

CITY OF SALISBURY, MARYLAND

#16 MEETING

SEPTEMBER 27, 2010

PRESENT

*Council President Louise Smith
Councilwoman Eugenie P. Shields*

*Councilwoman Terry E. Cohen
Mayor James Ireton, Jr. (left 6:07 p.m.)*

ABSENT

Council Vice President Gary A. Comegys

Councilwoman Deborah S. Campbell

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Solicitor Paul Wilber, Acting Police Chief Ivan Barkley, Public Works Director Teresa Gardner, Building, Permitting and Inspections Director William Holland, Neighborhood Services and Code Compliance Director Tom Stevenson, Assistant Internal Services Director-Procurement Mark Reilly, and interested Citizens and Members of the Press.

CONVENING - ADOPTION OF AGENDA

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Smith called the meeting to order. The Lord's Prayer and the Pledge of Allegiance were recited. Ms. Cohen moved and Mrs. Shields seconded to adopt the agenda as presented. Mrs. Shields moved to remove Ordinance No. 2125 (amending the FY11 General Fund Budget to provide additional funds to cover repairs at the Poplar Hill Mansion) from the agenda. Ms. Cohen seconded and the amendment passed unanimously. The agenda was unanimously adopted as amended.

PROCLAMATION – presented by Mayor James Ireton, Jr.

Neighborhood Services and Code Compliance Director Tom Stevenson accepted a Proclamation on behalf of his department proclaiming "Code Enforcement Month" in the City of Salisbury.

CONSENT AGENDA – presented by City Clerk Brenda Colegrove

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

- *September 13, 2010 minutes*
- *Resolution No. 1969 - reappointment of William Ahtes to the Central City District Commission for a term ending September 30, 2012*
- *Resolution No. 1970 - reappointment of Donna Forgash and Dr. Francis Kane to the Ethics Commission for terms ending September 30, 2014*
- *Resolution No. 1971 - appointment of Christopher Eccleston to the Marina Committee for a term ending April 30, 2012*
- *Resolution No. 1972 - approving a project to help the expansion of the Kids of Honor® Programs (serving an additional 200 students) within the City to include the STARS after school programs*
- *Resolution No. 1973 - accepting grant funding of \$5,000 from the National Association of Drug Diversion Investigators for investigations into prescription drug fraud*
- *Resolution No. 1974 - accepting \$3,739 in cooperation with the Wicomico County Circuit Court to provide for overtime reimbursement to police officers participating in the Circuit Court Drug Treatment Program*
- *Resolution No. 1975 - accepting from the Lower Shore Sierra Club the gift of \$600 in annual dues to provide membership for a period of one year in the International Council for Local Environmental Initiatives Organization*
- *Resolution No. 1976 - accepting \$81,362 in grant funds from the U.S. Justice Department through an Edward Byrne Memorial Justice Assistance Grant Program for maintaining and upgrading the technology of the Salisbury Police Department (\$16,054 of the funds to be forwarded to the Wicomico County Sheriff's Office)*

AWARD OF BIDS – presented by Assistant Internal Services Director-Procurement Mark Reilly

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Ms. Cohen and seconded by Mrs. Shields:

- | | |
|--|--------------------|
| • <i>Surplus Vehicle – Public Works (Water and Sewer Branch)</i> | <i>-0-</i> |
| • <i>Change Order #2 Contract No. RFP 7-09</i> | <i>\$15,085.00</i> |
| <i>Asset Management System</i> | |
| <i>Acct. No. 81080-513020</i> | |
| <i>EA Engineering Science and Technology</i> | |

ORDINANCES – presented by City Attorney Paul Wilber

- *Ordinance No. 2122 - 2nd reading - amending Section 10.12.010 of the Salisbury Municipal Code to update the snow emergency routes*

Ordinance No. 2122 for second reading passed unanimously on a motion by Ms. Cohen and seconded by Mrs. Shields.

- Ordinance No. 2123 - 1st reading - establishing the fee schedule for an automatic sprinkler system in a one-and-two-family dwelling

Ms. Cohen moved and Mrs. Shields seconded to approve Ordinance No. 2123 for first reading. Ms. Cohen moved to postpone Ordinance No. 2123 until after the October 4 work session for discussion of the Ordinance under the context of that work session. Mrs. Shields seconded and the motion to postpone was unanimous.

- Ordinance No. 2124 - 1st reading – establishing a fee structure for the Planning and Zoning Commission, the Salisbury Board of Zoning Appeals, and the Mayor and City Council relative to advertising fees for certain public hearings

Ordinance No. 2124 for first reading passed on a 2-1 vote with Mrs. Smith voting nay.

RESOLUTIONS– presented by City Administrator John Pick

- Resolution No. 1977 - petitioning the Administration and the Maryland General Assembly to reinstate State shared revenues diverted from municipal governments to fund operations of the State and to provide more diverse revenue raising authority to municipalities

On a motion and a second by Ms. Cohen and Mrs. Shields, respectively, Resolution No. 1977 passed unanimously.

- Resolution No. 1978 - approving the extension of acting status for Acting Resource Manager Tina Roach

Resolution No. 1978 passed unanimously on a motion by Ms. Cohen and seconded by Mrs. Shields.

- Resolution No. 1979 - approving the extension of acting status for Acting Fleet Maintenance Supervisor Benjamin Baker

Resolution No. 1979 passed unanimously on a motion and a second by Mrs. Shields and Ms. Cohen, respectively.

PUBLIC COMMENTS

Four citizens commented on the following issues:

- Growth
- Fees
- Crime
- IT Director, Police Chief and Fire Chief positions

- Resolution No. 1977
- Creation of task force on promoting business in the City

At 6:55 p.m., Ms. Cohen moved to convene in closed session for a personnel matter as permitted under the Annotated Code of Maryland Section 10-508(a)(1). Mrs. Shields seconded and the vote was unanimous.

The regular meeting adjourned at 6:56 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
SEPTEMBER 27, 2010

TIME & PLACE: 6:55 p.m. – Council Chambers (Room 301) - Government Office Building
PURPOSE: Personnel matter
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(1)
PRESENT: Council President Louise Smith, Councilwoman Terry Cohen,
 Councilwoman Eugenie Shields, City Clerk Brenda Colegrove, City
 Administrator John Pick, John Wright
ABSENT: Council Vice President Gary Comegys

At 6:55 p.m., in Council Chambers, Ms. Cohen moved to convene in closed session for a personnel matter (appointment) as permitted under the Annotated Code of Maryland Section 10-508(a)(1). Mrs. Shields seconded and the vote was unanimous.

Additional information was requested by Council. Further discussion will be held on October 4, 2010. At 8:30 p.m., on a motion and a second by Mrs. Shields and Ms. Cohen, respectively, the closed session was unanimously adjourned.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
OCTOBER 4, 2010

TIME & PLACE: 3:30 p.m. – Conference Room 306 - Government Office Building
PURPOSE: Litigation/consult with legal counsel/personnel matter
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(1)(7)(8)
PRESENT: Council President Louise Smith, Councilwoman Deborah Campbell, Councilwoman Terry Cohen, Councilwoman Eugenie Shields, Mayor James Ireton, Jr., Assistant City Clerk Kim Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Internal Services Director Pam Oland, Dick Sedgely (via conference call)
ABSENT: Council Vice President Gary Comegys

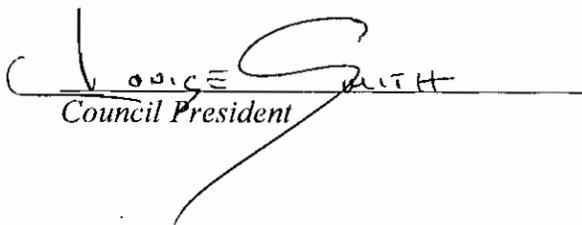
At 3:30 p.m., in Conference Room 306, Mrs. Shields moved to convene in closed session for litigation/consult with legal counsel (Wastewater Treatment Plant)/personnel matter (appointment) as permitted under the Annotated Code of Maryland Sections 10-508(a)(1)(7)(8). Ms. Cohen seconded and the vote was unanimous.

City Attorney Paul Wilber, along with Dick Sedgely via conference call, provided an update on the legal issues involving the Wastewater Treatment Plant.

On the personnel matter, a consensus (unanimous) was reached by Council on the Mayor's recommendation for an IT Director.

At 4:40 p.m., on a motion and a second by Mrs. Shields and Mrs. Campbell, respectively, the Council unanimously adjourned the closed session.


City Clerk


Council President

STATEMENT FOR CLOSING A MEETING

Location: Room 301 - GAB
Council Chambers

Date: 9-27-10
Time: 6:55 pm

Motion: Cohen

Seconded By: Shields

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	{ }	{ }	{ }	{ <input checked="" type="checkbox"/> }
Terry E. Cohen	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Gary A. Comegys	{ }	{ }	{ }	{ <input checked="" type="checkbox"/> }
Eugenie P. Shields	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Louise Smith	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

- (1) To discuss:
 - (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - { } (ii) Any other personnel matter that affects one or more specific individuals.
- (2) { } To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) { } To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) { } To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) { } To consider the investment of public funds.
- (6) { } To consider the marketing of public services.
- (7) { } To consult with counsel to obtain legal advice on a legal matter.
- (8) { } To consult with staff, consultants, or other individuals about pending or potential litigation.

- (9) { } To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) { } To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) { } To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) { } To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) { } To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) { } Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

Appointment - Director position

REASON FOR CLOSING:

Personnel matter


Louise Smith
Council President
City of Salisbury

STATEMENT FOR CLOSING A MEETING

Location: Rm 306 - G0B

Date: 10/4/10

Time: 3:30 PM

Motion: Eugenie Shields

Seconded By: Terry Cohen

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	{✓}	{ }	{ }	{ }
Terry E. Cohen	{✓}	{ }	{ }	{ }
Gary A. Comegys	{ }	{ }	{ }	{✓}
Eugenie P. Shields	{✓}	{ }	{ }	{ }
Louise Smith	{✓}	{ }	{ }	{ }

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

- (1) To discuss:
- {✓} (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - { } (ii) Any other personnel matter that affects one or more specific individuals.
- (2) { } To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) { } To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) { } To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) { } To consider the investment of public funds.
- (6) { } To consider the marketing of public services.
- (7) {✓} To consult with counsel to obtain legal advice on a legal matter.
- (8) {✓} To consult with staff, consultants, or other individuals about pending or potential litigation.

- (9) {} To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) {} To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) {} To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) {} To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) {} To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) {} Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

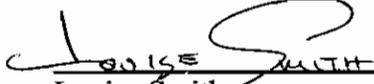
Litigation - update on WWTP

Personnel - appointment

REASON FOR CLOSING:

Consult with legal counsel

Discuss appointment



 Louise Smith
 Council President
 City of Salisbury

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

MARYLAND

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

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

September 27, 2010

- | | | |
|----|------------------|-------------|
| 1. | Surplus Vehicle | -0- |
| 2. | Change Order # 2 | \$15,085.00 |

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND

COUNCIL AGENDA

September 27, 2010

TO: Mayor and City Council

SUBJECT: Surplus Vehicle

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Water & Sewer Branch to declare the following vehicle as surplus and to be traded in:

1997 Ford F 150 pick-up truck with approximately 120,150 miles, VIN number 1FTDF1761VNC07264.

This vehicle is in poor condition and has exceeded its useful life in the City fleet.

Should the above noted item be declared surplus by City Council, this vehicle will be accepted as trade-in for the purchase of a replacement vehicle, as approved by Council in the FY2011 budget.

Thank you,

Mark L. Reilly
Assistant Director of internal Services-Procurement Division

**Salisbury Public Works
Water and Sewer Branch**

To: Mark Reilly
From: Mike Oates
Subject: Surplus Pickup-truck WM-1
Date: September 7, 2010
Cc: Tom Tengman, Ben Baker and Lynn Wright

The Water and Sewer Branch recommends WM-1, a pickup-truck be declared surplus. This truck is a 1997 Ford F 150 pick-up with approximately 120,150 miles, VIN number 1FTDF1761VNC07264 and is in poor condition.

This pick-up truck is to be replaced as approved in the 2011 budget; Water Vehicles account number 82076-577025. This truck is to be traded in.



Mike Oates
Water & Sewer Branch Superintendent

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel.: 410-548-3190
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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

September 27, 2010

TO: Mayor and City Council

SUBJECT: Change Order #2- Contract RFP 7-09
Asset Management System

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #2 for Contract RFP 7-09, Asset Management System, in the amount of \$15,085.00.

This change order allows for the implementation of Phase 2 of the city's asset management software program, Azetca Cityworks, installed by EA Engineering Science and Technology.

This change order provides for research, documentation and training for Phase 2 implementation of this project.

There are sufficient funds in Account 81080-513020 (GIS Implementation) to cover the cost of this change order. The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #2 as noted above to EA Engineering, Science and Technology, the city's consultant, in the amount of \$15,085.00.

Thank you,

Mark Reilly
Assistant Director of Internal Services-Procurement Division

City of Salisbury



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

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

MARYLAND

PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

TO: Mark Reilly - Deputy Director, Internal Services
FROM: Nick Chamberlain - GIS Technician, Public Works
DATE: September 14, 2010
SUBJECT: Change Order No. 2 - Contract No. RFP 7-09
Asset Management System

Please process Change Order No. 2 for an additional amount of **\$15,085.00**. The contractor will continue to provide consulting services for Phase 2 of Salisbury Public Works' Asset Management System Implementation project.

Phase 2 will entail the implementation of Azteca Cityworks asset management software within the Operations Division of Public Works. The contractor will provide the following services in order to facilitate the implementation (please see the attached proposal for "Consulting Services for Phase No. 2" for further information):

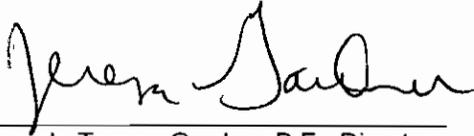
1. Cityworks Overview Presentation and User Group Workshop - Gather stakeholders to inform them about the need to implement asset management in Public Works and how the Azteca Cityworks software meets an essential technology requirement for asset management.
2. Existing Business Process Review - Research and document Operations Division workflows and determining how Cityworks will be incorporated into these workflows to successfully track the costs for maintenance activities performed by the Division.
3. Staff Training for New Cityworks Users - It has been determined that the best training for new Cityworks users is through one-on-one instruction and demonstration. Training will be provided to 10 users at the Operations Division.

The time allowed for the successful completion of this contract will increase by 304 days to a total of 640 days.

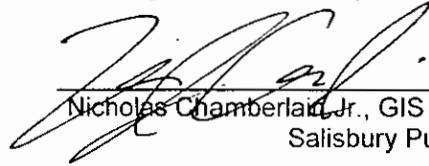
The new contract amount is **\$81,069.52**

The change order amount of **\$15,085.00** is to be encumbered from account number **81080-513020: GIS Implementation**

Please do not hesitate to contact me with any further inquiries regarding the asset management system project. Thank you.



Approved: Teresa Gardner P.E., Director
Salisbury Public Works

 NC
9/14/10
Nicholas Chamberlain, Jr., GIS Technician
Salisbury Public Works



EA Engineering, Science,
and Technology

11202 Race Track Road, Unit 103
Ocean Pines, MD 21811
Telephone: 410-771-4950
Fax: 410-711-4204
www.eaest.com

September 2, 2010

Nick Chamberlain
City of Salisbury Public Works
125 N. Division St. Room 202
Government Office Bldg.
Salisbury, MD 21801-4940

Subject: Asset Management System Contract No. RFP 7-09, **Consulting Services for Phase No. 2**

Dear Mr. Chamberlain:

EA Engineering, Science and Technology, Inc. (EA) having been successfully awarded the Asset Management System Contract No. RFP 7-09 in July of 2009 did work with the City of Salisbury Public Works (the City) to begin implementing an asset management program. To date EA has completed Phase 1 of the original proposal. As our proposal detailed, a phased approach to the project was recommended so that at the conclusion of each phase an assessment of progress made as well as a definition of the subsequent phase could be made more appropriately. Pursuant to several conversations and a meeting held on June 11, 2010 we have developed a scope of work (SOW) and associated level of effort for the next phase (Phase 2) of the asset management program.

Please find attached our detailed SOW associated with Phase 2 of the City's asset management program. This SOW was developed in conjunction with Public Works staff input and reflects the desires of Public Works coupled with an iterative and achievable SOW for FY 2011. EA proposes to complete the tasks described in the attached SOW for a firm fixed price of **\$15,085**.

EA is prepared to begin work immediately upon your written acceptance of this proposal and notice to proceed. EA will provide a direct point of contact, Mr. Louis C. Garcia, PMP, to manage all efforts required for this project. Please do not hesitate to contact me 410-329-5147 for any additional information or clarification.

Sincerely,

Louis C. Garcia, PMP
Sr. GIS Manager



EA Engineering, Science,
and Technology, Inc.

11202 Race Track Road, Unit 103
Ocean Pines, MD 21811
Telephone: 410-771-4950
Fax: 410-711-4204
www.eaest.com

CITY OF SALISBURY ASSET MANAGEMENT PROGRAM – SCOPE OF WORK, PHASE 2

This Scope of Work (SOW) describes the tasks included to provide the City of Salisbury (the City) with continued consulting services for the implementation of Cityworks asset management software. As detailed in our original proposal dated May 14, 2009; EA outlined a phased approach to the project so that previous phases could be built upon and subsequent phases could be defined as the program progressed. Pursuant to several conversations and a meeting held on June 11, 2010 it was decided that the next phase (Phase 2) of the program would focus on the Operations Division's adoption and implementation of the chosen software solution, Cityworks. The SOW detailed below encompasses the services to be rendered and costs associated with Phase 2 which corresponds to the City's Fiscal Year 2011 funding allocation. A broad overview of Phase 2 includes the following:

- Presentation of the Cityworks software
- Review of the existing processes
- Report on processes to be established
- Staff training

Phase 2 is broken into three Tasks as detailed below.

TASK 1 – Cityworks Presentation and User Group Workshop

Upon notice-to-proceed EA will meet with the Operations Division's stakeholders for the project kickoff meeting. The purpose of this meeting is to establish project goals, confirm the schedule, determine logistics, identify and confirm Operations Division personnel roles, establish communication procedures, and arrange future meetings. Prior to the kick-off meeting, a list of attendees and an agenda with topics of discussion will be developed in conjunction with the City.

Immediately following the kickoff meeting EA will provide a Cityworks presentation to the proposed Cityworks users and key stakeholders in the Operations Division. This presentation will assist the City staff members with understanding the value of implementing Cityworks throughout the Operations Division. It will also provide EA with an opportunity to explain the terminology and technology used in Cityworks and the asset management industry and get the users to begin thinking of the current processes that will be run through Cityworks. Getting the proposed Cityworks users to "buy in" to the process being established and implemented will be key to the future success of the project.

Throughout the duration of Phase 2, EA will lead bi-weekly project meetings. Meetings will be held on a tele-conference call line provided by EA. A meeting agenda will be distributed prior to each meeting as well as meeting notes following each meeting. These meetings will serve as a forum for project issue resolution, schedule modifications as necessary and general project status information.



EA Engineering, Science,
and Technology, Inc.

11202 Race Track Road, Unit 103
Ocean Pines, MD 21811
Telephone: 410-771-4950
Fax: 410-711-4204
www.eaest.com

ASSUMPTIONS:

- The City will provide a meeting room for the kickoff meeting and Cityworks presentation
- All Operations Division key stakeholders will be present for the kickoff meeting
- All proposed Cityworks data users in the Operation Division will be present for the Cityworks presentation
- There will be a total of nine (9) bi-weekly conference call during Phase 2 of the project

DELIVERABLES:

- 1 - one hour kickoff meeting
- 1 - two hour Cityworks presentation
- Kickoff meeting agenda and notes in PDF format
- A digital copy in .PDF format of the Cityworks presentation
- Bi-weekly conference calls throughout the project

TASK 2 – Process Review

EA will meet with the City's Operations Division to review existing workflow processes and software tools or databases currently utilized. The Operations Division's existing workflows, beginning with Service Requests, to Work Order creation, through closeout and the associated software tools used will be documented for analysis on how to best build them into Cityworks, with as few changes as possible. This task will consider existing and potential Cityworks functionality and will review the proposed workflows, tools and processes against Cityworks capabilities and built-in workflows. The primary goal of this task is to gain consensus and understanding of the changes that Cityworks will make to the stakeholders current data workflow processes and daily job duties. An additional goal is to identify the Service Request, Work Orders, and equipment that are in use on a regular basis by the Operation Division.

Following the initial workflow process meeting EA will hold a second meeting with the Operation Division proposed Cityworks users to report on the workflow processes, services request templates, and Work Order templates to be put into practice at the City. EA will utilize the flexibility of Cityworks to recommend improved workflow processes where possible. One example of this will be to assign Work Orders to a geographic location by address, street centerline location or by coordinate, thus facilitating GIS queries and analysis. A review of the proposed workflows and data collection will provide the City with an opportunity to identify additional processes or templates that were not evident in the initial meeting(s). This second workflow meeting will also act as an additional opportunity for the City to ask questions and become more comfortable regarding the software implementation. At the end of this meeting all attendees will be asked to sign a Memorandum of Understanding (MOU) stating that they understand and agree with the processes being implemented and will work with the project team to make the project a success.



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and Technology, Inc.

11202 Race Track Road, Unit 103
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ASSUMPTIONS:

- The City will provide a meeting room for the workflow review meeting and all Operations Division stakeholders will be present for the meeting
- City of Salisbury GIS Manager will develop the new Work Order templates within Cityworks

DELIVERABLES:

- 2- two hour workflow review meetings
- Meeting agenda and notes in .PDF format
- A signed MOU

TASK 3 – Staff Training

The purpose of Task 3 will be to develop and deliver the training necessary for the successful implementation of the revised workflows, business practices, field and office data collection and editing procedures, and training of the Cityworks software solution. Training will be provided in a one on one format for up to ten (10) stakeholders. This will allow for training sessions to be customized to each user's needs and provide a comfort level to maximize the end result. EA understands that existing City resources will assume modified roles as indicated by the new and/or revised workflows, business processes and tools. EA's deliverables will include training of these modified roles for these resources as it pertains to asset management only and will utilize the new Work Order templates developed by the City of Salisbury GIS Manager.

During Task 3 EA will work in conjunction with the City's GIS Manager to ensure he understands and is comfortable with the process and procedures being implemented.

ASSUMPTIONS:

- The City will install Cityworks on the appropriate machines prior to training
- The City will make the identified key stakeholders available for training
- EA will provide one on one training for a maximum of 10 City employees
- The City will make specific computers available for implementation at the scheduled times/dates
- The City will provide administrative access and passwords needed for accessing Cityworks data for training
- City of Salisbury GIS Manager will be the main technical point of contact for the City
- City of Salisbury GIS Manager will be present for staff training sessions
- The City of Salisbury GIS Manager will develop and deliver the revised Work Order templates prior to the training course design

DELIVERABLES:

- Provide individual training for 10 stakeholders



EA Engineering, Science,
and Technology, Inc.

11202 Race Track Road, Unit 103
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Telephone: 410-771-4950
Fax: 410-711-4204
www.eaest.com

SCHEDULE

The table below details the proposed schedule of work for this project:

Milestone

Schedule to Complete

Task

Kickoff & Cityworks Presentation Meeting
Process Review Meeting #1
Process Review Meeting #2
Provide User Training

1 week after NTP
3 week after NTP
5 week after NTP
8 week after NTP

CHANGE ORDER

PROJECT: Contract No. 7-09
Asset Management System

P.O. NO: 2090501

TO: (Contractor)

EA Engineering, Science, & Technology
11202 Racetrack Road, Unit 103
Ocean Pines, MD 21811

CHANGE ORDER NO: 2
INITIATION DATE: 9/9/2010
CONTRACT DATE: 6/29/2009
ACCOUNT NO: 81080-513020

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

1. Increase contract amount by an additional \$15,085.00 for consulting services for Phase 2 of the Asset Management System Implementation project at Salisbury Public Works' Operations Division.
2. Extend contract time from 336 days to 640 days for implementation and training at the Operations Division.

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.....	\$ 59,959.52
Net change by previously authorized Change Order(s).....	\$ 6,025.00
The Contract Sum prior to this Change Order was.....	\$ 65,984.52
The Contract Sum will be (increased) , (decreased) , (unchanged) by this Change Order	\$ 15,085.00
The new Contract Sum including this Change Order will be.....	\$ 81,069.52
The Contract Time will be (increased) (decreased) (unchanged) by this Change Order by (304) days or () weeks	
The date of substantial completion as of the date of this Change Order therefore is	\$ March 31, 2011

AUTHORIZED:

BY _____
Teresa Gardner, P.E.
Director of Public Works

Jon Brownstein, Ph. D
EA Engineering, Science, & Tech., Inc

BY _____
Mark Reilly, Assistant Director
Internal Services - Procurement

BY _____
Pamela Oland
Director of Internal Services

BY _____

Title

BY _____
Louise Smith
President, City Council

BY _____
Paul D. Wilber
City Solicitor

DATE _____

DATE _____

DATE _____