



MARYLAND

**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

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**MAY 19, 2014**

**COUNCIL CHAMBERS, ROOM 301  
GOVERNMENT OFFICE BUILDING**

**Closed Session – 1:30 p.m.**

- Vote to convene in Closed Session for the purpose of consulting with counsel and staff to obtain advice on a legal matter in accordance with the Annotated Code of Maryland §10-508(a)(7)(8).

**Work Session – following adjournment of the Closed Session**

- 2:15 p.m. Office of Business Development Overview – Laura Kordzikowski
- 2:45 p.m. Internal Auditing Presentation – Steve Roser, CPA, CIA, CRMA, Wicomico County
- 3:15 p.m. Wicomico Creek Watchers Report – Dr. Judith Stribling
- 3:45 p.m. Residency requirement on City Boards – Council discussion
- 4:15 p.m. General Discussion
- 4:30 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.  
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 10-508(a).*

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INTER

OFFICE

# MEMO

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## *OFFICE OF BUSINESS DEVELOPMENT*

**To:** Tom Stevenson  
**From:** Laura Kordzikowski  
**Subject:** Business Development Specialist projects presentation  
**Date:** 5/8/14

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During a recent council meeting, it was requested that the Business Development Specialist make a presentation, during a work session, on the activities and projects that have been executed since the creation of the position in November 2013.

At the Council's request, attached are the materials that will be used for this presentation on May 19<sup>th</sup>, 2014. The Powerpoint will be used during the presentation and the PDF is to be printed for the Council members. This presentation details the significant projects that have been taken on by the Business Development Specialist.

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

# Office of Business Development

City of Salisbury, MD

# Overview



# November to December

- ▶ Meetings and Greetings
- ▶ Learn about the field & the City
- ▶ Associations - MEDA & IEDC
- ▶ Events
  - ▶ Chamber Business Expo
  - ▶ Downtown Revitalization lunch & learn - Jason Broadwater
  - ▶ Main Street quarterly meeting - Centreville
  - ▶ Ignite Salisbury
- ▶ Beginning of E-DAT discussions & project work
- ▶ Main Street MD - Holiday promotion
- ▶ Coordinated promotion of the Downtown Trolley tour for Small Business Saturday with Priscilla Timken
- ▶ Downtown Salisbury facebook page

# December to February

- ▶ Meetings & Greetings
  - ▶ Businesses & developers
  - ▶ Downtown revitalization
- ▶ Events
  - ▶ Real Estate Symposium
  - ▶ Women's Business Conference - MCE
  - ▶ Main Street MD & DHCD education - Dec 11
- ▶ E-DAT meetings & checklist presented
- ▶ Letter to Downtown Property owners - underutilized properties
- ▶ Technical Assistance Grant - All inclusive LDB document
  - ▶ Started work on LDB document
- ▶ BEACON - Economic Impact analysis & demand study
- ▶ RFP 4-14 - Downtown public works & design
- ▶ RFP 5-14 - Downtown surplus parking lots & Downtown Revitalization Committee
- ▶ Started SU Project w/ Paula Morris' students
- ▶ Business Journal article

# March to Present

- ▶ Meetings
- ▶ Events
  - ▶ Main Street Quarterly Meeting - Elkton MD
  - ▶ Business Resource Network meeting - hosted by DBED
  - ▶ Eastern Shore Business Forum - hosted by Chamber
  - ▶ Salisbury Festival
    - ▶ Saturday
    - ▶ Sunday
  - ▶ MEDA Conference
  - ▶ Main Street 101
- ▶ Acquired DowntownSalisbury.org - updated & keep current with news stories
- ▶ Revolving Loan program, Enterprise Zone
- ▶ First Annual - Downtown Salisbury Positive Impact Award was awarded
- ▶ Let's Do Business Salisbury - facebook
- ▶ Community Legacy
- ▶ RFP 5-14 consultant search

Wellness  
Committee

Airport  
committee

# Looking forward



Questions?  
Suggestions?

