

CITY OF SALISBURY, MARYLAND

#7 MEETING

APRIL 26, 2010

PRESENT

*Council President Louise Smith
Councilwoman Terry E. Cohen*

*Councilwoman Deborah S. Campbell
Councilwoman Eugenie P. Shields*

Mayor James Ireton, Jr.

ABSENT

Council Vice President Gary A. Comegys

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, City Solicitor Paul Wilber, Public Works Director Teresa Gardner, Building, Permitting and Inspections Director William Holland, Internal Services Director Pam Oland, Neighborhood Services and Code Compliance Director Tom Stevenson, Planning, Zoning and Community Development Director Jack Lenox, 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. Campbell seconded to adopt the agenda as presented. Ms. Cohen moved to add the Community Foundation check presentation to the agenda (before Consent Agenda). Mrs. Campbell seconded and the amendment passed unanimously. Mrs. Shields moved to remove Ordinance No. 2108 (amending Chapter 17.40.120 and 17.156.03 of the Code to add a Care Home-Veterans Services Facility as a Use Permitted by Special Exception in the R-5 Residential District). The motion failed for lack of a second.

The agenda, as amended, was unanimously adopted.

PRESENTATION – presented by Mr. Spicer Bell (Community Foundation of the Eastern Shore)

A \$2,500 grant from the Community Foundation of the Eastern Shore was presented to Crime Solvers of the Eastern Shore.

CONSENT AGENDA - presented by City Clerk Brenda Colegrove

On a motion and a second by Mrs. Campbell and Ms. Cohen, respectively, the Consent Agenda consisting of the following items was unanimously approved:

CITY OF SALISBURY, MARYLAND

#7 MEETING

APRIL 26, 2010

PRESENT

*Council President Louise Smith
Councilwoman Terry E. Cohen*

*Councilwoman Deborah S. Campbell
Councilwoman Eugenie P. Shields*

Mayor James Ireton, Jr.

ABSENT

Council Vice President Gary A. Comegys

IN ATTENDANCE

City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, City Solicitor Paul Wilber, Public Works Director Teresa Gardner, Building, Permitting and Inspections Director William Holland, Internal Services Director Pam Oland, Neighborhood Services and Code Compliance Director Tom Stevenson, Planning, Zoning and Community Development Director Jack Lenox, 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. Campbell seconded to adopt the agenda as presented. Ms. Cohen moved to add the Community Foundation check presentation to the agenda (before Consent Agenda). Mrs. Campbell seconded and the amendment passed unanimously. Mrs. Shields moved to remove Ordinance No. 2108 (amending Chapter 17.40.120 and 17.156.03 of the Code to add a Care Home-Veterans Services Facility as a Use Permitted by Special Exception in the R-5 Residential District). The motion failed for lack of a second.

The agenda, as amended, was unanimously adopted.

PRESENTATION – *presented by Mr. Spicer Bell (Community Foundation of the Eastern Shore)*

A \$2,500 grant from the Community Foundation of the Eastern Shore was presented to Crime Solvers of the Eastern Shore.

CONSENT AGENDA - *presented by City Clerk Brenda Colegrove*

On a motion and a second by Mrs. Campbell and Ms. Cohen, respectively, the Consent Agenda consisting of the following items was unanimously approved:

- April 12, 2010 minutes
- Resolution No. 1910 – accepting donation of equipment and materials valued at \$1,600 from the Zoo Commission for the Salisbury Zoo
- Recommendation that Spartech Polycom be granted a five-year exemption from personal property tax for equipment purchased in 2009 (total savings of \$21,464)

AWARD OF BIDS - presented by Internal Services Director Pam Oland

Ms. Cohen moved and Mrs. Campbell seconded to approve the Award of Bids, consisting of the following:

- Recommendation of Award Contract 110-10 \$464,407.00
Sludge Tank Cleanout
Acct. No. 86083-523600
WeCare Organics, LLC

Ms. Cohen offered a motion that the vote be contingent upon inclusion of liability language in the contract. Mrs. Campbell seconded and the amendment passed unanimously. The Award of Bids was unanimously approved contingent upon the inclusion of liability language in the contract.

Note: On April 27, 2010, Council was provided information that was included in the bid documents which satisfied the liability issue. A copy of the information is attached to the original minutes.

PUBLIC HEARINGS – presented by Jack Lenox/City Attorney Paul Wilber

- Comprehensive Plan (copy of PowerPoint presentation and an errata sheet noting revisions from January 27, 2010 to April 22, 2010 are attached to the original minutes)

No public comments were received.

- Ordinance No. 2105 - 1st reading - amending Chapter 15.24 of the Salisbury Municipal Code to provide for the removal of graffiti from private and public property

No public comments were received.

- Ordinance No. 2106 - 1st reading - amending Chapter 12.36 to the Salisbury Municipal Code to allow businesses that are designated as public eating establishments to obtain a sidewalk café permit to operate a sidewalk café

No public comments were received.

- Ordinance No. 2101 – repealing and reenacting Chapter 13.28, Stormwater Management, of the Salisbury Municipal Code in order to comply with the requirements of the Maryland Department of Environment Water Management Administration

Dale Pusey, Public Works Engineer, reviewed the proposed changes (i.e., grandfathering provided certain milestone dates are met; infill development projects; phased development projects; and redevelopment projects) since the first reading of the Ordinance.

No public comments were received.

FY11 BUDGET – presented by Mayor James Ireton, Jr.

- Ordinance No. 2107 – 1st reading – proposed FY11 budget and setting the date of May 10, 2010 for a public hearing (copy of the PowerPoint presentation attached to the original minutes)

Ms. Cohen moved and Mrs. Campbell seconded to approve Ordinance No. 2107 for first reading. Ms. Cohen moved to postpone consideration of Resolution No. 1911 (proposed water and sewer rates), but after clarification that the Resolution would include a public hearing as well as a second reading for final adoption, Ms. Cohen withdrew the motion.

Ordinance No. 2107 for first reading passed unanimously.

- Resolution No. 1911 (first reading) – proposed water and sewer rates

On a motion and a second by Mrs. Campbell and Mrs. Shields, respectively, Resolution No. 1911 for the first reading passed unanimously.

ORDINANCES - presented by City Attorney Paul Wilber

- Ordinance No. 2102 – 2nd reading - amending Section 8.24 of the Salisbury Municipal Code to properly identify departmental authority to investigate and take necessary measures to abate such violations that constitute a nuisance which injuriously affects adjoining property owners and/or tenants

Ordinance No. 2102 for second reading passed unanimously on a motion by Mrs. Campbell and seconded by Ms. Cohen.

- Ordinance No. 2108 – 1st reading – amending Chapter 17.40.120 and 17.156.03 of the Salisbury Municipal Code to add a Care Home-Veterans Services Facility as a Use Permitted by Special Exception in the R-5 Residential District

Ms. Cohen moved and Mrs. Campbell seconded to approve Ordinance No. 2108 for first reading. Ordinance No. 2108 for first reading failed to pass (2-2 vote). Mrs. Shields and Mrs. Smith voted aye. Mrs. Campbell and Ms. Cohen voted nay.

PUBLIC COMMENTS

Two citizens commented on the following issues:

- proposed Veterans Services Facility on Collins Street
- truck traffic enforcement in Isabella Street area
- "The Bricks" property
- Resolution No. 1906 (policy on the use of annexation funds for neighborhood reinvestment and workforce housing)

With no further business, the meeting adjourned at 8:03 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
MAY 3, 2010

TIME & PLACE: 6:41 p.m. – Conference Room 306 - Government Office Building
PURPOSE: Consult with legal counsel/potential litigation
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Section 10-508(a)(7)(8)
PRESENT: Council President Louise Smith, Councilwoman Deborah Campbell, Councilwoman Terry Cohen, Councilwoman Eugenie Shields, Mayor James Ireton, Jr., City Clerk Brenda Colegrove, City Administrator John Pick, Assistant City Administrator Loré Chambers, Attorney Skip Cornbrooks, Neighborhood Services and Code Compliance Director Tom Stevenson

At 6:41 p.m., in Conference Room 306 of the Government Office Building, Mrs. Shields moved to convene in closed session to consult with legal counsel/potential litigation as permitted under the Annotated Code of Maryland Section 10-508(a)(7)(8). Mrs. Campbell seconded and the vote was unanimous.

After discussion with legal counsel concerning legislation defensibility, Mrs. Campbell moved to adjourn the closed session at 7:14 p.m. Mrs. Shields seconded and the vote was unanimous.


City Clerk


Council President

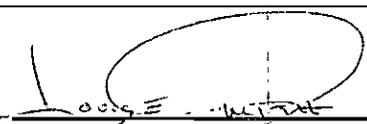
- (9) { } To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) { } To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire 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:

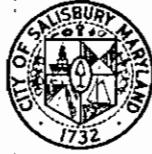
Defensibility of legislation

REASON FOR CLOSING:

Consult with legal counsel (potential litigation)


 Louise Smith
 Council President
 City of Salisbury

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
Fax: 410-548-3192

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

April 26, 2010

Page No.

- | | | |
|----|---|--------------|
| 1. | Recommendation of Award Contract 110-10
Sludge Tank Cleanout
(Acct. No. 86083-523600) | \$464,407.00 |
|----|---|--------------|

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

April 26, 2010

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 110-10
Sludge Tank Cleanout

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to solicit bids to remove sludge from two sludge storage tanks at the Wastewater Treatment Facility Site, as required by the Maryland Department of the Environment (MDE) per the annual inspection of the plant.

Under Contract 110-10, the Procurement Division requested bids for this project. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list and advertising on the State of Maryland's website, Emaryland Marketplace. A total of Nine (9) vendors were sent proposal packages with four (4) vendors submitting a proposal by the due date and time, March 31, 2010 at 3:30 p.m.

Bid results for the project are as follows:

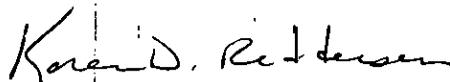
Vendor	Bid Amount
WeCare Organics, LLC	\$464,407.00
Synagro Central, LLC	\$742,502.00
Fluid Technology, Inc.	\$849,300.00
American Process Group, Inc.	\$1,370,843.45

An analysis of the bid documents was conducted by SPW, and a recommendation has been made to award Contract 110-10 to WeCare Organics, LLC in the amount of \$464,407.00. WeCare Organics, LLC provided a scope of services that met the requirements of the specifications without exception, received outstanding references and has completed projects of a related nature.

The bid from WeCare Organics, LLC is 37% lower than then next highest bid and represents a fair market value related to the costs of previous sludge removal projects; thus the work is financially feasible and cost effective.

Funds are available, as approved in the FY10 budget, from Account No. 86083-523600 (Skilled Services) in the amount of \$464,407.00 for this project. After review of the submitted bids, the Department of Internal Services-Procurement Division requests Council's approval to accept the bid as noted above from WeCare Organics, LLC, in the amount of \$464,407.00.

Thank you.



Karen D. Reddersen
Assistant Director of Internal Services-Procurement Division

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: 410-548-3170
Fax: 410-548-3171

PUBLIC WORKS
TERESA GARDNER P.E.
DIRECTOR

MARYLAND

Date: April 14, 2010

To: Karen D. Reddersen, CPPO, SPHR
Assistant Director of Internal Services
Procurement Division

From: Teresa Gardner, PE, Director SPW

Re: Contract 110- 10 Sludge Tank Cleanout
Recommendation of Award

Salisbury Public Works solicited bids for removal of sludge from two sludge storage tanks on the Wastewater Treatment Facility Site. The purpose of the project is to remove sludge accumulated in sludge Tank #1 during operation of the former septage facility and to remove other Class B sludge remaining in Tank #3.

Bids were opened on Wednesday, March 31, 2010 at 3:30 PM from four firms. Bidders responded as follows to remove and dispose of sludge from Sludge Tank #1 and Sludge Tank #3 located at the WWTP per the specifications and bid documents for Contract No. 110-10:

WeCare Organics, LLC.	\$464,407.00
Synagro Central, LLC.	\$742,502.00
Fluid Technology, Inc.	\$849,300.00 (after correction of math error)
American Process Group, Inc.	\$1,370,843.45

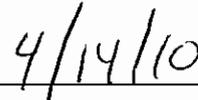
Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this contract be awarded in the amount of \$464,407.00 to WeCare Organics, LLC. For removal and disposal of the treated municipal sludge from Sludge Tanks #1 and #3. The bid amount, \$464,407.00, is 37% lower than the next highest bid of \$742,502.00. This responsive bid represents a fair market value for the work and is consistent with costs for previous sludge removal projects. All bid packages have been reviewed for their completeness and checked for math errors and irregularities.

Upon review, evaluation, and comparison of the bids by Salisbury Public Works, it was found that WeCare Organics, LLC. met all the requirements of the specifications with no exceptions and was the low bidder. Contacted reference highly commend WeCare Organics and plan to use them in future projects. Therefore, it is recommended that Contract No. 110-10 be awarded to WeCare Organics, LLC in the amount of \$464,407.00, for sludge removal at the Wastewater Treatment Plant meeting the requirements of the contract specifications.

Funds as budgeted in the Fiscal Year 2010 Budget are available to cover the cost of the \$464,407.00 from Account No. 86083 523600 Skilled Services.



Teresa Gardner, PE
Director SPW



Date

CC: Greg Stevens, Dave Winslow

INSTRUCTIONS TO BIDDERS
CONTRACT NO 110-10

for receipt of proposals, and shall become part of the Contract Documents and shall be acknowledged in the proposal form. Failure of any Bidder to receive any such addenda shall not relieve said Bidder from any obligation under his Bid as submitted.

- D. Bidders are cautioned to refrain from including in their proposal any substitutions which are not confirmed by written addenda. To find out whether the City of Salisbury intends to issue an amendment reflecting an oral statement made by any employee, contact Karen D. Reddersen, Assistant Director of Internal Services – Procurement Division, at 410-548-3190 during normal business hours.
- E. The Assistant Director of Internal Services-Procurement Division reserves the right to postpone the bid opening for any major changes occurring in the 5-day interim which would otherwise necessitate an Addendum.

16. CONTACTS

Questions regarding the bidding documents or procedures should be referred to Karen D. Reddersen, Assistant Director of Internal Services – Procurement Division, 125 N. Division Street, Room 104, Salisbury, Maryland 21801, or by phone at 410-548-3190, during normal business hours, or fax at 410-548-3192, or via email at kreddersen@ci.salisbury.md.us.

17. BID SECURITY

- A. Each bid shall be accompanied by a bid bond, in a form and by a surety company approved by the City of Salisbury. The bond must be in an amount not less than five percent (5%) of the base bid(s). Certified or cashier's checks are acceptable in lieu of bid bond, subject to the same conditions. Bonds and checks shall be made payable to the CITY OF SALISBURY. AIA Bid Bond forms are acceptable.
- B. Return of Bid Security:
 - (1) All but the lowest three bidders' bid security shall be returned as soon as the bid prices have been checked and compared.
 - (2) At award of contract, the remaining two unsuccessful bidders' bid security will be returned.
 - (3) The bid security will be returned to the successful bidder upon execution of the Contract and Performance Bond.

18. PERFORMANCE BOND

The Contractor to whom the contract is awarded shall furnish a Performance, Labor and Materials Bond in a form and by a surety company approved by the City of Salisbury. The amount of the bond shall be one hundred percent (100%) of the Contract price. Bonds shall be made payable to the CITY OF SALISBURY. AIA Performance and Payment Bond forms are acceptable.

INSTRUCTIONS TO BIDDERS
CONTRACT NO 110-10

11. INDEMNITY

- A. The successful Contractor agrees to indemnify, defend, and hold harmless the City of Salisbury and its officers, employees, and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the Contractor's operations under this Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by either of them.
- B. Contractor further agrees to furnish adequate protection against damages to all work and to repair damages of any kind, to the building or equipment, due to contractor's own work or to the work of other contractors for which he or his workers are responsible.

12. CONTRACTOR STATUS

The Contractor shall be responsible to the City of Salisbury for acts and omissions of their employees, Subcontractors, and their agents and employees, and other persons performing portions of the Work under a Contract or other arrangement with the Contractor. It is understood that the relationship of Contractor to the City of Salisbury shall be that of an "independent contractor". Nothing contained herein shall be deemed or construed to (1) make the Contractor the agent, servant, or employee of the City of Salisbury, or (2) create any partnership, joint venture, or other association between the City of Salisbury and the Contractor.

13. APPLICABLE LAWS

Bidder/prospective Contractor shall observe and comply with all applicable federal, state, and local laws and regulations in the performance of the work. This contract shall be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder shall be determined in accordance with such laws.

14. APPROVED SUBSTITUTE

- A. Approved substitute pertains to those items of material and/or equipment which must meet the quality and the design requirements as specified. Any mention of product names or vendors in the specifications is for the purpose of establishing a standard of quality and/or design and is not intended to limit competition.
- B. When an item is identified in the bid documents by a manufacturer's name or catalog number, it is understood that the bidder proposes to furnish the material and/or equipment so identified and as specified by the City UNLESS the bidder specifically proposes an alternate.

SCOPE OF WORK (Revised 3-16-10)
CONTRACT 110-10

9. **SANITARY SEWER OVERFLOW PREVENTION PLAN**

The City of Salisbury is committed to prevention of sanitary sewer overflows and spills by proactive management of construction contracts and operations. Prior to mobilization Contractor shall submit a plan for the containment, set up, handling, and operation of the equipment and hoses to prevent wastewater spills. The plan shall include inspection and removal of defective hoses and equipment and appropriate training of all contractor personnel. During shut down periods, clean and drain equipment to the extent required to protect against a sanitary sewer overflow. The plan shall address protection of the existing sludge tank liner and support structure to prevent leakage from the lagoon during the dewatering project. Include emergency response plan to respond to a spill event. No work may proceed until the plan is approved by the WWTP Superintendent. Failure to proactively prevent SSO events may result in termination of contract.

10. **WORKSITE SAFETY PLAN**

10.1 The City of Salisbury is committed to jobsite safety. Contractor shall submit a safety plan addressing general work site safety practices and specific hazards of this project. Vehicle speeds on site are posted, and Contractor's safety plan shall address adherence to these speed limits. No work may proceed until the plan is approved by the WWTB Residuals and Risk Management Coordinator. Provide emergency contact information for field supervisor and project manager. See Appendix A, Contractor Work Safety Permit. Failure to proactively manage job site safety may result in contract termination.

10.2 Contractor shall use extreme caution not to damage integrity of sludge tanks and, at all times, practice spill prevention. In the event of a spill, caused by negligence of the Contractor, the Contractor is responsible for all costs related to such spill.

10.3 Contractor's personnel shall be fully trained and licensed, as required, to operate any equipment, or vehicle, used in the performance of this work.

11. **BID ITEM DESCRIPTIONS**

101. Clean Out Sludge Tank #1, per Dry Ton. QTY 1 LS.

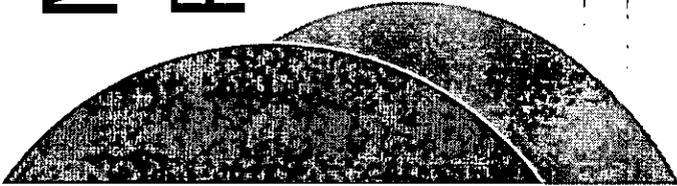
This bid item provides 50% payment for Mobilization to the site and 50% payment for relocation to Tank #3, or complete demobilization if Tank #3 should not be awarded..

102. Clean Out Sludge Tank #1, per Dry Ton. QTY 300 DT.

Provide all materials, tools, equipment, trucks, and manpower to dewater and remove solids, liquid, and other contents from sludge Tank #1. Deliver and mix biosolids at Wicomico County Landfill Mixing site.

103. Temporary Shutdown for Tank #1, Price per Day. QTY 5 DA.

When directed by the City, Contractor shall discontinue sludge production and leave equipment in position until recalled by the City. Payment for this item ends when given notice by the City to resume dewatering operations.



**Mayor's FY 11 Budget
Public Presentation and Narrative**

**Mayor James Ireton, Jr.
City of Salisbury,
Maryland**

April 15, 2010

FY2011 Budget Summary

- **Totals:**
- **Fiscal Year 2011 City of Salisbury Budget:**
- **Mayor's FY2011 Proposed - \$47,008,016**
- **FY 2010 - \$50,658,353**
- **Difference - \$3,650,337 (Reduction of 7.2% from FY10)**
- **General Fund Mayor's FY2011 Proposed Budget - \$29,502,695**
- **General Fund FY10 - \$32,193,241**
- **Difference - \$2,690,561 (Reduction of 8.35% from FY10)**

Major Revenue Reductions

Real Property Tax	\$257,085
Railroad & Utilities Personal Property Tax	\$224,824
Income Tax	\$100,000
Admissions & Amusement Tax	\$168,000
Building Permits	\$50,000
Police Aid (State Shared Revenue)	\$177,723
Highway User Tax (State Shared Revenue)	\$1,062,924
Hotel/Motel Tax	\$53,000
Investment Earnings	<u>\$175,000</u>
	\$2,268,556



Budget Cuts by Department - Represents a
10-11% Cut Across the Department

- City Council - \$786 (\$951 since FY10)
- Mayor - \$8,404 (\$10,305 since FY10)
- City Clerk - \$2,090 (\$2,680 since FY10)
- Elections -- \$0 (-\$30 since FY10)
- Finance - \$28,667 (\$31,764 since FY10)
- Procurement - \$5,213 (\$6,038 since FY 10)
- Human Resources - \$-800 (\$3,147 since FY10)
 - Internal Services (Total since FY10 \$40,949)
- Planning and Zoning - \$21,937 (\$26,007 FY10)

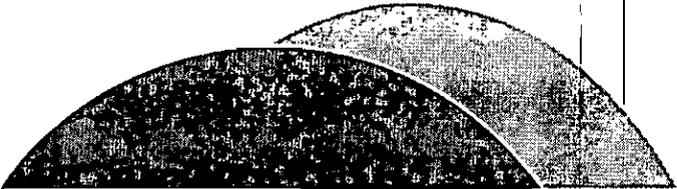
Budget Cuts by Department - Represents a
10-11% Cut Across the Department

- Poplar Hill Mansion - \$35,750 (\$36, 850
FY10)
- Fire Fighting - \$89,847 (\$121,124 since
FY10)
- Fire Volunteer - \$3,500 (\$20,403 since
FY10)
- Fire Total - \$93,347 (\$141,527 since FY10)
- BPI - \$2,330 (\$3,530 since FY10)
- NSCC - \$25,692 (\$29,092 since FY10)



Budget Cuts by Department - Represents a
10-11% Cut Across the Department

- Traffic Control - \$6,455 (\$23,755 since FY10)
- Engineering - \$188,500 (\$668,020 since FY10)
- Streets \$31,650 - (\$34,905 since FY10)
- Street Lighting - (\$23,125 since FY10)
- Street Sweeping - (\$910 since FY10)
- Waste Disposal - \$250 (\$6,087 since FY10)
- Recycling - \$1,675 (\$1,675 since FY10)



Budget Cuts by Department - Represents a
10-11% Cut Across the Department

- Fleet Management - \$30,367 (\$33,535
FY10)
- Carpenter Shop \$4,300 (\$4,300 since
FY10)
- Zoo - \$24,349 (\$29,809 since FY 10)
- Parks - \$26,404 (\$29,350 since FY10)
- Public Works Total
\$313,750 (\$855,471 since FY10)

Budget Cuts by Department - Represents a
10-11% Cut Across the Department

- Police Services - \$74,751 (\$104,429
FY10)
- Police Communications

\$12,149 (\$14,522 since FY 10)

- Animal Control - \$18,275 (\$20,219 since
FY10)

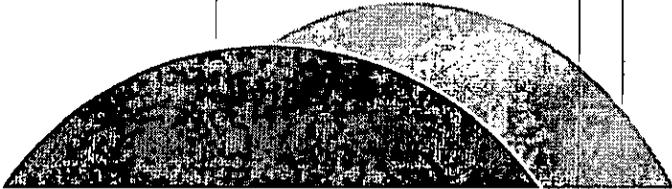
Police - \$105,175 (\$139, 170 since FY 10)

Totals: \$642,563 (\$1,286,562 since FY10)

Furlough Schedule

<u>Annual Pay Level</u>	<u>Number of Furlough Days</u>
Less than \$40,000	5
\$40,000 - 50,000	6
\$50,001 - 60,000	7
\$60,001 - 75,000	8
\$75,001 - 90,000	9
Over \$90,000	10

We are planning to make the associated reductions in pay pre-tax but these reductions will not affect the future retirement benefits of our employees. The cost to do this was approximately \$80,000.



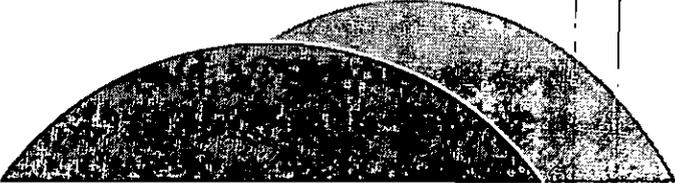
Expenditure Reductions

- Employee Furlough Days - \$325,512
- 40 hr to 35 hr Reduction - \$127,864
- Employee Health Care Cost Share Increase - \$167,247
- Mayor Contingency Reduction - \$20,000
- Energy Savings - \$39,163
- Zoo Extended Hours Cut - \$12,150
- 7 Frozen for 1 year through attrition savings - \$316,211
- City Attorney Reduction - \$30,000
- Refinance Fire Station Headquarters - \$309,175



Additional Expenditures

- COPS Grant Transfer - \$50,000
- Upgrades/Transfers - \$52,313
- Neighborhood Service Centers -
\$15,000
- NSCC 1 Position - \$47,564 (Paid for
by increase in registration fee
increase)



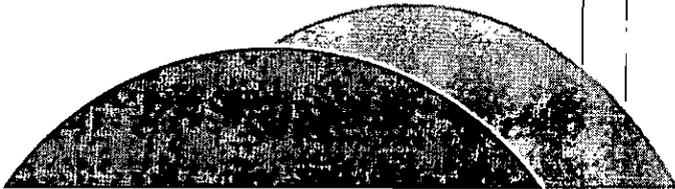
Additional Revenue Sources

- NSCC Fees Increased by \$7.50 - \$63,600 (First increase since 2004)
- Restaurant Fee Increased by \$25.00 - \$4,850 (First increase since 1983)
- Elimination of \$1 Parking Tickets - \$2,300
- Cost Allocation - \$313,283 (Allocation of overhead costs paid for previously only general fund)
- Increase Billboard Fee - \$14,000 (First Increase since 1992)
- Police Reports and Fingerprints - \$10,000



Unfunded Initiatives

- Community Promotions Request Reductions - \$68,035
- Government Office Building Projects - \$70,650
(Replace air handlers; upgrade alarm and security system; and replace second and third story windows)
- Public Works Vehicle Maintenance Facility (to be financed through a bond issue) - \$35,000 estimated first year debt payment
- East Prong Debris Curtain - \$120,000
- Police Vehicles (4) - \$121,718
- Fire Department Ambulances (3) - \$620,000
- Traffic Signal at Northwood Drive and Naylor Mill Road (to be partly funded through State Aid) - \$100,000
- Paving Projects (to be partly funded through State Aid) - \$373,500



Debt Issuance

This budget anticipates the issuance of debt during FY 11 for the following projects:

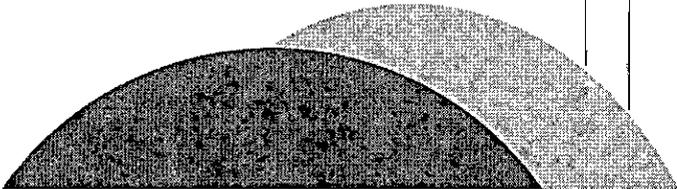
General Fund:

- Riverwalk Repairs (\$500,000)
- Water and Sewer Fund
- East Main Street Valve Replacement and Main Lining-(\$535,000)
- East Main Street Sewer Main Replacement (\$166,000)
- Lift Station Pump Replacement (\$350,000)
- Milford Street Water Tower (ARRA Loan) (\$4.7 million)
- North Division St. Relief Sewer (\$2.1 million)
- WWTP Engineering (\$4 million)

Anticipated to be awarded in FY 10 or 11:

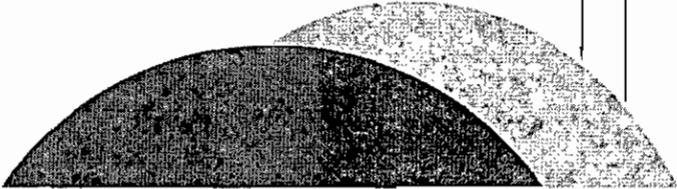
Jane Lawton Loan

- Poplar Hill Mansion Storm Window Replacement (\$25,000)
- Parking Garage Lighting Upgrade (\$142,800)



Transfer of Funds Requirements

- No transfers between broad budget categories (personnel costs, operating costs, capital expenditures), except emergencies and accounting treatment transfers
- ~~If a transfer is needed between categories, there must be a detailed memo explaining the reason~~
- No transfers in or out of Travel/Training and utilities (can transfer within the group)
- All transfers will be sent to Finance division to ensure rules are met before they are sent to the Mayor's office for approval.
- All transfers over \$50,000 will be reported to City Council on a monthly basis for informational purposes.



Summary

Only six times in the past thirty years has general fund revenue for the City of Salisbury had a budgeted decrease. By far, this budget is the most difficult in memory in terms of revenue decreases. Though it presents challenges to our city, there is a silver lining and opportunities. With large reductions in state aid, we begin to operate without monies that can be taken away by state government. \$1.2 million dollars in state cuts was a huge amount to absorb this year. Today it is obvious what that amount of money will provide for in the general fund. This reduction does give the city a chance to better ascertain exactly how much money we have in the budget without relying on non-guaranteed sources. Knowing the true amount of Salisbury's budget will give us a clearer path to spending only what we have. In closing, these financial times have made clear that we can provide services even with massive cuts in budgets. The question for the mayor, city council, and the citizens of our city is one of how long we can continue to operate and provide these services if reductions in revenue and aid continue.



Thank You's

John Pick, City Administrator

Lore Chambers, Assistant City Administrator

Pam Oland, Director of Internal Services

Jessie Cocci, Executive Office Associate

Sherrell McBride, Office Associate

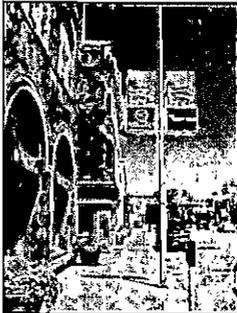
City Department Heads

And all City employees for their help
creating this budget.



City of Salisbury

Comprehensive Plan



City Council

Public Hearing April 26, 2010



This project has been supported by the financial assistance provided by the Coastal Zone Management Act of 1972, as amended administered by the office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.

City of Salisbury
Comprehensive Plan

Visions

- ▶ The City of Salisbury will remain the medical, educational, cultural, and economic center of the Eastern Shore.
- ▶ The continued commitment to excellence, innovation and service, combined with fiscal management, will ensure Salisbury's future as a safe, vibrant, and healthy community.

Major Themes

- ▶ **Connections - between neighbors and neighborhoods**
- ▶ **Identity – for the City and its citizens**
- ▶ **Livability – attractiveness as a place to live, work, and play**
- ▶ **Sustainability – orderly and controlled long-term growth for people and businesses**

1. Connections

1. Connectivity of neighborhoods (Transportation & Land Use)
2. Trails (Transportation & Sensitive Areas)
3. Proximity of future residential neighborhoods to retail services (Land Use)

• Identity

1. Strengthen Main Street (Economic Development)
2. Promote Historic Districts (Historic and Cultural Resources)
3. Encourage single-family development (Land Use & Housing)

1. Livability

1. Overall goals to sustain the quality of life for City residents' (Development Goals & Objectives)
2. Incompatible Land Uses (Land Use)
3. Protection of our natural resources (Sensitive Areas)
4. Protection of our historic and cultural resources (Historic & Cultural Resources)

• Sustainability

- Services keeping pace with existing and future growth and development (Community Profile, Land Use, Community Facilities, and Municipal Growth Area)
- Future Roadways (Transportation)



City of Salisbury

Comprehensive Plan



City Council

Public Hearing April 26, 2010



This project has been supported by the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.

City of Salisbury
Comprehensive Plan

Planning Background

- ▶ Metro Core Plan 1997
- ▶ This is not an Update. This is a new Comprehensive Plan for the City of Salisbury.
- ▶ A new plan with a concentration on the vision and needs for the City of Salisbury

In 1997, the Mayor & City Council, as well as the Salisbury Planning & Zoning Commission adopted the Metro Core Plan. This Plan contained goals, objectives and policies for the Cities of Salisbury and Fruitland, and the Town of Delmar.

In the last decade, the special urban challenges facing an urbanized area like Salisbury have become more apparent. Therefore, the Planning Commission, in conjunction with the Mayor and City Council, determined the need to prepare a specific plan to address the issues and opportunities for the City.

This new plan focuses on the City and becomes a tool for connecting the efforts of various local, County, and State agencies.

OTHER DISCUSSION POINTS

1. Draft City Comp Plan effort began in the Fall of 2008 (WRE)
2. Implemented Public Participation Plan included public work shops, P&Z Commission work sessions, City Council work sessions, posting of surveys', press releases' and draft plan on the City of Salisbury website, and Public Hearings.
3. This public hearing represents the 27th public meeting on the Draft City of Salisbury Comprehensive Plan.

Visions

- ▶ The City of Salisbury will remain the medical, educational, cultural, and economic center of the Eastern Shore.
- ▶ The continued commitment to excellence, innovation and service, combined with fiscal management, will ensure Salisbury's future as a safe, vibrant, and healthy community.

Elements of the Plan

- ▶ Introduction
- ▶ Development Goals and Objectives
- ▶ Community Profile
- ▶ Sensitive Areas
- ▶ Water Resources Element
- ▶ Community Facilities
- ▶ Housing
- ▶ Historic & Cultural Resources
- ▶ Community & Economic Development
- ▶ Transportation
- ▶ Land Use Plan
- ▶ Municipal Growth Element
- ▶ Plan Implementation

What is included in the City of Salisbury Comprehensive Plan?

1. Introduction – Providing an overview of the chapters contained in this Plan, as well as information about planning legislation, citizen participation and outreach, and neighborhoods and planning areas.
2. Development Goals & Objectives – Containing the overall goals and objectives to fulfill the vision of this Plan.
3. Community Profile – Identifying past social, economic, and demographic characteristics, as well as future population and housing projections.
4. Sensitive Areas – Planning to sustain current and protect future sensitive areas.
5. Water Resources Element – Planning for the appropriate use and protection of groundwater and surface waters.
6. Community Facilities – Planning for the appropriate locations types, and the extent of public lands and facilities needed to accommodate future growth and development.
7. Housing – Planning for the appropriate amount, type, and location of housing to accommodate existing and future residents' of the City.
8. Historic & Cultural Resources – Planning to restore and protect Salisbury's vital historic and cultural resources.
9. Community & Economic Development – Planning for livable communities and increased/sustainable economic development activities within the City.
10. Transportation – Planning for the efficient movement of people and commodities by air, land, and water.
11. Land Use Plan – Planning for the most appropriate future uses of land in the City and identified growth areas.
12. Municipal Growth Element – Analyzing the impacts to public services as a result of future growth.
13. Implementation – Tools to achieve the Plan.

These elements combine to create an efficient plan to guide the future growth of the City of Salisbury. As with any Comprehensive Plan, issues or topics are often interrelated. This Plan is comprised of four major themes that are carried throughout the Plan and are not specific to a single chapter.

Major Themes

- ▶ **Connections - between neighbors and neighborhoods**
- ▶ **Identity – for the City and its citizens**
- ▶ **Livability – attractiveness as a place to live, work, and play**
- ▶ **Sustainability – orderly and controlled long-term growth for people and businesses**

1. Connections

1. Connectivity of neighborhoods (Transportation & Land Use)
2. Trails (Transportation & Sensitive Areas)
3. Proximity of future residential neighborhoods to retail services (Land Use)

• Identity

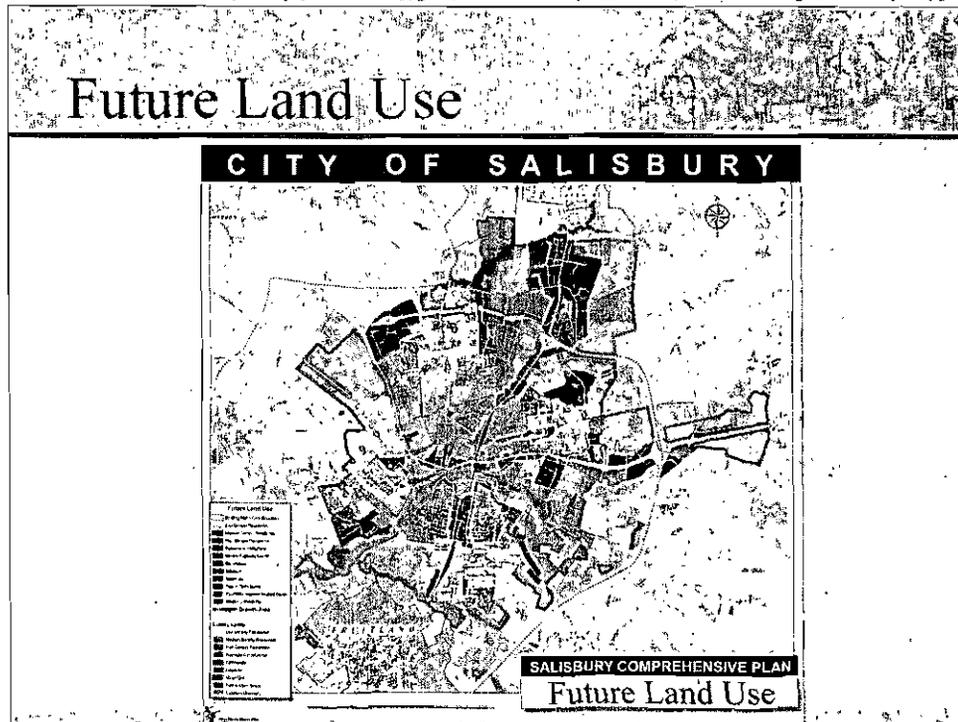
1. Strengthen Main Street (Economic Development)
2. Promote Historic Districts (Historic and Cultural Resources)
3. Encourage single-family development (Land Use & Housing)

1. Livability

1. Overall goals to sustain the quality of life for City residents' (Development Goals & Objectives)
2. Incompatible Land Uses (Land Use)
3. Protection of our natural resources (Sensitive Areas)
4. Protection of our historic and cultural resources (Historic & Cultural Resources)

• Sustainability

- Services keeping pace with existing and future growth and development (Community Profile, Land Use, Community Facilities, and Municipal Growth Area)
- Future Roadways (Transportation)



This Plan contains a Land Use Plan for the existing corporate limits, as well as the proposed future growth areas.

Major concepts of the Land Use Plans:

1. Encourage infill and redevelopment within the City; while also providing limited opportunities for new residential growth through future expansions.
2. Growth Areas and proposed Land Uses are consistent with the 1997 Metro Core and 1998 Wicomico County Comprehensive Plans.
3. Rationalize the City boundary to reduce costs of providing public services.
4. Protect residential areas from incompatible land uses such as industrial uses.
5. Encourage clustering of residential development as a means of preserving open space, and protection of the natural resources and environment; without an overall reduction in permitted density.
6. Where feasible, encourage neighborhood scale businesses in residential neighborhoods.
7. Provide areas for expansion of future commercial and industrial uses in close proximity to major roads, rail, and water.
8. Mixed Use areas along the east and west periphery of the growth areas along U.S. Route 50 will not include a residential component in an effort to reduce costs of providing municipal services.
9. SU planning/land use area – Provide sufficient area for future expansions. Restrictive uses west of U.S. Route 13 to maintain the existing character of the surrounding neighborhood consisting primarily of single-family detached residences. In contrast, more permissive uses east of U.S. Route 13.
10. Peninsula Regional Medical Center – delineate area for future expansions.

Draft 2010 City of Salisbury Comprehensive Plan
Errata Sheet
Revisions to the Draft dated 1/27/2010
1/27/2010 to 4/22/2010

1. **Acknowledgment Page** – removed Corinne LesCalette, added Charles R. “Chip” Dashiell, Jr.

2. **Chapter 3: Community Profile**
 - a. PP. 3-2 - The draft has been revised to include a new fourth paragraph describing why the Plan’s population projections are slightly higher than MDPs “In addition to the increase in population, this Plan emphasizes the expanded role of the City as it relates to accounting for a larger share of the overall County population. This increase of the City’s overall proportion of the County population is consistent with Smart Growth principles. In fact, a major goal of this Plan is to encourage future populations to locate in areas with existing or planned services such as water and sewer. Based on the increase of the proportions of the County’s population, this Plan projects the City population in 2030 will represent 34 percent of the County’s projected population of 117,450 in 2030. As a result, the projections for the City represent an annual growth rate of 1.1 percent or 558 persons from 2010 to 2030. It is important to note the projections used in this Plan are slightly higher than municipal projections prepared by the Maryland Department Planning. In part, the difference in projections is a result of different methodologies used to project future populations at a municipal level.”

 - b. PP. 3-6 - The Title of Table 3-7 has been revised to “CITY OF SALISBURY – INDUSTRY EMPLOYING CITY RESIDENTS (2000).” Additional language has been added in the 2nd paragraph of PP. 3-5 stating the following “**Table 3-7** represents the various types of industries, both inside and outside of the corporate limits of Salisbury, which are employing the City’s labor force.”

 - c. PP. 3-6, TABLE 3-8: OCCUPATION CHARACTERISTICS – 2000 - The original data within the Table was erroneous. The Table and supporting text on PP. 3-6 has been revised to reflect the 2000 U.S. Census Bureau data.

 - d. PP. 3-7, Income – The first sentence has been changed to reflect the table represents median household income, instead of per capita. Additionally the fourth and fifth sentences has been corrected to state the following “The City had 23.1 percent of households with an income less than \$14,999, which is 6.7 percentage points higher than the County median household income. Similar to the City, 66 percent of County households have an income between \$15,000 and \$74,999; however, the County

experiences a 7 percentage point advantage over the City with respect to households with an income over \$75,000.”

- e. PP. 3-8, Housing Trends & Projections – The following sentences have been added to support the difference of the City and MDP housing unit projections “Similar to a previous discussion about the discrepancies between the population projections contained in this Plan and the projections prepared by the Maryland Department of Planning, this Plan contains population as well as housing projections that are slightly higher than the State’s.
- f. PP. 3-8, TABLE 3-11: SALISBURY & WICOMICO COUNTY HOUSING UNIT STATISTICS – Revised the number of housing units in 1990 to 8,746 and the % of the County to 31.

3. Chapter 4: Sensitive Areas

- a. PP. 4-1, Objectives – added new bullet “Maintain and expand the forest canopy within the City”.
- b. PP. 4-1, Objectives – added new bullet “Enhance public access and use of the Wicomico River and its tributaries for recreational purposes.”
- c. PP. 4-1, Objectives – added the following objective “Consider the creation of community gardens as a high priority use of open space resources as a means of preserving green space and encouraging community involvement.”
- d. PP. 4-2, Implementation Strategies – added new bullet “Research and implement an Urban Tree Canopy program.”
- e. PP. 4-2, Implementation Strategies, revised 3rd bullet – “Encourage the use of more efficient stormwater management (SWM) practices such as smaller SWM ponds scattered throughout a greenway versus one large SWM pond within a development, as well as the use of rain gardens instead of traditional raised islands typically found in parking lots in an effort to reduce run-off and improve water quality.”
- f. PP. 4-2, Implementation Strategies – added the following strategy “Support farmers markets in the City to provide an outlet for farmers from the City and neighboring communities to sell produce.”
- g. PP. 4-2, Implementation Strategies – added the following strategy “Encourage property owners of vacant and/or underdeveloped land to consider creating small-scale, hand-tended gardens as an interim use of the property.”

- h. PP. 4-3, Chesapeake Bay, Critical Area, 2nd paragraph, 3rd sentence – The sentence has been revised as follows “The objectives include creating buffer areas, reducing lot coverage, increasing water access, enhancing wildlife habitat, and increasing and protecting open space and recreational areas.”
- i. PP. 4-7, Rare, Threatened, and Endangered Species (RTE), 2nd paragraph, 1st sentence – The sentence has been revised as follows “The Maryland Department of Natural Resources (DNR) designates Sensitive Species Project Review Areas (SSPRA) to protect potential habitat for RTE.
- j. PP. 4-8, Rare, Threatened, and Endangered Species (RTE), 4th paragraph, 1st sentence – The sentence has been revised as follows “A complete listing of the Rare, Threatened, and Endangered Species within Wicomico County is contained in **Appendix 1** of this Plan.”
- k. PP. 4-10, Green Infrastructure, added a new third paragraph “In 2009, Wicomico County established the Natural Resources Conservation Advisory Commission (NRCAC) to identify and prioritize, as well as to recommend strategies to protect at-risk parcels county-wide. This nine-member committee meets on the third Wednesday of each month. This advisory committee should coordinate with the City as this group proceeds forward with identifying the most at-risk parcels within the County, especially as it relates to property within the City of Salisbury.”
- i. PP. 4-10, Urban Agriculture – The new section states the following:

Urban Agriculture

An emerging concept for livable communities is the concept of urban agriculture as a way to promote health, to support economic and community development, and to improve the urban and natural environment. A primary focus of this Plan is to encourage infill and redevelopment opportunities as a feasible alternative to future annexations. However, the timing of future development of infill and redevelopment opportunities is primarily a function of the market. In certain instances, small-scale, hand-tended urban agriculture, may serve as an appropriate interim use of land that would provide an aesthetically pleasing alternative to vacant and/or undeveloped property.

The cultivation of land is a permitted use in a majority of the Zoning Districts within the City of Salisbury. In addition to urban agricultural efforts related to vacant and/or underdeveloped property, this concept translates to small-scale gardens on individual lots with residential structures. Based on the City’s location, soils, and annual average rainfall, the growing of fruits and vegetables is an excellent accessory use of the

land, and is encouraged because of its benefits to the community and the natural environment.

The benefits of urban agriculture include:

- Provides a supply of fresh produce;
- Helps to protect the environment by preserving green space and reduction in storm water mitigation; and
- Provides an economic incentive.

Community green space is another type of urban agriculture to meet the need and desire to develop typically small, open spaces as gardens for public use for the benefit of the citizens. Community gardening is a way for people who lack yards to grow flowers and vegetables.

m. PP. 4-10, Added the following text:

“Environmental Groups

Chesapeake Bay Foundation

The Chesapeake Bay Foundation (CBF) is a non-profit organization created in 1967 that encourages stewardship and provides outreach and education in the Chesapeake Bay Watershed. The Foundation publishes numerous reports on the health of the bay annually. The Foundation members regularly volunteer time to restore riparian buffers, plant oyster farms and submerged aquatic vegetation, and educate residents of the Watershed.

Maryland Environmental Trust (MET)

The Maryland Environmental Trust (MET) is a State-wide land trust governed by a citizen Board of Trustees. It was created by the General Assembly in 1967 to preserve open land, such as farmland, forest land, and significant natural resources. Their primary tool for doing this is a conservation easement, a voluntary agreement between a landowner and MET.

Wicomico Environmental Trust (WET)

The Wicomico Environmental Trust (WET) is a grassroots 501 (c) 3 volunteer organization of Wicomico County residents who work to build consensus on wise land use, protect native wildlife and vegetation, improve water quality, and enhance the quality of life on Maryland’s Lower Eastern Shore. This environmental group organizes an annual environmental film festival, presents programs to promote environmental awareness, sponsors paddles on local streams, publishes a quarterly Newsletter and bi-weekly e-News to keep citizens informed of environmental issues, and advocates with government officials to promote wise land use policy.”

4. Chapter 5: Water Resource Element

- a. PP. 5-1, Introduction, 2nd paragraph, 2nd sentence – revised to “The drinking water assessment contains information about the major groundwater resources used to provide drinking water to the City of

Salisbury and some surrounding areas in the County, which receive public water and sewer services from the City.”

- b. PP. 5-2, Implementation Strategies – The 5th bullet within the implementation strategies has been moved to the 1st bullet within the Goals. “Establish a Land Use Plan that supports the outcomes of the nutrient loading analysis.”
- c. PP. 5-2, Implementation Strategies – added new strategy “Encourage the use of low-flow shower heads, toilets, and spigots to promote the conservation of potable water.”
- d. PP. 5-2, Implementation Strategies – added new strategy “Obtain an expanded groundwater appropriation permit to meet future demand.”
- e. PP. 5-2, Drinking Water Assessment, Watersheds, 2nd paragraph, last sentence – Revised Schumaker Pond to Beaverdam Creek.
- f. PP. 5-5, Drinking Water Assessment, Water Treatment Systems, 1st paragraph, last sentence – Corrected text to reflect information contained in Table 5-1. Last sentence as follows “By 2030 the two plants will have a combined capacity of 18.0 MGD compared to the projected 2030 demand of roughly 8.41 MGD.”
- g. PP. 5-5, Drinking Water Assessment, Water Treatment Systems, 3rd paragraph, 2nd sentence – Revised location of Perdue Processing Plant from Zion Road to U.S. Route 50 East Business.
- h. PP. 5-6, Waste Water Assessment, Waste Water Treatment System, 1st paragraph, 1st sentence – Revised 8.6 MGD to 8.5 MGD.
- i. PP. 5-7, Waste Water Assessment, Assimilative Capacity, Total Maximum Daily Loads, 3rd paragraph, 2nd sentence – The paragraph has been revised as follows “For the receiving waters in Wicomico County without a nutrient TMDL, a determination of the suitability cannot be made. However, for the Lower Wicomico River, Johnson Pond and Tony Tank Creek, which have nutrient TMDLs, a preliminary assessment can be made. The pollution forecasts, although capable of comparing the relative benefits of different land use plans, are not precise enough to allow for a direct comparison to nutrient TMDLs. The City of Salisbury recognizes the abovementioned receiving waters should only be considered suitable receiving waters if future nutrient impacts are offset. This WRE includes recommendations for pollution control efforts to help achieve that goal. In addition, this WRE recommends refining the pollution forecast in the future as information becomes available.”

- j. PP. 5-7, Waste Water Assessment, Assimilative Capacity, Total Maximum Daily Loads, 3rd paragraph, 1st sentence – removed Perdue Farms, Inc.
- k. PP. 5-8, Waste Water Assessment, Assimilative Capacity, Point Source Caps – The following paragraph has been inserted between the existing first two paragraphs “Assuming a WWTP capacity of 8.5MGD and ENR treatment levels of 4 mg per litre, the MDE has established a point source cap for the City of 103,549 lbs of nitrogen per year and 7,766 lbs per year of phosphorus. Future expansion of the City’s WWTP beyond a capacity of 8.5 MGD will require treatment levels greater than 4 mg per litre of nitrogen. To reach a level of treatment greater than 4 mg per litre, the City may have to consider nutrient trading or spray irrigation as a means to dispose of the treated effluent. Although this is not an immediate concern, the City should begin planning to offset or mediate the effects of expanding the capacity of the WWTP as it relates to the established point source cap.”
- l. PP. 5-12, TABLE 5-5 – The title of the table includes the year 2030.
- m. PP. 5-17 – The following section has been added to the WRE “
Wicomico County Comprehensive Water & Sewerage Plan
 The County is responsible for the preparation of a County Comprehensive Water and Sewerage Plan, which delineates planned system capacity and expansions over a 10-year time frame, as well as mapping the proposed service area expansions over the same time period. At the time of this publication, the County is in the final stages of updating the 1990 Wicomico County Comprehensive Water and Sewerage Plan, which includes the mapping of the service areas. Therefore, this element does not contain the service area maps. It is recommended that future amendments or revisions to this WRE include service area maps of the City in effect at the time of the WRE amendment. Upon completion of the County Comprehensive Water and Sewerage Plan, the document will require approvals by the County and the Maryland Department of the Environment (MDE).”
- n. GENERAL REVISION – References to the County Water & Sewerage Plan have been changed to 2010 Draft Wicomico County Comprehensive Water and Sewerage Plan.

5. **Chapter 6: Community Facilities**

- a. PP. 6-2, Implementation Strategies – added new strategy “Research, identify and implement best management practices of Stormwater Management in an effort to reduce floatables’ and other undesired debris from entering the waterbodies.”

- b. PP. 6-2, Implementation Strategies, 5th bullet – Revised to “Require developers of new multi-family projects to provide site plans that delineate areas for the specific use of recycling containers that are designed in an aesthetically pleasing manner. In addition, the developer should provide the containers once the development has been constructed.”
- c. PP. 6-2, Implementation Strategy – added new strategy “Obtain an expanded groundwater appropriation permit to meet future demand.”
- d. PP. 6-2, Implementation Strategy – added new strategy “Continue to encourage service clubs and other organizations to assist in landscaping and maintenance efforts of small open spaces, often at intersections with aesthetically pleasing native plantings.”
- e. PP. 6-3, Utilities & Public Services, Sewerage, 2nd paragraph, 2nd sentence - Revised 8.6 MGD to 8.5 MGD.
- f. PP. 6-8, Education, 2nd paragraph, 2nd sentence – Revised to “Because of the dynamic nature of school enrollments, school capacity, and growth and development, the City of Salisbury will continue to coordinate with the WCBOE in an effort to identify future facility needs based on the existing and future development pattern, as well as the increase in population.”
- g. PP. 6-8, Education – New paragraph added “In an effort to fund future school construction, as a result of age of the facility or the impact of future growth and development, Wicomico County enacted an educational impact fee in 2006. This impact fee, which was enacted on June 3, 2006, imposes an impact fee on every new residential structure County-wide, unless it is deemed as affordable housing constructed by a not for profit organization or a replacement of an existing dwelling. The fee structure is based on the type of residential structure: single-family detached, and multi-family. The monies collected as a result of this impact fee can only be used for the construction of a new school.”
- h. PP. 6-8, Education, Table 6-1 – Revised Enrollment figures and Percentages of Glen Avenue, North Salisbury, Pinehurst, Prince Street, and Wicomico Senior High School. In addition, the overall total has been changed to a capacity of 10,121 students as of September 2009.
- i. PP. 6-10, Library – Revised section to the following “The Wicomico Public Library operates the Main Library in downtown Salisbury, the Centre Branch at the Centre at Salisbury, the Pittsville Branch on the campus of the Pittsville Elementary and Middle School, the Bivalve Station, located in the Westside Community Center and a bookmobile, which visits private and public schools, daycare centers, senior centers and neighborhoods throughout the County.

The Library operates under the governance of the Wicomico Public Library Board of Trustees, as per the provisions of the Wicomico County Code and the Code of Maryland. Trustees are appointed by the County Executive and approved by County Council.

The 55,000 sq. ft. Main Library, located at 122 S. Division Street (See **Map 6-3**); also houses the Eastern Shore Regional Library, which serves the eight Eastern Shore county libraries with delivery service, information technology assistance and a variety of programs and services.

The Main Library began life as the National Guard Armory, which opened in 1917. It was converted to the Wicomico County Free Library in 1963, and was renovated and doubled in size in 1980.

National standards for library buildings call for a minimum aggregate total of 1 sq. ft. of library building space per capita, leaving Wicomico County far short of the national standards as it relates to the size of the current facility.

A building feasibility study completed in 2008 recommended replacing the present building with a new facility, citing deficiencies in public access, building codes, HVAC, mechanical, electrical and plumbing infrastructures at the end of their service lives, as well as impending structural deficiencies. Portions of the 1917 Armory remain inside the present building, including the 93-year old wooden post and beam construction nearing the end of its life span, which is supporting upper floor book stacks which exceed its design limits.

A site feasibility study followed the building study, and acquisition of a site for the new Main Library is expected in 2010, using a combination of state grant funds and local matching funds. Design, construction and furnishing of the proposed 72,000 sq. ft. joint facility is expected to be funded by Wicomico County capital improvement plan funds, State capital funds, a local capital fundraising campaign, and other grant funds as may become available.

Special consideration should be given to relocate the library Downtown.

- j. PP. 6-12, Open Space & Recreation, Public Parklands – The following three paragraphs have been added to highlight the Wicomico County Department of Recreation, Parks, and Tourism “City residents can also enjoy the numerous County parks. The Wicomico County Recreation, Parks, and Tourism Department owns and operates the public parklands within the County. Overall, the County operates 38 facilities encompassing over 1,400 acres of land. These facilities include ball

fields, tennis courts, basketball courts, playgrounds, pavilions, boat ramps, and boat slips.

In addition to the responsibility of operating parks, the Wicomico County Department of Recreation, Parks, and Tourism is tasked with the preparation of the Land Preservation, Parks & Recreation Plan. In 2006, the Wicomico County Council adopted the 2005 Land Preservation, Parks & Recreation Plan. This plan furthers the goals of the county comprehensive plan in addition to assessing progress in meeting the leisure needs of a growing population and helping to preserve land. The plan also presents a long-range capital improvements program for parks and recreation.

The plan is prepared in response to the requirements of Maryland's Program Open Space (POS), and includes a complete discussion of relevant topics as prescribed in the guidelines from the Maryland Department of Planning and the Maryland Department of Natural Resources for POS plans."

6. Chapter 7: Housing

- a. PP. 7-3, Implementation Strategies – added the following implementation strategy “Where appropriate, consider waiving the water and sewer capacity fees for affordable housing projects.”
- b. PP. 7-3, Housing Characteristics, Housing Occupancy & Tenure, 1st paragraph, 2nd sentence – Revised sentence to “During the same time period, the County experienced a 14 percent or 4,446 increase in total housing units from 1990 to 2000.”
- c. PP. 7-4, Housing Characteristics, Other Characteristics, 2nd paragraph, 2nd sentence – Revised to “Based on a comparison of this information contained in **Table 7-1**, the City has experienced a significant reduction of housing with no telephone service, no change in housing lacking complete plumbing facilities, and an increase in the number of houses lacking complete kitchen facilities from 1990 to 2000.”

7. Chapter 8: Historic & Cultural Resources

- a. PP. 8-10, Scenic Byways, National Scenic Byways Grants – added the following paragraph “The National Scenic Byways Program funds the development of community-based corridor management plans (CMP), which make scenic byways eligible for additional grants as well as a National Scenic Byway designation. Scenic byways must be designated at the State level before a sponsor may apply for CMP funds. In order to obtain the state designation, the byway must be "scenic" with added weight given to byways with historical, cultural, natural, archaeological, and/or recreational qualities that promote Maryland's unique heritage.

Preference will also be to byways with the potential for broad-based community support. After a CMP has been completed, the project sponsor may choose to nominate the State Scenic Byway as a National Scenic Byway or an All American Road.

8. Chapter 9: Community & Economic Development

- a. PP. 9-1, Goals – Added the following goal “Creation of new jobs and encourage people to reside in the City.”
- b. PP. 9-2, Implementation Strategies – Added the following strategy “Establish incentive programs with measurable benchmarks for the purpose of creating new jobs and attracting people to locate within the City.”
- c. PP. 9-2, Implementation Strategies – Added the following strategy “Participate or conduct a Strengths, Weaknesses, Opportunities and Threats analysis specific to the economic development and revitalization of the City, with a specific focus on the revitalization of the Downtown.”
- d. PP. 9-2, Implementation Strategies, 13th Strategy – Revised “Support local transit by providing service to those who need an alternative means of travel” to “Support local transit planning initiatives through participation in the Salisbury/Wicomico Metropolitan Planning Organization.”
- e. PP. 9-3, Implementation Strategies, last two strategies – Been revised to include UMES.
- f. PP. 9-4, Employment Profile, Wor-Wic Community College – Number of employees has been added to this discussion.
- g. PP. 9-4, Employment Profile, UMES Community College – Number of employees has been added to this discussion.
- h. PP. 9-5, Historic Downtown Salisbury – Replaced existing 3rd bullet with “Part of a Priority Funding Area;”

9. Chapter 10: Transportation

- a. PP. 10-1, Objectives, added the following new goal “Encourage the establishment of an intermodal transportation hub to serve as a consolidated regional transfer center for passengers using the airport, local/regional bus service, rental cars, and carpooling.”
- b. PP. 10-2, Implementation Strategies, added the following new strategy “Coordinate with the Salisbury/Wicomico Metropolitan Planning Organization, Shore Transit, and the Airport Commission to conduct a

study for the purpose of identifying potential sites to locate an intermodal transportation hub to support the economic, employment and transportation goals of the City and the region.”

c. PP. 10-2, Implementation Strategies, added the following new strategy “All bicycle and pedestrian trails and facilities should be ADA compliant.”

d. PP. 10-6, Table 10-1, added U.S. 50 (Bus)¹ to Freeway/Expressway, added U.S. 50 (Bus)² to Principal Arterial, added Jersey Road³ to Minor Arterial, added Booth and Mill Streets as Collectors, added Pine Bluff and Parker Roads as Collectors, and added Jersey Road⁴ as a Collector.

The following notes were added to Table 10-1:

¹ From Wor-Wic Community College to MD 349

² From MD 349 to Salisbury Bypass/Ocean Gateway Bypass (U.S. Route 13/50)

³ From Keene Avenue to Naylor Mill Road

⁴ From Naylor Mill Road to State Line

e. PP. 10-13, Intermediate Range (6 to 10 years) – Added #7, which states the following “John Deere Drive Extension – The extension of John Deere Drive to the intersection of Walston Switch Road and Longridge Road is recommended to improve access to properties located along the south side of U.S. Route 50 East, extending from the existing segment of John Deere Drive heading in an easterly direction to Walston Switch Road. This proposed extension will eliminate the need for direct access from John Deere Drive to U.S. Route 50 East. This recommended transportation improvement should be developer funded.”

f. PP. 10-15, Long Range (Beyond 10 years) – Added #7, which states the following “Brown Road/Salisbury Bypass Interchange - The extension of Brown Road south to connect with the Salisbury Bypass between U.S. Route 13 Business and U.S. Route 50 Business is recommended to provide an alternative means of access to the developing commercial and residential areas in north Salisbury, and to divert traffic from the congestion of U.S. Route 13 Business.

This extension of Brown Road would require a new interchange on the Salisbury Bypass. It is recommended that a joint study be conducted by the Salisbury/Wicomico MPO and the SHA to determine the location of this interchange and its feasibility in relation to cost and environmental considerations.”

10. Chapter 11: Land Use

a. PP. 11-3, Implementation Strategies, added new bullet – “Prohibit residential uses in future growth areas designated as Mixed Use.”

- b. PP. 11-3, Implementation Strategies, added new bullet – “Prohibit intensive commercial development and big-box retail stores in areas designated on the Land Use Plan as Mixed Use.”
- c. PP. 11-4, Implementation Strategies, added new bullet “Revise the City Code to eliminate residential uses as a permitted use with the Planned Business Centers section of the Code.”
- d. PP. 11-4, Land Use, Existing Land Use – Revised the total acres of the existing City limits to 8,904 acres, calculated new percentages, and revised the corresponding text.
- e. PP. 11-5, Table 11-1 – Revised the acres of agricultural to 1,269.7 acres.
- f. PP. 11-6, Table 11-2 - Revised the total acres of the existing City limits to 8,904 acres, calculated new percentages, and revised the corresponding text.
- g. PP. 11-8, Future Land Use – Growth Areas, Description of Growth Areas, Mixed Use, 1st paragraph, 2nd sentence – Revised to read “The Mixed Use designation is intended to combine light industrial, commercial, and office functions without the inclusion of a residential component and discourage uses such as intensive commercial development and big-box retailers.”
- h. PP. 11-8, Future Land Use – Growth Areas, Description of Growth Areas, Mixed Use, 1st paragraph, 6th sentence – Revised to read “In doing so, every effort should be made to ensure that activities located within these areas designated as Mixed Use are at a scale that is compatible to the surrounding area, as well as to prevent strip development of future commercial uses and big box retail stores.”

11. Chapter 12: Municipal Growth Element

- a. PP. 12-1, Introduction – added three paragraphs to eliminate confusion about potentially being annexed as a result of a failing well and/or septic. “In addition to its impact on potential future annexation, the Municipal Growth Element also has implications for the provision of public services. The MGE is part of a comprehensive planning document with a 20 to 30-year planning horizon. As such, the MGE is an important guide for the extension of public services, but neither guarantees nor requires that those services be provided. As an example, for an area to receive public water and sewer service, the area must be shown as a planned service area in the adopted Wicomico County Comprehensive Water and Sewerage Plan, consistent with other policies enunciated in this Comprehensive Plan, and be annexed by the City of Salisbury. Each of those requires separate

planning processes with additional public participation and community outreach before water and sewer services become available.

A significant portion of the land designated for residential uses within the Municipal Growth Area are already developed. This Plan has incorporated a majority of those developed areas as a precautionary measure to provide the homeowners with options in case they unfortunately experience a failing well and/or septic system. The Maryland Department of the Environment has established protocols/options for residents experiencing a failing system to connect to a public or community system.

Specifically, the MDE and the County Health Department have two detailed policies to determine if a property will require connecting to a public system or issued permits to replace an existing well and/or septic system should the system fail. First is the issue of adequacy of the public system. Overall, the City has public water and sewerage systems capable of accommodating additional demand. The second, and more important criterion, is the issue of availability. For the purpose of this discussion, the MDE and the Wicomico Health Department have defined availability as "ready for immediate use." Immediate has been further defined as "present at once; without delay; not deferred by any interval of time." ***Therefore, if a property must be annexed as a condition to connect to a public water or sewer system, that system would not be considered available.***

- b. PP. 12-2, Implementation Strategies – added the following strategy "Annexation of new areas will be consistent with existing policies and regulations such as inclusion with the Wicomico County Comprehensive Water and Sewerage Plan."
- c. PP. 12-2, Implementation Strategies – added the following strategy "Revise, as necessary, the Priority Funding Area designation of the City for recently annexed properties."
- d. PP. 12-2, Implementation Strategies – added the following strategy "Annexation of property for future residential development will be required to meet the minimum density requirements for inclusion within a Priority Funding Area"
- e. PP. 12-11, Table 12-8 – Revised the ratio used for a library to the national standard of 1 sq. ft. per person.
- f. PP. 12-12, Libraries – Revised the second paragraph to the following "For the purpose of the MGE analysis, the national standard used to determine the adequacy of a public library as it relates solely to size is 1 sq. ft. per

person. In 2000, the U.S. Census Bureau reported Wicomico County had a population of 84,644. Therefore, the current facility does not adequately meet the national standards. Furthermore, the facility is not capable of accommodating the future population increases projected for Wicomico County in the year 2030, let alone the projected population increases for the City.

- g. PP. 12-12, Analysis of Projected Growth Impacts, Police, 1st paragraph, 1st sentence – Revised “International Association of Police Chiefs” to “International Association of Chiefs of Police”.
- h. PP. 12-12, Analysis of Projected Growth Impacts, Fire and Emergency Services, 1st paragraph, 1st sentence – Revised to read “The Salisbury Fire Department provides fire and emergency services to the City of Salisbury and to a designated portion of Wicomico County outside of the City limits.”
- i. PP. 12-13, Analysis of projected growth impacts – Total Build-out
This entire section including 12-9 is new. “In addition to assessing the impact of growth associated with population and housing unit projections for 2030, this MGE also evaluates the impact of projected growth in the City on the public services and infrastructure at ultimate build-out of the existing City limits, as well as the undeveloped future growth areas as represented in **Map 11-3, Growth Area, Future Land Use Plan**. The ultimate build-out for the existing City limit and the future growth areas is a representation of the results from the development capacity analysis. For the purpose of identifying the potential impact, the services analyzed are consistent with those contained in **Table 12-8**. Although it is difficult to predict when the ultimate build-out will occur, the information contained in **Table 12-9** is unlikely to be reached within the timeframe of this planning document.

12. Chapter 13: Plan Implementation

- a. PP. 13-1 – The following three sections have been added to the Chapter:

MUNICIPAL GROWTH AREA IMPLEMENTATION

Salisbury like all other municipalities expands geographically through the annexation process. In Salisbury, the annexation process typically begins at the request of one or more property owners because of a desire to gain access to public infrastructure, especially public water and sewer services provided by the City of Salisbury. The actual process is governed by the Annotated Code of Maryland. The decision to enter into that process is made by the City of Salisbury consistent with a number of policy considerations. As stated in **Chapter 12**, an annexation proposal can only occur for a parcel/s consistent with this Comprehensive Plan and specifically consistent with the Municipal Growth Element of this Plan.

In recognition that the Comprehensive Plan is a long range plan with a 30 year time frame an annexation proposal must also be consistent with other City policies in order to meet the long term objectives of the City to support a pattern of growth and development consistent with Smart Growth objectives, such as locating future growth in areas with existing or planned services. It is City policy that an annexation proposal will not be considered unless the area under consideration is also shown in the Wicomico County Comprehensive Water and Sewerage Plan. This policy assures that an annexation will only occur when the water and sewerage facilities are available, and capacity exists in the system to meet the demand associated with a proposed development.

Another important consideration to the City of Salisbury is that the proposed development is consistent with the broader development goals outlined in this Plan. Any new residential development will be required to meet an overall density minimum of 3.5 dwelling units per acre, consistent with the requirements for certification as a Priority Funding Area under State law.

INTERJURISDICTIONAL COORDINATION

The City of Salisbury Comprehensive Plan provides guidance to the future development of the City and its immediate environs. For the most part, the policies and implementation strategies discussed in this Plan refer to actions that would be the responsibility of City government and City residents. However, the effective implementation of this Plan will involve continuing cooperation with Wicomico County and with other local governments in the County. The continued participation in the Council of Governments provides an appropriate forum for the City to discuss and encourage opportunities to work closely with other jurisdictions in the County. When practical, the City, County, and other local jurisdictions in the region should strive to identify alternative methods of providing services in an effort to optimize the level of service, as well as reducing operating costs. Additional roles will be played by cooperating agencies in the State of Maryland and by a variety of federal government agencies.

COMMUNITY SERVICE GROUPS PARTICIPATION

In addition to governmental agencies, the implementation of this Plan will in many instances include the participation of non-profit groups, and other active community service groups in the region. The active participation of the environmental community in the implementation of the policies described in this Plan is encouraged and appreciated. The implementation strategies expressed here may only be accomplished with the cooperation of our community service providers such as the Lower Eastern Shore Heritage Council, Greater Salisbury Committee, Salisbury Area Chamber of Commerce, Urban Salisbury, Inc., Wicomico Environmental Trust, Wicomico Creekwatchers, and the Chesapeake Bay Foundation, just to name a few.

The City of Salisbury will continue to seek to partner with residents and all of the community service groups in order to enhance the City's ability to implement this Plan.

- b. PP. 13-2, Zoning Ordinance and Maps, 3rd paragraph, Removed bullet point # 8 because of duplication to existing bullet point # 2, which reads "Revise city ordinance to provide incentives for the construction of green buildings and designing green communities."
- c. PP. 13-3, Sensitive Areas – added "Research and implement an Urban Tree Canopy program."
- d. PP. 13-2, Sensitive Areas - added the following implementation strategy "Support farmers markets in the City to provide an outlet for farmers from the City and neighboring communities to sell produce."
- e. PP. 13-2, Sensitive Areas – added the following implementation strategy "Encourage property owners of vacant and/or underdeveloped land to consider creating small-scale, hand-tended gardens as an interim use of the property."
- f. PP. 13-3, Water Resources – added "Encourage the use of low-flow shower heads, toilets, and spigots to promote the conservation of potable water."
- g. PP. 13-4, Community Facilities – added "Research, identify and implement best management practices of Stormwater Management in an effort to reduce floatables' and other undesired debris from entering the waterbodies."
- h. PP. 13-4, Community Facilities – revised 4th bullet to "Require developers of new multi-family projects to provide site plans that delineate areas for the specific use of recycling containers that are designed in an aesthetically pleasing manner. In addition, the developer should provide the containers once the development has been constructed."
- i. PP. 13-4, Community Facilities – added "Continue to encourage service clubs and other organizations to assist in landscaping and maintenance efforts of small open spaces, often at intersections with aesthetically pleasing native plantings."
- j. PP. 13-6, Community & Economic Development, Implementation Strategy – Revised "Support local transit by providing service to those who need an alternative means of travel" to Support local transit planning initiatives through participation in the Salisbury/Wicomico Metropolitan Planning Organization." (SAME AS #4)

- k. PP. 13-9, Land Use, Added the following bullets –
 - Prohibit residential uses in future growth areas designated as Mixed Use.
 - Prohibit intensive commercial development and big-box retail stores in areas designated on the Land Use Plan as Mixed Use.
 - Revise the City Code to eliminate residential uses as a permitted use within the Planned Business Centers section of the Code.

- m. PP. 13-10, Municipal Growth – added the following implementation strategy “Annexation of new areas will be consistent with existing policies and regulations such as inclusion with the Wicomico County Comprehensive Water and Sewerage Plan.”

- n. PP. 13-10, Municipal Growth – added the following implementation strategy “Revise, as necessary, the Priority Funding Area designation of the City for recently annexed properties.”

- i. PP. 13-10, Municipal Growth – added the following implementation strategy “Annexation of property for future residential development will be required to meet the minimum density requirements for inclusion within a Priority Funding Area.”

MAPS

1. Map 10-4: Recommended Roadway Improvements
 - a. Added Brown Road Extension - #7 Long Range (Beyond 10 Years).
 - b. Added John Deere Drive Extension - #7 Intermediate Priority (6 to 10 years).
2. All Maps have been revised to reflect 2010 Comprehensive Plan, instead of 2009.
3. All sources have been listed on the maps.
4. Map 4-1, Title has been revised from “Critical Areas” to “Critical Area”.
5. Map 6-3 has been revised to illustrate Fruitland Primary and Wor-Wic Community College
6. Map 6-4 has been revised to correctly identify the Salisbury City Park.
7. Map 10-1 has been revised to reflect West Road as a secondary radial.
8. Maps 11-2 & 11-3 have been revised to include the acreage and percentage of each land use designation.

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23