



# City of Salisbury

## CITY COUNCIL AGENDA



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**October 27, 2014**  
**Government Office Building**

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**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 - The Very Reverend Frieda L. Malcolm, Rector at St. Alban's Episcopal Church

6:06 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

6:08 p.m. COMMUNITY PRESENTATION – Just ZOO it!

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:17 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- October 6, 2014 work session minutes
- October 6, 2014 closed session minutes (separate envelope)
- October 13, 2014 regular meeting minutes
- Resolution No. 2454 - authorizing a temporary adjustment to the parking permit rate for Lot #10 for the employees of the Wicomico County State's Attorney's Office and the Child Advocacy Center
- Resolution No. 2455 - approving the appointment of Ben Etherton to the Central City District Commission (CCDC) for term ending 10/31/2016
- Resolution No. 2456 - approving the appointment of Vincent Knoepfel to the Central City District Commission (CCDC) for term ending 10/31/2016
- Resolution No. 2457 - declaring that Sby River, LLC is eligible to receive Enterprise Zone benefits for property located at 692-704 Fitzwater Street, Salisbury Maryland

6:22 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller

- Contract 110-14, Market Street Stormwater Retrofit Project

6:30 p.m. ORDINANCES – City Attorney Mark Tilghman

- Ordinance No. 2302 – 2<sup>nd</sup> reading - approving a budget amendment of the FY15 General Fund Budget to allocate funds from the General Fund current year surplus to purchase a new video network server, current software package, and individual camera licenses
- Ordinance No. 2303 – 2<sup>nd</sup> reading - approving an amendment of the FY15 Budget to appropriate funds for construction of the Parkside Lift Station

- Ordinance No. 2304 – 2<sup>nd</sup> reading - approving a budget amendment of the FY15 General Fund Budget to appropriate funds for travel expenses for Ron Smith & Associates in support of the Salisbury Latent Fingerprint Exam Grant Award BJAG-2011-0032
- Ordinance No. 2305 - 1<sup>st</sup> reading - approving an amendment of the FY15 budget to appropriate funds for traffic equipment repairs and maintenance

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](http://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 November 10, 2014 (subject to change)**

- Ordinance No. 2305 - 2<sup>nd</sup> reading Budget modification approving an amendment of the FY15 budget to appropriate funds for traffic equipment and maintenance
- Ordinance No. \_\_\_\_ - 1<sup>st</sup> reading - Reallocation of the 2003 CDA bonds
- Ordinance No. \_\_\_\_ - 1<sup>st</sup> reading – establishing Stormwater Utility
- Resolution No. \_\_\_\_ - Booth Street Apartments Phase 1 Capacity Fee Waiver

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CITY OF SALISBURY  
WORK SESSION  
OCTOBER 6, 2014

Public Officials Present

Council Vice President Laura Mitchell  
Councilman John “Jack” R. Heath

\* Councilwoman Eugenie P. Shields  
Councilman Timothy K. Spies  
\* arrived at 5:30 p.m.

Public Officials Not Present

Mayor James Ireton, Jr.  
Council President Jacob R. Day

In Attendance

City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, Assistant City Administrator Terence Arrington, Assistant Director of Internal Services – Procurement Jennifer Miller, City Attorney Mark Tilghman (arrived at 5:30 p.m.), interested citizens and members of the press.

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On October 6, 2014, Salisbury City Council convened in a Work Session at 4:33 p.m. in Council Chambers, Room 301 of the Government Office Building.

**Salisbury City Census Bureau Data Overview**

Nesreen Khashan, U.S. Census Bureau - Data Dissemination Specialist joined Council at the table to discuss Salisbury’s changing statistical profile (using the 2012 data) and presented a PowerPoint presentation, which is attached and made part of these minutes.

The following is a synopsis of the information provided in Ms. Khashan’s presentation:

- Showed modest growth in two years (since the 2010 Census)
- Wicomico County has grown more than the City of Salisbury during period since 2010
- Salisbury is trending towards a younger population
- Since 2000 the Hispanic population has more than doubled and the Asian population has remained the same
- Asian population represents only 3% of the City but earns the most money
- Home ownership declined and renter occupied homes increased

Ms. Khashan stated that the Census Bureau was always collecting data, and households in the community could be selected to complete surveys. Municipal encouragement to participate instills a civic duty mindset in the community and helps leaders make data-driven decisions.

44 The presentation was for Council's informational purposes only.

45

46 **Standard Solar presentation**

47

48 Standard Solar did not appear to make a presentation to the Council.

49

50 **Capacity Fee Waiver Request for Booth Street Apartments Phase I**

51

52 Council was joined at the podium by Wicomico County Housing Authority Interim Executive  
53 Director Suzanne Brown, Pennrose Properties Vice President Ivy Carter and manager Patrick  
54 Stewart to discuss the capacity fee waiver request for the Booth Street Apartments Phase I.

55

56 After discussing the proposed project, Council unanimously agreed to waive the capacity fees for  
57 the Booth Street Apartments Phase I project.

58

59 **Proposed Annexation – Tri-County Council of the Lower Eastern Shore (TCC)**

60

61 Council was joined by Building, Permits and Inspections Director William Holland, Shore  
62 Transit Director Brad Bellacicco, Becker Morgan Group, Inc. Senior Associate Jeff Hartman and  
63 Jakubiak & Associates, Inc. President Chris Jakubiak to discuss the proposed annexation of the  
64 27.6 acre site, located at the northwest quadrant of the U.S. Route 50 and Walston Switch Road  
65 intersection (formerly site of Filtronic/Comtek/Powerwave).

66

67 The site is developed with a two-story building consisting of 74,000 square feet of office space  
68 and 12,000 square foot fleet maintenance facility. Mr. Bellacicco explained that if the need arises  
69 to expand, they have already planned for that and won't have to pull out water and sewer lines.

70

71 Council discussion points included the following:

72

- 73 • Metering the discharged well water that is used in the bus wash station
- 74 • Chief Hoppes should examine the sprinklers
- 75 • The proposed route for running water and sewer to Beaver Run
- 76 • Are there other property owners interested in annexing into the City between Beaver Run  
77 and TCC at this time? This would help with the overall cost of running the lines.
- 78 • Is the proposed zoning reasonable for future needs?
- 79 • Site map to be sent to City Clerk Nichols and forwarded to Council members

80

81 Currently zoned C-3, Mr. Holland indicated the proposed zoning would be LB-1 (Light Business  
82 and Institutional). Mr. Jakubiak will coordinate with Public Works and Chief Hoppes on  
83 Council's concerns, meet with the applicants, formalize the draft annexation agreement, and  
84 schedule another Work Session with City Council. The process should take three to four weeks.

85

86 Council reached unanimous consensus to permit proceeding with the annexation process.

87

88 Council recessed at 5:54 p.m. and reconvened at 6:02 p.m.

89

90 **Motion to convene in Closed Session**

91  
92 On a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and approved by  
93 unanimous vote in favor, Council convened in Closed Session to discuss a matter directly  
94 related to a negotiating strategy or the contents of a bid or proposal, if public discussion or  
95 disclosure would adversely impact the ability of the public body to participate in the competitive  
96 bidding or proposal process as permitted under the Annotated Code of Maryland 10-508(a)(14).

97  
98 At 6:11 p.m. on a motion and seconded by Mrs. Shields and Mr. Spies, and approved by  
99 unanimous vote in favor, Council Vice President Laura Mitchell adjourned the Closed Session,  
100 reconvened in Open Session, and reported that Council had discussed a lease negotiation and  
101 unanimously approved the draft lease continuation agreement.

102  
103 Thereafter, at 6:12 p.m., and with no further discussion, Vice President Mitchell adjourned the  
104 Open Session.

105  
106  
107 \_\_\_\_\_  
108 City Clerk

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111 \_\_\_\_\_  
112 Council President

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**OCTOBER 13, 2014**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

*Mayor James Ireton, Jr.*  
*Councilman John “Jack” R. Heath*

9  
10 **PUBLIC OFFICIALS NOT PRESENT**

11  
12 *Council President Jacob R. Day*  
13 *Councilman Timothy K. Spies*

14  
15 **IN ATTENDANCE**

16  
17 *City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, City Attorney*  
18 *Mark Tilghman, Assistant Director Internal Services – Procurement Jennifer Miller, Public*  
19 *Works Director Mike Moulds, Public Works Deputy Director Amanda Pollack, Major Dave*  
20 *Meienschein, interested citizens and members of the press*

21  
22 \*\*\*\*\*

23 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

24  
25 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council Vice*  
26 *President Mitchell called the meeting to order and invited Pastor Julie Lewis from Rockawalkin*  
27 *United Methodist Church to offer the City Invocation. Afterwards, those in attendance recited*  
28 *the Pledge of Allegiance to the flag of the United States of America.*

29  
30 **COMMUNITY PRESENTATION**

31  
32 *Women Supporting Women – presented by Executive Director Sue Revelle*

33  
34 *Women Supporting Women Executive Director Sue Revelle was invited to the podium to speak*  
35 *about the non-profit organization. Established twenty-one years ago to assist and support*  
36 *women diagnosed with breast cancer, Women Supporting Women now extends services to those*  
37 *diagnosed with all types of cancer, including men. She reported all of the funding stays on*  
38 *Delmarva and services are free to local breast cancer survivors, their families and friends. Some*  
39 *of the services provided by Women Supporting Women include informational tote bags;*  
40 *children’s material; wigs, hats and scarves; support group meetings and mentoring services;*  
41 *comfort “Piglet Pillows”; bras and prostheses; lift chair loaner program; lending library; and*  
42 *community education speakers.*

44 *Women Supporting Women operates Mondays through Fridays 9 a.m. – 4:00 p.m. and can be*  
45 *contacted at [www.womensupportingwomen.org](http://www.womensupportingwomen.org) (e-mail) or 410-548-7880 (phone).*

46

47 **ADOPTION OF LEGISLATIVE AGENDA**

48

49 *Mrs. Shields moved, Mr. Heath seconded, and the vote was unanimous (3-0) to approve the*  
50 *Legislative Agenda as presented.*

51

52 **CONSENT AGENDA** – *presented by City Clerk Kim Nichols*

53

54 *The Consent Agenda was unanimously approved on a 3-0 vote in favor on a motion and*  
55 *seconded by Mrs. Shields and Mr. Heath, respectively:*

56

- *September 15, 2014 work session minutes*
- *September 22, 2014 regular meeting minutes*
- *Resolution No. 2449 – approving the reappointment of Susan Carey to the City Election Board for term ending 1/31/2020*
- *Resolution No. 2450 – approving the appointment of Nancy Nyquist to the Marina Committee for term ending 10/31/2016*
- *Resolution No. 2451 – approving a Maryland Department of Housing and Community Development, Technical Assistance Grant application for funds to provide for downtown branding and marketing efforts and to authorize the Mayor to sign all documents necessary for the receipt of said funds*
- *Resolution No. 2452 - supporting participation in the Sustainable Maryland Certified Municipal Certification Program*

57 **AWARD OF BIDS** – *presented by Assistant Director of Internal Services – Procurement Jennifer*  
58 *Miller*

59

60 *The Award of Bids, consisting of the following items, was unanimously approved on a 3-0 vote*  
61 *on a motion by Mrs. Shields that was seconded by Mr. Heath:*

62

- *Change Order #3, Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction*
- *Declaration of Surplus – City of Salisbury GOB – Inter-Tel Axxess Basic Phones*

66

67 **RESOLUTION** – *presented by City Administrator Tom Stevenson*

68

- *Resolution No. 2453 – authorizing the Mayor to enter into a memorandum of understanding with the Maryland Department of Corrections for use of inmate work crews in conjunction with City forces*

72

73 *Mrs. Shields moved and Mr. Heath seconded to approve Resolution No. 2453.*

74  
75 *Public Works Director Mike Moulds distributed a revised Memorandum of Understanding*  
76 *and attachments, (attached and made part of the minutes) and reviewed the following*  
77 *corrections and changes with Council:*

- 78  
79       ➤ *Struck the entire second paragraph under III. Compensation*  
80       ➤ *Struck “James Ireton” and “John A. Rowley” under VIII. Notices, to reference only*  
81       *the positions, not the names*  
82       ➤ *Deleted “Captain Michelle Jones” in Paragraph 24, Attachment A*  
83       ➤ *Changed the termination date from 14 days to 30 days*

84  
85 *Resolution No. 2453 was approved as presented by a unanimous vote (3-0) in favor.*

86  
87 **ORDINANCES** – *presented by City Attorney Mark Tilghman*

- 88  
89       • *Ordinance No. 2302– 1<sup>st</sup> reading – approving a budget amendment of the FY15 General*  
90 *Fund current year surplus to purchase a new video network server, current software*  
91 *package, and individual camera licenses*

92  
93 *On a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by*  
94 *unanimous vote in favor, Ordinance No. 2302 was approved for first reading.*

- 95  
96       • *Ordinance No. 2303– 1<sup>st</sup> reading – approving an amendment of the FY15 Budget to*  
97 *appropriate funds for construction of the Parkside Lift Station*

98  
99 *On a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by*  
100 *unanimous vote in favor, Ordinance No. 2303 was approved for first reading.*

- 101  
102       • *Ordinance No. 2304– 1<sup>st</sup> reading – approving a budget amendment of the FY15 General*  
103 *Fund Budget to appropriate funds for travel expenses for Ron Smith & Associates in*  
104 *support of the Salisbury Latent Fingerprint Exam Grant Award BJAG-2011-0032*

105  
106 *On a motion and seconded by Mrs. Shields and Mr. Heath, respectively, and by*  
107 *unanimous vote in favor, Ordinance No. 2302 was approved for first reading.*

108  
109 **PUBLIC COMMENTS**

110  
111 *The following comments were received by two members of the public:*

- 112  
113       • *shared information on the Wicomico County Schools Facilities Task Force Report*  
114       • *reminded everyone the Wicomico County Candidates Forum will be held on Wednesday,*  
115 *October 15, 2014 from 7 p.m. to 9 p.m. at Wor-Wic Community College*

117 **ADJOURNMENT**

118  
119 *Upon a motion and seconded by Mr. Heath and Mrs. Shields, respectively, and by unanimous*  
120 *vote in favor, Mrs. Mitchell adjourned the Legislative Session at 6:50 p.m.*

121  
122 **CITY OF SALISBURY, MARYLAND**  
123 **CLOSED SESSION**  
124 **OCTOBER 6, 2014**

125  
126 **TIME & PLACE:** 6:02 p.m., Government Office Building – Council Chambers, Room 301

127 **PURPOSE:** *To discuss a matter directly related to a negotiating strategy or the*  
128 *contents of a bid or proposal, if public discussion or disclosure would*  
129 *adversely impact the ability of the public body to participate in the*  
130 *competitive bidding or proposal process*

131 **VOTE TO CLOSE:** *Unanimous*

132 **CITATION:** *Annotated Code of Maryland Sections 10-508(a)(14)*

133 **PRESENT:** *Council Vice President Laura Mitchell, Councilwoman Eugenie P.*  
134 *Shields, Councilman John “Jack” R. Heath, Councilman Timothy K.*  
135 *Spies, City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson,*  
136 *Assistant City Administrator Terence Arrington, Deputy Director Internal*  
137 *Services-Procurement Jennifer Miller, City Attorney Mark Tilghman*

138 **NOT PRESENT:** *Mayor James Ireton, Jr., Council President Jacob R. Day*

139  
140 *On October 6, 2014, Council convened in Work Session in Council Chambers (Room #301) of*  
141 *the Government Office Building. At 6:02 p.m., Mrs. Shields moved to convene in Closed Session*  
142 *to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal,*  
143 *if public discussion or disclosure would adversely impact the ability of the public body to*  
144 *participate in the competitive bidding or proposal process in accordance with the Annotated*  
145 *Code of Maryland § 10-508(a)(14). Mr. Spies seconded and the vote was unanimous.*

146  
147 *Deputy Director Internal Services-Procurement Jennifer Miller provided an update on*  
148 *negotiations of a lease. After discussion, Council unanimously approved the drafted lease*  
149 *continuation agreement.*

150  
151 *At 6:12 p.m., on a motion by Mrs. Shields, seconded by Mr. Spies, and approved by unanimous*  
152 *vote in favor, Council Vice President Mitchell adjourned the Closed Session, returned to Open*  
153 *Session, and provided the report to the public. Thereafter, she adjourned the Open Session.*

154  
155 \_\_\_\_\_  
156 *City Clerk*

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158 \_\_\_\_\_  
159 *Council President*

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF SALISBURY  
And  
MARYLAND DEPARTMENT OF PUBLIC SAFETY AND  
CORRECTIONAL SERVICES**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU” or “AGREEMENT”)** made this \_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Salisbury (hereinafter referred to as “City”) and the State of Maryland Department of Public Safety and Correctional Services (hereinafter referred to as “DPSCS”).

**Whereas**, the City is in need of unskilled and semi-skilled laborers; and

**Whereas**, the DPSCS can provide pre-release security inmates to perform the necessary services; and

**Whereas**, no member of the inmate work crew shall have been, convicted of a violent crime, including but not limited to murder, rape, child molestation; and

**Whereas**, the parties desire to formalize the terms and conditions under which the DPSCS’s inmate work crews can serve the City,

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the mutual promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**I. TERM**

This MOU is effective upon the day and date last signed and executed by the governing bodies of the parties represented, and shall remain in force and continuing until terminated by either party. This MOU may be terminated, without cause, by either party with 30 days written notice.

**II. SCOPE OF SERVICES**

The inmate work crews will perform the following specified work under the specified conditions (see attached Standard Operating Procedures): general sanitation, grass cutting, weed trimming, snow removal, and any other duties as agreed upon between agencies.

### **III. COMPENSATION**

Compensation per crew will be paid only for the services performed and will be paid at the daily/hourly rates in Attachment B – Public Safety Works Daily Rate Calculation. The Daily Rate Calculation will be reviewed and adjusted annually as approved by both parties.

### **IV. INDEMNIFICATION**

Subject to any limitations imposed by law, the parties agree that each party shall be responsible for its own actions and omissions, pursuant to the performance of this MOU, and neither party shall try to hold the other liable with respect to any matter not arising from the other party's actions or omissions. Furthermore, the liability of the parties shall be governed by the terms and provisions of the applicable Tort Claims Acts and other Maryland law.

### **V. TERMINATION**

- A. If the City or the DPSCS determines that either party has failed to fulfill in a satisfactory manner its obligations under this MOU, or if either party violates any of the covenants, agreements, or stipulations of this MOU, either may terminate this MOU by giving written notice to the other and specifying the effective date thereof.
- B. If, for any reason, other than reasons covered under section V.A., the City or the DPSCS wishes to terminate this agreement, it may do so by giving written notification thereof, at least thirty (30) days prior to termination. The DPSCS shall be compensated for all work previously completed prior to termination.

### **VI. NONDISCRIMINATION**

The DPSCS shall not discriminate in connection with the performance of this MOU against any person on the basis of race, creed, color, national origin, religion, sex, age, sexual orientation, marital status, or mental or physical handicap not reasonably related to the performance of this agreement.

## **VII. AUDITS**

At any time during business hours and as often as City may deem necessary, the DOC shall make available to City for inspection, records with respect to the services provided under this Agreement. The DOC shall permit the City to audit, examine, and make copies, excerpts or transcripts from such records, and to make audits of all data relating to matters covered by this Agreement. The DOC shall maintain and retain all records and other documents related to the Agreement for a period of (3) three years from the date of payment for services, except in cases where unresolved audit questions require a longer period of time for resolution, as determined by the City.

## **VIII. NOTICES**

Any notice required or permitted under this MOU shall be in writing and hand delivered with receipt obtained therefore or mailed, postage prepaid, to the other party by certified mail, return receipt requested to the parties at the following addresses:

### **FOR CITY OF SALISBURY**

Mayor  
125 N. Division St.  
Salisbury MD 21801-4940

### **FOR THE DEPARTMENT**

Public Safety Works Coordinator  
13800McMullen Highway, SW  
Cumberland, MD 21502

## **IX. COMPLIANCE WITH LAW**

The DPSCS shall comply with all federal, state, and local laws, ordinances, rules and regulations applicable to the services to be provided or performed under the terms of this Agreement

## **X. GOVERNING LAW**

This MOU shall be governed by and construed in accordance with the laws of the State of Maryland.

## **XI. ENTIRE MOU/MODIFICATION**

This MOU and Attachment(s) A and B constitute the entire and full understanding between the parties hereto and neither party shall be bound by any representation, statement, promise, or agreements not expressly set forth herein. Any modification to this MOU shall be by written Amendment, executed and approved by both parties, (i.e., Attachment A – Public Safety Works Standard Operating Procedures).

## **XII. FURTHER ACTS TO EFFECTUATE AGREEMENT**

Each party shall execute such other and further instruments and perform such acts as may be reasonably required to effectuate the purposes of the Agreement.

## **XIII. SEVERABILITY**

Should any provision of the Agreement be found, held, or deemed to be unenforceable, voidable, as contrary to law or public policy under the laws of Maryland, or the federal government, the parties intend that the remaining provisions of the Agreement shall nevertheless continue in full force and be binding upon the parties, its assigns and successors

**IN WITNESS WHEREOF**, the parties hereby evidence their agreement to the above terms and conditions by having caused this MOU to be executed, sealed and delivered on the day and year first above written.

WITNESS:

**CITY OF SALISBURY**

By: \_\_\_\_\_  
**James Ireton, Jr., Mayor City of Salisbury**

ATTEST:

**STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES**

By: \_\_\_\_\_  
**Gary D. Maynard, Secretary DPSCS**

APPROVED FOR FORM AND LEGAL  
SUFFICIENCY

By: \_\_\_\_\_  
Assistant Attorney General

**ATTACHMENT(S):**

- A – Public Safety Works Standard Operating Procedures.**
- B – Public Safety Works Inmate Daily Rate Calculation**



## ATTACHMENT A

### DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

#### PUBLIC SAFETY WORKS

##### STANDARD OPERATING PROCEDURES

1. Inmates will be treated with the same courtesy and respect as any other employee.
2. An inmate labor crew will consist of a minimum of four (4) to a maximum of eight (8) pre-release or minimum security inmates. One Correctional Officer (CO) is required to supervise a minimum security inmate labor crew. A Department of Public Safety and Correctional Services (DPSCS or Department) facility may provide fewer inmates on a regular basis if mutually agreed upon by The City of Salisbury (Requestor) and the DPSCS Administrator.
3. The inmate labor crew will normally work during business hours on week days, excluding State holidays. A cancellation by either the Requestor or DPSCS shall be made at least 24 hours in advance of the normal start time, except in emergency situations, and then notification will be provided as soon as possible.
4. The normal work day for the inmate labor crew is eight (8) hours. This eight (8) hour time period will include a 30-minute break for lunch. A shorter work day may be used by mutual agreement between the Requestor and the DPSCS Administrator. Travel time to and from the DPSCS facility and the designated work site/meeting point will not be included in the work day for the inmate labor crew. The inmate labor crew will be transported to the work site in an appropriate vehicle provided by DPSCS and driven by a CO unless arrangements have been made for the Requestor to provide transportation of pre-release inmates.
5. Hours worked by the inmate labor crew shall be documented on the Work Detail Daily Report by the work detail supervisor. The Work Detail Daily Report identifies the work site, work performed, DPSCS facility which furnished the inmate labor crew, inmates utilized, date worked, time work began, time work stopped and supervising staff. In addition, any/all problems will be included in the comment section.
6. The inmate labor crew will work under the direction of a Requestor's work supervisor. When present, the CO will be responsible for the custodial supervision of the inmates and to ensure inmates are performing their assigned duties.
7. Whenever a DPSCS staff member is present, they will read and sign off on the SOPs and Post Orders. When the pre-release inmate labor crew is only working under a Requestor's supervisor, the Requestor's supervisor will first be oriented by reading and signing a copy of the Inmate Public Works Standard Operating Procedures.
8. When pre-release inmates are being supervised by a Requestor's supervisor, the person transporting the inmates will only deliver the inmates directly to the Requestor's supervisor or administrative staff.
9. The Work Detail Daily Report will be checked for accuracy with the Requestor's supervisor and be completed and returned to the transporting staff member to be given to the Institutional Work Detail Coordinator.

10. The supervisor of the inmate labor crew will be provided a recent photograph or a clear photocopy of the inmate's "E" card, as well as a physical description, (i.e., height, weight, etc.), for each inmate assigned to the crew.
11. The Requestor's employees and those acting in an official capacity for the Requestor are prohibited from engaging in personal relationships with inmates. Such relationships include the offering of gifts of any kind, food, cigarettes, accepting and placing telephone calls involving inmates, and sending or receiving any form of written communication involving an inmate, etc.
12. Under no circumstances will an inmate be transported across State lines.
13. The CO, or when agreed upon by the DPSCS Administrator, a Requestor's supervisor shall ensure all inmates are accounted for and within their sight or hearing at all times. The exceptions to this are for emergencies or extenuating circumstances. Any circumstance which involves an inmate being out of sight or hearing for more than ten minutes must be documented on the Work Detail Daily Report.
14. The Facility Inmate Public Works Coordinator will ensure that the working location of the inmate labor crew is known at all times by the facility. DPSCS will conduct periodic spot checks of inmate labor crews, as well as maintain an adequate form of communication with the crew supervisor while at the designated work site.
15. The Requestor, when utilizing inmate services, will provide each labor crew inmate with the necessary safety supplies, tools and equipment. This includes, but is not limited to, proper eye protection, work gloves, and foul weather clothing for each inmate. When present, the CO will be responsible for returning the inmate labor crews safety equipment and foul weather gear at the end of each work day.
16. The Requestor, when utilizing inmate services, will provide safety training for the staff and inmates prior to performing work detail assignments. DPSCS is responsible to assist in identifying the training needs of each inmate and/or inmate labor crew. Training could include the viewing of safety videotapes and/or material provided through the Requestor at the DPSCS facility prior to arriving at the designated work site. This training will be documented on appropriate DPSCS training records.
17. Inmates are not permitted to operate any type of motor vehicle.
18. Inmates may not enter any residences unless specifically identified as part of the work project.
19. Inmates are not permitted to supervise other inmates.
20. If weather related conditions, (i.e., temperature, storms, etc.) become an issue, the CO or Requestor's supervisor shall contact the appropriate DPSCS facility prior to leaving the work site. If the inmate labor crew is ultimately dismissed for the remainder of the work day, the reason and who initiated the request should be noted on the Work Detail Daily Report.
21. Inmate labor crews are prohibited from making personal stops, (i.e., convenience stores, fast food restaurants, etc.). Inmates will be taken directly to the work site and back. They are not to interact with the public other than in the performance of their duties.

22. Questionable items such as contraband shall be released to the DPSCS for appropriate processing.
23. Inmates are prohibited from using any telephone/cell phone or having possession of a cell phone at any time.
24. Problems concerning the quality and/or quantity of work performed by the inmate labor crew shall be discussed and resolved through the Requestor's on-site supervisor and the on-site DPSCS Correctional Officer. If the problem remains unresolved, the Requestor is to notify the Inmate Work Detail Coordinator, at: (w) 410-230-1559 or (c) 443-957-0001. All problems will be documented on the Work Detail Daily Report.
25. The DPSCS shall be responsible for the cost of any medical care or treatment required as a result of injury to an inmate labor crew worker. A DPSCS medical contractor shall normally provide such medical care.
26. Staff assigned to Inmate Public Works should possess a cell phone and emergency numbers to facilitate their ability to contact appropriate agencies in the event of an emergency.
27. Injury to an inmate will be addressed in the following manner:

Minor Injury

The CO or Requestor's staff, provided they are First Aid Certified, may treat an inmate on-site. If certified staff is not available, the inmate will be transported to the nearest medical facility or DPSCS facility for treatment. The sending facility, Poplar Hill Pre-Release Unit (PHPRU) will be notified immediately at: 410-845-4580.

Serious Injury

The CO or Requestor's staff, provided they are First Aid Certified, shall render first aid when possible or request 911 assistance be dispatched to the work site. The CO, when present, will secure all remaining inmates into the DPSCS vehicle, notify the appropriate DPSCS facility to dispatch assistance as needed, and request further instruction from the shift supervisor. If a CO is not present, the Requestor's staff will maintain control over the inmate labor crew, notify the appropriate DPSCS facility (PHPRU at 410-845-4580) to dispatch assistance as needed and request further instruction from the shift supervisor. The sending facility for the inmate labor crew and Police (911) will be notified as soon as practical

Following an injury, a written report will be prepared by a CO with copies forwarded to the appropriate DPSCS facility's medical department and the DPSCS Coordinator for inmate labor crews if applicable.

28. It is permissible for an inmate to use restrooms at the work site and project portable toilets. Public restrooms in businesses may not be utilized. Staff may call the DPSCS Public Works Detail Coordinator at: 443-957-0001 for approval to use a restroom at sites not approve above.
29. Bag lunches will be provided by the facility. Bag lunches may be consumed at the work site and/or within the Department's vehicle(s). Special approval may be granted by the DPSCS Public Works Detail Coordinator (443-957-0001) to deviate from this procedure.

30. In the event an inmate escapes/walks away from the work site without authorization or gets in a vehicle and drives or is driven away from the work site, all remaining inmates will be secured in the DPSCS vehicle or secured by the Requestor as agreed upon with the facility administration. The CO or Requestor's staff will immediately contact the sending facility (PHPRU at 410-845-4580) of the inmate labor crew status and the Police (911) to report the incident. The remaining inmate labor crew will be secured until staff arrives and assumes custody. A CO shall write a report on the incident prior to leaving the area.
31. Inmates are not permitted to perform work on private property unless in the performance of a non-profit agency's related work. Inmates will not work on school grounds while students are present.
32. Inmates will be frisk searched when leaving the facility and strip searched upon their return to the facility. Inmates may also be randomly searched while performing their work assignments.
33. Facility Public Works Coordinators will ensure that any serious incident is documented per DPSCS policy and copied to the Inmate Public Works Coordinator and the Inmate Work Detail Coordinators.
34. DPSCS shall compensate the Requestor for any damage caused by the inmate labor crew to the Requestor's property.

---

Signature Inmate Crew Supervisor

---

Date

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**

**PUBLIC SAFETY WORKS**

**FY 2015**

**DAILY RATE CALCULATION**

Correctional Officer (Wages and Benefits) – 8 Hours	\$230.12
Vehicle Recovery and Operating Costs	\$72.11
Inmate Labor Cost – (4 to 8 man crew)	\$ 15.60
<b>Total Daily Rate</b>	<b><u>\$317.83</u></b>
<b>Hourly Rate</b>	<b><u>\$ 39.73</u></b>

Based on the services requested and agreed to in the MOU, the above rates apply.



# City of Salisbury



MARYLAND



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

KEITH A. CORDREY  
*DIRECTOR OF INTERNAL SERVICES*

JENNIFER MILLER  
*ASST. DIRECTOR OF INTERNAL SERVICES*

JAMES IRETON, JR.  
*MAYOR*

M. THOMAS STEVENSON, JR.  
*CITY ADMINISTRATOR*

TERENCE ARRINGTON  
*ASSISTANT CITY ADMINISTRATOR*

TO: Mayor and City Council

FROM: Jennifer Miller, Asst. Director of Internal Svcs

DATE: September 22, 2014

RE: Parking Accommodation Request for State's Attorney Office - REVISED

The State's Attorney Office (SAO) contacted the City of Salisbury Parking Authority regarding parking for their employees and those of the Child Advocacy Center (CAC), given their relocation to the new building at 309 East Main Street in downtown Salisbury. Between the two groups, approximately 40 spaces are needed in Lot #10 to accommodate the employees. The employees had previously parked in Lot #7/13 at a cost of \$9.00 per employee, paid by the County. The current rate in Lot #10 is \$28.00. The City of Salisbury Parking Authority is requesting permission from the Mayor and City Council to allow the SAO and CAC employees to park in Lot #10 at a reduced rate of \$9.00 (billed to the County) for FY15, with the cost migrating to the standard published permit rates (currently \$28.00) for FY16 and beyond.

The State's Attorney Office also requested that the five (5) parking meters in front of the SAO are removed and the area be designated as a NO PARKING ZONE to help establish a more secure perimeter for the building. The County has offered to repair the holes once the meters are removed, and to complete the painting and signage so as to properly designate this area as NO PARKING. Currently, there is an open grass lot on the east side of the SAO building, an open-to-visitors gated parking area on the west side, and parking for Shore Transit customers on the north side. Until the City of Salisbury is able to obtain clarification from County Administration on the request to eliminate parking meters on the south side of the SAO building, the City of Salisbury Parking Authority wishes to remove this request from Council consideration.

RESOLUTION No. 2454

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALISBURY TO AUTHORIZE A TEMPORARY ADJUSTMENT TO THE PARKING PERMIT RATE FOR LOT #10 FOR THE EMPLOYEES OF THE WICOMICO COUNTY STATE’S ATTORNEY’S OFFICE AND THE CHILD ADVOCACY CENTER.

WHEREAS, the Wicomico County State’s Attorney’s Office and the Child Advocacy Center have relocated to 309 E. Main Street, Salisbury, MD; and

WHEREAS, the employees of the State’s Attorney’s Office and the Child Advocacy Center have the need to park in close proximity to the building; and

WHEREAS, the City of Salisbury has ownership of Parking Lot #10, located at the intersection of Poplar Hill and Calvert Street, directly behind the State’s Attorney’s Office on 309 E. Main Street; and

WHEREAS, this is the most suitable location for employees of the State’s Attorney’s Office and the Child Advocacy Center to park for work duties; and

WHEREAS, the employees of the State’s Attorney’s Office and Child Advocacy Center had previously parked in City-owned Parking Lots #7 and #13 with a monthly permit rate of \$9.00; and

WHEREAS, the current published parking permit rate for Parking Lot #10 is \$28.00; and

WHEREAS, the City of Salisbury wishes the City Council to establish a temporary adjustment to the Parking Permit Rate in Lot #10 for the benefit of the County and the employees of the State’s Attorney’s Office and the Child Advocacy Center; and

WHEREAS, the rate will automatically increase to the standard published rate as of July 1, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the temporary Parking Permit Rate for Fiscal Year 2015 will be set to \$9.00 for employees of the Wicomico County State’s Attorney’s Office and the Child Advocacy Center, and such rate will increase to the standard published rate effective July 1, 2015.

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury held on \_\_\_\_\_, and is to become effective immediately upon adoption.

ATTEST:

\_\_\_\_\_

47 Kimberly R. Nichols  
48 City Clerk

Jacob R. Day, President  
Salisbury City Council

49  
50 APPROVED BY ME THIS:

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52 \_\_\_\_\_ day of \_\_\_\_\_, 2014

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56 \_\_\_\_\_  
57 James Ireton, Jr., Mayor

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

## OFFICE OF THE MAYOR

---

**To:** Members of the Salisbury City Council  
**From:** Tom Stevenson, City Administrator  
**Cc:** Terence Arrington, Assistant City Administrator  
**Subject:** Appointment to the Central City District Commission  
**Date:** October 22, 2014

---

Mayor Ireton would like to appoint the following individual to the Central City District Commission (CCDC):

<u>Name</u>	<u>Term Ending</u>
Benjamin Etherton	10/31/2016

Attached you will find Mr. Etherton's letter of interest, resume and the Resolution authorizing his appointment. Please let me know if you have any questions.

Thank you,

Attachments: Letter of Interest  
Resume  
Resolution of Appointment

Prepared by: Terence Arrington, Asst. City Administrator  
Department Director: Tom Stevenson, City Administrator

*Benjamin F. Etherton*  
224 W. Main Street, Salisbury, MD 21801  
(443) 235-8776 | betherto@gmail.com

Friday, September 12, 2014

James Ireton  
Mayor – City of Salisbury, MD  
125 N. Division Street  
Salisbury, Maryland 21801

Good Afternoon, Mayor Ireton:

This letter formally expresses my interest in serving the City of Salisbury and our community. It has come to my attention that there is a need for an additional member on the Central City District Commission. I feel strongly that I am qualified for, and can contribute to, the committee in matters involving: parking, bond financing, property acquisition, special tax district rates, the general betterment of the area, and any additional roles.

I have become qualified for this position by living in Salisbury for over 20 years, obtaining my BA from Salisbury University, being a small business owner, currently working as a business consultant, and recently purchasing a residence in Downtown Salisbury. All of these experiences have taught me: logistics, business acumen, budgeting, communications, and the importance of Downtown Salisbury. My Communications degree at Salisbury University had a concentration in “human communications”. The skills studied are directly related to how we speak, act, and react to situations with the intent of creating a result. While attending Salisbury University I also participated in the Presidential Citizens Scholar program. The select program was focused on civic engagement, preparing students to become future community leaders. In 2008 I started a small crabbing company on the Eastern Shore, this ignited my passion for entrepreneurship. Since then I have started an online adventure travel magazine and helped to found the first frozen yogurt vending machine company, Frobot Inc. The experiences gained from starting these companies has taught me a plethora of budgeting and management skills, and has helped teach logistics/planning. In 2012 I started working for APPI Energy, the Salisbury Area Chamber of Commerce Medium Sized Business of the Year 2014. As a consultant I help commercial facilities across the nation through the procurement and account management process. Daily I assist my clients, ranging from small pizza shops to Fortune 500’s, with budgeting their energy expenses and tax related issues. Lastly, by purchasing and moving into a residence downtown, I am fully invested in seeing the area grow and improve. With these skills and experiences, I would be an asset to the Central City District Commission.

Thank you for the opportunity and taking the time to review my credentials. Please feel free to call or email me with any additional questions or requests.

Kind Regards,

Benjamin F. Etherton

**Objective: To obtain a position on the Central City District Commission.**

**Education:**

**Salisbury University** May 2012  
Salisbury, MD  
Major: Communications

**Experience:**

**APPI Energy, Energy Consultant** 9/2012-Present  
Salisbury, MD

- Procurement and management expert with commercial energy expenses
- Budgeting and tax status assistance
- Advice/Negotiations directly to business executives

**Frobot Inc, Co-Founder** 9/2011-Present  
Washington D.C.

- Concept Development, Business Strategy
- Featured in Washington Business Journal, Good Morning America, Business Insider, etc.

**Qualifications:**

- Business Management: Founded 3 small businesses, budgeting, managed internship program
- Financial Analysis: Conduct contract negotiations, prepare financial analysis, establish budget certainty
- Political: Campaign assistance for Johnny Mautz and Jim Mathias
- Studies: Human Communications Major, International Studies in Communications, International Business, Downtown Salisbury Thesis
- Passions: Revitalization, Entrepreneurship, Politics, Philanthropy

**Leadership:**

- Lambda Pi Eta, Communications National Honors Society, member
- Presidential Citizens Scholar
- Cum Laude, Graduate
- Alpha Tau Omega, National Fraternity, Alumni
- Young Life, Youth Group Leader
- LeaderShape, National Leadership Conference, Graduate

**References:**

Available upon request

**RESOLUTION NO. 2455**

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

<u>Name</u>	<u>Term Ending</u>
Benjamin Etherton	10/31/2016

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 October 2014.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of October 2014.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

# City of Salisbury



MARYLAND

## OFFICE OF THE MAYOR

---

**To:** Members of the Salisbury City Council  
**From:** Tom Stevenson, City Administrator  
**Cc:** Terence Arrington, Assistant City Administrator  
**Subject:** Appointment to the Central City District Commission  
**Date:** October 22, 2014

---

Mayor Ireton would like to appoint the following individual to the Central City District Commission (CCDC):

<u>Name</u>	<u>Term Ending</u>
Vincent Knoepfel	10/31/2016

Attached you will find Mr. Knoepfel's letter of interest, resume and the Resolution authorizing his appointment. Please let me know if you have any questions.

Thank you,

Attachments: Letter of Interest  
Resume  
Resolution of Appointment

---

Prepared by: Terence Arrington, Asst. City Administrator  
Department Director: Tom Stevenson, City Administrator

My name is Vincent Knoepfel, and I would like for you to consider me for CCDC. My wife, two kids and I just moved to the Newtown District a couple months ago. I believe that I could help give good ideas for drawing new businesses to downtown, while coming up with creative ideas for more attractive parking. Although I am a new resident to Salisbury, I am familiar to downtown. My family and I have been downtown with our church – Remedy Church for the past three years. I work at Farmer’s Insurance on the second floor of the City Center and I know how important parking is for downtown businesses. Thank you for taking the time to read my interest in partnering with you to make our beautiful downtown better.

Thank you again!

Sincerely,

Vincent Knoepfel

## **Vincent Eugene Knoepfel**

757-999-2771

Vincent.Knoepfel@gmail.com

323 Broad St. Salisbury, MD 21801

### Objective

I will put my extensive communication skills to work in performing my duties at the highest level of my expertise. My communication skills and work ethic shall enable me to set high standards with getting our downtown Salisbury revitalized.

### *Famers Insurance*

2014-Present

#### *Salisbury, MD (Insurance Agent)*

- Develop marketing strategies to promote insurance sales
- Sell various insurance policies to businesses and individuals on behalf of Farmers Insurance
- Perform administrative tasks such as maintaining records and handling policy renewals

### *Delmarva CPR*

2003-Present

#### *Salisbury, MD (Owner/Instructor)*

- Communicate well with staff from facilities; as well, coworkers to provide the best quality of care.
- Teach safety and life saving techniques in emergency situations with the ability to enhance learning.
- Teach all ages, which include: Adults, Children, Police, EMS, Hospital Staff and Military Personnel.
- Teach First Aid, including Epi-pen safety, environment safety and proper protocol of AED.

### *Epworth Christian School*

2012-2014

#### *Laurel, DE (Teacher/Marketing/IT)*

- Kindergarten through eighth grade technology teacher.
- Directed marketing with custom built website while managed all social media sites.
- Created multiple keynote presentations for school events, galas and graduations.
- Troubleshooting connectivity issues, restoring computers, and managed Google Apps for education.

### *AT&T Wireless*

2008-2012

#### *Salisbury, MD (Sales Representative)*

- Surpass all sales and customer survey goals set, ranking number 1 in my store through my tenure.
- Scored 100% on all performance reviews to include sales goals and customer service.
- Promote, educate, and close individual and large account sales.
- Nominated for a service excellence award by management in 2010.

### *Education*

Crossroads School of Theology, Georgetown, DE

2013

Wor-Wick Community College, Salisbury, MD

2009

South Brunswick High School, South Brunswick, NJ

### *Current Licenses and Certifications*

Certified Foster Care Parent, Firefighter, CPR & First Aid Instructor, and a Certificate of Ministry.

**RESOLUTION NO. 2456**

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

<u>Name</u>	<u>Term Ending</u>
Vincent Knoepfel	10/31/2016

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 October 2014.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
COUNCIL PRESIDENT

APPROVED BY ME THIS  
\_\_\_\_\_ day of October 2014.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR





**City of Salisbury  
Enterprise Zone Program Information And Qualification Application**

Describe the Company's primary and secondary products or services that are, or will be, produced at the facility in the Enterprise Zone:

New Construction shipbuilding

Business NAICS Code (if available): 331611

**Proposed Project – Real Property Tax Credit**

Proposed Project Is:  New Construction  Rehabilitation

Project Starting Date: 10-01-2013

Anticipated Completion Date: 12-31-2014

Description of Project:

9,800 Sq. Ft. (70' x 140' x 62' High) Assembly Building For Construction of New Ship Modules

Cost of Project: \$ 1.5M

**Proposed Project – State Income Tax Credit**

Current Number of Employees in the Zone:

Total: 0 Full Time: - Part Time: -

New Jobs Created in the Zone:

Total 40 Full Time: 40 Part Time: -

Creation Date: \_\_\_\_\_

Hourly Wage for Typical New Job (without benefits): \$ 16.00 ± /hour

Additional Cost of Benefits Provided (Per New Employee): \$ 10.00 ± /hour

Please include a list of all hired employees, the date of hire, how many hours a week they work, and what their wages are.

**Signatures**

Signature of Person Completing This Form: [Signature]

Typed Name: H. Anthony Severn

Title: V.P., SBY RIVER LLC

Date: 9/26/14

How did you hear about this opportunity:

MD Department of Business + Economic Development

Submit Application to:  
Business Development Specialist - City of Salisbury  
125 North Division Street, Room 104  
Salisbury, MD 21801  
410-677-1915 | Info@citylivingsalisbury.com



**City of Salisbury  
Enterprise Zone Program Information And Qualification Application**

**Application**

Applying For:

Income Tax Credit  Real Property Tax Credit  Both

**General Information**

Today's Date: September 24, 2014

Name of Firm: SBX River, LLC

Contact Person: H. Anthony Severn

Title: V.P., SBX River LLC

Mailing Address: 710 Fitzwater Street  
Salisbury, MD 21801

Street Address (if different): 102-704 Fitzwater Street  
Salisbury, MD 21801

Telephone Number: 410-792-4900

E-Mail Address: severn@cheship.com

**Property Information**

Address of Property for Which Enterprise Benefits are sought: 102-704 Fitzwater Street  
Salisbury, MD 21801

Property Tax # (10 digit - if available): 09-053433

Name of Property Owner: SBX River LLC

Address of Property Owner: 710 Fitzwater Street, Salisbury, MD 21801

Approximate Size of Property: 3.0 Acres

Approximate Size of Existing Building: 0 Square Feet

Current Base Assessment Price: \$1,122,100

**Information on Applicant Business**

Is Company Located in Enterprise Zone now: Yes  No

Is Company relocating from another place?: Yes  No

If yes, where was previous location?: \_\_\_\_\_

Is Company a new, start up business?: Yes  No

Headquarters location: \_\_\_\_\_

Submit Application to:  
Business Development Specialist - City of Salisbury  
125 North Division Street, Room 104  
Salisbury, MD 21801  
410-677-1915 | info@citylivingsalisbury.com

## Department of Public Works

Inter Office Memorandum

---

**To:** Mike Moulds, Director of Public Works  
**From:** Rick Baldwin  
**Subject:** Enterprise Zone Qualifications – SBY River LLC, 692-704 Fitzwater Street  
**Date:** October 7, 2014

Review of Public Works criteria for Enterprise Zone designation of SBY River, LLC located at 692-704 Fitzwater St., Salisbury, Maryland.

- The SBY River, LLC property located at 692-704 Fitzwater St., Salisbury, Maryland is in compliance with the City's sewer use requirements specifically Chapter 13.12 of the City of Salisbury Code of Ordinances.
- The SBY River, LLC property located at 692-704 Fitzwater St., Salisbury, Maryland has recently installed the monitoring wells in accordance with their approved stormwater management plan and will incorporate routine monitoring procedures into their Stormwater Pollution Prevention Plan. As a result SBY River, LLC is in compliance with State and local storm water management codes and regulations.



**City of Salisbury – Wicomico County**  
DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT  
P.O. BOX 870  
125 NORTH DIVISION STREET, ROOMS 203 & 201  
SALISBURY, MARYLAND 21803-4860  
410-548-4860  
FAX: 410-548-4955



JAMES IRETON, JR  
MAYOR

M. THOMAS STEVENSON  
CITY ADMINISTRATOR

RICHARD M. POLITT, JR  
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG  
DIRECTOR OF ADMINISTRATION

October 2, 2014

TO: Tom Stevenson, City Administrator

FROM: John F. Lenox, AICP, Director of Planning & Zoning 

SUBJECT: **SBY River, LLC – 692-704 Fitzwater Street**

At your request, this department has reviewed the SBY River, LLC site. The subject site is located on State City Tax Map #106, Parcel #1110 on the southerly side of Fitzwater Street and the northerly side of the Wicomico River. The site is located in the Riverfront Redevelopment Multi-Use District #2.

The Riverfront Redevelopment Multi-Use District #2 of the Salisbury Municipal Code (Section 17.105.030) permits Marine railways, construction and repair yards, storage yards, and marine supply outlets.

Tax map and Planning Office records indicate this site contains 3.0 acres of land, which exceeds the 5,000-sq. ft. minimum lot area required by the Code for the sites in the Riverfront Redevelopment Multi-Use District #2.

On February 21, 2013 and September 18, 2014, the Salisbury Planning Commission approved Certificates of Design and Site Plans for 9,800 sq. ft. covered fabrication areas to be constructed on the site.

If any additional information is needed, please do not hesitate to call.

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**INTER**

**OFFICE**

# MEMO

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## Office of the Mayor

**To:** Mike Moulds, Jack Lenox and Bill Holland  
**From:** Laura Kordzikowski  
**Subject:** Enterprise Zone Qualifications – Sby River, LLC  
**Date:** September 29, 2014

I have received a request from Sby River, LLC located at 692-704 Fitzwater Street, that they be deemed qualified to receive Enterprise Zone benefits. In order to receive such designation, it is necessary that they meet certain criteria. I am requesting that your departments help me in processing their application by helping me to determine if they meet the necessary criteria.

### Public Works

Does this business meet the limitations of the City's Sewer Use Ordinance?

Does this business meet State and local storm water management codes and regulations?

### Planning & Zoning

Does this business meet the zoning code?

Does this business comply with subdivision regulations?

### Building, Permits & Inspections

Does this business meet the building code (or did it at the time of construction)? **YES**

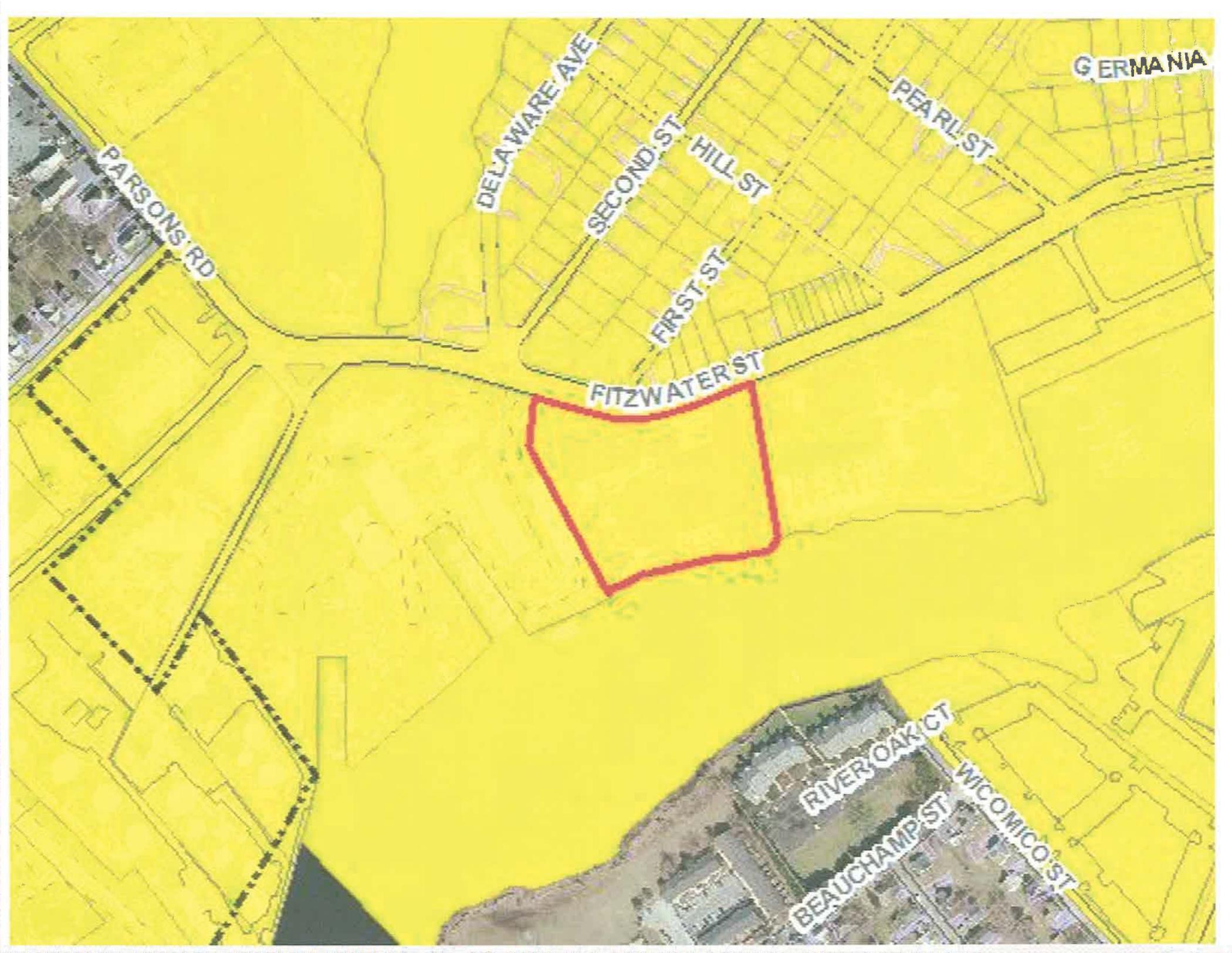
Does this business meet all permit requirements? **YES**

Please answer the questions above under the heading for your department and return to my office by 10/6/2014. Your assistance is appreciated. If you have any questions, please let me know.

cc: Mayor Ireton

Search Result for WICOMICO COUNTY

View Map		View GroundRent Redemption		View GroundRent Registration	
<b>Account Identifier:</b>		<b>District - 09 Account Number - 053433</b>			
<b>Owner Information</b>					
<b>Owner Name:</b>		SBY RIVER LLC		<b>Use:</b> COMMERCIAL	
<b>Mailing Address:</b>		710 FITZWATER ST SALISBURY MD 21801-		<b>Principal Residence:</b> NO	
				<b>Deed Reference:</b> /03352/ 00159	
<b>Location &amp; Structure Information</b>					
<b>Premises Address:</b>		704 FITZWATER ST SALISBURY 21801-0000 Waterfront		<b>Legal Description:</b> 3.0 AC 692-704 FITZWATER ST CITY OF SALIS	
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Sub District:</b>	<b>Subdivision:</b>	<b>Section: Block: Lot:</b>
0106	0021	1110		0000	
					<b>Assessment Year:</b> 2015
					<b>Plat No:</b> Plat Ref:
<b>Special Tax Areas:</b>			<b>Town:</b> SALISBURY		
			<b>Ad Valorem:</b>		
			<b>Tax Class:</b>		
<b>Primary Structure Built</b>	<b>Above Grade Enclosed Area</b>	<b>Finished Basement Area</b>	<b>Property Land Area</b>	<b>County Use</b>	
2013	7200		3.0000 AC		
<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Full/Half Bath</b>	<b>Garage Last Major Renovation</b>
		STORAGE WAREHOUSE	METAL		
<b>Value Information</b>					
	<b>Base Value</b>	<b>Value As of 01/01/2012</b>	<b>Phase-in Assessments</b>		
			<b>As of 07/01/2014</b>	<b>As of 07/01/2015</b>	
<b>Land:</b>	783,700	783,700			
<b>Improvements</b>	338,400	338,400			
<b>Total:</b>	1,122,100	1,122,100	1,122,100		
<b>Preferential Land:</b>	0				
<b>Transfer Information</b>					
<b>Seller:</b> DOUBLE NET LLC		<b>Date:</b> 09/15/2011		<b>Price:</b> \$900,000	
<b>Type:</b> ARMS LENGTH VACANT		<b>Deed1:</b> /03352/ 00159		<b>Deed2:</b>	
<b>Seller:</b> HANNA, FRANK B		<b>Date:</b> 09/30/2004		<b>Price:</b> \$0	
<b>Type:</b> NON-ARMS LENGTH OTHER		<b>Deed1:</b> /02296/ 00439		<b>Deed2:</b>	
<b>Seller:</b> CAMPUS INVESTORS I		<b>Date:</b> 04/25/1985		<b>Price:</b> \$335,000	
<b>Type:</b> ARMS LENGTH IMPROVED		<b>Deed1:</b> /01034/ 00395		<b>Deed2:</b>	
<b>Exemption Information</b>					
<b>Partial Exempt Assessments:</b>	<b>Class</b>	<b>07/01/2014</b>	<b>07/01/2015</b>		
<b>County:</b>	000	0.00			
<b>State:</b>	000	0.00			
<b>Municipal:</b>	000	0.00	0.00		
<b>Tax Exempt:</b>		<b>Special Tax Recapture:</b>			
<b>Exempt Class:</b>		NONE			



GERMANIA

PEARL ST

HILL ST

SECOND ST

DELAWARE AVE

FIRST ST

FITZWATER ST

PARSONS RD

RIVER OAK CT

BEAUCHAMP ST

WICOMICO ST

## Laura Kordzikowski

---

**From:** Tracey Martin <Martin@cheship.com>  
**Sent:** Thursday, October 02, 2014 4:07 PM  
**To:** Laura Kordzikowski  
**Subject:** RE: SBY River LLC Enterprise Zone Application

Good Afternoon Laura:

Please list Charles A. Robertson as the sole stakeholder.

***Tracey A. Florence-Martin***  
Chesapeake Shipbuilding Corp

---

**From:** Laura Kordzikowski [mailto:lkordzikowski@ci.salisbury.md.us]  
**Sent:** Monday, September 29, 2014 2:17 PM  
**To:** Tracey Martin  
**Cc:** Renee Stephens; Tony Severn  
**Subject:** RE: SBY River LLC Enterprise Zone Application

Thank you Tracey! I will start processing this right away...

Something I just thought of, the City Council usually likes to see who is a member of each LLC that applies... would you be able to provide a list of the stakeholders of Sby River LLC?

---

**From:** Tracey Martin [mailto:Martin@cheship.com]  
**Sent:** Monday, September 29, 2014 2:08 PM  
**To:** Laura Kordzikowski  
**Cc:** Renee Stephens; Tony Severn  
**Subject:** SBY River LLC Enterprise Zone Application

Good Afternoon Laura:

As promised, attached please find the Enterprise Zone application for SBY River LLC. Please keep us apprised of the process regarding this application. If you need any further information or documentation, please do not hesitate to contact us.

***Tracey A. Florence-Martin***  
Chesapeake Shipbuilding Corp

RESOLUTION NO. 2457

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND DECLARING THAT SBY RIVER, LLC IS ELIGIBLE TO RECEIVE ENTERPRISE ZONE BENEFITS FOR PROPERTY LOCATED AT 692-704 FITZWATER STREET, SALISBURY MD.

WHEREAS the City of Salisbury, Maryland and Wicomico County created an Enterprise Zone on June 6, 1983 for the purpose of encouraging economic development of the area encompassed within the boundaries of such zone; and

WHEREAS the Enterprise Zone was created under authority granted by the State of Maryland; and

WHEREAS the State Code permits certain benefits to be extended to businesses that locate or expand in the Enterprise Zone provided that they meet certain standards; and

WHEREAS, the City of Salisbury and Wicomico County have also established certain standards, which must be met in order for a business to be deemed eligible to receive Enterprise Zone benefits; and

WHEREAS, Sby River, LLC meets the standards set forth in the State Code and in local regulations to be eligible to receive Enterprise Zone benefits; and

WHEREAS, H. Anthony Severn, representing Sby River, LLC has requested that the company be designated as eligible for Enterprise Zone benefits because of its investment of more than \$50,000 at their property located in the zone at 692-704 Fitzwater Street;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that Sby River, LLC be designated as eligible to receive the benefits of the Enterprise Zone effective upon the adoption of this resolution.

The above Resolution was introduced and read and passed at the regular meeting of the Salisbury City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

\_\_\_\_\_  
Jacob R. Day  
PRESIDENT, City Council

APPROVED by me this  
\_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
James Ireton, Jr.  
MAYOR, City of Salisbury

# City of Salisbury



MARYLAND



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

KEITH A. CORDREY  
*DIRECTOR OF INTERNAL SERVICES*

JENNIFER MILLER  
*ASST. DIRECTOR OF INTERNAL SERVICES*

JAMES IRETON, JR.  
*MAYOR*

M. THOMAS STEVENSON, JR.  
*CITY ADMINISTRATOR*

TERENCE ARRINGTON  
*ASSISTANT CITY ADMINISTRATOR*

## Council Agenda – Award of Bids

October 27, 2014

- |  |              |
|--|--------------|
| 1. Award of Bid – Contract 110-14<br>Market Street Stormwater Retrofit Project | \$254,825.00 |
|--|--------------|

# City of Salisbury



MARYLAND



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

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

October 27, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 110-14  
Market Street Stormwater Retrofit Project

The City of Salisbury Internal Services Department, Procurement Division, received a recommendation for an Award of Bid for Contract 110-14 Market Street Stormwater Retrofit Project from the Public Works Department of the City of Salisbury. This construction project at parking lot #12 (the lot near Main Street Inn) will remove some of the impervious area, restore the shoreline and install a bioretention area to filter stormwater. The construction of this project is fully funded by DNR per a signed grant agreement that was accepted by the Salisbury City Council on June 17, 2013 (Resolution 2290).

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. One vendor, Clean Venture, submitted a bid by the due date and time of Wednesday, September 10, 2014 at 2:30 p.m.

The bid submitted by Clean Venture came in higher than the project budget, so the Department of Public Works negotiated with the vendor to revise the Scope of Work and bring the project within budget. The resulting proposed contract to Clean Venture would total \$254,825.00, after SPW takes on the responsibility for onsite demolition work. Reference checks yielded an overall satisfactory response for recent work, and as such the Department of Public Works recommends that the bid be awarded to Clean Venture.

There are sufficient funds to cover this purchase in account 31000-513026-48013.

The Procurement Division request Council's approval to award the bid for Contract 110-14 Market Street Stormwater Retrofit Project to Clean Venture, Inc., in the amount of \$254,825.

Sincerely,

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND



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

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

To: Jennifer Miller - Assistant Director of Internal Services, Procurement Division  
From: Michael S. Moulds, P.E., Director  
Paul B. Mauser, E.I., Project Engineer  
Date: October 9, 2014  
Re: Contract No. 110-14  
Market Street Stormwater Retrofit Project

The purpose of this project is established in The City of Salisbury's ongoing efforts to protect and restore the quality of Salisbury's local water resources, the Wicomico River and the Chesapeake Bay. This project proposes to perform construction activities at City Parking Lot No. 12 to remove existing impervious area, perform shoreline restoration work, and install a large bioretention area to capture and filter stormwater. Resolution No. 2400 that was passed for this project on May 13, 2014 approved the removal of up to 4 parking spaces. Please process the Award of Contract for the Market Street Stormwater Retrofit Project. This Award of Contract will authorize Clean Venture, Inc. to perform the required services for a successful completion of the project, as defined in the Plans and Specifications.

Only 1 bid was submitted for this project, and was opened on Wednesday, September 10, 2014 at 2:30 p.m. The attached bid tabulation offers a breakdown of Clean Venture's bid of \$310,985.00. As Clean Venture's bid of \$310,985.00 was over the project budget of \$255,073.98, contract negotiations were performed with Clean Venture. The result was an adjusted contract price from Clean Venture on October 7, 2014 of \$254,825.00 (see attached). As part of the contract negotiation, SPW has agreed to perform the onsite demolition work, for a credit of \$36,000 to the original bid.

All 3 of Clean Venture's references were contacted and the references provided an overall satisfactory response for recent work that has been performed. SPW recommends Salisbury City Council award this contract to Clean Venture, Inc., as the lowest responsible and responsive bidder, in the negotiated amount of \$254,825.00. Funds for the Market Street Stormwater Retrofit Project are available in account number 31000-513026-48013. The construction of the project is fully funded by DNR, per signed Grant Agreement, dated June 21, 2013 and modified on May 19, 2014. The DNR Grant Agreement was approved by Council on June 17, 2013, via Resolution No. 2290.

Attachments:

Clean Venture, Inc., Contract Negotiation  
Contract No. 110-14 Bid Tab

Paul B. Mauser, E.I.  
Project Engineer

Michael S. Moulds, P.E.  
SPW Director

October 7, 2014

Paul B. Mauser, E.I.  
 Project Engineer  
 Department of Public Works  
 City of Salisbury Maryland  
 125 N. Division Street, Room 202  
 Salisbury, MD 21801

**RE: Market Street Storm Water Retrofit – Project Review**

Based on our conversations concerning the above referenced project Clean Venture is providing the following adjustment for contract negotiation;

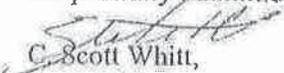
- 1) The City of Salisbury will provide all demolition of the site requirements to include trees, concrete curbing, asphalt and excess soil above proposed design subgrade. These materials will be removed from site by the City at no cost to the contractor. The City forces will coordinate with our onsite foreman to work the site as best fit to keep the project moving on schedule.
- 2) The planting materials will be altered from being provided in containers to being provided as plugs.
- 3) Revised Cost Break down;

Bid Items	
Project Mobilization	\$ 13,000.00
Construction Stakeout/Asbuilts	\$ 12,000.00
Erosion Sediment Control	\$ 30,000.00
Demolition	\$ -
Construction Class II Revetment	\$ 21,000.00
Install Biorention	\$ 132,000.00
Concrete Transition	\$ 11,825.00
Landscaping	\$ 20,000.00
Stabilization, Restoration Cleanup	\$ 15,000.00
<b>SUB Total</b>	<b>\$ 254,825.00</b>

**Closing**

Please contact me direct at 443-880-3165 with questions.

Respectfully Submitted,



C. Scott Whitt,  
 Sr. Project Manager  
 CVCC - Eastern shore



AS AMENDED ON JUNE 10, 2013  
RESOLUTION NO. 2290

A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO SIGN THE GRANT AGREEMENT TO CONSTRUCT SHORELINE IMPROVEMENTS IN PARKING LOT 12 ALONG MARKET STREET.

WHEREAS, the State of Maryland Department of Natural Resources has a Chesapeake & Atlantic Coastal Bays 2010 Trust Fund for the restoration of the Chesapeake Bay and its tributaries;

WHEREAS, the State of Maryland Department of Natural Resources Chesapeake & Atlantic Coastal Bays 2010 Trust Fund provides grant funds to the City of Salisbury for use in specific areas;

WHEREAS, the shoreline improvements to be constructed are in Parking Lot 12 along Market Street;

WHEREAS, the entire estimated project cost for the construction of the shoreline improvements is approximately ~~\$275,000~~ \$255,073.98;

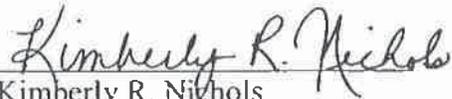
WHEREAS, the City of Salisbury funded the design of the shoreline improvements in the amount of \$46,941;

WHEREAS, the Project will provide shoreline restoration of the Wicomico River.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury, Maryland does hereby authorize the Mayor to sign the attached Grant Agreement dated \_\_\_\_\_, 2013 accepting the project terms for the betterment of the City and its residents.

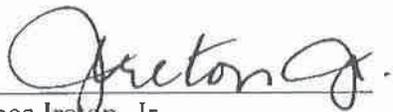
THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this 10<sup>th</sup> day of June, 2013 and is to become effective immediately upon adoption.

ATTEST:

  
Kimberly R. Nichols  
CITY CLERK

  
Jacob R. Day  
PRESIDENT, City Council

APPROVED by me this 17<sup>th</sup> day of June, 2013

  
James Ireton, Jr.  
MAYOR, City of Salisbury

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

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

AMANDA H. POLLACK, P.E.  
ACTING DIRECTOR OF  
PUBLIC WORKS

To: John Pick, City Administrator  
From: Amanda Pollack, Acting Director of Public Works   
Date: June 5, 2013  
Re: Department of Natural Resources Grant Agreement for the Market Street Shoreline improvements project.

---

The City of Salisbury received funding from the Maryland Department of Natural Resources (DNR) through their Chesapeake & Atlantic Coastal Bays 2010 Trust Fund. The fund is for the restoration of the Chesapeake Bay and its tributaries. The grant will fund the construction of shoreline improvements along Parking Lot 12, which is adjacent to Market Street. The shoreline improvements will include a living shoreline and bioretention system.

The bioretention system will improve the water quality and remove nutrients prior to entering the River. The area draining to the bioretention system is 100% impervious. As part of this project, a portion of the existing Parking Lot 12 will be removed for the bioretention system. Runoff from the parking lot will sheet flow into the new bioretention system.

DNR generously provided the survey and basemap work for this project at no cost to the City, since they are a partner in this project. The project is being designed by the Center for Watershed Protection (CWP). Public Works will provide quarterly updates to DNR during the course of construction.

The DNR grant agreement is attached. The total amount of grant funding is \$275,000. Also attached is a resolution to authorize the Mayor to execute the grant agreement. The City Attorney has reviewed the agreement and his comments have been incorporated.

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

ORDINANCE No. 2302

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY15 GENERAL FUND BUDGET TO ALLOCATE FUNDS FROM THE GENERAL FUND CURRENT YEAR SURPLUS TO PURCHASE A NEW VIDEO NETWORK SERVER, CURRENT SOFTWARE PACKAGE, AND INDIVIDUAL CAMERA LICENSE'S.

WHEREAS, the current video server, associated software, and camera licenses installed in 1996 are antiquated and on the brink of a complete and catastrophic failure; and

WHEREAS, the absence of a properly operating video system creates an unacceptable environment for the security of both SPD employees and both juvenile and adult arrestees; and

WHEREAS, the Police Department relies on video surveillance to help secure arrestee holding cells, the vehicle sally-port, the interior and exterior of SPD and associated parking lots; and

WHEREAS, the replacement of the video server, associated software, and camera licenses will cost \$22,000.00 to replace; and,

WHEREAS, SPD did not anticipate this expense and does not have funds budgeted for the necessary purchase.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2015 General Fund Budget is hereby, amended as follows:

- 1) Increase General Fund Current Surplus Revenue by \$22,000.00
- 2) Increase the Police Department budget by \$22,000.00

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 13 day of October, 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jake Day, President  
Salisbury City Council

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
James Ireton, Jr., Mayor



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ATTEST

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Jacob R. Day, President  
Salisbury City Council

Approved by me this \_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
James Ireton, Jr. Mayor  
City of Salisbury



# City of Salisbury



**MARYLAND**



JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

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

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

To: Thomas Stevenson, Jr., City Administrator  
From: Michael Moulds, Director of Public Works  
Date: September 30, 2014  
Re: Budget Amendment – Traffic Signal Maintenance

---

Salisbury Public Works requests a budget amendment to move funds to an operating account from miscellaneous revenue. As part of the construction of the new Goose Creek convenience store on Truitt Street, the contractor damaged the traffic signal loop detectors. The contractor provided payment of \$4,100 for the damaged equipment in lieu of reinstalling the loops. The Traffic Division researched the cost to furnish and install the loop detectors and found that the payment is reasonable.

The Public Works Department Traffic Division will install a camera to operate the traffic signal on East Main Street at the Truitt Street intersection. This is an upgrade from the existing loop detectors at that intersection. To be able to accomplish this work, the payment from the contractor is requested to be transferred to the Traffic Division account for Equipment Repair and Maintenance.

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

