



# City of Salisbury

## CITY COUNCIL AGENDA



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**November 10, 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 Reverend David Michaud, Rector at St. Peter's Episcopal Church

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

6:08 p.m. PRESENTATIONS

- Proclamation – Municipal Government Works Month – Mayor James Ireton, Jr.
- Wor-Wic Community College – Drivers Education Program

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:27 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- October 20, 2014 work session minutes
- October 20, 2014 closed session minutes (separate envelope)
- October 27, 2014 regular meeting minutes
- Resolution No. 2458 - approving the appointment of Ursula Ehrhardt to the Historic District Commission for term ending 11/10/2017
- Resolution No. 2459 - approving the appointment of Susan Jones to the Salisbury Zoo Commission for term ending 11/10/2017
- Resolution No. 2460 - approving the appointment of Sarah Rayne to the Salisbury Zoo Commission for term ending 11/10/2017

6:32 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller

- RFP 02-15, Engineering Construction & Inspection Services for Parkside HS Regional Lift Station and Mill Street Pump Station Improvements
- Declaration of Surplus – Parking Lot #30
- Declaration of Surplus – Glock Automatic Pistol, Salisbury Police Department
- Declaration of Surplus – Copier Machine, Salisbury Police Department

6:40 p.m. RESOLUTION – City Administrator Tom Stevenson

- Resolution No. 2461 - authorizing the capacity fee of the City's comprehensive connection charge to be waived for a development known as the Booth Street Apartments Phase 1, an affordable housing development

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

- Ordinance No. 2305 – 2<sup>nd</sup> reading - approving an amendment of the FY15 budget to appropriate funds for traffic equipment repairs and maintenance
- Ordinance No. 2306 - 1<sup>st</sup> reading - amending Chapter 13, Public Services, of the City Code by adding Chapter 13.30 for the purpose of establishing a Stormwater Utility under the direction and supervision of the Public Works Department and further establishing a Stormwater Utility Fee System

7:10 p.m. PUBLIC COMMENTS

7:15 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 24, 2014 (subject to change)**

- Ordinance No. \_\_\_\_ - 2<sup>nd</sup> reading –amending Chapter 13, Public Services, of the City Code by adding Chapter 13.30 for the purpose of establishing a Stormwater Utility under the direction and supervision of the Public Works Department and further establishing a Stormwater Utility Fee System
- Resolution No. \_\_\_\_ - authorizing Delmarva Collections to collect delinquent accounts

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CITY OF SALISBURY  
WORK SESSION  
OCTOBER 20, 2014

Public Officials Present

Council President Jacob R. Day  
Mayor James Ireton, Jr. (arrived 4:10 p.m.)  
Councilman John “Jack” R. Heath

Vice President Laura Mitchell (arrived 1:38 p.m.)  
Councilwoman Eugenie P. Shields  
Councilman Timothy K. Spies  
\*arrived at 1:38 p.m.

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, Pic Works Director Mike Moulds, Deputy Director Public Works Amanda Pollack, Internal Services Director Keith Cordrey, City Attorney Mark Tilghman, interested citizens and members of the press.

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On October 20, 2014, Salisbury City Council convened in a Work Session at 1:37 p.m. in Council Chambers, Room 301 of the Government Office Building.

**Update on RFP for Power Purchase Agreement**

Assistant Director of Internal Services – Procurement Jennifer Miller joined Council at the table to provide an update on the RFP for the Power Purchase agreement. Matters discussed with Council included:

- The RFP was put out on October 9, 2014
- The RFP is for the development, design, permitting, construction and financing of a solar photovoltaic or wind turbine electric generating system
- The RFP stipulates the vendor will locate the site and make any lease proposals
- The site does not have to be owned by the City of Salisbury and it wouldn't be leased by the City of Salisbury; the vendor would be the lessee
- The timeline includes a pre-bid meeting to be hold on October 27, 2014, all proposals to be submitted by November 14, 2014 and commencement date for the system about a year from now.

Council questions and discussion points included:

- Is there a reference to the Delmarva Power of Maryland utility service area in the RFP?
- Performance Bond and Construction Bond questions
- Job creation in the evaluation criteria
- Criteria in the selection process includes 30% - Price of power; 20% - estimated kilowatt production output; 20% - expertise, experience and qualifications of the vendor; 15% - vendors resources and capability to meet the requirements of the solicitation; 10% -

44 estimated number of jobs created; 5% - country of manufacture of Solar Panels; 5%  
45 bonus – for an interview, if requested; and 5% - review and evaluation of best and final  
46

47 Council will not receive another update until after the vendor interviews have been completed.  
48

49 The discussion was for Council’s informational purposes only and no action was taken at this  
50 time.  
51

52 **The Bricks pending RFP – Council discussion**  
53

54 Ms. Miller requested Council direction concerning how to proceed with The Bricks property.  
55

56 Council discussed the following with Ms. Miller:  
57

- 58 • The building is in terrible condition inside and will need to be completely gutted
- 59 • The property was never surplus as requested by the prior Council
- 60 • The original project encompassed the financing, designing, revitalization, managing and  
61 marketing of an 8 – 10 unit apartment building with a long-term operating and  
62 management agreement
- 63 • Anticipated usage was to provide affordable housing to City of Salisbury residents who  
64 qualify (completely grant-funded transitional housing)
- 65 • The grant had a 40 year forgiveness period meaning if it operated for forty years, there  
66 was a deed restriction which would be lifted upon completion of that 40 years
- 67 • Manufacturing jobs must be returned to Salisbury if residents are expected to buy homes,  
68 and downtown revitalization is connected to manufacturing jobs
- 69 • Council desires this project to be for transitional housing and will seek the same kind of  
70 partner that Homes For America would have been to fully finance, develop and operate it
- 71 • This will be temporary for two years and affordable until residents transition into  
72 permanent housing
- 73 • City does not want to maintain ownership of the building and in the RFP the ownership  
74 will transition to the developer/operator
- 75 • It must be clear that the City isn’t funding or paying for anything  
76

77 Council unanimously agreed for Ms. Miller to start the RFP process, and the property will be  
78 surplus later.  
79

80 **Stormwater Utility**  
81

82 Public Works Director Mike Moulds, Deputy Director Amanda Pollack and Internal Services  
83 Director Keith Cordrey joined Council at the table to discuss the Stormwater Utility.  
84

85 Mr. Cordrey reviewed the pros and cons associated with billing the stormwater utility as a tax  
86 bill or a utility bill, and recommended the billing as a tax bill. Mr. Tilghman indicated the  
87 Attorney General was not concerned with the billing method for the stormwater utility.  
88

89 After reviewing the changes made to the legislation after the last Work Session, President Day  
90 reiterated three things that needed to be done: 1) examine how Rockville handled their utility  
91 billing, and 2) once the imperious area calculation is done, Public Works will return to Council  
92 to set the rates, and 3) change the language per Mr. Tilghman’s suggestion that beginning with  
93 Line 314, under 13.30.080, Paragraph A shall be removed completely. Paragraph B will become  
94 letter A and state that the Stormwater Utility Fee shall be collected, and Letter C will become B.

95  
96 Council reached unanimous consensus to advance the ordinance to an upcoming legislative  
97 session, and the three issues will be discussed prior to the first reading of the ordinance.

98  
99 **Carefirst Year End Review**

100  
101 Jean Sewell, Carefirst Account Manager, Mary Penczek, Carefirst Director of Municipal  
102 Business, and Jenny Poole, Carefirst Nurse, joined Council to review the Carefirst Patient  
103 Centred Medical home and Clinical Support Overview. The attached booklet was handed out to  
104 Council and staff.

105  
106 Carefirst’s goal for the past several years has been to move away from being just a claims payer,  
107 and have gravitated to fostering a partnership with each of their accounts in an effort to attempt  
108 to impact health care costs to lower them as much as possible, and to improve the health of the  
109 members.

110  
111 Following a brief recess, Council reconvened at 4:10 p.m.

112  
113 **Motion to convene in Closed Session**

114  
115 On a motion and seconded by Mr. Spies and Mrs. Shields, respectively, and approved by  
116 unanimous vote in favor, Council convened in Closed Session to discuss the appointment,  
117 employment, assignment, promotion, discipline, demotion, compensation, removal, resignation,  
118 or performance evaluation of appointees, employees, or officials over whom this public body has  
119 jurisdiction; or any other personnel matter that affects one or more specific individuals; to  
120 consult with counsel to obtain legal advice on a legal matter; and to consult with staff,  
121 consultants, or other individuals about pending or potential litigation in accordance with the  
122 Annotated Code of Maryland §10-508(a)(1)(7)(8).

123  
124 On a motion and seconded by Mr. Spies and Mrs. Shields, respectively, and approved by  
125 unanimous vote in favor, at 5:33 p.m. President Day adjourned the Closed Session, reconvened  
126 in Open Session, reported that Council had discussed legal office performance issues and a land  
127 agreement, and with no further business to discuss, adjourned the Open Session at 5:37 p.m.

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129 \_\_\_\_\_  
130 City Clerk

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132 \_\_\_\_\_  
133 Council President



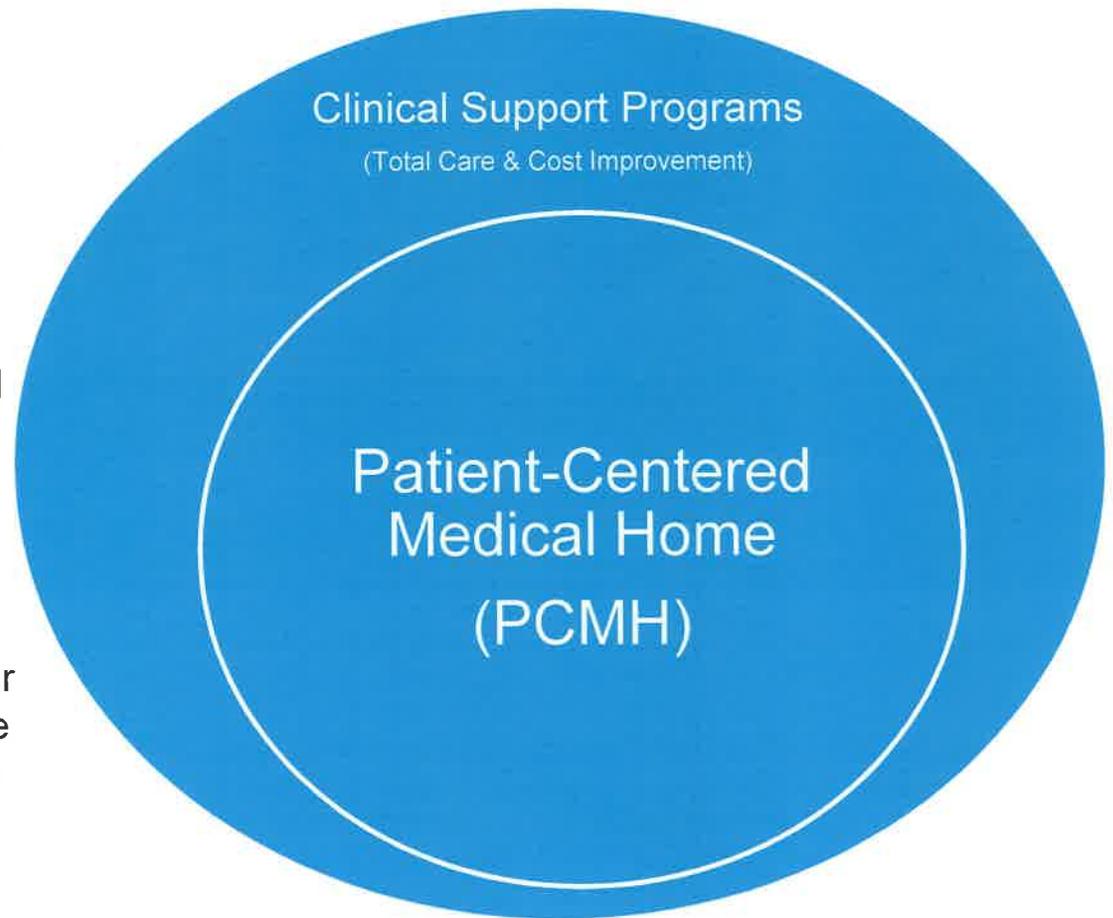
**PATIENT CENTRED MEDICAL HOME (PCMH)  
AND  
CLINICAL SUPPORT OVERVIEW**



**The City of Salisbury  
October 20, 2014**

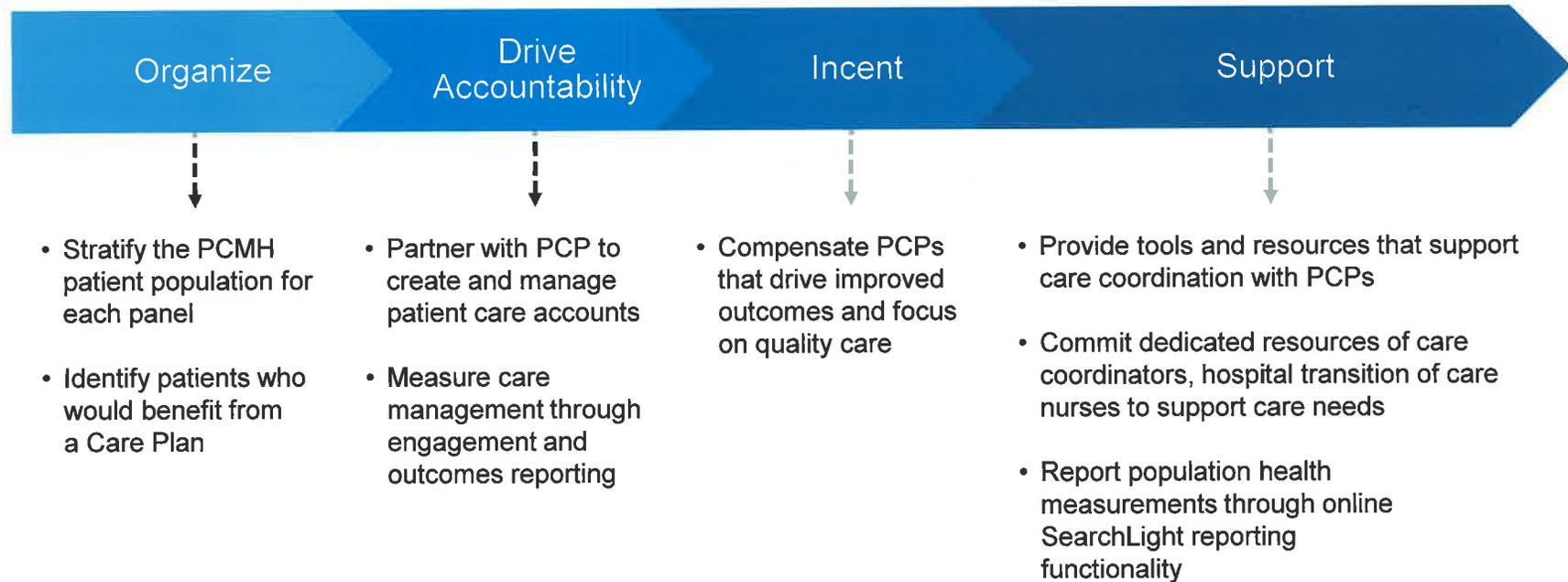
## Transformation

- 3 years in the making
- Rewarding Primary Care Physicians
- Key incentive system built on a global outcome and Member centric accountability structure
- 12 distinct interconnected clinical support programs for the member and physician
- Robust and timely data reporting to ensure informed decision making to improve quality and reduce costs
- Predictive Modeling to stratify member populations, identify risks and achieve better outcomes and lower total costs



## Patient-Centered Medical Home

Partnership with Providers to Improve Outcomes and Lower Costs



## Healthcare Landscape



2 out of 3 adults and 1 out of 3 children are overweight or obese\*



1 in 3 adults are not physically active\*\*



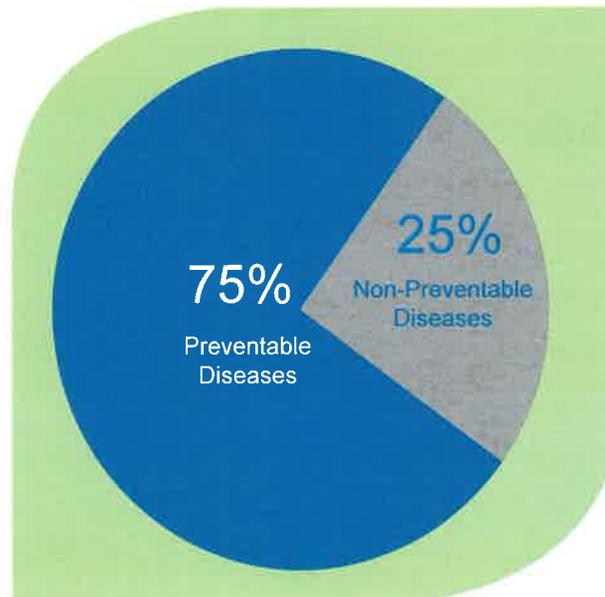
1 in 3 adults has high blood pressure\*\*



1 in 4 pre-diabetic – but fewer than 5% know it\*\*



Each year, adults gain on average 1.1 pounds\*\*\*



### Health Care Expenses

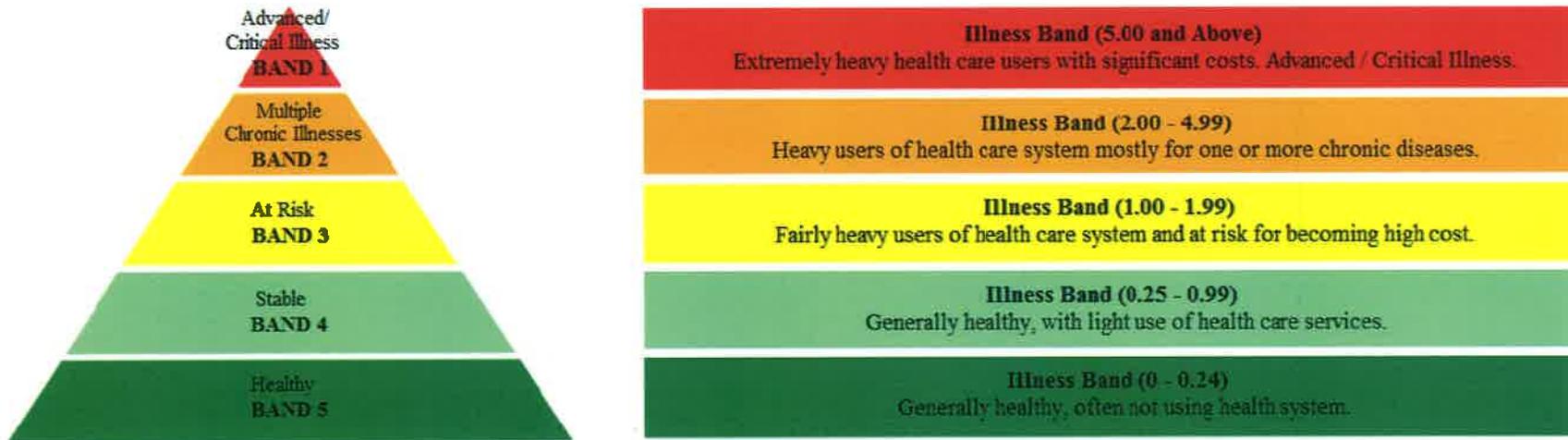
75% of health care expenses go to treat diseases that are preventable\*\*

\*Source: Institute of Medicine

\*\*Source: Centers for Disease Control and Prevention

\*\*\*Source: Cornell University

## Identification: Illness Band Calculation Methodology



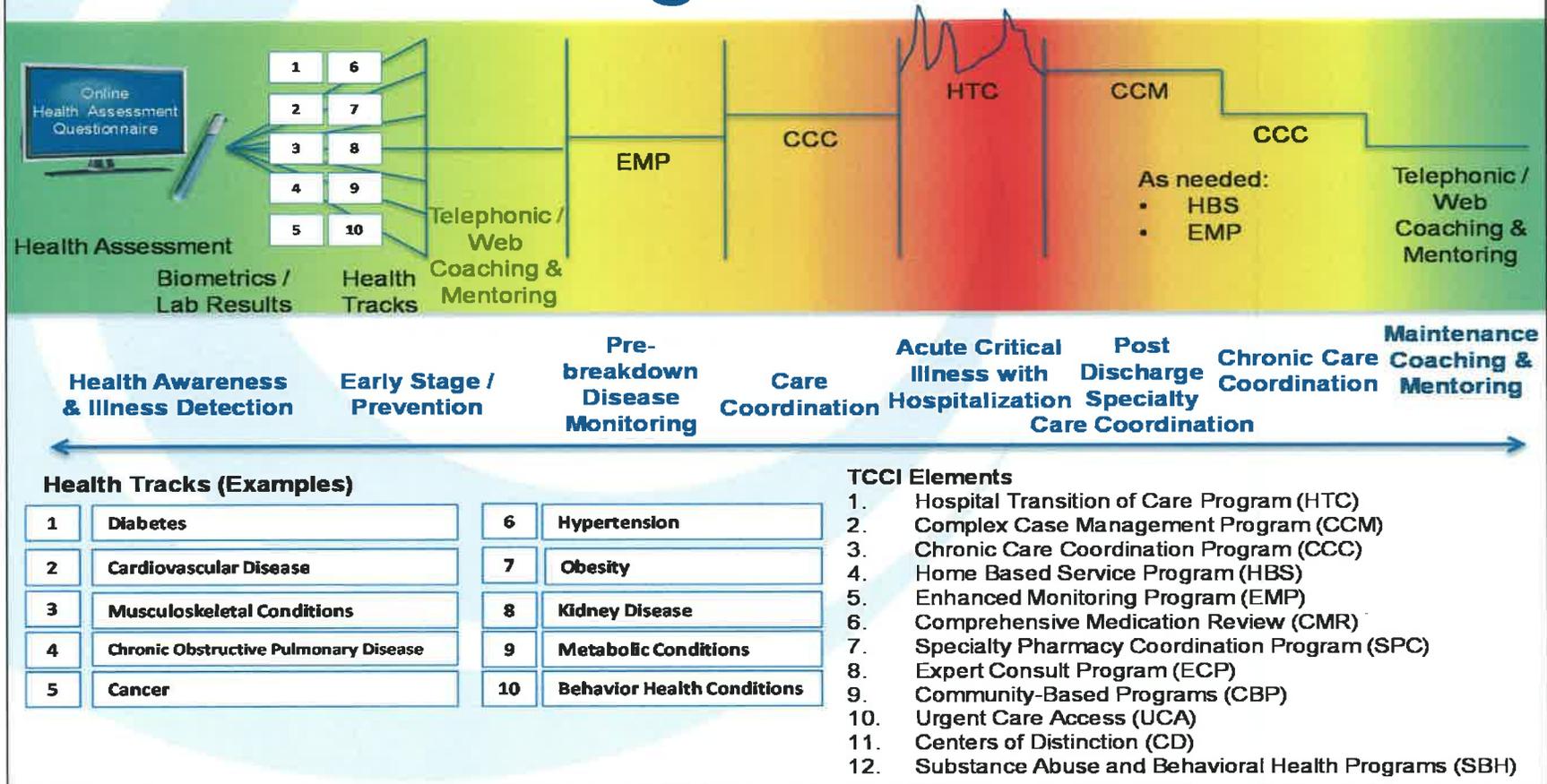
- Illness Burden Score calculated each month for every member on the trailing twelve months of claims data
- Members are assigned to an illness band based on their score
- The severity of a diagnosis code and the presence of co-morbidities will elevate the illness burden score

\*Originally created for use by the Federal Government and continues to be recognized by leading independent researchers as the most proven model available for understanding illness levels and is based on over twenty years of scientific research.

## Care Delivery Management

### Population Health Management Along a Continuum

# TCCI Program Continuum



# iCentric Member Health Record Screen

Print Close

**Care Plan**  
**JANE DOE** View Care Plan Version: Working Draft

**Patient Demographics**

Date of Birth: Age: 51 Years  
 Ethnicity: Gender: FEMALE  
 Group Name: XYZ COMPANY  
 Group ID: 123456789  
 Product Line: DRUG  
 Product Name: PHARMACY

**Provider Demographics**

Panel: H000555666  
 Practice: XYZ HEALTH  
 PCP: MARCUS WELBY  
 Consent: Yes (exp. 12/20/2013)

**Care Plan**

Care Plan Status: Active  
 Started: 12/05/2012  
 Last Updated: 10/04/2013  
 Responsible Lead:

**Top 3 Problem List**

- Encounter for Preventive Health Services
- Depression
- Diabetes Mellitus with Complications

[More](#)

Member Health Record

Clinical Summary

Encounter History

Assessment and Plan

Care Team

Behavioral Health

Wellness

Home Based Services

Enhanced Monitoring

Urgent Care

Expert Consult Program

Community Based Program

HTC Questionnaires

**Member Health Record - Timeline**

Period: Sep 2012 - Aug 2013 Member Since: January 2010

Episode Duration Click on the episode to see health details.

Episode	% of Total \$	Aug 12	Jul 12	Jun 12	May 12	Apr 12	Mar 12	Feb 12	Jan 12	Dec 12	Nov 12	Oct 12	Sep 12
Diabetes	29%	4	3	1	3			1	4	2	1	2	2
Chronic Obstruc Pulm Dis(COPD)	18%				1		1	2		6	2		
Infections - ENT Ex Otitis Med	17%	4	6	2									
Hypertension, Essential	17%									12			1
Non-Episode Related	4%				2	2							1
Cerebrovascular Disease	3%									2			
Coronary Artery Disease	3%							5	1				2
Pancreatic	2%												3
Spinal/Back Disorders, Lower Back	2%							2					
Mental Hth - Depression	2%				1	1		1	1	2	2	4	3

NOTE: Shading indicates episode duration. Count indicates number of visits during the period.

Prescription Drugs Click on the supply link or colored block to see prescription details.

Drug Name	Therapeutic Class	Aug 12	Jul 12	Jun 12	May 12	Apr 12	Mar 12	Feb 12	Jan 12	Dec 12	Nov 12	Oct 12	Sep 12
HYDROCODONE-ACE TAMINOPHEN	Analgesic Narcotic Ag onists and Combination											4d	
ISOSORBIDE MONOH TRATE ER	Antibangnal - Coronary Vasodilators (Nitrate s) and Combinations												30d
ALPRAZOLAM	Antianxiety Agent - Benzodiazepines	30d	20d	20d	20d	30d		30d			30d		
TRAZODONE HCL	Antidepressant - Serotonin-2 Antagonist-Re uptake Inhibitors (SAR ts)	20d			90d				90d			90d	
	Antidepressant - Serotonin Inhibitors												

NOTE: Products are grouped by therapeutic class. Not a complete list.

**JANE DOE's Illness Band**

Advanced/Critical Illness

411.37

5.00

**Health Care Spend**

- Year to Date: \$28,342
- Trailing 12 Months: \$48,607

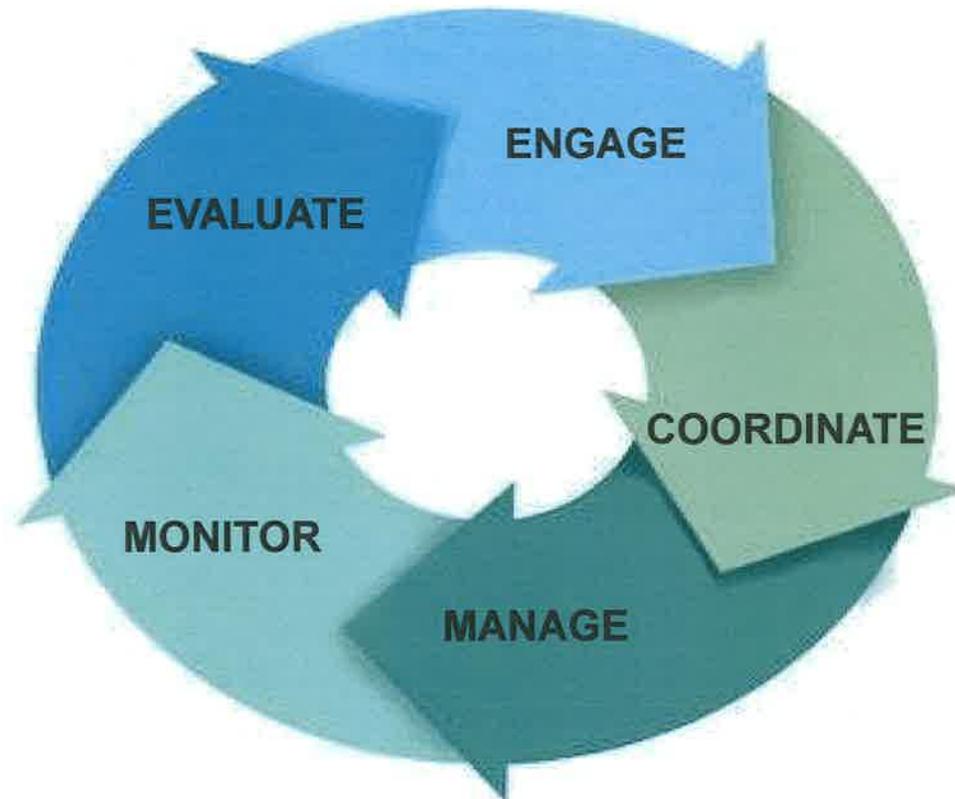
**Health Scores**

- Drug Volatility Score: 9
- Framingham Risk Score: N/A
- ACE Score: 5
- LACE Score: 9

**Member Alert History**

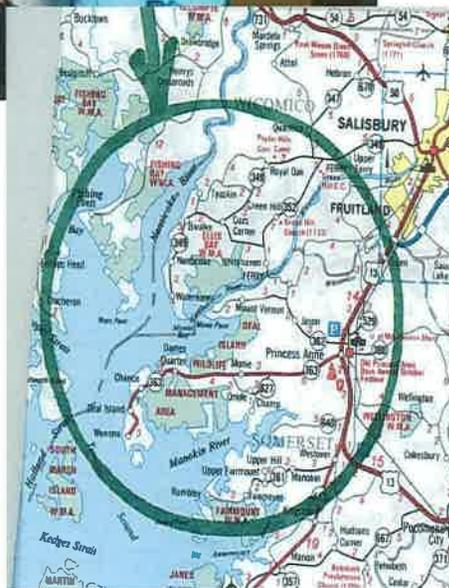
Date	Facility
12/02/2012	Inpatient Authorization - MEMORIAL HOSPITAL AT EASTON

## Population Health Management – Formula for Success



**What does this mean for your members?**

## Delivering Real Value to the Member Experience in the Community



- 1 RN as Regional Care Coordinators, 9 RNs as Local Care Coordinators and 1 Program Consultant on location throughout the Eastern Shore.
- Over 60 RNs as Hospital Transition Care (onsite at 27 local hospitals, including PRMC), reviewing over 12,000 monthly admissions and connecting members to appropriate resources .
- Over 60+ RNs as Case Managers working telephonically to engage our most acute members.

## Member Case Study



### 1. Susan, 34

Involved in a MVA. She was admitted to a local hospital with multiple injuries. She lives alone and does not have family close by.



### 2. Vanessa, Hospital Transition of Care (HTC) Nurse

Identified Susan had ongoing needs and requires assistance upon discharge. Vanessa refers Susan to Colleen, a Case Manager. Vanessa documented in her member health record.



### 3. Colleen, Nurse Case Manager

Completed an assessment and advised Susan that we were referring her for a home care assessment. Colleen documented in member health record.



### 4. Diane, Home Care Nurse

Completed physical and psychosocial assessment and completed dressing changes. Diane called Colleen and expressed concerns that Susan may be depressed. Diane documented encounter in member health record.



### 5. Colleen, Nurse Case Manager

Contacted one of the local community resource organizations and located volunteers to transport Susan to follow up appointments. On the phone, Susan admitted she was depressed and wanted to speak to someone. Colleen documented call in member health record and made referral to a medical social worker to assess.

Without coordination, Susan would have missed follow up appointments and likely be readmitted.

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**OCTOBER 27, 2014**

**PUBLIC OFFICIALS PRESENT**

*Council President Jacob R. Day  
Councilwoman Eugenie P. Shields*

*Council Vice President Laura Mitchell  
Councilman John “Jack” R. Heath  
Councilman Timothy K. Spies*

**PUBLIC OFFICIALS NOT PRESENT**

*Mayor James Ireton, Jr.*

**IN ATTENDANCE**

*City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, City Attorney Mark Tilghman, Assistant Director Internal Services – Procurement Jennifer Miller, Public Works Director Mike Moulds, interested citizens and members of the press*

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**CITY INVOCATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President Day called the meeting to order and invited The Very Reverend Frieda L. Malcolm, Rector at St. Alban’s Episcopal Church to offer the City Invocation. Afterwards, those in attendance recited the Pledge of Allegiance to the flag of the United States of America.*

**COMMUNITY PRESENTATION**

*Delmarva Zoological Society (DZS) Board Member Jenni Pastusak was invited to the podium with Vinnie the Wallaby to speak about the Just ZOO It! campaign to raise money for capital improvement projects at the Salisbury Zoo. In its fourth year collaborating with area schools, the campaign has raised more than \$85,000 in nickels, dimes and quarters for the DZS. The cans were donated by Pepsi Bottling Ventures of Salisbury, wraps on the cans were positioned by Lower Shore Enterprises, and warehouse space was donated by Vernon Powell Shoes.*

*The class that raises the most money from each County will receive a special all-expense paid trip and tour of the Zoo this Spring, a pizza party, t-shirts (donated by Robinson’s Family of Businesses) and a stuffed animal. A random participating class will also win a trip to the Zoo. The class that raises the most money overall from all four counties will get to select a name for the Zoo’s Patagonian Cavy.*

*Donations can be made online at [www.RenewTheZoo.com](http://www.RenewTheZoo.com) and filled cans should be returned to*

each child's classroom before November 7, 2014. Filled cans can also be dropped off at any First Shore Federal location. Call 410-742-3977 with any questions.

**ADOPTION OF LEGISLATIVE AGENDA**

Mrs. Mitchell moved, Mr. Heath seconded, and the vote was unanimous to approve the Legislative Agenda as presented.

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

The Consent Agenda was unanimously approved on a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively:

- October 6, 2014 work session minutes
- October 6, 2014 closed session minutes
- 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 for term ending 10/31/2014
- Resolution No. 2456 – approving the appointment of Vincent Knoepfel to the Central City District Commission 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

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

The Award of Bids, consisting of the following item, was unanimously approved on a motion by Mr. Spies that was seconded by Mr. Heath:

- Contract 110-14 Market Street Stormwater Retrofit Project - \$254,825.00

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

- Ordinance No. 2302 – 2<sup>nd</sup> reading – approving a budget amendment of the FY15 General Fund current year surplus to purchase a new video network server, current software package, and individual camera licenses

On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively, and by unanimous vote in favor, Ordinance No. 2302 was passed for second reading.

- 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*

*On a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, and by unanimous vote in favor, Ordinance No. 2303 was passed for second reading.*

- *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*

*On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively, and by unanimous vote in favor, Ordinance No. 2304 was passed for second reading.*

- *Ordinance No. 2305 – 1<sup>st</sup> reading – approving an amendment of the FY15 Budget to appropriate funds for traffic equipment repairs and maintenance*

*On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively, and by unanimous vote in favor, Ordinance No. 2305 was approved for first reading.*

*There being no requests for public comments, Council President adjourned the Legislative Session at 6:32 p.m.*

*CITY OF SALISBURY, MARYLAND*

CLOSED SESSION  
OCTOBER 20, 2014

*TIME & PLACE:* 4:10 p.m., Government Office Building – Council Chambers, Room 301  
*PURPOSE:* To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consult with counsel to obtain legal advice on a legal matter; and to consult with staff, consultants, or other individuals about pending or potential litigation

*VOTE TO CLOSE:* Unanimous  
*CITATION:* Annotated Code of Maryland Sections 10-508(a)(1)(7)(8)  
*PRESENT:* Council President Jacob R. Day, Mayor James Ireton, Jr., Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman John “Jack” R. Heath, Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Community Development Director Deborah Stam, Internal Services Director Keith Cordrey, Housing Supervisor Matt Hedger, Public Works Deputy Director Amanda Pollack, Police Chief Barbara Duncan, Fire Chief Rick Hoppes (arrived at 4:50 p.m.), IT Director Bill Garrett, Zoo Director Ralph Piland, Police Chief Barbara Duncan (arrived at 4:29 p.m.), Planning & Zoning Director Jack Lenox

\*\*\*\*\*  
*On October 20, 2014, Council convened in Work Session in Council Chambers (Room #301) of the Government Office Building. At 4:10 p.m., Mr. Spies moved to convene in Closed Session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consult with counsel to obtain legal advice on a legal matter; and to consult with staff, consultants, or other individuals about pending or potential litigation. Mrs. Shields seconded and the vote was unanimous.*

*While in Closed Session, Council discussed the legal performance with staff and Mr. Tilghman, and a land agreement. Council took no action nor reached consensus while in Closed Session.*

*At 5:32 p.m., on a motion by Mr. Spies, seconded by Mrs. Shields, and approved by unanimous vote in favor, Council President Day adjourned the Closed Session, returned to Open Session, and provided the report to the public. Thereafter, he adjourned the Open Session.*

\_\_\_\_\_  
*City Clerk*

\_\_\_\_\_  
*Council President*

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INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**Cc:** Mayor Ireton  
**From:** Terence Arrington, Assistant City Administrator  
**Subject:** Appointment to the Historic District Commission  
**Date:** November 10, 2014

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

<u>Candidate</u>	<u>Term Ending</u>
Ursula Ehrhardt	11/10/2017

Attached you will find Ms. Ehrhardt's letter of interest, resume 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 meeting. Please let me know if you have any questions.

Attachments: Letter of Interest  
Resume  
Resolution of Appointment

Ursula M. Ehrhardt  
424 Somerset Avenue  
Salisbury, MD 21801

August 6, 2014

The Honorable James Ireton, Jr., Mayor of Salisbury  
Office of the Mayor  
125 North Division Street, Room 304  
Salisbury, Maryland 21801-4940

**Regarding: Interest in serving on Salisbury's Historic District Commission**

Dear Mayor Ireton:

I am writing to express my interest in serving as a commissioner on Salisbury's Historic District Commission. Ed Brown, a current member of the HDC, recently informed me that the commission has a vacancy and encouraged me to apply.

I believe that I have the necessary background, training, interest, and time to be an effective commissioner. I retired last year as a professor of art history from Salisbury University, where I established the art history curriculum, increasing our offerings in this field from 1 to 13 courses. I included architectural history in most of my courses; specifically, art appreciation and the introductory art history survey, plus upper-level courses in Renaissance, 17<sup>th</sup> and 18<sup>th</sup> Century European Art, Modern Art, and American Art.

In short, I have a thorough knowledge of architectural history, and am familiar with the various period styles of American architecture and their regional variants. I also have a sound understanding of architectural design; and am aware of the importance of color, mass, texture, detail, proportion and scale both in the design of individual buildings and in the preservation of the historic character of neighborhoods.

In addition to teaching art history, I also served as director of the University Gallery (formerly the SSC and SSU Gallery) for nine years. During my tenure as gallery director, I brought a number of architecture-related exhibitions to the Gallery, such as "America's City Halls," organized by the Smithsonian Institution Traveling Exhibition Service; "Architecture of Somerset County," based on the historic building survey of this county by the architectural historian, Paul Touart, who subsequently published his findings in *Somerset: An Architectural History*; and "350 Years of Architecture in Maryland," organized by the Gallery of the School of Architecture of the University of Maryland, College Park, to commemorate the founding of the colony of Maryland in 1634. I supplemented these exhibitions with a variety of educational outreach programs, such as the one-day symposium I organized in conjunction with the exhibition on Maryland's historic architecture. The symposium included presentations by two of the exhibition's curators, sessions by two local authorities on the historic architecture of Somerset and Wicomico counties, respectively, and a panel discussion by a group of Salisbury architects about their various firms' recent projects.

More recently, in 2009, *The Daily Times* published my one-page review of an architectural exhibition, "The Art of Architecture," organized by Salisbury's Art Institute and Gallery (AI&G), in collaboration with representatives from two regional architectural firms. Using as case studies the Ward Museum, built in 1991, and Bennett High School, then still under construction, the exhibition showed how buildings are conceptualized, designed, and built; and also documented changes in architectural practice as a result of computer-aided design.

I should add that I've been actively involved in the local arts scene for many years. I've been a member of the AI&G's gallery committee for the last ten years, served on its Advisory Board for three years, and am currently on its Board of Directors. I served as a consultant on arts-related matters in connection with the conversion of a wing of Deer's Head Center for Coastal Hospice; and was an ad-hoc committee member of the Ocean City Development Corporation to identify suitable public art projects for Ocean City and to develop procedures for selecting artists to execute them .

Perhaps my most important contribution to the area arts community are the more than 250 reviews of local art exhibitions that I wrote for *The Daily Times* from 2001 until 2013. The Salisbury Wicomico Arts Council specifically cited these reviews when it presented me with its "outstanding service" award in 2008. Although the *Times* no longer features reviews, I continue to write an occasional "Gallery" column that focuses on a single work in a current local art exhibition.

In closing, I'd like to add that I would consider it an honor to serve on the Historic District Commission. Thank you for considering me as a candidate for membership on the Commission. Please let me know if you require more information.

Sincerely,

Ursula M. Ehrhardt  
[uxehrhardt@salisbury.edu](mailto:uxehrhardt@salisbury.edu)  
410-742-4928 (home)  
410-303-4422 (cell)

**Ursula M. Ehrhardt**

Professor Emeritus  
Salisbury University

[uxehhardt@salisbury.edu](mailto:uxehhardt@salisbury.edu)

424 Somerset Avenue  
Salisbury, MD 21801  
410-742-4928 (H), 410-303-2244 (cell)

**Education:**

A. B., Duke University (English major)

M. A., Michigan State University (History of Art)

Ph. D. candidate, University of Maryland, College Park, 1994-1999

Member of Phi Kappa Phi National Honorary Society

**Professional Experience:**

Professor Emeritus, July, 2013

Associate Professor, Salisbury University, August, 2007- July, 2013

Assistant Professor, Salisbury University (formerly SSU and SSC), 1981-2007

Developed the Art History curriculum. When I first came to Salisbury, the Department offered a single course, called Art History and Appreciation (Art 100). I expanded the curriculum to 13 courses, eight of which I taught regularly.

Established the Slide Library. I expanded the Art Department's slide collection from 3,000 slides to approximately 35,000, and was responsible for all aspects of the collection until 2002, when someone else took over this responsibility.

Gallery Director, 1984-91 and 1971-73. I was responsible for all aspects of the Gallery program: planned the exhibition schedule, which consisted of eight exhibitions during the academic year, plus regularly scheduled educational out-reach programs; curated occasional exhibitions and organized the annual faculty show; designed installations; supervised part-time Gallery staff; managed the budget and wrote grant applications, all of which were funded; wrote publicity releases, exhibition brochures, and educational hand-outs.

Instructor, Salisbury State College, 1971-73 and 1976-81; (part-time, 1974-76)

Graduate Assistant, University of Maryland, 1973-74

**Other Relevant Professional Experience:**

Wrote over 250 reviews of local art exhibitions for The Daily Times, Salisbury, June, 2001 to November, 2013.

In June, 2008, I received the 2008 Arts Appreciation Award from the Salisbury Wicomico Arts Council (SWAC) for my "outstanding contribution to the arts of Wicomico County." Since early 2014, I write an occasional "Gallery" column for The Daily Times that focuses on a single work currently on view in a local art exhibition.

Visiting Scholars Program, Delaware Humanities Forum, 1986-2010.

This program gives elementary and secondary school teachers in Delaware the opportunity to collaborate with faculty members from area colleges and universities in planning special humanities projects for their classes. As a "visiting scholar," I consulted with the teacher in conceptualizing the project, suggested readings and possible assignments, and gave a presentation to the teacher's class.

Reviewer, Prentice-Hall, January, 2004.

Reviewed and made extensive comments on the mission statement, an annotated table of contents, and three chapters of a proposed new textbook on American Art by Angela Miller, Bryan Wolfe and Janet Berlo, all established scholars in the fields of American Art or American Studies. The book was published in 2007 under the title, *American Encounters: Art, History, and Cultural Identity*.

Reviewer, Harcourt Brace College Publishers, Fall 1995

Asked to review the Art Appreciation textbook, The Power of Art, by Lewis and Lewis.

Consultant, Mayfield Publishing Company, Spring 1992

Asked to review Robert Berenson's Art Appreciation textbook, Worlds of Art, and to suggest revisions

Curator, "Nature in American Photography," SU Gallery, January, 2011.

Conceptualized, curated, and designed the installation. Also served as moderator for a panel discussion about the exhibition with the Art Department's photography faculty.

Juror, Fiber Forum, March, 2007.

Fiber Forum, a national organization affiliated with the Embroiderers' Guild of America (EGA) and dedicated to the promotion of embroidery as a fine arts medium, requires that its members submit examples of their work to a three-person jury as a condition of admission.

Member, Maryland State Arts Council Visual Arts Advisory Panel, 1988-91  
(three-year term)

Responsible for making site visits to various arts organizations throughout the state, reading grant applications, and meeting two full days a year to evaluate grant applications and make funding recommendations.

Member of a Baltimore Museum of Art panel of "art specialists" responsible for nominating Maryland artists for the Museum's "Second Invitational" exhibition, spring, 1988

Planned and organized a symposium on "Architecture in Maryland" in conjunction with the exhibition "350 Years of Architecture in Maryland," sponsored by the SSU Gallery, spring 1986. The symposium included slide-lectures on Maryland's historic architecture by two of the exhibition's curators, slide-lectures by two local authorities on the historic architecture of Wicomico and Somerset counties, and presentations by a panel of Salisbury architects on their recent work.

Occasional juror or judge for area arts institutions, including the Art Institute and Gallery, the Eastern Shore Camera Club, the Ocean City Art League, and the public schools.

### **Courses taught at Salisbury [State] University [College]:**

Art Appreciation

Introduction to Art History (one-semester and two-semester surveys)

History of Italian Renaissance Art

History of Baroque and Rococo Art

History of Modern Art to 1945

Art Since 1945

History of American Art to 1900

History of American Art since 1900

Women in Art

### **Arts-Related Community Service and Professional Activities:**

Board of Directors, Art Institute & Gallery, since June, 2014; also served on the Advisory Board, 2006-2008, and have been a member of the Gallery Committee since the fall of 2005; served earlier terms on the Gallery Committee 2002-2003 and 1998-2000.

Board of Directors, Julia A. Purnell Museum, since Spring, 2014

Member of an ad-hoc committee of the Ocean City Development Corporation (OCDC), charged with identifying different kinds of public art projects suitable for Ocean City and developing procedures to select artists to conceptualize and execute them, fall 2003.

Consultant on arts-related matters related to the conversion of a wing of Deer's Head Center for Coastal Hospice, fall 2003 to spring 2004.

Gallery talk, Art Institute & Gallery, March 15, 2000 in conjunction with two concurrent exhibitions, one national and one regional, of works by women artists

Moderator of a "Women Artists Roundtable," featuring four nationally recognized women artists, three of whom were currently exhibiting their work at the AI&G, March 2, 2000

"Quilts from Delmarva," Atrium Gallery, SSU, October 5-November 10, 1988.

Planned the exhibition and various related educational outreach events and wrote the introduction to the exhibition brochure

Representative, Conference of Maryland Arts Organizations, sponsored by the Maryland State Arts Council in cooperation with Maryland Citizens for the Arts, Baltimore, March 13, 1987

Conducted a workshop for the Wicomico County Board of Education's "Picture Lady Program," (a volunteer program to further art education in the public schools) on general principles of art appreciation, October, 1985

"Six Maryland Artists: Contemporary Sculpture in Wood," SSU Gallery, September 28-October 25, 1985. Co-curator of the exhibition, co-author of catalogue essay, and editor of 18-page catalogue with artists' statements

Member, Board of Directors, Art Institute & Gallery, Salisbury, September 1984-June, 1985

Member, Board of Directors, City Hall Museum and Cultural Center, Salisbury, 1983-1984

Chair, Advisory Panel on Exhibitions and Special Programs, City Hall Museum and Cultural Center, fall 1982-spring 1983

"Downtown Revitalization: Plans to Action," shown at the former City Hall and Cultural Center, January to March, 1983. Co-curator of an exhibition that documented various earlier revitalization efforts for downtown Salisbury

Moderator for a panel discussion on the topic, "Women in Art: A Delmarva Perspective," sponsored by the Wicomico County Art League, The American Association of University Women, and the Wicomico County Commission on Women, March 16, 1984. Also moderated similar panels in March of 1983 and March of 1982

Chair, Advisory Panel on Exhibitions and Special Programs, City Hall Museum and Cultural center, Salisbury, fall 1982-spring 1983

Member, R/UDAT "Crash Effort Task Force," organized to clean up and prepare the downtown historic district of Salisbury for the 250<sup>th</sup> Anniversary Celebration of the city's founding, summer, 1982. Awarded a Certificate of Appreciation by the Mayor and City Council of Salisbury for my activities on this committee.

Organized panel and served as moderator for a panel discussion on "Women in the Visual Arts" in conjunction with a Conference on Women held at SSU in March, 1980

Member, planning committee of the Institute of Retired Persons in charge of writing the grant proposal for a series of lectures and programs on "The Cultural Traditions of the Eastern Shore, fall 1979. Grant was funded by the Maryland Endowment for the Humanities and the programs took place in early 1980

### **Current Professional and Arts-Related Memberships:**

College Art Association

Museums: Metropolitan Museum of Art, New York; Museum of Modern Art, New York; The Whitney Museum of American Art, New York; Baltimore Art Museum; Philadelphia Museum of Art; The Phillips Collection, Washington, DC.

University Museums: Duke University Museum of Art; Kresge Art Museum, Michigan State University

Local Arts Organizations: Salisbury Wicomico County Arts Council; Art Institute And Gallery, Salisbury; Julia A. Purnell Museum, Snow Hill

**RESOLUTION NO. 2458**

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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>
Ursula Ehrhardt	11/10/2017

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 November 2014.

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

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

APPROVED BY ME THIS  
\_\_\_\_\_ day of November 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

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## 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 Zoo Commission  
**Date:** November 10, 2014

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Mayor Ireton would like to appoint the following individual to the Zoo Commission:

<u>Name</u>	<u>Term Ending</u>
Susan U. Jones	11/10/2017

Attached you will find Ms. Jones letter of interest, resume, and resolution authorizing her 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

# BOARD OF EDUCATION OF WICOMICO COUNTY



John E. Fredericksen, Ph.D.  
*Superintendent of Schools*

101 Long Avenue  
P.O. Box 1538  
Salisbury, MD 21802-1538

410-677-4400  
FAX 410-677-4444  
[www.wcboe.org](http://www.wcboe.org)

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Ronald O. Willey  
*President*  
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*Vice President*  
Marvin L. J. Blye  
Tyrone A. Chase, PhD.  
Larry W. Dodd  
Carolyn J. Elmore, Ed.D.  
Kimberly S. Hudson

October 26, 2014

Mr. James Ireton  
Mayor for the City of Salisbury  
125 N. Division Street, Room 304  
Salisbury, Maryland 21801-4940

Dear Mayor Ireton:

Ref: Membership on the Zoo Commission & Education Committee

I would like to be considered for the open seats on the Salisbury Zoo Commission and the Salisbury Zoo's Education Committee. As the Director of the Elementary Education program for the Wicomico County Public Schools, I have seen firsthand the value of our students interfacing with the many educational opportunities our city zoo offers throughout the school year and beyond.

Please consider me for appointment to the open seats on the Salisbury Zoo Commission and the Salisbury Zoo's Education Committee, both recently vacated by Mrs. Kimberly Miles, former Director for Secondary Education with the Wicomico County Public Schools. Mrs. Miles has moved on to serve families through the office of student and family services and has asked that I take the baton for the Division of Instruction. It will truly be my honor to serve in this capacity on both the Zoo Commission and the Education Committee.

Please feel free to contact me should you have questions regarding my interest in seeking these seat on the Salisbury Zoo Commission and the Salisbury Zoo's Education Committee.

Sincerely,

A handwritten signature in cursive script that reads "Susan U. Jones".

Susan U. Jones  
Director of Elementary Education

C: Mr. Ronald Alessi, Sr.

The Wicomico County Board of Education does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, sex, sexual orientation, marital status, color, gender identity and expression, national origin, creed, religion, age, ancestry, genetic information, or physical or mental disability.

The Wicomico County Board of Education does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, sex, sexual orientation, marital status, color, gender identity and expression, national origin, creed, religion, age, ancestry, genetic information, or physical or mental disability.

# Susan Uhlan Jones

P.O. Box 1042

Salisbury, Maryland 21802

*Personal Cell Phone: 443.553.0572*

*Business Phone: 410.677.4559*

**Objective:** To become a member of the Salisbury Zoo Commission and the Salisbury Zoo's Education Committee

**Education:** *Wilmington University* Georgetown, Delaware  
Degree: Doctorate in Innovation and Leadership  
Major: K-12 Education  
Year: *Anticipated Spring 2014*

*Loyola College* Baltimore, Maryland  
Degree: Masters in Education  
Major: Education Administration and Supervision  
Year: 1993

*Salisbury University* Salisbury, Maryland  
Degree: Bachelors of Science  
Major: Elementary Education, Grades 1 – 8  
Year: 1987

*Northern High School* Owings, Maryland  
Diploma: Maryland High School Diploma  
Year: 1983

**Experience:** *Director of Elementary Education* 2009 – Present  
Wicomico County Public Schools  
101 Long Avenue  
Salisbury, Maryland 21804

*Executive Director for Elementary Education* 2007 - 2009  
Cecil County Public Schools  
201 Booth Street  
Elkton, Maryland 21921

*Principal* 2003 - 2007  
Cecil County Public Schools  
Bay View Elementary School  
910 North East Road  
North East, Maryland 21901

*Principal* 2001 - 2003  
Cecil County Public Schools

Cecilton Elementary School  
251 West Main Street  
Cecilton, Maryland 21913

*Assistant Principal* 2000 - 2001  
Cecil County Public Schools  
Elk Neck Elementary School  
41 Racine School Road  
North East, Maryland 21901

*Assistant Principal* 1998 - 2000  
Cecil County Public Schools  
Bay View Elementary School  
910 North East Road  
North East, Maryland 21901

*Local Support Teacher* 1997 - 1998  
Cecil County Public Schools  
Bay View Elementary School  
910 North East Road  
North East, Maryland 21901

*Grade 5 Classroom Teacher* 1995 - 1997  
Cecil County Public Schools  
Rising Sun Elementary School  
500 Hopewell Road  
Rising Sun, Maryland 21911

*Grade 2 Classroom Teacher* 1994 - 1995  
Cecil County Public Schools  
Conowingo Elementary School  
471 Rowlandsville Road  
Conowingo, Maryland 21918

*Grade 4 Classroom Teacher* 1987- 1994  
Cecil County Public Schools  
Conowingo Elementary School  
471 Rowlandsville Road  
Conowingo, Maryland 21918

**Affiliations:** Association of Supervision and Curriculum Development  
Eastern Shore Reading Council  
International Reading Association  
Mariner's Bethel United Methodist Church

**References:** Dr. Margo Handy                    410-677-4599  
Assistant Superintendent for Instruction and Student & Family Services  
Wicomico County Public Schools  
101 Long Avenue  
Salisbury, Maryland 21804

Dr. John Fredericksen                    410-677-4400  
Superintendent of Schools  
Wicomico County Public Schools  
101 Long Avenue  
Salisbury, Maryland 21804

Dr. Bonnie Ennis                    410-677-4400  
Coordinator of Mathematics  
Wicomico County Public Schools  
101 Long Avenue  
Salisbury, Maryland 21804

Mrs. Regina Rando                    410-677-5819  
Principal  
Wicomico County Public Schools  
Willards Elementary School  
36161 Richland Road  
Willards, Maryland 21874

*Additional References Available Upon Request*

**RESOLUTION NO. 2459**

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

<u>Name</u>	<u>Term Ending</u>
Susan Jones	11/10/2017

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 November 2014.

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

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

APPROVED BY ME THIS

\_\_\_\_\_ day of November 2014.

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

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-1300  
Fax: 410-548-3102

JAMES IRETON, JR.  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## 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 Zoo Commission  
**Date:** November 10, 2014

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Mayor Ireton would like to appoint the following individual to the Zoo Commission:

<u>Name</u>	<u>Term Ending</u>
Sarah Rayne	11/10/2017

Attached you will find Ms. Jones letter of interest, resume, and resolution authorizing her 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

# The Salisbury logical Park

---

755 South Park Drive  
Post Office Box 2979  
Salisbury, MD 21802-2979

Office: 410-548-3188  
Education: 410-546-3440  
Fax: 410-860-0919  
www.salisburyzoo.org

**October 6, 2014**

**James Ireton, Jr., Mayor  
City of Salisbury  
125 North Division St.  
Salisbury, Maryland 21801**

**Dear Mayor Ireton:**

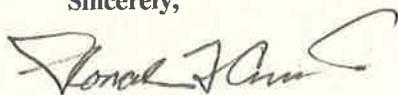
**Ms. Sarah Rayne is interested in serving the City as a member of the Salisbury Zoo Commission and it is my understanding that she has sent you a letter requesting her appointment to the Commission.**

**The Commission has reviewed her resume and feel, that with her background and interest in the Zoo, she will make an excellent Zoo Commission member.**

**We respectfully recommend that you appoint her to the Zoo Commission.**

**Thank you for your consideration of the matter.**

**Sincerely,**



**Ronald G. Alessi Sr.  
Chairman, Salisbury Zoo Commission.**

---

**Salisbury Zoo Commission:**

Ronald G. Alessi, Sr./Chairman

George J. Mengason/Vice Chairman

Carol Scissons/Secretary

Kim Miles/Board Member

Eric Plppen/Board Member

Brian Raygor/Board Member

Margot Hall/Board Member

Roland Leimann/Board Member

Linda Wainer/Board Member

Joel M. Hamilton/Director, *in officio*

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ACCREDITED BY THE  
**ASSOCIATION  
OF ZOOS &  
AQUARIUMS**

Sarah L. Rayne  
312 Gay Street, Apt. 2  
Salisbury, Md. 21801  
443-944-7046  
sarah@coastalrealtors.org

September 8, 2014

Office of the Mayor  
City of Salisbury  
125 N. Division Street, Room 304  
Salisbury, Md. 21801

Re: Appointment to the Zoo Commission

Dear Mayor Ireton,

Please accept this letter of interest and attached resume as my application to serve on the City Of Salisbury Zoo Commission. As an avid supporter of the Salisbury Zoo and past graduate from the Zoo Docent Training Program, I feel I could be a great asset to the commission.

I've been a Salisbury resident since 2006 and I graduated from Salisbury University in 2009 with a bachelor's degree in Communications. My work in public and media relations within the community has allowed me to become very familiar with the zoo. While working for The Daily Times, I was the unofficial "zoo reporter," covering primarily the age milestone reached by Poopsie the Andean Bear, and managing to get a Poopsie-inspired story regarding elderly zoo animals on USA Today's website.

I approach this possibility with great enthusiasm and offer the assurance that I will work hard to maintain the zoo's continued and successful offering of a balanced program of education, conservation, and recreation.

Please contact me at the above phone number or email address if you require more information.

Sincerely,

Sarah L. Rayne  
Salisbury

Sarah Rayne  
312 Gay Street, Apt. 2, Salisbury, Md. 21801  
443-944-7046  
sarah@coastalrealtors.org

---

**Career Focus**                      **Reporter or editor with a newspaper, or website, or public relations professional with a government agency, company, or organization.**

---

**Experience Summary**

- Experienced in writing news stories and press releases.
- Well versed in municipal government policy and procedure.
- Experienced in running a newsroom and a website.
- Competent researcher, interviewer, and reporter.
- Practiced in professional relationship building and maintenance.

---

**Education**

**B.A., Communications - Journalism, Salisbury University, Salisbury, Md., 2009**

**High school diploma, Kent County High School, Worton, Md., 2002**

---

**Professional Experience**

**Government & Public Affairs Director** – *Coastal Association of REALTORS®*, Berlin, Md.                      6/14 – present

- Represent the association and its 1,000+ members at local government meetings and community events.
- Coordinate with various association committees, including the Government Affairs, Election, Public Relations, and other committees.
- Write press releases and decimate information regarding the accomplishments of the association and its membership to the local media.

**News Reporter** – *The Sussex Countian*, Georgetown, Del.                      4/13 – 6/14

- Wrote six to seven stories per week, including enterprise stories, features, breaking news, education, municipal government, and more.
- Responsible for posting daily to the newspaper's website, Facebook page, and Twitter feed.
- Took photographs for all stories and completed one or more weekly photo galleries from local events to post online.

**Assistant News Editor** – *The Daily Times*, Salisbury, Md.                      9/10 – 6/12

- Wrote news stories, breaking news stories, news features, briefs, blotter items, and news trackers for a daily newspaper, on a daily deadline.
- Ran the newsroom if the news editor was out, assigning stories to reporters and editing all content.
- Updated the website every 45 minutes to get breaking news in our feed.

**Reporter** – *The Delaware Wave and Coast Press newspapers*, Bethany Beach, Del.                      1/10 - 9/10

- Wrote 8-10 stories per week, on top of briefs and news trackers.
- Covered municipal government meetings in five Sussex County towns.

---

### **Other relevant experience**

- Completed the Salisbury Police Department Citizens Police Academy, November 2011
  - Completed the Salisbury Zoo docent training program, May 2012
- 

### **References**

- Patricia McGee, editor for *The Kent County News*, 410-778-2011
- Haven Simmons, professor at Salisbury University, 410-548-4779
- Brian Lind, former supervisor at Guerreri University Center, 443-783-5310

**RESOLUTION NO. 2460**

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

<u>Name</u>	<u>Term Ending</u>
Sarah Rayne	11/10/2017

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 November 2014.

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

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

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

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

# 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

November 10, 2014

- |   |              |
|---|--------------|
| 1. Award of Bid – RFP 02-15<br>Engineering Construction & Inspection Services for<br>Parkside HS Regional Lift Station and Mill Street<br>Pump Station Improvements | \$171,500.00 |
| 2. Declaration of Surplus – Parking Lot #30   | \$ 0.00      |
| 3. Declaration of Surplus – Glock Automatic Pistol<br>Salisbury Police Department   | \$ 0.00      |
| 4. Declaration of Surplus – Copier Machine<br>Salisbury Police Department   | \$ 0.00      |

# 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.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

## Council Agenda

November 10, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid  
RFP 02-15 Engineering Construction Services for  
Parkside HS Regional Lift Station and Mill Street Pump Station Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for RFP 02-15 Engineering Construction Services for Parkside HS Regional Lift Station and Mill Street Pump Station Improvements. The project includes both construction administration and inspection services for both locations.

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. A total of six (6) vendors submitted a bid by the due date and time of Tuesday, September 30, 2014 at 2:30 p.m. A six-person evaluation committee of Salisbury Public Works employees reviewed the vendor proposals and ranked each proposer on a scale of zero (unacceptable) to four (superior) according to the evaluation criteria established in the RFP:

Weighting Factor	Criterion
40%	Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services.
30%	Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
20%	Price and billable rates.
10%	Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

Vendor	Construction Administration Services	Inspection Services	Total	Composite Score	Rank
George, Miles & Buhr, LLC	\$59,000.00	\$112,500.00	\$171,500.00	3.50	1
EA Engineering	\$58,703.00	\$145,267.20	\$203,970.20	2.98	2
Cabe	\$19,900.00	\$91,450.00	\$111,350.00	2.97	3
Hazen and Sawyer	\$79,680.00	\$164,318.00	\$243,998.00	2.87	4
URS Corporation	\$58,000.00	\$171,000.00	\$229,000.00	2.62	5
Whitman, Requardt & Associates	\$158,540.00	\$124,800.00	\$283,340.00	2.56	6

George, Miles & Buhr, LLC was determined by the evaluation committee to have presented the best proposal due to their clear understanding of the work required and staff experience. There are sufficient funds to cover this purchase in account 30200-513020-55015

The Procurement Department requests Council's approval to award RFP 02-15 to George, Miles & Buhr, LLC, in the amount of \$171,500.00.

Sincerely,



Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



MARYLAND



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

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking  
From: Michael S. Moulds, P.E., Director of Public Works  
Paul B. Mauser, E.I., Project Engineer  
Date: October 20, 2014  
Re: Contract No. RFP 02-15  
Engineering Construction Services for Parkside High School Regional Lift Station and Mill Street Pump Station Improvements

---

Salisbury Public Works recently advertised a Request for Proposals for the Engineering Construction Services for Parkside High School Regional Lift Station and Mill Street Pump Station Improvements project. The proposals included providing engineering construction services including full time inspection for the implementation of the City's Parkside High School Regional Lift Station and Mill Street Pump Station Improvements Project.

Six firms submitted proposals to RFP 02-15 on Tuesday, September 30, 2014 at 2:30 p.m.: Cabe Associates, Inc.; EA Engineering, Science, and Technology, Inc.; George, Miles & Buhr, LLC; Hazen & Sawyer; Whitman, Requardt & Associates, LLP; and URS Corporation.

The selection committee included: Tom Messick, WWTP Collection Systems Superintendent; Jim Grindle, Senior Project Engineer; and Paul Mauser, Project Engineer.

After an independent and detailed review of all the proposals, each evaluator ranked the six vendors based upon the evaluation criteria established in the RFP, which included: (40%) expertise, experience, and qualifications of the vendor; (30%) experience working with municipal governments with emphasis on City of Salisbury and Wicomico County projects; (20%) price and billable rates; and (10%) geographic location of the vendor relative to the City. The selection committee then met to compare individual rankings and to develop a composite ranking of each firm. The rating is on a scale of 0 to 4 with 0 being "Unacceptable" and 4 being "Superior".

The proposed contract costs and the composite rankings are provided below:

<u>Consultant</u>	<u>Total Fee = CA + Inspection</u>			<u>Composite Score</u>	<u>Ranking</u>
	<u>Total Fee</u>	<u>Construction Administration (CA)</u>	<u>Inspection</u>		
GMB	\$171,500.00	\$59,000.00	\$112,500.00	3.50	1
EA Engineering	\$203,970.20	\$58,703.00	\$145,267.20	2.98	2
Cabe	\$111,350.00	\$19,900.00	\$91,450.00	2.97	3
Hazen & Sawyer	\$243,998.00	\$79,680.00	\$164,318.00	2.87	4
URS	\$229,000.00	\$58,000.00	\$171,000.00	2.62	5
WRA	\$283,340.00	\$158,540.00	\$124,800.00	2.56	6
<b>Average</b>	<b>\$207,193.03</b>	-	-	<b>2.77</b>	-

Based on the selection committee ranking, George, Miles & Buhr, LLC presented the best team to successfully complete this project due to their clear understanding of the scope of work and technically skilled staff capable of completing the project. The Contractor for the construction of this project, Bearing Construction, was also contacted and mentioned that they had performed numerous successful projects with GMB over the past several years.

Sufficient funds have been secured and are available in account 30200-513020-55015. Please issue a Purchase Order to George, Miles & Buhr, LLC in the amount of \$171,500.00 for the scope of work specified in RFP 02-15.

Paul B. Mauser, E.I.  
 Project Engineer

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

# 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**

**November 10, 2014**

TO: Mayor and City Council

RE: Declaration of Surplus - Parking Lot #30

In July 2014, the City of Salisbury Administrative Department issued a directive for the Procurement Department to solicit redevelopment proposals for Parking Lot #30. This parking lot sits at the intersection of West Lake and West Main Streets in downtown Salisbury and is comprised of several parcels of land totaling 1.10 acres. It is currently used as a public parking lot of which 25% of the spaces are occupied by permit holders.

The Procurement Department issued a bid solicitation on Friday, July 25, and received one proposal by the due date and time of Friday, August 29, 2014 at 4:00 p.m. from Green Street Housing. A 6-person evaluation committee was formed, comprised of City of Salisbury staff members. In addition to scoring the proposals independently, the committee met several times to discuss the terms of the redevelopment proposal submitted by Green Street Housing. A recommendation was written and forwarded to the City of Salisbury Administrative Department, who in turn has taken the recommendations into consideration for advancement to a closed session with Council. As a result of a favorable recommendation from the evaluation committee in regards to the development proposal, the Administrative Department would like to proceed with declaring Lot #30 surplus and moving forward into negotiations with Green Street Housing.

The Procurement Division now requests Council's approval to declare Lot #30 "surplus" and to allow the City of Salisbury Internal Services Department, Procurement Division, to enter into negotiations with Green Street Housing.

Sincerely,

Jennifer Miller  
Asst. Director of Internal Services – Procurement and Parking

---

INTER

OFFICE

# MEMO

---

## *OFFICE OF THE MAYOR*

**To:** Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking  
**CC:** Tom Stevenson, City Administrator  
**From:** Terence Arrington, Assistant City Administrator  
**Subject:** RFP 04-15 Disposition and Redevelopment of Municipal Lot #30  
**Date:** August 12, 2014

---

It has come to our attention that a Delmarva-based developer has expressed interest in the acquisition and redevelopment of municipal Lot # 30 in Downtown Salisbury. This municipal parking lot consists of approximately 50 public parking spaces on 1.10 acres of land. The twelve parcels encompassing this lot are located at the West Lake and West Main Street intersection downtown. In our effort to ensure all interested parties have an equal opportunity to submit a redevelopment proposal to the City for Lot # 30, the Mayor recommended the solicitation of proposals from qualified real estate development firms for the redevelopment of this lot. A successful proposal from a qualified real estate developer will encompass leasing or purchasing the 1.10 acres lot exclusively for redevelopment.

I am submitting this information to you to proceed with declaring Lot # 30 as surplus property pursuant to the receipt and selection of a qualified proposal from a real estate developer with interest in acquiring this property for redevelopment. Council approval of the award of bid should authorize the City to enter into an Exclusive Negotiation Period (ENP) with the real estate developer selected for this project.

Should you have any questions or require additional information, please contact the Mayor's Office.

# 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

November 10, 2014

TO: Mayor and City Council

RE: Declaration of Surplus – Glock, Automatic Pistol Model 21  
Salisbury Police Department

The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Police Department to declare the following handgun surplus:

Department	Make	Model	Serial #
Salisbury Police Dept.	Glock	Automatic Pistol, Model 21	WG608

Upon declaration of surplus, and as approved by the Council, the aforementioned handgun will be given to retired police officer, Captain Paul G. Simon. Additional details are noted in the department memo.

Thank you,

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# City of Salisbury



JAMES IRETON JR.  
MAYOR  
TOM STEVENSON  
ACTING CITY ADMINISTRATOR



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



BARBARA DUNCAN  
CHIEF OF POLICE

October 14, 2014

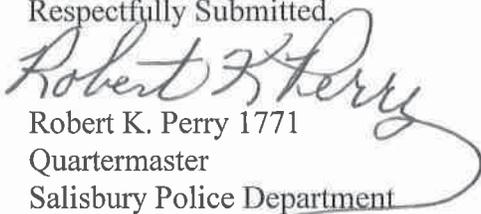
TO: Jennifer Miller  
Assistant Director Internal Services - Procurement

FROM: Robert K. Perry  
Quartermaster Salisbury Police Department

SUBJECT: INVENTORY (WEAPONS)

The Salisbury Police Department has a history of giving retired Police Officers their duty weapon as a retirement gift. With Chief Duncan's approval, I am requesting the Salisbury City Council declare as surplus, one Glock, Automatic Pistol Model 21, with a serial number of WG608. This weapon will be given to Captain Paul G. Simon. Captain Simon retired from the Salisbury Police Department on September 30, 2014.

Respectfully Submitted,

  
Robert K. Perry 1771  
Quartermaster  
Salisbury Police Department

# 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

**November 10, 2014**

TO: Mayor and City Council

RE: Declaration of Surplus – Copier Machine  
Salisbury Police Department

The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Police Department to declare the following item surplus:

Item	Brand	Model	Serial #
Office Copier Machine – B&W	Ricoh Aficio	2027	J0948408707

Upon declaration of surplus as approved by City Council, the aforementioned copier will be sold through Propertyroom.com (as-is, where-is). A copy of the departmental memo follows.

Thank you,

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking

# 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

October 20, 2014

To: Jennifer Miller  
From: Major David Meienschein  
Subject: Recommendation for Surplus of Office Equipment Copier Machine

I am requesting that the attached Office Equipment Copier Machine be deemed surplus. This will be sold through Property Room. Com in "as is" condition.

Respectfully,

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

David Meienschein  
Administrative Commander



# 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: Tom Stevenson, City Administrator  
From: Mike Moulds, Director of Public Works  
Date: October 9, 2014  
Re: Booth Street Apartments Phase 1 – Capacity Fee Waiver

---

Attached is a Resolution for consideration to waive the Capacity Fees associated with the Booth Street Apartments Phase I. Also attached is a letter dated September 12, 2014 from Penrose Properties, LLC requesting the waiver. The Capacity Fee waiver request was discussed at the October 6, 2014 City Council work session and received a favorable response.

The Booth Street Apartments Phase 1 project consists of demolishing an existing 50 unit apartment complex and constructing a new 84 unit apartment complex. Since 50 Equivalent Dwelling Units are currently allocated to this property, the proposed project will utilize 34 new EDUs. At the current Capacity Fee rate of \$3,533, this equates to \$120,122.

Public Works has reviewed the waiver request and found that the request meets the criteria outlined in Resolution No. 1211 for Affordable Housing.

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

# P E N N R O S E

We Bring It All Together

September 12, 2014

Mr. Terence Arrington  
Assistant City Administrator  
City of Salisbury, Maryland  
125 N. Division Street, room 304  
Salisbury, MD 21801-4940

## **Re: Request for Capacity Fee Waiver for Booth Street Apartments Phase I**

Dear Mr. Arrington:

We are writing to request a waiver of the Capacity Fee for the Booth Street Apartments Phase I project, pursuant to Salisbury City Council's Capacity Fee Waiver Process under Resolution No. 1211 for public sponsored or affordable housing.

The applicants, the Wicomico County Housing Authority and Pennrose Properties, LLC, are partnering to demolish and redevelop the existing 100-unit Booth Street public housing community located at 901-921 Booth Street. The project is being developed by Booth Street Phase I, LLC which is an entity comprised of the Wicomico County Housing Authority and Pennrose Properties, LLC. The first phase of this proposed redevelopment project, known as Booth Street Apartments Phase I, will focus on the western half of the existing site, and will replace 50 of the existing public housing dwellings with eighty-four (84) newly-constructed affordable apartment dwellings in nine (9) three-story wood-frame apartment buildings. The project recently obtained Development Plan approval from the Salisbury Planning Commission at its August 21, 2014 meeting.

The project will include a mix of twenty-two (22) one-bedroom units, forty-six (46) two-bedroom units, and sixteen (16) three-bedroom units. The project is 100% affordable to households earning no more than 60% AMI, and will remain subject to affordability restrictions for a period of thirty (30) years. Of the project's eighty-four (84) total units, thirty-four (34) will be affordable to households earning no more than 60% of Area Median Income. Fifty (50) of the units are provided as replacement units for current residents of the Booth Street public housing development and will be supported by long-term Project-based Section 8 rental assistance under the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program, which will allow residents to pay no more than 30% of their income for rent and utilities.

It is our understanding that the project would be subject to a Capacity Fee of \$3,533 per Equivalent Dwelling Unit (EDU). Given the project's eighty-four (84) dwelling units, we estimate

# P E N N R O S E

We Bring It All Together

the total Capacity Fee to be \$296,772. If the City considered only the net additional thirty-four (34) units that will be constructed (since fifty (50) units are currently existing and eighty-four (84) total new units will be constructed), then we estimate the Capacity Fee at \$120,122.

The subject property is currently occupied by fifty (50) multi-family apartment homes which were constructed more than forty years ago and which will be demolished and replaced by eighty-four (84) newly-constructed affordable rental apartments. No additional public facilities or services are anticipated to be needed to adequately serve the proposed development, beyond those already available to the site, and the project is not anticipated to create any net additional burden to public facilities and services.

Based on the above factors, the applicants respectfully submit that the proposed project warrants a waiver of the Capacity Fee, consistent with the Capacity Waiver Process.

Thank you for your careful consideration of this request.

Sincerely,



Patrick Stewart  
Pennrose Properties, LLC

Cc: Ivy Dench-Carter, Pennrose Properties, LLC  
Suzanne Brown, Wicomico County Housing Authority

1 RESOLUTION No. 2461

2  
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE  
4 CAPACITY FEE OF THE CITY'S COMPREHENSIVE CONNECTION CHARGE TO BE  
5 WAIVED FOR A DEVELOPMENT KNOWN AS THE BOOTH STREET APARTMENTS  
6 PHASE I, AN AFFORDABLE HOUSING DEVELOPMENT.

7  
8 WHEREAS, Pennrose Properties, LLC has requested a waiver of the Capacity Fee for its  
9 development known as the Booth Street Apartments Phase I which is located on Booth Street;  
10 and

11  
12 WHEREAS, the proposed development requires approximately 84 Equivalent Dwelling  
13 Units of water and sewer service, of which 50 Equivalent Dwelling Units is already assigned to  
14 this property; and

15  
16 WHEREAS, Pennrose Properties, LLC has requested a Capacity Fee waiver of 34  
17 Equivalent Dwelling Units; and

18  
19 WHEREAS, the Current Capacity Fee for 34 Equivalent Dwelling Units is \$120,122.00;  
20 and

21  
22 WHEREAS, one of the City's goals is to encourage the development of affordable  
23 housing in the City of Salisbury; and

24  
25 WHEREAS, the City Council approved a Capacity Fee waiver process under Resolution  
26 No. 1211 for public sponsored or affordable housing, which means any dwelling unit built or  
27 financed under a government program, regulation, or binding agreement that limits for at least  
28 ten years the price or rent charged for the unit in order to make the unit affordable to households  
29 earning less than 60% of the area median income, adjusted for family size; and

30  
31 WHEREAS, Pennrose Properties, LLC has committed to providing affordable housing at  
32 the Booth Street Apartments Phase I to households earning less than 60% of the area median  
33 income, adjusted for family size for at least thirty (30) years.

34  
35 NOW, THEREFORE, BE IT RESOLVED that the City of Salisbury, Maryland approves  
36 the waiver of 34 Equivalent Dwelling Units of Capacity Fee for the Pennrose Properties, LLC  
37 sponsored affordable housing development known as the Booth Street Apartments Phase I.

38  
39 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
40 Council of the City of Salisbury, Maryland held on \_\_\_\_\_, 2014 and is to become  
41 effective immediately upon adoption.  
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ATTEST:

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

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

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: Tom Stevenson, City Administrator  
From: Mike Moulds, Director of Public Works  
Date: October 30, 2014  
Re: Stormwater Utility Ordinance

---

Per the discussion at the October 20, 2014 City Council work session, attached are revisions to Ordinance No. 2276 to create a Stormwater Utility. The following revisions were made:

1. Delete paragraph 13.30.080.A. which discussed billing the fee on the water and sewer bill. Re-letter paragraph 13.30.080 and retain language for billing the fee with the municipal property taxes. The language also includes a provision to place a lien on the property if there is lack of payment.
2. Restored language in paragraph 13.30.103.B.2 regarding stormwater quantity credit.

Additionally, the City of Rockville was contacted to discuss any challenges with implementing the stormwater fee on the property tax bill. Rockville did not encounter any issues with banks or mortgage companies questioning the fee or not paying the fee. Rockville advised that they were able to add an information line on the back of the tax bill to explain what the fee was for and to provide the Public Works contact name if there were any questions.

Finally, Public Works developed the implementation timeline shown below.

<b><u>Task</u></b>	<b><u>Completion Date</u></b>
Stormwater Utility Ordinance 1 <sup>st</sup> Reading	11/10/14
Mayor's Neighborhood Roundtable Outreach	11/18/14
Stormwater Utility Ordinance 2 <sup>nd</sup> Reading	11/24/14
Impervious Area work from ESRGC Complete	12/1/14
Public Works Fee Analysis	1/16/15

Informational Brochure mailing (CBF assistance)	2/2/15
Work session to set Fee	2/2/15
Stormwater Utility Fee Ordinance 1 <sup>st</sup> Reading	3/9/15
Stormwater Utility Fee Ordinance 2 <sup>nd</sup> Reading	3/23/15
Sample bills mailed to all properties greater than 1 ERU	4/20/15
Provide County with Billing information	5/18/15
Implementation Complete	6/30/15

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

**ORDINANCE No. 2306**

1  
2  
3 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND AMENDING CHAPTER 13,  
4 PUBLIC SERVICES, OF THE CITY CODE BY ADDING CHAPTER 13.30 FOR THE PURPOSE OF  
5 ESTABLISHING A STORMWATER UTILITY UNDER THE DIRECTION AND SUPERVISION OF  
6 THE PUBLIC WORKS DEPARTMENT AND FURTHER ESTABLISHING A STORMWATER  
7 UTILITY FEE SYSTEM.

8  
9 WHEREAS, the City maintains a system of Stormwater facilities including, but not limited to, inlets,  
10 pipes, dams, manholes, channels, ditches, drainage easements, retention and detention basins, infiltration  
11 facilities, and other components as well as natural waterways; and

12  
13 WHEREAS, the Stormwater System in the City needs to be upgraded, improved and regularly  
14 maintained; and

15  
16 WHEREAS, the existing Stormwater System is designed to convey stormwater to limit flooding, not treat  
17 stormwater to improve water quality; and

18  
19 WHEREAS, water quality is degrading due to erosion and the discharge of nutrients, metals, oil, grease,  
20 toxic materials and other substances into and through the Stormwater System; and

21  
22 WHEREAS, the public health, safety and welfare is adversely affected by poor ambient water quality and  
23 extreme flooding that results from inadequate management of both the quality and quantity of stormwater;  
24 and

25  
26 WHEREAS, all real property in the City uses and benefits from the maintenance of the Stormwater  
27 System; and

28  
29 WHEREAS, the extent of the use of the Stormwater System by each property is dependent on factors that  
30 influence runoff, including land use and the amount of Impervious Surface on the property; and

31  
32 WHEREAS, the cost of improving, maintaining, operating and monitoring the Stormwater System should  
33 be allocated, to the extent practicable, to all property owners based on the impact of runoff from the  
34 Impervious Surface Areas of their property on the Stormwater System; and

35  
36 WHEREAS, management of the Stormwater System to protect the public health, safety and welfare  
37 requires that adequate revenues be generated to provide funding for the operation, improvement,  
38 maintenance and monitoring of the Stormwater System; and

39  
40 WHEREAS, it is in the interest of the public to finance the Stormwater System adequately with a user  
41 charge that is reasonable and deemed by the City to be equitable so that each user of the system pays to  
42 the extent to which each user contributes to the need for it.

43  
44 NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY,  
45 MARYLAND that Chapter 13 be amended by the addition of Section 13.30 as set forth herein:  
46  
47

**STORMWATER UTILITY**

Sections:

- 13.30.010 Creation of Stormwater Utility.
- 13.30.020 Definitions.
- 13.30.030 Establishment of Stormwater Utility Fund.
- 13.30.040 Purposes of the Fund.
- 13.30.050 Stormwater Utility Fee.
- 13.30.060 Classification of property for purposes of determination of the Stormwater Utility Fee.
- 13.30.070 Assessment notices.
- 13.30.080 Payment terms and penalties.
- 13.30.090 Request for adjustment of the Stormwater Utility Fee.
- 13.30.100 Request for Credit to the Stormwater Utility Fee.
- 13.30.101 Credit application requirements and Certification Reports.
- 13.30.102 Credits for Private SWM Retrofits under cost share program.
- 13.30.103 Credit Amounts.
- 13.30.110 Financial Hardship Exemption.

**13.30.010 Creation of Stormwater Utility.**

A Stormwater Utility is hereby established for the purpose of monitoring, maintaining, improving and overseeing the operation of the Stormwater System in the City of Salisbury. The Stormwater Utility shall function under the direction and supervision of the Public Works Department and the Director of Public Works.

**13.30.020 Definitions.**

Unless otherwise defined in this section, definitions as defined in Section 13.28.030 of the City Code for Stormwater Management shall apply.

- A. "Alternative Surface" means any surface discussed in Section 5.3 of the Maryland Stormwater Design Manual.
- B. "Best Management Practices" or "BMP's" means practices approved by the Maryland Department of the Environment for use in improving water quality of stormwater runoff.
- C. "Department" means the Salisbury Department of Public Works.
- D. "Equivalent Residential Unit" (ERU) means the median Impervious Surface Area associated with a Single Family Property in the City.
- E. "Equivalent Residential Unit Rate" means the Stormwater Utility Fee charged on an Equivalent Residential Unit (ERU). The annual Stormwater Utility Fee for a Single Family Property in the City equals the ERU rate.
- F. "Fee" or "Stormwater Utility Fee" means the charge established under this chapter and levied on owners of parcels or pieces of real property to fund the cost of operating, maintaining and improving the Stormwater System in the City.

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G. “Impervious Surface” means a surface area which is compacted or covered with material that is resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, roofs, sidewalks, patios, driveways, parking lots, swimming pools, buildings and any other oiled, graveled, graded, compacted, or other unvegetated surface which impedes the natural infiltration of surface water including gravel and alternative surfaces.

H. “Impervious Surface Area” means the number of square feet of horizontal surface covered by buildings and other Impervious Surfaces.

I. “Owner” means the property owner.

J. “Practice” means a system, method or facility employed in a Stormwater System.

K. “Retrofit” means the modification of an existing or in some instances the construction of a new SW System on a previously developed site.

L. “Single Family Residential Lot” means a property which serves the primary purpose, or is zoned to provide the primary purpose, of providing a permanent dwelling unit and which is classified as residential in the state assessment rolls. Single-family dwellings and single-family attached dwellings are included in this definition.

M. “Stormwater Management” or “SWM” means the planning, design, construction, regulation, improvement, repair, maintenance and operation of facilities and programs relating to water, flood plains, flood control, grading, erosion and sediment control.

N. “Stormwater Utility Fund” means the fund created by this chapter to operate, maintain, and improve the City’s Stormwater System.

O. “Stormwater System” or “SW System” means the system or network of storm and surface water management facilities including but not limited to inlets, pipes, dams, manholes, channels, ditches, drainage easements, retention and detention basins, infiltration facilities, and other components as well as all natural waterways.

**13.30.030 Establishment of Stormwater Utility Fund.**

A. The Stormwater Utility is provided to protect the waterways and land in the City by controlling flooding and protecting the natural environment. The cost of designing, developing, improving, operating, maintaining and monitoring the Stormwater System required in the City should, therefore, be allocated, to the extent practicable, to all property owners based on their impact on the Stormwater System. In order to provide revenue to fund those costs and to fairly allocate those costs, a Stormwater Utility Fund (“the Fund”) is established. The City’s Stormwater Fund is a dedicated enterprise fund.

B. All revenues collected from the Stormwater Utility Fee and from grants, permit fees, fines and penalties, interest from deposits into the Fund, and other charges collected under Chapter 13.30 Stormwater Utility, shall be deposited to the Fund. The City Council may make additional appropriations to the Fund.

**13.30.040 Purposes of the Fund.**

149 All disbursements from the Fund shall be for the following purposes, only

150  
151 A. All costs of administration and implementation of the Stormwater Utility, including the  
152 establishment of reasonable operation and capital reserves to meet unanticipated or emergency  
153 Stormwater System requirements.

154  
155 B. Engineering study, design, debt services and related financing expenses, construction costs for  
156 new facilities, and enlargement, retrofit or improvement of existing facilities including dams.

157  
158 C. Operation and maintenance of the Stormwater System.

159  
160 D. Monitoring, surveillance, and inspection of stormwater control devices.

161  
162 E. Water quality monitoring and water quality programs including requirements for the City's  
163 National Pollutant Discharge Elimination System (NPDES) stormwater permit.

164  
165 F. Retrofitting developed areas for pollution control.

166  
167 G. Regulatory review, inspection and enforcement activities, including illicit discharge and illicit  
168 connection investigations.

169  
170 H. The payment or reimbursement of debt service on bonds, notes or other obligations that finance  
171 Stormwater System projects and the pledging of such revenue and fund to secure the repayment of this  
172 debt service.

173  
174 I. The acquisition by gift, purchase, easement or condemnation of real and personal property, and  
175 interest therein, necessary to construct, operate, and maintain stormwater control facilities.

176  
177 J. Water quality and pollution prevention education and outreach activities.

178  
179 K. Watershed, stormwater management, floodplain, impervious surface assessment and storm  
180 drainage conveyance studies and planning.

181  
182 L. Grants to property owners, homeowner associations and neighborhood associations to retrofit  
183 acceptable Best Management Practices. The Director of Public Works may develop this grant program to  
184 encourage BMP's. No more than 20% of the total annual funds collected by the Utility Fee maybe  
185 expended on grants each fiscal year.

- 186  
187 1. For residential property owners that retrofit on-site stormwater management by installing  
188 BMP's, the City will establish a grant fund to reimburse the cost of construction up to 50%.  
189 2. Grants to nonprofit organizations may be provided for up to 75% of the construction costs for  
190 retrofitting of existing stormwater management facilities to install BMP's.

191  
192 **13.30.050 Stormwater Utility Fee.**

193  
194 A. An annual service charge is imposed upon all real property in the City, as of July 1, 2015, to fund  
195 the Stormwater Utility. This service charge shall be known as the Stormwater Utility Fee ("Fee"). Any

196 real property annexed into the City after July 1, 2015 will be subject to a partial year charge for the  
197 remainder of the first year and the full fee each year thereafter.

198  
199 B. The City shall, by Ordinance, establish the annual (fiscal year) ERU rate for the Fee each year in  
200 conjunction with the annual budget.

201  
202 C. Except as otherwise provided in Section 13.30.060, the fee will be based on: the amount of  
203 Impervious Area on each property as determined by Section 13.30.050; and shall be calculated to ensure  
204 adequate revenues to fund the costs of the Stormwater Utility and provide for the operation, maintenance,  
205 and capital improvements of the Stormwater System in the City and the cost of implementing the City's  
206 Stormwater Management drainage and water quality programs.

207  
208 D. The minimum assessed Fee will be equal to the fee for one ERU for all properties.

209  
210 E. Except as otherwise provided in Section 13.30.060.B, the Fee will be based on whole increments,  
211 rounded to the nearest whole number, of ERUs calculated for properties.

212  
213 F. Except as otherwise provided in Section 13.30.060, the Fee will be calculated as follows:

- 214  
215 1. Determine the Impervious Surface Area in square feet for the property.  
216 2. Divide the property's Impervious Surface Area by the ERU in square feet.  
217 3. Round the resulting ratio to the nearest whole number. This whole number is the number of  
218 ERUs on the property.  
219 4. Multiply the Equivalent Residential Unit Rate by the number of ERUs for the property to  
220 obtain the fee in dollars.

221  
222 G. Except as otherwise provided, the Impervious Surface Area for the properties will be determined  
223 by the City using aerial photography, as-built drawings, field surveys or other appropriate engineering and  
224 mapping tools.

225  
226 H. The Fee provisions of this Ordinance apply to all real property in the City, including government  
227 owned real property and real property that is tax exempt under Title 7 of the Tax Property Article of the  
228 Annotated Code of Maryland, as amended.

229  
230 I. Maximum Assessed Fee

- 231  
232 1. In general, the maximums set by Section 13.30.050.I.2. do not apply to any property or  
233 portion of a property for which a credit or exemption has been approved under 13.30.100.  
234 2. The fee for any property that is subject to Property tax and is subject to assessment under this  
235 Section may not exceed an amount equal to 20% of the total of all State and Local Real  
236 Property Taxes levied on the property.

237  
238  
239

240 **13.30.060 Classification of property for purposes of determination of the Stormwater Utility Fee.**

241  
242 A. For purposes of determining the Stormwater Utility Fee, all properties in the City are classified  
243 into one of the following classes. Vacant parcels shall be classified based on the applicable zoning for that  
244 parcel. Vacant parcels with an area of less than 100 square feet are exempt from the Fee.

245

246 B. Single Family Residential Lot Fee. The City finds that the intensity of development of most  
247 parcels of real property in the City classified as residential is similar and that it would be excessive and  
248 unnecessarily expensive to determine precisely the square footage of the Impervious Surface Area on  
249 each such parcel. Therefore, all Single Family Properties in the City shall be charged a flat Stormwater  
250 Utility Fee, equal to the ERU rate, regardless of the size of the parcel or the Impervious Surface Area.  
251

252 C. Townhouse and Semi-Detached Residential Lot Fee. Owners of townhouses and semi-detached  
253 dwellings located on separately recorded lots and operated under a Community Association will be  
254 charged a fee calculated as follows:  
255

- 256 1. Determine the sum total Impervious Surface Area in square feet for all townhouse and/or  
257 semi-detached dwelling lots within the Community Association excluding Common Areas  
258 held in joint Ownership.
- 259 2. Divide the sum total Impervious Surface Area by the ERUs in square feet, rounding to the  
260 nearest whole number to obtain the total number of ERUs.
- 261 3. Multiply the Equivalent Residential Unit Rate by the total ERUs to determine the total fee due  
262 for the aggregated lots.
- 263 4. Divide the total Fee for the aggregated lots by the number of townhouses and/or semi-  
264 detached dwelling lots within the Community Association. This is the amount billed to each  
265 lot owner's water and sewer bill.  
266

267 D. Condominium Properties. Owners of residential or Commercial Condominiums will be charged a  
268 fee calculated as follows:  
269

- 270 1. The Fee for a Condominium property will be calculated as determined in Section  
271 13.30.060.C.
- 272 2. The property's fee will be divided equally among the property tax accounts for all units  
273 assigned to that Condominium by the State Assessment Office or City Department of Internal  
274 Services.
- 275 3. The Department, at its sole discretion, may utilize alternative methodologies for billing fees  
276 associated with Condominiums.  
277

278 E. Common Areas. Common areas owned by a Community Association will be charged based on  
279 the sum total Impervious Surface Measurement of the common areas in the manner prescribed in Section  
280 13.30.050.E. The Fee will be billed directly to the Community Association. The Department, at its sole  
281 discretion, may utilize alternative methodologies for billing fees associated with Common Areas.  
282  
283

284 F. Other Improved Lot Fee. All other improved lots in the City will be charged in accordance with  
285 Section 13.30.050.  
286

287 G. Roads and Rights of Ways. No Fee will be charged to public roads or other property within a  
288 public right of way. A Fee will be charged to Owners of private alleys, streets and roads. No Fee will be  
289 charged for a private street or road where the Director of Public Works determines that a private street or  
290 road functions primarily as a public road or street and meets current City standards.  
291

- 292 1. Railroad Tracks. No Fee will be charged to mainline railroad tracks devoted to movement of  
293 railroad traffic. The Fee will be charged for all other Impervious Areas associated with rail  
294 traffic, including structures, bridges and storage areas.  
295

296 13.30.070 A. The Director of Public Works shall send assessment notices for the Fee to property  
297 owners where the Fee is calculated on the basis of Section 13.30.50.C prior to billing the Fee.  
298

299  
300

301 B. The notice shall include the following information:  
302

303 1. The Impervious Surface Area of the property.  
304

305 2. The method by which the Impervious Surface Area of the property was determined.  
306

307 3. The amount of the ERU rate (i.e., the Single Family Fee).  
308

309 4. The number of ERUs on the property. If the number of units is a fraction, it shall be  
310 rounded to the nearest whole number.  
311

312

313 **13.30.080 Payment terms and penalties.**

314 A. The Stormwater utility fee shall be billed with municipal property taxes and, if not paid, be a lien  
315 on the property for which it was assessed and shall be collected in the same manner as municipal property  
316 taxes, have the same priority, and bear the same interest and penalties.  
317

318 B. Property owners who violate the provisions of this Chapter shall be issued a written notice of the  
319 violation, which shall be delivered via first class U.S. mail, postage prepaid, to the Owner's last known  
320 address on file with the City. If the property owner does not comply within seven (7) days of the written  
321 notice, the property owner shall be guilty of a municipal infraction and shall be subject to a fine pursuant  
322 to the City Code and state law, and fines levied hereunder shall be payable to the City of Salisbury and  
323 mailed to the Department of Internal Services within twenty (20) days of service of the municipal  
324 infraction citation. Notice and service of a citation shall be as directed under the Local Government  
325 Article of the Maryland Annotated Code § 6-101, et seq. and § SC5-1(38), as amended, concerning  
326 municipal infractions.  
327

328

329 **13.30.090 Request for Adjustment of the Stormwater Utility Fee.**

330 A. Before filing a request for adjustment of the Fee, a property Owner may contact the Department  
331 to request an explanation of the Fee bill and to view the Impervious Surface Area determined by the  
332 Department for the property.  
333

334 B. An Owner may request adjustment of the Fee by submitting the request in writing to the Director  
335 of Public Works within 30 days after the date the assessment notice or the bill is mailed or issued to the  
336 property owner. Grounds for correction of the Fee include:  
337

338 1. Incorrect classification of the property for the purposes of determining the Fee;  
339 2. Errors in the square footage of the Impervious Surface Area of the property;  
340 3. Mathematical errors in calculating the Fee to be applied to the property; and  
341 4. Errors in the identification of the property Owner of a property subject to the Fee.  
342

343 C. The following information must be submitted:  
344

345 1. A completed SWM Utility Fee Adjustment application form supplied by the Department.

- 346 2. If the request for adjustment is regarding an error in the Impervious Surface Area  
347 measurement, a plan view of the property's Impervious Surface Area measurement must be  
348 submitted with the application and must be prepared at the Owner's expense. The Plan must  
349 meet the following criteria:
- 350 a. Prepared at a scale of 1 inch = 30 feet or more detailed.
  - 351 b. Show all Impervious Areas and label their dimensions within the property boundaries,  
352 including Buildings, patios, driveways, parking areas, graveled areas and any other  
353 separate impervious structures greater than 10 x 10 feet and paths wider than 4 feet.
  - 354 c. Sealed and signed by a Professional Engineer or Professional Land Surveyor licensed in  
355 the State of Maryland attesting to the accuracy of the Impervious Surface Area  
356 measurement.

357  
358 D. The Department may grant up to an additional 30 days to submit a plan view of the property's  
359 Impervious Surface Area. The Department may also grant up to an additional 30 days for correction  
360 requests to Owner's that show good cause.

361  
362 E. The Director of Public Works shall make a determination within 30 days after receipt of the  
363 Owner's completed written request for adjustment of the Fee. The Director of Public Works decision on  
364 a request for correction of the Fee shall be final.

365  
366 F. An Owner must comply with all rules and procedures adopted by the City when submitting a  
367 request for adjustment of the Fee and must provide all information necessary for the Director of Public  
368 Works to make a determination on a request for adjustment of the Fee. Failure to comply with the  
369 provisions of this subsection shall be grounds for denial of the request.

370  
371 **13.30.100 Request for Credit to the Stormwater Utility Fee.**

372  
373 Stormwater Utility Fees calculated on the basis of Impervious Surface Area may be adjusted through the  
374 use of credits, when an investment in properly maintained On-Site SW Systems results in a reduced  
375 impact on the City SW System.

376  
377 A. Owners of property designated for any use, except those designated Single Family Residential  
378 Lot, that structurally maintain and operate a SW System, are eligible for a credit. Previous payment of  
379 SWM Waivers or monetary contributions in lieu of on-Site SW System controls does not confer  
380 eligibility to receive a credit. The construction of and dedication to the City of a SW System does not  
381 confer eligibility to receive a credit.

- 382  
383 B. The following SW Systems are eligible for a Fee credit:
- 384
  - 385 1. Structural SW Systems.
  - 386 2. ESD practices categorized by the Design Manual as Alternative Surfaces.
  - 387 3. The following ESD practices categorized by the Design Manual as microscale practices;  
388 cisterns, submerged gravel Wetlands, landscape infiltration, infiltration berms, dry wells,  
389 micro-bioretenion, rain gardens and swales.
  - 390 4. Any other SW System deemed eligible by the Department.

391  
392 C. The following SW Systems are not eligible for a credit: disconnection of rooftop runoff,  
393 disconnection of non-rooftop runoff, sheet flow to conservation areas, rain barrels, enhance filters and  
394 any other system deemed ineligible by the Department.

395

396 D. Structural SW Systems designed only for Recharge Volume ( $Re_v$ ) are eligible for a credit, if they  
397 are subject to routine structural inspections and maintenance.  
398

399 E. An Owner that provides only aesthetic maintenance of a SW System is not eligible for a credit.  
400 Aesthetic maintenance includes activities that are not essential to the proper operation or function of the  
401 practice or are considered part of routine property maintenance. Examples of aesthetic maintenance  
402 include, but are not limited to routine trash of leaf removal, mowing, roof gutter cleaning and enhanced  
403 landscaping.  
404

405 F. SW Systems that are not certified as functioning as originally designed are not eligible for a  
406 credit. Functioning as originally designed means that the practice is functioning in accordance with the  
407 original design specifications, regardless of whether it meets the Standards established in the most recent  
408 version of the Maryland Stormwater Design Manual.  
409

410 G. The Department reserves the right to inspect, on a routine basis, any SW System listed on a fee  
411 credit application. If a practice is found by the Department inspector to be non-functioning, the  
412 Department will issue to the Owner a report of needed maintenance. The inspection also may include  
413 directions to correct Site conditions adversely affecting the practice, such as uncontrolled Soil Erosion or  
414 contamination.  
415

416 H. The Department may revoke a previously approved fee credit at any time for failure to properly  
417 maintain a SW System, for unapproved changes made to the SW System or for changed site conditions  
418 that adversely impact the SW System. The Owner is responsible for correcting problems at the Owner's  
419 expense. Where SW System ceases to function due to the Owner's failure to provide proper  
420 maintenance, the SW System will be ineligible for a fee credit for a period of two years after the date  
421 that the SW System is restored to functioning condition.  
422

423 I. Any approved credit will be applied only to bills for the Owner of the SW System. Credit may be  
424 given to a single Owner for Impervious Surface Areas on multiple parcels that drain to a Practice on a  
425 separate parcel, provided that all parcels are owned by the same entity as the Practice itself.  
426

427 J. It is the sole responsibility for the property Owner to apply for a credit. Credit applications must  
428 be submitted before March 1<sup>st</sup> and approved before May 1<sup>st</sup> to qualify for credit on the current year's  
429 Fee. Any credit application approved on or after May 1<sup>st</sup> will be applied to the following year's Fee.  
430 The Fee will not be prorated for a credit approved by the Department during the billing year.  
431

### 432 13.30.101 Credit Application Requirements and Certification Reports.

433

434 A. To apply for a Fee Credit, the Owner must submit, at the Owner's expense, the following  
435 information for the approval of the Department:  
436

- 437 1. Completed SWM Utility Fee – Private System Credit application form supplied by the  
438 Department and application fee.
- 439 2. Description of the type of system, including water quality control and/or water quantity  
440 control design criteria and performance standard, and year built.
- 441 3. Drainage Area map for the system showing the boundaries and acreages for Impervious  
442 Areas that are treated in the SW System.
- 443 4. As-built engineering plans for the SW System. SW Systems are not eligible for fee credits  
444 until the as-built plans have been accepted by the Department. If as-built plans do not exist

- 445 for a Practice, the Applicant must develop and submit these for review and acceptance to  
446 qualify for the credit.
- 447 5. A narrative of the known maintenance history of the system, including routine maintenance  
448 and significant Structural Maintenance and repair.
  - 449 6. Information on any public funds used to repair, upgrade or Retrofit the SW System, including  
450 the dollar amount and date the repair, upgrade or Retrofit was made.
  - 451 7. Completed calculation sheet, on a form provided by the Department, to determine the  
452 monetary amount of the claimed credit.
  - 453 8. Initial Certification Report. An initial certification report must be prepared by a Professional  
454 Engineer or under the guidance of a Professional Engineer.
  - 455 9. Initial certifications include an inspection report pursuant to Section 13.28.100 of the  
456 Stormwater Management Ordinance, or other format approved by the Department. The  
457 report must certify that the SW System is functioning as originally designed, is operational  
458 and has been adequately maintained.
  - 459 10. The initial certification report must be signed and sealed by the responsible Professional  
460 Engineer. The certification inspection must not be more than one year old at the time of  
461 application.

462  
463 B. Credit Recertification for Continued Credit. In order to remain eligible for a credit, an Owner  
464 must submit to the Department, every three years and at the Owner's expense, a Private SW System  
465 Credit Recertification application and report for approval by the Department.

- 466 1. The recertification report must include photographs of each SW System listed on the  
467 recertification form, a description of maintenance performed since the last recertification  
468 request and a copy of any maintenance records or invoices. The Owner must certify that the  
469 SW System continues to be operational and has been adequately maintained.
- 470 2. The recertification application must include an inspection report pursuant to Section  
471 13.28.100, or other format approved by the Department. The recertification inspection must  
472 be performed by a Professional Engineer, under the guidance of a Professional Engineer, or  
473 by a Person approved in accordance with the Department.
- 474 3. The report must include information on any public funds used to upgrade or Retrofit the SW  
475 System, including the dollar amount and date the upgrade or Retrofit was made.

476  
477 C. Any maintenance of functional deficiencies must be remedied at the Owner's expense before the  
478 practice qualifies or is recertified for a fee credit. In addition, maintenance or safety deficiencies must be  
479 addressed by the Owner in accordance with the terms of the SW System's Maintenance and Inspection  
480 Agreement.

### 481 482 483 **13.30.102 Credits for Private SWM Retrofits Under Cost-Share Program.**

484  
485 A. The Department at its sole discretion, may consider sharing up to 50 percent of the Retrofit  
486 construction costs for a Private SW System that has been identified as a priority stormwater improvement  
487 in a City Watershed study, or if the Department determines the Retrofit will make a significant  
488 improvement to meeting current water quality and/or quantity controls or the watershed. Any privately  
489 owned SW System that has been Retrofitted to meet current stormwater Standards using public funding  
490 shall be eligible for a subsequent Fee credit only in accordance with the following:

- 491 1. The Retrofit project must be approved by the Department for the cost-share program.
  - 492 2. The construction of the Retrofit must be completed to the satisfaction of the Department and  
493 all Department Permits for the Retrofit must be released at least six months prior to receiving  
494 credit.
- 495

- 496 3. The SWM Practice's ownership and structural and aesthetic maintenance must remain the  
497 responsibility of the Owner.  
498 4. If the Practice was not functioning as originally designed prior to the Retrofit, the Owner will  
499 not be eligible for any fee credit until such time that the cumulative amount of credit that  
500 otherwise would have been allowed equals or exceeds the public investment in the Retrofit.  
501 5. If the Practice was functioning as originally designed prior to the Retrofit, the Owner is still  
502 eligible for a credit based on Section 13.30.103.B. After the Retrofit, the Owner will be  
503 eligible for a credit based on Section 13.30.103.C. once the cumulative difference between  
504 the credit provided in the previous standards credit and current standards credit equals or  
505 exceeds the public investment in the Retrofit.  
506 6. All necessary approvals and permits must be obtained for Retrofits before commencing  
507 disturbance or construction including any sediment control permits, SWM permits, Forest  
508 conservation permits and any applicable State permits.  
509  
510 B. Nothing in this Section prohibits an Owner from upgrading or Retrofitting a Practice at the  
511 Owner's expense in accordance with the provisions of this Ordinance to qualify for credit or to qualify for  
512 a higher credit.  
513

#### 514 13.30.103 Credit Amounts

515

- 516 A. The credit amount is calculated as a reduction in Site Impervious Area. The credit is prorated  
517 based on the amount of Impervious Surface Area located on the property draining to the SWM Practice,  
518 and not the total amount of Impervious Surface Area on the Site. The credit may be prorated based on the  
519 percentage of SWM treatment volume provided in a Practice as compared to the target treatment standard.  
520  
521 B. Previous Standards Credit. A SWM Practice that is certified as functioning as originally  
522 designed, but does not meet the Standards established in the most recent version of the Design Manual,  
523 makes the contributing Impervious Surface Area eligible for a maximum cumulative credit of 20 percent  
524 against the Fee. Credits are allocated as follows:  
525  
526 1. A maximum of 10 percent credit is provided if the Practice provides stormwater quality  
527 control.  
528 2. A maximum of 10 percent credit is provided if the Practice provides stormwater quantity  
529 control.  
530  
531 C. Current Standards Credit. A SWM practice that is certified as functioning as originally designed  
532 and meets the Standards established in the most recent version of the Design Manual, makes the  
533 contributing Impervious Surface Area eligible for a maximum cumulative credit of 50% against the Fee.  
534 Credits are allocated as follows:  
535  
536 1. A maximum of 25 percent credit is provided if the practice provides stormwater quality  
537 control for Water Quality Volume (WQv).  
538 2. A maximum of 25 percent credit is provided if the practice provides stormwater quantity  
539 control of Overbank Flood Protection Volume (Qp10).  
540 3. A maximum of 10 percent credit is provided if the practice provides only stormwater control  
541 for Recharge Volume (Rev) and is a structural SWM practice.  
542

543 D. Where an eligible SWM Practice meets the Standards established in the most recent version of  
544 the Design Manual for quality, but not quantity, or vice versa, it is acceptable to combine 13.30.13.B. and  
545 13.30.103.C. above accordingly. The cumulative credit must not exceed 50 percent, except for practices  
546 that meet the Additional Quantity reduction Credit.

547  
548 E. The Owner of an eligible private Practice that treats an off-site impervious area located within the  
549 City may take an additional credit for treating the off-Site Impervious Area, provided that in no case will  
550 the total credit exceed the total amount of the Fee charged to the Owner on which the Practice is located.

551  
552 F. Additional Quantity Reduction Credit. A maximum of 100 percent credit is provided to  
553 Impervious Surface Areas draining to on-site SWM Practices that retain the difference in Runoff volume  
554 between the 100-year post development storm event and the 100-year pre-development condition storm  
555 event.

556  
557 G. The cumulative credits for a property will in no case exceed the total amount of the SWM Fee  
558 charged to the property.

559 **13.130.110 Financial Hardship Exemption**

560 A. Exemptions for property able to demonstrate substantial hardship as a result of the Stormwater  
561 Utility Fee may be granted by the Director of Public Works for residential property that can properly  
562 document a financial hardship by meeting two of the following conditions:

- 563 1. Enrollment in a Homeowner's Property Tax Credit Program;  
564 2. Receiving an energy assistance subsidy;  
565 3. Receiving public assistance through supplemental security income (SSI) or food stamps;  
566 4. Receiving veterans or social security disability benefits.

567  
568 B. Only properties that are Owner occupied and meeting the minimum qualifications will receive  
569 approval for the hardship exemption.

570  
571 C. The hardship exemption is only valid for one year. It is the responsibility of property Owners to  
572 reapply yearly.

573  
574  
575 BE IT FURTHER ORDAINED that this ordinance shall take effect on July 1, 2015.

576  
577 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on  
578 the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, and thereafter, a statement of the substance of the Ordinance having  
579 been published as required by law, was finally passed by the Council on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

580  
581  
582 ATTEST

583  
584 \_\_\_\_\_  
585 Kimberly R. Nichols, City Clerk  
586

584 \_\_\_\_\_  
585 Jacob R. Day, President  
586 Salisbury City Council

587

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

589

590

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