike Dyer
Cc:
Date: August 28, 2013
Re: Rivers Edge Apartments and Studio for the Arts, request for PILOT

Attached please find the requested PILOT agreement and associated resolution in draft format. We are requesting the PILOT based on the City Council work session of July 1, 2013 at which time information was presented to the City Council on the Weinberg Foundation opportunity. Weinberg offered to provide Rivers Edge Apartments and Studio for the Arts \$189,480 of funding in exchange for three (3) units being further restricted to those persons who are permanently disabled and non-elderly with incomes of no more than thirty percent (30%) of the area median income for Wicomico County. Accepting the terms of Weinberg will provide for significant reduction of future rental income over the next 40 years.

Please also note that we are enduring a significant rise in construction costs based on several complex issues in the labor market and capacity of local subcontractors. We are also seeing a significant increase in interest rates, which directly impacts how much debt the project can support. When we originally underwrote the project interest rates were much lower, but we have seen an increase of over 100 bps and this may continue to increase.

All these factors together pose new challenges to the project. While we greatly appreciate the waiver of EDU fees provided by the City Council via Resolution 2318, we respectfully request further consideration of assistance to this valuable project.

UNA and Osprey would appreciate an opportunity to present this information, if appropriate, at a City Council work session in the near future.

The PILOT agreement provides for a reduction of \$100 per unit per year for a term equal to the long term affordability restrictions.

Please let us know if you have questions and thank you for your consideration.

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RESOLUTION NO. 2335

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND PROVIDING A PAYMENT IN LIEU OF TAXES (PILOT) TO THE DEVELOPMENT OF RENTAL HOUSING, LOCATED AT 660-680 FITZWATER STREET

WHEREAS, the City Council of the City of Salisbury, Maryland recognizes that there is a significant need for quality housing units in Salisbury for persons with low or limited incomes, especially those who specialize and work in the arts as well as those with disabilities; and

WHEREAS, Rivers Edge Apartments LLC, a Maryland Limited Liability Corporation, proposes to develop and operate a rental housing development comprised of approximately ninety (90) units, known as Rivers Edge Apartments and Studio for the Arts and located at 660-680 Fitzwater Street in Salisbury, MD (the "Project"), all or a portion of which will assist persons of lower income as required by applicable law or regulations; and

WHEREAS, United Needs and Abilities, Inc. and Osprey Property Company LLC have advised the City that financing and economic circumstances warrant a contribution to the project, in the form of a payment in lieu of taxes (PILOT); and

WHEREAS, the City of Salisbury supports this project because it will address the need for quality, affordable housing for persons with lower incomes; and

WHEREAS, the City of Salisbury desires to provide a Payment in Lieu of Taxes (the "PILOT"); and

BE IT FURTHER RESOLVED THAT the City of Salisbury approves a PILOT agreement between Rivers Edge Apartments LLC and the City of Salisbury, attached hereto, provided Rivers Edge Apartments LLC construct and operate a rental housing project at 680-660 Fitzwater Street for persons with low or limited income in accordance with the guidelines of the Department of Housing and Community Development. The PILOT agreement provides for a reduction of City of Salisbury real estate taxes in the amount of \$100 per unit per year if the project continues to provide affordable housing for persons of lower income for a period of forty (40) years from the date the building is granted a certificate of occupancy; and

BE IT FURTHER RESOLVED THAT, the President of the City Council be granted the authority to execute said Payment In Lieu of Taxes agreement, which is hereby attached to this resolution, on behalf of the City of Salisbury; and,

THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on _____, 2013 and is to become effective immediately upon adoption.

46 ATTEST:

47

48

49

50 _____
Kimberly R. Nichols

51 CITY CLERK

52

53

Jacob R. Day

PRESIDENT, City Council

54 APPROVED by me this _____ day of _____, 2013

55

56

57

58 _____
James Ireton, Jr.

59 MAYOR, City of Salisbury

60

34 **WHEREAS**, pursuant to City of Salisbury, MD Resolution No. ____ adopted,
35 September__ 2013, the City Council of the City of Salisbury, Maryland, agreed to enter into an
36 agreement for payments in lieu of taxes for the Project, and authorized the City Council President
37 to enter into this Agreement.

38 **NOW, THEREFORE, THIS AGREEMENT WITNESSETH:** In consideration of the
39 mutual covenants, terms and agreements hereof and pursuant to the power and authority of
40 Section 7—506.1 of the Tax Property Article of the Annotated Code of Maryland, it is agreed as
41 follows:

42 1. The Owner agrees: (1) that it will operate the Project as rental housing for low to
43 moderate income households and will limit rents pursuant to the Extended Low Income Housing
44 Covenant for Low Income Housing Tax Credits between the Owner and the Maryland
45 Department of Housing and Community Development (herein the "Extended Use Covenant"); (2)
46 it will make ninety (90) units available to households having incomes of no more than 60 percent
47 of the area median income; and (3) that the Project qualifies and will continue to qualify in all
48 respects under the provision of said Section 7-506.1 of the Tax Property Article of the Annotated
49 Code of Maryland.

50 2. Beginning July 1, 2014, or the July 1 following the issuance of certificate of
51 occupancy, whichever is later, the Property shall be exempt from ordinary City property taxes.
52 The payments to be made hereunder by the Owner to the City with respect to the Project shall be
53 in lieu of all ordinary City taxes on real property under the Tax Property Article of the Annotated
54 Code of Maryland. The payments to be made hereunder by the Owner to the City shall be made
55 by the Owner first and accepted by the City through the Fiscal Year 2055, or for forty years
56 following the issuance of certificate of occupancy.

57 3. This Agreement shall be in effect for forty years, which is anticipated to be through
58 ***Fiscal Year 2055, ending June 2055***, or until one of the following occurs: (a) the Project is not
59 used for the provision of rental housing and related facilities to low income households at limited
60 rents, pursuant to the Extended Use Covenant; or (b) the Project does not comply with Section 7-
61 506.1 of the Tax Property Article of the Annotated Code of Maryland, as amended

62 4. If at any time during the term of this Agreement, the City real property taxes are less
63 than the Payment in Lieu of Taxes (the "PILOT") ; the Owner shall pay the ordinary City real
64 property taxes payable had the Property not been tax exempt.

65 5. For the ***Fiscal Years 2014 through 2054***, the Owner's annual payment in lieu of taxes
66 shall be calculated as follows:

67 For the Fiscal Year 2014 Owner shall make payment to the City in an amount equal to Fiscal
68 Year 2014 taxes, an amount of the assessed value of the property times the City tax rate minus
69 \$9,000 (such subtracted amount calculated as follows: \$100 x 90 units = \$9,000).
70

71 6. By July 30th of each year, the City shall bill the Owner for the payment which is due
72 by September 30th of that year, as set forth in this Agreement.

73 7. Payments due hereunder will be considered delinquent thirty (30) days after the due
74 date of the bill sent to the Owner. Interest at the rate of one percent (1%) per month shall be
75 charged and collected by the City on all amounts remaining unpaid thirty (30) days after the due
76 date.

77 8. If the Owner is in default for one hundred eighty (180) days for any payment required
78 under any of the provisions of this Agreement, the City may, at its option, declare a default by
79 providing written notice of the default to the Owner and to the holders of all mortgages or deeds
80 of trust. If within thirty (30) days of such notice, the payments have not been brought current,
81 then the City may, at its option, declare all amounts due as follows: a sum equal to the total real
82 property taxes which would have been due from the Owner in the absence of this Agreement,
83 plus all interest, if any, less all amounts actually paid under this Agreement. To enforce its rights
84 under this paragraph, the City may renegotiate this Agreement, foreclose, or seek any other
85 remedy available at law or in equity. Notwithstanding anything to the contrary which is or might
86 be contained in this agreement, payments due under this paragraph shall be considered a first lien
87 against the Property and superior to any other liens placed upon the Property and may be
88 collected in the same manner as City taxes.

89 9. This Agreement may be assigned to a holder of a mortgage or deed of trust in the
90 event of a foreclosure or transfer under said mortgage or deed of trust, provided that the assignee
91 shall be subject to the terms and conditions of this Agreement.

92 10. For the purposes of this Agreement, all notices shall be hand-delivered or mailed by
93 first class mail or certified mail, return receipt requested or via overnight delivery service.
94 Notices shall be given to the parties as follows:

95 TO CITY: Office of Finance/City of Salisbury
96 Government Office Building
97 125 N. Division Street
98 Salisbury, MD 21801
99

100 TO OWNER: Rivers Edge Apartments LLC
101 c/o Osprey Property Company LLC
102 175 Admiral Cochrane Drive, Suite 201
103 Annapolis, Maryland 21401
104

105 With a copy to: Wells Fargo Affordable Housing
106 Community Development Corporation
107 MAC D1053-170
108 301 South College Street, 17th Floor
109 Charlotte, NC 28202-6000
110 Attention: Director of Asset Management
111

112 Each notice that is sent by one party to the other party at the listed address shall be presumed to
113 have been received three (3) days after the date of mailing; except when prior written notice is
114 given by one party to the other that a party or an address has changed. Notwithstanding any
115 provision to the contrary contained in this Agreement, any person or party not listed in this

116 paragraph shall not be entitled to notice as may be required by this Agreement, unless one party
117 notifies the other party that additional notice shall also be sent to such person or party.

118 11. This Agreement shall inure to the parties hereto and their respective successors,
119 assigns, and/or legal representatives.

120 12. It is understood and agreed by the execution of this Agreement that the City does not
121 waive any rights of governmental immunity which it may have in any damage suits against it, and
122 that the City reserves the right to plead governmental immunity in such suit in law or in equity or
123 such pleading as is appropriate notwithstanding the execution of this Agreement.

124 13. This Agreement shall be governed by Maryland law and any actions between the
125 parties hereto shall be brought in and vest jurisdiction and venue solely in the Circuit Court for
126 Wicomico County.

127 **IN WITNESS WHEREOF**, the City has caused this Agreement to be signed in its name by the
128 City Council President, to be attested to by the City Clerk, and to have the City Seal affixed
129 hereto; and the Owner has caused this Agreement to be signed in its name by its Managing
130 Member, duly attested.

131 RIVERS EDGE APARTMENTS LLC

132 ATTEST:

133 _____ By: _____ (Seal)
134 By: Rivers Edge Manager LLC
135 Its Managing Member

136
137 By: Osprey Property Company LLC
138 Its Administrative Manager

139
140 By: Brett N. Guy
141 Chief Executive Officer
142

143 ATTEST: CITY OF SALISBURY, MARYLAND

144
145
146 _____ (Seal)
147 Jacob R. Day, President

148
149

CONSENT TO AND ASSIGNMENT OF DISPOSITION CONTRACT

THIS ASSIGNMENT, made this _____ day of September, 2013, by and between G Plus Properties, LLC, (Assignor), Devreco, LLC., (Assignee), and the City of Salisbury, Maryland (Seller) which joins in this agreement for the purpose of consenting to the assignment.

WITNESSETH:

WHEREAS, the Seller and Assignor have entered into a Disposition Contract dated _____, 2013, for the property described as the Old Fire House, Station #16; and

WHEREAS, the Assignor desires to assign its rights and delegate its duties thereunder to Assignee, and the Assignee desires to acquire the rights and is willing to perform the duties thereunder; and

WHEREAS, the Assignor shall not be relieved of any obligation or responsibility to ensure that all duties and agreements set forth in the aforesaid Disposition Contract are carried out, and Assignor agrees to indemnify and guarantee to Seller that all of the terms and conditions of the aforesaid Disposition Contract are carried out and completed as if no assignment of the Disposition Contract had been made.

NOW, THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. The Assignor hereby assigns to the Assignee, all of its rights, title and interest in and to the Disposition Contract with the City of Salisbury, dated _____, 2013.
2. The Assignee hereby assumes and covenants to perform all of the duties of the Assignor under the aforesaid Disposition Contract.
3. Assignor hereby indemnifies Seller and guarantees to Seller that all of the terms and

conditions of the Disposition Contract will be carried out and completed by Assignee in the same manner and to the same extent that Assignor is now obligated to do, as though no assignment of aforesaid Disposition Contract had been made.

4. All other terms and conditions of the aforesaid Disposition Contract, not modified herein, shall remain in full force and effect.

AS WITNESS our hands and seals, the day and year first above written.

G PLUS PROPERTIES, LLC

BY: _____ (SEAL)

DEVRECO, LLC

BY: _____ (SEAL)

CITY OF SALISBURY

BY: _____ (SEAL)
JAMES IRETON, JR., MAYOR

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AS AMENDED ON SEPTEMBER 23, 2013
ORDINANCE NO. 2258

AN ORDINANCE OF THE CITY OF SALISBURY TO ELIMINATE OR REDUCE WATER OR SEWER CHARGES FOR EQUIVALENT DWELLING UNITS (EDUs) IN ACCORDANCE WITH CHAPTER 13.02 OF THE CITY CODE TO ENCOURAGE DEVELOPMENT IN THE DOWNTOWN AREA AND THE ENTERPRISE ZONE.

WHEREAS, Chapter 13.00.070 states that the Council may allow discounts for the comprehensive connection charges established in this chapter; and

WHEREAS, the City seeks to encourage development and redevelopment in the Downtown Development District, the Central Business District, the Riverfront Redevelopment Area, and the Enterprise Zone; and

WHEREAS, the City seeks to reduce the capacity fees for eligible development and redevelopment in the Downtown area by means of an Equivalent Dwelling Unit (EDU) Incentive Area; and

WHEREAS, the Director of Public Works made due diligence efforts to notify as many developers as practical that may be potentially impacted by an EDU Incentive Area; and

WHEREAS, the Director of Public Works provided the City Council with a recommendation of the proposed EDU Incentive Area at the May 20, 2013 and June 17, 2013 City Council work sessions, and the July 22, 2013 City Council legislative meeting.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that Chapter 13.04 be amended by the addition of Section:

13.04.110 EDU Incentive Area

A. An Equivalent Dwelling Unit (EDU) Incentive Area is established for a period of five years from the date of final passage of the ordinance. The incentive shall be reevaluated prior to the end of the five year period. Three hundred (300) EDUs are available to be allocated.

B. A developer may submit written documentation to the Director of Public Works to establish eligibility for a project within the EDU Incentive Area if the project meets all of the following criteria:

- ~~1. The project is within the Downtown Development District, the zoning district entitled the Central Business District, the Riverfront Redevelopment Area, or in the Enterprise Zone.~~
- ~~2. In the downtown area, the project must be either new development or revitalization of an existing building. Outside of the downtown area and in the Enterprise Zone, the project must be a revitalization of an existing building.~~
- ~~3. The project meets the zoning criteria at the time of application.~~
- ~~4. The project does not receive the capacity fee waiver for public sponsored or affordable housing.~~
1. The project location is within one or more of the following areas: Central Business Zoning District; Riverfront Redevelopment Zoning District #1; Riverfront Redevelopment Zoning District #2; Enterprise Zone.

- 51 2. The project within an above referenced downtown Zoning District constitutes new
52 development or revitalization of an existing building; or a project outside a referenced
53 District but within an Enterprise Zone constitutes revitalization of an existing building(s).
- 54 3. The project does not receive a capacity fee waiver for public sponsored or affordable
55 housing.
- 56 4. The project complies, or will comply, with all applicable Zoning and Building Code
57 criteria, as confirmed by the Director of Building, Permits and Inspections.
- 58 5. The project complies, or will comply, with all requirements of the Salisbury Historic
59 District Commission, if applicable, as confirmed by the Director of Neighborhood
60 Services and Code Compliance.
- 61 6. The project is consistent with the adopted Comprehensive Plan of the City of Salisbury,
62 as confirmed by the Director of Planning and Zoning.
- 63 7. The project is consistent with the Salisbury Sustainable Community Plan, on file with the
64 Maryland Department of Housing and Community Development (DHCD), as confirmed
65 by the Director of Community Development. Particular attention to be given to the
66 following action plan elements: Supporting existing communities and reducing
67 environmental impacts; Valuing communities and neighborhoods – building upon assets
68 and building in amenities; Enhancing economic competitiveness.
- 69 8. The project is consistent with one or more of the following benchmark objectives of A
70 Plan For Transformation (2012): Increase the number of permanent, living wage jobs in
71 the City; increase the number of downtown housing units and the associated resident
72 population; increase the amount of commercial square footage in the City; effectively
73 remove 25% of the impervious surface area in downtown without reducing existing
74 building footprints.

75
76 C. If eligible, the developer shall comply with the following requirements and submit the
77 required documentation to the Director of Public Works.

- 79 1. Written requests for EDU allocations will be submitted to the Director of Public Works
80 for review and to make an eligibility determination. After review and upon a favorable
81 recommendation, Public Works shall submit allocation requests from qualified applicants
82 to the Mayor for approval. With the Mayor's approval, a Resolution will be forwarded to
83 City Council for its approval.
- 84 2. The Resolution for each property will specify that the EDU allocation is valid for two
85 years, with the option to extend the allocation for two one-year terms if approved in
86 writing by the Public Works Director prior to expiration of the term. The Public Works
87 Director may refuse to grant a requested extension if the Public Works Director finds that
88 the property owner is not making good faith efforts to complete the project.
- 89 3. The two-year allocation begins to run from the time of the signing of the Resolution
90 awarding the EDU allocation.
- 91 4. Allocated EDUs are assigned to a project and to the property on which the project is
92 located, and cannot be transferred by the recipient.

93
94 BE IT FURTHER ORDAINED that this ordinance shall take effect from the date of its final
95 passage.

96
97 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury
98 held on the ___ day of _____, 2013, and thereafter, a statement of the substance of the
99 Ordinance having been published as required by law, was finally passed by the Council on the
100 ___ day of _____, 2013.

102

103 ATTEST

104

105

106

107 _____
Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

108

109

110 Approved by me this ____ day of _____, 2013

111

112

113

114 _____
James Ireton, Jr. Mayor

ORDINANCE NO. 2260

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND APPROVING AN AMENDMANT TO THE FY14 GENERAL FUND TO PROVIDE FUNDS TO COVER THE COST FOR ONE HALF-TIME AMERICORPS MEMBER FOR THE 2013-2014 SHORECORP/PALS SITE PARTNERSHIP PROGRAM.

WHEREAS, the City of Salisbury desires to develop and engage young local talent by fostering a sense of ownership and civic pride; and

WHEREAS, this ownership can be encouraged by exposing young minds to local government processes, mentorship by local officials, and critical thinking and discussion about community challenges; and

WHEREAS, the City of Salisbury, through participation in ShoreCorp/PALS service site partnership program, can provide an opportunity for a young member of our community to benefit from this program.

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 amended as follows:

- 1a) Increase Community Promotions Department by \$6,100.00 (six thousand one hundred dollars)
- 1b) Increase Current Surplus by \$6,100.00 (six thousand one hundred dollars)

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 9th day of September, 2014, 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 _____, 2014.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, Council President

APPROVED BY ME THIS: day _____ of _____, 2013

James Ireton Jr., Mayor

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

September 5, 2013

TO: Mr. Tom Stevenson
Acting City Administrator

FROM: Major David Meienschein

SUBJECT: Ordinance – Cellebrite UFED Touch

The Salisbury Police Department maintains a cellular forensic device known as Cellebrite. Through technical advancements in cellular products this equipment has become obsolete and the software cannot be up-graded any further.

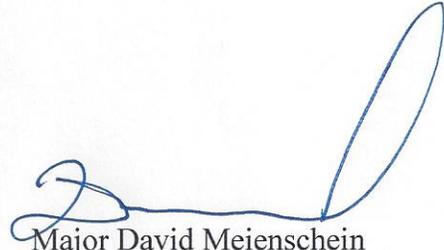
The manufacturer has a program in place to trade older versions for a \$4,000 credit towards an up-grade to the most up to date technology. The up-grade will allow police investigators to pull data from the most technically advanced cell phones & tablets.

The Cellebrite UFED Touch is a device that is used to perform data extractions from cell phones, tablets, I Pads, GPS, and other electronic devices. Investigators have been able to obtain stored and deleted data files to include but not limited to: text messages, photographs, videos, and contact lists. The device has been used in assault, robbery, and homicide investigations to obtain information that has been used as evidence and led to successful prosecution. The company that manufactures the cellebrite has notified the police department that the current equipment (UFED Classic) in use will become obsolete and not supported with any upgrades. The current equipment would need to be surplused and traded in to purchase the new equipment at the price quoted. Upgrading to the new equipment will allow the investigators to obtain information from devices (new technology) that are being used by subjects involved in criminal activity.

The cost to the city after the \$4,000 trade in allowance will be \$8,083. SPD respectfully requests a transfer in the amount of \$8,083.00 to the Police Services-Equipment account, 21021-534302, from General funds, surplus account 01000-469810.

The Salisbury Police Department is requesting a budget amendment to appropriate these funds and make payment to Celebrite USA, Inc. the approved vendor.

Unless you or the Mayor has further questions, please forward this Ordinance to the Salisbury City Council.

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a horizontal line and a large, vertical loop on the right side.

Major David Meienschein
Administrative Commander

47 APPROVED BY ME THIS: _____ day of _____, 2013

48

49

50 _____
James Ireton Jr., Mayor

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.

Internal Services: Managing Change

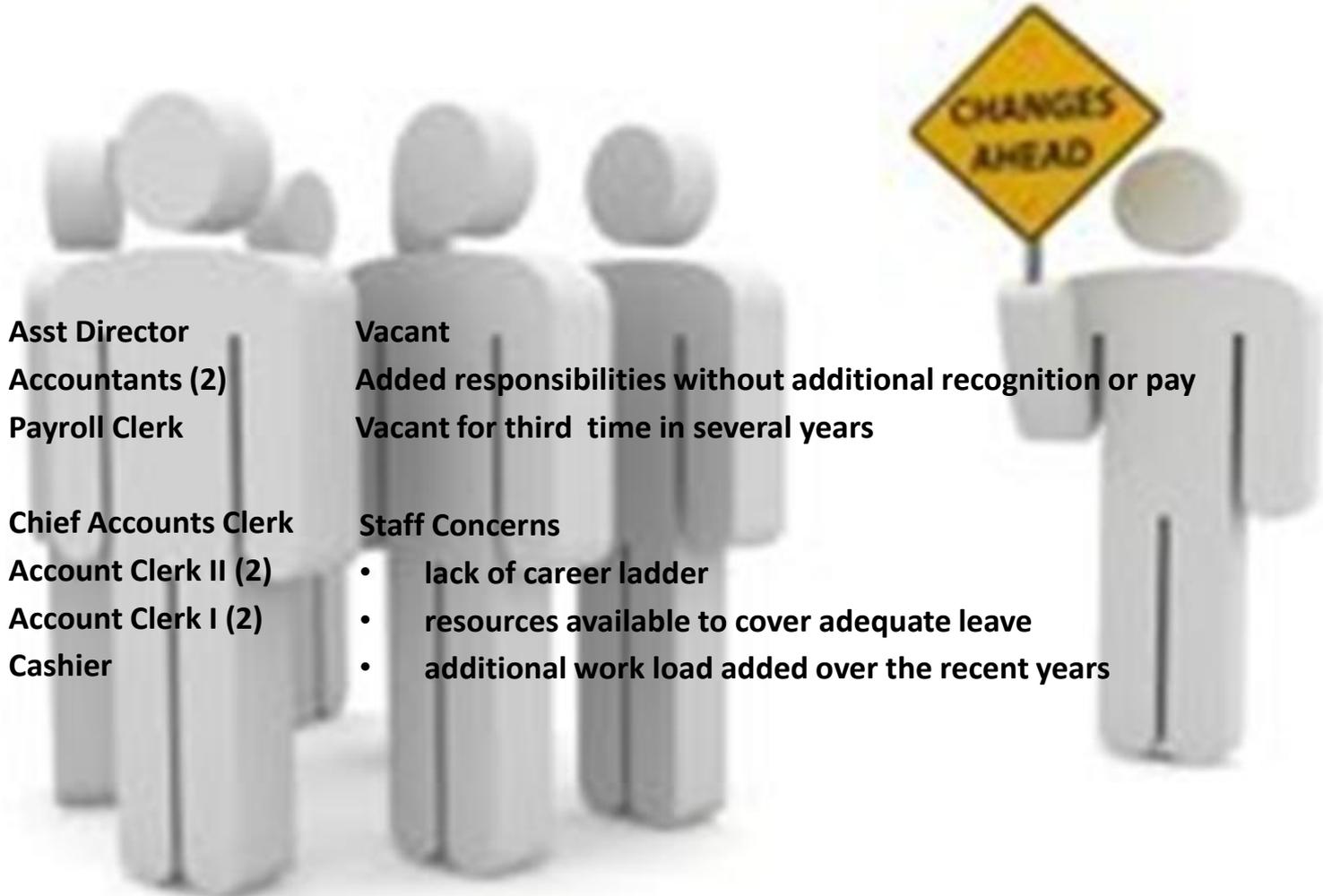
Finance Department

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.

If you want something in your life you've never had,
you'll have to do something, you've never done.

~ JD Houston



www.Dailyinspirationalquotes.in

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		
Total				376,108	406,094	29,985	8%			375,421	(687)	403,080	(3,013)	0	0
Action Summary				\$ Impact				Justification							
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							
Updated Job Title / Descriptions				-				to accurately reflect activities and responsibilities							
Total Impact on Budget				(687)											

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

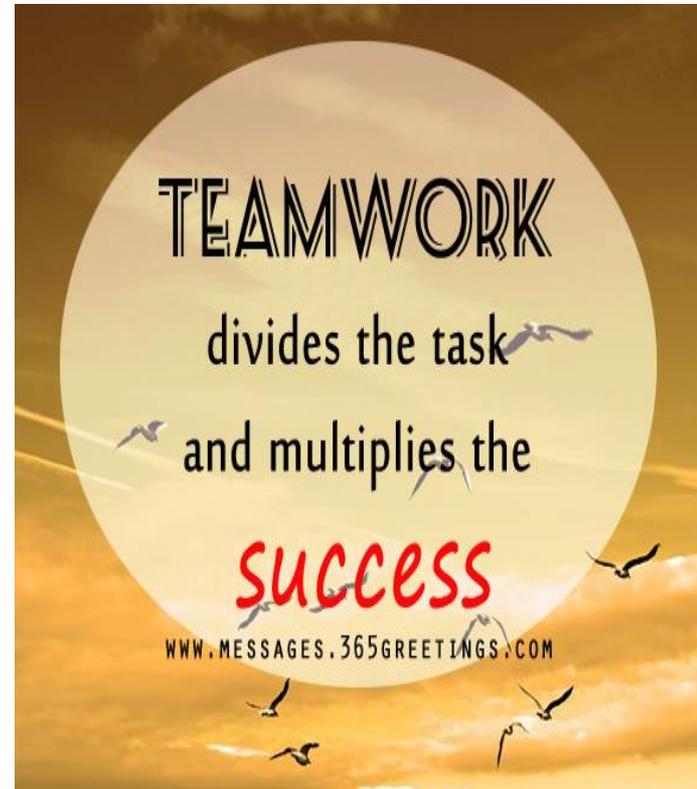
Payroll Clerk upgraded to Accountant

- 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.





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ORDINANCE NO. 2263

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 13 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 do not result in additional cost to the city; 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	13	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	7/10
5	Reclassify	Account Clerk II	Revenue Clerk II	5	6
6	Add	NA	Revenue Clerk I Collections	NA	2

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22

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

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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...

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ATTEST:

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Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

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APPROVED BY ME THIS ____ day of _____, 2013.

39
40

James Ireton, Jr., Mayor