



City of Salisbury

CITY COUNCIL AGENDA



December 22, 2014
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS
- 6:03 p.m. CITY INVOCATION - Dr. William Warren, Senior Pastor at Allen Memorial Baptist Church
- 6:06 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES
- 6:08 p.m. COMMUNITY ORGANIZATION PRESENTATION
- “First Saturday” – presented by Ms. Sarah Rayne
- 6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:22 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- December 1, 2014 work session minutes
 - December 8, 2014 regular meeting minutes
 - Manufacturing Exemption Request for Perdue Foods, LLC
 - Resolution No. 2466 - authorizing the Chief of Police of the City of Salisbury to sign a Memorandum of Understanding between the Salisbury Police Department and the Maryland Office of Highway Safety and to accept grant funding for four (4) separate traffic safety programs each with their own conditions and grant funding amounts
- 6:25 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller
- Award of Bid – Contract 111-15 – Design/Build for Salisbury Fire Dept., New Station #2
 - Award of Bid – Contract 106-13 Parkside HS Regional Lift Station
 - Re-bid Contract 101-14 Mill Street Pumping Station Improvements
 - Declaration of Surplus – Bicycles – Salisbury Police Department
- 6:40 p.m. RESOLUTION – City Administrator Tom Stevenson
- Resolution No. 2467 - declaring December 26, 2014 as an additional 2014 Holiday for City employees

- 6:50 p.m. ORDINANCES – City Attorney Mark Tilghman
- Ordinance No. 2307 – 2nd reading – approving an amendment of the FY 2015 General Fund Budget to appropriate funding for additional Fire Department personnel
 - Ordinance No. 2308 – 2nd reading - approving an amendment of the FY 2015 General Fund Budget to appropriate funding for additional promotional fees to support the Shore Transit Circulator Program
 - Ordinance No. 2309 – 1st reading - to designate Riverside Drive, from West College Avenue to Mill Street, as a “No Parking” zone

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**

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 January 12, 2015 (subject to change)

- Ordinance No. ____ - 1st reading/PUBLIC HEARING – amending TITLE 17, The Zoning Code, to allow Bed and Breakfast Inns in the Newtown Historic District
- Resolution No. ____ - adoption of FY16-20 CIP

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

CITY OF SALISBURY
WORK SESSION
DECEMBER 1, 2014

Public Officials Present

Council President Jacob R. Day
Councilwoman Eugenie P. Shields

Vice President Laura Mitchell
Councilman Timothy K. Spies

Public Officials Not Present

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

In Attendance

City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, Public Works Director Mike Moulds, Public Works Deputy Director Amanda Pollack, Internal Services Director Keith Cordrey, Fire Chief Rick Hoppes, City Attorney Mark Tilghman (left at 6:26 p.m.), and interested citizens and members of the press.

On December 1, 2014, Salisbury City Council convened in Open Session at 4:18 p.m. in Council Chambers, Room 301 of the Government Office Building.

Motion to convene in Closed Session

Mrs. Shields moved, Mr. Spies seconded and the vote was unanimous to convene in Closed Session to obtain legal advice on a legal matter and before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process, in accordance with the Annotated Code of Maryland §10-508(a)(7)(14). The Closed Session began at 4:21 p.m.

At 4:32 p.m., upon a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, and approved by unanimous vote in favor, the Closed Session was adjourned and Council convened in Open Session. The regularly scheduled Work Session began at 4:38 p.m.

SAFER Grant – Council discussion

Fire Chief Rick Hoppes joined Council at the table to discuss the expiration of the SAFER Grant and the need to keep the employees hired full time, but at this time the positions have now been terminated with the expiration of the Grant.

City Administrator Tom Stevenson read a statement from Mayor Ireton in his absence which requested for Council to consider the underlying cause of why more fire service personnel aren't hired, which is the lack of a Fire Service Agreement with Wicomico County. The equitable

45 response to extending the SAFER Grant officers into permanent status is for Fire leaders, Mayor
46 and City Council, Volunteer Companies, Local IAFF (International Association of Fire Fighters),
47 and the public to call upon Wicomico County leaders to correct the tax burden inequity in 2015.
48

49 Council then heard comments from two (2) Fire Fighters and a member of the Professional Fire
50 Fighters of Maryland. The following is a synopsis of their remarks:
51

- 52 • Response times are great, but when they arrive to the scene and there's not enough
53 people on the truck to do anything, what difference does it make to get there so fast?
- 54 • NFPA (National Fire Protection Association) says there has to be two in, two out and
55 this can be done as long as all three apparatus pieces are on the scene
- 56 • Fire Department runs 8,000 EMS responses and 2,500 Fire responses per yet
- 57 • Elimination of the SAFER Grant officers will wear the remaining officers out
- 58 • Fire doubles every thirty seconds, so response times are very important
- 59 • Five ambulances are used in the City; the reduction in staffing will cut that down to three
- 60 • Nearly each day a 4th and 5th ambulance runs; can't be done without the SAFER staffing
- 61 • During the day, administration (the Chiefs) can run the ambulances if needed, so the 4th
62 ambulance will possibly get out, but the 5th ambulance will most likely not
- 63 • Businesses' fire insurance premiums will go up with the reduction in staffing
- 64 • \$600 per call is lost when the County ambulance answers calls that a City ambulance
65 should take. There will be two or three lost calls per day if the personnel are eliminated.
- 66 • Sufficient staffing has been the Fire Department Personnel Committee's top concern for
67 over eight years
- 68 • Fire Department Personnel Committee was told a couple of years ago to come up with a
69 solution to insufficient staffing, and they came up with the SAFER Grant
- 70 • Requested Council to find funding for the two to three months before the SAFER Grant
71 is hopefully reinstated, but if the grant is not reinstated, staffing will still badly be needed
- 72 • Appalled that the reason for not pursuing the staffing is because of politics
- 73 • Fire personnel risk their lives for the citizens but can't do so without the staffing
74

75 City Clerk Nichols received letters from two other people to distribute to the Council members.
76

77 Comments from the Council included the following:
78

- 79 • Council requested Mr. Stevenson to ask Mayor Ireton to forward a budget amendment
80 or find another way to bring back the staffing lost in the expiration of the SAFER Grant
- 81 • When SAFER Grant was first received, Council asked Chief Hoppes about retention
- 82 • City's population has grown and the building stock is older and receives fewer
83 renovations, presenting more opportunities for fire and loss of lives
- 84 • The City has the responsibility to provide for the safety of all its citizens
- 85 • Fiscal impacts represent an increase of \$140,000 in overtime to cover the sick days,
86 vacation days, etc. An additional up to \$135,000 would go for unemployment insurance
87 assuming none of the laid-off personnel finds other positions for the full 26 weeks. This
88 equals \$275,000, which is enough to hire the personnel back on and get the City from
89 now to the grant award period.

- 90 • FEMA should award the grant in January or February of 2015, hold a 30 day application
91 and review period, and award it in April or May, 2015
- 92 • When the new SAFER personnel were hired better response times were achieved, but
93 the greater accomplishment was the ability to assemble first alarm response units on
94 scene (two in - two out as recommended)
- 95 • Officer injuries on the scene dropped after the new SAFER personnel were hired
- 96 • Staffing levels have not kept up with the City's population growth in the Fire
97 Department or the Police Department. This has been addressed with the Police
98 Department, but not with the Fire Department because of the cushion of the SAFER
99 Grant.
- 100 • The City should have put money away to keep the officers when the grant expired and
101 needs to do so any time we depend on an operating grant
- 102 • We took the SAFER Grant to "try it before we buy it" but it's a public safety issue now,
103 not about the money
- 104 • We didn't hold the staffing levels for the Police Department hostage, and we shouldn't
105 hold the staffing levels for adequate service and safety in the Fire Department hostage
106 for leverage in the Fire Service Agreement
- 107 • We have the funding in the current budget to retain those ten remaining Fire Fighters
108 (have already hired two on) throughout the rest of the budget year, regardless of whether
109 we receive the SAFER Grant or not
- 110 • The City of Salisbury's number one job is public safety
- 111 • The Fire Department is being asked to do more with less
- 112 • The Safer Grant option helped the City for the short term, but the City should not
113 depend on operational grants and utilize capital grants wherever possible
- 114 • We have two options: 1) Budget amendment option, or 2) authorize the Fire Department
115 to use the money that is likely to be returned at the end of the year anyway to fund the
116 positions until the end of the year

117
118 Council unanimously agreed to ask Mr. Stevenson to relay their request to Mayor Ireton to
119 advance the budget amendment or find another way to bring back the staffing lost with the
120 expiration of the SAFER Grant.

121

122 **Headquarters Live – Capacity Fee Waiver**

123

124 Public Works Director Mike Moulds and Deputy Director Amanda Pollack joined Council
125 at the table to discuss Headquarters Live's capacity fee waiver request and reported that
126 Public Works' evaluation of the number of EDUs found the amount to be consistent with
127 MDE's flow projection guidelines and meets the criteria outlined in Ordinance No. 2258. If
128 approved by Council, the waiver will be valid for two years from the date of the resolution,
129 and the EDU Incentive Area will have 289 EDUs remaining for other projects.

130

131 Upon the recommendation of Mr. Moulds and Ms. Pollack to approve the request, Council
132 reached unanimous consensus to advance the resolution to the next Legislative Session.

133

134 **Wayne Street Parking Modification Request from Salisbury University**

135

136 Joining the City of Salisbury Public Works staff to discuss the Wayne Street parking request
137 from Salisbury University (SU) were Robby Sheehan, Deputy Chief of Staff and Director of
138 Government & Community Relations and Jeff Downes, Director of A/E Services and Capital
139 Projects.

140
141 Ms. Pollack reported SU's request for parking modifications on Wayne Street and Power Street
142 was due to the proposed Stadium project. Since the City of Salisbury owns both streets, parking
143 modifications must be approved by Council with an ordinance.

144
145 Mr. Day asked how SU would respond should the City abandon the right of way to Wayne
146 Street, and Mr. Sheehan indicated SU would consider accepting.

147
148 Mr. Downes noted that students would always search for free parking in lieu of buying permits,
149 and the forty (40) or so students using Wayne Street would lose their free parking spaces, but
150 eighty-five hundred (8,500) students would gain a \$19 million stadium in a much more active,
151 safe, pedestrian-friendly, and useful area. Free flowing pedestrian traffic cannot be achieved on
152 game days when cars are bumper to bumper on both sides of Wayne Street.

153
154 Vice President Mitchell was not in favor of granting the request because many students use the
155 parking spaces, and questioned why the street could not just be closed for big events. She asked
156 to see the alternative plan for turning southbound on Rt. 13 without rights to Wayne Street. Mr.
157 Downes indicated that closing the street could be done on game days, but the proposal was a re-
158 design component of the new stadium. He restated that they would move forward to the
159 eventual abandonment of the street with SU taking ownership, but there were two parking
160 spaces on Power Street that SU requested be removed to gain access into the parking segment,
161 and two bus spaces to the south. City Attorney Tilghman indicated this would require a separate
162 piece of legislation and would be considered in conjunction with the abandonment.

163
164 Council reached consensus for Public Works to work with Messrs. Downes and Sheehan to
165 begin the process for the City's potential abandonment of Wayne Street and to return to Council
166 when the ordinance is completed. Mrs. Mitchell did not support the abandonment of the street.

167
168 **Riverwalk Repair and Maintenance Update**

169
170 Mr. Moulds and Ms. Pollack reported the first phase of the Riverwalk Repair and Maintenance
171 has been completed and explained the process for the second phase, which includes stabilization
172 of the bulkhead and replacement of the concrete surface. The following was discussed:

- 173
174
- 175 • Concrete wood planks will be used in all foot paths of the Riverwalk
 - 176 • Patterns will be stamped into the concrete wood-like planks
 - 177 • Property owners permission needed to use screw anchors which go underground
 - 178 • Some railing is anchor chain and another type is on other parts of the walkway
 - 179 • The \$1.9 million in bond funds for this project
 - 180 • Consistently selecting replacement materials to keep in line with standards

181 The report was for Council information only. Council took a ten minute break at 6:26 p.m.

182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223

Audit Presentation/Discussion

Internal Services Director Keith Cordrey and Barbacane, Thornton & Company LLP Auditor Pam Baker joined Council at the table to discuss the draft audit report ending June 30, 2014.

Ms. Baker reported that the first year Barbacane, Thornton & Company LLP came to Salisbury, administration had resolved to get the financial information and annual audit done in a more timely fashion than had previously been done, and that's now been accomplished. She added that this year City staff has produced its own financial statements by using the Munis system, and reported that Salisbury is one of the very few clients she has that utilizes their own automated system in which to build their financial statements. She commended Mr. Cordrey and his staff on the huge strides taken towards this end, and reported only one posting adjustment was needed this year, down from numerous adjustments in previous years.

Ms. Baker reviewed the audit results, which concluded that the financial statements of the City of Salisbury are fairly presented in accordance with generally accepted accounting principles. She will present the final FY14 Audit Report at the December 8, 2014 Legislative Session.

Budget Amendment for Downtown Trolley

Mr. Stevenson passed out the trolley ridership data to Council. Mr. Robby Sheehan, SU Deputy Chief of Staff and Director of Government and Community Relations thanked City Council and Administration on behalf of SU for supporting the downtown trolley, the budget amendment earlier in the fiscal year, and this budget amendment being discussed.

After discussion, Council reached unanimous consensus to advance the budget amendment to the next legislative agenda.

Council discussion

City Clerk Nichols will send the 2015 meeting dates to Council for approval.

Mrs. Shields requested to review Police calls status sheets.

The Work Session was adjourned at 7:47 p.m.

City Clerk

Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

DECEMBER 8, 2014

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President Jacob R. Day* *Mayor James Ireton, Jr.*
8 *Council Vice President Laura Mitchell* *Councilman John "Jack" R. Heath*
9 *Councilman Timothy K. Spies*

10
11 **PUBLIC OFFICIALS NOT PRESENT**

12
13 *Councilwoman Eugenie P. Shields*

14
15 **IN ATTENDANCE**

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

20 *****

21 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President*
24 *Day called the meeting to order and invited Pastor Brian Albert, Senior Pastor at Bethesda*
25 *United Methodist Church to offer the City Invocation. Afterwards, those in attendance recited*
26 *the Pledge of Allegiance to the flag of the United States of America.*

27
28 **PRESENTATION** – presented by Mayor James Ireton, Jr.

- 29
30
 - *United Way of Lower Eastern Shore*

31
32 *Mayor Ireton invited United Way of the Lower Eastern Shore Executive Director*
33 *Kathleen Momme to the podium to accept the donation from the City of Salisbury*
34 *employees. She reported that last year the employees donated \$3,410 to the United Way,*
35 *and this year they increased the donation by 106%, with the grand total of \$7,019.*

36
37 *Several City employees were present from the Police Department, Public Works, Clerks*
38 *Office and Community Development to join in the presentation, and Ms. Momme thanked*
39 *all of the employees for their donations to the United Way of the Lower Eastern Shore.*

40
41 **ADOPTION OF LEGISLATIVE AGENDA**

42
43 *Mrs. Mitchell moved and Mr. Heath seconded to approve the Legislative Agenda.*

44
45 *Mrs. Mitchell moved and Mr. Heath seconded to move the presentation of the FY14 audit report*
46 *to the end of the agenda, after the presentation of the ordinances. The motion was unanimously*
47 *approved by a 4-0 vote in favor.*

48
49 *The Legislative Agenda, as amended, was unanimously approved on a 4-0 vote.*

50
51 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

52
53 *The Consent Agenda was unanimously approved on a motion and seconded by Mrs. Mitchell and*
54 *Mr. Spies, respectively:*

- 55
56
 - *November 17, 2014 work session minutes*
 - *November 17, 2014 closed session minutes (separate envelope)*
 - *November 24, 2014 regular meeting minutes*
 - *Resolution No. 2465 – authorizing the Capacity Fee of the City’s Comprehensive*
60 *Connection Charge be waived for a development known as Headquarters Live at*
61 *115 South Division Street*

62
63 **ORDINANCES** – presented by Mayor James Ireton, Jr. and City Attorney Mark Tilghman

- 64
65
 - *Ordinance No. 2307 – 1st reading – approving an amendment of the FY2015 General*
66 *Fund Budget to appropriate funding for additional Fire Department personnel*

67
68 *Mrs. Mitchell moved and Mr. Heath seconded to approve Ordinance No. 2307 for first*
69 *reading.*

70
71 *Mayor Ireton expounded on the budget amendment needed to increase surplus and the*
72 *Fire Department budget by \$160,611 in order to fund the four (4) positions in the Fire*
73 *Department, and Mr. Tilghman presented the ordinance.*

74
75 *Council received the following comments from one (1) member of the public:*

- 76
77
 - *When the grant was accepted two years ago Council was skeptical, and were*
78 *clear that when the grant ended the additional employees would not be kept*
 - *Additional Fire Fighters were hired and we do not need four (4) more*
79 *Fire trucks are seen at the Credit Union and area restaurants, which can deliver*
80 *Look at the structure of the administration and re-examine the organization*

81
82
83 *Council comments included:*

- 84
85
 - *The grant was accepted knowing the City badly needed more EMT/Fire Fighters*
86 *Expected FEMA to open the grant back up before it expired, but it did not*

- 87 ➤ *Critical that the City hire the four (4) additional positions, but six (6) are really*
88 *needed*
89 ➤ *We knew there would be decisions to make at the end of the grant period*
90 ➤ *If we don't re-hire, only three ambulances will be in full service, and the 4th and 5th*
91 *ambulances will be outsourced to the County because we won't have sufficient staff*
92 *to run the other two (2) ambulances*
93 ➤ *After we accepted the grant, we were able to reduce overtime by \$300,000*
94 ➤ *While there's \$2.2 million that the City of Salisbury believes Wicomico County*
95 *owes the City, this money likely will never be seen*
96 ➤ *While we need to come to an agreement with the County to mitigate, moving*
97 *forward with this amendment is for the right cause*
98 ➤ *A compromise will be required between the City and the County*
99 ➤ *Safety of firemen and citizens is most important, and four (4) on a truck is critical*

100
101 *Ordinance No. 2307 for first reading was unanimously approved on a 4-0 vote in favor.*

- 102
103 • *Ordinance No. 2308 – 1st reading – approving an amendment of the FY2015 General*
104 *Fund Budget to appropriate funding for additional promotional fees to support the Shore*
105 *Transit Circulator Program*

106
107 *Mrs. Mitchell moved and Mr. Spies seconded to approve Ordinance No. 2308 for first*
108 *reading.*

109
110 *Mr. Tilghman presented the ordinance, and after Council discussion, Ordinance No. 2308*
111 *for first reading was approved on a 3-0 vote. Mr. Heath abstained from the voting.*

112
113 **PRESENTATION OF AUDIT** – *presented by Internal Services Director Keith Cordrey and Ms.*
114 *Pam Baker*

115
116 *Pam Baker from the auditing firm of Barbacane, Thornton & Company LLP presented*
117 *the final bound copies of the Audit Report and Single Audit Report to Council and*
118 *summarized the results of the City's Audit Report as of June 30, 2014. An unqualified or*
119 *clean audit opinion was rendered by the auditing firm.*

120
121 **ADJOURNMENT**

122
123 *Council President Day adjourned the Legislative Session at 7:09 p.m.*

124
125
126
127
128
129

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
DECEMBER 1, 2014

130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169

TIME & PLACE: 4:21 p.m., Government Office Building – Council Chambers, Room 301
PURPOSE: to obtain legal advice on a legal matter and before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process

VOTE TO CLOSE: Unanimous

CITATION: Annotated Code of Maryland §10-508(a)(7)(14)

PRESENT: Council President Jacob R. Day, Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Kim Nichols, City Administrator M. Thomas Stevenson, Jr., City Attorney Mark Tilghman, and Fire Chief Rick Hoppes

NOT PRESENT: Mayor James Ireton, Jr. and Councilman John “Jack” R. Heath

The City Council convened in Open Session in Room #301 in the Government Office Building at 4:18 p.m. Mrs. Shields moved, Mr. Spies seconded and the vote was unanimous to convene in Closed Session to obtain legal advice on a legal matter and before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process, in accordance with the Annotated Code of Maryland §10-508(a)(7)(14). The Closed Session began at 4:21 p.m.

Council discussed the Fire Service Agreement with counsel and the letter to be sent to the County Executive, and unanimously agreed to the language to be included in the letter.

At 4:32 p.m., upon a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, and approved by unanimous vote in favor, the Closed Session was adjourned and Council convened in Open Session. The regularly scheduled Work Session began at 4:38 p.m.

Thereafter, Council President Day provided the statement out to the public (not immediately, but several minutes into the Work Session) that while in Closed Session Council had agreed to the language regarding the Fire Service Agreement letter to the County Executive.

City Clerk

Council President

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-334-3028
Fax: 410-548-3192

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

To: Tom Stevenson, City Administrator
From: Keith Cordrey, Director of Internal Services 
Date: November 21, 2014
Re: Manufacturing Exemption for equipment purchased 2013 Perdue Foods, LLC

I am recommending that Perdue Foods, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2013 as requested by the company. Since the request came within 2 years of the purchase of the equipment 2013, they are eligible for up to 5 years exemption.

Over the next five years they will benefit from this exemption by a total savings of \$ 37,603 in personal property tax for 2013 equipment purchases. The exemptions will be applied to City Property Tax years 2015-2019 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

Perdue Foods, LLC has previously been granted exemption for equipment purchased in 2012.

City of Salisbury
Internal Services -Finance Department
Exemption Recommendation to City Council

Company: Perdue Foods, LLC
Address: 521 Willow Street Salisbury, MD
2110m Industrial Parkway, Salisbury MD

Requested By: Mathew Ball
Date of Request: 7/23/2014

Description of Mfg.: Research and development for new ready to eat chicken and turkey products
Note State granted exemption

Equipment Year 2013

New Equipment Amount per Tax Return \$ 486,143

Total \$ 486,143

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Amount of Exemption</u>
	2015	2014	1	437,529	\$ 9,669
	2016	2015	2	388,914	\$ 8,595
	2017	2016	3	340,300	\$ 7,521
	2018	2017	4	291,686	\$ 6,446
	2019	2018	5	243,072	\$ 5,372
	Total Value of Exemption:				<u>\$ 37,603</u>

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

November 26, 2014

TO: Tom Stevenson
City Administrator

FROM: Colonel David Meienschein

SUBJECT: Resolution – Memorandum of Understanding

Attached, please find a Resolution authorizing the Chief of Police of the City of Salisbury to sign a Memorandum of Understanding (MOU) between the Salisbury Police Department and the Maryland Office of Highway Safety. This MOU will include the following Traffic Safety Programs and funds to purchase equipment such as Portable Breathalyzer Tests.

- Impaired Driving
- Aggressive Driving
- Distracted Driving
- Seat Belt Enforcement
- Portable Breathalyzer Test

Each Resolution has slightly different terms (i.e. impaired driving, aggressive driving, distracted driving and seat belt enforcement. Each grant having different funding amounts.

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

A handwritten signature in black ink, appearing to read "David T. Meienschein".

David T. Meienschein
Assistant Chief

Attachment

1 RESOLUTION No. 2466

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE
4 CHIEF OF POLICE OF THE CITY OF SALISBURY TO SIGN A MEMORANDUM OF
5 UNDERSTANDING (MOU) BETWEEN THE SALISBURY POLICE DEPARTMENT AND
6 THE MARYLAND OFFICE OF HIGHWAY SAFETY AND TO ACCEPT GRANT FUNDING
7 FOR FOUR (4) SEPARATE TRAFFIC SAFETY PROGRAMS EACH WITH THEIR OWN
8 CONDITIONS AND GRANT FUNDING AMOUNTS.

9
10 WHEREAS, the Maryland Office of Highway Safety and the Salisbury Police Department
11 will enter into an agreement to cooperate successfully in serving the people of Salisbury,
12 Wicomico County; and

13
14 WHEREAS, this MOU will include four traffic enforcement programs including: Impaired
15 Driving, Aggressive Driving, Distracted Driving, and Seat Belt Enforcement each having clear
16 procedures and different funding amounts and funds to purchase Portable Breathalyzer
17 Test; and

18
19 WHEREAS, this funding will provide reimbursement for police officers working overtime
20 to enforce traffic violations for each of the listed programs; and

21
22 WHEREAS, officers will prepare and submit activity and performance reports to track the
23 number of citations issued for each program resulting in safer streets and highways for the citizens
24 of Salisbury/Wicomico County.

25
26 NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF
27 SALISBURY, MARYLAND, that the Chief of Police be authorized to sign this Memorandum of
28 Understanding between named agency to accept funding for Impaired Driving (\$5,000.00),
29 Aggressive Driving (\$3,700), Distracted Driving (\$1,800.00), Seat Belt Enforcement (\$500.00)
30 and (\$2,250.00) for Portable Breathalyzer test for a total of \$13,250.00.

31
32 THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury
33 held on _____, 2014, and is to become effective immediately upon adoption.

34
35 ATTEST:

36
37 _____
38 Kimberly R. Nichols, City Clerk

39 _____
40 Jacob R. Day, President
41 Salisbury City Council

42 APPROVED BY ME THIS:

43 _____ day of _____, 2014

44
45 _____
46 James Ireton, Mayor



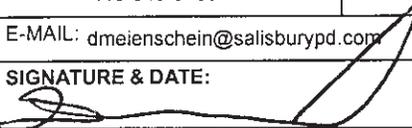
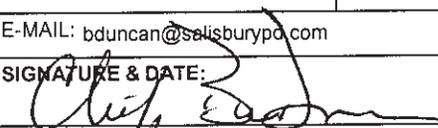
PROJECT AGREEMENT
 Maryland Highway Safety Office
 Maryland Motor Vehicle Administration
 1 Orchard Road, 2nd floor
 Glen Burnie, Maryland 21060
 PHONE 410-787-4050 FAX 410-787-4020

The formal approval of this Project Agreement and the obligation of funds to it are contingent upon the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action.

PROJECT TITLE: Highway Safety Grant	FOR MHSO USE ONLY
	PROJECT NUMBER: 15-072
PROJECT AGENCY: Salisbury Police Department	
PROJECT AGENCY ADDRESS: 699 West Salisbury Parkway, Salisbury, Maryland 21801	
FUND RECIPIENT: Salisbury Police Department	
FUND RECIPIENT ADDRESS: 699 W. Salisbury Parkway, Salisbury, Maryland 21801	
FEDERAL IDENTIFICATION NUMBER: 52-6000806	

The undersigned agree that the Project Agency will carry out the Project within the dates of the Project Period, in accord with the general programmatic and financial requirements set forth in the agreement, and in compliance with the Project Conditions. Reimbursement is limited to actual eligible expenditures, the total of which is not to exceed the amount of Funds Obligated from MHSO. Furthermore, the Project Agency certifies that it is eligible under grant guidelines to receive grant funds; can accept a reimbursable grant; can successfully implement the project at the indicated funding level; and accepts the provisions of the entire Agreement including its Project Conditions. At least three (3) individuals must be listed below, note that only the Project Coordinator & Project Director can be the same person. Costs may not be incurred prior to the Project Start Date listed below.

PROJECT COORDINATOR & FINANCIAL ADMINISTRATOR			
PROJECT COORDINATOR		FINANCIAL ADMINISTRATOR	
NAME: Delores Lehman		NAME: Keith Cordrey	
TITLE: Resource Manager		TITLE: Finance Director	
AGENCY: Salisbury Police Department		AGENCY: Salisbury City Finance	
ADDRESS: 699 W. Salisbury Parkway, Salisbury, Maryland 21801		ADDRESS: 125 N. Division St, Salisbury, Maryland 21801	
PHONE: 410-548-3165	FAX: 410-548-3173	PHONE: 410-548-3025	FAX: 410-548-3102
E-MAIL: dlehman@salisburydpd.com		E-MAIL: kcordrey@ci.salisbury.md.us	

PROJECT DIRECTOR & AUTHORIZING OFFICIAL SIGNATURES			
PROJECT DIRECTOR		AUTHORIZING OFFICIAL	
NAME: Dave Meienschein		NAME: Barbara Duncan	
TITLE: Administrative Commander		TITLE: Chief	
AGENCY: Salisbury Police Department		AGENCY: Salisbury Police Deptment	
ADDRESS: 699 W. Salisbury Parkway, Salisbury, Maryland 21801		ADDRESS: 699 W. Salisbury Parkway, Salisbury, Maryland 21801	
PHONE: 410-548-3165	FAX: 410-548-3173	PHONE: 410-548-3158	FAX: 410-548-3173
E-MAIL: dmeienschein@salisburydpd.com		E-MAIL: bduncan@salisburydpd.com	
SIGNATURE & DATE:  9-11-14		SIGNATURE & DATE:  9/11/14	

FOR MHSO USE ONLY	
FEDERAL FISCAL YEAR START DATE: 10/01/2014	FUNDS OBLIGATED FROM MHSO: \$13,250.00
FEDERAL FISCAL YEAR END DATE: 09/30/2015	PROJECT START DATE:
MHSO CHIEF APPROVAL SIGNATURE & DATE:	

MARYLAND HIGHWAY SAFETY OFFICE
FFY 2015 PROJECT TERMS AND CONDITIONS

I. Project Administration

It is understood and agreed by the Project Agency and Fund Recipient (Grantee) that grant funds received in support of this grant are subject to applicable federal and state laws and regulations and to the following applicable controls, terms and conditions:

1. Availability of Funds

- a. It is mutually understood between the Grantee and the Maryland Highway Safety Office (MHSO) that this grant may have been executed the Terms and Conditions signed by the Grantee and the Project Agreement signed by both parties for the mutual benefit of both parties before ascertaining the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action to avoid program and fiscal delays that would occur if the grant were executed after that determination was made.

The grant is valid and enforceable only if sufficient funds are made available to the state by the United States Government for the purpose of this program. In addition, this grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress or MHSO that may affect the provisions, terms, or funding of this grant in any manner.

Reimbursement extends only to those costs incurred during the period of the project, and for which quarterly reports are submitted no later than thirty (30) days after the end of the reporting period, and in the case of the fourth quarter report, thirty (30) days after the project period end date (September 30th).

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds. If at any time during the term of this grant award, federal funds become reduced or eliminated, the MHSO may immediately terminate or reduce the grant award upon a thirty (30) day written notice to the Grantee.

The MHSO has the option to void the grant under the thirty (30) day cancellation clause or to amend the grant to reflect any reduction in funds.

Funds are awarded under Catalog of Federal Domestic Assistance (CFDA) Numbers. The MHSO will provide yearly CFDA funding information to the Grantee.

- b. This grant will be conducted and administered in accordance with applicable federal, state and local laws, rules and other requirements, using acceptable financial management, record-keeping, procurement and property control systems as outlined in 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations (as applicable) and in accordance with the MHSO grant management guidelines.

2. Unallowable Costs

- a. Supplanting is defined as the replacement of routine and/or existing state or local expenditures with the use of federal grant funds for the cost of activities that constitute general expenses required to carry out the overall responsibility of a state or local agency. The Grantee shall not use grant funds to supplant state or local funds, or other resources that would otherwise have been made available for the grant program.
- b. In addition to supplanting, the following program administration costs are also prohibited:
- Entertainment costs including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities)
 - Alcoholic beverages for any consumption purposes including training settings for law enforcement

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

- Contributions and donations, including cash, property and services to others
- Cost of fundraising, including financial campaigns and solution of capital contributions
- Fines, penalties, damages and other settlements resulting from violations or non-compliance
- Contingency provision for contributions to a contingency reserve or similar provision for unforeseen events excluding self-insurance reserves
- Promotional items that are not in the grant or have not been pre-approved by the MHSO
- Costs not recovered under one MHSO grant are unallowable under another MHSO grant
- Highway construction, maintenance or design-related projects
- Office furniture and fixtures
- Automated traffic enforcement systems
- Truck scales and traffic signal preemption systems
- Cost of training for employees of federal and military agencies

3. Procurement

- a. Grantees, contractors, or subcontractors will take all necessary affirmative steps to assure that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Section 26.5 (if applicable), and Minority Business Enterprises (MBE) are used.

In all bid solicitations for funded project work or materials exceeding \$10,000, the Grantee shall include a nondiscrimination clause as specified by the Maryland Department of Transportation and U.S. Department of Transportation. The Grantee shall notify all bidders that it will affirmatively ensure that in any contract entered into pursuant to its advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to its invitation and will not be discriminated against on the grounds of political or religious opinion or affiliation, race, creed, sex, national origin, or physical/ mental handicap in consideration of an award.

Procurement of supplies, equipment, other tangible non-expendable personal property, and services funded in whole or in part with funds obligated by this Grant shall follow applicable procurement procedures and requirements of state and local laws, rules and regulations and in any instance shall be in compliance with the federal requirements set forth in Section 18.36 Procurement of 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations.

- b. Pursuant to the requirements of the State Finance and Procurement Article of the Annotated Code of Maryland and any amendments thereto; the Maryland Governor's Executive Order barring discrimination; Section 22(a) of the Federal-Aid Highway Safety Act of 1968 (23 U.S.C. 22 (a)); and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794), employment in connection with this project will be provided without regard to political or religious opinion or affiliation, race, color, creed, sex, national origin, or physical or mental handicap.

4. Nondiscrimination

Grantee, contractor, and or subcontractor assures the state that it complies with all federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race,

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

color or national origin (and 49 CFR Part 21)

- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*; Pub. L. 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27)
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age
- The Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities
- The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse
- The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism
- Section 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records
- Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing
- Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made
- The requirements of any other nondiscrimination statute(s) which may apply to the application

5. Buy America Act

The Grantee certifies that they will comply with the Buy America Act (23 USC 101 Note) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the U.S. Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver submitted to and approved by the U.S. Secretary of Transportation. The MHSO must assist Grantees with the waiver process.

6. Privacy Protection

All agencies and organizations with access to or use of any personal information whatsoever from the Maryland Motor Vehicle Administration records shall comply with MVA's Privacy Protection Policy as a condition precedent to receiving access or use and payment under this grant.

7. Debarment and Suspension

The Grantee is not, nor will it make any award or permit any contract at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 - Debarment and Suspension.

8. Drug-Free Workplace

The signatories for the grant certify that the Grantee will provide a drug-free workplace in accordance with the Federal Drug-free Workplace Act of 1988 (49 CFR Part 29 Subpart F).

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

9. Lobbying

With regard to federal contracts, grants, loans, and cooperative agreements, the signatories for the grant certify to the best of their knowledge and belief that pursuant to 31 USC 1352, they are in compliance with the Lobbying Restrictions placed on the use of federal funds.

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the signatories, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any state or local funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of this federal contract, grant, loan, or cooperative agreement, the signatory for the grant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, as found at <http://www.whitehouse.gov/omb/grants/sfillin.pdf>. A copy of any Standard Form-LLL, "Disclosure Form to Report Lobbying" submitted in accordance with this requirement shall be submitted simultaneously to the MHSO.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements) and that all such sub-recipients shall certify and disclose accordingly.
- d. None of the funds under this grant will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with National Highway Traffic Safety Administration (NHTSA) funds from engaging in direct communications with state or local legislative officials, in accordance with customary State practice, such as invited testimony before a legislative body, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- e. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

10. Political Activity (Hatch Act)

All individuals employed by a state or local agency whose principal employment is in connection with an activity that is paid in whole or in part by federal funds from a federal agency, including grants from the MHSO, have been informed of the provisions of 5 USC, Government Organization and Employees; Part II, Civil Service Functions and Responsibilities; Chapter 15, Political Activity of Certain State and Local Employees; Sections 1501 through 1508. This statute does not apply to individuals employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a state or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization (5 U.S.C. 1501-1508 and 5 CFR 151).

11. Document Retention and Access

Pursuant to the requirements of 49 CFR Part 18, Sect. 18.42 - Retention and Access Requirements for Records, all records shall be retained for three years from the date the final quarterly report is submitted to the MHSO. If there is an action resulting from an audit or other action started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues, or the end of the three-year period, whichever is later. The MHSO, other state agencies and appropriate federal authorities have the right of

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

access to any books, documents, papers, or other records in order to perform audits and examinations or make excerpts and transcripts for as long as the records are retained.

12. Program Income

Some highway safety projects conduct activities that generate income to cover present and future costs. When Grantees earn money for their services or products, they may be earning what is defined in the federal regulations as "program income". Income earned by the Grantee with respect to the conduct of the grant (e.g. sale of publications, registration fees, service charges, etc.) must be accounted for fully and applied to project purposes or used to reduce costs. Program income that remains unexpended after the grant ends shall continue to be committed to the original grant objectives.

As defined in 23 CFR, Part 1200.24, program income means gross income earned by the Grantee from grant-supported activities. Such earnings may include but are not limited to:

- Income from service fees
- Sale of commodities fabricated under the grant
- Usage or rental fees of equipment (property) acquired with grant funds
- Conference or training registration fees when the grantee is the host agency

Grantees must record the receipt of program income as a part of the reimbursement claim process. Grantees are required to reduce the amount of grant funds requested for reimbursement based on the amount of income generated from the activity. A note in the reimbursement claim should be placed by the Grantee noting "program income" is offsetting the cost of this claim reimbursement.

13. Local Benefit Requirement

In order to support a high visibility enforcement campaign, coupled with a corresponding education model necessary to change driver behavior, the MHSO will coordinate paid and earned media statewide and in local jurisdictions to complement enforcement efforts. The outreach may include the following: TV and/or radio spots, online ads, billboards, print ads, press releases, posters, flyers, and/or incentive items. These outreach efforts will be coordinated statewide so as to ensure effective distribution of media spots for the local benefit. The project director signifies his/her understanding of the media component of the mobilization and approves the use of these public outreach techniques within his/her jurisdiction.

14. Audit

Provisions of the Single Audit Act of 1996 (P.L. 104-156) and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations, require an agency/organization which expends more than \$500,000 in federal funds in a year to provide a single or program-specific audit for each year. Any Grantee meeting this criterion shall ensure the submittal of one copy of each required audit report directly to the Federal Audit Clearinghouse within thirty (30) days of the report's issuance. The audit shall study and evaluate the internal accounting and administrative controls to the extent considered necessary to assess the integrity of the systems as required by generally accepted auditing standards, the standards for financial and compliance audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office, the Single Audit Act of 1996, and the provisions of OMB Circular A-133.

Grantees which are not subject to the provisions of OMB Circular A-133 shall provide an annual audit report of their organization's financial statements if requested.

15. Indirect Costs

If indirect costs were approved in the grant, the Grantee must furnish required documentation per MHSO's Indirect Cost Policy to receive MHSO's approved negotiation letter before indirect costs shall be reimbursed.

II. Project Management

1. Equipment Approvals, Management & Monitoring

- a. For all major equipment purchases and replacement purchases with a useful life of more than one year and an acquisition cost of \$5,000 or more in value, MHSO shall receive prior written approval from the NHTSA Regional Administrator. This procedure is required by 23 CFR §1200.31 and NHTSA's Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants. The regulations look to the cost of the equipment regardless of the portion of funding supported by Federal or other funds if the total cost was \$5,000 or more. The unit cost for equipment is the unit's purchase price plus any accessories necessary to make the equipment operational for its intended purpose. The Grantee shall ensure that the purchase has received the appropriate approvals prior to the funds being expended. The Buy America Act must be adhered to at all times when purchasing approved equipment.
- b. Grantees are required to complete an Equipment Accountability Form when claiming reimbursement for the approved item(s). The Equipment Accountability Form is to be completed in MHSO's electronic grant system.
- c. It is the responsibility of the Grantee to institute and maintain required inventory records consistent with 49 CFR Part 18.32 DOT Implementation of Common Rule.
- d. The MHSO, as part of its oversight responsibility, shall systematically monitor Grantees with grant-funded equipment to ensure that grantees are in compliance with all federal requirements for property management and inventory. MHSO shall monitor Grantee compliance with applicable federal requirements during on-site monitoring visits. Equipment and other property acquired under a grant for use in highway safety projects shall be used and kept in operation for highway safety purposes. The Grantee agrees to comply with all requirements and accompany the MHSO to the on-site physical inventory inspection.
- e. All equipment approved for purchase by MHSO for the purpose of improving highway safety shall become property of the Grantee. Thus, all maintenance and care of the equipment shall rest with the receiving agency. MHSO recommends that the grantee agency maintain an inventory control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. MHSO recommends that the inventory control system include a record and tagging system.
- f. Equipment shall be used by the Grantee for the purpose for which it was acquired as long as needed, whether or not the program continues to be supported by MHSO funds. When no longer needed for the original program, the equipment may be used in other traffic safety activities. Permission to dispose of the equipment must be obtained from MHSO before any action can be taken regarding the equipment. The Grantee must complete the bottom portion of MHSO's Equipment Accountability Form for disposal approval. If the equipment is no longer needed for the purpose for which it was acquired and will not be used for another highway safety project, the equipment may, at the option of the MHSO, become the property of the MHSO.

All equipment approved for purchase by MHSO for the purpose of improving highway safety shall become property of the Grantee. Thus, all maintenance and care of the equipment shall rest with the receiving agency. MHSO recommends that the grantee agency maintain an inventory control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. MHSO recommends that the inventory control system include a record and tagging system.

2. Educational Materials

Materials used for outreach activities such as educational materials (brochures, posters, activity books) and incentive items (key chains, mugs) in Grantee projects that are not fully detailed within the approved grant proposal must go through the MHSO pre-approval process. If the Grantee bypasses the pre-approval process, the MHSO reserves the right to deny the reimbursement expense. Grantees must initiate the pre-approval process in the electronic grant system.

3. Media & Advertising for Highway Safety Messages

Any funds obligated by this grant for the purchase of paid media are subject to the NHTSA-issued Guidelines for States Using Funds for Purchasing Advertising Space for Highway Safety Messages. The guidelines suggest a strategic communications approach that advocates the use of a sustained high visibility enforcement model

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

coupled with communication resources to be implemented at targeted times and locations based on problem identification. The objective is to influence and sustain year round behavioral change while getting return on investment and future improvements in highway safety.

4. Travel and Training

- a. Grantee travel specifically detailed in the grant proposal does not require a pre-approval in the electronic grant system. However, if a Grantee only provided minimal or generic travel information, the Grantee is required to submit a pre-approval request for the specific travel. The MHSO reserves the right to deny any travel or training expenses if the Grantee bypasses the MHSO's pre-approval process.
- b. Reimbursement for travel costs shall be subject to the requirements and limitations set forth in the State Travel Regulations established by the Maryland Department of Budget and Management.

5. Contractual Services

The Grantee may not enter into a contract with a contractor for any work specified in the grant without prior written consent from the MHSO. The Grantee shall furnish to the MHSO the contract for review and approval prior to contracting the work with the contractor. The MHSO reserves the right to deny reimbursement expenses if the Grantee bypasses MHSO's pre-approval process.

The Grantee, however, shall remain fully responsible for the work to be done by its contractor(s) and shall assure compliance with all the requirements of the grant and Project Terms and Conditions.

6. Budget Modifications

If the costs reflected in the cost categories of the grant need to be adjusted within the cost category written approval shall be obtained from the MHSO prior to making any expenditure through a budget modification. Budget modifications shall be obtained by submitting a Project Modification Request in the electronic grant system, detailing a clear justification to support the request. At no time shall salary and benefits be moved from one position to another without an approved project modification from the MHSO.

7. Other Conditions, as Directed

If the Grantee is a law enforcement agency, the following conditions apply:

- a. Any law enforcement agency receiving funds for overtime enforcement is strongly encouraged to follow the guidelines established for vehicular pursuits currently issued by the International Association of Chiefs of Police.
- b. Due to the number of fatal and serious crashes occurring during nighttime hours and specifically lower nighttime seat belt usage, impairment and speed, a minimum of 50% of all grant funded overtime enforcement operations are intended to be conducted during the nighttime. Nighttime refers to hours between 9:00 p.m. and 5:00 a.m. Deviation from the above time frame should be supported by crash and/or citation data.
- c. Law enforcement agencies using overtime funds are required to use the best available data to plan and implement enforcement operations (for example: location(s), day of week, time of day should be based on crash and/or citation data).
- d. Scheduled federally funded overtime for a given enforcement detail should not exceed six (6) hours.
- e. The high visibility enforcement model should be used with overtime enforcement operations funded by this grant. This means that when overtime is worked it should be supported by media outreach (for example: press releases, social media, radio and/or television). The MHSO can assist the law enforcement agency with outreach if requested. Participation in all mobilizations/traffic safety enforcement events sponsored by the NHTSA and/or the MHSO is required.

III. Project Reporting

1. Quarterly Reports & Reimbursement Claims

- a. A quarterly reimbursement claim must be submitted by the Grantee to the MHSO by January 30, April 30, July 30, and October 30 (or monthly as agreed upon by the Grantee and the MHSO). Failure to submit timely, complete and accurate progress reports and claims within thirty (30) days after the quarter ends may constitute Grantees irrevocable waiver of any right to thereafter recover from MHSO any part of those waived grant sums which may thereafter be reallocated or reverted by MHSO.
- b. A completed quarterly report shall be submitted by the Grantee whether or not reimbursable expenditures have been made since submittal of the prior period report.
- c. All quarterly reports shall be accompanied by approved supporting documentation (refer to the MHSO supporting document checklist for a full listing of approved documentation). The approved documentation must be uploaded in the electronic grant system.
- d. Requests for reimbursement shall be limited to those expenditures made consistent with the provisions of this Project Agreement and the cost principles set forth in 22 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87), 2 CFR Part 220 - Cost Principles for Educational Institutions (OMB Circular A-21), or 2 CFR Part 230 - Cost Principles for Nonprofit Organizations (OMB Circular A-122) , as applicable, and the Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants.
- e. All grants include a maximum amount eligible for reimbursement (reimbursement limitation). Reimbursement costs are the actual costs not to exceed the originally estimated costs. At no time can salary and benefits be moved from one position to another without an approved budget modification from the MHSO.
- f. MHSO will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a Grantee fails to comply with any applicable term or condition of this grant.
- g. Claims received after the cutoff date may not be reimbursed. Grantees are responsible for informing their accounting office of the reimbursement claim submission deadlines.
- h. Expenditures incurred prior to the executed grant or for costs not outlined in the approved grant will be denied for reimbursement.

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

We, the officials named below, hereby certify that we have read and understand the above described Project Terms and Conditions and are duly authorized to legally bind the Grantee to abide by them.

DAVID MEISCHER

Project Director's Name

0165

9/11/14
Date Signed


Project Director's Signature

0165

Chief Robert Jones
Authorizing Official's Name

9/10/14
Date Signed


Authorizing Official's Signature

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

December 22, 2014

- | | |
|--|----------------|
| 1. Award of Bid – Contract 111-15
Design/Build for Salisbury Fire Dept., New Station #2 | \$3,616,220.00 |
| 2. Award of Bid – Contract
Contract 106-13 Parkside HS Regional Lift Station
Re-bid Contract 101-14 Mill Street Pumping Station Improvements | \$1,782,000.00 |
| 3. Declaration of Surplus – Bicycles
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

December 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 111-15 Design/Build for Salisbury Fire Dept, New Station 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to solicit bids for Contract 111-15 Design/Build for Salisbury Fire Department, New Station 2. This project will furnish all labor, materials and equipment necessary for the construction of a new fire station at the intersection of Naylor and Brown Streets.

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 four (4) vendors submitted a bid by the due date and time of Wednesday, November 26, 2014, 2:30 p.m.:

Vendor	Total Bid
Harkins Contracting, Inc.	\$3,661,220.00
GGI Builders, Inc.	\$4,225,582.00
Scheibel Construction	\$4,272,000.00
Gardner & Gardner	\$4,329,018.00

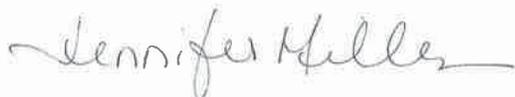
Harkins Contracting, Inc. was the apparent low bidder. After a thorough review of the proposals by Design Atlantic, the architect of record for the project, and the Internal Services Department, Procurement Division, Harkins Contracting was determined to be the lowest responsible and responsive bidder. The City's past construction project experiences with Harkins Contracting, in addition to positive reference checks, support the recommendation of both Design Atlantic and the Salisbury Fire Department to award the bid to Harkins Contracting.

There are sufficient funds to cover this award in the following account:

Capital Projects-Fire Station 30100-513026-43005

The Procurement Department requests Council's approval to award Contract 111-15 Design/Build for Salisbury Fire Department, New Station #2, to Harkins Contracting, LLC, in the amount of \$3,661,220.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Miller". The signature is written in black ink and includes a long horizontal flourish at the end.

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



*From the Office
of the
Fire Chief*

To: Jennifer Miller, Deputy Dir. Finance – Procurement **Date:** 04 December 2014

 **From:** Richard A. Hoppes, Chief of the Department

Subject: Recommendation to Award of Bid for Fire Station 2 Project

Pursuant to a thorough review from the City Procurement Department and Design Atlantic, of the bid proposals from all vendors, this memorandum serves as the formal department recommendation to award the bid to Harkins Construction, Inc. in the amount of \$3,661,220 for the Fire Station Construction Project

A total of four (4) bids were received, ranging in costs from \$3,661,220 to \$4,329,018. The low, responsive, and qualified bidder was Harkins Construction Company, Inc. The other responsive bidders were Gillis-Gilkerson Builders (GGI), Scheibel Construction (SCI), and Gardiner & Gardiner Construction (GGC).

Please add this to the award of bids content for the upcoming 22 December 2014 Council Legislative Agenda. Should you require additional information please do not hesitate to call on me at rhoppes@ci.salisbury.md.us or at 410-548-3120 X 103.

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

December 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 106-13 Parkside High School Regional Lift Station &
Re-bid of 101-14 Mill Street Pumping Station Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Public Works to solicit bids for Contract 106-13 Parkside High School Regional Lift Station and to re-bid Contract 101-14 as Mill Street Pumping Station Improvements only. This combined project will construct a new lift station at Parkside High School and also make modifications to the existing Mill Street Pumping Station.

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 five (5) vendors submitted a bid by the due date and time of Tuesday, August 26, 2014 at 2:30 p.m.

Vendor	Total Bid
Bearing Construction	\$1,782,000.00
George & Lynch, Inc.	\$1,887,500.00
M2 Construction, LLC	\$2,055,000.00
JJID, Inc.	\$2,069,000.00
Harper & Sons, Inc.	\$2,282,930.00

All bids came in higher than the estimated construction budget of \$1,579,655.00, and thus Salisbury Public Works "value-engineered" the project to reduce costs without sacrificing necessary work or componentry. The three lowest responsible and responsive bidders were given the opportunity to submit a "Best and Final Offer (BAFO)", and the City was presented with the following proposals:

Vendor	Best and Final Offer (BAFO)
Bearing Construction	\$1,721,692.00
George & Lynch, Inc.	\$1,756,126.00
M2 Construction, LLC	Unresponsive

Bearing Construction was the lowest responsible and responsive bidder for the "Best and Final Offer". The Salisbury Public Works department felt that further reductions to the scope of work would negatively impact the project, and thus a budget amendment has been done to complete the revised scope of work, less all deducts as noted in the "Best and Final Offer".

There are sufficient funds to cover this purchase in the following accounts:

Parkside Lift Station	30200-513026-55015	\$1,497,442.00
Mill Street Pump Station	86078-513026-49010	\$ 224,250.00

The Procurement Department requests Council's approval to award Contract 106-13 Parkside HS Regional Lift Station and Re-bid Contract 101-14 Mill Street Pumping Station Upgrades to Bearing Construction in the amount of \$1,721,692.00.

Sincerely,



Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking

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: 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: November 24, 2014
Re: Contract No. 106 – 13 Parkside High School Regional Lift Station &
Rebid of 101-14 Mill Street Pumping Station Improvements

Salisbury Public Works (SPW) recently advertised the contract for Construction for the Parkside High School Regional Lift Station & Rebid of 101-14 Mill Street Pumping Station Improvements project. The proposals included providing services to construct a new lift station at Parkside High School as well as provide modifications to the existing pump station at the intersection of Mill Street and Church Street. The projects will be constructed as defined in the approved Plans and Specifications.

Bids were opened on Friday, September 5, 2014 at 2:30 p.m. from five contractors:

Bearing Construction	\$1,782,000.00
George & Lynch, Inc.	\$1,887,500.00
M2 Construction, LLC	\$2,055,000.00
JJID, Inc.	\$2,069,000.00
Harper & Sons, Inc.	\$2,282,930.00

Bearing Construction was the lowest responsible and responsive bidder. However, since all five construction bids came in over the total project budget of \$1,579,655.00, the Department of Public Works performed value-engineering to reduce the overall cost of the project. These measures, which included deleting non-critical items and relocating a water line, will neither impact the project negatively nor reduce the quality or reliability of the upgrades. A "Best and Final Offer" was then requested from the three lowest bidders, the results of which are shown here:

Vendor	Original Bid	Total Deduct Value	Best and Final Offer
Bearing Construction	\$1,782,000.00	\$60,308.00	\$1,721,692.00
George & Lynch, LLC	\$1,887,500.00	\$131,374.00	\$1,756,126.00
M2 Construction, LLC	\$2,055,000.00	Unresponsive	\$2,055,000.00

Further reductions to the project are not recommended; therefore a budget amendment has been completed to close the gap between the original estimated budget for the project and the low bid submitted by Bearing Construction for their "Best and Final Offer". Bearing Construction has significant experience in wastewater treatment plant and pumping station improvement projects throughout Delmarva, and in addition to the Department of Public Works having positive past experiences with Bearing Construction, additional reference checks were favorable as well.

Salisbury Public Works recommends that this contract be awarded to Bearing Construction in the amount of \$1,721,692.00. Funding is available in the following accounts:

Parkside Lift Station	30200-513026-55015	\$1,497,442.00
Mill Street Pump Station	86078-513026-49010	\$ 224,250.00



Paul B. Mauser, E.I.
Project Engineer



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

Contract No. 106-13
 Parkside High School Regional Lift Station & Re-bid Mill Street Pump Station upgrade
 September 5, 2014 at 2:30 P.M.

VENDOR	QTY	UM	Vendor		Vendor		Vendor		Vendor		Vendor	
			M2 Construction, LLC DBA HRI Construction, LLC, 901 Stony Battery Rd., PO Box 39, Landisville, PA 17538		George & Lynch, Inc., 150 Lafferty Lane, Dover, DE 19901		JJID, Inc., 100 Julian Lane, Bear, DE 19701		Bearing Construction, Inc., 805 Shine Smith Rd., Sudlersville, MD 21668		Harper & Sons, Inc., 9071 Centreville Rd., Easton, MD 21601	
			Each	Total	Each	Total	Each	Total	Each	Total	Each	Total
Item:												
Schedule A: Parkside High School Regional Lift Station Section 01025 M & P Paragraph 1.02		LS		\$1,156,300.00		\$1,165,000.00		\$1,222,990.00		\$1,108,607.00		\$1,402,500.00
Schedule B												
1B. Mobilization and Demobilization		LS		\$170,015.00		\$40,000.00		\$150,000.00		\$100,000.00		\$220,000.00
2B. Survey and Stakeout		LS		\$4,700.00		\$8,000.00		\$6,000.00		\$5,000.00		\$20,000.00
3B. Implement Sediment and Erosion Control		LS		\$3,450.00		\$4,000.00		\$7,500.00		\$4,000.00		\$5,000.00
4B. Implement Traffic Control Plan		LS		\$10,800.00		\$31,100.00		\$5,000.00		\$15,000.00		\$20,000.00
5B. Site Grading and Tree Replacement		LS		\$14,000.00		\$5,200.00		\$15,000.00		\$20,000.00		\$5,400.00
6B. Furnish Submersible Pump-Spare	1	EA		\$21,000.00		\$19,000.00		\$22,000.00		\$16,800.00		\$22,800.00
7B. Furnish Portable Bypass Pump	1	EA		\$64,000.00		\$59,000.00		\$55,000.00		\$60,000.00		\$75,600.00
8B. Furnish Sewer Gas Monitor	1	EA		\$3,400.00		\$2,250.00		\$1,000.00		\$4,100.00		\$1,500.00
9B. Demolition and Modification to Existing Lift Station		LS		\$21,000.00		\$19,500.00		\$15,000.00		\$3,350.00		\$25,000.00
10B. Implement Temporary Bypass Pumping		LS		\$48,000.00		\$24,200.00		\$40,000.00		\$39,100.00		\$50,000.00
11B. Furnish and Install Gravity Sewer 4"	27	LF	\$ 225.00	\$6,075.00	\$172.00	\$4,644.00	\$300.00	\$8,100.00	\$124.00	\$3,348.00	\$30.00	\$810.00
12B. Furnish and Install Gravity Sewer 10"	15	LF	\$ 800.00	\$12,000.00	\$282.00	\$4,230.00	\$400.00	\$6,000.00	\$200.00	\$3,000.00	\$150.00	\$2,250.00
13B. Furnish and Install Gravity Sewer 30"	45	LF	\$ 610.00	\$27,450.00	\$316.00	\$14,220.00	\$500.00	\$22,500.00	\$615.00	\$27,675.00	\$310.00	\$13,950.00
14B. Furnish and Install Precast Manhole 6'	20	VF	\$ 925.00	\$18,500.00	\$736.00	\$14,720.00	\$1,000.00	\$20,000.00	\$317.00	\$6,340.00	\$550.00	\$11,000.00
15B. Furnish and Install Precast Manhole 4'	20	VF	\$ 925.00	\$18,500.00	\$793.00	\$15,860.00	\$750.00	\$15,000.00	\$105.00	\$2,100.00	\$300.00	\$6,000.00
16B. Furnish and Install MH Frame & Cover 24"	3	EA	\$ 1,200.00	\$3,600.00	\$ 284.00	\$852.00	\$ 900.00	\$2,700.00	\$ 250.00	\$750.00	\$ 500.00	\$1,500.00
17B. Furnish and Install Force Mains 14"	55	LF	\$ 245.00	\$13,475.00	\$ 620.00	\$34,100.00	\$ 600.00	\$33,000.00	\$ 317.00	\$17,435.00	\$ 75.00	\$4,125.00
18B. Mill Asphalt Surface Course	45	SY	\$ 20.00	\$900.00	\$ 262.00	\$11,790.00	\$ 50.00	\$2,250.00	\$ 45.00	\$2,025.00	\$ 100.00	\$4,500.00
19B. Furnish and Install Asphalt Base Course 19mm	4	TN	\$ 2,600.00	\$10,400.00	\$1,865.00	\$7,460.00	\$ 400.00	\$1,600.00	\$150.00	\$600.00	\$200.00	\$800.00
20B. Furnish and Install Asphalt Surface Course 9.5mm	4	TN	\$ 2,600.00	\$10,400.00	\$2,132.00	\$8,528.00	\$ 40.00	\$1,600.00	\$150.00	\$600.00	\$200.00	\$800.00
21B. Furnish and Install Graded Aggregate Base CR-6	11	CY	\$ 50.00	\$550.00	\$416.00	\$4,576.00	\$ 200.00	\$2,200.00	\$60.00	\$660.00	\$10.00	\$110.00
22B. Prepare Red Line As-Built Drawings		LS		\$3,000.00		\$5,250.00	\$ 2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$50.00	\$5,000.00
23B. Furnish and Install #57 Stone	75	CY	\$ 23.00	\$1,725.00	\$64.00	\$4,800.00	\$ 75.00	\$5,625.00	\$60.00	\$4,500.00	\$60.00	\$4,500.00
24B. Furnish and Place Select Borrow Fill	405	CY	\$ 30.00	\$12,150.00	\$40.00	\$16,200.00	\$ 25.00	\$10,125.00	\$12.00	\$4,860.00	\$25.00	\$10,125.00
25B. Remove Unsuitable Material	405	CY	\$ 10.00	\$4,050.00	\$22.00	\$8,910.00	\$ 10.00	\$4,050.00	\$12.00	\$12,150.00	\$20.00	\$8,100.00
26B. Landscape Allowance (Material + Sales Tax)		LS		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00
27B. Electrical Utility Service Extension Upgrade Allowance		LS		\$30,000.00		\$30,000.00		\$30,000.00		\$30,000.00		\$30,000.00
28B. Telephone Utility Service Extension Upgrade Allowance		LS		\$7,000.00		\$7,000.00		\$7,000.00		\$7,000.00		\$7,000.00
29B. Allowance - System Integration		LS		\$9,860.00		\$9,860.00		\$9,860.00		\$9,860.00		\$9,860.00
Sub-Total Schedule B				\$552,500.00		\$417,750.00		\$503,110.00		\$405,253.00		\$568,230.00
Schedule C												
1C. Excavation Below Subgrade	20	CY	100	\$2,000.00	\$86.00	\$1,720.00	\$20.00	\$400.00		\$240.00		\$800.00
2C. Furnishing and Placing Gravel Bedding	20	CY	35	\$700.00	\$64.00	\$1,280.00	\$75.00	\$1,500.00		\$1,200.00		\$1,600.00
3C. Furnishing and Placing Select Fill	100	CY	38	\$3,800.00	\$40.00	\$4,000.00	\$25.00	\$2,500.00		\$1,500.00		\$2,500.00
4C. Remove Unsuitable Material	100	CY	10	\$1,000.00	\$22.00	\$2,200.00	\$10.00	\$1,000.00		\$2,000.00		\$2,000.00
5C. Miscellaneous Excavation and Refill	100	CY	15	\$1,500.00	\$51.00	\$5,100.00	\$20.00	\$2,000.00		\$2,000.00		\$3,500.00
6C. Furnishing and Placing 4000 PSI Concrete	40	CY	150	\$6,000.00	\$230.00	\$9,200.00	\$175.00	\$7,000.00		\$10,000.00		\$10,000.00
7C. Proctor Testing	4	EA	375	\$1,500.00	\$300.00	\$1,200.00	\$250.00	\$1,000.00		\$200.00		\$1,800.00
8C. Density Testing	20	EA	35	\$700.00	\$335.00	\$6,700.00	\$125.00	\$2,500.00		\$1,000.00		\$6,000.00
Sub-Total Schedule C				\$17,200.00		\$31,400.00		\$17,900.00		\$18,140.00		\$28,200.00
Total Base Bid				\$1,726,000.00		\$1,614,150.00		\$1,744,000.00		\$1,532,000.00		\$1,998,930.00
Schedule D-Add Alternate												
1D. Furnish and Install Mill Street Pumping Station Improvements (Inclusive of System Integrator & Landscaping Allowance)		LS		\$329,000.00		\$273,350.00		\$325,000.00		\$250,000.00		\$284,000.00
Sub-Total Schedule D				\$329,000.00		\$273,350.00		\$325,000.00		\$250,000.00		\$284,000.00
Total Schedules A thru D				\$2,055,000.00		\$1,887,500.00		\$2,069,000.00		\$1,782,000.00		\$2,282,930.00
Received Addendum 1 & 2				Y		Y		Y		Y		Y
Less Best and Final					Unresponsive		(\$131,374.00)					(\$60,308.00)
Net				\$2,055,000.00		\$1,756,126.00		\$0.00		\$1,721,692.00		

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

December 22, 2014

TO: Mayor and City Council
RE: Declaration of Surplus – Bicycles
Salisbury Police Department

The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Police Department to declare 35 bicycles surplus. All items were found, forfeited or unclaimed, and attempts to return items to known owners have been unsuccessful. It is the request of the Salisbury PD that items are either sold at auction or donated locally. A detailed list of the items is included.

The Procurement Division requests Council's approval to declare the noted items "surplus" and to allow the Salisbury PD to dispose of them as requested.

Sincerely,

Jennifer Miller
Asst. 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

November 13, 2014

To: Jennifer Miller
From: Major Scott Kolb
Subject: Recommendation for Surplus of Bicycles

I am requesting that the attached list of bicycles be deemed surplus. These bicycles will be sold through Property Room. Com and/ or will be donated locally.

Respectfully,

A handwritten signature in black ink, appearing to read "Scott Kolb".

Scott Kolb
Administrative Commander

Police Department

Salisbury, Maryland

MEMORANDUM 193-14

November 7, 2014

To: Major S. Kolb
Sgt. J. Felts
Purchasing Department

From: Teresa Tyndall
Property Custodian

Subject: Auction of Unclaimed Property

Attached is a copy of the 35 bicycles, from the Salisbury Police Department's Property Vault which were found, forfeited or unclaimed. These items will be sold, with your approval, at the Property Room.Com Auction. All known owners of this property have been contacted either by mail or by phone and have made no attempt to claim this property.

Please review the list and advise if you have any questions.

Distribution

Chief of Police
Administrative Commander
Administrative Sergeant
CALEA: 84.1.7

Property Number	Brand Name	Model	Description	Serial Number
2013-36679			Men's bicycle	
2014-19207	Genesis	Onex	Cruiser	GS110807987
2014-24374	Huffy		Beach cruiser, white, silver	
2014-28909 1 of 2	Mongoose		BMX, gray	SNFSD13HP184 P
2014-28909 2 of 2	Next		18spd, Mountain, Blue	L030829001
2014-30031	Schwinn		Red, Men's, Mountain	SNMNG12B487 97
2014-30035	Pacific	Explores	Blue, Orange	A10602929
2014-30050			Red, Mountain	
2014-30076 1 of 2	Huffy		Beach cruiser, blue	SNHEJ09G8158 9
2014-30076 2 of 2	Huffy	Magna	Metallic Green	G1207003641
2014-30226	Schwinn	Starlet	Teal	ACA0ZG086818
2014-30394	Murray		Red, boys	E1511054
2014-30531	Ultra Cruz		Purple, 24"	00K0013839
2014-30908	Roadmaster		Blue	SCM988105473
2014-32820	Monark	Silver King	Green	HR0446033
2014-33347 1 of 3	Huffy	Rival	Mountain, White	AL12H0
2014-33347 2 of 3	Quasar	Catapult	Green, Silver	C501031
2014-33347 3 of 3	Schwinn	Hurricane	Red, cruisin	S3J89101
2014-33494	Diamondback		Blue	S6P09H024705
2014-33701	Quest	Sierra	15speed Hardtail, Mountain	LWHJ003553
2014-34229	Genesis		Black, White	C5091202314
2014-34232	Magna	Great Divide	Black, White	DJEC074842
2014-34328	Next		Black	LWLK001821
2014-34412	Montgomery Ward		Black, Men's	
2014-34518	Schwinn		Blue, 21 speed	SNHUA06F0190 0
2014-34539	Murray	Hardtail	White, Mountain, 12 speed	MOK5399693
2014-35028	Mongoose		BMX, Blue, Boys	8SNfsd1355236 4
2014-35335	Huffy		Blue	AL11L127471
2014-35693	Schwinn		Men's, Blue, Silver	SNHUA05E39693

City of Salisbury



MARYLAND

Salisbury



2010

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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

OFFICE OF THE MAYOR

To: Honorable Members of the Salisbury City Council
From: Tom Stevenson, City Administrator
Cc: Mayor Ireton
Subject: Holiday Closure on Friday, December 26, 2014
Date: December 12, 2014

The Mayor is proposing a Holiday Closure on Friday, December 26. During this time, the Mayor's Office and other City of Salisbury operating departments will be closed to the public on this date. Employees working in operating departments with a 24/7 work schedule will receive an additional day of personal holiday leave for use at a later date.

In the table below, Wednesday, December 24 will be considered "Liberal Leave Day." Employees are permitted to leave at 12 noon on Wednesday, December 24, 2014. However, employees must use accrued leave time (*i.e., annual leave, comp or personal holiday time earned*) to cover his/her time out of the office after 12 pm on December 24.

<i>Weekend</i>		<i>Work Week</i>				<i>Weekend</i>	
Sunday Dec. 21	Monday Dec. 22	Tuesday Dec. 23	Wednesday Dec. 24	Thursday Dec. 25	Friday Dec. 26	Saturday Dec. 27	Sunday Dec. 28
			<i>Liberal Leave Day</i>	Christmas Day Holiday: GOB Closed	<i>PROPOSED CLOSURE</i>		

With City Council approval of the Holiday Closure on December 26, 2014, staff will prepare to issue a press release informing the public of this closure. Notices will be placed on service counters in the Government Office Building. In addition, the Information Technology (IT) Department will upload this information on the City's website. The City will reopen at 8:30 am on Monday, December 29.

If you have any additional questions, please let me know.

Attachment: Resolution

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

ORDINANCE NO. 2307

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2015 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR ADDITIONAL FIRE DEPARTMENT PERSONNEL.

WHEREAS, the Fire Department has a need for additional four (4) Firefighter/Emergency Medical Technicians; and

WHEREAS, there are insufficient funds available in the FY15 Fire Department Budget to fund the additional four (4) positions; and

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

- 1) Increase Current Surplus Available (01000- 469810) by \$160,611
- 2) Increase Fire Department Budget by \$160,611

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 8 day of December 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2014.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2014.

James Ireton, Jr., Mayor

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ORDINANCE NO. 2308

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2015 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR ADDITIONAL PROMOTIONAL FEES TO SUPPORT THE SHORE TRANSIT CIRCULATOR PROGRAM.

WHEREAS, the FY 2015 Budget ordinance included a \$16,000 appropriation to support the Shore Transit Circulator program; and

WHEREAS, after further review, an additional \$21,000 is needed to support the program during FY 2015; and

WHEREAS, the Shore Transit Circulator program has been determined to be extremely beneficial to downtown; and

WHEREAS, the City's FY 2015 budget does not contain an appropriation sufficient to cover this expense.

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

- 1) Increase Current Surplus Available (01000- 469810) by \$21,000
- 2) Increase Community Promotions (12500 - 569222) Budget by \$21,000

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 8 day of December 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2014.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2014.

James Ireton, Jr., Mayor

City of Salisbury



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

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

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

MARYLAND

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director of Public Works
Paul Mauser, Project Engineer
Date: November 25, 2014
Re: Salisbury Bike Route – South Boulevard & Riverside Drive Bike Path

Attached for Council consideration is an Ordinance to create a "No Parking" zone on Riverside Drive, extending from W College Avenue to Mill Street. The existing Bike Route on Riverside Drive, from W College Avenue to Mill Street, is in the process of having a portion widened from the existing 5' wide dedicated bike lanes to planned 6.5' wide dedicated bike lanes (6.5' wide from W College Avenue to Wicomico Street and 5' wide from Wicomico Street to Mill Street), per City Project 09-13-INF Salisbury Bike Route – Phase II. As the bike lanes will be widened, this will potentially create a greater likelihood for residents to park in these areas, as these areas are not currently designated as a "No Parking" zone, with exception to the "No Parking" zone located on Riverside Drive adjacent to the St. Francis de Sales Church. Any vehicular parking on Riverside Drive, from W College Avenue to Mill Street, could create a potentially unsafe condition for cyclists and it has been observed that some residents currently do park their vehicles on Riverside Drive.

The Maryland Department of Transportation (MDOT), who is providing grant funding for this project, concurs with the City's recommendation to create the "No Parking" zone on Riverside Drive and MDOT will fund the necessary "No Parking" signs with the grant. There will be approximately 3 signs installed in each direction along Riverside Drive, at key locations where it would be most likely for motorists to park. The signs are specifically designed for bike lanes and read "No Parking Bike Lane". Per the July 7, 2014 City Council Work Session, the Council was in favor of creating the referenced "No Parking" zone on Riverside Drive in conjunction with improving the dedicated bike lanes.

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

Paul B. Mauser, E.I.
Project Engineer

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

1 **ORDINANCE NO. 2309**

2
3 AN ORDINANCE OF THE CITY OF SALISBURY TO DESIGNATE RIVERSIDE DRIVE,
4 FROM WEST COLLEGE AVENUE TO MILL STREET, AS A “NO PARKING” ZONE.

5
6 WHEREAS, the Bike Route on Riverside Drive, from West College Avenue to Mill Street,
7 consists of dedicated bike lanes (6.5’ wide from W College Avenue to Wicomico Street and 5’
8 wide from Wicomico Street to Mill Street) on both sides of the road, per City Project 09-13-INF
9 Salisbury Bike Route – Phase II; and

10
11 WHEREAS, Riverside Drive, from West College Avenue to Mill Street, is not currently
12 designated as a “No Parking” zone, with the exception of the “No Parking” zone located on
13 Riverside Drive adjacent to the St. Francis de Sales Church; and

14
15 WHEREAS, any vehicular parking on Riverside Drive, from West College Avenue to Mill
16 Street, could create a potentially unsafe condition for cyclists; and

17
18 WHEREAS, it has been observed that some residents currently park their vehicles on Riverside
19 Drive, from West College Avenue to Mill Street; and

20
21 WHEREAS, the “No Parking” zone on Riverside Drive, from West College Avenue to Mill
22 Street, should be in effect at all times of the day and on both sides of the road; and

23
24 WHEREAS, the Director of Public Works provided the City Council with a recommendation of
25 the proposed “No Parking” zone at the December 15, 2014 City Council Work Session.

26
27 NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND that
28 Riverside Drive be designated, from West College Avenue to Mill Street a “No Parking” zone.

29
30 BE IT FURTHER ORDAINED that this ordinance shall take effect immediately.

31
32 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
33 Salisbury held on the ___ day of _____, 2014, and thereafter, a statement of the substance of
34 the Ordinance having been published as required by law, was finally passed by the Council on
35 the ___ day of _____, 2014.

36
37 ATTEST

38
39 _____
40 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

41
42 Approved by me this ___ day of _____, 2014

43
44 _____
45 James Ireton, Jr. Mayor
46