



City of Salisbury

CITY COUNCIL AGENDA



May 27, 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. CITY INVOCATION - Pastor Ryan Weaver, Remedy Church

6:04 p.m. PLEDGE OF ALLEGIANCE

6:05 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:07 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- April 28, 2014 closed session minutes
- April 29, 2014 budget session minutes
- May 1, 2014 special meeting minutes
- May 1, 2014 budget session minutes
- May 5, 2014 work session minutes
- Resolution No. 2401 – establishing a bicycle and pedestrian advisory committee
- Resolution No. 2402 – appointing Jordan Gilmore to the Board of Zoning Appeals for term ending 10/31/17
- Resolution No. 2403 - accepting an endowment fund grant from the Community Foundation of the Eastern Shore for the Salisbury Park Bandstand.
- Resolution No. 2404 - delegating authority to the Mayor to approve leases of City property for periods of up to five days in length

6:10 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller

- Recommendation for Award of Bid, Contract 108-14
Riverwalk Repairs, Phase I

6:13 p.m. FY15 BUDGET - City Attorney Mark Tilghman

- Ordinance No. 2287 – 2nd reading - appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2014 to June 30, 2015, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority and City Marina Funds (1st reading held on 4/28/14) ****Amendments to this ordinance have not yet been finalized; the updated copy will be posted when available****

- Ordinance No. 2290 – **PUBLIC HEARING & 2nd reading** – to amend water and sewer rates to decrease water and sewer rates by 2.5%, making said changes effective for all bills dated October 1, 2014 and thereafter unless and until subsequently revised or changed (1st reading held on 5/12/14) ****Amendments to this ordinance have not yet been finalized; the updated copy will be posted when available****

6:20 p.m. ORDINANCES - City Attorney Mark Tilghman

- *Ordinance No. 2289 – 2nd reading - approving a budget amendment of the FY14 General Fund Budget to make changes to approved positions in the Engineering Division of the Department of Public Works as part of a reorganization plan*
- Ordinance No. 2291 – 1st reading - approving a budget amendment of the FY14 General Fund Budget to appropriate the funds received from the recovery and recycling of brass shell casings at the Salisbury Police Range to purchase service weapons
- Ordinance No. 2292 – 1st reading - approving a Budget Amendment of the FY14 General Fund to appropriate funds received from the Speed Camera Program for the purchase of two speed measuring devices
- Ordinance No. 2293 – 1st reading - approving a Budget Amendment of the FY2014 Water Sewer Fund to appropriate funds for Attorney Fees
- Ordinance No. 2294 – 1st reading - approving a Budget Amendment of the FY 2014 General Fund to appropriate funds for Attorney Fees

6:30 p.m. PUBLIC COMMENTS

6:40 p.m. MOTION TO CONVENE IN CLOSED SESSION

ADJOURNMENT

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

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

Reminder: There will be no June 9, 2014 Council Meeting

Proposed agenda items for Monday, June 23, 2014 (to be determined)

Revised Posted: 5/23/14 (*revisions in italics*)

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 APRIL 29, 2014
4

5 Public Officials Present
6

Council President Jacob R. Day Council Vice President Laura Mitchell
Councilwoman Terry E. Cohen (left 12:30 p.m.) Councilwoman Eugenie P. Shields (left 3:56 pm)
Councilman Timothy K. Spies

7
8 Public Officials Not Present
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10 Mayor James Ireton, Jr.
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12 In Attendance
13

14 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Assistant City
15 Administrator Terence Arrington, Internal Services Director Keith Cordrey, and interested
16 citizens and members of the press.

17
18 The City Council convened in a Budget Work Session at 9:58 a.m. in Conference Room 306 of
19 the Government Office Building.
20

21 **Salisbury Police Department**
22

23 Animal Control - Chief Barbara Duncan began the budget discussion of the three Police
24 Department segments with the Animal Control budget. With no change in personnel (two
25 officers are budgeted in the department, the total budget for Animal Control is \$214,756.
26

27 Police Communications – Chief Duncan advised Council that the total requested budget of
28 \$686,627 for Police Communications would need adjusting with revisions (to be explained).
29

30 Police Services – The Police Services total requested budget, including clerical, non-clerical,
31 civilian and sworn officers, is \$10,619,841. Chief Duncan stated that an additional reallocation
32 of (\$277,161) will include adding (4) communications supervisors in order to place additional
33 uniforms out onto the street.
34

35 Discussion points included:
36

- 37 • Condition of Police Department building and heating/air
- 38 • Space allowances for growth/document retention and destruction
- 39 • Diversity capabilities (for additional minority officers)
- 40 • Animal Control Officers' access to Humane Society
- 41 • Cultural differences/training
42

43 Council recessed at 11:07 a.m. and reconvened in the Budget Session at 11:20 a.m.

44

45 **Fire Department**

46

47 Council was joined by Chief Hoppes, Deputy Chief John Tull, and Assistant Chief Darrin Scott
48 to discuss the Fire Department's requested budget. Chief Hoppes reviewed the department's
49 goals.

50

51 Discussion points included:

52

- 53 • Turnout gear
- 54 • Volunteers (currently have 100 volunteers; 120 volunteers is ideal)
- 55 • Auxiliary
- 56 • Salisbury handles 65% of the entire County workload of Fire/EMS calls
- 57 • Room rental
- 58 • Need to consider billing Wicomico County for past services
- 59 • Fire Service Agreement (Ms. Cohen asked Mr. Stevenson for an update during the budget
60 proceedings)
- 61 • Timeline for Station 2 construction
- 62 • Fleet assessment results

63

64 Chief Hoppes discussed two supplemental budget requests that didn't fit into the budget guide
65 document but are extremely important to the organization:

66

- 67 • Creation of a fire prevention code enforcement division within the Fire Department to
68 enforce the City of Salisbury Fire Code. This has a revenue generating component, and
69 could bring in net annual revenues of \$149,056.
- 70 • SAFER Grant personnel retention and reapplying for the grant funds

71

72 After an hour lunch break, Council reconvened in the Budget Session at 1:30 p.m.

73

74 **Public Works Department**

75

76 Public Works Director Mike Moulds and Deputy Director Amanda Pollack joined Council to
77 discuss the requested budget. The divisions discussed included Traffic Branch, Resource
78 Management, Civil Engineering Branch, Street Branch, Street Lighting, Street Sweeping,
79 Sanitation, Recycling, Fleet Management, Carpenter, Salisbury Zoo, and Parks Branch.

80

81 Additional discussion topics included:

82

- 83 • Public education for Stormwater Utility and utilization of SU Students
- 84 • City-owned light poles (need to change to LED lights)
- 85 • Moving vehicles completely off streets during street sweeping
- 86 • Overhanging tree branches

- 87 • Increasing Zoo hours
- 88 • Tree trimming in the City Park
- 89 • Overgrowth in the Park, there is not a clear line of sight
- 90 • Inmate labor funding requested by Mayor Ireton
- 91 • Community Service labor and supervision challenges
- 92 • Recycling Advisory Committee

93

94 After a ten minute break, Council reconvened at 3:25 p.m.

95

96 **Poplar Hill Mansion**

97

98 Friends of Poplar Hill Mansion Chairperson Aleta Davis and Curator Sarah Meyers joined
99 Council at the table to discuss the Poplar Hill Mansion budget requests.

100

101 They discussed the HVAC system at the Mansion and the high cost of heating the building the
102 past winter, future events at the Mansion, oyster shells, PAC14 marketing, etc.

103

104 **Community Development**

105

106 Community Development Director Deborah Stam joined Council to discuss the requested budget
107 for Community Development. The significant change over last year was an additional \$660 to
108 cover the copier rental fee, which is now shared with Business Development on a 1/3 to 2/3 split.
109 The copier had been shared with the City Clerk's Office on a 50 – 50 split prior to the relocation
110 of Community Development.

111

112 The next budget session will be held on May 1, 2014 at 4:00 p.m. to discuss the following items:

113

- 114 • Water & Sewer Fund
- 115 • Water & Sewer Rates
- 116 • Marina Fund

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118 Council President Day adjourned the Budget Work Session at 4:10 p.m.

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122 _____
City Clerk

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126 _____
Council President

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1 **CITY OF SALISBURY, MARYLAND**

2
3 **SPECIAL MEETING**

MAY 1, 2014

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5 **PUBLIC OFFICIALS PRESENT**

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7 *Council President Jacob R. Day* *Councilwoman Terry E. Cohen*
8 *Councilman Timothy K. Spies*

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11 *Mayor James P. Ireton, Jr.*
12 *Council Vice President Laura Mitchell*
13 *Councilwoman Eugenie P. Shields*

14 **IN ATTENDANCE**

15
16 *City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, Internal*
17 *Services Director Keith Cordrey, City Attorney Mark Tilghman, interested citizens, and members*
18 *of the press*

19 *****

20 *The City Council convened in a Special Meeting in Council Chambers on May 1, 2014. Council*
21 *President Jacob R. Day called the meeting to order at 6:52 p.m.*

22
23 **MANUFACTURING EXEMPTION REQUEST – DELMAR BREWING COMPANY, LLC**

24
25 *Internal Services Director Keith Cordrey explained that manufacturing exemption requests are*
26 *typically placed on the Council’s Consent Agenda for approval, but the Special Meeting was*
27 *called because the company needed their business license processed in order to obtain their*
28 *alcohol license. The Internal Services – Finance Department could not sign off on their license*
29 *until the taxes were paid, and this was urgent because the company did not want a gap in their*
30 *licensing.*

31
32 *Mr. Cordrey recommended that Delmar Brewing Company, LLC be granted exemptions from*
33 *Personal Property Tax for their equipment purchased in 2012 and 2013. They are eligible for up*
34 *to (5) year’s exemption and will benefit from this exemption by a total savings of \$67,458 in*
35 *Personal Property Taxes. The exemptions will be applied to the City Property Tax years 2014-*
36 *2018.*

37
38 *Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous (3-0 vote) to grant the*
39 *manufacturing exemption requested by Delmar Brewing Company, LLC.*

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ADJOURNMENT

With no further discussion, Council President Day adjourned the Special Meeting at 6:55 p.m.

City Clerk

Council President

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 MAY 1, 2014
4

5 Public Officials Present
6

Council President Jacob R. Day Councilwoman Terry E. Cohen
Councilman Timothy K. Spies

7
8 Public Officials Not Present
9

10 Mayor James Ireton, Jr.
11 Council Vice President Laura Mitchell
12 Councilwoman Eugenie P. Shields
13

14 In Attendance
15

16 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director
17 Keith Cordrey, Public Works Director Mike Moulds, Public Works Deputy Director Amanda
18 Pollack, and interested citizens and members of the press.
19

20
21 The City Council convened in a Budget Work Session at 4:12 p.m. in Conference Room 306 of
22 the Government Office Building.
23

24 **Public Works – Water & Sewer Fund**
25

26 Public Works Director Mike Moulds and Deputy Director Amanda Pollack joined Council at the
27 table and reviewed the budget requests for following accounts: Water Engineering Branch,
28 Water Treatment Branch, Water & Sewer Branch, Water Administration, Sewer Engineering
29 Branch, Wastewater Treatment Branch, Water & Sewer Branch, Pretreatment, and Sewer
30 Administration.
31

32 Director of Internal Services Keith Cordrey reported that he planned to present the Water Service
33 - Billing and Sewer Service - Billing during the Internal Services Department budget
34 presentation.
35

36 **Revenues**

37 Mr. Cordrey presented the Revenues for the Water & Sewer Fund, reporting the majority of the
38 increase in revenue is attributable to the following:
39

- 40 • *Inspection Fees* - increased by \$30,000 (from \$5,000 to \$35,000 based on projections of
41 fees related to inspection of new construction)
- 42 • *Administrative Fees* – the \$40 late fee activity has increased
43

44 Mr. Cordrey reported the decreases in revenue are due to the following:

45

- 46 • *Urban Services* – the account where the revenues are recorded for the flat rate fees for
- 47 those outside the City had a decline of \$20,000
- 48 • *Water & Sewer Sales* – each had projections that resulted in reductions in the amounts
- 49 budgeted

50

51 All of the other line items stayed very close to the amounts reported in previous years.

52

53 **Debt Service**

54

55 Mr. Cordrey reported a decline of 19% in the City’s Debt Service for the Water Fund and a 3.1%

56 decline in the Debt Service for the Sewer Fund.

57

58 **Marina Fund**

59

60 Mr. Moulds reviewed the budget requests for the Marina Fund. Council discussion included:

61

- 62 • Promotions
- 63 • Sailing on the Wicomico River
- 64 • Working on a grant for kayaking and providing racks and services for kayaking
- 65 • Floating docks
- 66 • Seafood dinner at the Marina
- 67 • Beautification components including signage
- 68 • Live aboards (liability & pumping issues)
- 69 • paddleboats

70

71 The next budget session will be held on May 6, 2014 at 9:30 a.m. The following Community

72 Promotions budget requests are scheduled for discussion: Salisbury Wicomico Economic

73 Development (SWED), Friends of Popular Hill Mansion, Wicomico Creek Watchers, Salisbury

74 Neighborhood Housing Service (SNHS), Salisbury Wicomico Arts Council (SWAC) and Stop

75 the Violence.

76

77 With no further discussion, Council President Day adjourned the Budget Work Session at

78 6:50 p.m.

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82 _____
City Clerk

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86 _____
Council President

CITY OF SALISBURY
WORK SESSION
MAY 5, 2014

Public Officials Present

Council President Jacob R. Day
Councilwoman Eugenie P. Shields

Vice President Laura Mitchell
Councilman Timothy K. Spies

Public Officials Not Present

Mayor James Ireton, Jr.
Councilwoman Terry E. Cohen

In Attendance

City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, Jr., Assistant City Administrator Terence Arrington, Internal Services Director Keith Cordrey, Internal Services Assistant Director - Procurement Jennifer Miller Public Works Director Mike Moulds, Public Works Deputy Director Amanda Pollack, interested citizens, and members of the press.

On April 21, 2014 Salisbury City Council convened in a Work Session at 4:38 p.m. in Council Chambers, Room 301 of the Government Office Building.

Lease Contracts – changing requirement from 3 to 5 days in which Council’s approval is not required

Assistant City Administrator Terence Arrington presented the draft resolution to Council which would allow the Mayor to sign leases for up to five days without prior approval from the Council. Currently, the Mayor signs leases for City property use for the time period of up to three days.

Council reached unanimous consensus to advance the resolution to the May 27, 2014 Legislative Session.

Bioretention in Lot 12

Internal Services Assistant Director - Procurement Jennifer Miller joined Council at the table to discuss the bioretention project and explained that the wide aisle in Lot #12 will be narrowed and four parking spaces eliminated to the left to accommodate the project. An educational sign will be placed near the bioretention area to identify the native plants used in the project. The goal is to get the project out to bid by May 13th.

Council reached unanimous consensus to advance the resolution to the May 12, 2014 Legislative Session.

Bicycle Advisory Committee

Public Works Deputy Director Amanda Pollack and Matt Drew joined Council at the table to discuss the Bicycle Advisory Committee. The Traffic Advisory Committee tasked the City with creating the Bicycle Advisory Committee.

Council discussed the composition of the committee and decided that it shall be comprised of seven members who are citizens of the City of Salisbury.

Consensus reached unanimous consensus to advance the legislation to the May 27, 2014 Council Meeting.

Capital Improvement Plan (CIP)

The Council was asked previously to provide their questions on the CIP to Mr. Stevenson by today, and Mr. Stevenson has not yet received any questions. After discussion, Mr. Stevenson stated in the future he would address the CIP more judiciously based upon more of what the City can afford.

Council reached unanimous consensus to advance the CIP (Resolution No. 2397) to the May 12, 2014 Legislative Session. The resolution was tabled for further discussion at the April 28, 2014 Legislative Session.

Redistricting

Council discussed what would be required should they decide to change the election districts identified in the previously passed Charter Amendment of June, 2012. Since the courts have not been contacted yet for scheduling the court hearing, this would be the opportune time to re-address the previous Council's decision.

If new districts were laid out, it was determined that a new Metes & Bounds was not required, but the boundaries would have to be re-worked, according to Mr. Frank McKenzie from Planning & Zoning, and this would not be difficult to accomplish.

Council asked City Clerk Nichols to identify dates to choose from to schedule a Public Hearing on redistricting. Councilman Spies asked Mrs. Nichols to email the ACLU information received by Council over two years ago when redistricting was being discussed by the previous Council.

There being no further discussion, President Day adjourned the Work Session at 5:38 p.m.

City Clerk

Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
From: Tom Stevenson
Subject: Bicycle & Pedestrian Advisory Committee
Date: May 22, 2014

Attached, please find a resolution that will have the effect of creating a Bicycle and Pedestrian Advisory Committee.

32 6. Be a resource to and interact with the Salisbury-Wicomico Metropolitan
33 Planning Organization through regular, quarterly or semiannual, collaborative meetings
34 and also interact with the City Public Works Department, the City Police Department, the
35 City Planning Commission, the Wicomico County Public Works Department, and the
36 Maryland State Highway Administration in relation to specific projects and planning
37 activities related to cycling and walking in Salisbury.

38 **Membership.** The members of the Committee shall be no fewer than five (5) and no
39 more than seven (7) persons, the majority of whom shall be city residents at the time of
40 their appointment. All members shall be appointed by the Mayor and confirmed by the
41 Council to serve terms of three (3) years. Members shall be subject to removal by the
42 Mayor and Council.

43 **Holding Over and Reappointment.** Upon the expiration of their terms, members of the
44 Committee may be reappointed and shall continue to serve until they are reappointed and
45 confirmed or their replacements are appointed and confirmed.

46 **Leadership.** The Committee shall elect a Chairperson and a Vice-Chairperson annually,
47 and each shall serve at the pleasure of the Committee. If either position becomes vacant,
48 an election to fill the position shall be held at the Committee's next meeting, provided
49 that all Committee members have been informed of the vacancy at least one (1) week
50 before such meeting.

51 **Meetings.** The Committee shall meet monthly at times and places to be determined by
52 the Committee and shall hold additional meetings as it deems necessary to perform its
53 functions. The meetings of the Committee shall be open to the public and advertised in
54 accordance with the Maryland Open Meetings Act, as amended from time to time. The
55 Chairperson of the Committee shall preside over all meetings, and, in the absence of the
56 Chairperson, the Vice-Chairperson shall preside. When both the Chairperson and the
57 Vice-Chairperson are absent, the Secretary to the Committee shall preside.

58 **Quorum.** A majority of the current members of the Committee shall constitute a
59 quorum, and the Committee shall not act in the absence of a quorum; however, any
60 meeting of the Committee other than for the purpose of acting as the Committee (as
61 through the adoption of a formal recommendation) may proceed despite the absence of a
62 quorum.

63 **Staff Support.** The Director of Public Works or a Public Works staff member
64 designated by the Director shall serve as Secretary to the Committee and shall be
65 responsible for providing administrative support to the Committee, which shall include
66 ensuring that agendas for the Committee's meetings are distributed before the meetings
67 are held and that minutes of the Committee's meetings are kept. The Secretary shall not
68 be a voting member of the Committee, but the Secretary or another City employee

69 substituting for the Secretary shall attend the Committee's meetings. The Secretary shall
70 keep all of the Committee's records.

71 **Council Liaison.** The City Council may designate one of its members to be its liaison to
72 the Committee, and the City Council liaison shall be invited to attend all Committee
73 meetings and shall be entitled to address the Committee at each meeting.

74 **Recommendations.** The Committee shall make all of its recommendations in writing
75 and direct them to the Mayor and the City Council. The Committee shall not have the
76 authority to direct the City staff to take any action. In making recommendations, the
77 Committee should take into consideration the estimated or potential costs and benefits of
78 any recommended changes or policies.

79 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of
80 the City of Salisbury held on the _____ day of _____, 2014, and is to become effective
81 immediately upon adoption.

82 ATTEST:

83

84 _____
85 Kimberly R. Nichols, City Clerk

Jacob Day, City Council President

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88

89 Approved by me, this _____ day of _____, 2014.

90

91

92 _____
93 James Ireton, Jr., Mayor

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: M. Thomas Stevenson
From: Sherrell McBride SM
Subject: Board of Zoning Appeals
Date: May 14, 2014

Mayor Ireton would like to appointment the following person to the Board of Zoning Appeals:

<u>Name</u>	<u>Term Ending</u>
Jordan Gilmore	10/31/2017

Attached you will find information for Mr. Gilmore and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next City Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Ireton
Jack Lenox

Jordan A. Gilmore
212 W. Main St., Apt. 3
Salisbury, MD 21801
December 5, 2013

Office of the Mayor
City of Salisbury
125 N. Division St., Room 304
Salisbury, MD 21801

To Whom it May Concern:

I am writing to express my interest in a position on the Salisbury Board of Zoning Appeals, as advertised on November 21, 2013.

As someone who has lived and worked in Salisbury for the majority of my life, I feel both a sense of duty to serve my community and a sense of depth of understanding of the issues that face it.

I am familiar with the zoning codes of the City of Salisbury and Wicomico County, having assisted County Attorney Ed Baker with related issues during my time working at his firm, and having completed law school coursework in zoning law, land use, and coastal law.

I plan on making Salisbury my long-term home, and believe my experience and passion for serving the community would make me a good fit for this Board. Thank you for your consideration.

Sincerely,

Jordan A. Gilmore

JORDAN A. GILMORE

100 E. MAIN ST., SUITE 503, SALISBURY, MD 21801
E-MAIL: JORDAN@JGLAWOFFICE.COM
TELEPHONE: (443) 944-8230

EXPERIENCE

May 2010-present Law Office of Jordan A. Gilmore Salisbury, MD

Founder/Principal/Attorney

- Own and manage all aspects of solo general law practice
- Represent clients in a variety of matters including family law, personal bankruptcy, business formation, real estate matters, Social Security/disability, trusts, wills and estates, minor criminal matters, and administrative law
- Provide reduced-fee and pro bono legal services to clients through Maryland Volunteer Lawyers Service and Life Crisis Center

Jan. 2008-July 2009 Seidel, Baker & Tilghman, P.A. Salisbury, MD

Associate Attorney

- Represented clients in a variety of matters including family law, business formation, insurance defense, municipal law, Social Security/disability, and trusts, wills and estates.
- Assisted partners and senior associates with legal research, drafting memoranda and other filings, communication with clients, and attendance at hearings

EDUCATION

University of Baltimore School of Law, Baltimore, MD

J.D., May 2007

- Honors, activities and memberships: John J. Gibbons National Criminal Procedure Moot Court Competition, Phi Delta Phi International Honors Fraternity, American Bar Association-Student Division, Real Estate Law Association
- Course concentration in Real Estate Practice
- Admitted to practice in Maryland December 2007

University of Maryland, College Park, College Park, MD

B.A., Journalism, May 2003

- Honors, activities and memberships: Banneker-Key Scholar (highest honor awarded to incoming freshmen), Maryland Distinguished Scholar, Honors Citation, Gemstone Program Citation, "Best Thesis" award at Gemstone citation ceremony, managing editor of Diamondback student newspaper

ACTIVITIES AND MEMBERSHIPS

Executive Board member, Salisbury Area Chamber of Commerce Foundation; Secretary, Wicomico County Bar Association; Maryland State Bar Association; Salisbury Area Chamber of Commerce Young Professionals Group

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RESOLUTION NO. 2402

BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the following individual is appointed to the Board of Zoning Appeals for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Jordan Gilmore	10/31/2017

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of May 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of May 2014.

James Ireton, Jr.
MAYOR

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works 
Date: May 14, 2014
Re: Community Foundation of the Eastern Shore Endowment for Bandstand

The Community Foundation of the Eastern Shore administers a Salisbury Park Bandstand & Bridge Designated Endowment Fund. The Bandstand is in need of maintenance work. Public Works recently obtained Vendor quotes to perform maintenance on the Bandstand including replacing the fascia and fascia trim, installing remodeling drip edge, cleaning and caulking the roof, painting the roof and painting the ceiling, soffit, handrails and access door.

The scope of work has been reviewed and approved by the Maryland Historic Trust for compliance with the City Park Historic Easement. The work is classified as maintenance and therefore falls within the permitted activities of the Deed of Easement.

The work will be performed for a total price of \$4,800. The Bandstand Endowment Fund has \$33,163 of income available for grants, therefore there is adequate funding to complete this project.

Attached is a Resolution for consideration to accept the endowment from the Community Foundation of the Eastern Shore to perform maintenance work on the Bandstand.

Unless you or the Mayor has further questions, please forward a copy of this memo to the City Council.

1 RESOLUTION NO. 2403

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING AN
4 ENDOWMENT FUND GRANT FROM THE COMMUNITY FOUNDATION OF THE
5 EASTERN SHORE FOR THE SALISBURY PARK BANDSTAND.

6
7 WHEREAS, the City of Salisbury has the responsibility for maintenance of the
8 Bandstand in the City Park; and

9
10 WHEREAS, the Community Foundation of the Eastern Shore administers a
11 Salisbury Park Bandstand & Bridge Designated Endowment Fund; and

12
13 WHEREAS, the Salisbury Department of Public Works obtained Vendor quotes to
14 perform routine maintenance on the Bandstand; and

15
16 WHEREAS, the total cost of the maintenance work is \$4,800; and

17
18 WHEREAS, the Endowment Fund has adequate income available for grants to be
19 used for Bandstand maintenance.

20
21 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,
22 Maryland does hereby accept the endowment fund grant from the Community Foundation
23 of the Eastern Shore for the Salisbury Park Bandstand valued at \$4,800.

24
25 THIS RESOLUTION was introduced and duly passed at a meeting of the Council
26 of the City of Salisbury, Maryland held on _____, 2014 and is to become effective
27 immediately upon adoption.

28
29 ATTEST:

30
31
32 _____
33 Kimberly R. Nichols
34 CITY CLERK

35 _____
36 Jacob R. Day
37 PRESIDENT, City Council

38
39 APPROVED by me this _____ day of _____, 2014

40
41 _____
42 James Ireton, Jr.
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator 
Subject: Mayor's Authorization to approve lease agreements
Date: April 30, 2014

On July 28, 1997, City Council approved Resolution no. 573 authorizing the Mayor to approve the leasing of City property for periods up to three days in length. Each year the Chamber of Commerce signs a lease agreement with the Mayor to utilize municipal parking lots from April 26 through April 29 for the Salisbury Festival. Due to a request for an additional two days to cover the setup and removal of Festival equipment, Council approval was necessary to sign the lease agreement for the Festival this year.

City administration understands the approval of this annual short-term lease agreement can prove unnecessarily cumbersome. The attached resolution authorizes the Mayor to approve short term leases of City property up to five days in length. This adjustment will cover the Salisbury Festival sponsored by the Chamber of Commerce and any other short-term events in Salisbury.

Please let me know if you have any questions.

Attachment: Resolution No. 573

RESOLUTION NO. 573
As Amended on July 28, 1997

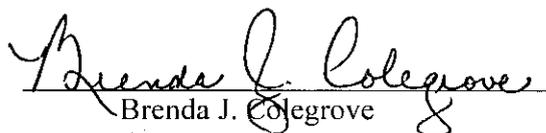
A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND
DELEGATING TO THE MAYOR AUTHORITY TO APPROVE LEASES OF CITY PROPERTY
FOR PERIODS OF UP TO THREE DAYS IN LENGTH

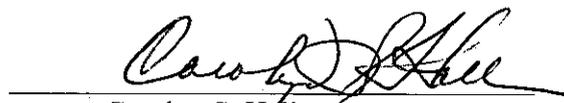
WHEREAS, the City's recent policy has been that the City Council approves all leases of
City property; and

WHEREAS, the City Council finds that this requirement can prove unnecessarily
cumbersome for short-term leases;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury,
Maryland that it delegates to the Mayor the authority to approve leases of City property for periods
of up to three days in length.

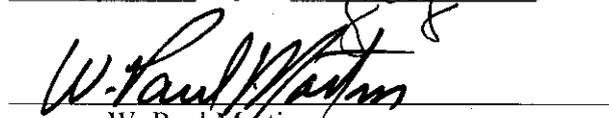
THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of
the City of Salisbury, Maryland held on July 28, 1997, and is to become effective immediately.


Brenda J. Colegrove
CITY CLERK


Carolyn S. Hall
PRESIDENT, City Council

APPROVED BY ME THIS

29th day of July, 1997


W. Paul Martin
MAYOR, City of Salisbury

1 RESOLUTION NO. 2404

2 A RESOLUTION OF THE CITY OF SALISBURY DELEGATING AUTHORITY TO THE
3 MAYOR TO APPROVE LEASES OF CITY PROPERTY FOR PERIODS OF UP TO FIVE
4 DAYS IN LENGTH

5
6 WHEREAS, the City’s recent policy has been that the Mayor has authority to approve all
7 leases of City property for up to three days in length; and

8
9 WHEREAS, the City Council finds that this requirement can prove unnecessarily
10 cumbersome for short-term leases of City property for annual events in Salisbury; and

11
12 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury,
13 Maryland that it delegates to the Mayor the authority to approve leases of City property for
14 periods up to five days in length.

15
16 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
17 Council of the City of Salisbury, Maryland held on May 27, 2014 and is to become effective
18 immediately upon adoption.

19
20 **ATTEST:**

21 _____
22 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

23
24 **APPROVED BY ME THIS:**

25
26
27 _____ Day of _____, 2014

28
29
30 _____
31 James Ireton Jr., Mayor
32

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda - Award of Bids

May 27, 2014

- | | |
|---|--------------|
| 1. Recommendation for Award of Bid, Contract 108-14
Riverwalk Repairs, Phase I | \$129,100.00 |
|---|--------------|

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

May 27, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 108-14 Riverwalk Repairs Phase 1

The City of Salisbury Internal Services Department, Procurement Division, received a recommendation for an Award of Bid for Contract 108-14 Riverwalk Repairs – Phase 1. These repairs will reduce the water behind the Riverwalk bulkhead, thereby preventing degradation of the bulkhead and thus the foundation for the Riverwalk.

The City of Salisbury received three (3) bid proposals by the due date and time of Friday, May 2, 2014 at 2:30 p.m., and the bid responses are summarized as such:

Murtech, Inc.	\$129,100.00
Chesapeake Turf, LLC	\$162,851.00
Somerset Paving & Marine, Inc	\$210,600.00

Murtech, Inc. was the lowest responsive and responsible bidder. After receiving favorable reference checks on Murtech, Inc., the Salisbury Public Works Department forwarded a request to award the contract to Murtech, Inc., in the amount of \$129,100.00. Funding is available in account 30100-513026-48015 for the Riverwalk Repairs Phase 1 project. As such, the Procurement Division request Council's approval to award the contract for Riverwalk Repairs Phase 1, Contract 108-14, to Murtech, Inc., in the amount of \$129,100.00

Sincerely,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Jennifer Miller, Asst. Director of Internal Services – Procurement
CC: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works
Date: May 5, 2014
Re: Contract 108-14 Riverwalk Repairs Phase 1

Salisbury Public Works recently advertised a bid for the Riverwalk Repairs – Phase 1. The Phase 1 repairs include installing 290 steel weep filters through the steel sheeting and replacing 16 outfall pipes with reinforced concrete pipe. The steel weep filters will relieve the water pressure that builds up behind the Riverwalk bulkhead sheeting. The weeps are placed at mean high water. The outfall pipe are being replaced to repair a problem with existing outfall pipes settling and allowing Stormwater to discharge behind the bulkhead. Both of the repairs will reduce the water that is behind the Riverwalk bulkhead. These repairs will be completed before the Phase 2 improvements will begin. The Riverwalk surface that is disturbed with the outfall repairs will temporarily replaced with stone. The entire surface will be removed and replaced as part of the Phase 2 repairs.

Bids were opened on Friday, May 2, 2014 at 2:30 p.m. for Contract 108-14, Riverwalk Repairs Phase 1. Three (3) responses to this contract were received, as summarized below:

Company	Total Bid
Murtech, Inc.	\$ 129,100.00
Chesapeake Turf, LLC	\$ 162,851.00
Somerset Paving & Marine, Inc.	\$ 210,600.00

SPW reviewed the bids in accordance with the contract documents and called references of the apparent low bidder. Murtech, Inc. is the lowest responsive and responsible bidder, therefore SPW recommends awarding the contract to Murtech, Inc. in the amount of \$129,100.00. There is funding available from the FY12 bond issue for the Riverwalk project. Funds in the amount of \$129,100.00 are available in account number 30100-513026-48015.

Please issue a Purchase Order to Murtech, Inc. in the amount of \$129,100.00 for the scope of work specified in Contract 108-14.

Amanda H. Pollack, P.E.
Deputy Director

Michael S. Moulds, P.E.
Director of Public Works

ORDINANCE NO. 2287

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4
5 AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE
6 OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF
7 SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015,
8 ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL
9 PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND
10 SEWER, PARKING AUTHORITY AND CITY MARINA FUNDS.

11
12 BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in
13 Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal
14 Year beginning July 1, 2014 and ending June 30, 2015 to fund operations of the City of
15 Salisbury, Maryland.

16
17 BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that that the amounts
18 listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital
19 Projects.

20
21 BE IT FURTHER ORDAINED that:

- 22
23 1) The tax levy be, and the same be hereby set, at \$ 0.897 per \$100 of assessed
24 valuation of all real property, and at \$2.21 per \$100 of assessed valuation for all
25 personal property, subject to taxation by the City of Salisbury for General Fund
26 purposes, including debt service purposes (exclusive of revenues derived from the
27 Water and Sewer Fund for debt service purposes attributed to water and sewer
28 activities); and
29 2) All taxes levied by this ordinance shall be liens from and after July 1, 2014 and
30 shall be due and payable as specified in Title 14 of the Tax Property article of the
31 Annotated Code of Maryland, as amended; and
32 3) That all fees adopted by this ordinance and all other fees currently in effect shall
33 remain so unless changed at a future date by the Salisbury City Council.

34
35 AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing
36 on the proposed budget ordinance will be held at 6:00 PM on May 12, 2014 in Room 301
37 of the City/County Government Office Building, 125 N. Division Street, Salisbury,
38 Maryland.

39
40 AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance
41 shall take effect upon final passage.
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THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 28th day of April, 2014, and having been published as required by law, in the meantime, was finally passed by the Council on the ____ day of _____, 2014.

ATTEST:

Kimberly R. Nichols
City Clerk

Jacob R. Day
President, City Council

Approved by me, this _____
day of _____, 2014

James Ireton, Jr.
Mayor, City of Salisbury

69 **Schedule A - Operating Budget Appropriations**

70

71

1)	General Fund – for the general municipal purposes of the City of Salisbury:	
	City Council / City Clerk	213,398
	Development Services	81,762
	Mayor's Office/Community Promotions	998,309
	Internal Services	720,998
	City Attorney	235,000
	Information Technology	259,218
	Planning & Zoning	161,532
	Municipal Buildings	183,000
	Police	11,521,224
	Fire	7,320,974
	Building Permits	374,429
	Neighborhood Services	680,915
	Public Works	
	Resource Management	369,163
	Engineering	1,372,147
	Traffic Control	443,844
	Streets and Lighting	1,595,909
	Sanitation	1,723,370
	Fleet Management	519,101
	Carpenter Shop	139,025
	Recreation and Culture	1,563,571
	Debt Service & Other Uses	2,977,313
	Total	33,454,202

72

2)	Parking Authority Fund – for the special assessment district known as the Parking Authority	
	Total	727,664

73

74

3)	Water Fund - for operations of the water department (including \$ 404,503 for redemption of bonds and payment of interest)	
	Total	7,425,081

75

76

4)	Sewer Fund - for the operations of the sewer department (including \$ 3,964,633 for redemption of bonds and payment of interest)	
	Total	8,390,900

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78

5)	Marina Fund – for the operations of the enterprise known as the City Marina	
	Total	84,114

79

	Grand Total	\$50,081,961
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Schedule B – Capital Project Appropriations

Project Description	Project Amount	Funding Source					
		Bond Issuance	Existing Bonds	Grants	Donations	Transfer / Pay Go	Funds On Hand
General Capital Projects Fund							
Facility Renovation - Fire Station #2	4,109,048	4,009,048			100,000		
Skate Park	495,000			495,000			
New Australian Wildlife Exhibit	360,000				360,000		
Visitor Center/Educational Building	80,000				80,000		
Water Sewer Capital Projects							
Parkside Lift Station	1,360,000						1,360,000
Fitzwater Street Lift	2,810,000						2,810,000
Paleo Well #3	2,850,000		1,950,000				900,000
Hampshire Rd Lift Station	1,585,000						1,585,000
Park Aeration Unit Replacement	304,500					27,766	276,734
24" W in Gordy Rd	280,000					280,000	
Waste Water Treatment Plant	58,586,200	33,980,000		24,606,200			

Notes:

1. The grant/loan breakdown for the WWTP is based on our best available information right now, but could change once the final BNR/ENR eligibility is made.

1 AS AMENDED ON MAY 12, 2014

2
3 ORDINANCE NO. 2290

4
5 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO AMEND
6 ~~WATER AND~~ WATER AND SEWER RATES TO DECREASE WATER AND SEWER
7 RATES BY 2.5%, MAKING SAID CHANGES EFFECTIVE FOR ALL BILLS DATED
8 OCTOBER 1, 2014 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY
9 REVISED OR CHANGED.

10
11 WHEREAS, the water and sewer rates must be revised in accordance with the proposed
12 Fiscal Year 2015 Budget of the City of Salisbury and the appropriations thereby made and
13 established for purposes of the Water and Sewer Departments.

14
15 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF
16 THE CITY OF SALISBURY THAT the following water and sewer rate schedule shall be
17 adopted by the City of Salisbury:

18
19 A. Water and Sewer Rate Schedules:

20 Schedule I Metered Water Charges – In City Rates

21
22 Residential and Small Commercial

23 Minimum Charge \$19.50 / quarter
24 Commodity Charge \$2.91 / thousand gallons

25
26 Commercial

27 Customer Charge \$364.87 / quarter
28 Commodity Charge \$1.69 / thousand gallons

29
30 Large Commercial/Industrial

31 Customer Charge \$563.89 / quarter
32 Commodity Charge \$1.35 / thousand gallons

33
34 Schedule II Metered Water Charges – Outside City Rates

35
36 Residential and Small Commercial

37 Minimum Charge \$39.00 / quarter
38 Commodity Charge \$5.82 / thousand gallons

39
40
41 Commercial

42 Customer Charge \$729.74 / quarter
43 Commodity Charge \$3.39 / thousand gallons

44
45 Large Commercial/Industrial

46 Customer Charge \$1,127.79 / quarter
47 Commodity Charge \$2.73 / thousand gallons

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Schedule III	Metered Water Charges – Wor-Wic Community College and Urban Service District Rates	
	Residential and Small Commercial	
	Minimum Charge	\$29.24 / quarter
	Commodity Charge	\$4.37 / thousand gallons
	Commercial	
	Customer Charge	\$547.31 / quarter
	Commodity Charge	\$2.54 / thousand gallons
	Large Commercial/Industrial	
	Customer Charge	\$845.84 / quarter
	Commodity Charge	\$2.04 / thousand gallons
Schedule IV	Sewer Charges – In City Rates	
	Residential and Small Commercial	
	Minimum Charge	\$48.16 / quarter
	Commodity Charge	\$7.22 / thousand gallons
	Commercial	
	Customer Charge	\$909.75 / quarter
	Commodity Charge	\$4.20 / thousand gallons
	Large Commercial/Industrial	
	Customer Charge	\$1,403.33 / quarter
	Commodity Charge	\$3.36 / thousand gallons
Schedule V	Sewer Charges – Outside City Rates	
	Residential and Small Commercial	
	Minimum Charge	\$96.33 / quarter
	Commodity Charge	\$14.45 / thousand gallons
	Commercial	
	Customer Charge	\$1,819.49 / quarter
	Commodity Charge	\$8.38 / thousand gallons
	Large Commercial/Industrial	
	Customer Charge	\$2,806.67 / quarter
	Commodity Charge	\$6.74 / thousand gallons
Schedule VI	Sewer Charges – Wor-Wic Community College and Urban Service District Rates	

96			
97		Residential and Small Commercial	
98		Minimum Charge	\$72.25 / quarter
99		Commodity Charge	\$10.84 / thousand gallons
100			
101		Commercial	
102		Customer Charge	\$1,364.62 / quarter
103		Commodity Charge	\$6.28 / thousand gallons
104			
105		Large Commercial/Industrial	
106		Customer Charge	\$2,104.99 / quarter
107		Commodity Charge	\$5.06 / thousand gallons
108			

109 Schedule VII Sewer Charges – Sewer Only Customers

110			Quarterly	Quarterly	Quarterly
111			In	Outside	Urban
112			City	City	Service
113			Rate	Rate	District Rate
114	Rate	Number of fixtures			
115		1 One to two fixtures	\$ 62.67	\$125.33	\$ 94.02
116		2 Three to five fixtures	\$110.08	\$220.17	\$165.14
117		3 Six to ten fixtures	\$164.85	\$329.69	\$247.28
118		4 Eleven to fifteen fixtures	\$219.61	\$439.22	\$329.43
119		5 Sixteen to twenty fixtures	\$274.37	\$548.75	\$411.56
120					
121		For every five fixtures over twenty	\$ 54.76	\$199.52	\$ 82.14
122					

123 Schedule VIII Commercial and Industrial Activities

124			Annual	Annual
125			In City	Outside
126			Rate	City Rate
127				
128		1) For each fire service	\$373	\$746
129				
130		2) For each standby operational service	\$373	\$746
131				

132 B. Definitions:

133 Residential and Small Commercial Customers – These customers have average water utilization
 134 of less than 300,000 gallons in a quarter.

135
 136 Commercial Customers – These customers have average water utilization of 300,000 gallons to
 137 600,000 gallons per quarter.

138
 139 Large Commercial/Industrial – These customers have average water utilization over 600,000
 140 gallons per quarter.

141
 142 Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4
 143 to get average quarterly water utilization.

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C. Calculation of Bills:

For Residential and Small Commercial Customers – The minimum charge for both water and sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the commodity charge will be applied for each 1,000 gallons used and the minimum charge will not be applied.

For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive a customer charge for both water and sewer. Then for each thousand gallons used the appropriate commodity charge will be applied.

AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was introduced at a meeting of the City Council held on _____ the ____ day of _____, 2014 and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the ____ day of _____, 2014 and is to become effective with bills dated October 1, 2014 and after.

ATTEST:

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
PRESIDENT, City Council

APPROVED BY ME THIS
____ day of _____, 2014

James Ireton, Jr.
MAYOR, City of Salisbury

1 **ORDINANCE NO. 2289**

2
3 AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
4 AMENDMENT OF THE FY14 GENERAL FUND BUDGET TO MAKE CHANGES TO
5 APPROVED POSITIONS IN THE ENGINEERING DIVISION OF THE DEPARTMENT OF
6 PUBLIC WORKS AS PART OF A REORGANIZATION PLAN.
7

8 WHEREAS, the Department of Public Works has experienced difficulty in hiring and
9 retaining employees for two Project Engineer positions over the last year; and
10

11 WHEREAS, part of the proposed Engineering Division reorganization is to reclassify one
12 existing Grade 11 Project Engineer position to create a Grade 12 Senior Project Engineer
13 position and improve mentoring and career ladder opportunity for existing staff as well as attract
14 applicants for this position; and
15

16 WHEREAS, part of the proposed reorganization is to reclassify a second existing Grade
17 11 Project Engineer position to create a Grade 8 Construction Inspector position and expand the
18 inspection staff as needed to meet required stormwater management facility inspection
19 responsibilities; and
20

21 WHEREAS, there are sufficient funds in the current FY14 budget for these changes.
22

23 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
24 OF SALISBURY, MARYLAND that the City’s Fiscal FY14 budget is hereby amended as
25 follows:
26

27 1) Reclassify one Grade 11 Project Engineer with a salary funded under (31000-
28 501002, 81080-501002, 84080-501002) to a Grade 8 Construction Inspector.
29

30 2) Reclassify one Grade 11 Project Engineer with a salary funded under (84080-
31 501002) to a Grade 12 Senior Project Engineer.
32

33 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the
34 date of its final passage.
35

36 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
37 Salisbury held on this _____ day of _____, 2014, and thereafter, a statement of the
38 substance of the Ordinance having been published as required by law, was finally passed by the
39 Council on the _____ day of _____, 2014.
40

41 ATTEST:

42

43

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45 _____

46 Kimberly R. Nichols, City Clerk

47

48

49

50 Approved by me this _____ day of _____, 2014

51

52

53 _____

54 James Ireton, Jr. Mayor

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58

Jacob R. Day, President
Salisbury City Council

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR



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



BARBARA DUNCAN
CHIEF OF POLICE

May 2, 2014

TO: Tom Stevenson
City Administrator

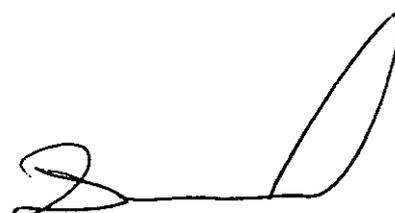
FROM: Major David Meienschein

SUBJECT: Ordinance – Budget Amendment

The members of the Salisbury Police Department are required to complete firearms training and officer recertification yearly. The ammunition utilized during the training has brass casings which are collected and stored. When the storage bins are full the officers transport the brass casings to Delmarva Recycling Inc., and they pay us the fair market value for the brass.

The monies collected for the brass casings are forwarded to the City and deposited in the General Fund. I am requesting a Budget Amendment to recognize that this revenue has been received by the City and to increase the Police Department budget (Small tools Acct: 21021-546009) in the same amount to purchase service weapons for new officers.

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



David Meienschein
Administrative Commander

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR



Maryland

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

May 6, 2014



BARBARA DUNCAN
CHIEF OF POLICE

TO: Tom Stevenson
City Administrator

FROM: Major David Meienschein

SUBJECT: Ordinance – Speed Measuring Devices

The Salisbury Police Department requests the purchase of two Speed Measuring Devices. The purpose of the devices will be to assist city departments with events such as Salisbury Festival, road work and construction, and traffic studies including unmanned speed measurement and traffic management. These devices will also help improve public safety by providing information on road conditions, road closures, detours and weather conditions. The acquisition of these devices will greatly improve public safety and perform duties that otherwise would need to be performed by city employees. The goal is to free up city employees to perform other duties. The cost for both devices including freight is \$30,108.00. SPD requests the funds for this project be taken from current year surplus.

A handwritten signature in black ink, appearing to read "David Meienschein". The signature is stylized with a large loop at the end.

David Meienschein
Administrative Commander

ORDINANCE No. 2292

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY14 GENERAL FUND TO APPROPRIATE FUNDS RECEIVED FROM THE SPEED CAMERA PROGRAM FOR THE PURCHASE OF TWO SPEED MEASURING DEVICES.

WHEREAS, the acquisition of two (2) Speed Measuring Devices to be deployed during city events and other uses such as the Salisbury Festival, road work and construction, traffic studies including unmanned speed measurement and traffic management, and to improve public safety by providing information on road conditions, road closures, detours and weather conditions; and

WHEREAS, these devices will greatly improve public safety and fulfill duties that otherwise would need to be performed by city employees manually; and

WHEREAS, the proposed acquisition will permit city employees to perform other duties that might otherwise be delayed; and

WHEREAS, the Police Department has insufficient funds in the Police Services Equipment Account, 21021-534302, to pay the vendor, the Work Area Protection Corporation, in the amount of \$30,108.00.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT THE City's Fiscal Year 2014 General Fund Budget be amended as follows:

- 1) Increase Current Year Surplus (01000-469810) by \$30,108.00
2) Increase the Police Department budget by \$30,108.00

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____, 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2014.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, City Council President

APPROVED BY ME THIS: ____ day of _____, 2014

James Ireton Jr., Mayor

INTER

OFFICE

MEMO

Office of the Mayor

To: City Council
From: Mayor Ireton
Subject: Budget Amendment
Date: May 22, 2014

Attached are two budget amendments needed for city legal services through the end of FY 2014. As you will see, the FY 2014 budget that was approved for City Attorney/Sewer was \$51,345.03. Of that amount, \$46,088.29 remains. The attached amendments are to accomplish the following: First, bring city Attorney/Sewer to \$0 and return this money into Surplus. Second, bring forward from Surplus \$46,000 and place it into Other Attorney/General Fund. These two actions will fund the legal department for the remainder of FY 2014. It is my belief that the city adequately funded the legal department. Due to general accounting standards, that do not allow for a transfer from a utility to general fund, it was necessary to produce two amendments. Again, the legal department was adequately funded; it took these amendments to put the money that allocated in the appropriate line.

