



City of Salisbury

CITY COUNCIL AGENDA



July 28, 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 Robert C. Reinert, Faith Baptist Church
- 6:06 p.m. PLEDGE OF ALLEGIANCE
- 6:08 p.m. COMMUNITY ORGANIZATION PRESENTATION - Wicomico Farm & Home Show-
presented by President Bob Driscoll, Vice President Susan Arnold, and MidAtlantic
Farm Credit Loan Officer Zachary Evans
- 6:20 p.m. CERTIFICATE OF APPRECIATION – presented by Mayor James Ireton, Jr.
- 6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:28 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- July 7, 2014 work session minutes
 - July 14, 2014 regular meeting minutes
 - Resolution No. 2419 - authorizing the Chief of Police to enter into a memorandum of understanding (MOU) with the Defense Reutilization Marketing Office (DRMO) and authorizing the Mayor to direct the Chief to accept property from DRMO on behalf of the City until such time as it can be approved and recognized as an official City asset by City Council
 - Resolution No. 2420 - accepting funds from the Wicomico County Narcotics Task Force to purchase equipment and/or fund training for officers and the training and purchase of a new Salisbury Police K-9 thereby enhancing law enforcement efforts to provide a safer environment for the citizens of Salisbury and Wicomico County
 - Resolution No. 2421 - approving the appointment of Matt Drew to the Bicycle-Pedestrian Advisory Committee for term ending 7/31/2017
 - Resolution No. 2422 - approving the appointment of John A. Foley, III to the Bicycle-Pedestrian Advisory Committee for term ending 7/31/2017
 - Resolution No. 2423 - approving the appointment of Rose Roma MacGregor to the Bicycle-Pedestrian Advisory Committee for term ending 7/31/2017
 - Resolution No. 2424 - approving the appointment of David Herrick to the City Park Committee for term ending 6/30/2017
 - Resolution No. 2425 - approving the appointment of Delores Neal to the Friends of Poplar Hill Mansion Board of Directors for term ending 7/31/2017

- Resolution No. 2426 - approving the appointment of Julia Glantz to the Historic District Commission for term ending 8/31/2017
- Resolution No. 2427 - to support project financing to be provided either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through the Department's Community Development Administration (the "Administration") for the Lodges at Naylor Mill Senior Apartments (the "Project")

6:35 p.m. RESOLUTIONS – City Administrator Tom Stevenson

- Resolution No. 2428 – authorizing the Mayor to sign the grant agreement and accept a grant of \$32,440.00 from Maryland Department of Transportation Maryland Bikeways Program for the provision of 1.18 miles of pavement marking and signage on Riverside Drive and 0.37 miles of pavement marking and signage on South Boulevard necessary to create a bike route from Downtown Salisbury to Salisbury University

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

- Ordinance No. 2298 - 1st reading – creating bike route which will run along Riverside Drive from the intersection of Riverside Drive and West College Avenue to the intersection of Riverside Drive and Mill Street, as well as along South Boulevard from the intersection of South Boulevard and Camden Avenue to the intersection of Riverside Drive and South Boulevard; providing dedicated bicycle-only lanes and shared bicycle and motorized vehicle lanes as directed by MDMUTCD Chapter 9, Traffic Control for Bicycle Facilities (MDMUTCD); installing appropriate pavement markings in the form of lane striping for dedicated lanes; installing shared lane markings for shared lanes; installing bicycle markings on-pavement; and installing bike route signage along the route per the MDMUTCD

6:55 p.m. PUBLIC COMMENTS

7:00 p.m. ADJOURNMENT

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

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

Proposed agenda items for August 11, 2014 (subject to change)

- Resolution No. ____ - Support for the Community Park & Playground (CP&P) funding application for Phase 2 of the Skate Park
- Resolution No. ____ - providing for a Complete Streets policy to increase the usability of streets for all modes of travel for citizens of all ages and abilities in the City of Salisbury
- Ordinance No. ____ - 1st reading - False Alarm Ordinance/Enhanced Call Verification

45 distribute 100 commemorative coins as a tribute to the semi-centennial anniversary (50th year
46 in existence) of the club.

47
48 Council reached unanimous consensus to permit Salisbury Coin Club to use the City seal on
49 their commemorative coin.

50

51 **Expansion of Henry S. Parker Sports Complex**

52

53 Council was joined at the table by Wicomico County Recreation, Parks & Tourism Director
54 Gary Mackes and Wicomico County Director of Administration Wayne Strausburg to discuss
55 the County's request for the donation of 34.94 acres from the City to expand the Henry S.

56 Parker Athletic Complex.

57

58 Points of discussion included the following:

59

- 60 • Facility is needed for additional soccer, lacrosse, and softball fields all situated at one
61 location
- 62 • Wicomico County has secured \$1 million from the State and will match the funds
- 63 • Wicomico County expects \$10 million in economic activity over the next four years
64 after the facility is built
- 65 • Traffic challenges during tournaments and how they would be dealt with (traffic will
66 perhaps increase by 25% to 30%)
- 67 • Required easements that would need to be executed
- 68 • Funds are included in the grant for infrastructure for restrooms and snack stands
- 69 • Possibly leasing rather than donating the land to the County
- 70 • The next steps in the process would be for the County's law office to meet with Mr.
71 Tilghman to discuss the details
- 72 • Scenic Drive would not be altered
- 73 • There's little residential in the immediate area
- 74 • Wicomico County will have a traffic study done
- 75 • What is the actual value of the land?
- 76 • Concerns about traffic since senior housing is nearby
- 77 • How many hotels are booked in the City during tournaments?
- 78 • What will happen to the bike trails?
- 79 • Liability and maintenance will be handled by Wicomico County
- 80 • To replicate the park as it exists now would cost approximately \$5 million, and hopes
81 are to keep as many trees in the new section as possible

82

83 Council unanimously agreed for the Legal Department, Public Works and City Administration
84 to work with the County to develop the agreement and perform the traffic study and analysis.

85

86 **Approving Revolving Loan Applicant – Echelon Restaurant**

87

88 Council President Day invited Dr. Chauwan Matthews to the table to discuss the loan for his
89 restaurant, Echelon Southern Bistro and Lounge. City Administrator Tom Stevenson presented

90 the drafted resolution, explained the documents in the packet, and requested Council's approval
91 to provide the loan from the City's Revolving Loan Fund in the amount of \$24,000.00. (This
92 amount was changed on July 14, 2014 to \$24,560 to include the Attorney's processing fees)
93

94 After discussion, Council reached unanimous consensus to advance the resolution to the July 14,
95 2014 Legislative Session.
96

97 **Ben's Red Swings Enhancement Project**

98
99 Public Works Director Mike Moulds and Matt Drew joined Council to discuss the restroom
100 project and the placement of a resilient surface under the swings and slides for the Ben's Red
101 Swings Playground.
102

103 The proposed restroom location was identified on the site plan Mr. Moulds distributed to Council
104 prior to the meeting (attached and made part of these minutes) and will be placed visually near
105 the playground as a safety feature. It will house separate boys and girls restrooms and have a rear
106 storage closet. Currently, the City provides portable bathrooms for the playground.
107

108 Mr. Drew explained that private donations would pay for the projects through the Zoo
109 Commission the same way the playground was built. The design development would be done
110 once all the funds are received (approximately \$50,000.00 needed) for the building. The building
111 will be donated to the City upon completion.
112

113 Council discussion included: providing adequate exterior lighting on the building, locking the
114 bathroom facilities in the evening, Zoo Commission approval of the project, targeted deadline for
115 receiving funds, watershed from the roof of the building, and the establishment of a Community
116 Foundation Endowment Fund for the Ben's Red Swings Playground.
117

118 Council reached unanimous consensus to approve moving forward with the bathroom project.
119

120 **Riverside Drive & South Boulevard Bike Lanes**

121
122 Amanda Pollack and City of Salisbury Project Engineer Paul Mauser joined Council to discuss
123 the Riverside Drive and South Boulevard Bike Lanes project.
124

125 The ordinance will create the dedicated bike route running along Riverside Drive from West
126 College Avenue to Mill Street and shared bike lanes on South Boulevard from Camden Avenue
127 to Riverside Drive.
128

129 The resolution will accept \$32,440.00 from Maryland Department of Transportation Maryland
130 Bikeways Program to create bike routes along Riverside Drive from the intersection of Riverside
131 Drive and West College Avenue to the intersection of Riverside Drive and Mill Street, and along
132 South Boulevard from the intersection of South Boulevard and Camden Avenue to the
133 intersection of Riverside Drive and South Boulevard. The bike lanes will be re-stripped and
134 widened (in areas), new signage will be installed, and symbols and markings will be placed
135 along the pavement as needed and per the standards.

136
137 After discussion, Council reached unanimous consensus to advance the resolution and ordinance
138 to the July 28, 2014 Legislative Session.

139
140 **MOU for acquisition of surplus federal property**

141
142 Police Chief Barbara Duncan joined Council to discuss the draft resolution which would
143 authorize her (Chief Duncan) to enter into an MOU with Defense Reutilization Marketing Office
144 (DRMO) and authorizes Mayor Ireton to direct Chief Duncan to accept property from DRMO on
145 behalf of the City of Salisbury until such time that it can be approved and recognized as an
146 official City asset by City Council.

147
148 Council Vice President Mitchell suggested the resolution be amended to include the Mayor or his
149 designee would be able to authorize Chief Duncan to accept property so that action can be taken
150 quickly in order to get equipment when its available.

151
152 Council reached unanimous consensus to advance the resolution to legislative session.

153
154 **Accepting WINTF Funds**

155
156 Chief Duncan explained the resolution was to accept \$15,000.00 from the Wicomico County
157 Narcotics Task Force (WINTF) to be used for the purchase of new equipment, and new Salisbury
158 Police K-9 and to cover the cost for officer training.

159
160 Council reached unanimous consensus to advance the resolution to legislative session.

161
162 **False Alarm Ordinance/Enhanced Call Verification**

163
164 Mr. Stevenson re-capped Council's prior discussions about Enhanced Call Verification (ECV)
165 because it was some time ago since they last discussed the drafted ordinance. He explained the
166 proposed legislation does not apply to Fire, EMS, or intruder dispatch.

167
168 Mr. Stevenson discussed the following items with Council:

- 169
- 170 • Line 25 – the opportunity for appeal was added to the legislation.
 - 171 • Line 28 and Lines 269 to 271 – Panic alarms prohibited was stricken (to permit panic
 - 172 alarms)
 - 173 • Line 32 – strike “unnecessary”
 - 174 • Line 35 – added Section 150 which is specific to ECV
 - 175 • Line 89 – “Central Monitoring Station” concerns about obligation to have monitoring
 - 176 system
 - 177 • Pages 2 to 4 – improvements made to “Definitions” beginning on page 2
 - 178 • Line 100 – should include “internet” because it doesn't matter how they are connected
 - 179 • Should Comcast's home monitoring systems be included
 - 180 • Line 141 – Decided to go to calendar year, not just “12 consecutive months”

- 181 • Lines 162 to 164 – If a fine is issued, the appeal is the opportunity to request the case go
182 before District Court
- 183 • Line 163 – strike “A procedure for appealing the denial of a license shall be established
184 by the Police Department” and insert “In the case of a denial, the Police Department
185 shall notify the applicant they can appeal according to a procedure established by the
186 Police Department”
- 187 • Line 172 – Chief Duncan will research the list of users and report back to Council why
188 the list is necessary
- 189 • Lines 230 to 237 – If a fee is issued by the City, that appeal can be appealed to the City
190 Administration
- 191 • Lines 245 to 246 – strike “have someone check the building or to”
- 192 • Lines 247 to 248 – strike “Once this notification is made, the Police Department is
193 relieved of any responsibility to respond to that alarm.”
- 194 • Line 244 – insert “within a reasonable amount of time,” after “location”
- 195 • Line 249 to 261 – “Fire Department Actions” improvements are to be made similar to
196 Line 240 – “Police Department Actions”
- 197 • Mr. Stevenson will contact Mr. Boltz about opting out of the ECV
198

199 Council reached unanimous consensus to discuss the changes incorporated in the ECV at an
200 upcoming Work Session.

201 Council Discussion

202
203
204 Councilwoman Cohen commented on the following:

- 205
- 206 • The Traffic and Safety Commission’s recommendation that no parking signs be erected
207 on a portion of Pinehurst Avenue
- 208 • Why were recent Community Legacy press releases sent on Mayor Ireton’s political
209 letterhead?
- 210 • Asked Mr. Stevenson to check with Mayor Ireton to see what his intentions were in
211 reference to Election Redistricting
212

213 Election Redistricting

214 City Attorney Tilghman stated that he called the ACLU to discuss coordination of the
215 process, which led to a conversation whereby he ultimately has called the Justice
216 Department six or seven times, spoken with several assistants, and can’t get anybody there to
217 assist him. He is told who should help him, but that person does not return his calls.
218

219 Mr. Tilghman indicated the City has more than met the requirements of the law because the
220 minority representation has increased with the proposed redistricting plan. He called the
221 Justice Department to ask if anything else had to be done, but can’t get anyone to return his
222 calls.
223

224 Fire Agreement

225 Ms. Cohen stated she requested a draft of the Fire Service Agreement some time ago, and
226 understands that it is an executive matter, but is concerned that a candidate for County

227 Council (Mrs. Mitchell) is also representing the City in this mediation because it seems
228 awkward for someone who has a vested interest in the County business also be representing
229 the City's interest on a mediation team.
230

231 Mr. Day did not think the mediation team would meet until after the election. Ms. Cohen
232 indicated that since one member of the Council now is privy to the drafted Fire Service
233 Agreement that all of City Council should be able to review it, and it would be beneficial to
234 discuss and agree upon points before the parties go into the mediation.
235

236 Burglaries and Trespassing

237 Councilman Spies indicated state law calls for posting areas with "Keep Out" or "No
238 Trespassing" signs but asked if the City could consider codifying something to address
239 situations where if someone is in a yard and does not belong there, they are trespassing
240 without having to have a sign posted. It seems disturbing for front porches to have these
241 signs posted in order to keep trespassers off.
242

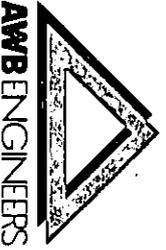
243 According to Mr. Tilghman, state law protects the property owner and the person who might
244 unknowingly wander onto your property, and the City can't contradict state law. Clearly, if
245 someone crosses over a yard, the law wants to protect the person from their own ignorance
246 that they may be trespassing, but Mr. Tilghman would look into the matter and report back.
247

248 Adjournment

249
250 President Day adjourned the Work Session at 7:50 p.m.
251

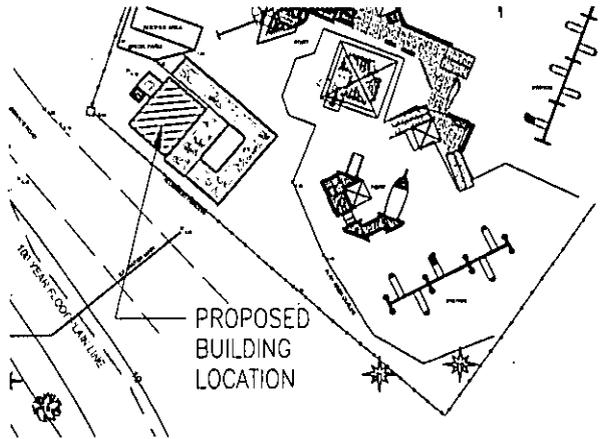
252
253 _____
254 City Clerk
255

256
257 _____
258 Council President

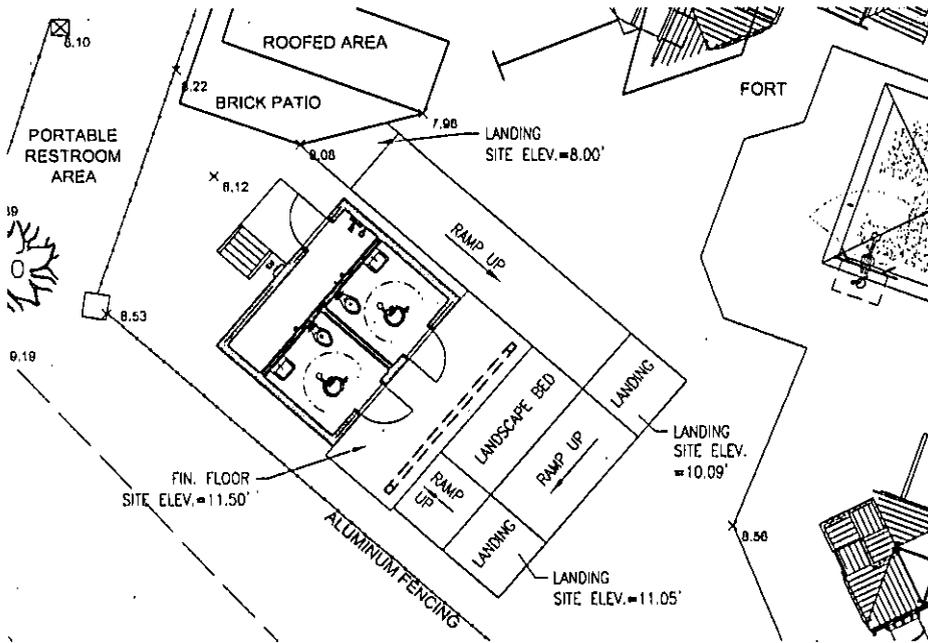


Engineers/Architects
 1942 Northwood Drive
 Salisbury, MD 21801-7824
 (410) 742-7299

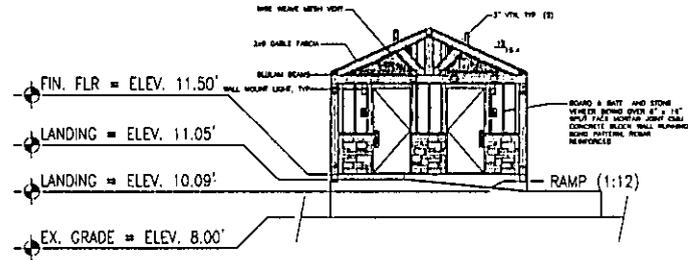
BEN'S RED SWINGS - PROPOSED RESTROOM FACILITY
 JOB NAME
 JOB NUMBER
 FILE
 DRAWN BY: GMD DATE: 07 JUL 14
 SHEET NO. 1 OF 1 SCALE: AS NOTED



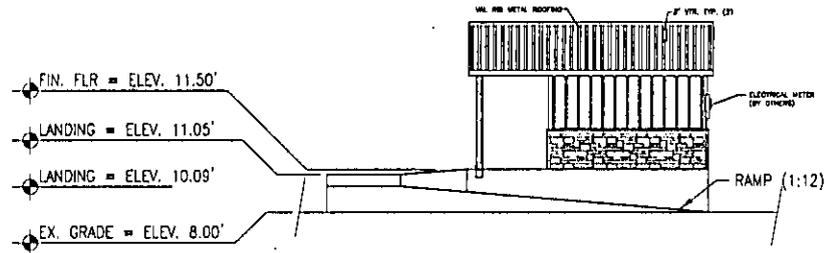
OVERALL SITE PLAN
 1"=50'



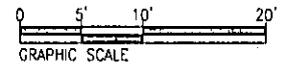
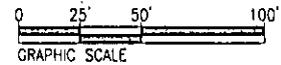
ENLARGED PLAN
 1"=10'



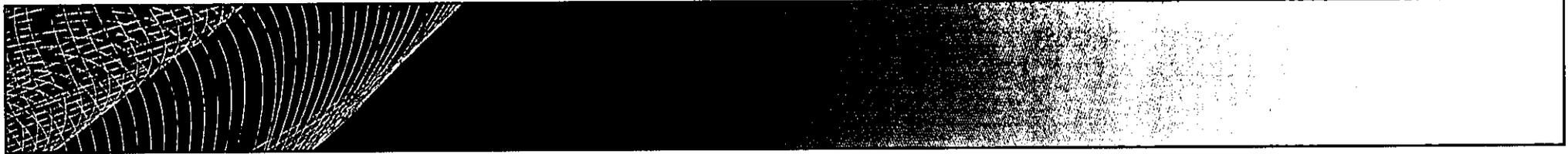
NOTE: HAND/GUARD RAILS AT RAMP NOT SHOWN FOR CLARITY



CONCEPT ELEVATIONS
 1"=10'



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Discussion Materials Prepared for: Salisbury, Maryland

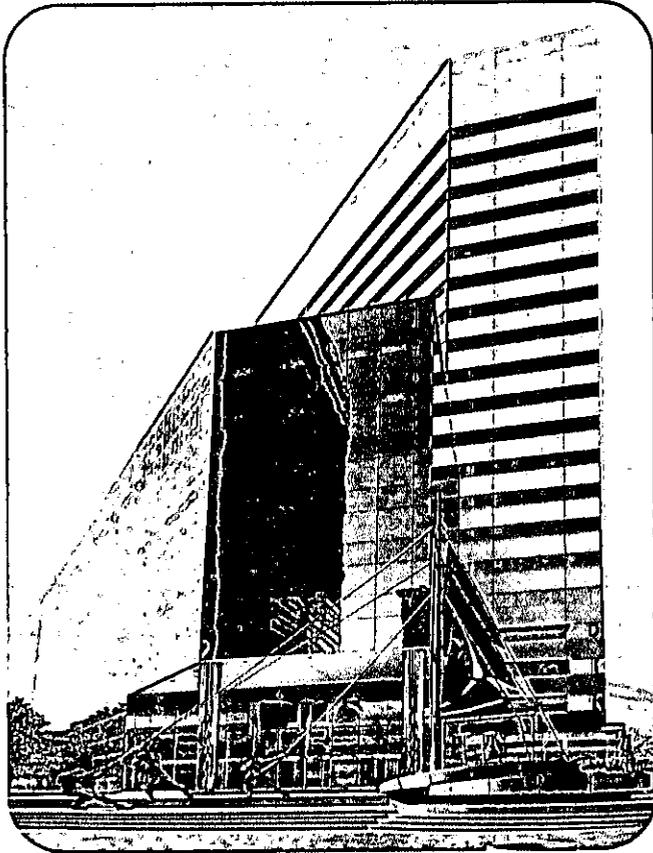


July 7, 2014

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- 2** Resumes
- 3** Tax District & Economic Development Financing: Experience and Services Provided
- Appendix A: Anne Arundel County TIF Policy
- Appendix B: Prince George’s County TIF Policy

Davenport & Company LLC

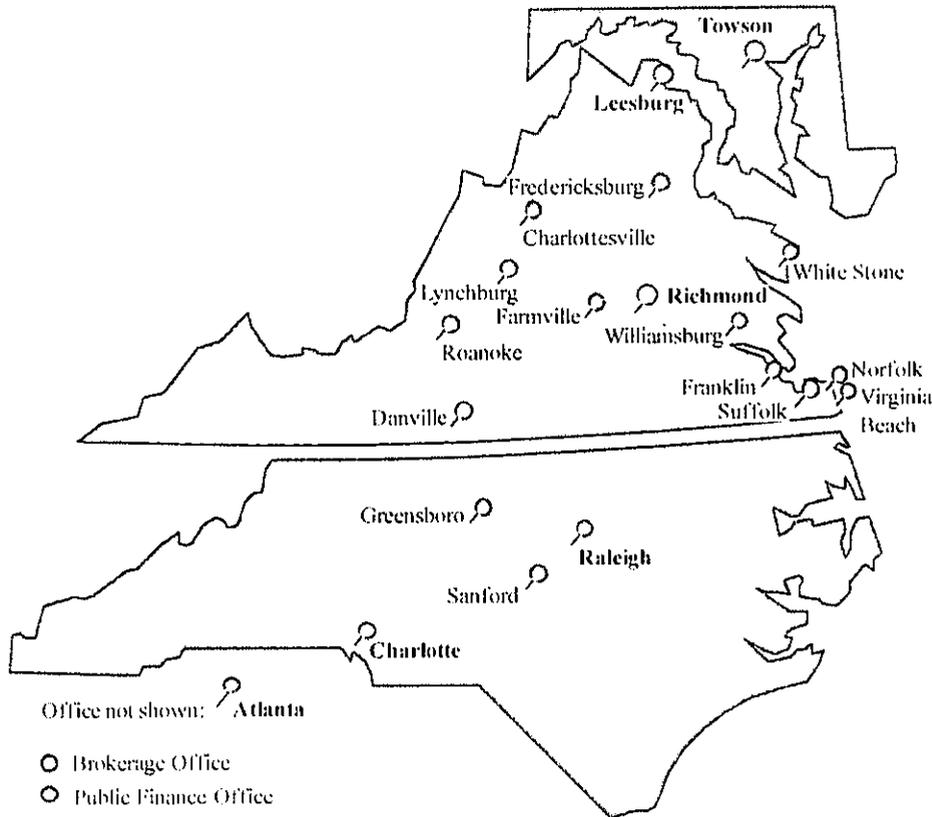


Overview

Davenport & Company LLC is a privately held, Virginia based, investment firm with a group specializing in providing financial services to states, agencies, counties and municipalities.

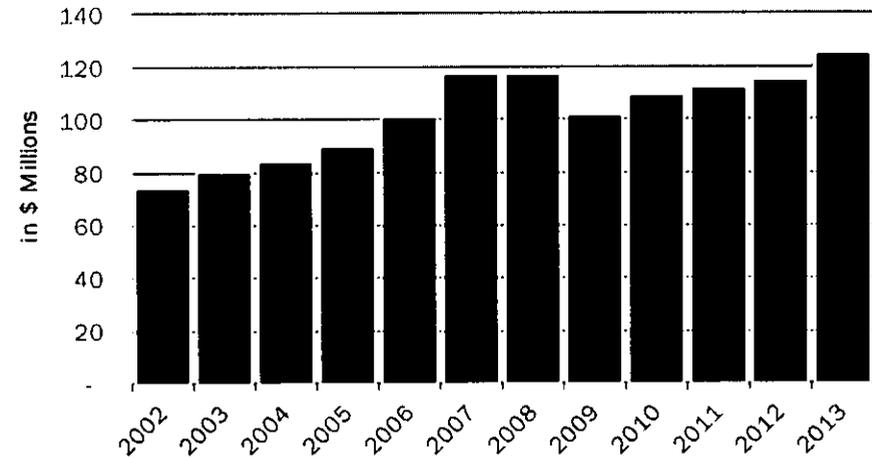
During the past 10 years Davenport has served as Financial Advisor on more than 1,300 transactions aggregating \$31.1 billion.

Public Finance Overview



Davenport & Company LLC provides financial advice and investment consulting services to clients in the Mid-Atlantic region.

Davenport Revenue Growth



Key Statistics

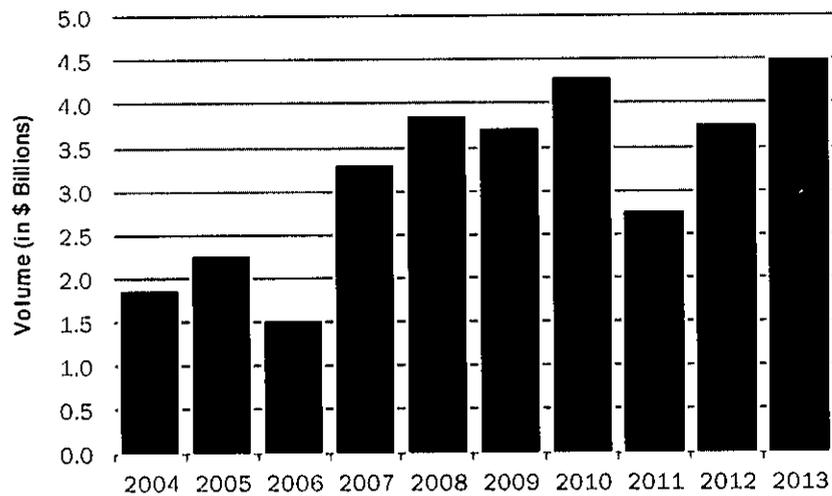
Founded:	1863
Employees:	400+
Client Assets:	\$16.9 Billion
Firm Assets:	\$85.7 Million
Firm Capital:	\$36.6 Million

Major Business Concentrations

- Public Finance
- Asset Management
- Investment Consulting
- Retail Brokerage
- Equity Research

Public Finance Overview

Financial Advisory Volume



Davenport's clients benefit from our staff's combined 200 years of public finance experience and diverse analytical skills.

Senior Vice Presidents

James E. Sanderson, Jr.
Edward F. Cole, III ⁽²⁾
A. Samuel Ketterman
Joseph D. Mason

James M. Traudt ^{(1) (2)}
David P. Rose ^{(1) (2)}
Roland M. Kooch
Courtney E. Rogers ⁽²⁾

First Vice Presidents

Robert M. High
Robert L. Morrison

Kyle A. Laux

Vice Presidents

B. Mitchell Brigulio, Jr.

Ty Wellford, Jr.

Associate Vice Presidents

Philip R. Weisshaar

Analysts

Charles Habilston
Douglas J. Gebhardt
Griffin Moore
Leah C. Schubel

Caroline K. Heggie
Mason McLean

Research Assistants

Linda A. Moran

Caitlyn D. Powitz

⁽¹⁾ Manager

⁽²⁾ Board of Directors

Regional Rankings | Top Financial Advisors

Financial Advisor Transactions Virginia, North Carolina, & Maryland							
Rank	Company	2009	2010	2011	2012	2013	Total
1	Davenport & Company LLC	52	61	35	60	57	265
2	Public Financial Management Inc	40	40	44	61	39	224
3	DEC Associates Inc	29	16	13	16	15	89
4	Public Resources Advisory Group	17	12	11	22	11	73
5	Caine Mitter & Associates Inc	10	12	11	10	8	51
6	BB&T Capital Markets	17	11	7	10	5	50
7	FirstSouthwest	9	11	12	7	10	49
8	Strategic Solutions Center	3	10	10	13	11	47
9	Public Advisory Consultants	9	7	7	9	12	44
10	Kaufman Hall & Associates Inc	6	7	2	10	4	29

Financial Advisor Volume (in \$ Millions) North Carolina, Virginia & Maryland							
Rank	Company	2009	2010	2011	2012	2013	Total
1	Public Financial Management Inc	4,449	2,304	4,252	5,139	3,600	19,744
2	Davenport & Company LLC	2,069	2,023	1,324	2,160	2,669	10,244
3	Public Resources Advisory Group	1,649	599	1,749	2,592	1,409	7,997
4	FirstSouthwest	1,669	783	1,983	978	1,740	7,153
5	DEC Associates Inc	1,823	569	547	647	961	4,547
6	Ponder & Co	1,016	655	81	1,369	-	3,121
7	Public Advisory Consultants	549	315	656	443	1,115	3,078
8	BB&T Capital Markets	1,098	454	398	711	291	2,952
9	Kaufman Hall & Associates Inc	452	718	110	843	268	2,392
10	Strategic Solutions Center	240	205	198	801	598	2,041

Source: Thomson Financial

Note: Public market transactions only, does not include direct bank loan transactions.

National Rankings | Top Financial Advisors

Davenport has consistently ranked in the top ten financial advisory firms nationally over the past six years.

Top Financial Advisors: Full Year 2009 Nationwide: All Competitive Issues

Rank	Company	\$MM
1	Public Financial Management Inc	9,972.0
2	Public Resources Advisory Group	3,877.9
3	First Southwest Co.	2,863.2
4	Seattle-Northwest Securities Corp	2,263.3
5	Springsted Inc.	1,919.8
6	Montague DeRose & Associates LLC	1,710.9
7	Ross Sinclair & Associates LLC	1,639.1
8	RBC Capital Markets	1,470.0
9	Ehlers & Associates	1,398.9
10	Davenport & Company LLC	1,205.2

Top Financial Advisors: Full Year 2012 Nationwide: All Competitive Issues

Rank	Company	\$MM
1	Public Financial Management Inc	13,887.4
2	Public Resources Advisory Group	8,231.2
3	Seattle-Northwest Securities Corp	3,496.4
4	First Southwest Co.	3,415.3
5	Springsted Inc.	2,540.4
6	Montague DeRose & Associates LLC	2,244.2
7	Ehlers & Associates	1,847.1
8	Acacia Financial Group Inc.	1,322.3
9	Lamont Financial Services Corp.	1,285.9
10	Davenport & Company LLC	1,266.5

Top Financial Advisors: Full Year 2008 Nationwide: All Competitive Issues

Rank	Company	\$MM
1	Public Financial Management Inc	10,406.7
2	First Southwest Co.	3,265.1
3	Public Resources Advisory Group	2,808.3
4	Seattle-Northwest Securities Corp	2,191.1
5	Springsted Inc.	1,570.6
6	Ehlers & Associates	1,390.3
7	RBC Capital Markets	1,366.7
8	Nevada State Bank Public Finance	1,262.0
9	Montague DeRose & Associates LLC	1,007.9
10	Davenport & Company LLC	906.7

Top Financial Advisors: Full Year 2010 Nationwide: All Competitive Issues

Rank	Company	\$MM
1	Public Financial Management Inc	15,149.7
2	Public Resources Advisory Group	6,700.6
3	First Southwest Co.	4,566.2
4	Springsted Inc.	2,213.2
5	Seattle-Northwest Securities Corp	2,175.9
6	Montague DeRose & Associates LLC	1,714.1
7	Ehlers & Associates	1,656.3
8	Ross Sinclair & Associates LLC	1,647.9
9	Piper Jaffray & Co.	1,493.5
10	Davenport & Company LLC	1,428.1

Top Financial Advisors: Full Year 2013 Nationwide: All Competitive Issues

Rank	Company	\$MM
1	Public Financial Management Inc	12,895.6
2	Public Resources Advisory Group	9,895.2
3	First Southwest	5,125.3
4	Piper Jaffray & Co	3,476.0
5	Davenport & Company LLC	1,986.2
6	KNN Public Finance	1,665.3
7	Montague DeRose & Associates LLC	1,476.3
8	Acacia Financial Group Inc.	1,403.4
9	Stephens Inc	1,381.0
10	Springsted Incorporated	1,349.0

Source: Thomson Reuter's "AT7c" League Table

Services Provided

Planning and Analytical Services

- Strategic Planning
 - Financial Policies
 - Alternative Financing Structures
 - Strategic Financial Plan
 - Monitoring Refunding Opportunities
 - Analytics
 - Quantitative Analysis
 - Financial Pro Forma
 - Debt Capacity Analysis
 - Peer Group Comparisons
 - Debt Structure
 - Debt Management Analysis
 - Computer Simulation Models
 - Cash Management Analytics
-

Investment Consulting

- Investment Policies
 - Investment Strategy
 - Cash Flow Forecasting
 - Management Reporting and Interface
 - Investment of Bond Proceeds
-
-

Credit Ratings

- Documentation
 - Written Credit Presentation
 - Comparative Analysis
 - Analyst Meetings
 - Follow Up
-

Transactional Services

- Time Schedule
 - Bond Covenants
 - Disclosure
 - Market Conditions
 - Bank Placements
 - Method of Sale
 - Competitive/Negotiated Sale Mechanics
 - Issue Structure
 - Mailings Lists
 - Pre-Sale Marketing
 - Analyze Bids/Pricing
 - Post-Sale Analysis
 - Closing
-

Representative Engagements

	Public Offerings	Private Placements	Refundings	Investment Mgmt	Interest Rate Swaps	Cash Flow Analysis	Financial Forecasting	Debt Capacity	Economic Devel.	Funding Strategies	Capital Program	Financial Policies	Credit Analysis	Credit Ratings	Bond Insurance	Letter of Credit	Rating Upgrade	New Credit
Virginia																		
Virginia Resources Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Loudoun County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City of Alexandria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City of Richmond	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
City of Lynchburg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loudoun County Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prince William Co Sanitation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upper Occoquan Sewage Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richmond Metropolitan Authority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Richmond International Airport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maryland																		
Maryland State Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maryland Transportation Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Md National Capital Parks Comm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frederick County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carroll County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
North Carolina																		
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Select Clients Served

- Davenport has evolved into one of the top municipal finance firms with a broad range of clients and engagements.

Maryland:

Aberdeen, City of
 Allegany County
 Annapolis, City of
 Bowie, City of
 Calvert County
 Caroline County
 Carroll County
 Cecil County
 Charles County
 Easton, Town of
 Frederick County
 City of Frederick
 City of Frostburg
 Maryland Transportation Authority
 Montgomery County
 Ocean City, Town of
 St. Mary's County
 Wicomico County
 Worcester County

Virginia:

Albemarle County
 Blacksburg, Town of
 Botetourt County
 Culpeper, Town of
 Danville, City of
 Dinwiddie County
 Fairfax County EDA (Rt. 28 Project)
 Fairfax County Water
 Fairfax, City of
 Fauquier County
 Fluvanna County
 Franklin County
 Franklin, City of

Virginia Continued

Hampton, City of
 Harrisonburg, City of
 Hopewell, City of
 Isle of Wight County
 James City County
 James City County Service Auth.
 King George County
 Leesburg, Town of
 Liberty University
 Loudoun County
 Loudoun County Sanitation Auth.
 Manassas Park, City of
 Meherrin River Regional Jail Auth.
 Montgomery County
 New River Valley Reg. Jail Auth.
 Northern VA Criminal Justice Academy
 Orange County
 Patrick County
 Pittsylvania County
 Portsmouth, City of
 Prince William County Serv. Auth.
 Richmond Metropolitan Authority
 Richmond Utilities
 Richmond, City of
 Rivanna Water and Sewer Auth.
 Southampton County
 Southwest VA Regional Jail Auth.
 Spotsylvania County
 Spotsylvania County Water & Sewer

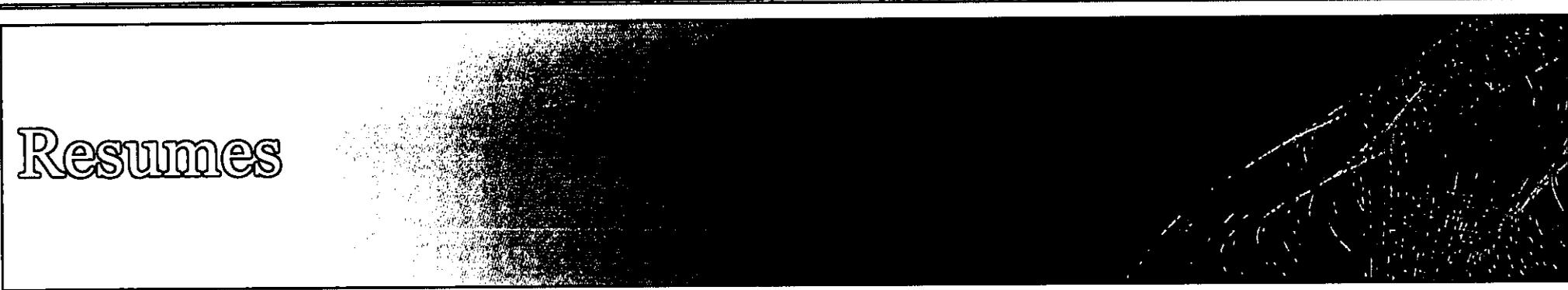
Virginia Continued

Suffolk, City of
 Upper Occoquan Sewage Auth.
 Vienna, Town of
 Warren County
 Washington County
 Williamsburg, City of

North Carolina:

Apex, Town of
 Burlington, City of
 Burlington, City of, Water & Sewer
 Clayton, Town of
 Durham County Water & Sewer
 Edgecombe County
 Fuquay-Varina, Town of
 Garner, Town of
 Gaston County
 Greenville, City of
 Hickory, City of
 High Point, City of
 High Point, City of, Water & Sewer
 Johnston County
 Moore County
 Morrisville, Town of
 Nash County
 Salisbury, City of
 Wake Forest, Town of
 Wayne County
 Wilson, City of

¹ Does not include rating upgrades as a result of Moody's or Fitch's rating recalibrations.



Resumes

Resume – A. Samuel Ketterman

A. Samuel Ketterman
Senior Vice President
Public Finance

DAVENPORT
& COMPANY LLC
EST. 1863 • MEMBER: NYSE • FINRA • SIPC

Maryland Executive Park
8600 LaSalle Road, Ste 324
Towson, MD 21286
(410) 926-9426 office
(804) 697-2910 fax

sketterman@investdavenport.com

Position at Davenport:

- Senior Vice President

Number of Years Experience:

- Municipal Finance Industry: 33
- Providing Financial Advisory Services: 33
- Years with Davenport: 14

Experience:

- Senior Vice President, Davenport & Company 2000 - Present
- Managing Director, H.C. Wainwright & Co. 1994-2000
- Vice President, Alex Brown & Sons, Inc. 1981-1994
- Investment Supervisor, Baltimore County 1972 - 1981
- Loan Officer, Savings Bank of Baltimore 1968-1972

Education:

- Johns Hopkins University 1964-1968

Resume – Joseph D. Mason

Joseph D. Mason
Senior Vice President
Public Finance

DAVENPORT
& COMPANY LLC
EST. 1863 • MEMBER: NYSE • FINRA • SIPC

Lansdowne Town Center, Bldg. N
19301 Winmeade Dr., Ste. 218
Leesburg, VA 20176
(571) 223-5893 office
(804) 549-4900 fax

jmason@investdavenport.com

Position at Davenport:

- Senior Vice President

Number of Years Experience:

- Municipal Finance Industry: 16
- Providing Financial Advisory Services: 8
- Years with Davenport: 8

Experience:

- Senior Vice President, Davenport & Company 2006 - Present
- Senior Director, Fitch Ratings 1998-2005
- Senior Bond Analyst, IL Bureau of the Budget 1996-1998
- Budget Analyst, IL Bureau of the Budget 1994-1996
- Budget Analyst, U.S. Dept. of Veterans Affairs 1992-1994

Education:

- The American University 1991-1993
- University of Wisconsin – Madison 1987-1991

Tax District & Economic Development
Financing: Experience and Services Provided

Maryland CDA / Special Tax District Experience

Issuer	Year	Principal Amount	Issue / Project
City of Annapolis	2013	\$17,815,000	Park Place Refunding (Refunding of Series 2005A and B)
	2005	\$25,000,000	Park Place Project (Series 2005A and B)
Anne Arundel County	2004	\$30,350,000	Arundel Mills Project
	2004	\$15,655,000	National Business Park Project
	2004	\$2,570,000	Nursery Road Project
	2003	\$9,889,997	Villages of Dorchester Project
	2003	\$6,083,242	Villages of Dorchester Project
	2000	\$14,000,000	National Business Park
	1999	\$28,000,000	Arundel Mills Project
	1998	\$6,222,000	Farmington Village Project
City of Brunswick	2006	\$36,310,000	Brunswick Crossing Special Taxing District
City of Frederick	1999	\$2,500,000	Monocacy Boulevard Extension Project
Frederick County	2013	\$40,000,000	Jefferson Technology Park TIF
	2013	\$57,910,000	Oakdale TIF (in progress)
	2010	\$77,675,000	Special Obligation Bonds (Urbana CDA), Series 2010A Refunding
	2010	\$20,020,000	Special Obligation Bonds (Urbana CDA), Series 2010B Refunding
	2004	\$26,513,000	Urbana CDA, Series 2004A
	2004	\$6,461,000	Urbana CDA, Series 2004B
	2001	\$6,730,000	Villages of Lake Linganore CDA
Prince George's County:			
City of Bowie	2014	TBD	Karington TIF
Town of Riverdale Park	2014	\$4,000,000	Riverdale Park TIF (preliminary)

Davenport's Role as Financial Advisor for Special Districts

- Develop a series of Policy Guidelines addressing general policy considerations, as well as key topics (e.g., level of debt and debt-to-value ratios).
- Using threshold criteria for special districts, act as “gatekeeper” by evaluating new special district proposals and summarizing relative strengths and weaknesses of each project.
- Assist the jurisdiction and its consultants in measuring the fiscal impact, both positive and negative, associated with the proposed development, including the General Fund, Utility Fund(s), and other funds as appropriate.
- Assist the jurisdiction in the assessment of any costs that are project-related and work with its other consultants to develop and negotiate developer proffers/exactions and/or other cost-offsetting considerations.

Davenport's Role as Financial Advisor for Special Districts

- Assist in measuring the fiscal impact on jurisdiction's finances associated with providing services and capital infrastructure as necessitate by the proposed development.
- Assist in communication with rating agencies to determine potential impacts associated with projects.
- General project financing oversight and working group coordination.
- Assistance with debt structuring.
- Underwriter selection and negotiations and bond trustee selection and negotiations.

Davenport's Role as Financial Advisor for Special Districts

- Assistance with the drafting and review of offering and disclosure documents including Preliminary and Final Limited Offering Memoranda, Trust Indenture, Market and Feasibility Studies, Engineering Report, Agreement Among Underwriters and the Bond Purchase Agreement.
- Pre-pricing and pricing oversight.
- Development an analysis of bond proceed investment alternatives.
- Closing and settlement flow of funds verification.

Benefits of CDAs / Special Tax Districts

- Practical tool for development of limited areas by charging only those that benefit from projects financed.
- No direct burden to larger community or tax base.
- No use of general fund money.
- Potential to encourage infrastructure development and increase the tax base.
- Quicker build-out of infrastructure - developer can provide projects up front instead of piece meal.
- Can assist in meeting municipality's future plans.
- Developer can borrow at lower tax-exempt, fixed rates for a longer time than in the commercial market.

Considerations of CDAs / Special Tax Districts

- Growth can strain municipal resources- accelerate residential growth and implications of that growth.
- Credit Considerations
 - CDA debt will be considered overlapping debt and can be a credit concern to rating agencies and bank lenders.
- Locality will be required to collect special assessments/taxes on behalf of the CDA and may require additional staff time.
- Residential versus Commercial Development
 - Historically, many CDAs have been commercial developments. Some included minor residential components.
 - Current trend has been to utilize CDAs for major residential developments.
 - Residential tax rate differentials can create future tax fairness/political issues.

Considerations of CDAs / Special Tax Districts

- Practical concern of some governing bodies, include: (1) CDA landowners may become vocal when problems occur in the future and complain about the assessments on a more slowly developing project, and (2) lack of support for general obligation debt of the jurisdiction.
- Concern over security of development and repayment of CDA debt, in particular during the early stages of the development.
- Local governing bodies should provide for competent finance and bond counsel professionals to advise them in the structuring of the CDA, the financing methods, the concerns and potential problems of feasibility studies, etc. to try to avoid the over-leveraged or highly speculative development.

Tools to Assist Locality on Creation and Approval

- Policy Guidelines
 - General Policies - Set forth criteria for consideration of CDAs, prevents burden on staff time.
- Education of Officials/Unbiased Oversight of CDA Financing Process
 - Legal counsel
 - Financial Advisor to locality/CDA
- Professional Partners Involved in CDA Financing:

Municipal Attorney

Developer

Financial Advisor

Bond Counsel

CDA Legal Counsel

Underwriter

Trustee

Underwriter's Counsel

Trustee Counsel

Appendix A
Anne Arundel County TIF Policy

POLICY GUIDELINES FOR TAX INCREMENT DISTRICTS

(8/2/98)

Because tax increment districts are essentially a dedicated funding technique utilizing general fund revenues for funding capital projects, the financial tests utilized are tied to the existing County debt affordability guidelines. However, because the purpose of creating a Tax Increment District is to generate economic development which will enhance County revenues beyond the debt service requirements, and because general County property tax revenues beyond the increment generated within the district are not pledged to support the debt, the County's debt affordability guidelines will take into consideration the distinction between general County debt and tax increment debt.

General Guideline

These guidelines relate to specific developer proposed projects. Any proposed development project that intends to utilize tax increment financing must be in concert with the County's General Development Plan and provide significant new permanent employment opportunities to the County's citizens. The proposed improvements to be financed shall be public improvements that will not solely benefit the specific development project, but be an enhancement that benefits the general public. The administrative costs of any proposed developer project shall be borne by the developer.

Development Project Proposal

Any development project that intends to utilize Tax Increment Financing to finance public improvements must be able to demonstrate that the incremental real property tax revenues generated by the development project will be sufficient to pay the principal and interest of the debt issue according to the debt service schedule of the debt offering. The proposed development project should also demonstrate an ability to generate additional County revenues in excess of debt service requirements of the tax increment financing of at least 50%. The developer must also demonstrate that the project is economically feasible, and has a high likelihood of being a successful project.

Due Diligence

A due diligence investigation performed by the County or its agents must confirm information regarding the reputation of the developers of the project, the property owners, and the prospective occupants of the project. The investigation shall also include a review of the developer's and property owner's financial resources to sustain the project's proposed financing.

Credit Enhancement

A development project that wishes to utilize tax increment financing to build necessary public improvements shall utilize a credit enhancement mechanism for the debt issued in order to protect the county's taxpayers. The credit enhancement provided can take the form of a third

party guaranty satisfactory to the county, a special taxing district legally tied and coincident to the development project which is generating the need for the public improvements, a letter of credit, posting of satisfactory collateral, or other credit enhancement vehicle that is satisfactory to the county.

Issue Limitations

Because tax increment financings are to be self supporting, and offer the further protection of a credit enhancement mechanism, the impact of tax increment financings on the overall county debt affordability is mitigated. Accordingly, the county's debt affordability guidelines should take into account these mitigating factors of tax increment financings, while they are included in the county's overall debt affordability determination.

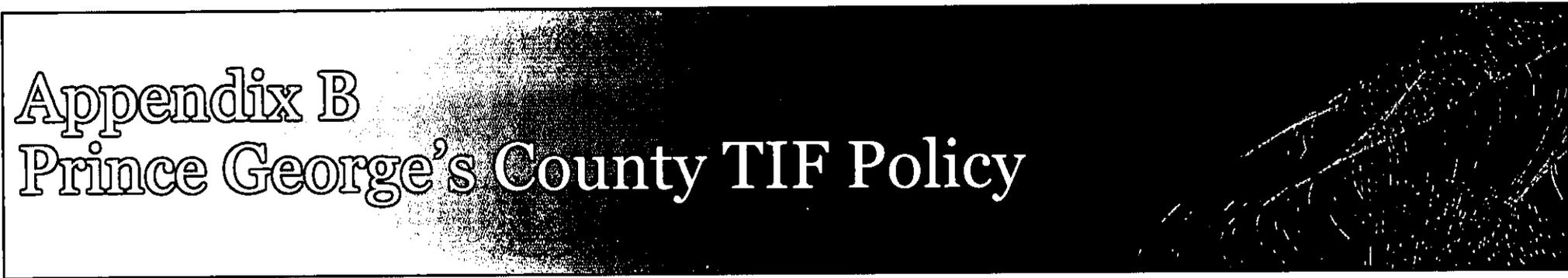
In total, the outstanding debt represented by tax increment financings (developer proposed and general county) should not be greater than 0.5% of the county's assessable base, nor represent more than 15% of the outstanding tax supported debt. The debt service on tax increment financing should represent no more than 0.75% of the total of general fund operating revenue and tax increment district revenue. Maturities of tax increment debt shall be limited to no more than 30 years and the average life of any individual issue shall be no longer than 60% of the longest maturity.

The County's established total debt ratios for general county obligations, tax increment obligations, and special taxing district obligations are as follows;

* Debt service to operating revenue, tax increment revenue and special taxing district revenue	10%
* Debt to Estimated Full Value	1.75%
* Debt per capita	\$1,200
* Debt to personal income	3.5%
* Tax increment district & special taxing district debt as a % of total debt	15%

Review

These policy guidelines shall be reviewed annually during the preparation of the annual budget.



Appendix B
Prince George's County TIF Policy

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2011 Legislative Session

Resolution No. CR-38-2011
Proposed by Council Member Toles
Introduced by Council Members Toles, Lehman, Franklin, Patterson,
Turner and Johnson
Date of Introduction May 17, 2011

RESOLUTION

1 A RESOLUTION concerning
2 Economic Development
3 For the purpose of revising the County's policy for the use of Tax Increment Financing and other
4 financial tools and incentives to fund economic and community development projects and
5 initiatives in Prince George's County.

6 WHEREAS, Tax Increment Financing ("TIF") is an economic and community
7 development tool that enables counties and municipalities to borrow money by issuing and
8 selling bonds for the purpose of financing the development of industrial, commercial, or
9 residential areas; and

10 WHEREAS, the Council adopted CR-89-2006 which established a policy for the County to
11 use specific criteria in determining the appropriateness and necessity of applying TIF and other
12 financial incentives to help fund economic and community development projects and initiatives
13 throughout the County; and

14 WHEREAS, the Council adopted CR-98-2010 to revise the TIF policy by adding criteria to
15 strengthen LMBE equity participation; provide for a MBE Plan to be approved by the County's
16 Compliance Manager; require best efforts to afford opportunities for public and private
17 partnerships and to offer creative and unique opportunities for economic and community
18 development projects and initiatives; require certification for all LMBEs; prior to bonds being
19 sold, require certifications from the developer, County Executive and Bond Counsel that all
20 provisions of CR-98-2010 have been complied with; and prior to the sale of the bonds, the
21 Council must review the TIF proposal and certification and approve the same by resolution; and

22 WHEREAS, the economic and community development projects and initiatives that utilize

1 TIF and other financial tools and incentives shall be consistent with the County's General and
2 Sector Plans and other economic and community development policies, strategies/ tools, and
3 guidelines, as well as generate and produce additional significant revenue that will benefit all
4 County citizens and residents; and

5 WHEREAS, the economic and community development policies, strategies and guidelines
6 shall take into consideration and maximize all public and private partnership opportunities,
7 employment opportunities, Minority Business Enterprise ("MBE") equity participation
8 opportunities, opportunities to expand the County's commercial base, and the uniqueness that a
9 new project or initiative can bring to the County; and

10 WHEREAS, the Council has determined that the policy criteria needs to be refined and to
11 add additional criteria.

12 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
13 County, Maryland, that Prince George's County shall use the following revised criteria in
14 determining the appropriateness and necessity of applying TIF and other financial incentives
15 funded by County taxes to help fund economic and community development projects and
16 initiatives throughout the County:

17 In order to demonstrate appropriateness and necessity, proposed projects and initiatives
18 must:

- 19 1) Be consistent with the County's General Plan and Sector Plans, as well as other
20 economic and community development policies, strategies, and tools;
- 21 2) Generate additional significant revenue for the County;
- 22 3) Meet both a short-term and long-term "But-For Test", which demonstrates that the
23 proposed project or initiative is not feasible without the County's participation and assistance;
- 24 4) Be subject to a "Trigger Mechanism/Look Back Provision", which, on an ongoing
25 basis, examines a project's proposed and projected cash flows, profits, and other financial
26 information to determine whether and when repayment of the County's investment is or may be
27 necessary;
- 28 5) Where appropriate, be used to help fund the revitalization of an area or community in
29 the County;
- 30 6) Provide documentation, prior to any issuance of TIF bonds, showing not less than five
31 percent (5%) of the value of the TIF issued to the developer through either (i) LMBE equity

1 ownership in the entity receiving TIF funds or (ii) LMBE ownership or participation equal to
2 five percent (5%) of the TIF note issued and a Minority Business Enterprise (MBE) Plan must be
3 submitted to include a goal of thirty percent (30%) for local business enterprise (LBE), minority
4 business enterprise (MBE) and local minority business enterprise (LMBE); however, at no time
5 shall the LMBE participation be less than twenty percent (20%) of the available project dollars;

6 7) Not have an adverse impact on the County's credit/bond rating;

7 8) Expand and strengthen employment opportunities with a minimum employment goal
8 of thirty percent (30%) for County residents;

9 9) Expand the County's commercial base;

10 10) Use best efforts to afford opportunities for public and private partnerships;

11 11) Use best efforts to offer creative and unique opportunities for economic and
12 community development projects and initiatives;

13 12) Certification of all LMBEs shall be required. Any LMBE certified by the County, the
14 Maryland Department of Transportation (MDOT), the Washington Metropolitan Area Transit
15 Authority (WMATA), Maryland/District of Columbia Minority Supplier Development Council
16 (or any other organizations with similar certification authority), or any Federal agency shall be
17 deemed certified for purposes of receiving contract awards as a LMBE;

18 13) Any developer or other party receiving TIF assistance estimated at One Million Dollars
19 (\$1,000,000) or more from Prince George's County shall submit a certification to the
20 Compliance Manager, as a condition of receiving such assistance, verifying that all construction
21 contractors and subcontractors, of whatever tier, performing work on the assisted project, shall
22 meet the apprenticeship requirements specified below. Failure to comply with this requirement
23 shall constitute a material breach on the part of the TIF recipient and result in the assessment of
24 One Thousand Dollars (\$1,000.00) liquidated damages per day for each day of non-compliance.

25 (A) The developer or other party receiving TIF assistance participates in a Class A
26 Apprenticeship Program for each separate trade or classification in which it employs craft
27 employees and shall continue to participate in such program or programs for the duration of the
28 project. For purposes of this section, a Class A Apprenticeship Program is an apprenticeship
29 program that is currently registered with and approved by the U.S. Department of Labor or a
30 state apprenticeship agency and has graduated apprentices to journey person status for at least
31 three of the past five years.

1 (B) To demonstrate compliance with this section, the developer or other party receiving
2 TIF assistance shall provide to the Compliance Manager, with this certification, a list of all
3 trades or classifications of craft employees it will employ on the project and documentation
4 verifying it participates in a Class A Apprenticeship Program for each trade or classification
5 listed.

6 (C) A developer or other party receiving TIF assistance may submit a request to the
7 Compliance Manager for a partial waiver of the apprenticeship participation requirements of this
8 Section if a partial waiver is necessary to ensure compliance with the MBE, LBE and LMBE
9 goals of this Section.

10 (D) To obtain such a partial waiver, the developer or other party receiving TIF assistance
11 shall demonstrate that it is unable to meet the applicable apprenticeship participation
12 requirements unless a partial waiver is granted. However, a partial waiver issued under this
13 Subsection shall be approved by the County Council and shall not waive apprenticeship
14 participation requirements beyond the extent necessary to meet the MBE, LBE and LMBE goals
15 of this Section.

16 14) Prior to bonds being sold, the developer, County Executive and Bond Counsel shall
17 certify that the provisions of this resolution have been complied with and that the MBE Plan has
18 been approved by the Compliance Manager in conformance with the MBE Plan Guidelines
19 promulgated by the Compliance Manager; and

20 15) Prior to the sale of the bonds, the Council must review the TIF proposal and
21 certification and approve of the same by resolution.

22 BE IT FURTHER RESOLVED that the County Council periodically may refine these
23 criteria, as well as add additional criteria as experience and circumstances may require.
24

1 BE IT FURTHER RESOLVED that this resolution shall apply to TIF bonds issued
2 following the adoption of this resolution.

Adopted this 19th day of July, 2011.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Ingrid M. Turner
Chair

ATTEST:

Redis C. Floyd
Clerk of the Council

KEY:
Underscoring indicates language added to existing law.

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01/13/2014 SK / LM

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

JULY 14, 2014

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President Jacob R. Day* *Council Vice President Laura Mitchell*
8 *Councilwoman Eugenie P. Shields*

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11 *Mayor James Ireton, Jr.* *Councilwoman Terry E. Cohen*
12 *Councilman Timothy K. Spies*

13 **IN ATTENDANCE**

14
15 *City Clerk Kimberly R. Nichols, CMC, Assistant City Administrator Terence Arrington, City*
16 *Attorney Mark Tilghman, Public Works Director Michael Moulds, Public Works Deputy Director*
17 *Amanda Pollack, Internal Services Director Keith Cordrey, Assistant Director Internal Services*
18 *- Parking & Procurement Jennifer Miller, interested citizens and members of the press*

19 *****

20
21 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:06 p.m. in Council Chambers. Council President*
24 *Day called the meeting to order, a moment of silent meditation was held, and the Pledge of*
25 *Allegiance was recited.*

26
27 **COMMUNITY ORGANIZATION PRESENTATION**

28
29 *Jeff and Diana Merritt, Coordinators with Operation We Care, were welcomed to the podium to*
30 *discuss the support given by the organization to men and women in troops deployed overseas*
31 *through the collection of canned goods, granola bars, instant drinks and oatmeal, microwave*
32 *popcorn, Pop Tarts, instant tea, personal care products, etc. Volunteers with the organization*
33 *pack and send the care packages to troops overseas. They also actively support the Wounded*
34 *Warriors organization. In its seventh year now, the project continues with the support of many*
35 *people, local businesses and civic organizations.*

36
37 *For more information on how to help, visit the website at OperationWeCare.org, email the*
38 *organization at OperationWeCare.org@gmail.com or call 410-713-8940.*

39
40 **ADOPTION OF LEGISLATIVE AGENDA**

42 Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous (3-0) to approve the
43 Legislative Agenda as presented.

44
45 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

46
47 The Consent Agenda was unanimously approved on a 3-0 vote in favor on a motion and
48 seconded by Mrs. Shields and Mrs. Mitchell, respectively:

- 49
- 50 • May 27, 2014 closed session minutes
 - 51 • June 2, 2014 closed session minutes
 - 52 • June 23, 2014 regular meeting minutes
 - 53 • June 23, 2014 closed session minutes
 - 54 • Resolution No. 2413 – declaring that Salisbury Dance Academy is eligible to receive
55 Enterprise Zone benefits for property located at 201 W. Main Street, Salisbury, Maryland
 - 56 • Resolution No. 2414 - declaring that Devreco, LLC is eligible to receive Enterprise Zone
57 benefits for property located at 115 South Division Street, Salisbury, Maryland
 - 58 • Resolution No. 2415 – approving the appointment of Paul G. Youngk to the Marina
59 Committee for term ending 1/31/2016
 - 60 • Resolution No. 2416 – approving the reappointment of Richard H. Parsons to the Marina
61 Committee for term ending 1/31/2016
 - 62 • Resolution No. 2417 – approving the reappointment of Tom Ayd to the Traffic & Safety
63 Advisory Committee for term ending 7/31/2017
 - 64 • Resolution No. 2418 – approving a loan to Echelon Sby, LLC from the City’s Revolving
65 Loan Fund to assist in the renovation of the building located at 100 North Division
66 Street, Salisbury, Maryland 21801

67
68 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement &
69 Parking Jennifer L. Miller

70
71 The Award of Bids, consisting of the following items, was unanimously approved on a 3-0 vote
72 on a motion by Mrs. Shields that was seconded by Mrs. Mitchell:

- 73
- 74 • Change Order #2 Contract A-07-14 Street Improvements – \$354,000.00
75 Curb, Gutter & Sidewalk Construction
 - 76 • Change Order #5 Contract A-22-12 (2nd renewal) – \$205,000.00
77 Citywide Blacktop Program

78
79 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 80
- 81 • Ordinance No. 2295 – 2nd reading - granting a utility easement to Wicomico County,
82 Maryland across City owned property along Beaglin Park Drive at Shamrock Drive in
83 Salisbury, Maryland

84

85 Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve
86 Ordinance No. 2295 for second reading.

- 87
- 88 • Ordinance No. 2296 –2nd reading – pursuant to Chapter 17.228 of Title 17, Zoning of
89 the Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of
90 Maryland for the purpose of amending Section 17.04.120, Definitions, and Section
91 17.76.020b, Light Industrial District to add a definition for an outdoor storage yard and
92 to add an outdoor storage yard as a use permitted by special exception

93
94 Mrs. Mitchell recused herself from the discussion.

95
96 Mrs. Shields moved, Mr. Day seconded, and the vote was unanimous (2-0) to approve
97 Ordinance No. 2296 for second reading. Mrs. Mitchell abstained from the voting.

- 98
- 99 • Ordinance No. 2297 – 2nd reading – supplementing a Right of Way Agreement with
100 Delmarva Power & Light Company across City owned property between North Park
101 Drive and South Park Drive in Salisbury, Maryland

102
103 Mrs. Mitchell moved, Mrs. Shields seconded and the vote was unanimous to approve
104 Ordinance No. 2297 for second reading.

105
106 **PUBLIC COMMENTS**

107
108 One member of the public provided the following comments:

- 109
- 110 • Expressed interest in the Revolving Loan Fund to borrow money to improve his business
111 and received information pertaining to the loan process

112
113 **ADJOURNMENT**

114
115 With no further discussion, President Day adjourned the Legislative Session at 6:48 p.m.

116
117
118 _____
119 City Clerk

120
121
122 _____
123 Council President

May 14, 2014

TO: Mr. Tom Stevenson

FROM: Major David Meienschein

SUBJECT: Resolution – 1033 Defense Reutilization Marketing Office, DRMO, and Memorandum of Understanding.

The 1033 Defense Reutilization Marketing Office maintains property that is no longer required for federal government use. Under the 1033 DRMO program state and local agencies may enter into an MOU and become eligible to acquire property that in turn may be utilized at no expense. The Chief of Police has authorized to enter into the Memorandum of Understanding in years past to participate in the DRMO program. DRMO property greatly benefits the City by providing resources that may otherwise be too expensive to acquire and it allows for a better allocation of funds to purchase other items not contained within the DRMO program. Items available may include but are not limited to vehicles, weapons, computers and storage systems.

This property is awarded on a first come, first served basis therefore time is of the essence when claiming property. The City's process for accepting such property is typically much slower than the process used by the Marketing Office when making items available to be claimed.

This resolution is intended to gain authorization for the Chief of Police to once again enter into a Memorandum of Understanding with Defense Reutilization Marketing Office as in years past. This resolution shall further authorize the Mayor to direct the Chief to accept possession of DRMO property when property first becomes available. By allowing the Mayor to grant such authorization to the Chief, the City Council would place the City into a competitive position for the acquisition of surplus federal property. The MOU outlines terms and condition of acquisition, relinquishment, care & maintenance of DRMO property.

DRMO property acquisitions will be claimed by the Chief of Police after consultation with and authorization by the Mayor. The property will then be submitted for acceptance by the City Council as an additional custodial asset through the submission of Written Ordinance, in accordance with the Salisbury City Charter. In no case will 1033 DRMO property be utilized for its intended purpose or deployed as designed until properly accepted in the manner described above. In cases where the City Council disapproves the acceptance of the asset, the property will be returned to DRMO as outlined in the MOU.

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

Major David Meienschein
Administrative Commander

Attachment

1 RESOLUTION NO. 2419

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING
4 THE CHIEF OF POLICE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING
5 (MOU) WITH THE DEFENSE REUTILIZATION MARKETING OFFICE (DRMO) AND
6 AUTHORIZING THE MAYOR TO DIRECT THE CHIEF TO ACCEPT PROPERTY FROM
7 DRMO ON BEHALF OF THE CITY UNTIL SUCH TIME AS IT CAN BE APPROVED AND
8 RECOGNIZED AS AN OFFICIAL CITY ASSET BY CITY COUNCIL.

9
10 WHEREAS, the Police Department has created a policy for handling Defense
11 Reutilization Marketing Office (DRMO) acquisitions; and

12
13 WHEREAS, the Chief of Police is authorized to sign and enter into a Memorandum of
14 Understanding (MOU) with DRMO; and

15
16 WHEREAS, the Mayor is authorized to direct the Chief of Police to acquire property
17 through DRMO as it becomes available and to hold such property until accepted through the
18 ordinary process by the City Council; and

19
20 WHEREAS, the DRMO program allows for state and local governments to compete for
21 and acquire surplus federal property at no cost; and

22
23 WHEREAS, the City of Salisbury will be required to care and maintain the acquired
24 property, and will not be allowed to sell or otherwise dispose of the property to a private vendor;
25 and

26
27 WHEREAS, the City of Salisbury at any time and for any reason may return to DRMO
28 any acquired property; and

29
30 WHEREAS, DRMO may at any time inspect and request the return of any and all
31 acquired property; and

32
33 WHEREAS, the purpose of acquiring property from DRMO will be to enhance public
34 safety by obtaining equipment that might otherwise not be available or would be too costly, and
35 will free funds that may be used in other ways.

36
37 NOW, THEREFORE, BE IT RESOLVED, BY THE CITY OF SALISBURY,
38 MARYLAND that authorization is given to the Mayor and to the Chief of Police to sign and
39 enter into any required Memorandum of Understanding with the Defense Reutilization
40 Marketing Office, and acquire on behalf of the City of Salisbury, federal property for the purpose
41 of enhancing public safety and improving the quality of life for the citizens of Salisbury.

42
43 THIS RESOLUTION was duly passed at a meeting of the Council of the City of
44 Salisbury held on _____, 2014, and is effective immediately upon adoption.
45
46

47 ATTEST:

48

49

50

51 _____
Kimberly R. Nichols, City Clerk

52

53

54

55 APPROVED BY ME THIS:

56

57 _____ Day of _____, 2014

58

59

60

61 _____
James Ireton Jr., Mayor

62

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



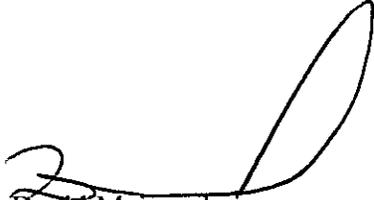
BARBARA DUNCAN
CHIEF OF POLICE

May 28, 2014

TO: Tom Stevenson
FROM: Major David Meienschein
SUBJECT: Resolution – WINTF Funds

Attached, please find a Resolution to accept \$15,000.00 in funds from the Wicomico County Narcotics Task Force (WINTF). The funds will be used for the purchase of equipment, a new Salisbury Police K-9 and/or cover the cost for officer training.

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



David Meienschein
Administrative Commander

1 RESOLUTION NO. 2420

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING
4 FUNDS FROM THE WICOMICO COUNTY NARCOTICS TASK FORCE TO PURCHASE
5 EQUIPMENT AND/OR FUND TRAINING FOR OFFICERS AND THE TRAINING AND
6 PURCHASE OF A NEW SALISBURY POLICE K-9 THEREBY ENHANCING LAW
7 ENFORCEMENT EFFORTS TO PROVIDE A SAFER ENVIRONMENT FOR THE
8 CITIZENS OF SALISBURY AND WICOMICO COUNTY.

9
10 WHEREAS, these funds have been provided by the Wicomico County Narcotics Task
11 Force to fund the purchase of equipment and a new Salisbury Police K-9; and

12
13 WHEREAS, these funds may also be used to cover the cost of training for Salisbury
14 Police Officers; and

15
16 WHEREAS, the training of officers and the purchase of equipment and a new K-9 can
17 significantly improve the effectiveness of enforcement efforts and provide a safer environment
18 for the citizens of Salisbury and Wicomico County.

19
20 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
21 OF SALISBURY, MARYLAND that funds of \$15,000.00 be accepted from the Wicomico
22 County Narcotics Task Force and used to purchase equipment and/or training for the Salisbury
23 Police Department.

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

28
29
30 ATTEST:

31
32
33 _____
34 Kimberly R. Nichols, City Clerk

35 _____
36 Jacob R. Day
37 Salisbury City Council

38 APPROVED BY ME THIS:

39 _____ Day of _____, 2014

40
41
42 _____
43 James Ireton, Jr., Mayor
44

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the Salisbury Bicycle-Pedestrian Advisory Committee
Date: July 15, 2014

Mayor Ireton would like to appoint the following person to the Salisbury Bicycle-Pedestrian Advisory Committee:

<u>Name</u>	<u>Term Ending</u>
Matt Drew	7/31/2017

Attached you will find information from Mr. Drew 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 Council meeting. Please let me know if you have any questions.

Attachment

cc: Amanda Pollack

Hi Sherrell--

Thanks for considering my application for membership on the recently-created Salisbury Bicycle-Pedestrian Advisory Committee.

Attached are two info-graphics, noting the accomplishments that have been made in 2013 by our community to become more bike friendly.

I personally contributed to each of these accomplishments, and would continue these same efforts as a member of the committee.

In the next year, I want to see Bicycle-Pedestrian Advisory Committee help Salisbury to meet the following goals:

1. Apply to the League of American Bicyclists to become a Bicycle Friendly Community
2. Work with City government to adopt a Complete Streets policy for Salisbury.
3. Work with Salisbury Public Works to include bike and pedestrian facilities in the upcoming Main Street Master Plan design
4. Work with Salisbury Police to improve education and enforcement of laws impacting vehicle, bike, and pedestrian traffic.
5. Work with the Metropolitan Planning Organization to improve planning for bicycle and pedestrian improvements in Salisbury, such as the Eastern Shore Drive road diet study.

Character References:

Mayor James Ireton

City Council President Jacob Day

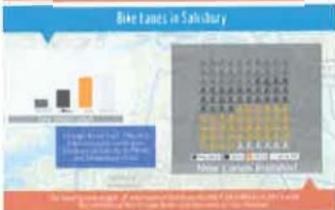
Salisbury Police Chief Barbara Duncan

Salisbury Public Works Director Mike Moulds

Salisbury-Wicomico Planning Director Jack Lennox

Thanks,
Matt

2013
YEAR IN REVIEW
Making Salisbury a Bicycle Friendly Community



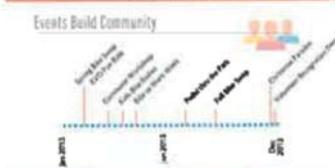
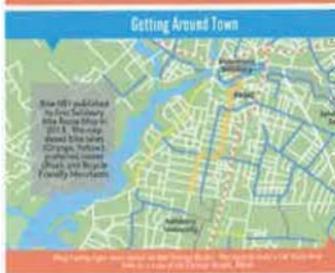
Volunteers making it happen!

2.75
LANE GROWTH!

Bikes mean Business



2013
YEAR IN REVIEW
Making Salisbury a Bicycle Friendly Community



Stay Connected in 2014

Facebook: [bike-sdy](#)
Twitter: [@bike_sdy](#)
Website: www.bike-sdy.org

RESOLUTION NO. 2421

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BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the following individual is appointed to the Salisbury Bicycle-Pedestrian Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Matt Drew	7/31/2017

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 July 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the Salisbury Bicycle-Pedestrian Advisory Committee
Date: July 15, 2014

Mayor Ireton would like to appoint the following person to the Salisbury Bicycle-Pedestrian Advisory Committee:

<u>Name</u>	<u>Term Ending</u>
John A. Foley III	7/31/2017

Attached you will find information from Mr. Foley 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 Council meeting. Please let me know if you have any questions.

Attachment

cc: Amanda Pollack

John A. Foley III
409 Pinehurst Avenue
Salisbury, MD 21801
757-678-6130

The Honorable Mayor Jim Ireton
Office of the Mayor
City of Salisbury, Maryland
125 N. Division Street
Room 304
Salisbury, MD 21801

Dear Mr. Mayor,

As a cyclist and a new member of the community, I am thrilled to see Salisbury's breaking away from the last century's paradigm of a car-oriented city to embrace once again the values and benefits of a downtown designed for the scale and pace of the pedestrian.

While I am from the Eastern Shore of Virginia, I lived in Washington, DC for the ten past years, receiving two degrees in architecture with an undergraduate minor in urban planning. At the height of my bike usage of the metropolitan area's extensive trail network and aggressively growing city bike paths, I rode my bike twenty miles to work daily, logging an average of 150 miles of riding a week with my additional weekend rides.

My travels around the world have taken me for seven months to Yokohama, Japan's second largest city south of Tokyo. In addition to my exploratory rides most days of the week, I finished the semester with a 3000 solo bicycle ride from the south back to Tokyo; and I came away with an experience and view of a unique region's pedestrian network.

In 2009 my best friend and I took a six-week, 2800-mile trip from Athens to London. We had discussed several routes, but because his sister was getting married in Greece, our starting point was a given. The trip took us through nine countries, where we experienced many different bikeways, each country's system becoming more widespread and integrated with its urban network the more north we traveled. The Dutch are obviously a system to study.

The point of this descriptive submission of interest in becoming a member of the advisory committee is to illustrate not only an academic background, but a practical background as well. I am an aspiring architect in the architecture firm of Davis, Bowen and Friedel, where my window has a direct view of the corner of Main and Division Streets. It would be a unique opportunity to be able to see the progress being made just outside my window of the decisions that I, with my fellow committee members and a dedicated town leadership, help to implement.

In light of my submission of membership, I look forward to your response. In the meantime, I remain

Sincerely yours,

John Foley

RESOLUTION NO. 2422

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BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the following individual is appointed to the Salisbury Bicycle-Pedestrian Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
John A. Foley III	7/31/2017

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 July 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the Salisbury Bicycle-Pedestrian Advisory Committee
Date: July 15, 2014

Mayor Ireton would like to appoint the following person to the Salisbury Bicycle-Pedestrian Advisory Committee:

<u>Name</u>	<u>Term Ending</u>
Rose Roma MacGregor	7/31/2017

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

Attachment

cc: Amanda Pollack

From: Rose Roma MacGregor [romanomad@gmail.com]
Sent: Monday, June 02, 2014 10:19 PM
To: James Ireton
Cc: matt@bike-sby.org
Subject: Re: Salisbury's Bicycle-Pedestrian Advisory Committee is a go!

Hello Mayor Ireton,

I would like to express my interest in serving on the Bicycle-Pedestrian Advisory Committee. I am a bicycle commuter and enthusiast with a deep love for Salisbury. I currently serve on the Public Access Channel (PAC14) Board of Directors as well as the 3rd Friday Planning Committee. I own a home in Salisbury so would be easily available to serve a three-year term. I am not traditionally employed at the moment. I have worked for Salisbury University, Ward Museum, and Wicomico School system in the recent past. I currently volunteer for Calliope Farm and teach yoga and bellydance. My skill set includes graphic and web design, marketing, general office technology, desktop publishing, teaching, and public speaking. I am very creative, progressive, and outgoing with a joie de vivre that keeps me active and healthy. I would love to contribute to this and any efforts to make Salisbury a more bicycle friendly community. I have attached my resume and below are some references.

Thank you for considering me!

Best,

Rose MacGregor
443-669-4430<<tel:443-669-4430>>
romanomad@gmail.com<<mailto:romanomad@gmail.com>>

References:

Creig Twilley (Public Access Channel, PAC14) 410-546-3670<<tel:410-546-3670>>
cbtwilley@salisbury.edu<<mailto:cbtwilley@salisbury.edu>>
Jamie Heater (3rd Friday) 443-614-3416
jamie_heater@wmdt.com<mailto:jamie_heater@wmdt.com>
Jeff Dean (friend) 443-783-5308
paramedic600@gmail.com<<mailto:paramedic600@gmail.com>>
Todd Smith (Salisbury University, Web Office) 410-677-5487<<tel:410-677-5487>>
tvsmith@salisbury.edu<<mailto:tvsmith@salisbury.edu>>

RESOLUTION NO. 2423

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BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the following individual is appointed to the Salisbury Bicycle-Pedestrian Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Rose Roma MacGregor	7/31/2017

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 July 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the City Park Committee
Date: July 15, 2014

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

<u>Candidate</u>	<u>Term Ending</u>
David Herrick	06/30/2017

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

Attachments

May 16, 2014

David Herrick
1014 Baccharis Dr.
Salisbury, MD 21804

Office of the Mayor
City of Salisbury, Maryland
425 N. Division Street, Room 304
Salisbury, MD 21801-4940

RE: Request to become member of the Parks and Recreation Committee

Mr. Mayor,

Since moving to Salisbury from Laurel, DE last year I have taken advantage of the wonderful parks and trail system you have provided for the community and visitors so I thought I would attend the monthly Parks and Recreation meeting on May 15 to see the committee at work. I found it a very interesting and worthwhile experience and after offering some comments myself the chairperson kindly introduced me to the members then asked me if I wanted to become a member myself.

I had been involved as a citizen in Laurel in that local government and found it to be an invigorating experience and wish to continue that involvement in my new community therefore I am requesting that I be considered for membership in the Parks and Recreation Committee.

I am recently retired after 17 years with US Foodservice where I worked with many restaurants in the city including the dining facility at Salisbury U. so I am very familiar with that segment of your business community. I am an avid outdoor person who enjoys walking, hiking, canoeing, biking and boating and I have a Bachelor of Arts degree from U. of Miami, FL. I work well with others but can also manage a project from inception to implementation. I believe I can be a valuable member of the city government and I look forward to hearing from you.

Sincerely



Home 410-572-2722

Mobile 302-344-1674

dherrick@ocs.com

RESOLUTION NO. 2424

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

<u>Name</u>	<u>Term Ending</u>
David Herrick	06/30/2017

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 July 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the Friends of Poplar Hill Mansion Board of Directors
Date: July 15, 2014

Mayor Ireton would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Delores Neal	7/31/2017

Attached you will find a letter from Ms. Neal and the Resolution necessary for her appointment. Please forward this information to the City Council to be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

CC: Aleta Davis
Virginia Hussey

From: "Charles Neal" <charleshenryneal@yahoo.com>
To: allmanor@comcast.net
Sent: Saturday, April 26, 2014 1:23:00 PM
Subject: Letter of Interest to join the Board of PHM

Dolores Neal
6268 Oxbridge Drive
Salisbury, MD 21801
443-880-6182

To Aleta Davis, Chair of the Board for Poplar Hill Mansion

Being active in volunteerism for most of my life, most recently at Poplar Hill Mansion, I want to progress to a deeper level of commitment in helping to create a page of history by a continued effort to keep Poplar Hill Mansion as a vital part of Salisbury's history.

This will be a team effort involving not only the curator, all the board members, Friends of Poplar Hill Mansion, but the many city and county residents that visit this historical home. I wish to be part of the resurgence of the historical value of the Poplar Hill Mansion and the land that surrounded the home that became a part of Salisbury history that continues to this day.

I retired from Wicomico County Health Department in 2011 as a secretary to the Director of Nursing. Currently I am serving on the Board for the Willow Creek Homeowners Association and actively serving on a event committee for the Institute of Retired Persons at Salisbury University.

Always involved in various aspects of learning history and its impact on people even today, I will strive to make a positive influence in the membership drive, event planning and overall continued success of the Poplar Hill Mansion.

Dolores Neal

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

May 22, 2014

Special Closed Meeting Minutes

Aleta Davis, Friends of the Poplar Hill Mansion Board Chair, called for a special e-vote of the members of the Board on Thursday, May 22, 2014. The purpose of the e-vote was for the acceptance of Ms. Delores Neal as a member of the Board of Directors of the Friends of Poplar Hill Mansion.

The majority of the Board of directors responded to the e-vote. The acceptance of Ms. Neal to become a member of the Board of Directors was by unanimous vote.

Ms. Davis sent Ms. Neal's letter of intention and the result of the e-vote to City of Salisbury Mayor James Ireton for his consideration to appoint Ms. Neal to the Board of Directors of the Poplar Hill Mansion.

Respectfully Submitted,

Ginny Hussey, CAP-OM

Ginny Hussey, CAP-OM. Recording Secretary

RESOLUTION NO. 2425

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Delores Neal	07/31/2017

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 July 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride
Subject: Appointment to the Historic District Commission
Date: July 22, 2014

Mayor Ireton would like to appoint the following person to the Historic District Commission:

<u>Candidate</u>	<u>Term Ending</u>	<u>Member Since</u>
Julia Glanz	8/31/2017	New Member

Attached is a letter from Ms. Glanz and the Resolution necessary for her appointment. Please forward this information to the City Council for the next City Council meeting. Please let me know if you have any questions.

Attachments

CC: Mayor Ireton
Tom Stevenson

Julia Glanz
224 W. Main St, Unit 203
Salisbury, MD 21801

July 18, 2014

Re: Salisbury Historic District Commission

Dear Mayor Ireton,

As a recent resident to Downtown Salisbury I am appreciative of the beauty and culture that Salisbury has preserved over the years. I would like to be considered for a commissioner position for the Salisbury Historic District Commission. It is my goal to help preserve the treasures we currently have in Salisbury, but make sure we do not stifle growth as we work towards revitalizing our many historic neighborhoods and community. If appointed I will work with all commissioners to review cases with an open mind and take into consideration all sides of an issue. I am a dedicated City resident and would love to be able to give back to Salisbury by sitting on the Salisbury Historic District Commission.

Please let me know if you need anything else from me. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Julia Glanz". The signature is written in dark ink and is positioned above a horizontal line.

Julia Glanz

RESOLUTION NO. 2426

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Historic District Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Julia Glanz	8/31/2017

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 July 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator 
Subject: Lodges at Naylor Mill Senior Apartments – Phase II
Date: July 23, 2014

Interfaith Housing Development Corporation of the Maryland Eastern Shore, Inc., and its partners are seeking support from the Mayor and City Council to obtain financing from the Maryland Department of Housing and Community Development (DHCD) or the Community Development Administration (CDA) for the second phase of the Lodges at Naylor Mill Senior Apartment facility. In July 2013, City Council unanimously approved this project by way of Resolution No. 2399. Unfortunately, DHCD and CDA did not select this project for funding last year. As you know, DHCD and CDA appropriates funding annually to fund projects throughout the State of Maryland by way of low interest loans or grants. Not all projects submitted are funded by these agencies. Each project submitted undertakes an extensive evaluation, scoring, and ranking process based on the program/project application criteria. This year, Interfaith Housing Development Corporation of the Maryland Eastern Shore would like to reapply to DHCD and CDA for \$2 Million in funding for this project and would like support from the Mayor and City Council.

The Lodges at Naylor Mill property sits on approximately 23 acres of land and is zoned R-10A. This allows a density of eight units per acre, or up to 184 apartments for this site. Phase II of this project will incorporate an addition 45 apartments to the existing 65 units, therefore creating a 110 affordable senior housing project. Each apartment will be identical in size and will include no less than four apartments, designed for senior residents with severe mobility restrictions. The design and infrastructure of Phase II post construction will have the same design as the existing structure.

Attached is a resolution of support for project financing from the Department of Housing and Community Development (DHCD) or the Community Development Administration (CDA).

1
2 RESOLUTION NO. 2427

3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO SUPPORT PROJECT
4 FINANCING TO BE PROVIDED EITHER DIRECTLY BY THE DEPARTMENT OF HOUSING
5 AND COMMUNITY DEVELOPMENT (THE "DEPARTMENT") OF THE STATE OF MARYLAND
6 OR THROUGH THE DEPARTMENT'S COMMUNITY DEVELOPMENT ADMINISTRATION
7 (THE "ADMINISTRATION") FOR THE LODGES AT NAYLOR MILL SENIOR APARTMENTS
8 (THE "PROJECT")

9 WHEREAS, the City Council of the City of Salisbury, Maryland recognizes that there is a
10 significant need for quality housing units in Salisbury for senior citizens with moderate and low incomes;
11 and

12 WHEREAS, Interfaith Housing Development Corporation and its development partner, The
13 Volunteers of America, Inc., propose to construct and operate an additional 45 rental housing units for
14 senior citizens of moderate and low income that would augment and be contiguous to the existing
15 facility known as the Lodges at Naylor Mill Senior Apartments located on Naylor Mill Road. That
16 facility currently serves 65 senior residents; and

17 WHEREAS, the Department, either directly or through the Administration, may provide some or
18 all of the financing for the Project (the "Project Financing") in order to assist in making it financially
19 feasible;

20 NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby endorses the
21 Project expansion upon the existing site; and HEREBY approves the Project financing in the form of a
22 loan from the Maryland Department of Housing and Community Development in an amount not to
23 exceed \$2,000,000.

24 BE IT FURTHER RESOLVED by the Salisbury City Council, pursuant to proper
25 authority granted it:

26
27 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the
28 City of Salisbury, Maryland held on the ____ day of _____2014 and is to become effective immediately
29 upon adoption.

30 ATTEST:

31 _____
32 Kimberly R. Nichols
33 City Clerk

31 _____
32 Jacob R. Day, President
33 Salisbury City Council

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APPROVED BY ME THIS:

_____ Day of _____, 2014

James Ireton, Mayor
City of Salisbury

City of Salisbury



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION ST., RM 202
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

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

MARYLAND

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director of Public Works *M. Moulds*
Date: May 27, 2014
Re: Salisbury Bike Route – South Boulevard & Riverside Drive Bike Path

In 2013, Salisbury Public Works (SPW) applied for a grant from the Maryland Bikeways Program. The Maryland Department of Transportation (MDOT) / Office of Planning approved this grant worth \$32,440 for the Salisbury Bikeways project, contingent upon the review of the design. SPW has designed the Bike Route and MDOT approved the plans on May 19th. The Office of Planning and Capital Programming of the Maryland Department of Transportation prepared the attached Grant Agreement.

The total estimated cost of this Project is \$52,280.00. With the City's \$19,840.00 allocation of in-kind services toward this project, bicycle safety will be improved with pavement striping for bike lanes, markings for shared bike lanes and signage along South Boulevard and Riverside Drive. The result will be enhanced bicycle circulation between downtown Salisbury and Salisbury University.

Please find attached a Resolution to sign the Grant Agreement with MDOT and to accept the Maryland Bikeways Program Grant in the amount of \$32,440.00. SPW recommends approval of the grant agreement to provide for the expansion of Salisbury's bike lane network.

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

Paul B. Mauser, E.I.
Project Engineer

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

1 RESOLUTION NO. 2428

2
3 A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO SIGN
4 THE GRANT AGREEMENT AND ACCEPT A GRANT OF \$32,440.00 FROM MARYLAND
5 DEPARTMENT OF TRANSPORTATION MARYLAND BIKEWAYS PROGRAM FOR THE
6 PROVISION OF 1.18 MILES OF PAVEMENT MARKING AND SIGNAGE ON RIVERSIDE
7 DRIVE AND 0.37 MILES OF PAVEMENT MARKING AND SIGNAGE ON SOUTH
8 BOULEVARD NECESSARY TO CREATE A BIKE ROUTE FROM DOWNTOWN
9 SALISBURY TO SALISBURY UNIVERSITY.

10
11 WHEREAS, the Maryland Department of Transportation has a Maryland Bikeways
12 Program for making pedestrian-and-bicycle-facilities improvements; and

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14 WHEREAS, the Maryland Department of Transportation Maryland Bikeways Program
15 provides grant funds to the City of Salisbury for use in specific areas; and

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17 WHEREAS, Maryland Department of Transportation and the City of Salisbury have been
18 working together to improve bicycle connectivity between the Downtown Central Business
19 District and Salisbury University; and

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21 WHEREAS, the bicycle facilities improvements to be constructed include the creation of
22 a bike route which will run along Riverside Drive from the intersection of Riverside Drive and
23 West College Avenue to the intersection of Riverside Drive and Mill Street, as well as along
24 South Boulevard from the intersection of South Boulevard and Camden Avenue to the
25 intersection of Riverside Drive and South Boulevard; providing dedicated bicycle-only lanes and
26 shared bicycle and motorized vehicle lanes; pavement marking for dedicated lanes, shared lane
27 markings for shared lanes, bicycle markings on the pavement, and bike route signage along the
28 route; and

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30 WHEREAS, the entire estimated project cost for this segment is approximately
31 \$52,280.00;

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33 WHEREAS, the City of Salisbury agrees to provide 37.9% of the project cost in
34 matching funds, including private contributions and/or services of actual project costs, in an
35 amount not to exceed \$19,840.00, for the pedestrian-and-bicycle-facilities improvements; and

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37 WHEREAS, the City of Salisbury will coordinate the installation of the signage and
38 pavement marking for the bike paths and shared lanes; and

39
40 WHEREAS, Maryland Bikeways Program has awarded a grant in the amount of
41 \$32,440.00 to provide for pavement marking and signage; and

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43 WHEREAS, the Project will enhance bicycle safety and access to the Maryland Blue
44 Crab Scenic Byway and will improve bicycle circulation in downtown Salisbury and the vicinity
45 of Salisbury University.
46

47 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
48 Maryland does hereby authorize the Mayor to sign the attached Grant Agreement dated
49 _____, 2014 accepting the project term and definition of matching funds, for the betterment
50 of the City and its residents, and accepts the grant of \$32,440.00 from Maryland Bikeways
51 Program to add pavement marking and signage for the Bike Route.

52
53 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
54 of the Council of the City of Salisbury held on this ____ day of _____, 2014 and is to
55 become effective immediately upon adoption.

56
57 ATTEST:

58
59
60 _____
61 Kimberly R. Nichols
62 CITY CLERK

Jacob R. Day
PRESIDENT, City Council

63
64 APPROVED by me this _____ day of _____, 2014

65
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67 _____
68 James Ireton, Jr.
69 MAYOR, City of Salisbury

GRANT AGREEMENT

BY AND BETWEEN

THE MARYLAND DEPARTMENT OF TRANSPORTATION

AND

THE CITY OF SALISBURY

THIS GRANT AGREEMENT executed in triplicate and entered into this _____ day of _____, 2014, by and between the Maryland Department of Transportation (“Department”) and the City of Salisbury (“Grantee”), Maryland.

WITNESSETH:

WHEREAS, the Department has programmed in the FY 2014-2019 Consolidated Transportation Program-2014 State Report on Transportation a total of Ten Million Dollars (\$10,024,000) for the Maryland Bikeways Program (“Program”);

WHEREAS, the Department budgeted within the Program Thirty Two Thousand Four Hundred Forty Dollars (\$32,440) for bike route signage and bike lanes along Riverside Drive and South Boulevard in Salisbury, Maryland (the “Project”);

WHEREAS, the Grantee has committed Nineteen Thousand Eight Hundred Forty Dollars (\$19,840) in Grantee matching funds;

WHEREAS, pursuant to Section 2-602 of the Transportation Article of the Annotated Code of Maryland, it is in the public interest for the State of Maryland to include enhanced transportation facilities for pedestrians and bicycle riders as an essential component of the State’s transportation system;

WHEREAS, the Maryland Bikeways Program was established and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve bicycle transportation in the State;

WHEREAS, the Project is a priority of the County and will enhance bicycle safety and access in Salisbury to a state designated Main Street and Sustainable Community Area;

WHEREAS, the Project is within a Priority Funding Area and is consistent with the City’s Comprehensive Plan;

WHEREAS, the Grantee has presented the Project at public meetings at which public support has been clearly documented, and the Project will include ongoing opportunities for public input;

WHEREAS, the Grantee will assume all maintenance and operating costs associated with the Project when it is completed;

WHEREAS, the Project is a valuable component of Maryland's transportation system;

WHEREAS, the Department has supported similar projects in various locations in the State;

WHEREAS, the Department and the Grantee agree that the Project will benefit the parties to this Agreement and will promote the safety, health, and general welfare of the citizens of the State of Maryland; and

WHEREAS, Section 2-103(i) of the Transportation Article of the Annotated Code of Maryland (2008 Replacement Volume, 2011 Cum. Supp.) authorizes the Secretary of Transportation, to the extent permitted by the State budget, to make grants-in-aid to any person, including political subdivisions of the State of Maryland, for any transportation related purpose.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above recitals are re-affirmed and incorporated herein by reference.
2. The Department hereby grants to the Grantee a sum not to exceed Thirty Two Thousand Four Hundred Forty Dollars (\$32,440) ("Grant") to be used by the Grantee for the completion of the Project. The Grantee shall be responsible for all work in connection with the Project, including the following:
 - a. Finalizing design plans;
 - b. Installing bicycle pavement markings and signage on Riverside Drive and South Boulevard;
 - c. Preparing quarterly status reports and final reports as requested by the Department; and
 - d. Contributing Grantee matching funds toward completion of the Project, which may include in-kind and/or cash contributions.
3. Notwithstanding anything to the contrary herein, if there are any cost savings on the Project, the Grantee's matching funds may be reduced.
4. The Project shall be consistent with relevant design standards and guidelines, including 2012 American Association of State Highway and Transportation Officials (AASHTO) Bicycle Design Guidelines, the Maryland Manual of Uniform Traffic Control Devices, and the Access Board Advance Notice of Proposed Rulemaking (ANPRM) on Accessibility Guideline for Shared Use Paths.

5. The Grantee shall engage a professional engineer, registered in the State of Maryland, for design services on the Project. The Grantee shall provide to the Department final deliverables for the Project record. Notwithstanding anything to the contrary herein, the Grantee shall have final rights of approval.

6. The Grantee shall require all contractors and subcontractors, prior to commencement of work on the Project, to secure and keep in force during the term of this Agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in Maryland, the following insurance coverages:

- a. commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence;
- b. automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence;
- c. workers compensation coverage meeting all statutory requirements.

This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. The Grantee shall evidence limits of insurability for general liability coverage in an amount of \$500,000 aggregate and \$200,000 each occurrence, and \$30,000 per person, \$60,000 per accident for bodily injury and \$15,000 for property damage for automobile liability and State of Maryland statutory limits for workman's compensation. The Grantee shall have the right to self-insure.

The Department and its agencies, officers, and employees shall be endorsed on the commercial general liability policies, including any excess policies (to the extent applicable), as an additional insured. Coverage will be primary and noncontributory with any other insurance and self-insurance. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice to the Department. Certificates of insurance shall be provided to the Department upon request. All endorsements shall be provided as soon as practicable. Failure to provide insurance as required in this Agreement is a material breach of contract entitling the Department to terminate this Agreement.

7. The Grant represents the maximum financial liability of the Department under this Agreement subject to, limited by and contingent upon the appropriation and availability of funds, as well as the types of liabilities, damage caps, and notice requirements stated in the Maryland Torts Claims Act, currently found at Maryland Annotated Code, State Government, Section 12-101 ("MTCA").

8. The parties agree that the Grantee will utilize the Grant for the Project in conjunction with other funds it has obtained from other funding sources other than the Maryland Bikeways Program to complete the Project.

9. The Grantee may use funds only for costs incurred in connection with the Project. Payment of the Grant by the Department shall be made on a reimbursable basis upon the Grantee's submission of invoices for such payment, subject to the following conditions.

All invoices for payment shall include:

- (a) actual expenditures incurred by the Grantee in connection with the Project;
- (b) a certification by the Grantee that all costs charged to the Project are in connection therewith and supported by properly executed records, vouchers, invoices or contracts evidencing the nature and propriety of the charges.

Invoices/requests for reimbursement will be submitted not more frequently than once per month (30 days). Invoices/requests for reimbursement will be reviewed by MDOT to determine (a) that the indicated costs are allowable hereunder and (b) that the invoiced work contributes directly to the accomplishment of the Project. Failure to meet these conditions will result in disallowed costs that will be deducted from the authorized appropriated amount. Payment shall be made by the Department to the Grantee within thirty (30) days of the Department's receipt and approval of the invoice and accompanying certifications. The final invoice must be submitted with a Final Report as stipulated by the Department. The final invoice will not be paid until the Final Report is submitted. No Project costs incurred prior to the execution of this Agreement will be reimbursed.

10. The Grantee shall comply with all applicable Federal, State and local laws in expending Grant funds and in carrying out the Project, including compliance with the Americans with Disabilities Act of 1990, particularly as it relates to public meetings held in connection with the Project.

11. The term of this Agreement shall commence upon the date first set forth above and shall terminate when all payments of the Grant have been made or September 26, 2015, whichever is sooner.

12. The Department reserves the right to suspend or terminate all or part of the financial assistance herein provided and to terminate this Agreement, in whole or in part, if:

- (a) the Grantee breaches or fails to fulfill any of the terms of this Agreement;
- (b) funds are not appropriated by the General Assembly of Maryland to fund this Grant.

The Grantee acknowledges and agrees that funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the General Assembly and that, except as otherwise provided for herein, the Department shall not be liable for any breach of this Agreement due to the absence of an appropriation. Termination of this Agreement will not invalidate obligations properly incurred by the Grantee prior to the date of termination if such obligations are unable to be canceled. The acceptance of a remittance from the Department of any or all funds, or the closing out of the Department's financial participation

under this Agreement, shall not constitute a waiver of any claim which the Department may otherwise have against the Grantee arising out of this Agreement. If, upon termination of this Agreement, it is determined by the Department that funds are due to the Department, the Grantee shall promptly remit such amount to the Department within forty-five (45) days following written notification to the Grantee from the Department. The Grantee's agreement to remit any excess Grant funds to the Department shall survive the termination of this Agreement.

In addition to the Department's remedies under this Section, the Department may proceed to protect and enforce all rights available to it, by suit in equity, action in law or by any other appropriate proceedings, any or all of which may be exercised contemporaneously with each other and all of which rights and remedies shall survive the termination of this Agreement.

13. The Grantee shall maintain separate and complete accounting records which are consistent with generally accepted accounting procedures and accurately reflect all income and expenditures of Grant funds for the Project. Grantee accounting records shall be maintained for a period of three (3) years after the termination of this Agreement. The records of the Grantee must be in sufficient detail to determine the nature of the costs incurred and/or expenditures made by the Grantee for the Project.

14. The Department may perform interim and final audits of the Grant provided for under this Agreement. Any final audit shall commence within three (3) years of the expiration or earlier termination of this Agreement. In connection with any audit undertaken hereunder, the Grantee shall provide access to all records with respect to the Project. Following the completion of any audit undertaken hereunder, the Grantee shall refund to the Department within forty-five (45) days following notification by the Department any Grant payments that are found to be unsupported by acceptable accounting records or not expended in accordance with the terms of this Agreement. The Grantee's covenant to repay any excess Grant payments shall survive the expiration or earlier termination of this Agreement.

15. This Agreement may be modified only by written instrument, executed by the Department and the Grantee.

16. The Grantee shall, to the extent permitted by law, defend, indemnify, and hold harmless the Department, its officers, agents, and employees, from any and all claims, demands, suits, causes of action, liability, damages, losses, costs and expenses (including reasonable attorneys' fees) of whatsoever nature, including, without limitation, those arising on account of any injury or death of persons or damage to property, caused by, arising out of, or resulting from any and all services and activities performed by the Grantee or its employees, agents, subcontractors, or consultants relating to the Project and this Agreement.

17. All payments hereunder by the Department to the Grantee are subject to the budgetary and appropriation requirements of Section 3-216(d)(2) of the Transportation Article of the Annotated Code of Maryland, as amended and supplemented.

18. No right, benefit or advantage inuring to the Grantee under this Agreement may be assigned and no burden imposed on the Grantee hereunder may be delegated or assigned without the prior written approval of the Department.

19. The parties hereby agree that this Agreement shall be construed in accordance with the law of the State of Maryland.

20. As an inducement to the Department to make the Grant, the Grantee hereby certifies to the Department that:

- (a) any resolution, ordinance or other action which may be required by local law has been introduced and adopted, passed, enacted or taken as an official act of the Grantee's governing body, authorizing the execution and delivery of this Agreement by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of the Grantee;
- (b) no officer or employee of the Grantee, or its designees or agents, no consultants, no member of the Grantee's governing body, and no other public official of the Grantee, who exercises any functions or responsibilities over the Project or the Grant shall have or obtain a personal or financial interest or benefit from any activity in connection with the Project or Grant or have an interest in any contract, subcontract or agreement with respect therewith;
- (c) the Grantee is not in arrears with respect to the payment of any moneys due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Agreement.

21. The Department and the Grantee certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of:

- (a) age, ancestry, color, creed, marital status, national origin, race or religious or political affiliation, belief or opinion, or sexual orientation;
- (b) sex or age, except when age or sex constitutes a bona fide occupational qualification; or
- (c) the physical or mental disability of a qualified individual with a disability.

Upon the request of the other party, the Department and the Grantee will submit to the other party information relating to its operating policies and procedures with regard to age, ancestry, color, creed, marital status, mental or physical disability, national origin, race, religious or political affiliation, belief or opinion or sex or sexual orientation.

22. The Department and the Grantee shall comply with the State's policy concerning drug and alcohol free workplaces, as set forth in COMAR 01.01.1989.18 and 21.11.08, and must remain in compliance throughout the term of this Agreement.

23. It is specifically agreed between the Department and the Grantee that it is not intended by any of the provisions of this Agreement to create in any public entity, or any member thereof, or in any private entity third party beneficiary status in connection with the performance of the obligations herein.

24. If any provisions of this Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction:

- (a) such provision shall be fully severable;
- (b) this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and
- (c) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

25. This Agreement may be executed in a number of identical counterparts, each of which shall constitute an original and all of which shall constitute, collectively, one agreement.

26. This Agreement shall inure to and be binding upon the parties hereto, their agents, successors and, to the extent an assignment has been approved pursuant to Section 18 of this Agreement, their assigns.

27. Each notice, invoice, demand, request, consent, approval, disapproval, designation or other communications between the parties, to the extent required to be in writing shall be made by United States Mail to the following addressees:

In the case of MDOT:

Ms. Kate Sylvester
7201 Corporate Center Drive
P.O. Box 548
Hanover, MD 21076

In the case of the Grantee:

Mr. Paul Mauser
Project Engineer
City of Salisbury
Department of Public Works
125 N Division Street, Suite 202
Salisbury, MD 21801

The next page is the signature page.

IN WITNESS WHEREOF, the parties here to have executed this Agreement as of the day and year first above written.

WITNESS:

**MARYLAND DEPARTMENT OF
TRANSPORTATION**

By: _____
Leif A. Dormsjo
Deputy Secretary

FUNDS AVAILABLE:

David L. Fleming, Chief Financial Officer
Office of Finance

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Assistant Attorney General
Maryland Department of Transportation

WITNESS:

CITY OF SALISBURY

By: _____

City of Salisbury



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION ST., RM 202
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

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

MARYLAND

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director of Public Works 
Date: May 27, 2014
Re: Salisbury Bike Route – South Boulevard & Riverside Drive Bike Path

The attached ordinance creates a bike route which will run along Riverside Drive from the intersection of Riverside Drive and West College Avenue to the intersection of Riverside Drive and Mill Street, as well as along South Boulevard from the intersection of South Boulevard and Camden Avenue to the intersection of Riverside Drive and South Boulevard. The route will provide dedicated bicycle-only lanes where feasible and shared bicycle and motorized vehicle lanes where the roadway width is not sufficient for a dedicated bike lane. Public Works utilized the Manual on Uniform Traffic Control Devices (MUTCD) Chapter 9, Traffic Control for Bicycle Facilities, for the design and layout of the project. The project will install lane striping, symbols, shared lane markings and signage as per the standards and the existing roadway conditions.

Our project application to the Maryland Bikeways Program has been approved. The Maryland Department of Transportation (MDOT) has approved \$32,440 in reimbursable grant funding for Salisbury Bikeways. SPW has also created a resolution to Council allowing the Mayor to accept the MDOT grant. The funds from this grant will be used to cover the costs to create the Bike Route.

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



Paul B. Mauser, E.I.
Project Engineer



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

ORDINANCE NO. 2298

1
2
3 AN ORDINANCE of the City of Salisbury, Maryland creating a bike route
4 which will run along Riverside Drive from the intersection of Riverside
5 Drive and West College Avenue to the intersection of Riverside Drive and
6 Mill Street, as well as along South Boulevard from the intersection of
7 South Boulevard and Camden Avenue to the intersection of Riverside
8 Drive and South Boulevard; providing dedicated bicycle-only lanes and
9 shared bicycle and motorized vehicle lanes as directed by MDMUTCD
10 Chapter 9, Traffic Control for Bicycle Facilities (MDMUTCD); installing
11 appropriate pavement markings in the form of lane striping for dedicated
12 lanes; installing shared lane markings for shared lanes; installing bicycle
13 markings on-pavement; and installing bike route signage along the route
14 per the MDMUTCD.
15

16
17 WHEREAS, the City of Salisbury desires to encourage cycling throughout the
18 City; and
19

20 WHEREAS, the proposed bicycle route will consist of a route, in both directions,
21 which will run along Riverside Drive from the intersection of Riverside Drive and
22 West College Avenue to the intersection of Riverside Drive and Mill Street, as
23 well as along South Boulevard from the intersection of South Boulevard and
24 Camden Avenue to the intersection of Riverside Drive and South Boulevard; and
25

26 WHEREAS, in order to define the dedicated bicycle lane, appropriate lane
27 striping and lane markings must be provided on the pavement; and
28

29 WHEREAS, in order to provide a bicycle route, portions of the roads must be
30 marked as shared between motorized vehicular traffic and bicycle traffic; and
31

32 WHEREAS, in order to define the portions of the roadway that are to be available
33 for usage by bicycles, appropriate shared markings will be installed on the
34 pavement; and
35

36 WHEREAS, in order to clearly define the route, appropriate signage will be
37 installed; and
38

39 WHEREAS, the curb-to-curb street width on affected streets shall be unchanged
40 by the proposed bicycle route; and
41

42 WHEREAS, the Director of Public Works has determined that the impact of the
43 proposed bicycle route on vehicular traffic flow will be minimal.
44
45

46 NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY,
47 MARYLAND that a bicycle route be created, in both directions, which will run
48 along Riverside Drive from the intersection of Riverside Drive and West College
49 Avenue to the intersection of Riverside Drive and Mill Street, as well as along
50 South Boulevard from the intersection of South Boulevard and Camden Avenue
51 to the intersection of Riverside Drive and South Boulevard; that bicycles be
52 permitted to travel this route in dedicated/shared lanes; that appropriate
53 pavement markings be provided in the form of lane striping and symbols where
54 appropriate; and that signage be installed to identify the route.

55
56 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
57 SALISBURY, MARYLAND, that this Ordinance shall take effect upon final
58 passage.

59
60 THIS ORDINANCE was introduced and read at a meeting of the Council of the
61 City of Salisbury, Maryland held on the ___ day of _____, 2014, and,
62 thereafter, a statement of the substance of the Ordinance having been published
63 as required by law, in the meantime, was finally passed by the Council on the
64 ___ day of _____, 2014.

65
66
67 ATTEST:

68
69
70 _____
71 Kimberly R. Nichols
72 CITY CLERK

70 _____
71 Jacob R. Day
72 PRESIDENT, City Council

73
74
75 APPROVED BY ME THIS

76
77 _____ Day of _____, 2014

78
79
80
81 _____
82
83 James Ireton, Jr.

84
85 MAYOR, City of Salisbury

86
87