



# City of Salisbury

## CITY COUNCIL AGENDA



---

---

**May 12, 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. INVOCATION/MEDITATION AND PLEDGE OF ALLEGIANCE
- 6:10 p.m. COMMUNITY ORGANIZATION PRESENTATION – Ward Museum of Wildfowl Art presented by Lora Bottinelli, Executive Director
- 6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:22 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- April 14, 2014 closed session minutes
  - April 17, 2014 budget session minutes
  - April 21, 2014 work session minutes
  - April 28, 2014 regular meeting minutes
  - Approving Manufacturing Exemption request from Perdue Foods, LLC for equipment purchased in 2012
  - Approving Manufacturing Exemption request from K & L Microwave for equipment purchased in 2012
  - Resolution No. 2399 - accepting the donation of services and landscaping materials from the Town and Country Garden Club to install flower beds at the Victor Lynn Lines model display at the Port of Salisbury Marina
- 6:27 p.m. RESOLUTIONS – City Administrator M. Thomas Stevenson
- Resolution No. 2397 - adopting a Capital Improvement Plan for the five year period FY15-19
  - Resolution No. 2400 - approving the elimination of up to four (4) parking spaces in Parking Lot No.12 to provide sufficient land space needed for the construction of a bioretention area
- 6:40 p.m. **PUBLIC HEARING – MAYOR’S PROPOSED FY15 BUDGET -**  
City Administrator M. Thomas Stevenson
- Ordinance No. 2287 – appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2014 to June 30, 2015, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority and City Marina Funds (1<sup>st</sup> reading held on 4/28/14)

7:20 p.m. ORDINANCES - City Attorney Mark Tilghman

- Ordinance No. 2288 – 2<sup>nd</sup> reading - approving an amendment of the FY 14 General Fund Budget to appropriate funding for additional legal and consulting fees to extend negotiations of the cable franchise agreement with Comcast
- Ordinance No. 2289 – 1<sup>st</sup> reading - approving a budget amendment of the FY14 General Fund Budget to make changes to approved positions in the Engineering Division of the Department of Public Works as part of a reorganization plan

7:25 p.m. PUBLIC COMMENTS

7:30 p.m. ADJOURNMENT

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

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

**Proposed agenda items for Tuesday, May 27, 2014 (subject to change)**

- Ordinance No. 2287 – 2<sup>nd</sup> reading - **FY 15 BUDGET** – appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2014 to June 30, 2015, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority and City Marina Funds (FY 15 Budget)
- Ordinance No. 2289 – 2<sup>nd</sup> reading - approving a budget amendment of the FY14 General Fund Budget to make changes to approved positions in the Engineering Division of the Department of Public Works as part of a reorganization plan
- Ordinance No. \_\_\_\_ - approving recycling brass casings
- Resolution No. \_\_\_\_ - allowing the Mayor to sign lease contracts up to (5) days without Council approval
- Resolution No. \_\_\_\_ - establishing a Bicycle Advisory Committee

**Posted: 5/7/14**

1 SALISBURY CITY COUNCIL  
2 BUDGET WORK SESSION  
3 APRIL 17, 2014

4  
5 Public Officials Present  
6

7 Council President Jacob R. Day  
8 Councilwoman Terry E. Cohen

Council Vice President Laura Mitchell  
Councilman Timothy K. Spies (left 6:25 p.m.)

9  
10 Public Officials Not Present

11 Mayor James Ireton, Jr.  
12 Councilwoman Eugenie P. Shields

13 In Attendance

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

---

17  
18 The City Council convened in a Budget Work Session at 4:10 p.m. in Conference Room 306 of the  
19 Government Office Building.

20  
21 **Budget Discussion**

22  
23 Council President Jacob R. Day began the FY15 Budget discussion by asking Council to identify their top  
24 budget priorities. The Council members determined the following priorities:

- 25
- 26 • Councilwoman Shields – (President Day read Mrs. Shields’ priorities from a list she provided  
27 since she was absent) un-freeze the (3) frozen Public Works positions, retain at least (6) of the  
28 Fire Department personnel, do not add any new positions
  - 29 • Vice President Mitchell – questioned why additional reclassifications are requested (Mr.  
30 Stevenson explained that that the “market piece” was agreed to in January, 2014, which brought  
31 the workers to minimum, and brought all up to the step they should be in, and the remaining  
32 positions, identified by Evergreen, are now being brought up to market steps)
  - 33 • Councilwoman Cohen – wants to know what the actual needs were for each department, requests  
34 to concentrate on special marketing focus in phases in order to gauge from where the return on  
35 investment is coming, wishes to review the cost of providing Fire/EMS service to the County
  - 36 • Council President Day – Council needs to consider (5) Year Budgeting and the Goal Setting  
37 Session in October, hopes to increase staffing at Salisbury Police Department by developing a  
38 long-term plan with plans for reductions when needed, pursue differential from Wicomico  
39 County, identify a Community Pride budget funding source
  - 40 • Councilman Spies – questioned whether the City could re-qualify for Weed & Seed funds, stated  
41 that the 4<sup>th</sup> of July Fireworks should be funded by the business community
- 42

43 Council discussed the following:

- 44
- 45 • Increased crime that is taking place in Salisbury
  - 46 • Investing in Community Promotions – “Pride in Salisbury”
  - 47 • Business Community funding of the 4<sup>th</sup> of July Fireworks

- 48           • Government Office Building receptionist shared funding with Wicomico County

49

50 Information Technology (IT)

51

52 IT Director Bill Garrett joined Council at the table to discuss the IT budget requests for FY15. He  
53 explained his focus was on keeping operation requests down. The biggest change was the request to  
54 increase the education budget by 64% to keep personnel trained.

55

56 Planning & Zoning

57

58 Planning and Zoning Director Jack Lenox joined Council to discuss the requested budget. He informed  
59 Council that Planning & Zoning was focusing on incorporating permitting (including electrical, building  
60 and Fire/Safety) into the goal of “One Stop Shopping” permitting for developers and the public. The  
61 department’s biggest change was

62

63 City Council, City Clerk, City Attorney and City Elections

64

65 City Clerk Kim Nichols provided a brief synopsis of the requested budgets for the City Council, City  
66 Clerk’s office, and City Attorney. Since FY 15 will be a non-election year, there were no budget requests  
67 received for Elections.

68

69 The FY15 Budget will be presented for first reading at the April 28, 2014 Legislative Session and the date  
70 for the public hearing will be established at that time.

71

72 The next budget session will be held on April 29, 2014 at 9:30 a.m. to discuss the following items:

73

- 74           • Police Department
- 75           • Fire Department
- 76           • Public Works
- 77           • Mayor’s Office
- 78           • Community Promotions
- 79           • Community Development
- 80           • Municipal Building – Poplar Hill Mansion
- 81           • Internal Services - Finance

82

83 With no further discussion, Council President Day adjourned the Budget Work Session at 6:29 p.m.

84

85

86

87 \_\_\_\_\_  
City Clerk

88

89

90

91 \_\_\_\_\_  
Council President

92

93

1 CITY OF SALISBURY  
2 WORK SESSION  
3 APRIL 21, 2014  
4

5 Public Officials Present  
6

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

Vice President Laura Mitchell  
Councilwoman Terry E. Cohen  
(arrived 1:37 p.m.)

Councilwoman Eugenie P. Shields

Councilman Timothy K. Spies (arrived  
2:55 p.m.)

7  
8 In Attendance  
9

10 City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, Jr., Assistant City  
11 Administrator Terence Arrington, Internal Services Director Keith Cordrey, interested citizens, and  
12 members of the press.  
13 -----

14 On April 21, 2014 Salisbury City Council convened in a Work Session at 1:30 p.m. in Conference  
15 Room #306 of the Government Office Building.  
16  
17

18 **Resolution to Support “Stash Your Trash” Campaign**  
19

20 President Day discussed the campaign supporting the City’s recycling and anti-littering position. At the  
21 City Council’s Environmental Work Session, Priscilla Timpkin had joined Council and explained the  
22 development of the “Stash Your Trash” campaign. Council indicated they wished to formally adopt the  
23 campaign by passage of a resolution.  
24

25 Council reached unanimous consensus on a 4-0 vote (Mr. Spies had not yet arrived) to advance the  
26 resolution to the April 28, 2014 Legislative Session.  
27

28 **Waste Industries Recycling Presentation**  
29

30 Public Works Director Mike Moulds and Waste Industries’ Government Contracts Manager Pat  
31 Luce joined Council at the table to discuss the recycling services provided by Waste Industries.  
32

33 Mr. Luce handed out a brochure (attached and made a part of these minutes). The presentation was  
34 for informational purposes.  
35

36 **Reorganizing Public Works**  
37

38 Mr. Moulds joined Council and explained that Public Works has struggled to fill the project engineer  
39 positions in the department. For that reason, he was proposing the following changes in personnel:  
40

- 41 • creation of the Senior Project Engineer position to build the career ladder to retain and  
42 advance talented project engineers

- 43 • creation of an inspection position for the Wastewater Management utility
- 44 • converting the other Project Engineer position (which was vacant) to Construction Inspection
- 45 • creating Traffic Manager position
- 46 • placing the Administrative Office Assistant under the Public Works Deputy who oversees the
- 47 Engineers, rather than being under the Resource Manager

48

49 Mr. Moulds informed Council that neither of the changes in personnel would require additional  
50 funds.

51

52 Council reached unanimous consensus to advance the process to Legislative Session for approval.

53

54 (After a 13 minute break, Council reconvened in Work Session at 2:30 p.m.)

55

56 **Election Redistricting**

57

58 Mayor Ireton, Jack Lenox, and Frank McKenzie joined Council at the table to discuss the Election  
59 Redistricting, and the previously approved plan to enlarge District 1 in 2013, and further enlarge it in  
60 November, 2015. Mayor Ireton reminded Council that nothing had yet been sent to the Courts.

61

62 Mayor Ireton indicated that Council had previously commonly agreed on the following:

- 63 • (5) representatives were appropriate for the City of Salisbury, and there was no need to increase  
64 Council members to (7)
- 65 • All Councilmembers and Mayor should be elected at the same time every (4) years to eliminate  
66 the two year stagger

67

68 Council discussed both previously discussed plans, which included the (5) election districts plan and  
69 the formerly selected plan of minority-majority district electing (2) and the majority-majority district  
70 electing (3).

71

72 After discussion, President Day indicated public input was needed on the matter. The timeline was  
73 vital to keep in mind, and given the fact that Mr. Tilghman had not yet scheduled the case with the  
74 courts, it would be prudent to ensure Council still preferred the previously chosen plan by holding a  
75 final public hearing on the matter. Both plans would be represented and explained at the public  
76 hearing. City Attorney Tilghman was asked to identify an attorney in which the City would retain for  
77 the purpose of redistricting.

78

79 There being no further discussion, President Day adjourned the Work Session at 4:07 p.m.

80

81

82 \_\_\_\_\_  
City Clerk

83

84

85

86 \_\_\_\_\_  
Council President

**BILL TACKLES  
E-WASTE  
EXPORTS**

**USING  
RFID IN  
COLLECTION**

**MAXIMIZING  
RECYCLING  
RATES**

**LANDFILL  
ALTERNATIVE  
DAILY COVERS**

A Penton Media Publication

# Waste Age

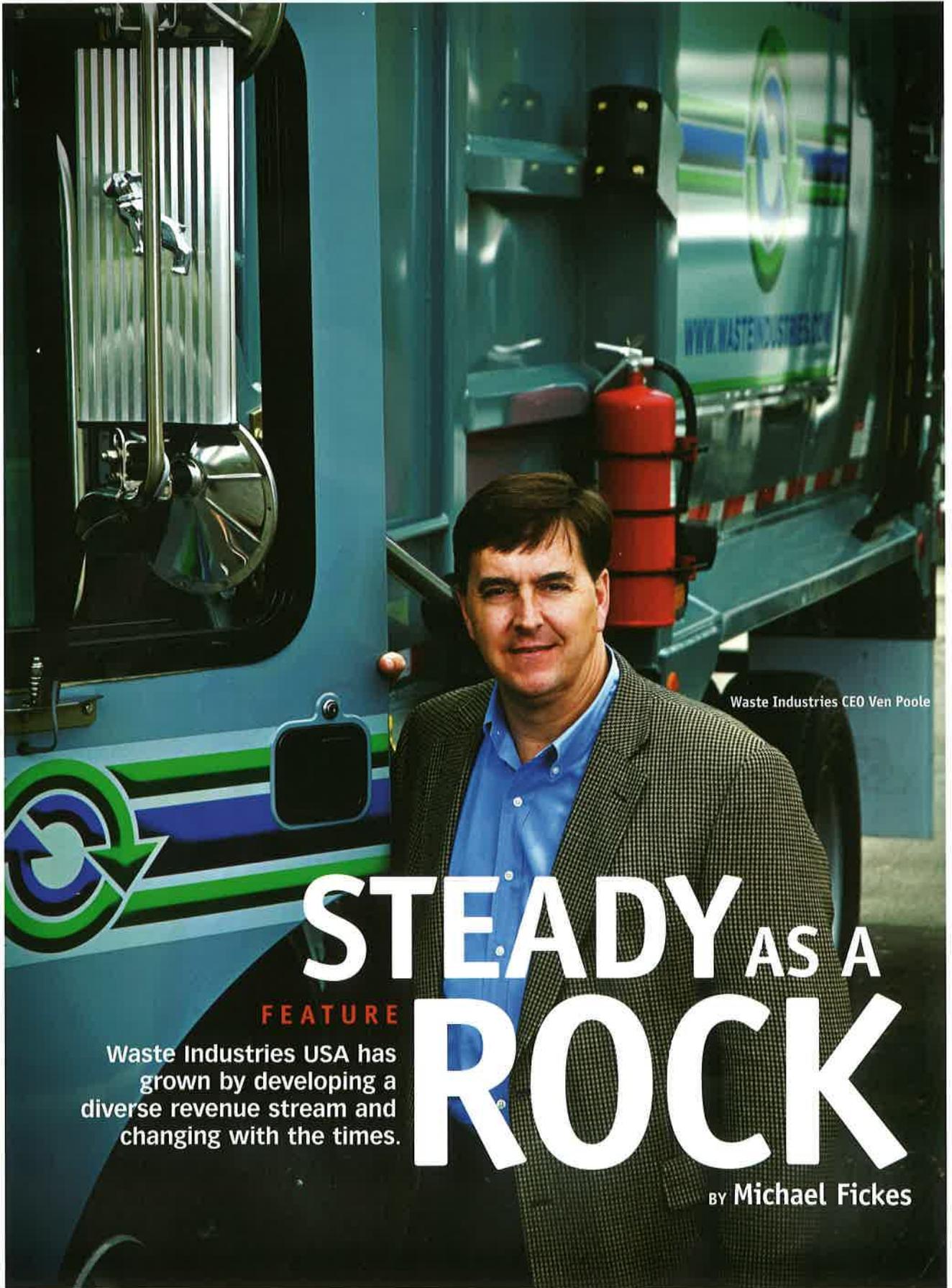
[www.WasteAge.com](http://www.WasteAge.com)

OCTOBER 2010

## STEADY AS A ROCK

Waste Industries USA has grown by developing a diverse revenue stream and changing with the times.

Waste Industries CEO Ven Poole



Waste Industries CEO Ven Poole

# STEADY AS A ROCK

FEATURE

Waste Industries USA has grown by developing a diverse revenue stream and changing with the times.

BY Michael Fickes



**W**hile it may sound contradictory, Raleigh, N.C.-based Waste Industries USA embraces change while pursuing a business strategy that hasn't changed much in 40 years.

Lonnie Poole — father of Ven Poole, the firm's current CEO — founded the company in 1970. The first employee to join the firm was Jim Perry, the company's current chairman. Lonnie Poole and Perry developed Waste Industries' strategic principals in the 1970s.

"We sometimes have fits of rapid growth, but we have always believed in steady, managed growth from diverse sources of revenue," says Ven Poole. "We have a balanced mix of services and

revenues. Approximately 25 percent of our revenues come from each of three collection categories — residential, commercial and industrial solid waste. Another 15 percent of revenue comes from transfer and landfill services."

The remaining 10 percent of revenue comes from a variety of sources including recycling and a medical waste service that operates in North and South Carolina. A landfill gas-to-energy facility at the firm's Sampson County Landfill in Roseboro, N.C., will soon add to this revenue stream. The facility will produce 6.4 megawatts of electricity at first — power that Waste Industries will sell to Raleigh-based Progress Energy.

"That mix — 25 percent, 25 percent, 25 percent, 15 percent, 10 percent — is a nice blend," Poole says. "Within those categories, we maintain a balanced mix of three- and five-year contracts and long-term

contracts with cities and counties. No one market segment provides more than 30 percent of revenue, and no one customer provides more than 5 percent of our revenue. It's a business philosophy that is all about balance."

The philosophy has served the company well. The company's revenues have risen steadily since 1970 to an estimated \$400 million this year, and the firm ranked 16th in the most recent Waste Age 100 ranking of the largest waste management companies in North America (the ranking appears in Waste Age's June 2010 issue).

### Continuous Improvements

Waste Industries protects itself by diversifying sources of revenue, and the firm aims to boost productivity through the application of a management style known as "continuous improvement." The objective of the management style is to boost productivity through many changes made over time.

"For instance, we are continuously analyzing and upgrading our routes," Poole says. "We want to work more efficiently every day. We also train people constantly and aim at working safer every day."

Poole does not, however, shy away from bigger changes when necessary.

Three years ago, the company embarked upon a series of major technological changes. It converted to a new system for billing, customer service and route management, and the firm upgraded to new fleet management software.

The fleet software analyzes the historical maintenance costs of each truck and enables fleet managers to identify trucks that will be expensive to maintain and to replace them before the costs get out of hand. Likewise, the application makes it possible to identify trucks that can provide an extra year or two of useful, cost-efficient service.

The technological upgrade is continuing. Today, the company is replacing desktop and laptop computers with thin clients and blade servers. Thin clients are stripped-down computers that communicate with centrally located servers or hosts. Since the thin clients do little more than communicate with the servers and rely on the servers to handle functions performed by a typical computer, they cost hundreds of dollars less than desktop and laptop computers. Equally important, thin clients last five to eight or more years, compared to the two- or three-year lifespan of desktop and laptop computers.

### WASTE INDUSTRIES AT A GLANCE

- **Executive Team:** CEO – Ven Poole; President and Chief Operating Officer – Harry Habets; Chief Financial Officer – Steve Grissom.
- **Service Area:** Georgia, Maryland, North Carolina, South Carolina, Tennessee and Virginia.
- **Services:** Collection of residential, commercial and industrial wastes; recycling; transfer stations; landfills; medical waste collection and disposal.
- **Employees:** 1,656 full-time; 204 part-time
- **Year Founded:** 1970

### TAKING CARE OF PEOPLE

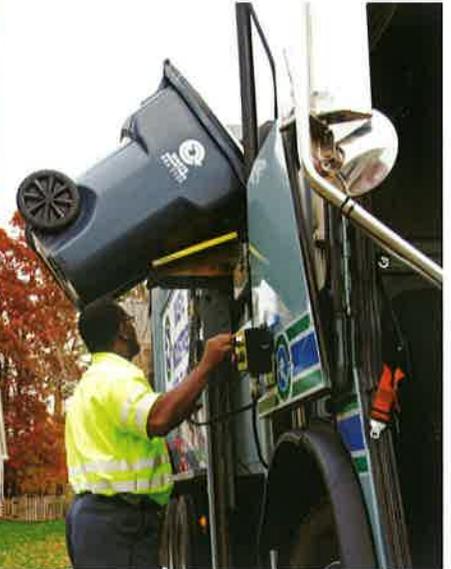
In March, Waste Industries received special recognition from the United States Department of Defense for its commitment to employees serving in the National Guard. "Our policy is that if a member of the Reserves or National Guard who works for us is called up to active duty and sent overseas to a lower paying job, we will maintain their pay and benefits and protect their job," says Ven Poole, CEO of Waste Industries and the son of the company's founder Lonnie Poole.

In addition, members of the armed services continue to accumulate vacation time while on active duty. Coworkers regularly send those on active duty care packages and letters to help keep them connected to their friends while overseas.

"Waste Industries goes above and beyond what is required by law in their support of their employees who serve," said Ken Oppenheim, chairman of the North Carolina Area Employer Support of the Guard and Reserve (ESGR). — MF



**A BROAD BASE:** Waste Industries has succeeded in part because of its diverse services, which include trash and recycling collection as well as transfer station and landfill operations.



"We think these new systems are better suited to the larger company that we have become," Poole says. "They also serve as agents for change that are improving our practices."

### Private to Public and Back Again

Perhaps the most dramatic example of Waste Industries' willingness to make big changes was its return to private ownership in 2008 after more than a decade as a publicly traded company.

By the late 1990s, Waste Industries had reached \$100 million in revenues. At the time, the waste industry was going through a period of rapid consolidation, with large public companies acquiring others by issuing stock and literally using it as currency to make acquisitions. "That was the thing to do in those years," Poole says. "We went public in 1997 and used the same technique. In a three-year period we bought about 100 companies and expanded our service area from two states to seven states" [the firm is currently in six states].

Over the next 11 years, the company more than tripled in size, and in 2008 generated revenues of \$361 million. Then management decided to take the company private again. "During the period of time that we were public, a number of corporate scandals — such as Enron — resulted in additional regulations, which placed a heavy administrative burden on companies with legislation such as the Sarbanes-Oxley Act,"

Poole recalls. "We decided that we weren't large enough to bear that administrative burden and continue as a publicly traded company."

Poole cites two additional reasons for the company's return to private business: Management felt inhibited from taking on long-range projects because of the unrelenting pressure on public companies to post quarterly profit gains. "Finally, my father and Jim Perry wanted to take some of their investment off the table," he says.

In May 2008, Waste Industries went private. According to the leveraged buyout plan, Lonnie Poole retired from his position as chairman of the board at the end of that year. He was replaced by Jim Perry, who had been CEO since 2002. Ven Poole became CEO at the start of 2009.

It wasn't an auspicious time. By the end of 2008, the economy had collapsed. But as the economy skidded, Poole started acquiring small and regional companies. By the end of 2009, he had bought 22 firms. Partly as a result, the firm's revenues rose from \$361 million in 2008 to \$369 in 2009.

"We are still in an acquisition mode," he says. "We acquired several companies early in the year, including a nice-sized regional company in Columbia, S.C. We're working to integrate that firm and looking at a couple of additional acquisitions that we might complete before the end of the year."

Over 40 years, Waste Industries has always found a way to grow and change just as the waste industry grows and changes. The firm says that won't change. ■

Michael Fickes is a Westminster, Md.-based contributing writer.

### KEEP ON TRUCKIN'

In April, Waste Industries gave a brand new front-end loader to Johnston Community College (JCC) in Smithfield, N.C. JCC needed the truck to provide hands-on driving experience to students attending the North Carolina Truck Driver Training School, which is located on the JCC campus.

The new truck will complement the school's current fleet of approximately 22 road and range tractors and 35 trailers. More than 22,000 students have graduated from the school, which is co-sponsored by the North Carolina Trucking Association, since 1949. The school is considered the world's oldest truck driver training program.

"Waste Industries is giving JCC the opportunity to expand training, and this piece of equipment will be used to expand their workforce by ensuring continuous training so that Waste Industries, and other companies in the trucking industry, can hire qualified, competent drivers," said Dr. David Johnson, president of JCC, in a prepared statement. — MF



**WASTE INDUSTRIES**

*We're part of everyday life...  
Make us part of yours.®*



# WASTE INDUSTRIES

## Introducing the **EZWaste** Municipal Portal

### WASTE INDUSTRIES **EZWaste** Portal

The EZWaste Portal is an online, real-time web based request tracking tool for county & city government customers. It was designed to aid in tracking requests, reporting problems, adding new services, changing services, removing services, and viewing the status of any open item.

The portal automates work flow, allowing for effective communication between us and our customers.

### A Secured Login

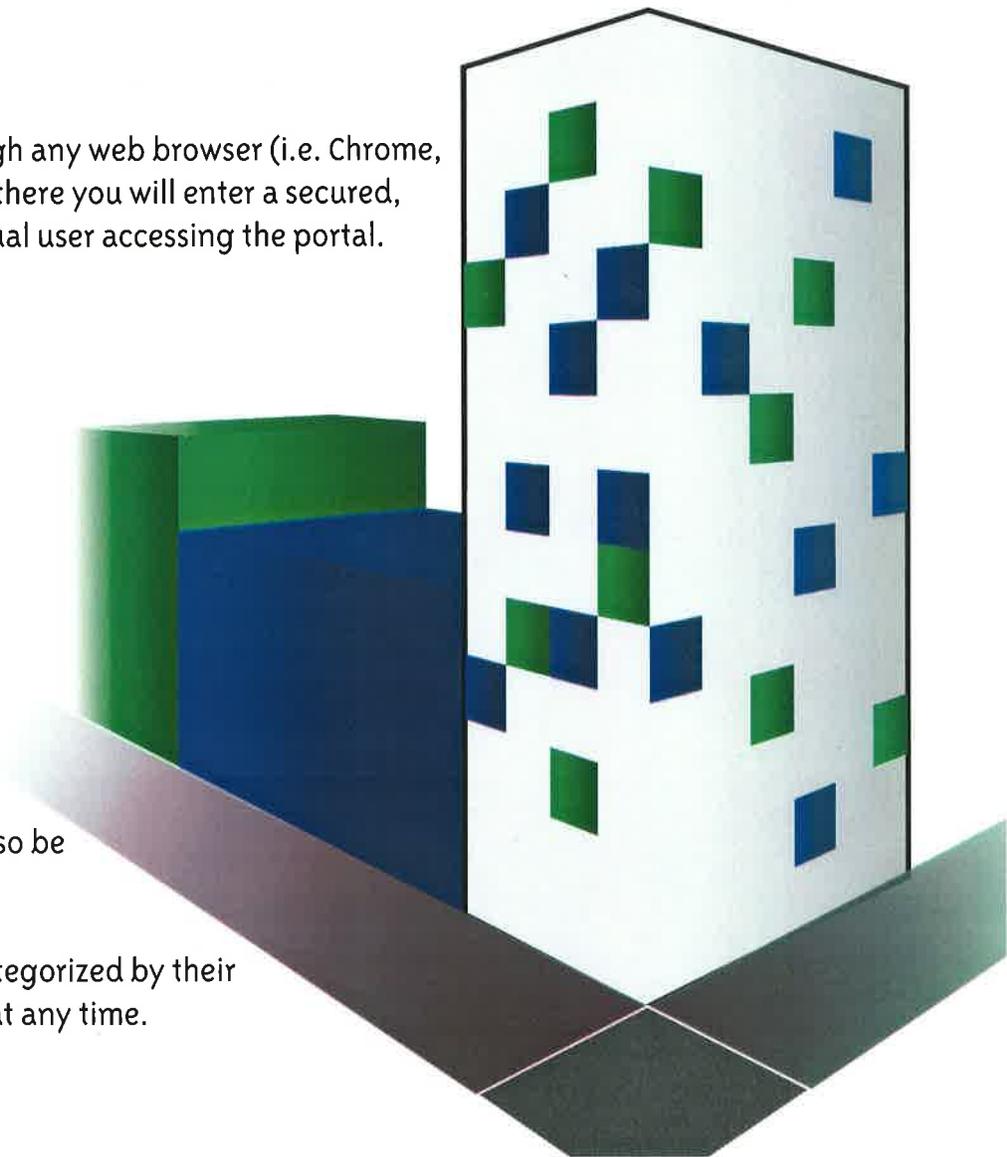
The tool can be accessed through any web browser (i.e. Chrome, Internet Explorer, Safari). From there you will enter a secured, personal login for each individual user accessing the portal.



### Address Lookup and Enter Request

All addresses are automatically setup in the system. They can also be manually entered.

Requests or problems can be categorized by their type. The status can be viewed at any time.



## System Highlights

- Administrator Access
- Secured Login
- Request Category Types:
  - ▶ Add address for service
  - ▶ Cart delivery request
  - ▶ Cart return stock
  - ▶ Change service
  - ▶ Replace cart
  - ▶ Report missed pickup
  - ▶ Request extra pickup (charged)
  - ▶ Other/not listed
  - + Customizable upon request
- View open Requests
- Prioritize and Escalate Requests
- Update Special Messages and Alerts
- Print Request List
- Close or Cancel Requests
- User Selected Online Reports
  - ▶ Request history of address
  - ▶ Request by date range
  - ▶ Request date range by address

## Status and Escalation

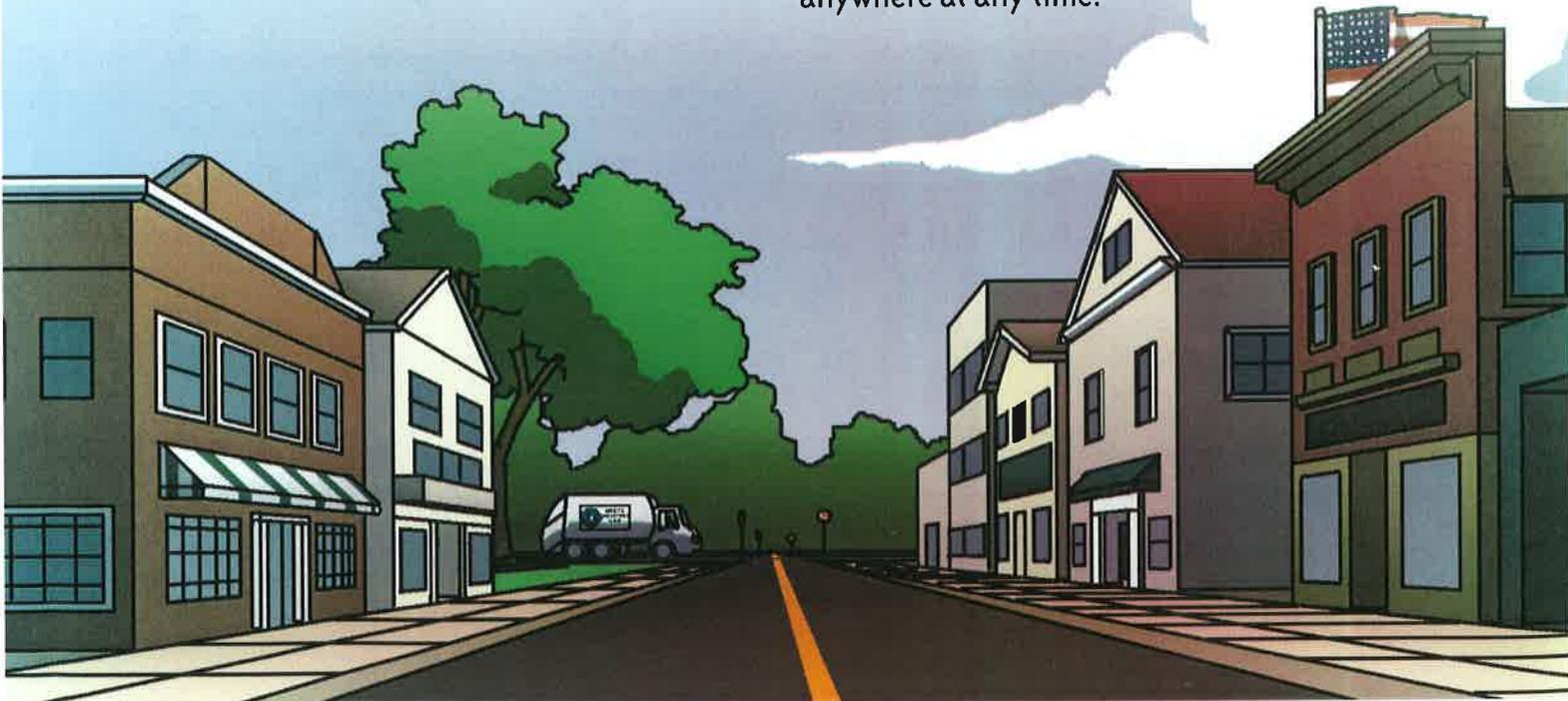
Requests are submitted through the automated work flow. They are then routed to your personal service representative. Requests can be escalated and sent directly to a Waste Industries Manager for immediate attention.



Since 1970, Waste Industries has led the solid waste and recycling industry by providing our customers with innovative tools that allow for easy interaction with our service representatives and management.

At Waste Industries, our foundation for operating a sustainable business is grounded in our number one goal: To provide the best service to our customers.

The EZWaste Portal is a tool that allows for us to do just that. It aids our customers by decreasing the number of phone calls, improves efficiency, provides quick resolutions to problems, fulfills requests, and provides an updated status anywhere at any time.





## GOVERNMENTAL SERVICES: RESPONSIBILITY AT WORK TODAY

Our local, state, and federal government customers represent different levels and different departments. They also share one important challenge: They have less of everything (people, equipment, financial resources) to do more of everything to serve their communities. Worse yet, their costs – for healthcare, employee benefits, and even petroleum-based products like fuel, lubricants, and tires – are rising much faster than inflation.

It's no wonder so many government operations are rethinking their solid waste removal strategies. And it's no wonder so many are looking to Waste Industries to be a partner of choice in designing and executing those strategies.

## BENEFITING GOVERNMENTS, IMPROVING COMMUNITIES

Today, Waste Industries serves more than 300 cities, counties, and federal facilities. Thanks to partnerships dating back more than 40 years, our service to government clients has allowed us to establish a successful track record for taking on all types of collection, transportation, processing, and disposal contracts. Along the way, we've been proud to deliver our clients:

- **COST SAVINGS:** Privatization can save communities between 20 and 40 percent of their waste disposal costs (Source: The Reason Foundation). Each new government customer that partners with us can take advantage of our own inherent economies of scale, and benefit from our investment in systemized training programs, rigorous maintenance standards, and new technologies (including scheduled vehicle replacements that help ensure consistent delivery service).
- **RISK PROTECTION:** We take on the risk. Performance and financial guarantees provide confidence to our government customers that we're equally invested in the success of each partnership. Plus, insurance coverage requirements for primary responsibility of general liability and environmental compliance is standard in most of our contracts.
- **ADVANCED TECHNOLOGY & EFFICIENCY:** As we continually seek smarter, safer, and more efficient ways to operate our business, our customers reap the rewards. For example, our commitment to growing our alternative fuel fleet (which already includes hydraulic hybrid and compressed natural gas trucks) allows the communities we serve to enjoy all the benefits that come from a smaller carbon footprint. And we can help our communities capitalize on another powerful, sustainable practice. We can convert naturally-occurring methane gas that's produced by decomposing waste into a clean-burning alternative energy source.
- **SEAMLESS TRANSITIONS:** When we come on board for our municipal customers, we're often ideally positioned to hire qualified displaced employees, and we evaluate options for purchasing used equipment from the municipality.

"Waste Industries has continued to strive to produce excellent service and an excellent product by continuing to increase the service they provide to Campbell Crossing and our residents. I feel lucky and proud to have them on my team."

Jon Martin  
Contract Manager  
Campbell Crossing, LLC

continued on back ►

*We're part of everyday life... Make us part of yours.®*



# WASTE INDUSTRIES

[www.wasteindustries.com](http://www.wasteindustries.com)

## SERVING ACROSS THE COMMUNITY

Take a look around any community we serve, and you'll find Waste Industries employees at work serving residential, commercial, governmental, municipal, and industrial customers of all sizes. You'll also see our commitment to unparalleled customer service being applied in government settings that include:

- **MUNICIPALITIES:** We combine the convenience of organized, municipality-driven waste hauling with the personal service that's unique to Waste Industries. So a full slate of services – including curbside collection, recycling, yard waste, large and bulky items, convenience site access and more – can be set in motion to serve your constituents. Plus, we offer our municipal customers multiple ways to privatize waste collection, bringing added flexibility to contract terms.
- **SCHOOLS AND UNIVERSITIES:** When it comes to serving the learning community, you'll find we're a quick study. After all, for years we've offered complete waste and recycling collection management for entire college campuses and focused collections for grade schools. So a large university will rely on us to handle dumpster and compactor collection across campus, from classrooms to student housing. And a grade school might put us to work helping their students better understand recycling through our exclusive ECO Kids program.
- **MILITARY BASES:** Our close collaborations with – and long-standing support for – military communities has positioned us to provide them with superior service. Through our on-base programs, we deliver a broad range of fully-integrated services that include solid waste disposal and recycling.
- **FEDERAL AND STATE GOVERNMENT FACILITIES:** Our experience in handling federal projects positions us for success in just about any national and state government waste stream management initiative. Our programs are built to be adaptable, efficient, and cost-effective to meet the evolving demands of state and federal government agencies.

## GOING WELL BEYOND THE BASICS

From basic residential curbside pickup to fully-integrated, multi-site collection, we can pull from our broad portfolio of services to tailor a program that fits your community's needs:

- Transfer Stations
- Curbside Residential Garbage Collection
- Curbside Residential Recycling Routes
- County Convenience Centers
- Containerized Collection Systems for Multi-Family Housing Units
- Landfill Management
- Bulky Item Collection
- Commercial Container Routes
- Compactor & Container Rental
- Cardboard Collection & Bailing

"The transition from our existing waste company to Waste Industries was an effortless process due to their excellent customer service, qualified employees, and competitive pricing."

Joseph A. Zang, III  
Mayor  
Cecilton, Maryland

"Even with the challenge of adding hundreds, and in some past years over a thousand new customers, they have kept pace and provided service with a uniformly consistent level of quality. I particularly appreciate their friendliness to our customers and willingness to solve problems...as a manager constantly dealing with a wide range of customer service issues, it is a comfort to have this service run so smoothly..."

Bruce A. Radford  
Town Manager  
Apex, North Carolina

*We're part of everyday life...Make us part of yours.®*

## Company Qualifications

Waste Industries USA, Inc. is a regional, vertically integrated solid waste services company. We provide solid waste collection, transfer, disposal and recycling services to commercial, industrial and residential customer locations in North Carolina, South Carolina, Virginia, Tennessee, Mississippi, and Georgia. Our principal operations consist of 34 collection operations, 29 transfer stations, approximately 66 county convenience drop-off centers, 12 recycling facilities and 9 landfills, serving more than 875,000 municipal, residential, commercial and industrial service locations.

Publicly held since June of 1997 but recently going private, Waste Industries features a substantial track record of 132 consecutive quarters of profitability. We have provided efficient and cost-effective solid waste solutions for our customers for over 40 years.

Through our system of curbside collection programs, network of transfer stations, long-haul waste transportation systems, specialized landfills and commercial and industrial roll-off services, we have been successful in providing Governmental participants and industry with economical, long-term, environmentally sound alternatives to solid waste management.

These services include:

- Curbside Collection
- Roll-Off Services
- Convenience Centers
- Compactor Leasing and service
- Front-Load Container Collection
- Transfer Station Construction and Operation
- Long-Haul Waste Transfer
- Subtitle-D Landfill Services
- C&D Landfill Operations
- Inert Landfill Operations
- Sewage Sludge Removal
- Municipal Billing and Database Construction
- Hauling and Disposal of Special Waste (Asbestos, etc.)

### Corporate Information

Headquarters	Raleigh, North Carolina	Date Established	1970
Ownership	Privately Owned	Federal ID#	56-0954929
Stock Symbol	(Previously) WWIN	Annual Revenue	\$435 Million
State of Incorporation	North Carolina	Website	<a href="http://www.wasteindustries.com">www.wasteindustries.com</a>
CEO/President	Ven Poole	Corporate Address Waste Industries 3301 Benson Dr Suite 601 Raleigh, N.C. 27609	
COO	Harry Habets		
CFO	Stephen Grissom		



**WASTE INDUSTRIES**

*We're part of everyday life  
Make us part of yours®*

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

4 **April 28, 2014**

5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President Jacob R. Day* *Council Vice President Laura Mitchell*  
8 *Mayor James Ireton, Jr. (arrived 7:40 p.m., left 9:00 p.m.)* *Councilwoman Eugenie P. Shields*  
9 *Councilwoman Terry E. Cohen (arrived 7:04 p.m.)* *Councilman Timothy K. Spies*

10  
11 **IN ATTENDANCE**

12  
13 *City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark*  
14 *Tilghman, Public Works Director Michael Moulds, Internal Services Director Keith Cordrey,*  
15 *interested citizens and members of the press*

16 \*\*\*\*\*

17 **MEDITATION – PLEDGE OF ALLEGIANCE**

18  
19 *The City Council met in regular session at 6:04 p.m. in Council Chambers. Council President*  
20 *Day called the meeting to order; a moment of silent meditation was held followed by the Pledge*  
21 *of Allegiance.*

22  
23 **PRESENTATION – UNITED WAY**

24  
25 *Kathleen Momme, Executive Director of United Way of Lower Eastern Shore, joined Council at*  
26 *the podium and announced the past year marked the organization’s 70<sup>th</sup> year in existence. The*  
27 *current year was the organization’s best ever, receiving more than \$1.6 million in donations*  
28 *from the community.*

29  
30 *Ms. Momme thanked the City of Salisbury employees for donating over \$3,000. She and Mayor*  
31 *Ireton presented plaques to the following City of Salisbury departments for donating more than*  
32 *\$500 per department:*

- 33  
34
  - *Public Works*
  - *Salisbury Police Department*
  - *Community Development*

35  
36  
37  
38 *Mayor Ireton received a plaque on behalf of the entire City of Salisbury employees.*

39  
40 **COMMUNITY ORGANIZATION PRESENTATIONS**

- 41  
42
  - *Community Foundation of the Eastern Shore, Inc. (CFES) - presented by Heather Towers*

44 *Heather Towers joined Council at the podium to discuss the important work the CFES is*  
45 *involved in. She discussed the ShoreLEAD Volunteer Academy and provided applications*  
46 *for those interested in volunteering in the community. The academy provides training in*  
47 *planning events, marketing, and funding, etc. In the past two years the academy engaged*  
48 *225 volunteers, served more than 500 people, and distributed over \$10,000 in grant*  
49 *funds. These projects covered everything from youth education to land conservation.*

50  
51 *The phone number for CFES is 410-742-9911; website address is [www.cfes.org](http://www.cfes.org).*

- 52  
53 • *Emmanuel Wesleyan Church – ADOPT a BLOCK – presented by Pastor Jason Heil*

54  
55 *Pastor Jason Heil and Mark Thompson joined Council at the podium to discuss the*  
56 *church’s outreach called “Adopt a Block”. Pastor Heil explained the group identifies*  
57 *needs in the Church Street area to help the residents by providing food, counseling for*  
58 *addictions, donations of clothing and diapers, spiritual support, and more. Their motto*  
59 *for ADOPT a BLOCK is “Find a Need and Feel it, and Find a Hurt and Heal it.” Their*  
60 *immediate goal for the next few years is to help lower crime in the Salisbury area.*

61  
62 *Mark Thompson added that a playground was needed badly in the Church Street area,*  
63 *and the Emmanuel Wesleyan Church would help with the project.*

64  
65 *The church is planning a block party for May 10, 2014 on the vacant lot adjacent to the*  
66 *Christian Shelter on Church Street. Free hotdogs and other food will be available, and a*  
67 *fire truck will be on display from Station 2. All citizens are invited to attend.*

68  
69 *Pastor Heil can be reached at 410-749-0288 or emailed at [j.heil@leader.ewchurch.com](mailto:j.heil@leader.ewchurch.com)*

## 70 71 **ADOPTION OF LEGISLATIVE AGENDA**

72  
73 *Mrs. Shields moved and Mrs. Mitchell seconded to approve the Legislative Agenda. Mrs.*  
74 *Mitchell moved to amend the legislative agenda by removing the April 7, 2014 work session*  
75 *minutes and April 14, 2014 regular meeting minutes from the Consent Agenda to be considered*  
76 *immediately following the Consent Agenda.*

77  
78 *The agenda, as amended, was unanimously adopted on a 4-0 vote in favor.*

## 79 80 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

81  
82 *The Consent Agenda, amended and consisting of the following items, was approved on a 4-0 vote*  
83 *in favor on a motion and seconded by Mrs. Mitchell and Mr. Spies, respectively:*

- 84  
85 • *April 7, 2014 special meeting minutes*
- 86 • *Resolution No. 2389 – accepting a donation from Maria Raffaele for a memorial park*

87 bench in the Salisbury City Park

- 88 • Resolution No. 2390 – accepting funds awarded through a grant from the Local
- 89 Government Insurance Trust to provide vehicle operation simulator training for
- 90 Department of Public Works snow plow operators
- 91 • Resolution No. 2391 – accepting funds from the Wicomico Narcotics Task Force to
- 92 purchase equipment and/or fund training for officers, thereby enhancing law enforcement
- 93 efforts to provide a safer environment for the citizens of Salisbury and Wicomico County

94  
95 **MINUTES**

- 96
- 97 • April 7, 2014 work session minutes

98  
99 Mrs. Mitchell moved and Mrs. Shields seconded to approve the April 7, 2014 work  
100 session minutes.

101  
102 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend the  
103 minutes by inserting “consensus” on Line 86 after “unanimous” and striking “budget  
104 amendment” on Line 100 and inserting “resolution.”

105  
106 The April 7, 2014 work session minutes, as amended, were unanimously approved on a  
107 4-0 vote (Ms. Cohen was not yet present to the meeting)

108  
109 After Councilwoman Cohen arrived to the meeting she moved to consider another  
110 amendment to the April 7, 2014 work session minutes.

111  
112 Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to additionally  
113 amend the April 7, 2014 work session minutes by inserting a period behind “...item...”  
114 on Line 92 and striking “because the practice has been to group all of the public  
115 comment at the end of the legislative session, thereby not allowing Council to hear  
116 comments on specific items until after the voting”.

117  
118 The April 7, 2014 work session minutes, as amended, were unanimously approved (5-0  
119 vote).

- 120
- 121 • April 14, 2014 regular meeting minutes

122  
123 Mrs. Mitchell moved and Mrs. Shields seconded to approve the April 14, 2014 regular  
124 meeting minutes.

125  
126 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend the  
127 minutes by inserting “built a new sign and” on Line 74 after the first “had”.

128  
129 The April 14, 2014 regular meeting minutes were unanimously approved.

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  
170  
171  
172

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

*On a motion and seconded by Mrs. Shields and Mr. Spies, respectively, the Award of Bids were unanimously approved by a 4-0 vote in favor:*

- *Recommendation for Award of Bid, RFP 06-14 Utility Easement for 1142 Marine Road Radio Tower (\*20-yr. lease revenue) tabled from April 14, 2014 Legislative Session - \$2,136,386.00*
- *Recommendation for Award of Bid, RFP 04-14, Engineering Design for Main Street Masterplan - \$393,600.00*
- *Declaration of Surplus – Poplar Hill Mansion Storm Windows - \$0.00*

**RESOLUTIONS** – presented by City Administrator M. Thomas Stevenson

- *Resolution No. 2392 – to approve the City’s Consolidated Plan for Program Years 2014-2018, the Action Plan for Community Development Block Grant (CDBG) funds for Program Year 2014, and the 2014 Analysis of Impediments to Fair Housing Choice*

*On a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, Resolution No. 2392 was unanimously approved on a 4-0 vote.*

- *Resolution No. 2393 – repealing Resolution No. 1194 and designating Lifequest to administrate a hardship program for EMS services*

*Mrs. Shields moved and Mrs. Mitchell seconded to approve Resolution No. 2393.*

*Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend Resolution No. 2393 by:*

- *inserting “of bills” on Line 14 after “off”*
- *Line 15 – add an “s” to word “circumstance”*
- *Line 18 - strike “the City’s EMS billing service (i.e. Lifequest Services)” and insert “Lifequest Services be designated the City’s EMS billing service”*
- *Line 19 – strike “and” and insert “to” and insert “and” after “program,”*
- *Line 23 – correct spelling of “Hardship”*

*Resolution No. 2393, as amended, was unanimously passed on a 4-0 vote.*

- *Resolution No. 2394 – setting forth Salisbury’s commitment to obesity prevention*

*Mrs. Shields moved and Mr. Spies seconded to approve Resolution No. 2394.*

173  
174 *Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous (5-0) to amend*  
175 *Resolution No. 2394 by the following:*

- 176  
177       ○ *Lines 108 and 109 – strike “Map existing fast food outlets and draft an*  
178       *ordinance that will place limits on fast food” and insert “Examine policies*  
179       *to promote healthy food policies”*  
180       ○ *Line 110 – strike “with over concentrations of unhealthy food outlets.*

181  
182 *Resolution No. 2394, as amended, was unanimously approved on a 5-0 vote.*

- 183  
184 ● *Resolution No. 2395 – adopting the “Stash Your Trash” campaign as the official anti-*  
185 *littering campaign of the City*

186  
187 *On a motion and seconded by Mrs. Mitchell and Mrs. Shields, respectively, Resolution*  
188 *No. 2395 was unanimously approved as presented on a 5-0 vote.*

189  
190 *Priscilla Timpkin joined Council with several students representing the Wise After School*  
191 *Program and displayed the beautiful quilt designed and hand-sewn by local students.*

- 192  
193 ● *Resolution No. 2396 – amending the Salisbury City Council Regulations and Rules of*  
194 *Order*

195  
196 *Mrs. Shields moved and Ms. Cohen seconded to approve Resolution No. 2396.*

197  
198 *Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend the*  
199 *Regulations and Rules of Order by inserting “and budget” on Line 31 after “work” on*  
200 *Page 1.*

201  
202 *Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend the*  
203 *Regulations and Rules of Order on Page 5 by inserting the following:*

- 204  
205       ○ *insert “shall” on Line 32 after “President”*  
206       ○ *insert “general public comments period” on Line 33 after “a”*  
207       ○ *insert “of three minutes per comment” on Line 34 after “limit”*

208  
209 *Lines 32 through 35 shall then read as amended, “The Council President shall accept*  
210 *public comments from citizens during Council consideration of an item, in addition to*  
211 *a general public comments period. A time limit of three minutes per comment may be*  
212 *imposed and citizens are subject to the same rules of conduct as described above.”*

213  
214 *Mr. Spies moved, Ms. Cohen seconded, and the vote was unanimous to amend the*  
215 *Regulations and Rules of Order on Page 5 by striking “comments” and inserting*

216 “remarks” on Line 36, and striking the two commas on Line 37.

217  
218 *The Salisbury City Council Regulations and Rules of Order, as amended, were*  
219 *unanimously approved on a 4-0 vote. Mrs. Mitchell was not present in Council Chambers*  
220 *during the voting.*

- 221  
222 • Resolution No. 2397 – adopting a Capital Improvement Plan for the five year period  
223 *FY15-19*

224  
225 *Mrs. Shields moved and Ms. Cohen seconded to approve Resolution No. 2397.*

226  
227 *Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to table Resolution*  
228 *No. 2397 to the May 12, 2014 Legislative Session to allow ample time for Council to*  
229 *direct their questions on the Capital Improvement Plan to Mr. Stevenson.*

- 230  
231 • Charter Resolution No. 2398 – to amend Article IX, Section SC 9-1 of the Charter of the  
232 *City of Salisbury, MD to change the requirements for appointment and removal of the*  
233 *City Solicitor*

234  
235 *Ms. Cohen moved and Mr. Spies seconded to approve Resolution No. 2398.*

236  
237 *Mr. Spies moved, Ms. Cohen seconded, and the vote was 4-1 (Mrs. Shields voted “nay”)*  
238 *to amend Resolution No. 2398 by the following:*

- 239  
240 ○ *Line 25 – insert “any” before “Assistant”, strike “as necessary”*  
241 ○ *Line 26 – insert “and a majority of the full” before “Council”*  
242 ○ *Line 27 – strike “as necessary”*

243  
244 *The paragraph shall read:*

245  
246 *There shall be a Department of Law headed by the City Solicitor. The City*  
247 *Solicitor and any Assistant City Solicitors shall be appointed by and serve at the*  
248 *pleasure of the Mayor and a majority of the full Council. The compensation of the*  
249 *City Solicitor and any Assistant City Solicitors shall be determined by the*  
250 *Council. Additional legal counsel may be authorized and/or retained from time to*  
251 *time by the Council.*

252  
253 *Mrs. Mitchell moved, Ms. Cohen seconded, and the vote was 4-1 (Mrs. Shields voted*  
254 *“nay”) to amend Resolution No. 2398 by the following:*

- 255  
256 ○ *Line 62 - insert a period after “Council” and capitalize the first “the”*  
257 ○ *Line 63 - insert a period after “Council”, strike “and” and capitalize all”*

259 Ms. Cohen moved, Mr. Spies seconded, and the vote was 4-1 (Mrs. Shields voted “nay”)  
260 to amend Resolution No. 2398 by the following:

- 261 ○ Line 37 - insert “any of the Council members” on Line 37 after
- 262 “Council,”
- 263 ○ Line 41 - insert “any” before “Assistant” and “person” before “shall”
- 264 ○ Line 32 - insert “any” after “and” and strike “, as necessary”
- 265
- 266

267 Ms. Cohen moved, Mr. Spies seconded, and the vote was 4-1 (Mrs. Shields voted “nay”)  
268 to amend Resolution No. 2398 by the following:

- 269 ○ Line 60 – strike “and City Solicitor” after “Clerk”
- 270
- 271

272 Charter Resolution No. 2398, as amended, was approved on a 4-1 vote. Mrs. Shields  
273 voted “nay”.

274  
275 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 276
- 277 ● Ordinance No. 2287 – 1<sup>st</sup> reading – appropriating the necessary funds for the operation  
278 of the Government and Administration of the City of Salisbury, Maryland for the period  
279 July 1, 2014 to June 30, 2015, establishing the levy for the General Fund for the same  
280 fiscal period and establishing the appropriation for the Water and Sewer Parking  
281 Authority and City Marina Funds (FY 15 Budget)
- 282

283 Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to approve  
284 Ordinance No. 2287 (FY15 Budget) for first reading.

285  
286 City Attorney Mark Tilghman presented the FY15 Budget Ordinance and announced the  
287 Public Hearing shall be on May 12, 2014 at 6:00 p.m.

- 288
- 289 ● Ordinance No. 2288 – 1<sup>st</sup> reading – approving an amendment of the FY 14 General Fund  
290 Budget to appropriate funding for additional legal and consulting fees to extend  
291 negotiations of the cable franchise agreement with Comcast
- 292

293 On a motion and seconded by Mrs. Mitchell and Ms. Cohen, respectively, Ordinance No.  
294 2288 for first reading was unanimously approved.

295  
296 **PUBLIC COMMENTS**

297  
298 One member of the public provided the following comments:

- 299
- 300 ● Salisbury Police Officers responded to a house call very promptly and handled the  
301 situation effectively, thoroughly, respectfully, and diplomatically.

302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345

**MOTION TO CONVENE IN CLOSED SESSION**

*President Day called for a motion to convene in Closed Session to consult with counsel to obtain legal advice on a legal matter (lease agreement) as permitted under the Annotated Code of Maryland 10-508 (a)(7). Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to convene in Closed Session, which began at 9:05 p.m.*

*After reconvening in Open Session with three Councilmembers present as Mrs. Shields had exited the meeting during the recess, the vote was unanimous (3-0 ) to convene in Closed Session to consult with counsel 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)(14). The Closed Session began at 8:07 p.m.*

*At 9:01 p.m., on a motion and second by Mr. Spies and Mrs. Mitchell, respectively, and by unanimous vote in favor (3-0), the Closed Session was adjourned and Council reconvened in Open Session. President Day then provided the statement for the public that Council had discussed the sale/lease of a City-owned parking lot to the State of Maryland.*

*Thereafter, President Day adjourned the Open Session at 9:26 p.m.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
APRIL 14, 2014

346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391

*TIME & PLACE:* 8:07 p.m., Government Office Building – Room 301  
*PURPOSE:* To consult with counsel 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 (3-0) as Mrs. Shields had exited the meeting during the recess  
*PRESENT:* Council President Jacob R. Day, Council Vice President Laura Mitchell, Councilman Timothy K. Spies, Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, Internal Services Director Keith Cordrey, Internal Services – Procurement & Parking Senior Buyer Tom Tengman, City Attorney Mark Tilghman and his associate, Attorney Peter J. Golba  
*ABSENT:* Mayor James Ireton, Jr., Councilwoman Eugenie P. Shields

---

*The City Council convened in Legislative Session in Room #301 in the Government Office Building at 6:00 p.m. There being no Public Comments at the conclusion of the agenda, President Day called for a motion to convene in Closed Session. Mr. Spies moved and Mrs. Mitchell seconded to convene in Closed Session; President Day called for a five minute recess prior to calling for the vote.*

*After reconvening the Open Session with three Councilmembers present as Mrs. Shields had exited the meeting during the recess, the vote was unanimous (3-0 ) to convene in Closed Session to consult with counsel 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)(14). The Closed Session began at 8:07 p.m.*

*At 9:01 p.m., on a motion and second by Mr. Spies and Mrs. Mitchell, respectively, and by unanimous vote in favor (3-0), the Closed Session was adjourned and Council reconvened in Open Session. President Day then provided the statement for the public that Council had discussed the sale/lease of a City-owned parking lot to the State of Maryland.*

*President Day adjourned the Open Session at 9:03 p.m.*

---

*Assistant City Clerk*

---

*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 *KAC*  
**Date:** April 24, 2014  
**Re:** Manufacturing Exemption for equipment purchased 2012 Perdue Foods, LLC

---

I am recommending that Perdue Farms, Inc. be granted exemptions from Personal Property Tax for their equipment purchased in 2012 as requested by the Company. Since the request came within 2 years of the purchase of the equipment 2012, 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 \$ 13,850 in personal property tax for 2012 equipment purchases. The exemptions will be applied to City Property Tax years 2014-2018 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 exemptions for equipment purchased in 2008, 2009, 2010, and 2011.

City Year	Exemption Credit Value(1)	Exemption Total	2008	2009	2010	2011	2012
		Equipment \$:	\$ 1,406,212	\$ 337,327	\$ 2,100,463	\$ 619,845	\$ 179,051
2013	71,973.92	3,528,133	843,727 60%	236,129 70%	1,890,417 90%	557,861 90%	161,146 90%
2014	71,667.97	3,242,895	703,106 50%	202,396 60%	1,680,370 80%	495,876 80%	143,241 80%
2015	48,976.25	2,216,120		168,664 50%	1,470,324 70%	433,892 70%	125,336 70%
2016	38,841.20	1,757,521			1,260,278 60%	371,907 60%	107,431 60%
2017	2,418.65	109,441			1,005 50%	1,006 50%	89,526 50%
2018	32,037.92	1,449,680			1,050,232 50%	309,923 50%	
	\$ 265,915.91		32,751	13,017	159,279	47,019	13,850

Exempt yrs Granted	Calculated Yrs based on equip Yr -->	2008	2009	2010	2011	2012
5	1	2009	2010	2011	2012	2013
5	<2	2010	2011	2012	2013	2014
3	2-3	2011	2012	2013	2014	2015
2	3-4	2012	2013	2014	2015	2016
1	4-5	2013	2014	2015	2016	2017
	# Years:	2	3	5	5	2019
	Date Filed:	12/12/12	12/12/12	12/12/12	12/12/12	08/19/13

(1) The exemption credit value shown above is using the current rate of 2.04 for 2013 and 2.21 for years thereafter. The actual value of the credit will be determined by the rates in effect at the time the Personal Property Tax bills are processed for each of the City Tax Year shown.

# City of Salisbury



KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT  
125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: Perdue Foods, LLC MD Department ID#: W14880488  
Mailing Address: Property Tax Dept. P.O. Box 1537, Salisbury MD 21802  
Contact Name: Angela Hastings Phone No.: 410-543-3121

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees. See Attached
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2012.  
521 Willow St. Salisbury MD 21801 - Manufacturing
3. Address of Manufacturing / R & D operation. 2110 Industrial Pkwy. Salisbury MD 21802 - R+D  
517 W. Main St. Salisbury MD 21802 - R+D
4. Date Manufacturing / R & D operation began in Salisbury. Manufacturing - 1962 R+D - 2008
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable. See Attached
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition. See Attached

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature [Signature] Date 9/19/13

Email address MBall@SCandH.com

August 19, 2013

Mr. Keith Cordrey  
Director Internal Services  
City of Salisbury Finance Department  
125 North Division Street  
Salisbury, MD 21801-4940

RE: Perdue Foods, LLC  
Dept. ID#: W14880488  
City of Salisbury Manufacturing Exemption Application

Dear Mr. Cordrey:

This letter is to explain the manufacturing process conducted by Perdue Foods LLC (“Perdue”) in the City of Salisbury and to request an exemption of manufacturing and research and development equipment for the January 1, 2013 tax year. All manufacturing and research and development property acquired January 1, 2008 through January 1, 2012 was previously granted an exemption at the June 6, 2013 City Council meeting under the old entity name, Perdue Farms Incorporated (ID#D00626259). Consistent with your email from June 6, 2013, all property with an approved exemption under the old entity name will be applied to Perdue Foods, LLC beginning with the January 1, 2013 tax year. Perdue Foods, LLC meets the City of Salisbury requirements for an exemption of equipment used in the manufacturing and research and development process based on the following:

**Located in Salisbury** – Perdue has three manufacturing / research & development locations within Salisbury: 517 West Main Street, Salisbury, Maryland 21801, 521 Willow St., Salisbury, Maryland 21801, and 2110 Industrial Parkway, Salisbury, Maryland 21802.

**Manufacturing / Research & Development process in Salisbury** – The facilities located at 517 West Main Street and 2110 Industrial Parkway are responsible for research & development activities in Salisbury. The primary research and development activities conducted at these locations include developing new ready to eat chicken and turkey products as center of the plate meals, or snacks for in-home consumption. These locations also perform research & development for new products which are sold to various restaurants and fast food operations. The facility located at 521 Willow St. is a manufacturing facility which produces Ready To Cook Whole Birds, Bone in Breasts, Legs, and Wings. The manufacturing process begins when live chickens are brought into the facility by truck. The chickens are then de-feathered, cleaned, butchered, graded, and packaged to create a consumer end product which is sold to the public.

Raw materials used in the research & development process include raw chicken and turkey, various and sundry breadings, spices, and cooking oils. Raw materials used in the manufacturing process include live poultry, and packaging materials.

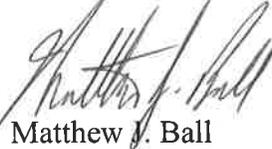
**Employees Located in Salisbury** – Perdue Foods, LLC employs 578 total employees in the City of Salisbury. The breakdown is as follows:

456 Manufacturing Associates  
41 Research & Development Associates  
81 General & Administrative Employees

Attached you will find an asset listing which includes all of the equipment used in the manufacturing/ research and development process acquired during 2012 and on hand at the facility as of January 1, 2013, and a copy of the 2013 Maryland Personal Property Return. Should you need any additional information or have any questions, please call me at (410) 403-1617.

Very truly yours,  
SC&H State & Local Tax

By



Matthew J. Ball

Enclosures

cc: Angela Hastings, Perdue Foods, LLC

County	Town	Street Address	Asset Number	Asset Description	Category as Filed	Acquisition Year	PPT Year	Cost
Wicomico	Salisbury	521 Willow Street	4067578	Insulated Panel Ceiling-Shipping Cooler	Manufacturing	2012	2012	37,461
Wicomico	Salisbury	521 Willow Street	4067287	Secondary Rotary Screen	Manufacturing	2012	2012	19,945
Wicomico	Salisbury	521 Willow Street	4067784	Powered Conveyor for Cov Cornish	Manufacturing	2012	2012	18,786
Wicomico	Salisbury	521 Willow Street	4067579	Electrical-Insulated Panel Ceiling-Shipping Cooler	Manufacturing	2012	2012	5,684
					<b>Manufacturing Total</b>			<b>81,276</b>
Wicomico	Salisbury	2110 Industrial Parkway	4068376	Chill tank heat exchange & hoist (pwct12s6-s2-2ss)	R&D	2012	2012	38,616
Wicomico	Salisbury	2110 Industrial Parkway	4067891	Grasselli NSA 600 slicer	R&D	2012	2012	34,000
Wicomico	Salisbury	2110 Industrial Parkway	4067892	3mm tooling	R&D	2012	2012	14,589
Wicomico	Salisbury	2110 Industrial Parkway	4068238	Tyler sieve shaker with sieves- RX-29	R&D	2012	2012	3,709
Wicomico	Salisbury	517 W. Main	4067425	Fluke 810 Vibration Tester	R&D	2012	2012	6,861
					<b>R&amp;D Total</b>			<b>97,775</b>
							<b>2012 Total</b>	<b>179,051</b>
							<b>Grand Total</b>	<b>179,051</b>

**Personal Property Return As of January 1, 2013 Due April 15, 2013**  
 STATE OF MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION PERSONAL PROPERTY DIVISION  
 301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 www.dat.state.md.us • (410) 767-1170 • (888) 246-5941 within Maryland

**2013**  
 Form 1  
 Page 1 of 4

Date Received  
 by Department

CHECK ONE

Type of Business	ID # Prefix	Filing Fee	Type of Business	ID # Prefix	Filing Fee
<input type="checkbox"/> Domestic Stock Corporation (D)	(D)	\$300	<input checked="" type="checkbox"/> Domestic Limited Liability Company (W)	(W)	\$300
<input type="checkbox"/> Foreign Stock Corporation (F)	(F)	\$300	<input type="checkbox"/> Foreign Limited Liability Company (Z)	(Z)	\$300
<input type="checkbox"/> Domestic Non-Stock Corporation (D)	- 0 -		<input type="checkbox"/> Domestic Limited Partnership (M)	(M)	\$300
<input type="checkbox"/> Foreign Non-Stock Corporation (F)	- 0 -		<input type="checkbox"/> Foreign Limited Partnership (P)	(P)	\$300
<input type="checkbox"/> Foreign Insurance Corporation (F)		\$300	<input type="checkbox"/> Domestic Limited Liability Partnership (A)	(A)	\$300
<input type="checkbox"/> Foreign Interstate Corporation (F)	- 0 -		<input type="checkbox"/> Foreign Limited Liability Partnership (E)	(E)	\$300
<input type="checkbox"/> SDAT Certified Family Farm (A,D,M,W)		\$100	<input type="checkbox"/> Domestic Statutory Trust (B)	(B)	\$300
<input type="checkbox"/> Real Estate Investment Trust (D)	(D)	\$300	<input type="checkbox"/> Foreign Statutory Trust (S)	(S)	\$300

Name of Business: **Perdue Foods, LLC**

Mailing Address: **31149 Old Ocean City Road**

City: **Salisbury, MD 21804**

Make Address Corrections Here  Check here if this is a change of address

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER															
ID # PREFIX	W	1	4	8	8	0	4	8	8	5	2	-	1	0	8	1	8	7	6
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE											
09/28/2012				Maryland				3 1 1 6 1 0											
TRADING AS NAME										<input type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.									

INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

**SECTION I**

A. Is any business conducted in Maryland? Yes Date began: 12/02/1975  
(Yes or No)

B. Nature of business conducted in Maryland: Poultry Processing and Farming

C. Does the business own, lease or use personal property located in Maryland? Yes If No, skip SECTION II.  
(Yes or No)

*\*Formerly Perdue Farms Inc.*  
 10# 800626259

ID # PREFIX  
 W 1 4 8 8 0 4 8 8  
 Type or Print Department ID Number Here

**ONLY CORPORATIONS COMPLETE ITEM D**

D. Names and addresses of officers and names of directors (type or print):

Names	OFFICERS	Addresses
President _____	_____	_____
Vice-President _____	_____	_____
Secretary _____	_____	_____
Treasurer _____	_____	_____

Names	DIRECTORS	Names
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# City of Salisbury



MARYLAND

Salisbury



2010

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 *KC*  
**Date:** April 24, 2014  
**Re:** Manufacturing Exemption for equipment purchased 2012– K & L Microwave

---

I am recommending that K & L Microwave be granted an exemption from Personal Property Tax for their equipment purchased in 2012, as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2012 purchases. Over the next five years they will benefit from this exemption by a total savings of \$ 2,841 for 2012 equipment purchases in personal property tax. The exemptions will be applied to City Property Tax years 2014-2018 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications. K & L Microwave has previously been granted exemptions for equipment purchased in 2002, 2003, 2005, 2006, 2007, 2008, 2009, 2010 and 2011.

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

Company: K&L Microwave  
Address: 2250 Northwood Drive

Requested By: Larry Albright  
Date of Request: 2/28/2014

Description of Mfg.: Manufacture of RF and microwave filters and duplexers

Equipment Year 2012

New Equipment Amount per Tax Return \$ 36,735

Total \$ 36,735

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2014	2012	1	33,062	\$ 731
	2015	2013	2	29,388	\$ 649
	2016	2014	3	25,715	\$ 568
	2017	2015	4	22,041	\$ 487
	2018	2016	5	18,368	\$ 406
<b>Total Value of Exemption:</b>					<u>\$ 2,841</u>

Received previous exemptions in 2002, 2003, 2005, 2006, 2007, 2008, 2009,2010 and 2011

# City of Salisbury



MARYLAND

**KEITH CORDREY**  
DIRECTOR INTERNAL SERVICES

**FINANCE DEPARTMENT**  
125 N. Division Street  
Salisbury, MD 21801-4940  
410) 548-3110  
(410) 860-5154 (Fax)

## Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: K&L Microwave, Inc. MD Department ID#: F01560291  
Mailing Address: 2250 Northwood Drive; Salisbury, MD 21801  
Contact Name: Larry Albright - Controller Phone No.: 410-749-2424 (3105)

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2012.
3. Address of Manufacturing / R & D operation. 2250 & 2300 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 8/01/1983
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature \_\_\_\_\_ Date 2/28/2014

Email address lalbright@klmicrowave.com



**K&L Microwave, Inc.**  
**2250 Northwood Drive**  
**Salisbury, Maryland 21801**  
**Phone: 410-749-2424**  
**Fax: 410-749-1598**

February 26, 2014

K&L Microwave, Inc. (K&L) is located at 2250 Northwood Drive in the City of Salisbury, Maryland. K&L designs, manufactures, and markets RF and microwave filters, duplexers, and sub-assemblies. As of January 1, 2013, there were 263 manufacturing/R&D employees and 42 administrative employees working in Salisbury Maryland. We currently operate from three different buildings within Salisbury Maryland. Two are manufacturing locations for different product lines including a Machine Shop and the third is where we house our Plating Shop.

Most of the orders that K&L receives are unique and require specific engineering design requirements. K&L's engineers respond quickly to new requirements and requests for quotes using sophisticated software tools. The design centers are equipped with the latest versions of CAD/CAM software and are supported by the local area network (LAN) allowing for transfer of data quickly to the various areas so sales and manufacturing can respond to a customer's needs and/or requirements.

The filters start with basic metal which is machined into housing by the Company's Machine Shop. The shop has CNC milling machines, lathes, and other machinery used to transform the raw metal into the specific housing based on customer's specs for a particular filter. The machines are programmed through geometry transfer from CAD workstations, followed by graphic manipulation on CAM workstations.

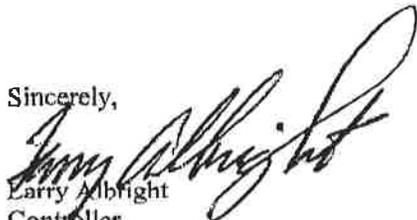
The machined parts are then plated in our Brown Street Plating facility to ensure that it will meet all electrical specifications. Within the Company's Plating Shop, the plating capabilities include copper, silver, nickel, and tin over a broad range of base metals such as aluminum, copper, brass, and stainless steel.

Once housings are plated, the production assembly process is completed by soldering various components such as wires, resistors, circuit boards, and computer chips into the housing. The filters are then tuned by technicians and engineers to customer's specifications and then tested and shipped. Some of the circuit boards are manufactured by a chemical film process within the company. Chips are also sized within the Company by cutting large ceramic discs into small pieces then electrically tuned. Higher specifications are required each day due to the new electronic equipment that is released/required in the communication & military markets. Tremendous pressure has been put on the existing communications & military infrastructure to handle and do more with less.

As mentioned above, once the microwave filters have been produced, they are tested for frequency and power levels using automated network analyzers, and environmental conditions are checked using the Company's environmental test lab equipment and chambers, which represents the balance of our purchases for 2012. All our microwave filters have to meet commercial and governmental specifications based on the customer's special requirements. Over 80% of our products are utilized in a military environment.

Trimmer capacitor production, started in 2011, no new items purchased in 2012 for Voltronics product line. The Voltronics product line will make up approximately 15-20% of K&L's total revenue output for a given year.

Sincerely,

  
Larry Albright  
Controller

Personal Property Return As of January 1, 2013 Due April 15, 2013

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION
301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.state.md.us • (410) 767-1170 • (888) 246-5941 within Maryland

2013

Form 1
Page 1 of 4

Date Received
by Department

CHECK ONE

Table with 4 columns: Type of Business, ID # Prefix, Filing Fee, and another set of the same columns. Includes options like Domestic Stock Corporation, Foreign Stock Corporation, etc.

Name of Business
Mailing Address
Make Address Corrections Here

K&L Microwave, Inc.
2250 Northwood Drive
Salisbury, MD 21801

Check here if this is a change of address

DEPARTMENT ID NUMBER: 01560921, FEDERAL EMPLOYER IDENTIFICATION NUMBER: 13 - 3639971, DATE OF INCORPORATION OR FORMATION: 8/1/1991, STATE OF INCORPORATION OR FORMATION: Delaware, FEDERAL PRINCIPAL BUSINESS CODE: 3490, TRADING AS NAME: K&L Microwave, Inc.

ID # PREFIX: F
Type or Print Department ID Number Here: 01560921

INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

SECTION I

- A. Is any business conducted in Maryland? yes Date began: 8/1/1991
B. Nature of business conducted in Maryland: manufacturer
C. Does the business own, lease or use personal property located in Maryland? yes

ONLY CORPORATIONS COMPLETE ITEM D

Table for OFFICERS and DIRECTORS with columns for Names and Addresses. Includes David W. Wightman, David W. Howett, Peter J. Marshall, Joseph W. Smith.

**BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND**

**EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS**

**ROUND CENTS TO THE NEAREST WHOLE DOLLAR**

2013

---

Form 1

continued

Page 2 of 4

**SECTION II**

**A. IMPORTANT:** Show exact location of all personal property owned and used in the State of Maryland, including county, town, and street address (PO Boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions, provide breakdown by locations by completing additional copies of Section II for each location.

2250 Northwood Drive, Salisbury, MD.

21801

(County)  
Wicomico

(Address, Number and Street)

(Zip Code)

Check here if this location has changed from the 2012 return.

(Incorporated Town)  
Salisbury

Is the property located inside the limits of an incorporated town? Yes

(Yes or No)

**Note:** If all of the personal property of this business is located entirely in the following exempt counties: Frederick, Garrett, Kent, Queen Anne's, or Talbot, you may be eligible to skip the remainder of Section II. Refer to Specific Instructions, Section II, A for more information.

- ① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development.** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under IRS rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, provide a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (see instructions for example). **Refer to the 2013 Depreciation Rate Chart on page 4 for computer equipment rates for categories B and D.**

ORIGINAL COST BY YEAR OF ACQUISITION								TOTAL COST
	A	B	C	D	E	F	G	
2012				13,999				13,999
2011								0
2010	5,386			70,191				75,577
2009	52,300			336,838				389,138
2008	31,165		15,624	171,097				217,886
2007				90,705				90,705
2006			59,540	85,455				144,995
2005 and prior	31,674		79,401	400,314	2,496			513,885
TOTAL COST COLUMNS A-G →								1446185

DESCRIBE B through G PROPERTY HERE:

- ② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2012 at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale and inventory held on consignment. (Do not include raw materials or supplies used in manufacturing.) **Note:** LIFO prohibited in computing inventory value.

Average Commercial Inventory	Furnish from the latest Maryland Income Tax return:	
\$ 0	Opening Inventory - date _____ amount \$ _____	Closing Inventory - date _____ amount \$ _____

**Note:** Businesses that need a Trader's License must report commercial inventory here.

- ③ **Supplies.** Furnish the average cost of consumable items not held for sale (e.g., contractor's supplies, office supplies, etc.).

Average Cost	
\$ 26,425	

- ④ **Manufacturing/Research and Development (R&D) Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2012 at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing/R&D by the business. (Do not include manufactured products held for retail sale.)

Average Manufacturing/R&D Inventory	Furnish from the latest Maryland Income Tax return:	
\$ 5,853,744	Opening Inventory - date <u>1/1/2012</u> amount \$ <u>5,173,702</u>	Closing Inventory - date <u>12/31/2012</u> amount \$ <u>6,211,564</u>

5 Tools, machinery and equipment used for manufacturing or research and development: State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2013 before an exemption can be granted. See instruction 11 for exception. Contact the Department or visit www.dat.state.md.us for an application.

2013 Form 1 continued Page 3 of 4

If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2012-2009 and 2005 and prior.

TOTAL COST \$ 14610343

6 Vehicles with interchangeable registration (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2012, 2010, 2009 and prior.

TOTAL COST \$ 0

7 Non-farming livestock \$ (Book Value) \$ (Market Value)

8 Other personal property Total Cost \$ 116,931

9 Property owned by others and used or held by the business as lessee or otherwise... Total Cost \$ 0

10 Property owned by the business but used or held by others as lessee or otherwise... Total Cost \$ 0

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2012 in Maryland: \$ 45,530,915

B. If the business operates on a fiscal year, state beginning and ending dates:
C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name:

- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland?
E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland?
F. Has the business disposed of assets or transferred assets in or out of Maryland during 2012?

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING \*

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN
SIGNATURE OF PREPARER
DATE
PREPAREE'S PHONE NUMBER
E-MAIL ADDRESS

David W. Howett VP & General Manager
PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE
Signature of David W. Howett
DATE 5/28/13
(410) 749-2424 dhowett@klmicrowave.com
BUSINESS PHONE NUMBER E-MAIL ADDRESS

### MAILING INSTRUCTIONS

**Use the address below for:**

- originally filed 2013 personal property returns.
- originally filed prior year returns.

State of Maryland  
 Department of Assessments & Taxation  
 Personal Property Division  
 PO Box 17052  
 Baltimore, Maryland 21297-1052

- **Do not** send Certified Mail to this PO Box.  
 See box at right.

**Use the address below for:**

- US Postal Service Certified Mail.
- all overnight delivery service mail.
- amended returns, correspondence, appeals, applications, etc.
- late filing penalty payments.

State of Maryland  
 Department of Assessments & Taxation  
 Personal Property Division  
 301 W Preston St  
 Baltimore, Maryland 21201-2385

# 2013

**Form 1**  
 continued  
**Page 4 of 4**

### IMPORTANT REMINDERS

- Rules for 2013 personal property extensions:  
 Internet extension requests are due by April 15, 2013 and are free of charge.  
 Paper extension requests are due on or before March 15, 2013 and require a \$20 processing fee for each entity.
- The annual report filing fee is \$300 for most legal entities. Be sure to enclose the correct fee with the Form 1.
- Manufacturing/R&D application deadline is September 1, 2013. Exception for tax years beginning after June 30, 2009 - an exemption application may be filed within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing personal property. See instruction 11 for more information. A manufacturing exemption cannot be granted unless a timely application is filed. Once filed, no additional applications are required in subsequent years.
- Entities requesting a revised assessment due to other **missed exemptions** (vehicles, software, charitable organizations, etc.) must file that request within three years of the April 15th date the return was originally due.
- Do not prepay late filing penalties or pay personal property taxes to this Department.
- Business entities that require a Trader's License must report commercial inventory on line item ②.
- This return must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record (Tax-Property Article 2-212).
- If you discontinued business prior to January 1, 2013, notify the Department immediately, stating to whom and the date all personal property was sold. If the business is sold on or after January 1, 2013 and before July 1, 2013, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 2013.
- File the pre-addressed return to ensure proper posting to your account.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation. Place the Department ID number on the check.
- Place the Department ID number on page 1 if the pre-addressed return is not used.

### LATE FILING PENALTY

#### DO NOT PAY PENALTIES AT TIME OF FILING RETURN

- A business which files an annual return postmarked after the due date of April 15, 2013 will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late.
- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned.

### DEPRECIATION RATE CHART FOR 2013 RETURNS

#### STANDARD DEPRECIATION RATE

Category A: 10% per annum\*

All property not specifically listed below.

SPECIAL DEPRECIATION RATES (The rates below apply only to the items specifically listed. Use Category A for other assets.)

Category B: 20% per annum\*

Mainframe computers originally costing \$500,000 or more.

Category C: 20% per annum\*

Autos (unlicensed), bowling alley equipment, brain scanners, carwash equipment, contractor's heavy equipment (tractors, bulldozers), fax machines, hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theatre equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, theatre seats, trucks (unlicensed), vending machines, x-ray equipment.

Category D: 30% per annum\*\*

Data processing equipment, canned software.

Category E: 33 1/3% per annum\*

Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental DVDs and video tapes.

Category F: 50% per annum\*

Pinball machines, rental tuxedos, rental uniforms, video games.

Category G: 5% per annum\*

Boats, ships, vessels, (over 100 feet).

Long-lived assets

Property determined by the Department to have an expected life in excess of 10 years at the time of acquisition shall be depreciated at an annual rate as determined by the Department.

\* Subject to a minimum assessment of 25% of the original cost.

\*\* Subject to a minimum assessment of 10% of the original cost.

DATE OF ASSESSMENT NOTIFICATION

OFFICE USE ONLY



K&L Microwave, Inc.  
 F0156291  
 2013 MD Personal Property Tax Return  
 2012

## Section II.5

## Tools, Machinery &amp; Equipment used for Manufacturing

	Machinery & Equipment (R&D)			Totals
	MFG - A	MFG - C	MFG - D	
2012	36,735			36,735
2011	43,871	53,822	25,310	123,003
2010	139,916		124,850	264,766
2009	427,138		128,486	555,624
2008	188,594		1,449,278	1,637,872
2007	287,376		486,787	774,163
2006	118,838		145,447	264,286
2005 & Prior	6,857,309	37,550	4,059,035	10,953,894
Grand Total	8,099,777	91,372	6,419,193	14,610,343

Other Equip.

Electronic Equip.

## Section II.8

## Other Personal Property - Expensed Property

	A	C	D	MFG-A	MFG-D	Total Cost
2012		-	9,415	-	-	9,415
2011		1,734	32,194	4,892	31,666	70,486
2010		238	30,323	1,015	5,454	37,030
Grand Total	-	1,972	71,932	5,907	37,120	116,931

## BALANCE SHEET

ITEM 14	OTHER	2010	2011	2012
	Advances Due from Affiliates	13,696,240	16,604,888	15,922,726
	Prepaid Deposits	23,892	23,892	23,892
		13,720,132	16,628,780	15,946,618

# City of Salisbury



MARYLAND



JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

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

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

To: Tom Stevenson  
From: Michael Moulds, Director of Public Works  
Date: May 5, 2014  
Copy:  
Re: Resolution – Donation of Services Civic Beautification Project

---

Tom, we are submitting a request from Ms. Jane Youngk on behalf of the Town and Country Garden Club to perform a civic beautification project for the City of Salisbury. As a result of discussion with the Club, the area around the Victor Lynn Lines Model Display at the Port of Salisbury Marina was selected as a project site for the Club. Ms. Youngk is also a member of the Marina Committee and the location is in a visible but safe area for the members to work. As indicated in the attached email, the Club will provide labor and a budget of up to \$400 for the landscaping project.

Attached is a photo of the location and a supporting Resolution for consideration by Council. We appreciate the support being offered by the Club to beautify our marina facility. We are recommending approval of the Resolution.

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

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

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

**RESOLUTION NO. 2399**

A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND ACCEPTING THE DONATION OF SERVICES AND LANDSCAPING MATERIALS FROM THE TOWN AND COUNTRY GARDEN CLUB TO INSTALL FLOWER BEDS AT THE VICTOR LYNN LINES MODEL DISPLAY AT THE PORT OF SALISBURY MARINA.

WHEREAS, the members of the Town and Country Garden Club have offered their services to the City of Salisbury to do a civic beautification project; and

WHEREAS, the Town and Country Garden Club would donate the labor and materials in the amount of up to \$400.00 to complete the project; and

WHEREAS, the Department of Public Works and Garden Club have identified an area surrounding the Victor Lynn Lines Model Display at the Port of Salisbury Marina to be the location for the project;

NOW, THEREFORE, BE IT RESOLVED, on this \_\_\_\_ day of \_\_\_\_\_ that the Council of the City of Salisbury, Maryland does hereby accept the services of the Town and Country Garden Club to establish a civic beautification project at the Port of Salisbury Marina.

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

ATTEST:

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

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

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

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



---

INTER

---

---

---

---

---

---

OFFICE

---

MEMO

## Office of the Mayor

**To:** City Council  
**From:** Tom Stevenson  
**Subject:** Capital Improvement Plan FY 15 - 19  
**Date:** May 7, 2014

Attached for your review and consideration is the Capital Improvement Plan (CIP) for the five-year period beginning with FY 15 and ending in FY 19. The CIP is a multi-year planning document used to categorize proposed capital projects and/or purchases. The plan arranges all recommended capital projects and equipment by department, details the request, offers a funding strategy and creates a timetable for construction or acquisition thereof.

The CIP is used solely as a planning document and is intended only to identify the short-term capital and equipment needs of the City. Adopting the CIP by resolution does not impose any further action by the City of Salisbury.

Please let me know if you have any questions or require additional information.

C.c.

Mayor Ireton  
Terence Arrington  
All City Department Heads

1 RESOLUTION NO. 2397

2  
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ADOPTING A  
4 CAPITAL IMPROVEMENT PLAN FOR THE FIVE YEAR PERIOD FY 15-19  
5

6  
7 WHEREAS, it is important for the City to develop a short range plan showing its capital  
8 outlay needs and setting forth a plan for financing those needs; and  
9

10 WHEREAS, the development of such a plan helps to ensure that the City’s short range  
11 capital needs are being addressed in a responsible manner; helps to place those needs in priority  
12 order; and helps anticipate the resources that will be available to finance those needs; and  
13

14 WHEREAS, the City’s staff has developed the attached Capital Improvement Plan for the  
15 five year period beginning in Fiscal Year 15 and ending in Fiscal Year 19; and  
16

17 WHEREAS, the City Council has reviewed the attached Capital Improvement Plan and  
18 finds that it reflects the capital needs of the City as can best be reasonably anticipated;  
19

20 NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council adopts the  
21 attached Capital Improvement Plan for the five year period beginning in Fiscal Year 15 and  
22 ending in Fiscal Year 19.  
23

24 BE IT FURTHER RESOLVED that, since the attached Capital Improvement Plan, is  
25 intended to be a planning document only, the adoption of this plan does not authorize any  
26 project, nor does it appropriate any funds.  
27

28 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
29 Council of the City of Salisbury, Maryland held on \_\_\_\_ day of \_\_\_\_\_, 2014 and is to  
30 become effective immediately upon adoption.  
31

32  
33 ATTEST:

34  
35  
36 \_\_\_\_\_  
37 Kimberly R. Nichols, City Clerk

\_\_\_\_\_

Jacob R. Day, City Council President

38  
39  
40  
41  
42 APPROVED BY ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2014  
43  
44

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

# 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

To: Tom Stevenson  
From: Terence Arrington  
Date: May 7, 2014  
Re: Market Street Bioretention Project

---

The City Council discussed the approximate \$250K grant received from the Maryland Department of Natural Resources at its May 5, 2014 Work Session. Plans have been developed by the Center for Watershed Protection for this project and are at the 95% design stage.

City staff has worked very closely with the Center for Watershed Protection and extensive effort has been made to balance the amount of disturbance to the existing City Parking Lot #12 and to also achieve the goal of properly designing the stormwater bioretention area to function properly in order to reduce nutrients and sediments entering the Wicomico River.

The proposed project will include a bioretention area adjacent to Parking Lot #12, resulting in the reduction of the drive aisle from the existing width of approximately 40 feet to the proposed minimum width of 24 feet, and the elimination of four (4) parking spaces.

An educational sign will be placed near the bioretention area to identify the native plants used in the project.

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

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

RESOLUTION NO. 2400

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, APPROVING THE ELIMINATION OF UP TO FOUR (4) PARKING SPACES IN PARKING LOT NO.12 TO PROVIDE SUFFICIENT LAND SPACE NEEDED FOR THE CONSTRUCTION OF A BIORETENTION AREA.

WHEREAS, the City wishes to construct a stormwater bioretention area to reduce nutrients and sediments entering the Wicomico River; and

WHEREAS, the City has received a grant from the Maryland Department of Natural Resources to construct a bioretention area adjacent to City Parking Lot No. 12; and

WHEREAS, the City has worked closely with the Center for Watershed Protection to design a project that would balance the amount of disturbance to the existing City Parking Lot No. 12 yet achieve performance goals of said bioretention area; and

WHEREAS, the addition of a bioretention area in Parking Lot No. 12 will require the reduction of the drive aisle from the existing width of approximately 40' to a code-regulated 24' width; and

WHEREAS, the addition of a bioretention area in Parking Lot No. 12 will require, at most, the elimination of four (4) parking spaces (two metered and two permit), thereby reducing the number of metered spaces from 34 down to 32 and the number of permit spaces from 36 down to 34;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland, that up to four (4) parking spaces may be eliminated in connection with the installation of a bioretention area located at City Parking Lot No. 12.

THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury held on the \_\_\_\_ day of \_\_\_\_\_ 2014, and is to become effective immediately upon adoption.

**ATTEST:**

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

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

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

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

ORDINANCE NO. 2287

1  
2  
3  
4  
5 AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE  
6 OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF  
7 SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2014 TO JUNE 30, 2015,  
8 ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL  
9 PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND  
10 SEWER, PARKING AUTHORITY AND CITY MARINA FUNDS.

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

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

20  
21 BE IT FURTHER ORDAINED that:

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

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

39  
40 AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance  
41 shall take effect upon final passage.  
42  
43

44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68

THIS ORDINANCE was introduced and read at a special meeting of the Council of the City of Salisbury held on the 28<sup>th</sup> day of April, 2014, and having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

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

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

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

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

69 **Schedule A - Operating Budget Appropriations**

70

71

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

72

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

73

74

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

75

76

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

77

78

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

79

	Grand Total	\$50,081,961
--	-------------	--------------

**Schedule B – Capital Project Appropriations**

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

**Notes:**

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

1  
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  
50  
51  
52  
53  
54  
55  
56  
57

ORDINANCE NO. 2288

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR ADDITIONAL LEGAL AND CONSULTING FEES TO EXTEND NEGOTIATIONS OF THE CABLE FRANCHISE AGREEMENT WITH COMCAST.

WHEREAS, on July 24, 2012 the City of Salisbury entered into Contract Number RFP 12-12, the Cable Franchise Renewal Agreement with CBG Communications, Inc.; and

WHEREAS, under the terms of the aforementioned contract, the City of Salisbury agreed to pay CBG Communications, Inc. \$69,500.00 (sixty nine thousand five hundred dollars) to provide legal counsel and negotiations, a technical review, and a community needs assessment and a franchise fee audit; and

WHEREAS, CBG Communications, Inc. has successfully delivered the technical review, the community needs assessment and the franchise fee audit; and

WHEREAS, to date, no agreement has been reached between the City of Salisbury and Comcast; and

WHEREAS, CBG Communications, Inc. continues to negotiate with Comcast on behalf of the City of Salisbury; and

WHEREAS, CBG Communications, Inc. has advised that it will require an additional 50 (fifty) hours of consulting work and 50 (fifty) hours of legal work to reach an agreement with Comcast; and

WHEREAS, the additional hours required to complete these negotiations will cost \$20,000.00; and

WHEREAS, the City's FY 2014 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 \$20,000
- 2) Increase 12000 Executive (Mayor) Budget by \$20,000

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28<sup>th</sup> day of April 2013, 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



**MARYLAND**



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

JAMES IRETON, JR.  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

TERENCE ARRINGTON  
ASSISTANT CITY ADMINISTRATOR

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

To: Tom Stevenson  
From: Michael Moulds, Director of Public Works  
Date: March 14, 2014  
Copy:  
Re: Ordinance – Budget Amendment DPW Engineering Reorganization

---

Tom, we are submitting a request for a budget amendment to reclassify two positions as part of a reorganization of the Engineering staff in the Department of Public Works. The Department has for some time had difficulty filling the two approved grade 11 project engineer positions. In addition there is a history in the City's ability to retain experienced engineers.

In order to facilitate the creation of a career ladder and foster continued mentoring of our staff, we are requesting the reclassification of one of the project engineer positions to a grade 12 Sr. Project Engineer position.

Secondly, we are requesting the reclassification of a second project engineer position to a grade 8 construction inspector position. This will allow the Department to expand our inspection staff to meet required stormwater management facility inspection responsibilities under the City Ordinance.

Approval of this budget amendment will allow the Department to proceed with an administrative reorganization to relocate the Traffic group within the Engineering Division under a designated project manager and restructure staff responsibilities to improve accountability and use of resources. With the above changes in positions and the promotions associated with the reorganization, the salary costs will not result in an increase in funding.

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

---

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



41 ATTEST:

42

43

44

45 \_\_\_\_\_

46 Kimberly R. Nichols, City Clerk

47

48

49

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

51

52

53 \_\_\_\_\_

54 James Ireton, Jr. Mayor

55

56

57

58

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