



City of Salisbury

CITY COUNCIL AGENDA



Monday, February 24, 2014
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. INVOCATION/MEDITATION AND PLEDGE OF ALLEGIANCE

6:05 p.m. COMMUNITY ORGANIZATION PRESENTATION –
• Joseph House – presented by Sister Marilyn Buchard

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

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

- February 3, 2014 closed session minutes (separate envelope) 1a
- February 3, 2014 work session minutes 1b
- February 10, 2014 regular meeting minutes 1c

6:25 p.m. RESOLUTION – Acting City Administrator M. Thomas Stevenson 2

- Resolution No. 2373 - to approve a Maryland Department of Housing and Community Development, Technical Assistance grant application for funds to provide for the creation and printing of an all-inclusive business development process document and to authorize the Mayor to sign all documents necessary for the receipt of said funds

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

- Ordinance No. 2275 – 2nd reading - approving a budget amendment of the FY14 General Fund to appropriate funds received from the Current Year Surplus Funds for the purchase of nine (9) Electronic Control Devices (ECD) 3a
- Ordinance No. 2277 – 2nd reading – amending and supplementing Ordinance No. 2167, passed by the Council on August 22, 2011, approved by the Mayor on August 23, 2011 and effective on August 23, 2011, in order to (1) modify the description of the Water Quality Inlet Project provided for in Ordinance No. 2167 and (2) reduce the aggregate principal amount of general obligation bonds and general obligation bond anticipation notes authorized to be issued pursuant to Ordinance No. 2167 from one million dollars (\$1,000,000.00) to five hundred thirty-one thousand dollars (\$531,000.00) each; providing that this title is a fair statement of the substance of this ordinance; and otherwise generally relating to the use of proceeds of the bonds and the bond anticipation notes authorized to be issued pursuant to Ordinance No. 2167 3b

- Ordinance No. 2278 - 1st reading – approving a budget amendment of the FY14 General Fund Budget to appropriate funds received from the General Fund (Speed Camera Account) to aid in the purchase one new vehicle for the police fleet

7:15 p.m. PUBLIC COMMENTS

7:20 p.m. ADJOURNMENT

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

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

Proposed agenda items for March 10, 2014 (subject to change)

- Ordinance No. ____ - 1st reading - Changes to the composition of the HBAA
- Resolution No. ____ - City of Salisbury/Wicomico County Snow Plowing MOU
- Resolution No. ____ - MWQFA loan bond resolution
- Resolution No. ____ - Public Hearing - West Road/Dutton Annexation
- Resolution No. ____ - Public Hearing - West Road /Dutton Annexation plan

Posted: February 19, 2014

1 CITY OF SALISBURY
2 WORK SESSION
3 FEBRUARY 3, 2014
4

5 Public Officials Present
6

Council President Jacob R. Day
Councilwoman Terry E. Cohen

Council Vice President Laura Mitchell
Councilman Timothy K. Spies

7
8 Public Officials Not Present
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10 Mayor James P. Ireton, Jr.
11 Councilwoman Eugenie P. Shields
12

13 In Attendance
14

15 City Clerk Kimberly R. Nichols, CMC, Interim City Administrator M. Thomas (Tom) Stevenson, Jr.,
16 Assistant City Administrator Terence Arrington, City Attorney Mark Tilghman, Interim Director
17 Neighborhood Services and Code Compliance Susan Phillips, Internal Services Director Keith Cordrey,
18 Public Works Director Michael Moulds, interested citizens, and members of the press.
19 -----

20 On February 3, 2014 Salisbury City Council convened in Work Session at 4:30 p.m. in Council
21 Chambers (Room #301) of the Government Office Building.
22

23 Mrs. Mitchell moved and Mr. Spies seconded to convene in Closed Session to consult with counsel and
24 staff to obtain legal advice on pending or potential litigation. (to receive an update from counsel on pending
25 litigation) as permitted under the Annotated Code of Maryland Section 10-508(a)(7)(8). The vote was
26 unanimous (4-0) and the Closed Session began at 4:34 p.m.
27

28 At 5:32 p.m., upon a motion and seconded by Mrs. Mitchell and Mr. Spies, respectively, and by unanimous
29 vote in favor, President Day adjourned the Closed Session and reported to the public that Council had
30 received an update on all City of Salisbury pending litigation from City Attorney Mark Tilghman. The
31 Council then proceeded with the regularly scheduled Work Session.
32

33 Quarterly Economic Development Update
34

35 Dave Ryan, Executive Director of Salisbury–Wicomico Economic Development, Inc. (SWED) and Bob
36 Moore, CPA, owner of Moore & Company, P.A. and President of SWED, joined Council at the table to
37 provide the quarterly economic development update for the public and Council's informational purposes.
38

39 Mr. Ryan reported on the following three projects/initiatives in Salisbury:
40

- 41 1- Jubilant Cadista Pharmaceuticals, Inc. plans to double the size of their facility with the addition
42 of 100,000 square feet. This \$10 million capital investment project will provide 200 – 300 new
43 very good paying jobs. Mr. Ryan reported this as being extraordinary for the local area as well as
44 nationwide. The pharmaceutical company is not only expanding their manufacturing operations
45 in Salisbury, but this will also become the location of their corporate headquarters. Mr. Ryan

- 46 added that Jubilant Cadista Pharmaceuticals, Inc. is the 8th fastest growing generic
47 pharmaceutical firm in the world.
- 48 2- An industrial style 3-D printer has been acquired by AH Pharma, Inc. on Chestnut Street in
49 Salisbury to create prototypes much more inexpensively. Mr. Ryan passed around a prototype
50 created by 3-D.
- 51 3- Downtown progress – Mr. Ryan recalled shopping downtown as a child with his family when
52 there used to be flourishing locally owned businesses, and he senses that same entrepreneur
53 energy downtown now.

54

55 Mr. Moore concurred that downtown reflects an environment conducive for opportunities for businesses.
56 Last year, SWED partnered with the City to bring the Start Up Maryland bus to the Chamber of
57 Commerce for entrepreneurs to pitch their new businesses.

58

59 Mr. Ryan discussed the employment and job rates in Salisbury and Wicomico County. Many of the jobs
60 in 2003 and 2004 in the County were related to the residential construction boom in the area. When the
61 housing market dropped, the number of jobs diminished. Coming out of the recession the housing
62 challenge remains, but the market is improving and house sales are on the rise. He predicted that due to
63 the local diversity, the community would steer towards a more innovative, technology driven,
64 entrepreneurial economy moving forward.

65

66 **Changes to the Composition of the Housing Board of Adjustments & Appeals**

67

68 Acting Director of Neighborhood Services & Code Compliance Susan Phillips handed out a memo from
69 Mayor James Ireton, Jr. (attached and included as part of the minutes) concerning the changes to the
70 composition of the Housing Board of Adjustments & Appeals (HBAA) and then updated Council on the
71 improvements made to the draft ordinance after the January 6, 2014 Work Session discussion.

72

73 Council reached consensus to change the ordinance as follows to reflect their consensus to only require
74 that Board members be residents of the City of Salisbury:

- 75
- 76 • Line 34 – strike “regular” and “shall” and insert “or failure to complete required training may”
77 after “board”
 - 78 • Line 25 – strike “one realtor or landlord, three homeowners and one renter”
 - 79 • Line 27 – strike “all of whom are”

80

81 In an attempt to ensure adequate training for all Board members, Council reached consensus to amend
82 the code by striking “regular” and “shall” on Line 34 and inserting “or failure to complete required
83 training may” after “board”.

84

85 Council reached unanimous consensus for the changes they discussed to be incorporated into the
86 ordinance and returned with additional language pertaining to voting and residency requirements of the
87 Board. The discussion will be scheduled for another Work Session.

88

89 **Snow Plowing MOU**

90

91 Public Works director Mike Moulds joined Council at the table to discuss the Intergovernmental
92 Agreement for Roadway Snow Removal, which designates snow removal responsibility between the City
93 and County for plowing designated streets.

94
95 Council unanimously agreed to advance the resolution to the next Legislative Session.

96
97 **Manufacturing Tax Exemption**

98
99 Internal Services Director Keith Cordrey joined Council, presented a sheet entitled “Impact of
100 Decoupling on PP Tax Rates” (attached as part of these minutes) and proceeded to discuss the proposed
101 exemption of all manufacturing equipment.

102
103 Discussion points included:

- 104
- 105 • This would impact the City’s budget but in hopes of creating more jobs
- 106 • The exemption should be discussed with Wicomico County
- 107 • They should proceed with caution as this may be a more budgetary discussion
- 108 • This process could be a moving target that could be easily politicized

109
110 Council reached unanimous consensus to draft legislation that decouples the Personal Property Tax Rate
111 from the Real Estate Tax Rate.

112
113 **Diversity Initiative**

114
115 President Day initiated the discussion and provided the fact that the City of Salisbury’s employee
116 demographics are not representative of the City of Salisbury’s population graphics pertaining to race. Mr.
117 Day suggested reviewing what other communities have done and to discuss how the Council would like
118 to move forward.

119
120 President Day shared two documents with Council via email (attached and included as part of the
121 minutes). He referenced the Ohio City program in which an Equity Director served as an advisor to the
122 City Manager on employment diversity issues, and the City of Springfield’s task force developed to
123 address the City’s goals and objectives pertaining to diversity.

124
125 Council discussed the following points:

- 126
- 127 • 40% of the City’s population is minority, and 16% of the City of Salisbury’s employee
128 composition is minority
- 129 • Why aren’t more minorities applying?
- 130 • Why do people leave the City’s employ?
- 131 • Appointments to City boards also reflect a lack of diversity
- 132 • The issue should be handled by developing a task force to make recommendations, the task
133 force should be diverse

134
135 Councilwoman Cohen shared her concerns about the City’s poverty issues and indicated that perhaps the
136 public could be brought into the discussion for their thoughts.

137
138 President Day asked Mr. Stevenson to draft a resolution which would create a task force to study the
139 issue and suggested the composition of the task force be a hybrid of City staff and outside members of
140 the public.

141

142 **Council Rules of Order**

143

144 President Day initiated discussion on the Council rules of order. He shared the following six (6)
145 suggestions:

146

- 147 • Any council member may participate in Work Session meetings by any appropriate and
- 148 available electronic means such as telephone or video conference
- 149 • Regular Council meetings and Work Sessions are to be broadcast live on PAC14
- 150 • The Clerk shall send out materials for the meeting by close of business Wednesday
- 151 • Council members shall be respectful to the public and staff members at all times
- 152 • Add Council comments to the end of the meeting
- 153 • Council President may accept comments at the end of the meeting or during Council
- 154 consideration of an item

155

156 Mrs. Mitchell suggested attaching the Resolution 1513 (City Council Code of Conduct) to the
157 Regulations and Rules of Order, and making note on page 5, Line 3 of the attachment.

158

159 Mr. Spies asked that the word “impertinent” be replaced with another more pertinent word, and President
160 Day advised he would prepare a resolution incorporating the suggestions for discussion at the next Work
161 Session.

162

163 **General Discussion**

164

165 Council discussed possible dates for the next *Coffee With Your Council* and Mrs. Nichols will poll Council.

166

167 President Day announced the City of Salisbury was recently selected as recipient of the U.S. Environmental
168 Protection Agency’s Building Blocks for Sustainable Communities program grant to participate in the
169 organization’s 2014 free smart growth technical assistance program. Salisbury will receive a one or two
170 day training session with an expert from Smart Growth on walkability.

171

172 President Day invited the public to share their ideas and comments to a Downtown Revitalization design
173 workshop being held Saturday, February 8, 2014 at the old Firehouse at 200 South Division Street. Urban
174 Design graduate students, Architecture students and professors will present their ideas and lead walking
175 tours from 10 a.m. – 12:00 p.m., and will host a design workshop from 1 p.m. – 5:00 p.m.

176

177 Mrs. Mitchell asked that a discussion on how to assist citizens who have had high water bills due to frozen
178 and burst water pipes this winter be added to the next Work Session agenda to. One possibility could be to
179 allow “payment plans” for inordinantly high bills. Mrs. Mitchell requested other ideas from Council be
180 presented and discussed at the March 3 work session as some of these bills will be due soon.

181

182 With no further discussion, President Day adjourned the Work Session at 9:03 p.m.

183

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185 City Clerk

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189 Council President

Memo

To: City Council
From: Mayor James Ireton, Jr.
Date: January 27, 2014
Re: Changes to Housing Board of Adjustments & Appeals

Council Members:

First let me thank you for the on-going discussion surrounding the Housing Board of Adjustments & Appeals (HBAA). I have listened to the prior council meetings on the proposed changes and I offer the following observations and suggestions regarding the board;

1. The board usurps the power of the city council. Rational: The HBAA is, in its charge, to determine whether or not the housing official properly interpreted the code, which is passed into law by the city council. Too many times, over the past three (3) decades, the HBAA ruling (for the property owner) was based on members not agreeing with the established law. HBAA members are not empowered to change existing law, though they can adjust compliance periods and timelines.

Example # 1:

- a. The housing official condemns property and orders it demolished by date X.
 - b. The board can determine whether or not the housing official properly interpreted the law. The board cannot decide this case based on whether or not they agree or like the code being cited by the employee. The board can modify or extend compliance periods.
2. What our neighborhoods have suffered through for decades is a board with representatives of the industry leading the charge against laws (that yours and previous councils) have passed. That being said, my recommendation to you is to scrap the current requirements for the board and make the qualifications "residents only". The legal department must then do intensive training with members of the HBAA about what their responsibility is, and be clear as to when they are running afoul of their charge.

Example # 2: Civic Avenue Rubble Pile

- a. The housing official deemed the pile to be rubbish.
- b. The HBAA ruled in favor by saying that if you had a "blight" definition they may have ruled in favor.

Impact of decoupling on PP Tax Rates

Schedule A - includes sample assessments and the effect of the FY 14 .17 rate increase by not decoupling.

Assessment	Tax based on FY 14 .17 Increase	Tax based on FY 13 Rate 2.04	Tax Total based on current rate 2.21	% Increase
1,000	1.70	20.40	22.10	7.69%
10,000	17.00	204.00	221.00	7.69%
50,000	85.00	1,020.00	1,105.00	7.69%
100,000	170.00	2,040.00	2,210.00	7.69%
500,000	850.00	10,200.00	11,050.00	7.69%
1,000,000	1,700.00	20,400.00	22,100.00	7.69%

Schedule B - Total impact of rate increase based on FY 14 Estimated Assessments.

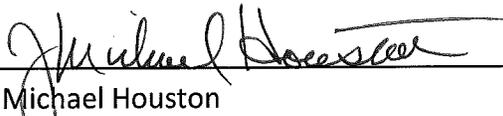
Assessment	Tax based on FY 14 .17 Increase	Tax based on FY 13 Rate 2.04	Tax Total based on current rate 2.21	% Increase
252,186,814	428,717.58	5,144,611	5,573,329	7.69%



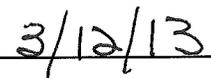
City of Springfield Diversity Initiative

A Message from Mike Houston, Mayor of Springfield:

As Mayor of Springfield, I continued a commitment to having the City's workforce better reflect the make-up of the community. The recently adopted Vision Statement formalizes that commitment, conveying dedication to "diversity of people and ideas". An understanding of the value diversity brings to city government is essential to meet the needs of an ever-changing community. My office and the City Council remain steadfast in our conviction that the value added from diverse thinking enhances the entire community and its citizens. By providing public leadership on diversity issues, we also provide a model for others reaching for the same goals. Becoming more welcoming and inclusive can only be accomplished through both our policies and how we interact every day – by remaining open, respectful and flexible. As we look to the future, embracing the values of diversity and inclusion is critical to the way the City provides services and conducts its employment practices. As we travel this path, we become more aware of how important it is for us to learn from each other. Please join us on this all-important journey.



J. Michael Houston



Date

Diversity Statement

As a leading municipal government in Illinois and home of Abraham Lincoln, the City of Springfield recognizes the importance of developing a diverse workforce that reflects the community's demographics. The City of Springfield is committed to establishing a workplace where each employee is valued and encouraged to maximize their potential, which will allow employees to better understand and respond to citizens' requests and concerns. The goal of the Diversity Initiative is to build a culture where differences are understood, diversity is recognized and appreciated and all employees and members of the community are treated with dignity and respect.

Diversity Summary

The City of Springfield Diversity Initiative is an undertaking established to build on recent progress, engage in best practices, promote a work environment of respect and inclusion, and leave a legacy of cultural competence. The initiative shall be uniquely distinguished by developing and promoting a proactive and multi-pronged approach aimed at enduring cultural change.

Progress to Date:

- Directors' and managers' participation in Crossroads Anti-Racism 2.5 day training
- Enhanced outreach efforts for Police and Fire testing
- Changes to various aspects of testing processes, which are open and representative
- Human Resources' direct and active involvement in every stage of the new employee selection process
- Increased minority and female hiring
- Development of benchmark metrics
- Creation of an Affirmative Action Plan
- Implementation of E-Prism business enterprise software to engage minority- and female-owned businesses

Legacy of Cultural Competence:

- Long-term cultural change
- Accountability for results
- Codified commitment
- Constant feedback and communication
- Celebration of successes

Goals of the Diversity Initiative

Collectively the City will continue to learn more about diversity's importance for business success and service to the community. City employees, members of boards and commissions

and other volunteers will promote accepting the differences of others within our workplace and our community as a whole. It is the diversity that each person brings to the workplace and the community that provides the foundation for the success of these efforts. In order for us to thrive as a workforce and a community, each of us must be aware and sensitive to all members of our work community and the community in which we live. When all segments of the population are respected, we become the grand beneficiaries of a wonderful future with a lasting value that is unimagined.

Our goal is to strengthen ...

- The City's work environment by active seeking and engaging employees and volunteers with diverse backgrounds.
- Our government by developing laws, policies and procedures governing our workforce and the City of Springfield that is mindful and inclusive of our diverse community.
- Our ability to serve our constituents by developing and maintaining a work environment that supports and nurtures all individuals throughout their tenure with the City.

Diversity Initiative

Diversity Committee

In June 2012, the Iowa City City Council established the Diversity Committee which was formulated to serve as an ad-hoc council committee to review issues relating to diversity within the City organization. The committee reviewed the policies, practices, and procedures within the Iowa City Police Department and the Transportation Services Department with the intent to provide a set of recommendations to the City Council on diversity related matters. In March 2013, the Diversity Committee supplied the City Council and City staff with their recommendations. City staff developed an implementation form and reporting process designed to incorporate recommendations from both the Diversity Committee and City staff. The City Manager initiated a Diversity Taskforce and appointed an Equity Director to ensure the recommendations are implemented and in compliance with the goals of the City Council. The Council passed a resolution supporting various recommendations from City staff and the Diversity Committee.

[Council Resolution](#)

Diversity Implementation Form

The [Diversity Implementation Form \(DIF\)](#) supplies the public with up-to-date information regarding the implementation of various recommendations made from both the Diversity Committee and City staff. The form will be updated and reposted to indicate the progress being made with each recommendation.

- [Diversity Implementation Form update 1/8/14](#)

Equity Director

Appointed by the City Manager, the Equity Director serves as advisor to the City Manager on issues of equity and diversity, and coordinates the City's efforts and initiatives with regard to education, customer service, partnerships, and publishing an annual comprehensive equity report.

Diversity Taskforce

Created by the City Manager, the Diversity Taskforce, an internal staff committee, provides oversight on the implementation of the recommendations approved by the Diversity Committee and City staff. The taskforce also assists in the creation of the Annual Equity/Diversity Report.

Annual Equity/Diversity Report

The Annual Equity/Diversity report is a comprehensive report summarizing data and reports from various departments and divisions within the City organization. The report provides relevant statistical data on matters of diversity and equity and showcases progress made on the recommendations from the Diversity Committee and City Council.

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

FEBRUARY 10, 2014

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President Jacob R. Day* *Vice President Laura Mitchell*
8 *Councilwoman Terry E. Cohen (arrived 6:20 p.m.)* *Councilman Timothy K. Spies*

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11
12 *James Ireton, Jr., Mayor*
13 *Councilwoman Eugenie P. Shields*

14
15 **IN ATTENDANCE**

16
17 *City Clerk Kimberly R. Nichols, CMC, Acting City Administrator M. Thomas (Tom) Stevenson,*
18 *City Attorney Mark Tilghman, Director Internal Services Keith Cordrey, Public Works Director*
19 *Michael Moulds, Police Colonel Ivan Barkley, and interested citizens and members of the press*

20 *****

21 **MEDITATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:00 p.m. in Council Chambers.*

24
25 *Council President Day called the meeting to order and a moment of silent meditation was held*
26 *followed by the Pledge of Allegiance.*

27
28 **COMMUNITY ORGANIZATION PRESENTATION** – *Economic Development Action Team*
29 *(E-DAT) – presented by Ernie Colburn, CEO, Salisbury Area Chamber of Commerce (SACC)*

30
31 *Mr. Ernie Colburn joined Council at the podium to discuss E-DAT, the committee formed to*
32 *streamline planning, permitting, and zoning processes in the City of Salisbury and Wicomico*
33 *County.*

34
35 *Mr. Colburn explained the goals of the committee (to review the current processes between the*
36 *City and County offices and streamline ways to accomplish processes in the best interests of all*
37 *parties, including new and existing entrepreneurs) and presented a PowerPoint on E-DAT which*
38 *is attached and made part of these minutes.*

39
40 *Brad Gillis, SACC President and Laura Kordzikowski, City of Salisbury Business Development*
41 *Specialist, joined Mr. Colburn to discuss the benefits of the new processes and how it would*
42 *improve the relationship between the City and those doing business in the City.*

44 **ADOPTION OF LEGISLATIVE AGENDA**

45
46 *Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous (4-0) to approve the*
47 *legislative agenda as presented.*

48
49 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

50
51 *The Consent Agenda, consisting of the following items, was unanimously approved as presented*
52 *on a motion by Mrs. Mitchell that was seconded by Mr. Spies:*

- 53
54
 - *January 6, 2014 closed session minutes*
 - *January 31, 2014 special meeting*

56
57 **PUBLIC HEARING/ CHARTER RESOLUTION** – (Procurement Preference Policy) –
58 *presented by Acting City Administrator Tom Stevenson*

- 59
60
 - *Resolution No. 2348 – to amend Article XVI, Section SC16-3 of the Charter of the City of*
61 *Salisbury, Maryland to permit procurement preferences when authorized by ordinance*

62
63 *Mrs. Mitchell moved and Mr. Spies seconded to approve Resolution No. 2348.*

64
65 *Mrs. Mitchell moved to amend Resolution No. 2348 by inserting “, services” on Line 31*
66 *after “materials”.*

67
68 *Resolution No. 2348, as amended, was unanimously approved. There were no comments*
69 *during the public hearing.*

70
71 **PUBLIC HEARING/ ORDINANCES** – presented by City Attorney Mark Tilghman

- 72
73
 - *Ordinance No. 2272 – Public Hearing & 2nd reading – to rezone property (former Linens*
74 *of the Week property) located on the northerly side of Anne Street and on both sides of*
75 *Shore Street from General Commercial to R-5A Residential*

76
77 *Mrs. Mitchell moved and Mr. Spies seconded to approve Ordinance No. 2272 for second*
78 *reading. The Public Hearing remained open since the January 13, 2014 Council Meeting*
79 *to ensure the neighboring property owners received ample notification to provide*
80 *comments on the rezoning.*

81
82 *Two members of the public were sworn in by City Clerk Nichols, and the following*
83 *comments were shared with Council in the Public Hearing:*

- 84
85
 - *Health concerns that the soil may still contain contaminants and children who*
86 *may live there could become very sick*

- 87 ○ Praise for the way the public notices were distributed to the neighbors and hoped
- 88 all future rezoning efforts were duly advertised
- 89 ○ There are many businesses close by this proposed R-5A property
- 90 ○ Requested discussion on the motive for the rezoning at this time

91
92 *President Day closed the Public Hearing and Council discussed other possible uses for*
93 *the vacant lot including green space, a playground and park space.*

94
95 *Ordinance No. 2272 for second reading unanimously failed on a 0-4 vote.*

96
97 *Further discussion on the use of the property will be held in Work Session.*

- 98
99 ● *Ordinance No. 2275 – 1st reading – approving a budget amendment of the FY14 General*
100 *Fund to appropriate funds received from the Current Year Surplus Funds for the*
101 *purchase of nine (9) Electronic Control Devices (ECDs)*

102
103 *On a motion and seconded by Mr. Spies and Ms. Cohen, respectively, Ordinance No.*
104 *2275 for first reading was unanimously passed. Mr. Tilghman will incorporate several*
105 *typographical errors into the Ordinance for amending at second reading.*

- 106
107 ● *Ordinance No. 2276 – 1st reading – amending Chapter 13, Public Services, of the City*
108 *Code by adding Chapter 13.3 for the purpose of establishing a Stormwater Utility under*
109 *the direction and supervision of the Public Works Department and further establishing a*
110 *Stormwater Utility fee system*

111
112 *Mr. Spies moved and Mrs. Mitchell seconded to approve Ordinance No. 2276 for first*
113 *reading.*

114
115 *Ms. Cohen moved and Mr. Spies seconded to amend Ordinance No. 2276 by striking*
116 *“Council” on Lines 170 and 193.*

117
118 *Two members of the public provided the following comments on Ordinance No. 2276:*

- 119
120 ○ *Concerned about billing this along with the Water and Sewer bills*
- 121 ○ *There could be a lot of tenants not paying this utility and would the water be*
122 *turned off?*
- 123 ○ *The fees could get enormous*
- 124 ○ *How would vacant buildings be billed?*
- 125 ○ *How would the City’s parking lots be handled?*
- 126 ○ *Fairness was an objective*
- 127 ○ *Waivers would be a benefit*

128
129 *The following amendments were discussed which will be inserted at the next reading:*

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- *Line 122 – strike the first “a”*
- *Line 213 – strike “next highest” and insert “nearest”*

Ordinance No. 2276 for first reading, as amended, was unanimously approved. The Ordinance will be returned for second reading on March 24, 2014 after Messrs. Moulds and Stevenson resolve the late fee and water cut-off questions raised by Council during discussion.

- *Ordinance No. 2277 – 1st reading - amending and supplementing Ordinance No. 2167, passed by the Council on August 22, 2011, approved by the Mayor on August 23, 2011 and effective on August 23, 2011, in order to (1) modify the description of the Water Quality Inlet project provided for in Ordinance No. 2167 and (2) reduce the aggregate principal amount of General Obligation Bonds and General Obligation Bond Anticipation Notes authorized to be issued pursuant to Ordinance No. 2167 from one million dollars (\$1,000,000.00) to five hundred thirty-one thousand dollars (\$531,000.00) each; providing that this title is a fair statement of the substance of this ordinance; and otherwise generally relating to the use of proceeds of the Bonds and the Bond Anticipation Notes authorized to be issued pursuant to Ordinance No. 2167*

On a motion and seconded by Mrs. Mitchell and Ms. Cohen, respectively, Ordinance No. 2277 for first reading was unanimously approved.

ADJOURNMENT

There being no further public comments, Council President Day adjourned the legislative session at 8:30 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
FEBRUARY 3, 2014

173
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176
177 *TIME & PLACE:* 4:34 p.m., Government Office Building – Council Chambers, Room 301
178 *PURPOSE:* To consult with counsel to obtain legal advice on a legal matter and to
179 consult with staff, consultants, or other individuals about pending or
180 potential litigation
181 *VOTE TO CLOSE:* Unanimous
182 *CITATION:* Annotated Code of Maryland Sections 10-508(a)(7)(8)
183 *PRESENT:* Council President Jacob R. Day, Council Vice President Laura Mitchell,
184 Councilwoman Terry E. Cohen, Councilman Timothy K. Spies, City Clerk
185 Kimberly R. Nichols, Acting City Administrator Tom Stevenson, Assistant
186 City Administrator Terence Arrington, City Attorney Mark Tilghman
187 *ABSENT:* Mayor James Ireton, Jr., , Councilwoman Eugenie P. Shields
188

189 *On February 3, 2014 Council convened in Work Session in Council Chambers (Room #301) of*
190 *the Government Office Building. Mrs. Mitchell moved to convene in Closed Session to consult*
191 *with counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or*
192 *other individuals about pending or potential litigation in accordance with the Annotated Code of*
193 *Maryland § 10-508(a)(7)(8). (Council to receive an update on all City of Salisbury litigation.)*
194 *Mr. Spies seconded and the vote was unanimous to close the meeting at 4:34 p.m.*
195

196 *After Council received the update, on a motion by Mrs. Mitchell, seconded by Mr. Spies, and*
197 *approved by unanimous vote in favor, Council President Day adjourned the Closed Session at*
198 *5:32 p.m., returned to Open Work Session, and reported to the public that Council had received*
199 *an update on all City of Salisbury litigation from City Attorney Mark Tilghman.*
200

201 *The Council then proceeded with the regularly scheduled Work Session. The Closed Session was*
202 *held for informational purposes only and Council took no action.*
203
204
205

206 *City Clerk*
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209

210 *Council President*
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E-DAT
ECONOMIC DEVELOPMENT ACTION TEAM

Goal of Committee

To review existing processes between City and County offices and streamline ways to accomplish processes in the best interests of all parties, inclusive of new and existing entrepreneurs

Committee Members

Tony Nichols	Vice President-Business & Economic Development Division-SACC
Brad Gillis	President-SACC
Dr. Memo Diriker	President-Elect SACC
John T. Cannon	Vice President-Advocacy Division-SACC
Ernie Colburn	CEO-SACC, Committee Facilitator
Amanda Pollack	Deputy Director of Public Works, City of Salisbury
Lee Beauchamp	Director of Public Works, Wicomico County
Jack Lenox	Director of Planning, City of Salisbury & Wicomico County
Palmer Gillis	GGI Builders, Inc. T/A Gillis Gilkerson
Jeff Harman	Senior Associate, Becker Morgan Group
Matt Drew	Executive Vice President, AWB Engineers
Mike Moulds	Director of Public Works, City of Salisbury
Rochelle Outten	Asst. Regional Engineer-MD State Highway Administration
Laura Kordzikowski	Business Development Specialist-City of Salisbury
Richard A. Hoppes	Fire Chief-City of Salisbury

Mission Statement

A Salisbury Area Chamber of Commerce driven action team to further enhance a positive attitude and culture with public and private stakeholders committed to forward thinking and effective processes to promote economic development

Results:

Project Name: _____ Date: _____ Project Type: _____

Salisbury – Wicomico Development Agency Checklist

Approval from this list of agencies (as applicable) must be obtained before permit is complete. Please review whether your site is within City boundaries, as this may have an effect on which agencies are related to your permit.

APPROVALS	CONTACT INFORMATION	REQUIRED?	NOTES
City of Salisbury Business Development <i>Development aid for properties located in the City of Salisbury, informal pre-permitting meeting coordinator</i>	410-677-1915 Laura Kordzikowski www.ci.salisbury.md.us		
Salisbury – Wicomico Economic Development <i>Economic development for Wicomico County</i>	410-749-1251 David Ryan www.swed.org		
City Building, Permitting, & Inspections Department <i>Building permits, plumbing & well permits, demolition and grading permits, zoning authorization, grease traps, parking, signage</i>	410-548-3130 www.ci.salisbury.md.us		
City & County Planning, Zoning, & Community Development <i>Critical areas, forest conservation, zoning authorization, Planning Commission, County building permits, County addressing</i>	410-548-4860 www.wicomicocounty.org		
City Public Works <i>Water & sewer, storm water, grading, landscaping, City streets, traffic control plans, City addressing, sidewalks, street lights</i>	410-548-3170 www.ci.salisbury.md.us		
County Public Works <i>Storm water, County roads, road utility permits, traffic studies, water & sewer plans</i>	410-548-4872 www.wicomicocounty.org		
Fire Inspection <i>Fire safety, sprinklers, alarms, occupancy</i>	410-548-4994 www.wicomicocounty.org		
City Fire Department <i>Fire lanes, Knox-Box entry systems, suppression</i>	410-548-3120 www.salisburyfd.com		
City of Salisbury Historic District <i>City of Salisbury Historic District approvals</i>	410-341-9550 www.ci.salisbury.md.us		
Wicomico County Historic District <i>Wicomico County Historic District approvals</i>	410-548-4860 www.wicomicocounty.org		
Soil Conservation District <i>Sediment and erosion control</i>	410-546-4777 www.mascd.net		
Delmarva Power <i>Electricity provider</i>	410-860-6043 www.delmarva.com		
Chesapeake Utilities <i>Natural gas provider</i>	410-548-5515 ext. 7626 www.chpkgas.com		
Choptank Electric <i>Electricity provider</i>	1-877-892-0001 www.choptankelectric.com		
Verizon <i>Telephone and internet provider</i>	410-860-8114 www.verizon.com		
Comcast <i>Cable, telephone, and internet provider</i>	1-800-934-6489 www.comcast.com		
Wicomico County Health Department <i>Food service, septic systems, County plumbing, wells</i>	410-546-4446 www.wicomicohealth.org		
Maryland Department of the Environment <i>Non-tidal wetlands, air, water quality, NOI, groundwater discharge</i>	1-800-876-0200 www.mde.state.md.us		
State Highway Administration <i>Access management, traffic control, utility permits</i>	1-800-825-4742 www.sha.state.md.us		
Department of Business & Economic Development <i>State of Maryland business licenses, business resources</i>	410-767-6300 www.choosemaryland.org		
County Business License	410-543-6551 www.wicomicocounty.org		
City Business License	410-548-3110 www.ci.salisbury.md.us		

Applicant may wish to review deed restrictions applicable to the property

Release Date 1/2014

Explanation

This checklist is meant to be an all encompassing guide for new and existing entrepreneurs. It includes all possible offices that an entrepreneur might need to speak with in order to develop within City or County limits.

Starting with the Business Development Specialist as the point of contact, she will advise the entrepreneur which departments will need to be contacted. Going forward, she will also set up informal pre-submittal meetings with the developer and designated department staff to review the project necessities.

Detailed notes will be taken at these informal meetings and disseminated amongst the parties that were present so that a shared understanding is present.

Development Specific Lists

Salisbury Property – Existing Building – Commercial/Industrial	County Property – Existing Building – Commercial/Industrial
Salisbury Property – New Construction – Commercial/Industrial	County Property – New Construction – Commercial/Industrial
Salisbury Property – New Construction – Mixed Use	County Property – New Construction – Mixed Use
Salisbury Property – New Construction - Multifamily	County Property – New Construction - Multifamily
Salisbury Property – New Construction - Subdivision	County Property – New Construction - Subdivision

Going Forward

Proposed quarterly meeting to create a larger scale project that encompasses all processes within each office on the checklist

Closing

Thank you to all E-DAT committee members and the City and County government for your collaboration on this project.

*Thank
You*

City of Salisbury
Office of Business Development

MEMO

To: Tom Stevenson
From: Laura Kordzikowski
Subject: TAG Application
Date: February 19, 2014

As we have discussed, the Office of Business Development would like to have professionally created: an All-Inclusive Business Development packet that will outline how to create a business within City limits as well as the available resources and incentives that are available. The City currently employs a folder that contains a numerous amount of pamphlets, brochures, and documents that could be perceived as cumbersome and chaotic. I believe it would be beneficial if we created a document that is structured, organized, and concise.

The Technical Assistance Grant application requires a Resolution of Support for funding consideration. The application is due to DHCD no later than March 7, 2014

Attached is the Resolution of Support for the FY 2014 Technical Assistance Grant funding application for the creation of an All-Inclusive Business Development packet. Please forward this resolution to the City Council so that it may be placed on their agenda for the meeting on February 24, 2014.

Please contact me if you have any questions.

Attachments:

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RESOLUTION NO. 2373

A RESOLUTION OF THE CITY OF SALISBURY TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, TECHNICAL ASSISTANCE GRANT APPLICATION FOR FUNDS TO PROVIDE FOR THE CREATION AND PRINTING OF AN ALL-INCLUSIVE BUSINESS DEVELOPMENT PROCESS DOCUMENT AND TO AUTHORIZE THE MAYOR TO SIGN ALL DOCUMENTS NECESSARY FOR THE RECEIPT OF SAID FUNDS.

WHEREAS, the Maryland Department of Housing and Community Development (DHCD) has solicited applications from eligible jurisdictions to apply for funding under the Technical Assistance Grant Program for Fiscal Year 2014; and

WHEREAS, the City of Salisbury is eligible to apply for funds from DHCD; and

WHEREAS, DHCD, either through the Technical Assistance Grant or through other Programs of the Department, or in cooperation with other State Departments or agencies, may provide a dollar to dollar match for the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, business attraction, development, and retention is an important aspect of the City's initiatives and perceived business friendliness and process help should be readily available.

NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Salisbury, Maryland does hereby authorize the submission of an application for Technical Assistance Grant funds to forward the City's business development and retention initiatives. This will be accomplished by applying for approximately \$944 to provide funds for the creation and printing of an all-inclusive business development process document.

BE IT FURTHER RESOLVED THAT, James Ireton, Jr., Mayor is authorized and empowered to execute any and all documents required for the submission of this grant application; and

BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to the Secretary of the Department of Housing and Community Development of the State of Maryland for consideration by the Technical Assistance Grant board.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on _____, 2014 and is to become effective immediately.

ATTEST:

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS

_____ day of _____, 2014

James Ireton, Jr., Mayor

Technical Assistance Grant FY2014 Application

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
10 N. Calvert Street, Suite 444
Baltimore, Maryland 21202

APPLICATION DEADLINES:

Round I: September 10, 2013

Round II: March 7, 2014



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Raymond A. Skinner
Secretary

Clarence J. Snuggs
Deputy Secretary

TECHNICAL ASSISTANCE GRANT OVERVIEW

The Maryland Department of Housing and Community Development's (DHCD) Technical Assistance Grant (TAG) provides funding to nonprofit organizations, local governments, local development agencies and local development corporations to obtain or provide advisory, consultative, training, information, and other services which will assist or carry out community development activities.

Eligible project costs, include, but are not limited to, costs associated with consultants or services, a portion of general operating expenses and other costs directly associated with community development projects. Special areas of focus for TAG include projects that involve and support designated Main Street and/or Maple Street communities, Transit Oriented Development, BRAC Zones, and Sustainable or Green initiatives.

TAG application deadlines are as follows:

- *Round I:* Applications due **September 10, 2013** with Notification of Award by approximately November 13, 2013
- *Round II:* Applications due **March 7, 2014** with Notification of Award by approximately May 5, 2014

Applications with incomplete required documentation at time of submittal will not be accepted, and those applicants will be invited to apply in the next round.

NOTE: *There is a Required Documents Checklist included with this application – all materials must be provided as outlined in the checklist by the application deadline.*

For FY14 the amount of \$200,000 will be available for the TAG program. The maximum request for funds is \$50,000 and applicants must provide a dollar to dollar match for the amount requested.

For more information contact:

Nick Rudolph
Project Manager
Division of Neighborhood Revitalization
Maryland Department of Housing and Community Development
10 N. Calvert Street, Suite 444
Baltimore, Maryland 21202
410-209-5818
rudolph@mdhousing.org

Technical Assistance Grant Required Documents Checklist

<u>ALL APPLICANTS:</u>	
NA	Completed and Signed Technical Assistance Grant <i>NOTE: The application must be signed by an authorized signatory listed on the Incumbency Certificate submitted at time of application.</i>
NA	Project Location Map <i>(if applicable)</i>
NA	Proof of Site Control <i>(if applicable)</i> Provide verification of site control: copy of deed and/or commitment from property owner, signed letter or Memorandum of Agreement or the like, <u>must</u> be submitted with application
NA	Pictures of the Proposed Project <i>(if applicable, max 10 photos, also include on CD-ROM/Flash Drive when submitting the application)</i>
Included	Project Budget <i>(include list and explanation for source and use of funds – any funds listed as part of the budget must have a Match Letter from the source of those funds stating the commitment of those funds to the proposed project)</i>
Included	Project Timeline
Included	Match Letter(s) <i>(Match letters must be on organizational or company letterhead and must include the dollar amount of the contribution, reference the proposed or related project/activity and be signed.)</i>
	Incumbency Certificate: completed, signed and dated
	Assurance of Compliance: completed, signed and witnessed
	Contract Affidavit: completed, signed and dated
<u>FOR NONPROFIT APPLICANTS:</u> <i>In addition to the items listed under “All Applicants”, nonprofit organizations must submit the following:</i>	
	Internal Revenue Service Letter of Determination verifying organization’s approved nonprofit status.
	Document Verifying Applicant is a Registered Charitable Organization (Maryland Secretary of State: www.sos.state.md.us)
	On-line Verification of Certificate of Good Standing (Maryland State Department of Assessments and Taxation: https://sdatcert1.resiusa.org/certificate_net/) NOTE: <u>Do not obtain an official Certificate at the time of application.</u> <i>If an award is made, DHCD will request an official Certificate when the agreement is executed.</i>
	Articles of Incorporation <i>(including any amendments)</i>
	Organizational By-Laws <i>(including any amendments)</i>
	Corporate Resolution of the Board of Directors/Trustees
	List of Board of Directors/Trustees <i>(List should include: Board member’s name, occupation, number of years with your non-profit and if applicable, the constituency each represents.)</i>
<u>FOR LOCAL GOVERNMENT APPLICANTS:</u> <i>In addition to the items listed under “All Applicants”, local governments must submit the following:</i>	
NO. 2373	Local Government Resolution <i>(Resolution must be on jurisdiction’s letter head or other official document of the local government)</i>

Maryland Department of Housing and Community Development
Technical Assistance Grant Application

I. APPLICANT INFORMATION:

Name of Organization: *(For nonprofit applicants provide the name of organization as it appears in the Articles of Incorporation.)*

City of Salisbury

Address: 125 North Division Street

City: Salisbury **County:** Wicomico **State:** MD **Zip Code:** 21801

Phone: 410-677-1915 **Fax:** **Website:** www.downtownsalisbury.org

Federal Identification Number:

Contact Name and Title: *(Name of individual completing and submitting application)*

Name: Laura Kordzikowski

Title: Business Development Specialist

Address: 125 North Division Street, Room 104

City: Salisbury **County:** Wicomico **State:** MD **Zip Code:** 21801

Phone: 410-677-1915 **Fax:** **Email:** LKordzikowski@citylivingsalisbury.com

Applicant Signature

(This person must be identified on the Incumbency Certificate as authorized to sign documents on behalf of the applicant.)

Signature:

Date:

Name and Title:

II. PROJECT SUMMARY:

Project Name: Creation and printing of all inclusive Let's Do Business Salisbury document

Total Project Costs \$1,935.00

Total Amount Requested \$ 944.00

(The maximum amount for a Technical Assistance Grant request is \$50,000)

Total Amount of Applicant Match \$991.00

Applicants must provide a dollar to dollar match when requesting Technical Assistance Grant funds. Applicant match for this project will be:

Cash In-Kind Both

Match Letter(s) must be included with the application and must be on organizational or company letterhead and must include the dollar amount of the contribution, reference the proposed or related project/activity and be signed.

Project Location/Area: *(Check all designations that apply to the proposed project or will be impacted by the proposed project)*

- Priority Funding Area**
- Sustainable Community; Name: City of Salisbury**
- Main Street; Name: City of Salisbury**
- Maple Street; Name: _____**
- Arts & Entertainment District; Name: Downtown Salisbury**
- Maryland Heritage Area; Name: _____**
- Other _____**

III. PROJECT DESCRIPTION:

Summarize the project for which you are requesting a TAG: Information provided should include narrative details on the scope of the project, what challenges and/or need(s) will be addressed as a result of the project, how the proposed project assists or carries out community development activities or why the proposed project is needed to improve organizational capacity. **Limit response to no more than 400 words/one page, single spaced.**

The City of Salisbury Office of Business Development is applying for the Technical Assistance Grant to help with the creation and printing costs of an all-inclusive Let's Do Business Salisbury information packet. The packets we currently employ are a mix of several pamphlets, newsletters, and maps that could be perceived as overwhelming and unorganized. The City would like to employ a document that is rich with photographs and organized information to entice and assist those interested in opening a business or developing within Salisbury. Ideally, this document would make it as simple as possible to navigate the process of opening a business. With the creation of the office of Business Development and the creation of the Business Development Specialist position, the City is aiming to become more business friendly. An all-inclusive document that highlights the process, our City and state incentives, and the available resources would make it infinitely easier for citizens to open a business.

IV. IMPACT, OUTCOMES AND ORGANIZATIONAL CAPACITY:

Describe the project goals and the measurable objectives. Include the following information: What are the goals of the proposed project? What do you expect to achieve? What positive impact and outcome(s) are expected? Explain in detail how this impact will be measured and how the TAG will help achieve your goals. Be specific when describing both goals and outcomes.

The City's goal for this project is to make business development information more accessible and organized for those interested. Additionally, the new document will be a great marketing tool for the City and will highlight the incentives for developing within City limits. The City's goal is to have these within the Let's Do Business booth that is in the front hall of the government building in Downtown Salisbury. This area receives a great deal of traffic and ideally, the City would be able to distribute a high number of these documents. The document will also be utilized at local, regional, and national events to advertise and encourage business development in the City of Salisbury.

Describe the capacity of the applicant to administer the proposed project. Information should include, but need not be limited to the following: identification of staff who will oversee this project and description of their experience and capabilities; and, description of the applicant's past experience in administering a similar project in a successful manner. If the proposed project includes hiring consultants identify the consultants, if known, and provide information on their capabilities or expected capabilities.

This project will be overseen by the Business Development Specialist for the City of Salisbury. The project will be executed by a local graphic design artist with many years of reputable work with the City. DiCarlo Digital Copy Center & Graphics Studio has been located in Downtown Salisbury for over 10 years and has been a contributing resource to supporting and revitalizing the area. SMDi Photography is a local photography company that has also participated in documenting and encouraging the revitalization of the Downtown area. Both businesses are very involved with the community and offer a superior level of service.

Describe the applicant's readiness and strategy to complete the proposed project. Provide a narrative regarding your organization's readiness to utilize the requested funds and include a clear plan for expending those funds during the one-year term of the TAG agreement.

The City has engaged the expertise of a local graphic design and print shop to help with the creation and printing of 100 of the newly created Let's Do Business Salisbury documents & folders. Upon approval of grant funding, the applicant will begin working on the text content and photograph selection to turn over to the graphic designer for creation of the document. Printing will commence once all applicable parties have had a chance to review the proposed document for completeness and suggestions.

Has the applicant organization previously received any funding from DHCD or its programs, such as Community Investment Tax Credit, Community Legacy, Community Development Block Grant, Local Government Infrastructure Bond, etc.

YES, if YES, complete the chart below NO.

<u>Project Name</u>	<u>Funding Program Name</u>	<u>Fiscal Year</u>	<u>Amount of Funds Awarded</u>	<u>Remaining Funds/How Much</u>	<u>Percent Complete/Funds Used</u>
ESG Funds on behalf of four homeless service providers	Emergency Shelter Grant	2013	\$93,258	\$0	
Mill St & West Main St Intersection improvements – Phase 2	CL	2012	\$100,000		In process, funds will be expended before June 30, 2014

ESG Funds on behalf of four homeless service providers	Emergency Shelter Grant	2012	\$61,501	\$0	
Chipman Cultural Center – Structural Repairs	CL	2011	\$75,000	\$0	100%
Mill Street & W Main St Intersection Improvements – Phase 1	CL	2009	\$105,000	\$0	46%
Homeowner Conversion Grant Program	CL	2008	\$50,000	\$0	100%
Rose St/ Delaware Ave – Redevelopment Ready	CL	2008	\$65,000	\$0	100%
Isabella Streetscape – Phase 2	CL	2007	\$50,000	\$0	100%
Isabella Streetscape – Phase 1	CL	2006	\$85,000	\$0	100%
Rose St/Lake St – Redevelopment Ready	CL	2004	\$66,318	\$0	100%
Boundless Playground	CL	2004	\$100,000	\$0	100%
Chipman Cultural Center – Wheelchair lift	CL	2003	\$80,000	\$0	100%
Housing Rehabilitation Revolving Loan Program	CL	2002	\$150,000	\$0	100%
Pedestrian Connectivity Study	CL	2002	\$10,000	\$0	100%
Downtown Lighting Analysis	CL	2002	\$10,000	\$0	100%

If the applicant has previously received a TAG, please provide information on the award (date awarded, amount of award) and the project completed, including the results and impact of the project.

Maryland Department of Housing and Community Development
Technical Assistance Grant Application

PROJECT BUDGET

Budget: Using the form below, please complete the Sources & Uses budget for the proposed project

- Under “*Uses of Funds*”, please indicate activities/expenditures for each line item, which applies to the project.
- Under “*Sources of Funds*”, complete the chart to provide information for the required match. (*Applicants must provide a dollar to dollar match, of either cash or in-kind, when requesting Technical Assistance Grant funds.*)

USES OF FUNDS	SOURCES OF FUNDS				TOTALS
	DHCD	Grantee	Other		
Typeset & layout fees	\$196		\$84		\$280
100 packs of 7, 8.5x11 sheets printed 4/4/ onto 80# text paper	\$448		\$462		\$910
Commercial usage rights for 20 images at \$20/image		\$400			\$400
100 digitally printed folders	\$300		\$45.00		\$345
TOTALS	\$944.00	\$400.00	\$591.00	\$0.00	\$1,935.00

Provide a brief explanation of each line item under “Uses of Funds” listed in the project budget above. Include information on what the use of funds/activity is and the basis for the cost of the expense/activity. If the activity’s Source of Fund was indicated as “Other”, please note that source and status of those funds – have they been committed? applied for? etc. If committed please provide commitment letters on the sources’ letterhead.

DiCarlo Digital Copy Center is a valued Downtown Salisbury business and has always worked with the City. For this project, they have offered the City a few discounts on their services. Retail rates for the Typeset and Layout fees would normally be \$280, but they have given us an in kind discount in the amount of \$84, bringing the amount needed down to \$196. They have also provided a substantial discount for the printing of these business documents, bringing this total down to \$448 (a discount of over 50%) and a discount of \$45 for the 100 printed folders. These discounts are very helpful, but the City is also looking to purchase and use high resolution photos taken in Salisbury by a local area photographer. The City of Salisbury office of Business Development can contribute up to \$400 for the purchase of the commercial right to use 20 high resolution images that feature the City of Salisbury from a professional photographer. These images will be used in the Business Development document and you can view examples of the photographer’s work at <http://www.smdiphotography.com/City-of-Salisbury>.

Maryland Department of Housing and Community Development
Technical Assistance Grant Application

PROJECT TIMELINE

Timeline: Please complete the chart below providing information on the activities required in order to complete the proposed project activities. Be specific with regard to activity and realistic as to when those activities will begin and when they will end.

Start Date	End Date	Description of Activity
1/1/14	3/7/14	Receive quote from local graphic design artist and assemble grant application
3/7/14	5/3/14	Begin working on text content of Business Development packet
5/4/14		Hear back from DHCD on status of Technical Assistance Grant
5/5/14	6/5/14	Complete work on text content of Business Development packet
6/6/14	7/6/14	Receive preliminary designs for Business Development packet and for folders
7/7/14	8/1/14	Send preliminary designs to Mayor, City Administrator, and Assistant City Administrator for approval and suggestions
8/2/14	8/15/14	Send any change requests to graphic designer
8/15/14	8/31/14	Complete project and have documents printed

Instructions for Completing Incumbency Certificates and Corporate Resolutions

INCUMBENCY CERTIFICATE

1. On the first line, insert the name of the Secretary of the Corporation
2. In Number 1, insert the complete legal name of the corporation.
3. In Number 2, select the correct option based on the corporate resolution. If the resolution was adopted by unanimous consent, select the first option; if the resolution was passed at a meeting, select the second option. In either case, insert the date as provided in the resolution.
4. In Number 4, select option (a) or (b). Option (a) is if your Articles of Incorporation and By-Laws have not been amended and copies of the complete and current articles and bylaws and must be labeled and attached. Option (b) is if your Articles of Incorporation and/or By-Laws have been amended and the copies of the most current Articles, By-laws and all amendments must be included with the application.
5. In Number 5, insert the name and titles of all persons authorized by the organization's By-Laws to act on behalf of the corporation. Under the name column, insert the name of the person, under title, insert the correct office of that person and then each person so authorized must sign the certificate next to his or her name and signature.
6. The Secretary of the Corporation must sign and date the certificate at the bottom of the page.

CORPORATE RESOLUTION

1. At the top of Page 1, insert the complete, legal name of the corporation.
2. In Section I, select either A or B by checking the line in front of the selection. Option A is for corporations which authorized the action at a meeting. Option B is for corporations which authorized the action without a meeting, but obtained the approval of all board members. **NOTE:** If Option B is selected, ALL Board members must sign the Corporate Resolution
3. In Section II, paragraph 1:
 - a) Insert the amount of the funding requested.
 - b) Insert the proposed project name/description of the proposed project.
4. In Section III, select either option A or B. This must be consistent with your choice in Section I. If the resolution was passed at a board meeting, option A should be selected and completed by the Secretary of the Corporation. If the resolution was passed by unanimous consent, without a meeting, option B should be selected and all directors must sign and the resolution should be dated as of the last signature.

INCUMBENCY CERTIFICATE

I, _____ do hereby certify that:

1. I am the duly elected and acting Secretary of _____ (the "Corporation") a organized and existing in good standing under the laws of the State of Maryland;
2. Attached hereto as **Exhibit A** is a true and correct copy of resolutions which were duly adopted:
 - (a) _____ by unanimous consent of the Board of Directors of the Corporation on _____ 20 _____
 - OR**
 - (b) _____ by resolution of the Board of Directors at a meeting held on _____ 20 _____
3. The attached resolutions have not been amended, rescinded or modified and are in full force and effect on the date hereof in the form originally adopted, and are in conformity with the Charter/Articles of Incorporation and By-Laws of the Corporation; and
4.
 - (a) _____ The Charter/Articles of Incorporation, attached hereto as Exhibit B, and the Bylaws of the Corporation, attached hereto as Exhibit C, have not been amended, rescinded, or modified and are in full force and effect on the date hereof; **OR**
 - (b) _____ The Charter/Articles of Incorporation dated _____, as amended on (date) _____ and the bylaws dated _____ as amended on (date) _____ are attached as Exhibit B and Exhibit C respectively and are in full force and effect on the date hereof.
5. The following persons are duly elected, qualified and acting officers of the Corporation in the capacity indicated, and the signatures set forth after their names and titles are their true and genuine signatures:

Print Name	Office	Signature

WITNESS, my signature and the seal of the Corporation this _____ day of _____ 20 _____

(SEAL)
Secretary's Signature

EXHIBIT A: Corporate Resolution

[Name of Corporation]

(the "Corporation")

CORPORATE RESOLUTION/CONSENT OF DIRECTORS

SECTION I:

A. _____ I, _____ the undersigned, _____ of the Corporation, do hereby certify that the following resolutions were adopted by the Board of Directors at a meeting of the Board of Directors:

B. _____ Pursuant to the provisions of Section 2-408 of the Maryland General Corporation Law, we, the undersigned, constituting all of the Directors of the Corporation do hereby consent to the following action required or permitted to be taken at a meeting of the Directors of the Corporation, as having been unanimously adopted by a vote of all of the Directors, without the necessity of any formal meeting being held:

SECTION II:

RESOLVED: That the Corporation is hereby authorized to apply for and accept a Technical Assistance Grant (the "Grant") in an amount up to

\$

_____ from the Department of Housing and Community Development of the State of Maryland ("DHCD"), for the following project:

upon those terms and conditions as the authorized officer(s) of the Corporation, as identified in the By-Laws (the "Authorized Officers"), shall deem appropriate;

FURTHER RESOLVED: That the approval of this Board of Directors is hereby deemed conclusively evidenced by the execution of any and all documents required to effectuate the Grant, including, without limitation, letters of agreement, grant agreements and any other documents pertaining to the Grant, by the Authorized Officer(s) of the Corporation, and the Secretary of the Corporation is hereby authorized to attest the signatures of the Authorized Officer(s) and to certify a copy of these resolutions to any party having a valid interest therein.

The Resolutions have not been amended, rescinded or modified and are in full force and effect on this date in the form originally adopted, and conform with the Corporation's Articles of Incorporation and By-Laws.

The Corporation's Articles of Incorporation and By-Laws, as amended, have been submitted to the Department of Housing and Community Development,

CONTRACT AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE: I HEREBY AFFIRM THAT I am the (title)

Business Development Specialist and the duly authorized representative of The City of Salisbury (name of applicant) and that I possess the legal authority to make this Affidavit on behalf of myself and the corporation for which I am acting.

B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT: I FURTHER AFFIRM THAT:

(1) The corporation named above is a [corporation] [limited liability company] formed in _____ Maryland OR insert state of formation, if not Maryland: _____ and registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is: ¹

Name: _____
Address: _____

(2) Except as validly contested, the corporation has paid, or has arranged for payment of, all taxes due all government entities including the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation (DLLR), and all other taxing authorities, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to acceptance of the Technical Assistance Grant.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS: I FURTHER AFFIRM THAT neither I, nor to the best of my knowledge, information, and belief, the above corporation, (as defined in §16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining or performing contracts with the public bodies (as defined in §16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, §641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved, and their current positions and responsibilities with the business]:

¹ The Resident Agent must be an individual who is a resident of the State of Maryland, as provided in the Articles of Incorporation and registered with the State Department of Assessments and Taxation.

D. **AFFIRMATION REGARDING OTHER CONVICTIONS: I FURTHER AFFIRM THAT** neither I, nor to the best of my knowledge, information, and belief, the above corporation, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

- a. been convicted under a state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- b. been convicted of any criminal violation of a state or federal antitrust statute;
- c. been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §§1961, et seq., or the Mail Fraud Act, 18 U.S.C. §1341, et. seq., for acts arising out of the submission of bids or proposals for a public or private contract;
- d. been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- e. been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (a), (b), (c), or (d) above;
- f. been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
- g. admitted in writing or under oath, during the course of an official investigation or other proceeding, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment]:

E. **AFFIRMATION REGARDING DEBARMENT: I FURTHER AFFIRM THAT** neither I, nor to the best of my knowledge, information, and belief, the above corporation, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, **except as follows** [list each debarment or suspension providing the date of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension, and the details of

each person's involvement in any activity that formed the grounds for the debarment or suspension]:

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES: I FURTHER AFFIRM THAT:

- (1) The corporation was not established to, nor does it operate and it does not operate in a manner designed to, evade the application of or defeat the purpose of debarment pursuant to §§16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The corporation is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows [indicate the reasons(s) why the affirmations cannot be given without qualification]:

G. SUB-CONTRACT AFFIRMATION: I FURTHER AFFIRM THAT neither I, nor to the best of my knowledge, information, and belief, the above corporation, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. ACKNOWLEDGEMENT: I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Department of Housing and Community Development and may be distributed to units and agents of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states and their subdivisions; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any agreement resulting from the submission of this [application] shall be construed to supersede, amend, modify, or waive, on behalf of the State of Maryland, or any unit or agent of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the proposed contract, and (3) other Affidavits comprising part of the proposed contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF

By: _____
 Laura Kordzikowski
Print Name: _____
Title: Business Development Specialist

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Technical Assistance Grant Program

ASSURANCE OF COMPLIANCE
WITH EEO, CIVIL RIGHTS AND DRUG AND ALCOHOL FREE
WORKPLACE REQUIREMENTS

(hereinafter called the
"Applicant-

Recipient"), having its principal address
at: _____

HEREBY AGREES THAT IT WILL COMPLY WITH:

- A. Title VI of the Civil Rights Act of 1964 (the "Act"), as amended, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial or technical assistance from the Department of Housing and Community Development of the State of Maryland.
- B. Title VII of the Civil Rights Act of 1964, as amended, to the end that, in accordance with Title VII of that Act, it shall be an unlawful employment practice for an employer:
- 1) to fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex or national origin;
 - 2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of such individual's race, color, religion, sex, or national origin.
- C. Title VIII of the Civil Rights Act of 1968, as amended, to the end that, it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.
- D. The Fair Housing Amendments Act of 1988, as amended (the "Fair Housing Amendments Act"), to the end that it shall be unlawful to discriminate against any person in the terms of rental of a dwelling because of familial status except with respect to "housing for older persons" (as defined in the Fair Housing Amendments Act).

- E. Article 49B of the Annotated Code of Maryland, as amended, which establishes the Maryland Human Relations Commission and prohibits discrimination in employment and residential housing practices.
- F. State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces for non-State entities, promulgated November 28, 1989.
- G. The Secretary's Policy Statement on Equal Opportunity, to the end that, the Department shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices.
- H. The Secretary's Minority Business Enterprise Program which establishes a program to provide opportunities for minority contractors and vendors to participate in Department Programs; and the minority business enterprise plan submitted by or on behalf of Applicant-Recipient as approved by the Department's Equal Opportunity Officer, provided, however, that this Paragraph I shall not apply in the event that a statement is attached hereto from the Applicant-Recipient's equal opportunity officer stating that the general contractor is in compliance with local minority business participation programs or objectives.
- I. The Community Development Administration's Relocation Policy where applicable.
- J. All other related applicable Federal and State laws, regulations and rules.

THE APPLICANT-RECIPIENT HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

THIS ASSURANCE is given _____ day of _____ 200
 this _____

in consideration of and for the purpose of obtaining and shall continue for the period of any State financial or technical assistance extended after the date hereof to or on behalf of the Applicant-Recipient by the Department of Housing and Community Development of the State of Maryland. The Applicant-Recipient recognizes and agrees that such State financial or technical assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

WITNESS/ATTEST:

APPLICANT RECIPIENT:

By: _____
 Name: _____
 Title: _____



109 south division street
Salisbury, Maryland 21801

19 February 2014

City of Salisbury
ATTN: Laura Kordzikowski
Government Office Building
125 North Division Street
Salisbury, MD 21801
410.677.1915
LKordzikowski@citylivingsalisbury.com

Commitment Letter

Laura,

We are pleased to offer our printing services to the City of Salisbury and your department in particular. We have had a great working relationship as a vendor for many departments within the City but we are especially excited to work with a department that is dedicated to revitalizing and reinventing our Downtown business district.

The items below are listed with their respective dimensions or specific scope of work with both our retail and your department's discounted price for that item. We are willing to hold these prices until December 31, 2014 without revision.

Marketing Document Package

100, 14-page document packs with layout.

- typeset & layout fees for 14 pages - retail - \$280, discounted rate - \$196
- printable digital file - included in rate above
- 100 packs of 7, 8.5x11 sheets printed 4/4 onto 80# text paper - retail - \$910, discounted rate - \$448

Custom Printed Marketing Folder

100, presentation folders

- typeset & layout fees for 1 presentation folder - included in print rate
- 100, 9x12 glossy pocket folders with business card slits in right pocket, printed 4/0 - retail - \$345, discounted rate - \$300

If you have any questions for me regarding these items, the prices or the discounts that we are extending, please feel free to contact me.

Sincerely,

Joseph A. DiCarlo

[dicarlo digital copy center]
410.749.9901 t.
410.749.9885 f.
www.dicarlodigitalcopycenter.com

1 AS AMENDED ON FEBRUARY 24, 2014
2 ORDINANCE NO. 2275
3

4 AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
5 AMENDMENT OF THE FY14 GENERAL FUND TO APPROPRIATE FUNDS RECEIVED
6 FROM THE CURRENT YEAR SURPLUS FUNDS FOR THE PURCHASE OF NINE (9)
7 ELECTRONIC CONTROL DEVICES (ECD).
8

9 WHEREAS, the Salisbury Police Department requests a transfer from the Current Year
10 Surplus Fund to the Police Services—operating account in the amount of \$12,500.00 (Twelve
11 thousand five hundred dollars). This transfer is for the purchase of Electronic Control Devices
12 (ECDs); and
13

14 WHEREAS, this equipment will be deployed within the police department’s patrol
15 squads and become part of the use of force continuum as part of a less ~~that~~ than deadly force
16 option to subdue non-compliant or combative offenders; and
17

18 WHEREAS, the benefit of this technology is such that police officers will have a use of
19 force tool to achieve offender compliance without ~~have~~ having to put hands on the offender,
20 lessening the risk of injury to the police officer as well as reducing ~~workman~~ workers’
21 compensation claims;,
22

23 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
24 OF SALISBURY, MARYLAND, that the City’s Fiscal Year 2014 General Fund Budget, Speed
25 Camera sub-account be amended as follows:
26

- 27 1) Increase Current Year Surplus Fund by \$12,500.00
- 28 2) Increase the Police Department budget by \$12,500.00
29

30 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the
31 date of its final passage.
32

33 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
34 Salisbury held on this 10th day of February, 2014, and thereafter, a statement of the substance of
35 the Ordinance having been published as required by law, was finally passed by the Council on
36 the _____ day of _____, 2014.
37

38 ATTEST:
39

40 _____
41 Kimberly R. Nichols, City Clerk

Jacob R. Day, City Council President

42
43 APPROVED BY ME THIS: _____ day of _____, 2014
44

45 _____
46 James Ireton Jr., Mayor

Ordinance No. 2277

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SALISBURY ENTITLED AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 2167, PASSED BY THE COUNCIL ON AUGUST 22, 2011, APPROVED BY THE MAYOR ON AUGUST 23, 2011 AND EFFECTIVE ON AUGUST 23, 2011, IN ORDER TO (1) MODIFY THE DESCRIPTION OF THE WATER QUALITY INLET PROJECT PROVIDED FOR IN ORDINANCE NO. 2167 AND (2) REDUCE THE AGGREGATE PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS AND GENERAL OBLIGATION BOND ANTICIPATION NOTES AUTHORIZED TO BE ISSUED PURSUANT TO ORDINANCE NO. 2167 FROM ONE MILLION DOLLARS (\$1,000,000.00) TO FIVE HUNDRED THIRTY-ONE THOUSAND DOLLARS (\$531,000.00) EACH; PROVIDING THAT THIS TITLE IS A FAIR STATEMENT OF THE SUBSTANCE OF THIS ORDINANCE; AND OTHERWISE GENERALLY RELATING TO THE USE OF PROCEEDS OF THE BONDS AND THE BOND ANTICIPATION NOTES AUTHORIZED TO BE ISSUED PURSUANT TO ORDINANCE NO. 2167.

RECITALS

WHEREAS, City of Salisbury, a municipal corporation of the State of Maryland (the “City”), is authorized and empowered by Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland (previously codified as Sections 31 to 37, inclusive, of Article 23A of the Annotated Code of Maryland), as replaced, supplemented or amended (the “Enabling Act”), and Sections SC7-45 and SC7-46 of the Charter of the City of Salisbury, as published in Municipal Charters of Maryland, as replaced, supplemented or amended (the “Charter”), to borrow money for any proper public purpose and to evidence such borrowing by the issuance and sale of its general obligation bonds; and

WHEREAS, pursuant to Ordinance No. 2167, adopted by the Council of the City (the “Council”) on August 22, 2011, approved by the Mayor of the City (the “Mayor”) on August 23, 2011 and effective on August 23, 2011 (“Ordinance No. 2167”), the City authorized general obligation bonds to be issued in one or more series from time to time in an aggregate principal amount not to exceed One Million Dollars (\$1,000,000.00) (the “Authorized Bonds”) for the public purpose of financing, reimbursing or refinancing costs incurred in connection with the acquisition, construction, installation, improvement and equipping of approximately twenty-four (24) water quality inlets and related activities, improvements and appurtenances along Waverly Drive, South Boulevard, Hanover Street and Lloyd Street or otherwise in the general area of such streets, including, without limitation, related traffic control, milling and repaving, pavement marking, and curb, gutter and sidewalk restoration, together with the acquisition of necessary property rights and equipment, related site improvements and utilities, related architectural, planning, design, engineering, surveying, permitting, bidding, document development, construction administration and other costs, related financial and legal expenses and costs of issuance, all to the extent permitted by the Maryland Water Quality Financing Administration (collectively, the “Authorized Project”); and

Underlining : Indicates material added by amendment after introduction
~~Strike through~~ : Indicates material deleted by amendment after introduction

43 WHEREAS, Ordinance No. 2167 provides that the Authorized Bonds shall be sold to the
44 Maryland Water Quality Financing Administration (the “Administration”); and
45

46 WHEREAS, Ordinance No. 2167 further authorizes the City to issue and sell its general
47 obligation bond anticipation notes in one or more series from time to time in an aggregate principal
48 amount not to exceed \$1,000,000.00 (the “Authorized BANs”) in order to finance or reimburse
49 Authorized Project costs on an interim basis; and
50

51 WHEREAS, the scope of the Authorized Project has been modified since the passage of
52 Ordinance No. 2167 and (i) the City no longer expects to provide for as many as twenty-four (24)
53 water quality inlets as part of the Authorized Project and (ii) the City anticipates having to borrow
54 substantially less than One Million Dollars (\$1,000,000.00) from the Administration (or through
55 any interim financing) for project purposes; and
56

57 WHEREAS, accordingly, the City would like to modify the description of the Authorized
58 Project and reduce the authorized maximum aggregate principal amount of the Authorized Bonds
59 and the Authorized BANs provided for in Ordinance No. 2167.
60

61 SECTION 1. NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
62 THE CITY OF SALISBURY, MARYLAND that the Recitals to this Ordinance are incorporated
63 by reference herein and deemed a substantive part of this Ordinance. Capitalized terms used in
64 the Sections of this Ordinance that are not defined therein shall have the meanings given to such
65 terms in the Recitals.
66

67 SECTION 2. BE IT FURTHER ORDAINED that (a) pursuant to the authority of the
68 Enabling Act, the Charter and Ordinance No. 2167, Section 2 of Ordinance No. 2167 is hereby
69 deleted in its entirety and inserted in place thereof shall be the following:
70

71 “SECTION 2. BE IT FURTHER ORDAINED that pursuant to the authority
72 of the MWQFA Act, the Enabling Act and the Charter, the City hereby determines
73 to borrow money and incur indebtedness for the public purpose of financing,
74 reimbursing or refinancing costs incurred in connection with the acquisition,
75 construction, installation, improvement and equipping of water quality inlets and
76 related activities, improvements and appurtenances along Waverly Drive, South
77 Boulevard, Hanover Street and Lloyd Street or otherwise in the general area of such
78 streets, including, without limitation, related traffic control, milling and repaving,
79 pavement marking, and curb, gutter and sidewalk restoration, together with the
80 acquisition of necessary property rights and equipment, related site improvements
81 and utilities, related architectural, planning, design, engineering, surveying,
82 permitting, bidding, document development, construction administration and other
83 costs, related financial and legal expenses and costs of issuance, all to the extent
84 permitted by the Administration (collectively, the “Project”). The total cost of the
85 Project not otherwise payable from other sources is not expected to exceed Five

Underlining : Indicates material added by amendment after introduction
~~Strike-through~~ : Indicates material deleted by amendment after introduction

86 Hundred Thirty-one Thousand Dollars (\$531,000.00). In the event the City issues
87 any BANs (as defined in Section 11 hereof), proceeds of any Bonds (as defined in
88 Section 3 hereof) may also be applied to prepay or pay principal of, premium and/or
89 interest on such BANs, and any such expenditure shall be considered an expenditure
90 for Project purposes.”

91
92 (b) By undertaking the amendments to Section 2 of Ordinance No. 2167 provided for in
93 subsection (a) of this Section 2, the City is revising the description of the Project provided for in
94 Ordinance No. 2167 and reducing the stated maximum principal amount to be borrowed for such
95 purposes.

96
97 (c) From and after the effective date of this Ordinance, all references to the Project in
98 Ordinance No. 2167 shall be deemed to be references to the Project as defined in Section 2(a)
99 above.

100
101 SECTION 3. BE IT FURTHER ORDAINED that (a) pursuant to the authority of the
102 Enabling Act, the Charter and Ordinance No. 2167, Section 3 of Ordinance No. 2167 is hereby
103 deleted in its entirety and inserted in place thereof shall be the following:

104
105 “SECTION 3. BE IT FURTHER ORDAINED that to evidence the
106 borrowing and indebtedness authorized in Section 2 of this Ordinance, the City,
107 acting pursuant to the authority of the MWQFA Act, the Enabling Act and the
108 Charter, hereby determines to issue and sell from time to time, upon its full faith and
109 credit, one or more series of its general obligation bonds in an aggregate principal
110 amount not to exceed Five Hundred Thirty-one Thousand Dollars (\$531,000.00)
111 (individually, a “Bond” and, collectively, the “Bonds”). Each Bond shall be
112 designated “City of Salisbury Water Quality Bond” and by series or by such other
113 designation or designations as the Administration may require and as the Council
114 shall determine in the Resolution (as defined in Section 8 hereof). Each such series
115 may consist of one or more bonds and any Bond may be issued in installment form
116 and/or draw-down form.”

117
118 (b) By undertaking the amendments to Section 3 of Ordinance No. 2167 provided for in
119 subsection (a) of this Section 3, the City is reducing the aggregate principal amount of the Bonds
120 authorized to be issued pursuant to Ordinance No. 2167 to an amount not to exceed Five Hundred
121 Thirty-one Thousand Dollars (\$531,000.00).

122
123 (c) From and after the effective date of this Ordinance, the provisions of this Section 3
124 shall supersede the provisions of Section 3 of Ordinance No. 2167 with respect to the aggregate
125 principal amount of the Bonds authorized to be issued pursuant to Ordinance No. 2167.

126

Underlining : Indicates material added by amendment after introduction
~~Strike-through~~ : Indicates material deleted by amendment after introduction

127 SECTION 4. BE IT FURTHER ORDAINED that (a) pursuant to the authority of the
128 Enabling Act, the Charter and Ordinance No. 2167, Section 11(a) of Ordinance No. 2167 is hereby
129 deleted in its entirety and inserted in place thereof shall be the following:
130

131 “SECTION 11. BE IT FURTHER ORDAINED that (a) pursuant to
132 the authority of the Bond Anticipation Note Enabling Act and the Charter, the City
133 may issue and sell from time to time, upon its full faith and credit, one or more series
134 of its general obligation bond anticipation notes in an aggregate principal amount not
135 to exceed Five Hundred Thirty-one Thousand Dollars (\$531,000.00) (collectively,
136 the “BANs”) prior to and in anticipation of the sale of any series of the Bonds in
137 order to finance or reimburse costs of the Project on an interim basis, including
138 paying capitalized interest on such series of the BANs within the limitations of the
139 Bond Anticipation Note Enabling Act. Any such series of the BANs may consist of
140 one or more notes and any note may be issued in installment and/or draw-down
141 form. Prior to the issuance, sale and delivery of any series of the BANs, the Council
142 shall adopt a resolution or resolutions pursuant to the authority of the Bond
143 Anticipation Note Enabling Act, the Charter and this Ordinance authorizing such
144 series of the BANs and specifying, prescribing, determining, providing for the
145 approval of or approving such matters, details, forms, documents or procedures as
146 may be authorized or required by applicable law. Unless the Council determines
147 otherwise in a resolution or resolutions providing for any series of the BANs, such
148 series of the BANs shall be sold by private negotiation due to the ability to time the
149 market, negotiate terms and thereby achieve a beneficial rate or rates and other
150 beneficial terms by undertaking a private (negotiated) sale.”
151

152 (b) By undertaking the amendments to Section 11(a) of Ordinance No. 2167 provided
153 for in subsection (a) of this Section 4, the City is reducing the aggregate principal amount of the
154 BANs authorized to be issued pursuant to Ordinance No. 2167 to an amount not to exceed Five
155 Hundred Thirty-one Thousand Dollars (\$531,000.00).
156

157 (c) From and after the effective date of this Ordinance, the provisions of this Section 4
158 shall supersede the provisions of Section 11(a) of Ordinance No. 2167 with respect to the aggregate
159 principal amount of the BANs authorized to be issued pursuant to Ordinance No. 2167.
160

161 SECTION 5. BE IT FURTHER ORDAINED that from and after the effective date of this
162 Ordinance, Ordinance No. 2167 shall be deemed amended and supplemented as provided herein
163 and all other terms and provisions of Ordinance No. 2167 shall remain in full force and effect.
164

165 SECTION 6. BE IT FURTHER ORDAINED that the title of this Ordinance shall be
166 deemed to be, and is, a fair statement of the substance of this Ordinance for publication and all other
167 purposes.
168
169

Underlining : Indicates material added by amendment after introduction
~~Strike-through~~ : Indicates material deleted by amendment after introduction

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR



Maryland

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

January 15, 2014



BARBARA DUNCAN
CHIEF OF POLICE

TO: Tom Stevenson
FROM: Major David Meienschein
SUBJECT: Ordinance – Budget Amendment

Unit# 02, 2003 Ford Crown Victoria (10yol), VIN# 2FAFP71W33X142386, 141,349 miles from diagnostics performed by ford's dealership, Sherwood of Salisbury the vehicle needs repairs in excess of \$4,757. The present condition of the vehicle places a trade value of \$300 to \$400 dollars.

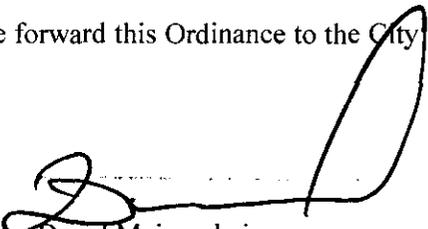
We would like to replace the vehicle with a smaller more fuel efficient vehicle such as a Ford Fusion, similar class vehicle at a cost of approximately \$27,300.00. This figure includes installation of equipment such as emergency lights, siren, and communication equipment. This vehicle would be incorporated into the fleet, at the direction of the Chief, to maximize both the life and fuel efficiency.

SPD has three similar vehicles, two 2012 Chevrolet Impala's, and one 2013 Ford Fusion. All three of these vehicles are not as durable and capable for rugged around the clock use as a full size police package cruiser such as a Chevrolet Caprice, however, they are much more fuel efficient and practical if deployed in areas of the police department where a full size vehicle is not needed.

Transfer \$27,300.00 from current year surplus, (0100-469810)
Transfer \$27,300.00 to Vehicles 21021-577025

The total cost of the vehicle will be \$27,300.00

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


David Meienschein
Administrative Commander

1
2 **ORDINANCE NO. 2278**
3

4 AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
5 AMENDMENT OF THE FY14 GENERAL FUND BUDGET TO APPROPRIATE FUNDS
6 RECEIVED FROM THE GENERAL FUND (SPEED CAMERA ACCOUNT) TO AID IN THE
7 PURCHASE ONE NEW VEHICLE FOR THE POLICE FLEET.
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9 WHEREAS, Unit# 02, 2003 Ford Crown Victoria (10yol), VIN#
10 2FAFP71W33X142386, 141,349 miles from diagnostics performed by Ford's dealership,
11 Sherwood of Salisbury shows the vehicle needs repairs in excess of \$4,757 (four thousand seven
12 hundred fifty-seven dollars). The present condition of the vehicle places a trade value of \$ 300
13 to \$400. The cost to repair \$4,757 (four thousand seven hundred fifty-seven dollars) is
14 significantly more than the value \$300 to \$400 and would not be cost effective; and
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16 WHEREAS, the Police Department has a responsibility to maintain a sufficient number
17 of patrol vehicles to effectively cover all areas of the City; and
18

19 WHEREAS, the Police Department needs to replace Unit #2 with a smaller more fuel
20 efficient vehicles such as the 2014 Ford Fusion at a cost of approximately \$27,300.00 (twenty
21 seven thousand and three hundred dollars) including equipment; and
22

23 WHEREAS, there are sufficient funds available in the Speed Camera General Funds
24 Account to cover the cost of the new vehicle and equipment in the amount of \$27,300.00 (twenty
25 seven thousand and three hundred dollars); and
26
27

28 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
29 OF SALISBURY, MARYLAND that the City's Fiscal Year 2013 General Fund Budget and is
30 hereby, amended as follows:
31

- 32 1) Increase General Fund Current Surplus (01000-469810) Revenue by \$27,300.00
33 2) Increase the Police Department budget by \$27,300.00
34

35 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the
36 date of its final passage.
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40 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
41 Salisbury held on this _____ day of _____, 2014, and thereafter, a statement of
42 the substance of the Ordinance having been published as required by law, was finally passed by
43 the Council on the _____ day of _____, 2014.
44

45 ATTEST:
46
47

48 _____
49 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

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Approved by me this _____ day of _____, 2014

James Ireton, Jr., Mayor