



City of Salisbury

CITY COUNCIL AGENDA



June 23, 2014
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION - Pastor Greg Morris, Parkway Church of God

6:06 p.m. PLEDGE OF ALLEGIANCE

6:08 p.m. COMMUNITY ORGANIZATION PRESENTATION

- Wicomico Public Library – presented by Andrea Berstler, Executive Director

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:22 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- May 6, 2014 budget session minutes
- May 8, 2014 budget session minutes
- May 12, 2014 regular meeting minutes
- May 15, 2014 budget session minutes
- May 19, 2014 work session minutes
- May 19, 2014 closed session minutes
- May 20, 2014 budget session minutes
- May 22, 2014 budget session minutes
- May 27, 2014 regular meeting minutes
- May 29, 2014 redistricting forum
- June 2, 2014 work session minutes
- Resolution No. 2405 - approving the appointment of Ben Bowne to the Central City District Committee
- Resolution No. 2406 - approving the appointment of R. Hardy Rudasill to the Housing Board of Adjustments and Appeals
- Resolution No. 2407 - declaring that Westwood Development LLC is eligible to receive Enterprise Zone benefits for property located at 306 W. Main Street, Salisbury, MD
- Resolution No. 2408 - declaring that Kraus Development LLC is eligible to receive Enterprise Zone benefits for property located at 520 Marvel Road, Salisbury, MD
- Approving Manufacturing Exemption request from Jubilant Cadista Pharmaceuticals Inc. for equipment purchased in 2010, 2011 and 2012
- Approving Manufacturing Exemption request from Spartech FCD, LLC for equipment purchased in 2012

- Approving Manufacturing Exemption request from Viskon Aire for equipment purchased in 2013
- Approving Manufacturing Exemption request from Trinity Sterile, Inc. for equipment purchased in 2008 through 2013

6:30 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller

- Recommendation for Award of Bid Contract 111-14 Parsons Road Pavement Replacement
- Recommendation for Award of Bid RFP 08-14 Engineering Services for Water System Master Plan and Model
- Change Order #1 Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction

6:40 p.m. RESOLUTIONS – City Administrator M. Thomas Stevenson

- Resolution No. 2409 - to approve a Maryland Department of Housing and Community Development, Community Legacy Grant application for funds to provide rehabilitation grants to owners of businesses located in downtown Salisbury for interior and/or exterior improvements to the permanent structure in which their business is housed
- Resolution No. 2410 - to approve a Maryland Department of Housing and Community Development, Strategic Demolition and Smart Growth Impact Fund Grant application to fund the demolition, remediation and site development of the former Daily Times building
- Resolution No. 2411 - to approve a project to construct or rehabilitate a minimum of four homes in the Church Street neighborhood to be sold to low to very-low income families over the next two years
- *Resolution No. 2412 – authorizing the Mayor to sign the Grant Agreement and accept a grant of \$67,843.00 from the Maryland Energy Administration for implementation of Energy Efficiency and Conservation Projects*

7:00 p.m. ORDINANCES - City Attorney Mark Tilghman

- Ordinance No. 2291 – 2nd reading - approving an FY14 General Fund budget amendment to appropriate funds received from the recovery and recycling of brass shell casings
- Ordinance No. 2292 – 2nd reading - approving an FY14 General Fund budget amendment to appropriate funds received from the Speed Camera Program for the purchase of two speed measuring devices
- Ordinance No. 2293 – 2nd reading – approving an FY14 Water Sewer Fund budget amendment to appropriate funds for Attorney Fees
- Ordinance No. 2294 – 2nd reading – approving a budget amendment of FY14 General Fund to appropriate funds for Attorney Fees
- Ordinance No. 2295 – 1st reading - granting a utility easement to Wicomico County, Maryland across City owned property along Beaglin Park Drive at Shamrock Drive in Salisbury, Maryland
- *Ordinance No. 2297 – 1st reading – supplementing a Right of Way Agreement with Delmarva Power & Light Company across City owned property between North Park Drive and South Park Drive in Salisbury, Maryland*

7:15 p.m. PUBLIC HEARING – City Attorney Mark Tilghman

- Ordinance No. 2296 – **PUBLIC HEARING /1st reading** – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of Maryland for the purpose of amending Section 17.04.120, Definitions, and Section 17.76.020b, Light Industrial District to add a definition for an outdoor storage yard and to add an outdoor storage yard as a use permitted by special exception

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

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 July 14, 2014 (subject to change)

- Ordinance No. 2295 – 2nd reading - granting a utility easement to Wicomico County, Maryland across City owned property along Beaglin Park Drive at Shamrock Drive in Salisbury, Maryland
- Ordinance No. 2296 – 2nd reading – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the Annotated Code of Maryland for the purpose of amending Section 17.04.120, Definitions, and Section 17.76.020b, Light Industrial District to add a definition for an outdoor storage yard and to add an outdoor storage yard as a use permitted by special exception

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 MAY 6, 2014
4

5 Public Officials Present
6

Council President Jacob R. Day Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields (left 12:42 p.m.) Councilwoman Terry E. Cohen
Councilman Timothy K. Spies

7
8 Public Officials Not Present
9

10 Mayor James Ireton, Jr.
11

12 In Attendance
13

14 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director
15 Keith Cordrey, and interested citizens and members of the press.
16

17
18 The City Council convened in a Budget Work Session at 9:38 a.m. in Conference Room 306 of
19 the Government Office Building.
20

21 **Community Promotions Presentations**
22

- 23 • Salisbury Wicomico Economic Development (SWED) – SWED Director Dave Ryan and
24 President Bob Moore joined Council at the table to review SWED’s efforts and
25 accomplishments, discuss the local job outlook, business health and progress made in the
26 community. Mr. Ryan noted SWED’s strong focus on entrepreneurship in the community
27 and local support as being crucial to moving forward. The request for funding was in the
28 amount of \$20,500. It was noted that a Quarterly Presentation was due to be scheduled.
29
- 30 • Friends Of Poplar Hill Mansion – Chair and Acting Treasurer Aleta Davis and Curator
31 Sarah Meyers joined Council at the table to discuss the Mansion’s request of \$20,000.
32 Mrs. Davis reported they have sixteen events scheduled at the Mansion so far this year.
33
- 34 • Wicomico Creek Watchers - Dr. Judith Stribling joined Council to discuss the \$4,796
35 budget request and reported that the Chesapeake Bay Trust was not currently funding the
36 Creek Watchers, but they are currently receiving funding from Salisbury University.
37
- 38 • Salisbury Neighborhood Housing Service (SNHS) – Executive Director Cheryl Meadows
39 joined Council to discuss the SNHS request of \$40,000. Discussion points included Live
40 Near Your Work, Homeowner Conversion Grants, Parkside High School CTE Carpentry
41 Shop built homes, possible additional funding for City Staff/first responders to help kick -
42 start the grant program to keep some of the investment in the City.

43

44 • Salisbury-Wicomico Arts Council (SWAC) – Director Therese Hamilton joined Council
45 to discuss SWAC’s budget request of \$10,000. She discussed the importance of
46 supporting Art in the community and discussed the array of Arts provided locally by
47 SWAC.

48

49 • Stop the Violence- Director Nina DiCarlo joined Council to review the important work
50 that Stop the Violence is doing with children and the budget request of \$20,000. Topics
51 of discussion included the need for a new facility with sports fields, the possibility of the
52 City of Salisbury donating the Linens of the Week property to the organization, and
53 perhaps partnering with Emmanuel Wesleyan Church for a new Community Center.

54

55 After taking a ten minute break, the Budget Session reconvened at 12:00 p.m.

56

57 **Internal Services – Procurement Division**

58

59 Internal Services Assistant Director – Procurement Jennifer Miller joined Council to discuss the
60 budget requests for the Procurement Division and explained that the PCard program and the
61 revitalization of the Employee Wellness Program were top priorities for her.

62

63 **Internal Services – Parking Division**

64 Ms. Miller reviewed the Parking Division budget requests and discussed the recent maintenance
65 done to the Parking Garage, automated parking meters and traffic/safety in the parking garage.

66 **Government Office Building**

67

68 Ms. Miller and Council discussed the Government Office Building and the budget requests for
69 maintenance and upkeep to the building.

70

71 At 12:48 p.m. Council took a lunch break and reconvened at 1:43 p.m.

72

73 **Neighborhood Services & Code Compliance (NSCC)**

74

75 Acting Director of NSCC Susan Phillips joined Council and discussed the budget requests and
76 goals for the department. Points of discussion included leading the Neighborhood Services Task
77 Force in a new direction, the postage account increase due to increased mailings, grass cuttings
78 and rubbish removal in the City, adding a Nuisance Officer next year, and the continued efforts
79 to reach out to neighborhood associations and other community events and groups.

80 **Building, Permitting & Inspections (BPI)**

81 Director Bill Holland joined Council and reviewed the budget requests and goals for the
82 department. The significant change included the purchase of a Surface Pro for \$1,000.00.

83 **Office of the Mayor**

84 City Administrator Tom Stevenson discussed the Mayor’s Office budget requests. Points of
85 discussion included the requested PIO position, funding the community promotions account,
86 City memberships in civic organizations, and the request to purchase a vehicle for the Mayor’s
87 Office use versus the fuel stipend.

88 **Human Resources**

89 Mr. Stevenson discussed the budgeting needs of Human Resources, including postage, training
90 and travel. Council discussed funding the House Keys for Less for City employees to move into
91 the City.

92 With no further discussion, President Day adjourned the Budget Work Session at 3:55 p.m. The
93 next Budget Work Session will be held on May 8, 2014 beginning at 4:00 p.m.

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City Clerk

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102 _____
Council President

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 MAY 8, 2014
4

5 Public Officials Present
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7 Council President Jacob R. Day
8 Councilman Timothy K. Spies

Council Vice President Laura Mitchell
Councilwoman Terry E. Cohen

9 Public Officials Not Present

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

13 In Attendance

14
15 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director
16 Keith Cordrey, and interested citizens and members of the press.
17

18
19 The City Council convened in a Budget Work Session at 4:00 p.m. in Room 301 (Council
20 Chambers) of the Government Office Building.
21

22 **Employee Personnel Committees**
23

- 24 • Neighborhood Services & Code Compliance (NSCC) – Trisha Warrington (Office
25 Manager) and Dan Hogg (Code Enforcement Officer) joined Council at the table,
26 expressed their appreciation for the increases in pay that City employees received as a
27 result of the Evergreen study, and discussed the following requests:
28
 - 29 ○ Increasing sick leave time for those with over 20 years of service
 - 30 ○ Restoring the holiday party or employee picnic
 - 31 ○ Increasing the City’s contribution to employees 457 Plan
 - 32 ○ Giving step increases or other incentives for extra certifications
 - 33 ○ Implementing a NSCC career ladder

34
35 Mrs. Warrington provided research on implementing a career ladder for the department (attached
36 and made part of the minutes).
37

38 Council discussion included:
39

- 40 ○ Service plaques
- 41 ○ Employees pitching in money for holiday parties and picnics
- 42 ○ Allowing days off for birthdays

- 43 ○ Restoring the incentive for suggesting money saving suggestions that get used by the
44 City
45 ○ Employee morale issues
46
47 ● Salisbury Fire Department – Acting Lieutenant Chris Truitt and Firefighter/Medic Aaron
48 Colegrove joined Council to discuss the Fire Department personnel issues and following:
49
50 ○ Requesting more personnel (Revenue from EMS billing has increased, calls have
51 increased, but there's been no increase in staffing)
52 ○ Since '84 there has been a 375% increase in Fire calls and 300% EMS calls
53 ○ Fire calls are up from the same quarter last year
54 ○ Compression problems are existing again
55 ○ There has been a recent loss of officers
56 ○ Pay rate impacts the compression issues
57 ○ Stipends

58

59 Council discussion included:

60

- 61 ○ Including Personnel Committees for presentations during the Goal Setting Session
62 ○ Asked representatives to select one wish on the list if there was only one thing they
63 could receive and the officers identified the retention of the (12) additional personnel
64 as key
65 ○ Fire Service Agreement with Wicomico County expired in 2010 (needs renewal)
66 ○ Personnel Committees should interact with Mayor and City Administrator before
67 budget time
68 ○ SAFER Grant
69 ○ Fund raising issues and ideas (Fireman's Muster, insurance issues)

70

- 71 ● Salisbury Police Department – Detective Mark Merritt joined Council at the table to
72 discuss the Police Department personnel issues and discussed the following points:

73

- 74 ○ Requested retirement benefits to stay the same as current employees
75 ○ Requested (10) new officers

76

77 Council discussion included:

78

- 79 ○ Several years ago, the Police Officers were supposed to get two raises in a row. The
80 Sworn officers received their raises first, but there were several steps to be
81 implemented, and they never received Phase II of the plan
82 ○ Don't want to lose veteran officers

83

84 **Police Department Discussion**

85

86 Police Chief Barbara Duncan and Major Dave Meienschein joined Council at the table to discuss
87 the amendment to the Police Department's recent amended request to the Budget, which adds

88 (10) Police Officers, (4) Police Communication Officers and (1) Recruiter, enabling (4)
89 lieutenants to be placed back on the streets. The amendment totals an additional \$1,064,535.00,
90 and encumbered funds in the FY14 Budget will cover the expenses related to uniforms,
91 equipment and required training for the additional officers. (Memo from Major Dave
92 Meienschein attached and included as part of the minutes).

93

94 Chief Duncan discussed the following with Council:

95

- 96 • Police Department receives 50,000 calls per year
- 97 • Salisbury's daytime population is 160,000
- 98 • Downtown needs to continue to grow; there are more downtown evening activities now
- 99 • They need to provide consistent protection
- 100 • The North end of Salisbury has seen consistent growth with a large commercial base and
- 101 a growing residential base
- 102 • The largest increase currently in crime is shoplifting
- 103 • All neighborhoods bring with them separate and distinct issues
- 104 • Quality of life issues are attached directly to assessable base
- 105 • Their commitment to neighborhoods remain strong
- 106 • There are issues regarding the aging fleet, but additional money will not be needed right
- 107 away for vehicles
- 108 • Additional officers will need radios and portables (all included in the amount requested)
- 109 • Citizens need to feel safe in the City
- 110 • Police Department volunteers and Neighborhood Watches are a component of Chief
- 111 Duncan's plan to involve volunteers in promoting the agency
- 112 • The Community Foundation's K-9 and Mounted Police Force trusts

113

114 Chief Duncan discussed PG County's situation several years ago. The County struggled for
115 many years with their police perception until they hired a Public Information Officer who turned
116 the public opinion around. The proposed recruiter position would assist the department with
117 public communications and requires a business mindset, not just a recruiter mindset.

118

119 With no further discussion, Council President Day adjourned the Budget Work Session at 6:18
120 p.m.

121 The next budget session will be held on May 15, 2014 at 3:00 p.m. with further discussion
122 scheduled on the Police Department's budget.

123

124

125

126 _____
City Clerk

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130 _____
Council President

Employee's Guide to the Utility Technician Career Ladder

Questions and Answers

What is it?

A career ladder is a process used to promote employees to the pay grade appropriate for their level of knowledge, skills, and abilities. It is structured so that each employee can progress as they obtain proficiency in their work. The purpose is to retain skilled, multi talented employees who can and will work productively to achieve the mission of the organization.

How does it work?

The Utility Technician Career Ladder for the City of Salisbury provides a listing of knowledge, skills, and abilities that defines what is generally agreed to be the qualities essential to an experienced and fully qualified Utility Technician in the City of Salisbury. As you learn your trade, you will become more skilled in specific tools, work procedures, equipment operation, as well as more knowledgeable of the water and wastewater system.

When you achieve proficiency at a listed task, it is your responsibility to schedule a proficiency review with your supervisor. He will then arrange for a demonstration of your skill with the certifier for that task. Upon successful demonstration of the required procedure at the required level of skill, the certifier will record your accomplishment by signing and dating your skill log, and the master log in your Career Ladder file. The responsibility for learning and developing skills is yours.

How do I get a raise?

When all the proficiencies are signed, when you have completed the minimum required time in grade, and if your most recent performance review has been satisfactory, you may ask your supervisor for a raise. He will forward the request to the Superintendent and when all the required documentation is complete, he will sign the request, and send it to the Career Field Program Manager. This is usually the Division Head, who will approve the request, and forward an Employee Action Form to City Hal for approval.

All Water and Sewer Branch employees receive a certification incentive two step increase in pay (not to exceed pay grade maximum) for having achieved the Water Distribution Operators Certification and/or the Collection Operators Certification, and/or the Superintendent Licenses.

Revisions: 10-19-04

10-10-06 Singer Group correlation, added Team Leader entry position.

11-19-06 Expanded certification incentive to all Water and Sewer Branch employees, added Career Ladder Review Board.

How do you get the training to become proficient?

Some skills you will bring with you when you are hired. These can be demonstrated and signed off just as you would newly acquired skills. Most new skills will be learned on the job under the direction of your immediate supervisor. Some skills you will learn directly from your coworkers. Some proficiencies require class training and these will occur when they are available. Some proficiencies such as certifications may require home study and classes over a longer period to be successful. Remember, part of teamwork is giving back to the group by sharing your knowledge with newcomers.

How will existing employees enter the Ladder?

To make the transition from the existing program to the new Career Ladder, it is appropriate to recognize the skills and time in grade of existing personnel to establish a starting point in the program.

Existing employees will enter the Career Ladder in their current grade. Certification of existing skills will begin as soon as the Certifiers can schedule proficiency evaluations after December 1, 2004. Since existing employees have varied time in grade, this time will be eligible to count toward the time in grade for the first advancement in the new system.

Why so much emphasis on training, skills, and abilities?

Although there is nothing new under the sun, the world is constantly changing. All organizations be they private business, government agencies, and utilities are asked to do more with less personnel. Survival requires building proficient teams wherein each member has the flexibility to meet a challenging variety of tasks. Very few organizations can afford the luxury of individuals capable of only limited tasks. Employee costs and liabilities are a significant component of every organization's budget, so each employee becomes a critical part of the success or failure of an enterprise. Success depends on your skills and commitment to public service and your ability to contribute to the timely and efficient work accomplishment.

What if I am treated unfairly?

The Career Ladder proficiencies and documentation are listed individually to minimize subjective evaluation. Since there will always be some level of judgment involved in assessing work skills, it is natural that on occasion some difference of opinion will arise. By the time you ask for a proficiency check on an individual skill, you should have observed how others of the recognized skill level perform the task, and thus there should

Revisions: 10-19-04

10-10-06 Singer Group correlation, added Team Leader entry position.

11-19-06 Expanded certification incentive to all Water and Sewer Branch employees, added Career Ladder Review Board.

Utility Technician Career Ladder

be few differences of opinion. However, if you feel that your proficiencies were not properly recognized, schedule a private discussion with the certifier to clarify your differences of opinion. Ask him to demonstrate how it should be done, so that you understand what is expected. If fair and open discussion does not resolve the conflict, schedule a meeting with the Utilities Superintendent. He will ask you to demonstrate the proficiency; he will then make a final determination that you have meet the proficiency requirements or, describe in writing and demonstration what is required to meet the required level of skill. Please keep in mind that some skills require years of experience and practice to achieve the required degree of finesse, efficiency, and safety that you may not yet appreciate. Show your supervisor and your team that you want to learn, and you will be amazed at your progress.

Is the Career Ladder cast in stone?

The Career Ladder is a work in progress, and all contingencies cannot be anticipated in the beginning. Your comments and suggestions should be submitted to your supervisor. On an annual basis, clarifications will be formulated in writing, reviewed by the Career Ladder Review Board consisting of Public Works Division Heads, and approved by the Department Head, and incorporated into the program. Thus, you are a significant part of the development of this program, and your involvement in creating a successful program is essential.

How do new employees enter the Utility Technician Career Ladder?

There are three entry Grades for new employees: Singer Grade 3 with no experience, Singer Grade 4 with two years Utility experience and CDL-B commercial drivers license, and Team Leader entry level Singer Grade 5 for experience team leaders with a minimum of six years team leader experience. New employees are hired as Probationary Employees. New employees must complete 50% of technical proficiencies within 6 months to continue employment. New employees should apply for temporary water distribution and wastewater collection certification upon completion of probationary status.

Revisions: 10-19-04

10-10-06 Singer Group correlation, added Team Leader entry position.

11-19-06 Expanded certification incentive to all Water and Sewer Branch employees, added Career Ladder Review Board.

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

MAY 12, 2014

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President Jacob R. Day* *Council Vice President Laura Mitchell*
8 *Councilwoman Terry E. Cohen (arrived 6:42 p.m.)* *Councilwoman Eugenie P. Shields*
9 *Councilman Timothy K. Spies*

10
11 **PUBLIC OFFICIALS NOT PRESENT**

12
13 *Mayor James Ireton, Jr.*

14
15 **IN ATTENDANCE**

16
17 *City Clerk Kimberly R. Nichols, Assistant City Administrator Terence Arrington, City Attorney*
18 *Mark Tilghman, Public Works Director Michael Moulds, Internal Services Director Keith*
19 *Cordrey, Planning & Zoning Director Jack Lenox, interested citizens and members of the press*
20 *****

21 **MEDITATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:03 p.m. in Council Chambers. Council President*
24 *Day called the meeting to order; a moment of silent mediation was held followed by the Pledge*
25 *of Allegiance.*

26
27 **COMMUNITY ORGANIZATION PRESENTATIONS**

- 28
29
 - *Ward Museum of Wildfowl Art – presented by Lori Bottinelli, Executive Director*

30
31 *Executive Director Lori Bottinelli joined Council at the podium to speak about the*
32 *upcoming events at the Ward Museum of Wildfowl Art. The 4th Annual Art in Nature*
33 *Photo Festival will be held on August 8 – 10, 2014. The keynote speaker will be Clyde*
34 *Butcher, and seminars, field sessions, and workshops will be held throughout the*
35 *weekend by renowned photographers.*

36
37 *Further information on all of the upcoming events can be found on the museum’s website*
38 *at www.wardmuseum.org.*

39
40 **ADOPTION OF LEGISLATIVE AGENDA**

41
42 *Mr. Spies moved and Mrs. Mitchell seconded to approve the Legislative Agenda.*
43

44 Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to amend the
45 legislative agenda by adding Ordinance No. 2290 – 1st reading - to amend water and sewer rates
46 to decrease water and sewer rates by 2.5%, making said changes effective for all bills dated
47 October 1, 2014 and thereafter unless and until subsequently revised or changed, to be placed
48 directly following Ordinance No. 2287.

49
50 Mrs. Mitchell moved, Mrs. Shields seconded and the vote was unanimous to amend the consent
51 agenda by removing the April 17, 2014 budget session minutes, April 21, 2014 work session
52 minutes, and April 28, 2014 regular meeting minutes from the consent agenda to be placed
53 immediately following the consent agenda.

54
55 The agenda, as amended, was unanimously adopted on a 4-0 vote in favor (Ms. Cohen had not
56 yet arrived).

57
58 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

59
60 The Consent Agenda, amended and consisting of the following items, was approved on a 3-0 vote
61 in favor (President Day abstained from the voting and Ms. Cohen had not arrived) on a motion
62 and seconded by Mrs. Shields and Mr. Spies, respectively:

- 63
64
- 65 • April 14, 2014 closed session minutes
 - 66 • Approving the Manufacturing Exemption request from Perdue Farms, LLC for equipment
67 purchased in 2012
 - 68 • Approving the Manufacturing Exemption request from K & L Microwave for equipment
69 purchased in 2012
 - 70 • Resolution No. 2399 – accepting the donation of services and landscaping materials from
71 the Town and Country Garden Club to install flower beds at the Victor Lynn Lines model
72 display at the Port of Salisbury Marina

73 **MINUTES**

- 74
75
- 76 • April 17, 2014 budget session minutes
77 Mrs. Mitchell moved and Mrs. Shields seconded to approve the April 17, 2014 budget
78 session minutes.

79 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend the
80 April 17, 2014 budget session minutes by striking “that” on Line 30 and striking “the
81 department’s biggest change was” on Line 60 and 61.

82
83 The April 17, 2014 budget session minutes, as amended, were unanimously approved.

- 84
85
- 86 • April 21, 2014 work session minutes

86 Mrs. Mitchell moved and Mrs. Shields seconded to approve the April 21, 2014 work
87 session minutes.

88
89 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to strike “in
90 which” on Line 76.

91
92 The April 21, 2014 work session minutes, as amended, were unanimously passed.

93
94 • April 28, 2014 regular meeting minutes

95
96 Mrs. Mitchell moved and Mr. Spies seconded to approve the April 28, 2014 regular
97 meeting minutes.

98
99 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend the
100 minutes by striking “the entire” and inserting “all” on Line 38.

101
102 The April 28, 2014 regular meeting minutes, as amended, were unanimously approved.

103
104 **RESOLUTIONS** – presented by Assistant City Administrator Terence Arrington

- 105
106 • Resolution No. 2397 – adopting a Capital Improvement Plan for the five year period
107 FY15-19

108
109 On a motion and seconded by Mrs. Shields and Mr. Spies, respectively, Resolution No.
110 2397 was unanimously approved as presented on a 4-0 vote.

- 111
112 • Resolution No. 2400 – approving the elimination of up to four (4) parking spaces in
113 Parking Lot No. 12 to provide sufficient land space needed for the construction of
114 bioretention area

115
116 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve
117 Resolution No. 2400 as presented on a 4-0 vote.

118
119 **PUBLIC HEARING – MAYOR’S PROPOSED FY15 BUDGET**

- 120
121 • Ordinance No. 2287 – appropriating the necessary funds for the operation of the
122 Government and Administration of the City of Salisbury, MD for the period July 1, 2014
123 to June 30, 2015, establishing the levy for the General Fund for the same fiscal period
124 and establishing the appropriation for the Water and Sewer, Parking Authority and City
125 Marina Funds

126
127 Assistant City Administrator Terence Arrington presented the budget and City Clerk

128 Nichols administered the oath to three citizens who provided the following comments:

- 129
- 130 ○ Government budgets are prepared based upon what is wanted, while household
- 131 budgets are prepared according to how much income is earned. Requested that
- 132 the City stop the spending.
- 133 ○ Fire building issues review – don't want to see duplication of efforts. Citizen
- 134 recommended keeping it as is.
- 135 ○ Poplar Hill Mansion recently hosted an event honoring Vietnam War Vets.
- 136

137 Comments provided by Council included the following:

- 138
- 139 ○ There will be numerous changes to the Mayor's Proposed Budget
- 140 ○ Public Works Director was acknowledged for basing the Public Works budget
- 141 upon what was actually needed (Zero Based Budgeting)
- 142

143 ORDINANCES

- 144
- 145 ● Ordinance No. 2290 – 1st reading – to amend water and sewer rates to decrease water
- 146 and sewer rates by 2.5%, making said changes effective for all bills dated October 1,
- 147 2014 and thereafter unless and until subsequently revised or changed
- 148

149 Mrs. Shields moved, Ms. Cohen seconded, and the vote was unanimous (5-0) to approve

150 Ordinance No. 2290 for first reading.

151

- 152 ● Ordinance No. 2288 – 2nd reading – approving an amendment of the FY14 General Fund
- 153 Budget to appropriate funding for additional legal and consulting fees to extend
- 154 negotiations of the cable franchise agreement with Comcast
- 155

156 Mr. Spies moved and Mrs. Mitchell seconded to approve Ordinance No 2288 for second

157 reading.

158

159 Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend Ordinance

160 No. 2288 by inserting "513400" after "12000-" on Line 38, and inserting "expressly for

161 the purpose stated herein and any unused portion shall be returned to surplus." On Lines

162 38 and 39 after "\$20,000." (City Clerk Nichols was asked to correct the date in the last

163 paragraph)

164

165 Ordinance No. 2288 for second reading, as amended, was unanimously approved.

166

- 167 ● Ordinance No. 2289 – 1st reading – approving a budget amendment of the FY14 General
- 168 Fund Budget to make changes to approved positions in the Engineering Division of the
- 169 Department of Public Works as part of a reorganization plan

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212

Ms. Cohen moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2289 for first reading.

PUBLIC COMMENTS

Two members of the public provided the following comments:

- The owner of a historic building on the Plaza expressed difficulty in obtaining Historic District Commission approval for vinyl replacement windows; asked for Council advice*
- A resident of an Historic District in the City, living in an older home, considers the MD Historic Trust and Federal Government Historic Commission too lenient*

ADJOURNMENT

With no further discussion, President Day adjourned the Legislative Session at 7:40 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
APRIL 28, 2014

213
214
215
216
217 *TIME & PLACE:* 9:06 p.m., Government Office Building – Room 301
218 *PURPOSE:* To consult with staff, consultants, or other individuals about pending or
219 potential litigation
220 *VOTE TO CLOSE:* Unanimous (5-0)
221 *PRESENT:* Council President Jacob R. Day, Council Vice President Laura Mitchell,
222 Councilwoman Eugenie P. Shields, Councilwoman Terry E. Cohen,
223 Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, City
224 Administrator Tom Stevenson, Assistant City Administrator Terence
225 Arrington, Assistant Director Internal Services – Procurement & Parking
226 Jennifer Miller, City Attorney Mark Tilghman
227 *NOT PRESENT:* Mayor James Ireton, Jr.
228

229 *The City Council convened in Legislative Session in Room #301 in the Government Office*
230 *Building at 6:00 p.m. At the conclusion of the Legislative Session, Mr. Spies moved, Mrs.*
231 *Mitchell seconded and the vote was unanimous to convene in Closed Session in accordance with*
232 *the Annotated Code of Maryland § 10-508(a)(8). The Closed Session began at 9:06 p.m.*
233

234 *City Attorney Mark Tilghman and City staff provided information on a lease agreement, and*
235 *Council reached unanimous consensus to approve the language stated in the draft.*
236

237 *Council also received updates on two other uncompleted negotiations (the purchase of property*
238 *and the Comcast Agreement) from Mr. Tilghman.*
239

240 *On a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, and by unanimous*
241 *vote in favor, President Day adjourned the Closed Session at 9:26 p.m.. Council reconvened in*
242 *Open Session, President Day provided the statement to the Public, and thereafter adjourned the*
243 *session.*
244

245
246
247 _____
City Clerk
248

249 _____
Council President
250
251

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 MAY 15, 2014
4

5 Public Officials Present
6

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

Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields

Councilman Timothy K. Spies

7
8 Public Officials Not Present
9

10 Councilwoman Terry E. Cohen
11

12 In Attendance
13

14 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director
15 Keith Cordrey, Police Chief Barbara Duncan and interested citizens and members of the press.
16

17
18 The City Council convened in a Budget Work Session at 3:24 p.m. in Council Chambers (Room
19 301) of the Government Office Building.
20

21 **Salisbury Police Department –proposal for additional officers**
22

23 Police Chief Barbara Duncan joined Council at the table and discussed the Police Department's
24 request for ten additional *Police Officers* and four *Communications Supervisors*. Already
25 budgeted for 92 officers in the Police Department, Chief Duncan's request was for ten more
26 officers.
27

28 Five sworn police officers were assigned to desks, and the additional personnel (four civilian
29 positions and one recruiter) would place these officers back out on the streets.
30

31 Council points of discussion with Chief Duncan included:
32

- 33 • Re-entry program for released inmates.
- 34 • Proposed recruiter position duties.
- 35 • Developing relationship with other cities, universities, and armed forces to recruit
36 experienced, seasonal officers who want full time positions.
- 37 • The estimated timeline for the recruitment of potential candidates and the required
38 training involved.
- 39 • Police Department will need to examine additional bicycle costs for the new officers
40 assigned to bike patrol.
- 41 • Methods and websites used for recruiting officers.
42

43 **Review of City's Financial Health**

44
45 Internal Services Director Keith Cordrey joined Council to discuss the financial health of the
46 City. He utilized the attached PowerPoint presentation in his report of the following:

- 47
48 • Net Assets – largest portion of the City's net assets (82%) represents capital assets (land,
49 buildings, equipment, and infrastructure). Unrestricted declined from \$6.1 million in
50 2011 to \$1.3 million in 2013 largely due to a \$3.1 million increase in the liability for
51 post-employment benefits.
- 52 • Fund Balances of Government Funds – in Unassigned Balances (the amount of funds
53 available) the balance went from \$9.7 million to \$9 million, with no significant change
54 since 2009 in the General Fund Total Balance, which is \$11.9 million.
- 55 • Changes in Fund Balances of Governmental Funds – In 2013, the City had \$21 million in
56 taxes. In 2011, the City's Financial Accounting Methods were changed to no longer
57 allow the Impact Fees as Governmental Funds, and the Water & Sewer Fund began
58 receiving those fees directly, and the *Parking Fund* was a Governmental Fund, but got
59 changed to an *Enterprise Fund*. The excess of revenues is the revenues less the operating
60 expenses, and revenues have been under expenditures for 8 of the last 10 years.

61
62 **Benchmarks**

- 63
64 • Total Fund Balance – the ratio shows little change and is considered **strong**
- 65 • Unassigned Fund Balance – (total unassigned fund balance divided by total revenue) The
66 ratio is considered **strong**.
- 67 • Projected Unassigned Fund Balance – considered to be **strong**.
- 68 • Debt to Market Value – (total debt divided by the total value of property) City is
69 considered to be **adequate (very close to being strong)**.
- 70 • Debt Per Capita – considered to be **adequate**.
- 71 • Annual Debt Service – (budget debt service divided by the general budget) There is little
72 change from last year and is considered **adequate**.
- 73 • Water and Sewer Unrestricted Balance – (unrestricted fund balance divided by revenue)
74 considered very **strong**.
- 75 • Parking Authority Unrestricted Net Position – (unrestricted net position divided by
76 revenue) **Needs improvement**.

77
78 **FY15 Budget Highlights**

- 79
80 • Personnel – one-step increase for certain employees not receiving market increases,
81 elimination of six frozen positions in Public Works, Retirement Incentive Program (with
82 associated cost of \$86,000), and added positions.
- 83 • Rates and Fees – 2.5% decrease in Water & Sewer rates. Combined with the 6.5%
84 decrease last year, that is a 9% reduction in two years. New revenues/expenditures for
85 Fire Inspections Unit, Real Property Tax Rate rise to Constant Yield (.897 per 100),
86 Personal Property Tax rates unchanged.

- 87 • Public Safety – 4 COPS grant officers retained, Police Recruiter and Crime Analyst
88 position added, 2 Fire/Paramedic Positions unfrozen.
- 89 • Capital Projects – Use of WWTP law suit proceeds to fund significant Waste Water
90 Capital Projects, New facility – Fire Station #2.
- 91 • Downtown – Parks maintenance worker assigned to downtown area.

92

93 **General Fund Expenditures by Category**

94

- 95 • Personnel services have increases in FY15 due to personnel changes reflected in the
96 compensation study.
- 97 • Operating and Capital Outlay are down.

98

99 **Capital Project Appropriations**

100

101 **General Capital Projects**

102

- 102 • Fire Station #2 – mostly through a bond issuance and donation of \$100,000.
- 103 • Skate Park – grant
- 104 • Zoo Projects - New Australian Wildlife Exhibit and Visitor Center/Educational Building.

105

106 **Water Sewer Capital Projects**

107

- 107 • Lift Stations
- 108 • Park Aeration Unit Replacement

109

110 **General Fund Debt Service**

111

- 112 • FY 15 is less than FY 14 even with the \$340,000 additional required for FY 15 Capital
113 Projects.

114

115 **Waste Water Treatment Plant Funding (WWTP)**

116

- 117 • The interest rate for funding the new WWTP is 0%.
- 118 • MDE is proposing to grant the City 42% of the amount (\$24,829,400).
- 119 • First full principal payment is not required until 2026.
- 120 • Based upon the terms, the Debt Service for Water & Sewer Fund for FY 17 is \$4.3
121 million.
- 122 • Repayment of first annual principal payment must begin within one year of construction
123 completion.

124

125 **Debt Limit**

126

- 127 • \$97.4 million is debt limit calculated as of the issuance of the FY 14 Bonds. The
128 outstanding debt as of the last audit was \$81 million. The City's financial policies
129 adopted in March 2010 required that reserve of 10% be kept of the legal debt limit (\$9.7
130 million). Available for use is \$6.66 million.

- 131 • The \$6.66 million was adequate to fund the \$4 million needed for the Fire Station, but
132 \$33 million is needed to fund the Water Sewer Fund for the Waste Water Treatment
133 Plant, and this exceeds the debt limit.
134 • The WWTP project could be removed from Schedule B in the budget ordinance because
135 there will still be time for consideration and discussion of the options prior to when the
136 bond issuance is required.
137

138 At the conclusion of Mr. Cordrey’s Financial Health report, Council discussed the following:
139

- 140 • Funding needed for the Salisbury Transitioning Offender Program (STOP).
- 141 • Need to increase the Fire Department Turnout Gear funding.
- 142 • Shared funding with County of ½ the receptionist/security position for GOB (\$25,000).
- 143 • Community Promotions – additional funding of \$2,500 each to Chipman Center and AIG.
- 144 • Reclassification request - City Clerk increase of \$5,000 (must stay on step with the scale).
- 145 • Live Near Your Work initiative - \$5,000.
- 146 • Stash Your Trash program labels/stencils for cans, drainage and education for recycling -
147 \$5,000.
- 148 • Several years ago the City of Salisbury appropriated \$50,000 to have the Consolidated
149 Plan prepared. Discussion held on the City doing some of their own planning (separate
150 line item with Planning).
- 151 • City has no grant writing position other than Debbie Stam. Need to know what grants are
152 available.
- 153 • City Council advertising - \$5,000 (to advertise public hearings, Charter resolutions, etc.).
- 154 • Funding Communications Coordinator position. Will take time to hire, so remove three
155 months (approximately 25% of the request).
- 156 • Fuel stipend – Mayor’s Office.
- 157 • NSCC budget for phones – Mr. Stevenson to revisit with Mrs. Phillips.
- 158 • The new Police Officers may not be hired immediately, so a lower percentage of the \$1.3
159 million may suffice.
- 160 • May need a 2% or 3% tax increase to fund the Police Officers.
- 161 • Mr. Cordrey will review what the 2% and 3% increase in taxes looks like and will
162 provide its impact to surplus.
163

164 With no further discussion, President Day adjourned the Budget Work Session at 6:00 p.m. The
165 next Budget Work Session will be held on May 20, 2014 beginning at 3:00 p.m.

166
167 _____
168 City Clerk

169
170 _____
171 Council President
172



**CITY OF
SALISBURY**

Financial Health

PRESENTED APRIL 2014

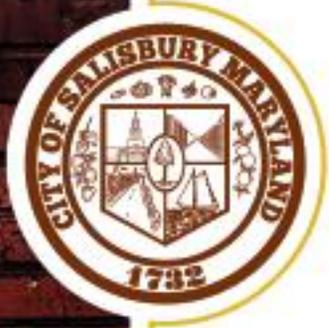


Table of Contents

❑ Financial Trends

These schedules contain trend information to help the reader understand how the city's performance and well-being have changed over time.

- Net Assets (Accrual Basis of Accounting)
- General Revenues & Changes in Net Assets (Accrual Basis of Accounting)
- Fund Balances of Governmental Funds (Modified Accrual Basis of Accounting)
- Changes in Fund Balances of Governmental Funds (Modified Accrual Basis of Accounting)

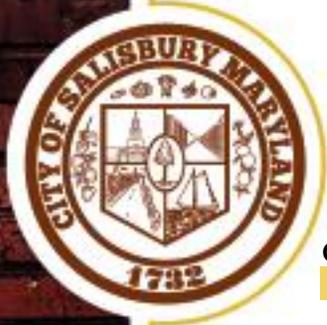
❑ Benchmark Ratios

Key financial ratios are compared to GFOA standards.

- Total Fund Balance
- Total Fund Balance Projected
- Unassigned Fund Balance
- Unassigned Fund Balance Projected
- Debt to Market Value
- Debt per Capita
- Annual Debt Service
- Water and Sewer Unrestricted Fund Balance
- Parking Authority
- Summary

❑ FY 15 Budget

- Highlights
- Revenues
- General Fund Expenditures by Category
- General Fund Expenditures by Department
- Capital Projects

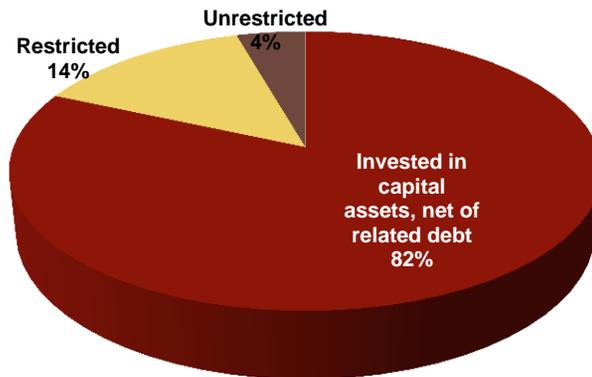


Net Assets

Accrual Basis of Accounting

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Governmental activities							
Invested in capital assets, net of related debt	9,914	\$ 20,543	\$ 19,021	\$ 20,071	\$ 20,869	\$ 22,481	\$ 24,078
Restricted	10,875	3,326	7,108	6,985	3,836	4,605	4,120
Unrestricted	7,847	9,498	9,493	4,438	6,153	4,909	1,309
Total governmental activities net assets	28,636	33,367	35,622	31,494	30,858	31,995	29,507
Business-type activities							
Invested in capital assets, net of related debt	40,902	48,361	53,872	52,827	57,405	53,648	52,638
Restricted	2,821	192	160	178	4,675	11,328	13,067
Unrestricted	10,863	10,585	5,597	14,340	7,911	15,411	17,555
Total business-type activities net assets	\$ 54,586	\$ 59,138	\$ 59,629	\$ 67,345	\$ 69,991	\$ 80,387	\$ 83,260

(in thousands of dollars)



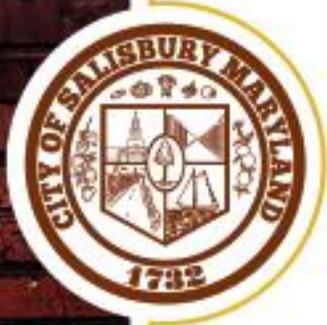
The **Statement of Net Assets** summarizes everything the city owns (assets) and owes (liabilities). It provides a snapshot of the City's financial health at the end of the fiscal year. The largest portion of the City's net assets (82%) represents capital assets such as land, buildings, equipment, and infrastructure (roads, bridges, and other immovable assets), excluding any related debt used to acquire those assets. The city uses these capital assets to provide services to citizens.

Investment in Capital Assets, net of related debt –

The difference between the amount paid for the capital assets, such as buildings, and the debt used to acquire those assets, such as loans or mortgages.

Restricted – Funds that are not available for general use by the City because they must be used for specific purpose or project as required by a law or regulation. An example would include funds set aside for capital projects.

Unrestricted – The remaining fund balance that is not invested in capital assets nor restricted. Unrestricted declined from 6.1M in 2011 to 1.3M in 2013 largely due to a 3.1M increase in the liability for post-employment benefits.

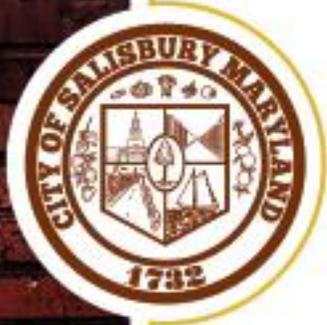


General Revenues and Changes in Net Assets

Accrual Basis of Accounting

(in thousands of dollars)

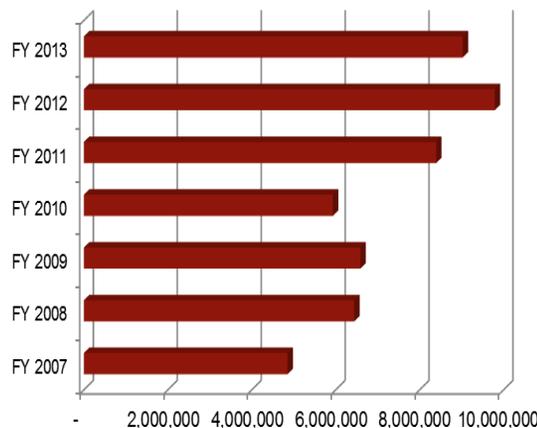
	2007	2008	2009	2010	2011	2012	2013
Governmental activities:							
Charges for services	\$5,824	\$7,055	\$6,070	\$4,782	\$4,260	\$4,471	\$5,897
Operating grants	4,838	3,691	3,742	2,910	3,284	3,741	3,914
Capital Grants	14	430	1,172	2,435	409	764	149
Taxes	18,039	21,680	22,455	23,307	22,650	23,181	21,416
Investment earnings	710	617	285	38	44	30	29
Operating transfers				(193)	(41)	(33)	(43)
Miscellaneous	349	451	(319)	1,278	1,025	1,221	504
Total governmental activities	29,774	33,924	33,405	34,557	31,631	33,375	31,866
Business-type activities:							
Charges for services	11,452	10,947	11,652	13,672	14,859	16,378	16,734
Capital Grants	8,783	4,224	540	2,126	2,696	288	
Investment earnings	542	448	158	33	31	18	36
Operating transfers				193	41	33	43
Miscellaneous	30	59	865			7,599	1,213
Total business-type activities	20,807	15,678	13,215	16,024	17,627	24,316	18,026
Total Revenues	50,581	49,602	46,620	50,581	49,258	57,691	49,892
Change in Net Assets							
Governmental activities	2,209	5,096	2,254	888	(637)	1,307	(2,842)
Business-type activities	7,495	4,552	491	2,699	2,647	10,487	4,747
	\$ 9,704	\$ 9,648	\$ 2,746	\$ 3,587	\$ 2,010	\$ 11,794	\$ 1,905



Fund Balances of Governmental Funds

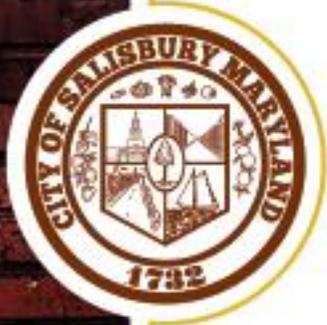
Modified Accrual Basis of Accounting

General Fund	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Nonspendable	482,322	\$ 551,270	\$ 518,157	\$ 796,159	\$ 771,101	\$ 835,328	\$ 708,383
Restricted	1,479,242	1,663,242	2,092,170	1,905,022			-
Committed	400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 827,829	\$ 800,157	673,064
Assigned	1,046,396	1,187,271	1,738,317	1,254,647	931,816	1,259,895	1,569,809
Unassigned	4,856,106	6,445,353	6,591,971	5,936,626	8,397,295	9,791,561	9,029,628
Total general fund	8,264,066	10,247,136	11,340,615	10,292,454	10,928,041	12,686,941	11,980,884
All other governmental funds							
Committed	1,454,769	\$ 3,325,504	\$ 3,291,836	\$ 3,291,010	771,101	835,328	304,526
Assigned	-						812,908
Restricted Capital Projects	9,420,060	\$ 7,264,201	\$ 3,815,791	\$ 3,693,859	827,829	800,157	3,961,685
Total all other governmental funds	10,874,829	10,589,705	7,107,627	6,984,869	1,598,930	1,635,485	5,079,119
Total all governmental funds	\$ 19,138,895	\$ 20,836,841	\$ 18,448,242	\$ 17,277,323	\$ 12,526,971	\$ 14,322,426	\$ 17,060,003



FUND BALANCE: WHAT IS IT AND WHY IS IT IMPORTANT?

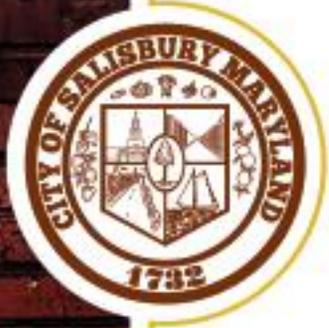
Fund balance is the excess dollars of what the city owns (assets) over what the City owes (liabilities). It is important for several reasons to maintain a healthy fund balance. Fund Balance is a critical factor in financial planning and budgeting and provides funds for unforeseen expenses or emergencies. Fund balance reduces the need for short term borrowing for operations by assuring sufficient cash flows. Finally, fund balance demonstrates financial stability, when enhances bond rating, and thus lowers debt issuance cost.



Changes in Fund Balances of Governmental Funds

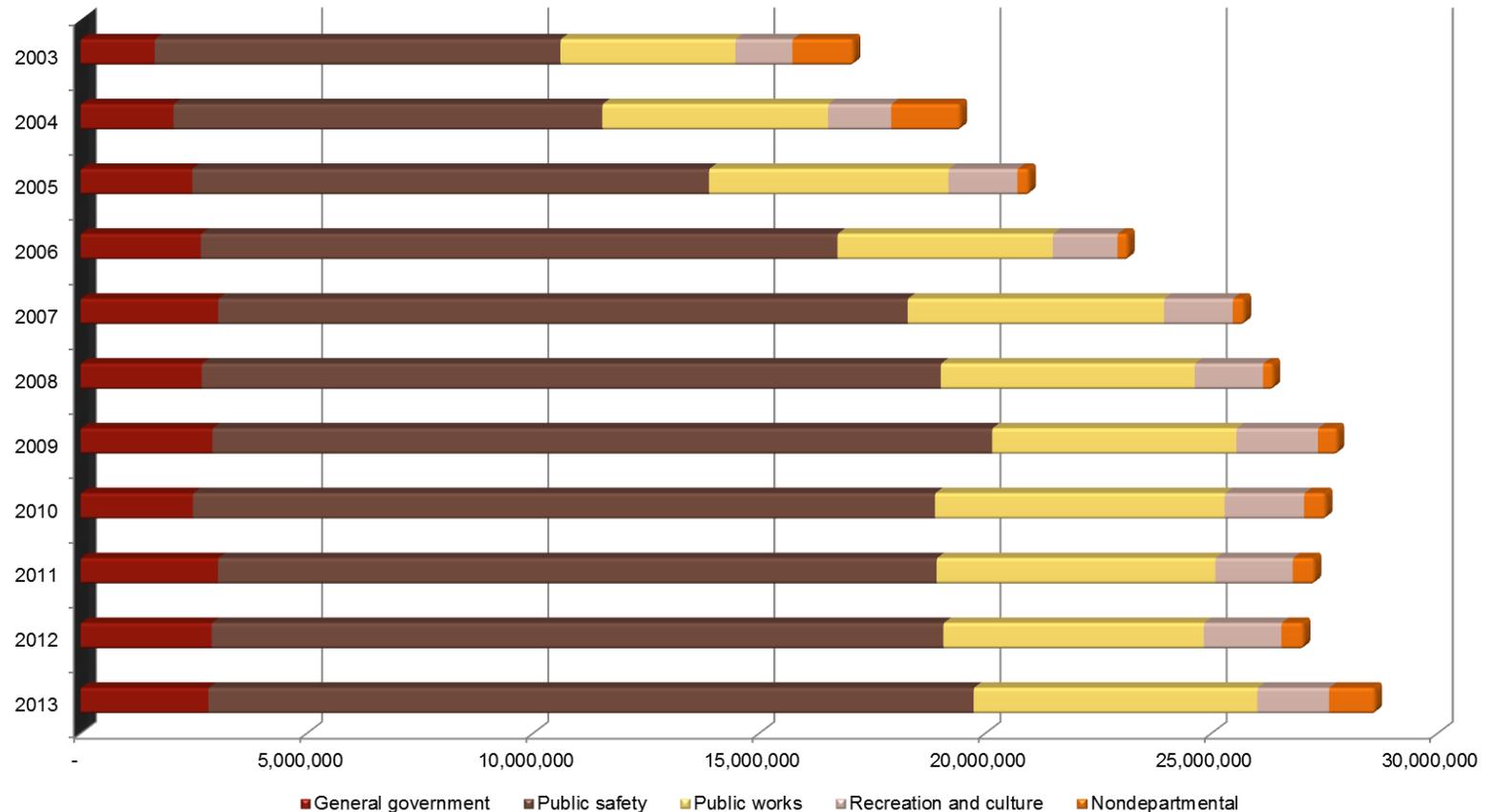
Modified Accrual Basis of Accounting

	FY 2013	FY 2012	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007	FY 2006	FY 2005	FY 2004	FY 2003
Revenues											
Taxes	\$ 21,996,832	\$ 22,565,927	\$ 22,386,049	\$ 23,239,095	\$ 22,340,692	\$ 21,782,961	\$ 18,087,703	\$ 16,678,100	\$ 15,518,349	\$ 14,200,496	\$ 13,618,212
Other revenue	3,552,380	3,207,615	2,603,601	2,961,262	2,779,722	2,995,989	3,010,243	2,959,752	3,121,071	1,154,093	1,242,389
Other sources											
Intergovernmental revenues	4,062,580	4,494,205	3,418,481	5,322,816	4,695,272	3,690,532	4,838,496	3,716,810	3,403,236	3,479,019	2,910,273
Service charges	2,877,878	2,527,071	2,777,850	4,005,341	3,808,599	4,895,289	3,693,262	3,727,833	1,610,026	1,353,072	883,015
Lawsuit proceeds									100,000		
Miscellaneous			7,138	71,417	147,688	721,022	238,250	370,790	160,970	1,505,446	1,187,870
Total revenues	32,489,670	32,794,818	31,193,119	35,599,931	33,771,973	34,085,793	29,867,954	27,453,285	23,913,652	21,692,126	19,841,759
Expenditures											
General government	2,828,040	2,899,236	3,038,871	2,486,655	2,916,451	2,681,693	3,042,702	2,660,673	2,467,741	2,057,298	1,637,786
Public safety	16,919,858	16,179,756	15,890,495	16,404,916	17,238,918	16,339,444	15,245,487	14,075,168	11,428,940	9,480,667	8,974,245
Public works	6,272,253	5,759,680	6,162,458	6,406,051	5,401,849	5,614,004	5,668,917	4,760,651	5,294,863	4,990,698	3,867,509
Recreation and culture	1,584,511	1,713,690	1,712,040	1,756,612	1,800,903	1,509,422	1,519,267	1,429,793	1,523,500	1,394,925	1,258,119
Nondepartmental	1,022,520	492,396	479,858	477,413	434,388	230,301	255,495	232,899	258,856	1,531,106	1,355,652
Capital outlay	1,696,127	2,243,404	1,316,930	5,578,415	6,534,124	6,626,985	5,524,457	6,667,732	2,211,909	1,678,378	605,660
Debt service											
Principal	2,543,272	2,153,389	1,883,247	2,101,650	2,277,295	1,870,314	1,656,662	1,163,383	1,179,629	930,040	759,367
Interest	647,163	926,794	993,322	1,039,814	943,811	749,076	366,060	396,492	613,126	514,418	461,718
Total expenditures	33,513,744	32,368,345	31,477,221	36,251,526	37,547,739	35,621,239	33,279,047	31,386,791	24,978,564	22,577,530	18,920,056
Excess of revenues over (under) expenditures	(1,024,074)	426,473	(284,102)	(651,595)	(3,775,766)	(1,535,446)	(3,411,093)	(3,933,506)	(1,064,912)	(885,404)	921,703
Other financing sources (uses)											
Operating transfers in (out)	(43,466)	(33,454)	(41,439)	(1,281,464)	(865,039)	(58,765)	(30,000)		159,848	44,000	(14,040)
Proceeds from extended term financing	335,664	781,778	-								
Payment to refund debt		(4,598,489)	(4,807,735)								
Debt proceeds		5,151,818	5,576,914	762,140	3,215,546	3,292,157	6,888,969	720,058	261,511	6,139,071	3,785,004
Total other financing sources (uses)	292,198	1,301,653	727,740	(519,324)	2,350,507	3,233,392	6,858,969	720,058	421,359	6,183,071	3,770,964
Net Change in fund balances	\$ (731,876)	\$ 1,728,126	\$ 443,638	\$ (1,170,919)	\$ (1,425,259)	\$ 1,697,946	\$ 3,447,876	\$ (3,213,448)	\$ (643,553)	\$ 5,297,667	\$ 4,692,667

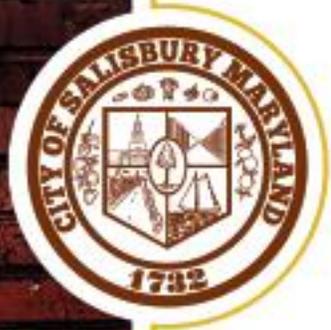


Changes in Fund Balances of Governmental Funds

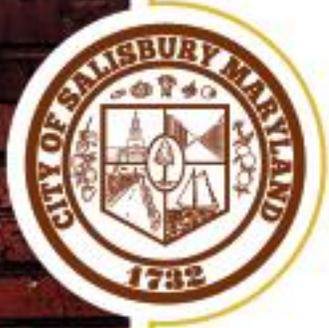
Modified Accrual Basis of Accounting



The chart above represents expenditures solely for General government, public safety, public works, recreation and culture, and the non-departmental categories. Capital outlay and debt service is excluded. Note the horizontal bars are showing the total by year of these expenditures while the colors representing each category indicate the percentage of the total of these expenditures.



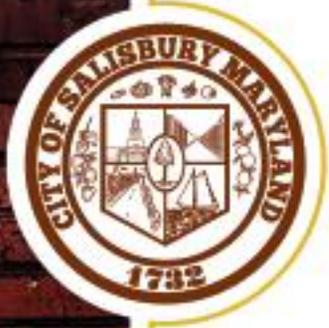
Benchmarks



Total Fund Balance

	FY 2013	FY 2014	FY 2015
General Fund Balance	\$10,928,041 as of June 30, 2011	\$12,686,941 as of June 30, 2012	\$11,980,884 as of June 30, 2013
Revenue per Budget	\$30,732,284	\$35,654,150	\$33,454,202
Ratio	35.6% (Strong)	35.6% (Strong)	35.8% (Strong)

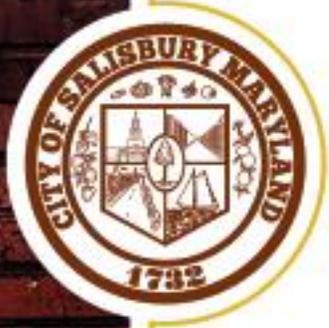
Strong	15 %
Adequate	5 – 15 %
Weak	< 5 %



Total Fund Balance

	Projected 6/30/2015
As of June 30, 2013 (Per Audit)	11,980,884
Use of Surplus to Balance Budget	
FY 2014	1,493,509
FY 2015	1,601,686
As of June 30, 2015 (Projected)	8,885,689
Total Operating Revenue FY 2015	33,454,202
Ratio Fund Balance / Operating Revenue	26.6 (Strong)

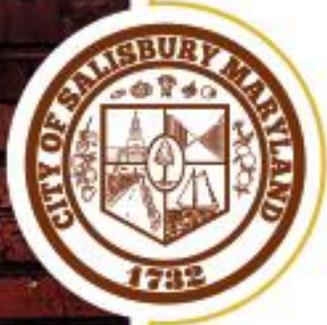
Strong	> 15 %
Adequate	5 – 15 %
Weak	< 5 %



Unassigned Fund Balance

	FY 2014	FY 2015
Unassigned Fund Balance	9,791,561 as of June 30, 2012	9,029,628 as of June 30, 2013
Total Revenue	35,654,150	33,454,202
Ratio	27.5 % (Strong)	27 % (Strong)

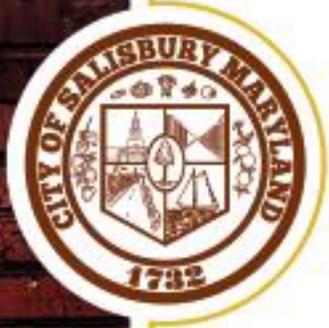
Strong	> 8 %
Adequate	2 – 15 %
Weak	< 2 %



Unassigned Fund Balance

	FY 2015 (Projected)
As of June 30, 2013 (Per Audit)	9,029,628
Use of Surplus to Balance Budget	
FY 2014	1,493,509
FY 2015	1,601,686
As of June 30, 2015 (Projected)	5,934,433
Total Operating Revenue FY 2015	31,852,516
Ratio Fund Balance / Operating Revenue	18.6 % (Strong)

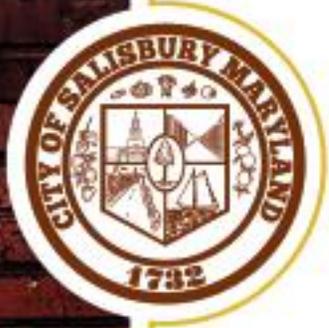
Strong	> 8 %
Adequate	2 - 8 %
Weak	< 2 %



Debt to Market Value

	June 30, 2012	June 30, 2013
General Obligation Debt	\$ 69,545,990	\$ 73,775,676
Market Value of Property	\$ 2,254,938,618	\$ 2,228,304,647
Ratio	3.08 % (Adequate)	3.03 % (Adequate)

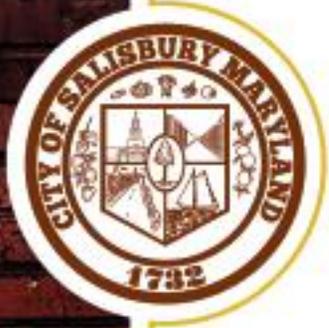
Strong	< 3 %
Adequate	3 – 6 %
Weak	> 6 %



Debt Per Capita

	June 30, 2012	June 30, 2013
General Obligation Debt	\$ 69,545,990	\$ 73,775,676
Population	30,484	30, 484
Debt Per Capita	\$ 2,281 (Adequate)	\$ 2,420 (Adequate)

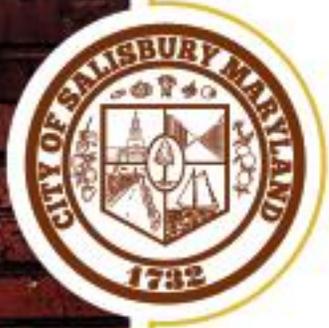
Strong	< \$1,000
Adequate	\$ 1,000 - \$2,500
Weak	> \$2,500



Annual Debt Service

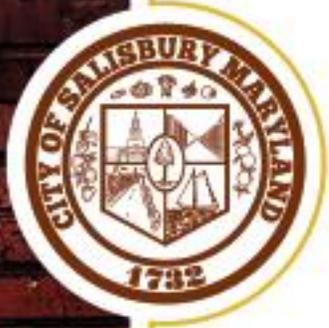
	FY 2013	FY 2014	FY 2015
Budget Debt Service	\$ 2,366,582	2,304,945	\$ 2,148,309
General Budget	\$ 30,732,284	35,654,150	\$ 33,454,202
Ratio	7.56% (Adequate)	6.46% (Adequate)	6.42% (Adequate)

15 % is typically
a recommended cap



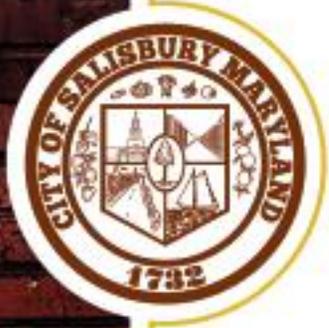
Water and Sewer Unrestricted Balance

	FY 14	FY 15
Unrestricted Fund Balance	\$ 15,188,178 as of June 30, 2012	\$ 17,356,280 as of June 30, 2013
Revenue	\$ 17,065,320	\$ 14,537,375
Ratio	89 % (Strong)	119 % (Strong)



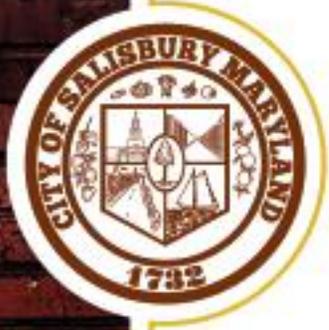
Parking Authority Unrestricted Net Position

	FY 2014	FY 2015
Unrestricted Net Position	\$301,155 as of June 30, 2012	\$220,831 as of June 30, 2013
Revenue	\$712,113	\$727,664
Ratio	42.3%	30.3% Needs Improvement



Benchmark Summary

	FY 2013	FY 2014	FY 2015
General Fund Balance	Strong	Strong	Strong
General Fund Balance Projected	Strong	Strong	Strong
Unassigned Fund Balance	Strong	Strong	Strong
Debt to Market Value	Strong	Adequate	Adequate
Overall Debt per Capita	Adequate	Adequate	Adequate
Unrestricted Net Position Water/Sewer	Strong	Strong	Strong
Unrestricted Net Position Parking Fund	Strong	Strong	Needs Improvement



FY 15 Budget Highlights

❑ Personnel

- Includes a one-step increase for certain employees not receiving market increases
- 6 frozen positions were eliminated in Public Works
- Positions added: HR Office Associate I, Citywide Public Information Officer, Park Maintenance Worker, Office Associate Water Department
- Retirement Incentive Program

❑ Rates and Fees

- 2.5% decrease in Water and Sewer Rates. Combined with the 6.5% decrease in FY 15, rates have been reduced by 9.0% over the last two years.
- New revenues and expenditures are included for a Fire Inspections Unit
- Real Property Tax Rate rise to Constant Yield (i.e. .897 per 100) in order to avoid a reduction of \$248,388 in estimated real property tax revenue
- Personal Property Tax rates unchanged

❑ Public Safety

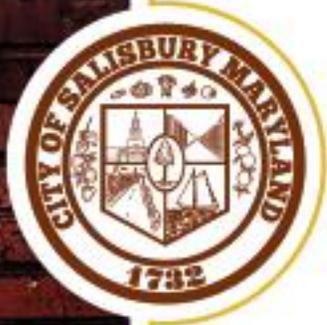
- Police: 4 COPS grant officers retained, a Police Recruiter added, and a Crime Analyst position was funded
- Fire: 2 Fire/Paramedic Positions were Unfrozen

❑ Capital Projects

- Use of WWTP law suit proceeds to fund significant Waste Water Capital Projects
- New facility - Fire station # 2

❑ Down Town

- Parks Maintenance worker is assigned to downtown area



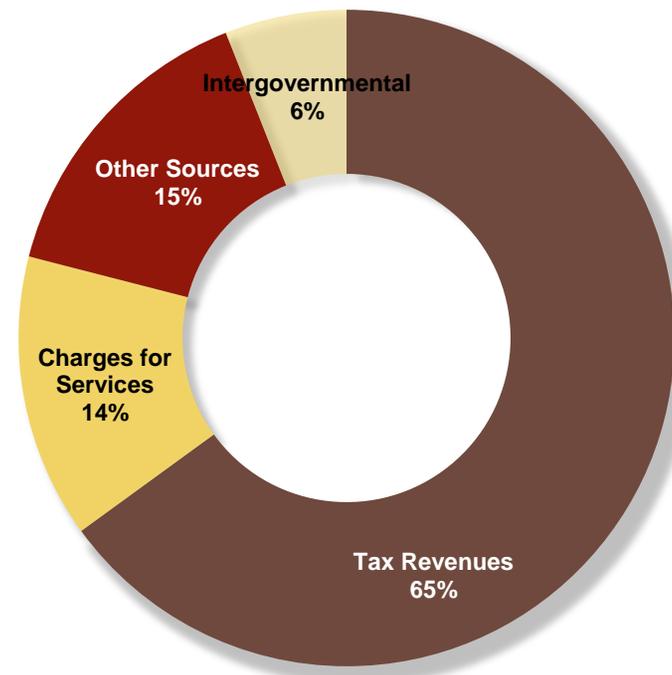
Revenues

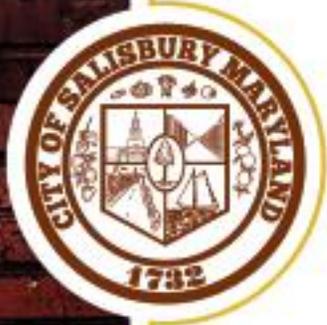
Top Increases

- Taxes - Real Property 264,001
- Radio Tower Rent 350,000
- School Zone Camera 290,000
- Fire Prevention - Plan Review 229,950
- Fire - County Contribution FSA 200,000
- Fire Prevention - Inspect Fee 120,000
- Building Permits 85,000

Top Decreases

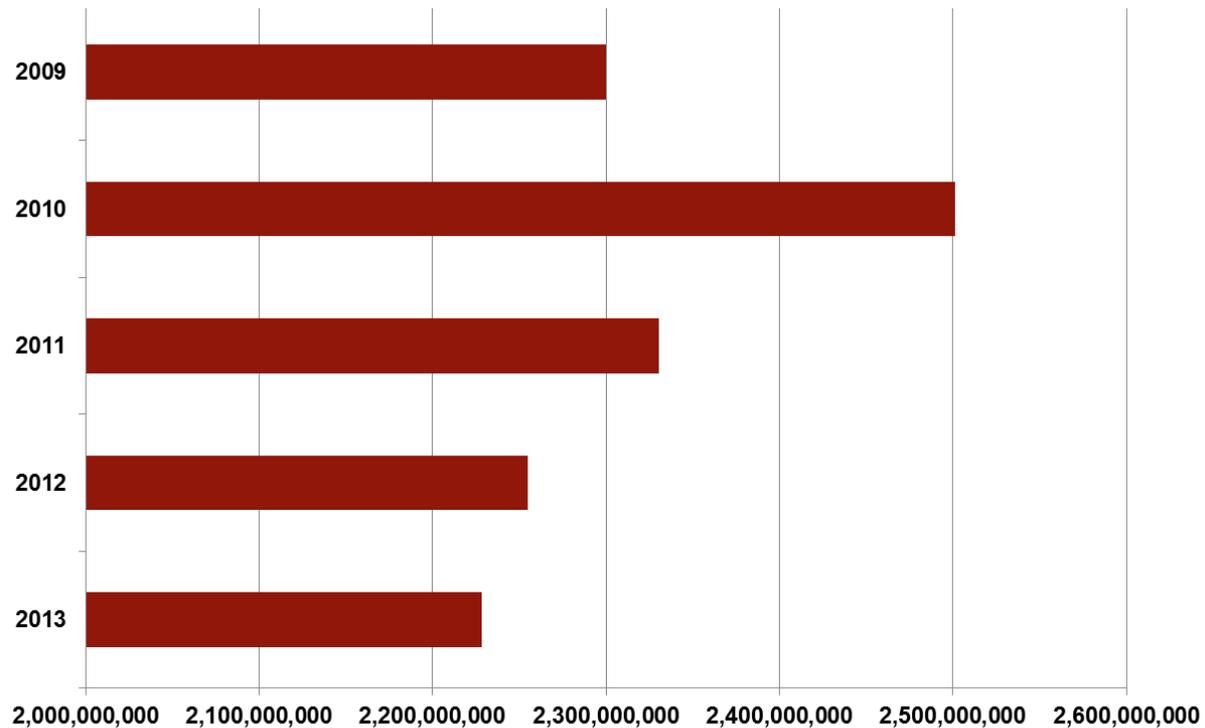
- Transfer from Grants – Police 269,685
- Ambulance Claims Revenue 90,000
- Donations 90,000
- Parking 65,000
- Local Income Taxes 29,754
- Fire Motor Vehicle Calls 22,500

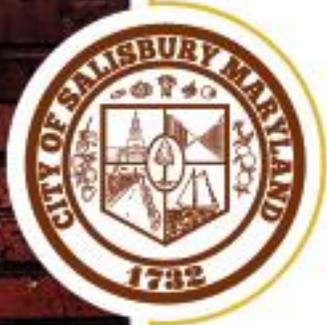




Assessments

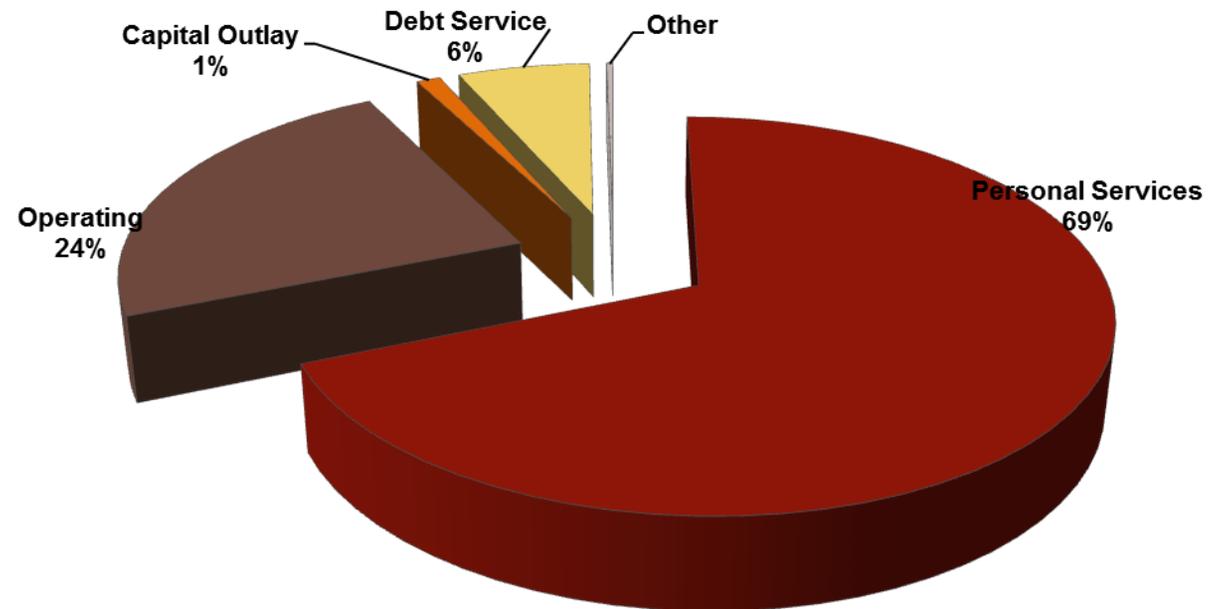
Fiscal Year Ended June 30	Real Property Full and Partial Year	Personal Property	Corporations		
			Ordinary	Railroads and Utilities	Total
2013	1,963,683,547	2,029,930	206,407,060	56,184,110	2,228,304,647
2012	1,988,451,318	2,513,100	216,668,130	47,306,070	2,254,938,618
2011	2,050,805,168	2,058,140	229,984,250	47,881,790	2,330,729,348
2010	2,219,277,746	2,697,220	230,973,950	48,378,640	2,501,327,556
2009	2,015,985,078	2,966,990	228,511,610	52,650,700	2,300,114,378

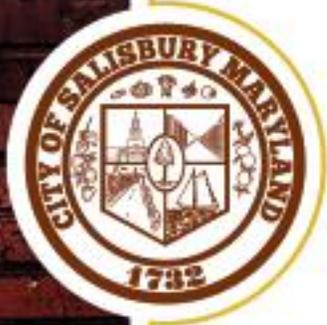




General Fund Expenditures by Category

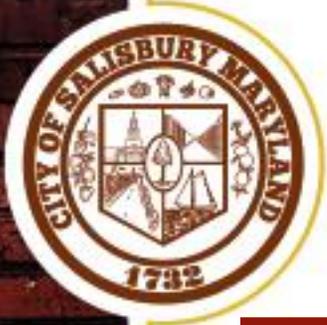
	ACTUAL			FY 2014 ORIGINAL BUDGET	FY 2015 MAYOR BUDGET	FY 2015 Change	
	FY 2011	FY 2012	FY 2013			AMOUNT	%
Personal Service:	18,820,139	18,915,598	19,061,568	21,235,378	22,981,113	\$ 1,745,735	8.2%
Operating	6,286,613	6,334,114	7,578,848	8,171,346	7,849,258	\$ (322,088)	-3.9%
Capital Outlay	724,505	1,510,519	763,387	3,701,575	378,785	\$ (3,322,790)	-89.8%
Debt Service	2,876,569	3,080,183	3,190,435	2,279,945	2,148,309	\$ (131,636)	-5.8%
Other	4,988,458	4,793,329	222,128	112,122	96,737	\$ (15,385)	-13.7%
Total	33,696,284	34,633,743	30,816,366	35,500,366	33,454,202	(2,046,164)	





General Fund Expenditures – By Department

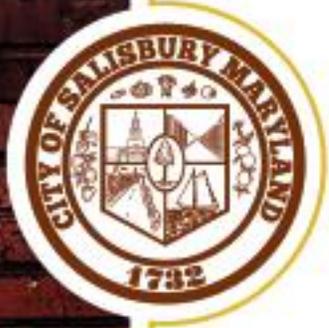
	ACTUAL			FY 2014 ORIGINAL BUDGET	FY 2015 MAYOR BUDGET	FY 2014 Change	
	FY 2011	FY 2012	FY 2013			AMOUNT	%
Legislative (City Council)	79,054	74,109	75,838	\$ 76,566	\$ 70,880	\$ (5,686)	-7.4%
City Clerk	138,486	130,183	128,138	135,829	142,518	6,689	4.9%
Development Services				73,509	81,762	8,253	11.2%
Executive (Mayor)	358,055	370,707	472,744	414,133	506,658	92,524	22.3%
Elections	41,400		56,986				
Community Promotions	214,900	164,152	179,513	221,520	238,120	16,600	7.5%
Internal Services - Finance	444,450	452,300	451,140	451,666	503,428	51,762	11.5%
Internal Services - Procurement	180,768	199,702	200,884	222,928	217,570	(5,358)	-2.4%
City Attorney	201,726	251,884	237,207	215,000	235,000	20,000	9.3%
Information Technology	153,526	170,594	198,184	197,386	259,218	61,832	31.3%
Human Resources	286,337	293,419	129,106	143,391	224,097	80,706	56.3%
Planning & Zoning	181,377	163,789	164,803	161,532	161,532	-	0.0%
Municipal Buildings	152,568	167,750	132,194	168,635	183,000	14,365	8.5%
Poplar Hill Mansion	32,039	22,386	12,880	29,267	29,434	167	0.6%
Police Services	8,419,411	8,630,308	9,302,368	10,239,845	10,619,841	379,996	3.7%
Police Communications	604,725	582,049	411,915	645,327	686,627	41,300	6.4%
Police Animal Control	183,200	179,401	187,974	210,164	214,756	4,592	2.2%
Fire Fighting	5,797,946	6,462,218	6,031,712	6,436,757	7,074,357	637,600	9.9%
Fire Volunteer	137,552	139,543	142,059	210,318	246,617	36,299	17.3%
Building Permits	333,075	322,818	339,759	364,289	374,429	10,140	2.8%
Neighborhood Services	583,226	591,135	601,423	640,383	680,915	40,531	6.3%
Public Works:							
Traffic Control	344,879	449,489	505,533	408,194	443,844	35,649	8.7%
Resource Management	308,045	314,798	285,797	290,402	369,163	78,761	27.1%
Engineering	831,425	735,271	1,044,403	4,809,691	1,372,147	(3,437,544)	-71.5%
Streets	637,748	721,780	684,001	756,813	777,834	21,021	2.8%
Street Lighting	762,322	830,921	879,481	854,643	818,075	(36,568)	-4.3%
Street Sweeping	129,446	281,485	89,032	214,821	199,262	(15,559)	-7.2%
Waste Collection	1,341,894	1,128,420	1,148,473	1,537,258	1,334,904	(202,354)	-13.2%
Recycling	159,486	158,603	162,518	169,643	189,204	19,561	11.5%
Fleet Management	465,194	442,798	422,986	482,164	519,101	36,937	7.7%
Carpenter Shop	135,099	122,133	117,719	134,427	139,025	4,598	3.4%
Zoo	1,337,368	1,328,842	1,188,904	1,047,801	1,089,806	42,004	4.0%
Parks	374,672	384,848	395,609	425,368	473,765	48,397	11.4%
TOTAL DEPARTMENTAL	25,351,399	26,267,835	26,381,283	32,389,672	30,476,889	(1,912,784)	
Debt Service	2,876,569	3,080,183	3,190,435	2,279,945	2,148,309	(131,636)	-6.1%
Insurance	476,393	488,909	988,344	668,827	681,067	12,240	1.8%
Miscellaneous	3,465	3,487	34,176	49,800	51,200	1,400	2.7%
Payment to refund debt	4,807,735	4,598,489					
Operating Transfers	180,723	194,840	222,128	112,122	96,737	(15,385)	-15.9%
TOTAL NON-DEPARTMENTAL	8,344,885	8,365,908	4,435,083	3,110,694	2,977,313	(133,380)	-4.5%
TOTAL EXPENDITURES	\$ 33,696,284	\$ 34,633,743	\$ 30,816,366	\$ 35,500,366	\$ 33,454,202	\$(2,046,164)	-6.1%



Capital Project Appropriations

Project Description	Project Amount	Funding Source					
		Bond Issuance	Existing Bonds	Grants	Donations	Transfer / Pay Go	Funds On Hand
General Capital Projects							
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		
Water Sewer Capital Projects							
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			

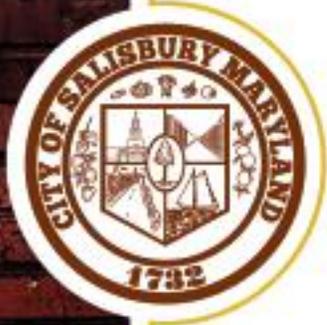
Note: The grant/loan breakdown for the WWTP is based on our best available information right now, but could change once the final BNR/ENR eligibility is made.



General Fund Debt Service

Fiscal Year	Budget
2014	2,279,945
2015	2,148,309
2016	2,089,760
2017	2,079,976

The debt service budgeted for FY 15 is less than previous year even with the \$340k additional required for FY 15 Capital Projects. The FY 15 total less than max per our financial policy \$3,454,202 (10% of FY 15 Expenditures 33,454,202).



Waste Water Treatment Plant Funding

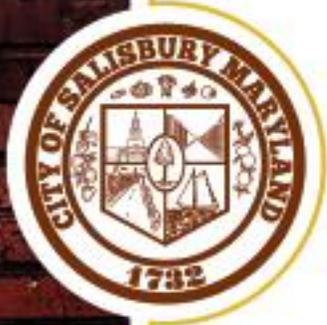
Exhibit B City of Salisbury BRF/SRF Funding

The following are the minimum funding terms that Salisbury proposes based on the current cost estimates and proposed scope of work in the Preliminary Engineering Report:

1. The City estimates that the grant eligible amount is \$ 24,829,400 (42%). The preliminary estimate is as follows:

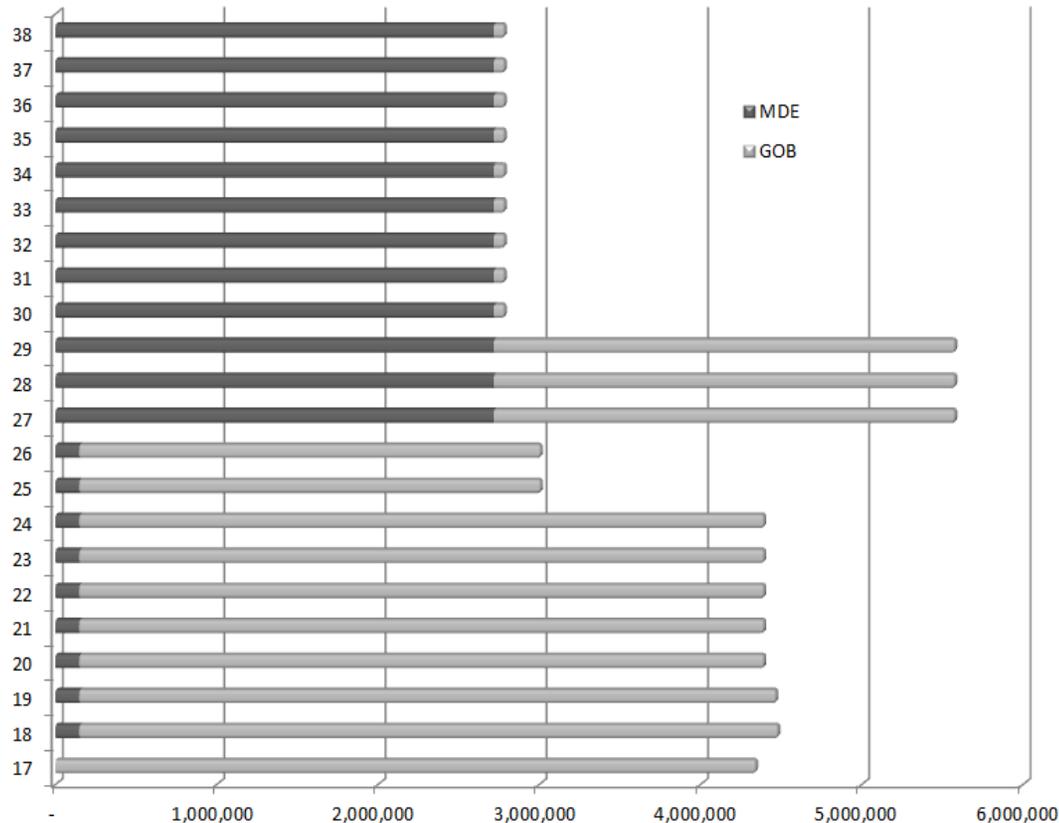
Total Cost	\$58,785,000,
Salisbury Allocation	\$33,955,600
MDE, State or Others	\$24,829,400

2. Loan interest rate of 0% and no administrative fees.
3. Up to \$1.5 million in loan principal forgiveness, consistent with applicable law.
4. First “full” principal loan payment no earlier than FY 2026. The most financially feasible repayment option, based on the City borrowing \$33,955,600, supports the first full principal payment in FY 2026 unless we receive loan forgiveness on our original loan.
5. Repayment of first minimal annual principal payment must begin within one-year of construction completion. The annual loan debt service through FY 2026 will include minimal annual principal payment of no less than \$150,000. After FY 2026, the loan principal balance will be amortized as level debt service collected over the remaining term of the loan.

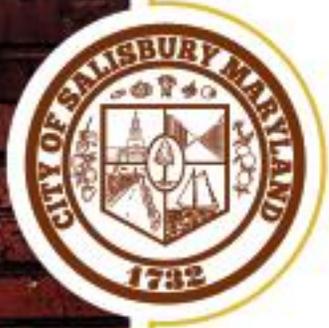


Water and Sewer Debt Service

Effects of WWTP



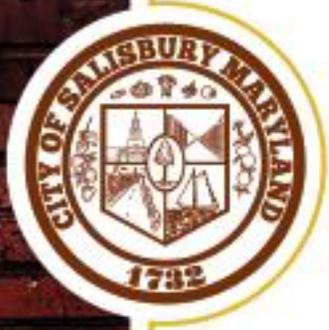
- The debt service scheduled in the Water and Sewer fund FY 17 is 4.3M.
- No debt service is scheduled for the MDE WWTP loan until FY 18.
- The MDE WWTP payment for the first 9 years (FY 18 – 26) is 150k and has little impact .
- The scheduled debt service average for 8 years FY 17-24 is 4.4M.
- The total debt service average for 6 years FY 25-30 is 4.25M. So while there is a spike in three of the years (FY 27- 29), the average through this 6 year period is less than the previous 8 years (FY 17- FY 24).



Debt Limit

	Amount *
Legal Debt Limit	\$ 97,474,398
Debt Outstanding	(81,088,734)
10% of Legal Debt Limit	(9,747,440)
Available for use	\$ 6,638,224

** The Legal Debt Limit and Debt Outstanding shown above were calculated as of the issuance of FY 14 Bonds. Additional principal payments have reduced debt since.*



Debt Limit

General Fund

- The \$ 4,009,0048 of bonds to be issued in the general fund (for the fire house) is under the amount available.

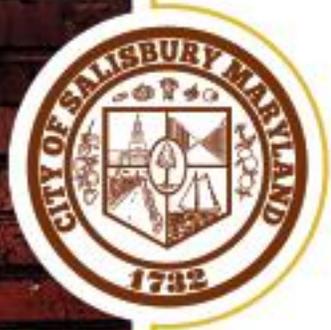
Water Sewer Fund

- The \$ 33,980,000 bonds to be issued for the WWTP exceeds the amounts available.
- There are no other bonds proposed for the Water and Sewer funds in the FY 15 Budget.

Options

1. Raise the debt limit by revising the factors used in the limit formula.
2. Exclude debt in the Water and Sewer fund in the calculation since the support for the debt service in this enterprise fund is fees for services vs. taxes.
3. Eliminate the debt limit included in the charter and the financial policies.

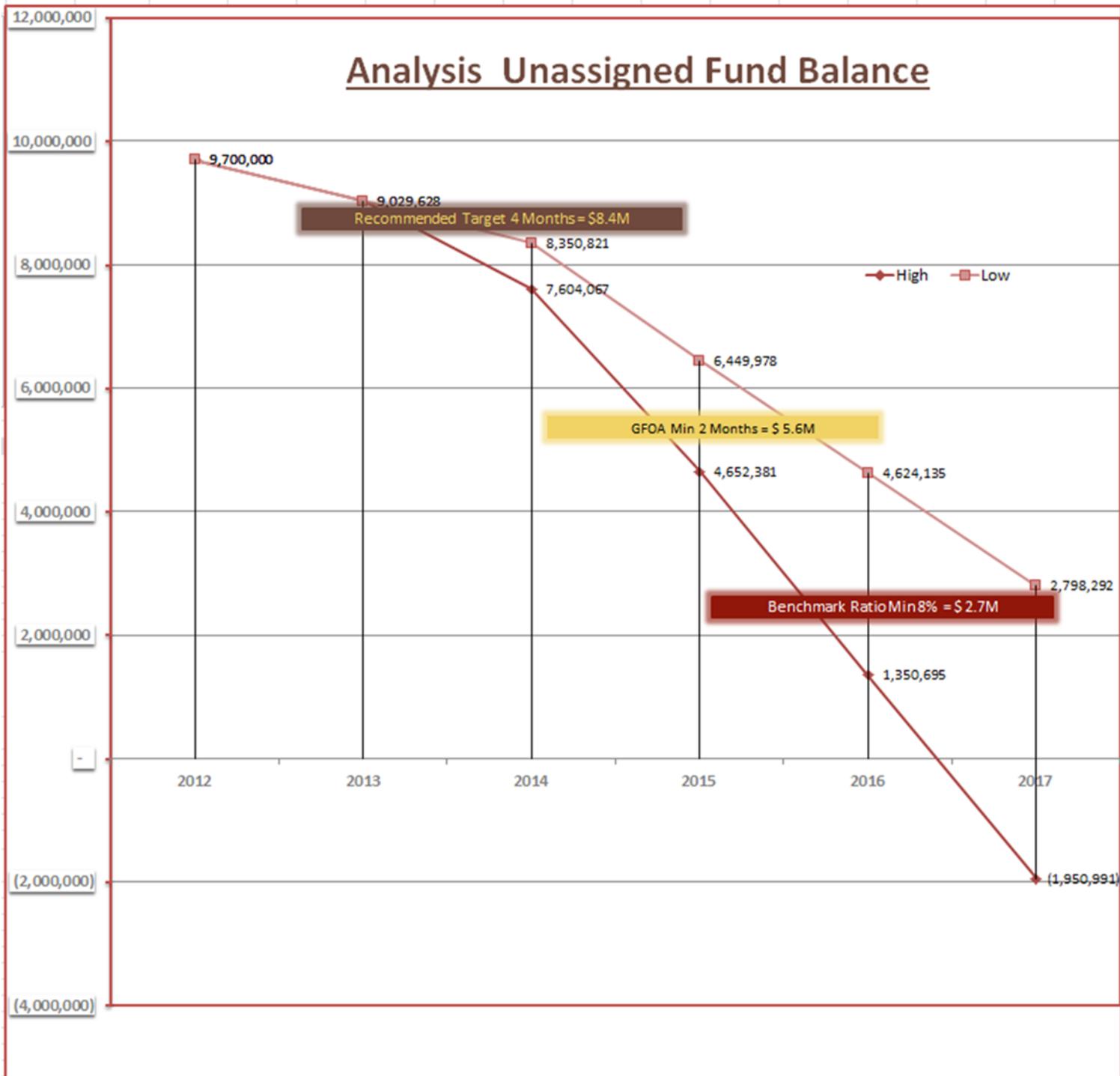
For now, the WWTP project could be removed from Schedule B in the budget ordinance. There would still be plenty of time for council to consider and discuss the options prior to when the bond issuance is required for the WWTP.



Questions



Analysis Unassigned Fund Balance



1 CITY OF SALISBURY
2 WORK SESSION
3 MAY 19, 2014
4

5 Public Officials Present
6

7 Council President Jacob R. Day Councilman Timothy K. Spies
8 Council Vice-President Laura Mitchell (*arrived 1:42 p.m.*) Mayor James Ireton, Jr.
9 Councilwoman Eugenie P. Shields

10 Public Officials Not Present
11

12 Councilwoman Terry E. Cohen
13

14 In Attendance
15

16 Assistant City Clerk Diane C. Nelson, CMC, City Administrator M. Thomas Stevenson, Jr., City
17 Attorney Mark Tilghman, and Fire Chief Richard Hoppes
18 -----

19 The City Council convened in Work Session in Room #301 in the Government Office Building at 1:35
20 p.m. and immediately thereafter, President Day called for a motion to convene in Closed Session. Mrs.
21 Shields moved, Mr. Spies seconded, and as Mrs. Mitchell had not yet joined the meeting, the vote was
22 unanimous (3-0) to convene in Closed Session to discuss the appointment, employment, assignment,
23 promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of
24 appointees, employees, or officials over whom this public body has jurisdiction, or any other personnel
25 matter that affects one or more specific individuals and to consult with staff, consultants, or other
26 individuals about pending or potential litigation in accordance with the Annotated Code of Maryland
27 §10-508(a)(1)(8). The Closed Session began at 1:37 p.m.
28

29 At 3:30 p.m., on a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, and by
30 unanimous vote in favor (4-0), the Closed Session was adjourned and Council reconvened in Open Work
31 Session. President Day then provided the statement for the public that Council had discussed the
32 performance of the City Solicitor and the Fire Service Agreement Negotiations and Strategy with staff.
33

34 Thereafter, President Day called for a short recess prior to reconvening the Work Session at 3:35 p.m.
35 and moving forward with the Work Session Agenda.
36

37 **Office of Business Development Overview**
38

39 Business Development Specialist Laura Kordzikowski provided an overview of the Office of Business
40 Development through a PowerPoint presentation detailing the activities and projects initiated since she
41 assumed business development responsibilities in November 2013; there followed a question and answer
42 period by Council.
43

44 **Internal Auditing Presentation**
45

46 Steve Roser, CPA, CIA, CRMA, with Wicomico County provided an overview of Internal Auditing
47 through a PowerPoint presentation outlining the *Internal Audit Framework*, and how it can benefit an
48 organization or local government by reducing fraud risk exposure and improving efficiency of

49 operations. He explained that he reported directly to Council in his role as Internal Auditor for the
50 County. There followed a question and answer period by Council.

51

52 **Wicomico Creek Watchers Report**

53

54 President Day postponed this agenda item to a later meeting when Dr. Stribling could be in attendance to
55 deliver the report.

56

57 **Residency requirement on City Boards**

58

59 President Day provided background information on previous Council discussions regarding a residency
60 requirement for appointment to City Boards and Commissions. Although several boards and
61 commissions have discussed a residency requirement for appointment, the Recycling Advisory
62 Committee is presently the only board that has such a requirement, stipulating appointments from each
63 quadrant of the City.

64

65 Discussion topics included:

- 66 • Lack of community involvement may pose challenge if enforcing residency requirement
- 67 • Appointment of Community Residents would offer broader viewpoints for the City than just City
68 residents' viewpoints
- 69 • Residency requirement could be Board-dependent upon issues each board is addressing
- 70 • Difficulties experienced staffing Recycling Committee with imposition of quadrant residency
71 requirement

72

73 After discussion, Council reached consensus to:

74

- 75 • Discuss the Recycling Committee in open session since that Advisory Board needs attention now
- 76 • Invite Boards and Commissions to participate during *Community Organization Presentations* at
77 Council Meetings in an effort to solicit more Community involvement

78

79 **General Discussion**

80

81 President Day provided background information on the Supreme Court's recent decision to allow prayer
82 in Council Meetings and other public places that prompted his research regarding Salisbury City
83 Council's decision several years ago to forego recitation of the Lord's Prayer at the beginning of the
84 Council Meeting followed by the Pledge of Allegiance in favor of area Clergy providing a prayer of
85 their Faith that would give Council strength and guidance in making good decisions for the City.

86

87 Discussion topics included:

88

- 89 • Decision was made to forestall potential lawsuits that could be costly to the City
- 90 • Area Clergy was inclusive of all religious institutions in the Salisbury Community
- 91 • Only happened once or twice and then defaulted to moment of silence
- 92 • Process *was* to have been letters out to area Clergy
- 93 • Process *now* to be letters to area Clergy, Ministerial or Ecumenical Alliance
- 94 • Intersperse Clergy with inspirational material provided by Citizens at meetings
- 95 • How to solicit inspirational material from Citizens

96 • Have prayer prior to adoption of Agenda and not part of Agenda as it was the last time

97

98 After discussion, there was Council consensus to implement what was adopted previously, to reach out
99 to all Clergy in the religious community to rotate delivery of faith-based prayers just prior to the
100 beginning of the Legislative Session; in the absence of Clergy to deliver prayer, Council would look to
101 Citizens for delivery of inspirational blessings prior to defaulting to a Moment of Silence.

102

103 The Work Session adjourned at 4:44 p.m.

104

105

106

107 _____
Assistant City Clerk

108

109

110

111 _____
Council President

1 CITY OF SALISBURY
2 BUDGET WORK SESSION
3 MAY 20, 2014
4

5 Public Officials Present

6 Council President Jacob R. Day
7 Councilwoman Terry E. Cohen
8 (withdrew from meeting at 3:40 p.m.)
9

Council Vice President Laura Mitchell
Councilman Timothy K. Spies

10 Public Officials Not Present

11 Mayor James Ireton, Jr.
12 Councilwoman Eugenie P. Shields
13

14 In Attendance

15 Assistant City Clerk Diane C. Nelson, CMC, City Administrator M. Thomas (Tom) Stevenson Jr., and Internal
16 Services Director Keith Cordrey
17
18

19 The City Council convened in work session at 3:00 p.m. in Conference Room 306 of the Government Office
20 Building to discuss various components of the FY15 Budget.
21

22 Prior to discussion of the Budget, President Day shared news that CDG's final appeal request had been denied
23 regarding the City's Waste Water Treatment Plant (WWTP) Court Case; the City was finally through with this
24 issue.
25

26 President Day requested Internal Services Director Cordrey go through all follow up items, Council-level changes,
27 and Administrative changes on the *Cumulative Budget Ordinance Items adjusted by Council Spreadsheet* (see
28 attached) that Mr. Cordrey provides Council following each Budget Meeting.
29

30 Discussion topics included:
31

- 32 • Fire Services Agreement - Fire Code Inspection/Enforcement – Fire/EMS Staffing-NSCC Task Force
- 33 • City Attorney Fees – General & Water/Sewer Budgets-Monthly Bills
- 34 • Office of the City Clerk – Reclassifications of positions (2) and Step Increases
- 35 • Community Promotions - Art Institute & Gallery/Chipman Center
- 36 • Fire - Turn Out Gear
- 37 • GOB - Security (Reception)-add to existing GOB line item
- 38 • HR - Live Near Your Work
- 39 • Mayor - Special allocation for promotions/PIO/Mileage for Mayor-City Administrator Fuel Stipend
- 40 • Shore Transit - Downtown Circulator Trolley-Designated Route, Hours, Stops
- 41 • Wicomico County Library – Hours and Projects
- 42 • Planning & Zoning - Consulting/shared City and County PZ Department/Implementation of Plans
- 43 • Police-Overtime Transition Offender Program/Safe Streets Program and Funding Periods/Re-Entry
44 Program
- 45 • Police-Meals-Telephone – Cell - Gasoline
- 46 • PW - Park Master Plan/ Mosquito Control/Tree Trimming
- 47 • PW - Sanitation-Stash Your Trash Signs-Education Programs
- 48 • PW - Streets Pre-release Labor and MOU
- 49 • PW - Reorganization
- 50 • HR Retirement Incentive – Criteria and Net Savings
- 51 • Council Advertising/ Council access to MUNIS
- 52 • IT - Maintenance Continuation & Training

- 53 • Community Development Budget Spreadsheet since not in MUNIS
- 54 • GOB Misc in conjunction with GOB Bldg and GOB Bldg-maintenance
- 55 • Review of Finance Adjustments which included Liability Ins – Quote Revision
- 56 • GOFA requirement - City to stay above minimum-Use of Surplus
- 57 • County Revenue Cap on Tax Rate
- 58 • Ordinance No. 2290 - Water/Sewer Rates/Public Hearing/2nd Reading
- 59 • Staffing Police Department as requested – options with and without a tax increase
- 60 • Departmental verification of Fees that are set by Ordinance

61

62 Council reached consensus to make adjustments as follows:

63

64 Revenue

65 Fire Inspection & Compliance (Net Revenues/Expenses) 0.00

66 Expenditure Increases

67 City Attorney 28,000.00

68 HR-Live Near Your Work 0.00

69 Mayor Special allocation for promotions 0.00

70 Community Promotion Shore Transit Downtown Circulator Trolley 16,000.00

71 Police-Overtime Transition Offender Program 0.00

72 PW-Parks Mosquito Control 0.00

73 Mayor Auto Allowance (Decrease City Administrator Fuel Stipend (\$600.00) 1,200.00

74 Expenditure Reductions

75 GOB Misc. 0.00

76 Police-Meals 0.00

77 Police-Telephone 0.00

78 Finance Adjustments

79 GOB Bldg-adj to final per County (12,500.00)

80 GOB Bldg-maintenance on new phone 0.00

81 GOB Bldg-Fire Alarm 2,500.00

82 Liability Ins- Quote Revision (47,000.00)

83

84 The next Budget Work Session will be held on May 22, 2014 in Room 306 of the GOB for final budget discussion
 85 prior to Council voting on the Budget Ordinance at the May 27, 2014 Legislative Session.

86

87 The Budget Work Session adjourned at 6:50 p.m.

88

89

90

91 _____
 Assistant City Clerk

92

93

94

95 _____
 Council President

City of Salisbury
Council FY 15 Budget Adj
Gen Fund

General Fund	Account	Possible	Revenue	Expenditure	Use of Surplus	From	To	Comments
Mayor Totals			31,852,516.00	33,454,201.89	(1,601,685.89)			
Revenues								
FSA Contribution County	01000-433229	(200,000)	(200,000.00)					
Fire Inspection and Compliance (net revenues/Exp)	433230&433231	(149,056)	(149,056.00)					
Expenditures - Increases								
BPI-Lap Top for Dept Head	25100	1,500		1,500.00				
City Attorney-Adj based on FY 14 average	17000-513301	46,000		46,000.00				Avg 5 first 5 mo fy14 23k mo * 12 = 276k - 230k
City Clerk-Reclass (5k plus fringe)		5,885		5,885.00				
Comm Promotions-Art Institute & Gallery		2,500		2,500.00				
Comm Promotions-Chipman Center		2,500		2,500.00				
Fire-Turn Out Gear		35,000		35,000.00				
GOB-Security (Reception)		25,000		25,000.00				
HR-House Keys (expand to 3 vs. 1)	18500-502091	5,000		5,000.00				
HR-Live Where You Work (adding 2 more)		5,000		5,000.00				
Mayor-Special allocation for promotions	12000	15,000		15,000.00				
Planning & Zoning-Consulting		10,000		10,000.00				
Police-10 Officers 4 Communication Officers	21021-various	1,059,930		1,059,930.00				
Police-Overtime Transition Offender Program		10,000		10,000.00				
Police-Re Entry Program		35,000		35,000.00				
PW Park Master Plan		20,000		20,000.00				
PW Sanitation Stash Your Trash Signs and Education Program	PW Material	5,000		5,000.00				
PW Parks Mosq Control (revisit amt needed)	45000-523601	TBD						emailed MM 5/16 for feedback
PW Parks Tree Trimming (revisit amt needed)	45000-523602	TBD						emailed MM 5/16 for feedback
PW Streets Pre release labor (is 20k sufficient)	31150-523615	TBD						emailed MM 5/16 for feedback
Expenditure - Reductions								
HR-Retirement Incentive		(86,800)						
Mayor-PIO (25% reduction due to vacancy time)		(18,567)		(18,566.50)				Budgeted 74266 * 25%
Mayor-remove stipend if Vehicle remains	12000	(1,600)		(1,600.00)				
Council-Advertising		(1,000)		(1,000.00)				
IT-Maintenance Continuation		(1,000)		(1,000.00)				email BG 5/16 for feedback
IT-Training		(1,000)		(1,000.00)				email BG 5/16 for feedback
GOB-Misc		(3,600)		(3,600.00)				No such account found?
Police-Meals		(1,000)		(1,000.00)				emailed BD 5/16 for feedback
Police-Telephone		(5,000)		(5,000.00)				emailed BD 5/16 for feedback

City of Salisbury
Council FY 15 Budget Adj
Gen Fund

General Fund	Account	Possible	Revenue	Expenditure	Use of Surplus	From	To	Comments
Police -Cell		(3,000)		(3,000.00)				emailed BD 5/16 for feedback
Police-Gasoline		(5,000)		(5,000.00)				emailed BD 5/16 for feedback
NSSC-Telephone		(1,000)		(1,000.00)				
PW Waste Collection OT		(3,000)		(3,000.00)				emailed MM 5/16 for feedback
PW Waste Collection Tipping		(5,000)		(5,000.00)				emailed MM 5/16 for feedback
PW-Traffic Gasoline		(1,000)		(1,000.00)				emailed MM 5/16 for feedback
Finance Adjustments								
HR-Critical Items (Postage,office, travel, training)		5,320		5,320.00				Training 820
HR Ret Match adjusted projectsion		11,000		11,000.00				46k vs 35k
GOB Bldg-adj to final per county	19500-534301	(20,000)		(20,000.00)				160k vs. 180k
GOB Bldg-maintenance on new phone	19500-534302	10,740		10,740.00				12,740 vs. 2,000
PW-Health & Retirement-Park Main Worker		16,519		16,519.00				personnel adj pending
PW-Water Plant Adm Position		44,542		44,542.00				personnel adj pending
Community Promotions-adjust to actual	12500	2,520		(2,520.00)				235600 vs 238120
Trf Community Dev Critical Item Copier	91001-599114	660		660.00				updated to 74483 vs 73823
Work Comp-Experience Credits		(428,400)		(428,400.00)				credits for experrence; typical 200k in late May
Liability Ins - Quote Revision		TBD						Liability Insurance - adj to final quote in April May
Projected Council Adj			(349,056.00)	870,409.50				
Council			31,503,460.00	34,324,611.39	(2,821,151.39)			

FY 15 Budget
Council Follow Up

Dept Account	Description	Who	Comment
Pending			
Parking Fund	PILOT Purpose in Parking Fund	Finance	emailed btc; see p 109 blue book
HR Live where you work	can state participate with 2 additional Grant Position to Goal Setting Sesstion Updated Analysis Report	HR Council	emailed jeanne 5/16
Complete			
Tax Rate	constant yield hearing threshold	email sent	
Analysis Reports	send budget analysis marina, ws, parking	email sent 5/8/2014	
General Fund Revenues	list of increases and decreases	email sent 5/8/2014	
Community Dev Budget	Copy of spreadsheet prepared by community development	email sent 5/8/2014	
General Fund Revenues	list of RR PP Tax revenue by customer	email sent 5/8/2015	
25200 NSCC	send cost of nuisance officer with fringe feedback from dept heads on proposed cuts	Finance	susasn emailed emails sent 5/16/2014

1 CITY OF SALISBURY
2 BUDGET WORK SESSION
3 MAY 22, 2014
4

5 Public Officials Present

6 Council President Jacob R. Day Council Vice President Laura Mitchell
7 Councilwoman Eugenie P. Shields Councilman Timothy K. Spies
8 *(withdrew from meeting at 11:30 a.m.)*
9

10 Public Officials Not Present

11 Mayor James Ireton, Jr.
12 Councilwoman Terry E. Cohen
13

14 In Attendance

15 Assistant City Clerk Diane C. Nelson, CMC, City Administrator M. Thomas (Tom) Stevenson Jr., and Internal
16 Services Director Keith Cordrey
17

18 The City Council convened in work session at 9:28 a.m. in Conference Room 306 of the Government
19 Office Building to discuss various components of the FY15 Budget.
20

21 President Day summarized the status of the budget discussions thus far and yielded the floor to Internal Services
22 Director Cordrey for discussion of the remaining Fund Budgets and any specific line items still to be reviewed.
23

24 Discussion topics included:
25

- 26 • The City's Financial Policy for use of Surplus/process if policy is not adhered to
- 27 • Wicomico County Humane Society
 - 28 ○ agreement with the City and the County
 - 29 ○ operating budget
 - 30 ○ request for funding
 - 31 ○ SPD Animal Control historical relationship with Humane Society
- 32 • Police Department request for ten (10) officers and four (4) civilian positions
- 33 • City's reserve position in conjunction with a projected tax rate increase
- 34 • Employee Recognition and Recognition Event
- 35 • Replacement of HR-ID Badge Machine
- 36 • Community Promotion Shore Transit Downtown Circulator Trolley
- 37 • Requesting operating budget and current audit from organization when City is funding 20% of budget
- 38 • Stormwater Utility Legislation and State-mandated requirements
- 39 • Speed Camera Program Revenues and allocation of the revenues to fund other SPD programs
- 40 • Constant Yield Tax Rate
- 41 • Fire Service Agreement with County
- 42 • Water/Sewer Fund Analysis
 - 43 ○ Perdue -reduction in consumption due to new recycling approach
 - 44 ○ Decrease in Water/Sewer Rates
 - 45 ○ Use of Surplus
 - 46 ○ Restricted/Unrestricted Funds
 - 47 ○ Lawsuit proceeds
 - 48 ○ City Attorney Budget Adjustment
- 49 • Parking Fund Analysis
 - 50 ○ Use of Surplus
 - 51 ○ GEN Fund (80%) and Parking Fund (20%) allocation of revenues
- 52 • Marina Fund Analysis

- 53 ○ Pedestal replacement – CIP FY16
- 54 ○ Kayak Launch

55
56 After discussion, Council reached consensus to make adjustments as follows:

- 57
- 58 ● Allocate \$5,000.00 to HR-Misc for Employee Recognition Event
- 59 ● Allocate \$3,800.00 HR for purchase of new ID Badge machine
- 60 ● Allocate \$9,040.18 to Animal Control (Humane Society's requested amount)
- 61 ● Change GEN Fund (80%) and Parking Fund (20%) allocation of revenues to Parking Fund (100%)
- 62 ● Fund SPD Civilian Positions for ¾ -year and SPD Officers for ½-year
- 63 ● GEN Fund-Use Surplus - \$1.637 Million and adopt \$.04 tax increase

64
65 After discussion, Council reached consensus to add the following to Pending Agenda Items:

- 66
- 67 ○ Animal Control Ordinance
- 68 ○ Review of Fines/Fees-June or July 2014, January 2015 and annually thereafter in January
- 69 ○ Parking Fund and sustainable Parking Plan
- 70 ○ False Alarm/Enhanced Call Verification Ordinance
- 71 ○ Analysis of Budget Process

72
73 The Budget Work Session adjourned at 12:03 p.m.

74
75
76 _____
77 Assistant City Clerk

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79
80 _____
81 Council President

- 44 • *Resolution No. 2402 – appointing Jordan Gilmore to the Board of Zoning Appeals for*
- 45 *term ending 10/31/17*
- 46 • *Resolution No. 2403 – accepting an endowment fund grant from the Community*
- 47 *Foundation of the Eastern Shore for the Salisbury Park Bandstand*
- 48 • *Resolution No. 2404 – delegating authority to the Mayor to approve leases of City*
- 49 *property for periods of up to five days in length*

50
51 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement & Parking
52 Jennifer L. Miller

53
54 *The Award of Bids, consisting of the following items, was unanimously approved on a 4-0 vote*
55 *on a motion by Mrs. Mitchell and seconded by Mr. Spies:*

- 56
- 57 • *Recommendation for Award of Bid, Contract 108-14 Riverwalk Repairs, Phase 1 -*
- 58 *\$129,100.00*

59
60 **FY 15 BUDGET** – presented by City Attorney Mark Tilghman

- 61
- 62 • *Ordinance No. 2287 – 2nd reading - appropriating the necessary funds for the operation*
- 63 *of the Government and Administration of the City of Salisbury, MD for the period July 1,*
- 64 *2014 to June 30, 2015, establishing the levy for the General Fund for the same fiscal*
- 65 *period and establishing the appropriation for the Water and Sewer, Parking Authority*
- 66 *and City Marina Funds*

67
68 *Mr. Spies moved and Mrs. Shields seconded to approve Ordinance No. 2287 for second*
69 *reading.*

70
71 *City Attorney Mark Tilghman presented the amended Budget Ordinance, and noted the*
72 *tax levy was set at \$ 0.937 per \$100 of assessed valuation of all real property.*

73
74 *Comments provided by Council included the following:*

- 75
- 76 ○ *Thanked fellow Council members, Mayor Ireton and Mr. Stevenson for being part*
- 77 *of the process to protect reserves in the City*
- 78 ○ *Excited about the partnership with Shore Transit (trolley bus from Downtown to*
- 79 *Salisbury University*
- 80 ○ *Challenging to fund but worth the effort to have 15 additional Police Officers*
- 81 ○ *Council reached consensus and agreed on all of the issues*
- 82 ○ *Thanked the Public for its input and phone calls*
- 83 ○ *Proud of the City funding the inmate re-entry program and Stop the Violence*

84
85 *Mayor Ireton thanked Internal Services Director Keith Cordrey and City Administrator*

86 Tom Stevenson for their hard work on the budget and Mayor's Office staffers Donna
87 Haag and Sherrell McBride for their help in putting the budget together.

88
89 Ordinance No. 2287 for second reading was unanimously approved.
90

91 **PUBLIC HEARING - ORDINANCE NO. 2290** – presented by City Attorney Mark Tilghman
92

- 93 • Ordinance No. 2290 – 2nd reading – to amend water and sewer rates to decrease water
94 and sewer rates by 2.5%, making said changes effective for all bills dated October 1,
95 2014 and thereafter unless and until subsequently revised or changed
96

97 Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous (4-0) to approve
98 Ordinance No. 2290 for second reading.
99

100 There were no public comments during the public hearing.
101

102 **ORDINANCES** – presented by City Attorney Mark Tilghman
103

- 104 • Ordinance No. 2289 – 2nd reading – approving a budget amendment of the FY14 General
105 Fund Budget to make changes to approved positions in the Engineering Division of the
106 Department of Public Works as part of a reorganization plan
107

108 Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve
109 Ordinance No. 2289 for second reading.
110

- 111 • Ordinance No. 2291 – 1st reading – approving a budget amendment of the FY14 General
112 Fund to appropriate funds received from the Speed Camera Program for the purchase of
113 two speed measuring devices
114

115 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve
116 Ordinance No. 2291 for first reading.
117

- 118 • Ordinance No. 2292 – 1st reading – approving a Budget Amendment of the FY14 General
119 Fund Budget to appropriate funds received from the Speed Camera Program for the
120 purchase of two speed measuring devices
121

122 Mrs. Mitchell moved and Mrs. Shields seconded to approve Ordinance No. 2292 for first
123 reading.
124

125 Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to amend
126 Ordinance No. 2292 by inserting “for” on Line 9 before “other.”
127

128 *Ordinance No. 2292 for first reading, as amended, was unanimously approved.*

- 129
- 130 • *Ordinance No. 2293 – 1st reading – approving a Budget Amendment of the FY 14 Water*
 - 131 *Sewer Fund to appropriate funds for City Attorney to reduce funds for the attorney in the*
 - 132 *Water Sewer fund and to appropriate additional funds*

133

134 *Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve*

135 *Ordinance No. 2293 for first reading.*

- 136
- 137 • *Ordinance No. 2294 – 1st reading – approving a Budget Amendment of the FY 14*
 - 138 *General Fund to appropriate funds for Attorney Fees*

139

140 *Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to approve*

141 *Ordinance No. 2294 for first reading.*

142

143 **MOTION TO CONVENE IN CLOSED SESSION**

144

145 *At 7:08 p.m. Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to convene*

146 *in Closed Session to discuss a real estate transaction and the appointment or promotion of an*

147 *employee as permitted under the Annotated Code of Maryland § 10-508(a)(1)(3).*

148

149 *After a brief recess, Council convened in the Closed Session at 7:17 p.m.*

150

151 **ADJOURNMENT**

152

153 *At 8:20 p.m., upon a motion and a second by Mr. Spies and Mrs. Mitchell, respectively, and by*

154 *unanimous vote in favor, President Day adjourned the Closed Session, returned to the Open*

155 *Session and provided the statement that Council had discussed the fees and liens for the*

156 *purchase of a property and reached consensus to waive the fees, and confirmed the Mayor's*

157 *candidate Susan Phillips as Director of Neighborhood Services and Code Compliance.*

158

159 *With no further discussion, President Day adjourned the Open Session at 8:21 p.m.*

160

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CITY OF SALISBURY, MARYLAND
CLOSED SESSION
MAY 19, 2014

171
172
173
174
175 *TIME & PLACE:* 1:37 p.m., Government Office Building – Room 301
176 *PURPOSE:* To discuss the appointment, employment, assignment, promotion,
177 discipline, demotion, compensation, removal, resignation, or performance
178 evaluation of appointees, employees, or officials over whom this public
179 body has jurisdiction, or any other personnel matter that affects one or
180 more specific individuals AND to consult with staff, consultants, or other
181 individuals about pending or potential litigation
182 *VOTE TO CLOSE:* Unanimous (3-0) as Mrs. Mitchell did not arrive until 1:42 p.m.
183 *PRESENT:* Council President Jacob R. Day, Council Vice President Laura Mitchell
184 (arrived at 1:42 p.m.), Councilwoman Eugenie P. Shields, Councilman
185 Timothy K. Spies, Mayor James Ireton, Jr., Assistant City Clerk Diane C.
186 Nelson, City Administrator M. Thomas Stevenson, Jr., Fire Chief Richard
187 Hoppes, and City Attorney Mark Tilghman
188 *NOT PRESENT:* Councilwoman Terry E. Cohen
189

190
191 *The City Council convened in Work Session in Room #301 in the Government Office Building at*
192 *1:35 p.m. and immediately thereafter, President Day called for a motion to convene in Closed*
193 *Session. Mrs. Shields moved, Mr. Spies seconded, and as Mrs. Mitchell had not yet joined the*
194 *meeting, the vote was unanimous (3-0) to convene in Closed Session to discuss the appointment,*
195 *employment, assignment, promotion, discipline, demotion, compensation, removal, resignation,*
196 *or performance evaluation of appointees, employees, or officials over whom this public body has*
197 *jurisdiction, or any other personnel matter that affects one or more specific individuals and to*
198 *consult with staff, consultants, or other individuals about pending or potential litigation in*
199 *accordance with the Annotated Code of Maryland §10-508(a)(1)(8). The Closed Session began*
200 *at 1:37 p.m.*

201
202 *At 3:30 p.m., on a motion and second by Mrs. Shields and Mrs. Mitchell, respectively, and by*
203 *unanimous vote in favor (4-0), the Closed Session was adjourned and Council reconvened in*
204 *Open Work Session. President Day then provided the statement for the public that Council had*
205 *discussed the performance of the City Solicitor and the Fire Service Agreement Negotiations and*
206 *Strategy with staff.*

207
208 *Thereafter, President Day called for a short recess prior to proceeding with the Work Session*
209 *agenda.*

214 _____
215 *Assistant City Clerk*
216
217
218 _____
219 *City Clerk*
220
221
222 _____
223 *Council President*
224

CITY OF SALISBURY
COUNCIL ELECTION REDISTRICTING FORUM
MAY 29, 2014

Present

Council President Jacob R. Day	Council Vice President Laura Mitchell
Councilwoman Terry E. Cohen	Councilman Timothy K. Spies

Absent

Councilwoman Eugenie P. Shields
Mayor James Ireton, Jr.

In Attendance

City Clerk Kimberly R. Nichols, CMC, Planning & Zoning Technical and Environmental Planner Frank McKenzie, members of the public and media.

The City Council convened at 6:10 p.m. in Council Chambers, Room 301 of the Government Office Building (125 North Division Street, Salisbury, MD) to hold a public forum to hear citizens' remarks regarding the election redistricting process.

Council President Day explained the evening's public forum would conclude the meetings on Election Redistricting to offer the public one more opportunity to view the Mayor's plan and the plan adopted by Council in 2012, and provide feedback on the subject.

President Day invited Planning & Zoning Technical and Environmental Planner Frank McKenzie to the podium. Mr. McKenzie explained the original discussion was based upon going from a two district to a five district representative scenario. Then consideration was given to enlarging District 1 to include the additional minority representative. The goal was to double the size of District 1 and to include two representatives, which would reduce the size of District 2 to three Council members. He referred to the "2015 Election" map which was adopted by City Council in 2012, and was proposed to be used for the 2015 elections.

Mr. McKenzie expounded on Mayor Ireton's 5 District Plan, which divides the City into 5 districts, two being minority districts (Districts 1 and 2). He reported that the State of Maryland established a law stating incarcerated individuals had to be included in the vote count, and the total *adjusted* population for Salisbury was 30,607. In knowing where the populations were, he explained they had to concentrate the population for the minorities but also build a district big enough to give 6,000 persons per district. Receiving guidance from the Mayor as to how he would like to have it divided, Mr. McKenzie created the districts.

Mr. McKenzie stated the target was to have 6,121 people per district with an allowed 5% deviation, and provided the following data from the 5 District Plan based upon the requirements:

- District 1 – total population - 6,025 (3,257 are black) Adjusted black population - 54.6%

- District 2 – total population - 6,006 (3,077 are black) Adjusted black population - 51.6%
- District 3 – total population - 6,347 The minority population is 13.61%.
- District 4 – total population - 5,895 (1,824 are black) Adjusted black population - 30.94%
- District 5 – total population - 6,334 (1,635 are black) Adjusted black population - 25.81%

The following comments were provided by two City residents and the President of the Wicomico County NAACP:

- The City of Salisbury is a multi-million dollar business necessitating elected officials capable of doing the job of the business of the City, who understand the issues that come before Council and can commit the amount of time necessary. It would be a disservice to chop the City into five districts because of the difficulty in getting people to run for office and the pool of capable candidates would be greatly narrowed. The 2 District Plan does not prevent minorities from running in District 2, and referenced former Councilwoman Rachel Polk’s District 2 election several years prior. Diversity on the Council is important and the City should encourage more minorities to run in District 2.
- Speaker has never had a council representative on City Council from his neighborhood in the past 30 years and does not feel slighted. For a town the size of Salisbury it makes sense to have at-large elections for all representatives. The legislative action (Charter Amendment) taken in 2012 by the former Council represented a reasonable compromise, but he prefers at-large representation. A three districts plan would be the “next best, least worst” scenario, but the current two districts plan was a good compromise for everyone.
- The NAACP supports the Mayor’s 5 District Plan. That plan offers the two majority-minority districts a roughly 7 point margin in African-American voting age population over the Non-Hispanic, White population. Although the districts will not have an African-American voting age population over 50%, it still would represent a clear plurality, and efforts to move the population size over 50% might increase the Non-Hispanic, White population. The City has approximately 30% African-American voting population; the Mayor’s 5 District Plan would allow for clear minority plurality.

Council President Day thanked everyone for attending. The topic would be scheduled again for discussion in Work Session and the public was asked to contact Council with their thoughts on the process.

Thereafter, the public forum adjourned at 6:35 p.m.

City Clerk

Council President

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CITY OF SALISBURY
WORK SESSION
JUNE 2, 2014

Public Officials Present

Council President Jacob R. Day Vice President Laura Mitchell
Mayor James Ireton, Jr. (arrived 6:20 p.m.) Councilwoman Terry E. Cohen (arrived 7:00 p.m.)
Councilman Timothy K. Spies

Public Officials Not Present

Councilwoman Eugenie P. Shields

In Attendance

City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, Jr., Associate
City Attorney Pete Golba, interested citizens and members of the press.

On June 2, 2014 Salisbury City Council convened in a Work Session at 4:38 p.m. in Council
Chambers (Room 301) of the Government Office Building.

Art Institute & Gallery (AI&G) Presentation

President Day invited the following AI&G representatives to the table: Andrea Gentry-Seidl, Lee
Whaley and Connie Strott. Ms. Seidl reported the AI&G was beginning its 61st year in existence
and has been a cornerstone with Downtown Salisbury since 1953. With two part-time staff
members and more than 5,000 volunteer hours logged each year, the AI&G displays art for more
than 60 artists to showcase and sell their artwork at the shop. She shared the membership's
excitement about the renewed renaissance in Downtown Salisbury and AI&G's partnership with
the City of Salisbury.

Ms. Strott discussed the 3rd Friday events in Salisbury and AI&G's involvement in making it a
success.

Ms. Whaley indicated she and Mrs. Strott were present on behalf of the Arts & Entertainment
District Committee and stated the AI&G receives some funding from the Maryland State Arts
Council, but the local government support was very important. Ms. Seidl thanked the City
Council for their support and invited them to visit the gallery.

Brandon Brittingham Scholarship Presentation

Council President Day invited Brandon Brittingham to the table to discuss the Brandon
Brittingham Scholarship for seniors graduating from the three Salisbury area high schools,
Parkside, James M. Bennett and Wicomico High. The Parkside students were challenged to
create original development plans for Parking Lot 30 near the Salisbury Marina. The initial

44 intention was for only one student to receive the scholarship, but this first year three students
45 were chosen because of their excellent designs. Next year's rotation will allow a student from
46 James M. Bennett to receive the scholarship, and the following year a Wicomico High student
47 will be the recipient.

48
49 Mr. Brittingham described the design plans submitted by the three winning students and
50 explained how difficult it would have been to select just one winning project this year.

51

52 **Envision SBY Update**

53

54 President Day reported on the process and progress made by the local group in the past few
55 months. Additional input will be received from the group over the summer and by early Fall
56 they should be able to present their final results to Council.

57

58 The drawings and designs will be displayed for the public during 3rd Friday on June 20, 2014.

59

60 **Wastewater Treatment Plant (WWTP) Update**

61

62 Public Works Director Mike Moulds and Assistant Director Amanda Pollack joined Council to
63 report on the status of the WWTP upgrade.

64

65 Ms. Pollack provided the following information in the update:

66

- 67 • Public Works has been meeting with MDE to review the design plans for the WWTP
- 68 • Brown and Caldwell (the design contractor) has been working closely with the City
- 69 • August 2014 is slated for the 90% design review
- 70 • This Fall, the perspective contractors will be pre-qualified
- 71 • In January 2015, the 100 % design documents are due to the City
- 72 • In February the designs will be turned over to the pre-qualified contractors for bidding
- 73 • Bids will be reviewed and by June 2015 a purchase order should be issued
- 74 • Completion of the project is slated for December, 2017

75

76 Ms. Pollack reported on the following projects which will be funded with WWTP litigation
77 proceeds and are each included in the CIP: Parkside Pump Station; Fitzwater Street Pump
78 Station; Hampshire Road Pump Station; Paleo Well No. 3;

79

80 Questions from the Council members included:

81

- 82 • Has a cost - benefit analysis been done to determine if we should pay off higher interest
83 debt or use proceeds to pay for the current work?
- 84 • During the Fitzwater Street Pump Station upgrade, what enhancements will be made to
85 the street and streetscape there?
- 86 • Can re-striping the streets for dedicated bike lanes be done after reconstruction, and will
87 Public Works be the originator of the required ordinance?
- 88 • Can cross-walks receive special attention after construction?

- 89 • Explanation requested for funding the difference between the total grant/loan mix (\$61.3
90 million) and the entire WWTP project (\$68.6 million).

91

92 **Shamrock Drive Easement**

93

94 Wicomico County Purchasing Agent Rick Conrad joined Council to explain the request for a
95 utility easement for a domestic water well for 139 Shamrock Drive. The well is located within
96 the City’s right of way for Beaglin Park Drive. Currently owned by the County, they are seeking
97 a perpetual easement for the well. The County is selling the property but must first provide an
98 easement for the well.

99

100 Council reached unanimous consensus to approve the easement.

101

102 **Pohanka Text Amendment**

103

104 Vice President Mitchell disclosed a recent purchase from Pohanka but Mr. Golba advised that
105 recusal was not necessary.

106

107 Planning & Zoning Director Jack Lenox discussed the proposed text amendment to Section
108 17.76.020B – Light Industrial District – to add an outdoor storage yard as a use permitted by
109 Special Exception and to amend Section 17.04.120 - Definitions – to include the definition of an
110 Outdoor Storage Yard to the definitions section of the Code.

111

112 Mr. Lenox explained the proposal would allow Pohanka to use their newly purchased property
113 for an outdoor storage. The property was purchased by Pohanka to be used for outdoor storage
114 only, but there is a technical issue with the code involving an interpretation by the Zoning
115 Administrator, and outdoor storage alone is not a permitted use of the Light Industrial District.

116

117 Mr. Spies reported that the Planning Commission approved a favorable recommendation for a
118 Text Amendment to the Salisbury Code to add the following amendment of Section 17.04.120,
119 Definitions:

120

121 *OUTDOOR STORAGE YARD: THE KEEPING OR STORING, OTHER THAN IN A*
122 *WHOLLY ENCLOSED BUILDING, OF ANY GOODS, ITEMS, MATERIALS OR*
123 *MERCHANDISE, EXCEPT FOR SCRAP MATERIALS, DEBRIS, OR A JUNKYARD.*

124

125 Council reached unanimous consensus to advance the ordinance to Legislative Session.

126

127 President Day announced there would be no legislative session the following week due to the
128 MML Convention in Ocean City, but the next week they would be back on schedule. He
129 reminded the public that Smart Growth America Walkability Workshop would be held on June
130 11 – 12, 2014.

131

132 Following a fifteen minute recess, at 6:45 p.m. Mrs. Mitchell moved, Mr. Spies seconded and the
133 vote was unanimous to convene in Closed Session to discuss a matter directly related to a
134 negotiating strategy of a bid or proposal, if public discussion or disclosure would adversely

135 impact the ability of the public body to participate in the competitive bidding or proposal process
136 (before a contract is awarded or bids are opened) in accordance with the Annotated Code of
137 Maryland § 10-508(a)(14).

138
139 President Day adjourned the Closed Session at 8:40 p.m., returned to Open Session and disclosed
140 that while in closed session Council authorized the Mayor to enter into an exclusive negotiating
141 period with a potential developer who has responded to an RFP for the development of several
142 City parking lots.

143
144
145 _____
146 City Clerk

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149 _____
150 Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride *SM*
Subject: Appointment to the Central City District Commission
Date: June 3, 2014

Mayor Ireton would like to appoint the following person to the Central City District Commission:

<u>Name</u>	<u>Term Ending</u>
Ben Bowne	9/30/2016

Attached you will find Mr. Bowne's letter of interest, resume and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next meeting. Please let me know if you have any questions.

Attachments

cc: Michael Piorunski

5/27/2014

The Honorable Jim Ireton
Mayor of the City of Salisbury
City of Salisbury, MD
125 N. Division St.
Salisbury MD 21801-4940

RE: CCDC / Parking

Dear Mayor Ireton,

I'd like to formally offer my time and efforts in service to the CCDC/City of Salisbury. I am going to be taking over for Susan Purnell at Kuhn's Jewelers someday and I'm THRILLED to see all of the very real downtown revitalization happening. I'd like to bring my enthusiasm, background as a commercial realtor and it's relation to urban planning, and my voice as a downtown business operator to the mix.

I think we can perform some low-cost parking fixes that may dramatically enhance the downtown shopping/gathering experience for years to come and promote further new business in-fill.

If you'd like to talk with me in person, formally or informally, I'm at your disposal.

Here's to a brighter future for our beloved Salisbury,

Ben Bowne
Kuhn's Jewelers
410-742-3256

3 Redbud Court
Savannah, GA 31406

Ben Bowne

(912) 856-9867

benbowne@gmail.com

EMPLOYMENT

Director of Marketing/Sales

Kuhn's Jewelers

Summer 2013 – Present

- GIA Certified Diamond Grading Professional
- Brand proliferation and management
- Sales

Realtor

State of Georgia

Spring 2005 – Summer 2013

- Top producer
- Residential & Commercial sales and leasing volume in excess of \$20 million per year
- Expert Contract Negotiator
- Distressed asset management and disposition
- Luxury Marketing expert

Director of Marketing

Cora Bett Thomas Realty

Winter 2011 – Winter 2012

- Implemented new multi-faceted Luxury Real Estate company website (Cold Fusion) for the leading Real Estate firm in the region (Savannah, Beaufort, Bluffton & Hilton Head Island)
- Comprehensive Social Media Program Integration resulted in immediate increase of lead capture and new business generation
- On-going site content enhancement resulting in more time spent on site by more visitors everyday
- Created original PR content in print, web forums, company blog, and social networking venues
- Media Buying across broad spectrum of regional, national, and international digital and print publications
- Streamlined Luxury Affiliation program for greater, more meaningful exposure and brand consistency across a broad spectrum of print, web, social media and public forums
- Developed individual marketing strategies for thirty seasoned Luxury Real Estate professionals, across two offices, in four markets, including day-to-day creation and production of sales force collaterals and luxury property exposure programs.
- Created and implemented Agent template program aiding in greater productivity and overall sales volume of sales force

Project Manager

Grikitis Group, LLC

Spring 2008 – Winter 2011

- Managed private development portfolio of commercial and residential properties for Savannah based developer and entrepreneur.
- Real Estate sales and acquisition in excess of \$25 Million
- Managed contract negotiations for major distressed resort and casino acquisition
- Oversaw Artist Management division
- Project Lead for Art Installation @ [PGA Major tour event \(Honda Classic\)](#)

EDUCATION

Purchase, NY

State University of New York

Fall 1995 – Summer 1999

Bachelor of Fine Arts, Acting – Conservatory of Theater Arts & Film

Community Affiliations: Historic Society Foundation (Savannah), Downtown Business Association (Savannah)

TECHNICAL EXPERIENCE

Interactive Strategy | Email Marketing | Website Development | Content Management | Search Engine & Social Media Optimization | Adobe InDesign, Premiere, Illustrator, Fireworks, InCopy | Expert MS Office Suite

RESOLUTION NO. 2405

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

<u>Name</u>	<u>Term Ending</u>
Ben Bowne	9/30/2016

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of June 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of June 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Sherrell McBride *SM*
Subject: Appointment to the Housing Board of Adjustments and Appeals
Date: June 3, 2014

Mayor Ireton would like to appoint the following person to the Housing Board of Adjustments and Appeals:

<u>Candidate</u>	<u>Term</u>
R. Hardy Rudasill	7/31/2018

Attached you will find Mr. Rudasill's letter of interest, resume and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next meeting. Please let me know if you have any questions.

Attachments

CC: Mayor Ireton
Tom Stevenson

307 Maryland Ave, Apt B
Salisbury, MD 21801
rhardyrudasill@gmail.com
(410) 989-5091

May 22, 2014

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

Mayor Ireton:

I write to express my interest in serving on the Housing Board of Adjustments and Appeals. I am a renter here in Salisbury, and I will have resided here for a year, come July 1st. My legal education equipped me with the requisite skills to interpret and apply policies, and I seek to put these skills to use for the benefit of the residents of Salisbury.

Thank you for your consideration.

Respectfully,

R. Hardy Rudasill

R. Hardy Rudasill

307 Maryland Ave, Apt B • Salisbury, Maryland 21801
(410) 989-5091 • rhardyrudasill@gmail.com

Education

University of Illinois College of Law August 2006-May 2009
Juris Doctor

- Criminal Law Focused
- Black Law Students Association

University of Maryland Eastern Shore August 2002-May 2006
Bachelor of Arts

- Major: English
- Honor Society of Phi Kappa Phi – top 7% of class among five University System of Maryland campuses
- Golden Key International Honours Society, Treasurer and Charter Member
- Lions Club, First Vice President and Charter Member – community service organization
- University System of Maryland Student Council, Representative

Professional License

Maryland State Bar April 2014

Work Experience

University of Maryland Eastern Shore, Princess Anne, MD July 2013-present
Library Assistant, Special Collections (July 2013-Present)

- Edit quarterly newsletter, serve on newsletter committee
- Assist patrons with simple research request
- Assist with exhibit construction
- Assist with archiving
- Respond to inquiries regarding library policies

Adjunct Faculty (January 2014-Present)

- Coordinate with colleagues to ensure quality of pedagogy
- Create lesson plans designed to enhance students ability to construct college level essays
- Create lesson plans designed to enhance students critical comprehension skills

Parkland College, Champaign, IL August 2010-December 2012
Part-time Faculty (August 2010-December 2012)

- Coordinate with colleagues to ensure quality of pedagogy
- Create lesson plans designed to enhance students ability to construct college level essays
- Create lesson plans designed to enhance students critical comprehension skills

Adult Education Advisor (September 2011-June 2012)

- Ensure all student files are accurate and in compliance
- Document all communication with program participants
- Work with Adult Education instructors and staff to ensure program outcomes are met

Assessment Center Assistant (November 2010-September 2011)

- Proctor a high volume of assessments and exams
- Administer various assessment and exam instructions to test-takers

Barbercheck & Associates, P.C., Champaign, IL

January 2008-May 2009

Law Clerk

- Assist lawyers in preparation for closings, hearings, trials, and meetings
- Research and identify appropriate laws, judicial decisions and other relevant materials to assigned cases and draft petitions, pleadings, and memoranda
- Organize and track files of all important case documents and make them available and easily accessible to attorneys

University of Illinois Law Library, Champaign, IL

January 2007-May 2009

Circulation Desk Attendant

- Open and closed library
- Shelved books and documents
- Answered phones
- Assisted patrons as needed; responded to inquiries regarding library policies

Upward Bound, University of Maryland, College Park, MD

June 2006-August 2006

English Teacher

- Provide a safe and positive learning environment for low-income, at-risk youth
- Create lesson plans designed to enhance students ability to craft compositions
- Supervise students during field trips and extracurricular activities

Senator Paul S. Sarbanes, United States Senate, Washington, DC

January 2006-May 2006

Intern

- Attend a variety of legislative hearings and briefings
- Compile media packets
- Prepare memoranda

References

RENISE JOHNSON

Reference Librarian
University of Maryland Eastern Shore
Frederick Douglass Library
Princess Anne, Maryland 21853
410-651-6611
rmjohnson@umes.edu

MARILYN BUERKLE

Lecturer/Visual Information Specialist
University of Maryland Eastern Shore
Wilson Hall - 1101
Princess Anne, Maryland 21853
410-651-8349
mlbuerkle@umes.edu

STEVEN RUTLEDGE, PH.D.

Developmental English Coordinator
Parkland College
Champaign, Illinois 61821
(217) 353-2317
srutledge@parkland.edu

BETH BACHTOLD

Faculty Member
Parkland College
Champaign, Illinois 61821
(217) 353-2017
bbachtold@parkland.edu

JASON KEIST

Program Manager
Parkland College
Champaign, Illinois 61821
(217) 351-2580
jkeist@parkland.edu

RESOLUTION NO. 2406

BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Housing Board of Adjustments and Appeals for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
R. Hardy Rudasill	7/31/2018

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of June 2014.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of June 2014.

James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

Office of the Mayor

To: City Council
From: Tom Stevenson *TJS*
Subject: Enterprise Zone Eligibility – Westwood Development, LLC – 306 W. Main Street
Date: June 5, 2014

Attached is a copy of the application requesting Enterprise Zone designation for Westwood Development, LLC from Joseph Pearce, III. I have reviewed this application and, to the best of my knowledge, this establishment meets all of the qualifications to be so designated. This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property.

I recommend that the City Council adopt the attached resolution designating Westwood Development, LLC located at 306 W. Main Street, eligible to receive the benefits of the Enterprise Zone.

The Mayor concurs with this recommendation.

As a reminder, companies that are declared eligible for enterprise zone benefits are able to receive both income tax and property tax benefits for ten years. The purpose of this program is to encourage industries to locate in areas identified as enterprise zones and to reinvest in such properties.

cc: Mayor Ireton
Kim Nichols

Attachments

REQUEST FOR STATE ENTERPRISE ZONE QUALIFICATION
IN THE CITY OF SALISBURY

This application allows us to determine whether or not your business is eligible to receive Enterprise Zone benefits. Please return the application to:

M. Thomas Stevenson, Jr., Interim City Administrator
City of Salisbury
125 North Division Street
Salisbury, MD 21801-4940

If determined eligible, you will receive a letter confirming this determination from the City of Salisbury. Keep the letter as proof of your Enterprise Zone certification.

GENERAL INFORMATION NEEDED:

NAME OF

FIRM: WESTWOOD DEVELOPMENT LLC

CONTACT

PERSON: JOSEPH PEARCE III PHONE: 410-430-1455

PRESENT

LOCATION: 306 West main Street

TYPE OF

BUSINESS: _____

FEDERAL TAX ID NO. _____

NAICS CODE: _____

HOW LONG IN THIS LOCATION: _____

OWNER OF REAL PROPERTY WHERE BUSINESS IS

LOCATED: WESTWOOD DEVELOPMENT LLC

ADDRESS OF OWNER: 27135 LILLIAN ST.
HEBRON, MD 21830

OUR COMPANY QUALIFIES FOR ENTERPRISE ZONE BENEFITS BECAUSE (CHECK ALL THAT APPLY):

WE HAVE CREATED MORE THAN TWO FULL-TIME POSITIONS SINCE LOCATING IN THE ENTERPRISE ZONE*.

*(EMPLOYEES WORKING IN EXCESS OF 35 HOURS PER WEEK ON AVERAGE ARE CONSIDERED FULL TIME.)

WE HAVE INVESTED MORE THAN \$50,000 IN OUR PROPERTY LOCATED IN THE ENTERPRISE ZONE.

IF COMPANY QUALIFIES FOR ENTERPRISE ZONE BENEFITS DUE TO JOB CREATION, PLEASE COMPLETE THE FOLLOWING:

DATE COMPANY LOCATED IN THE ENTERPRISE ZONE: 3/1/14

NUMBER OF FULL-TIME EMPLOYEES EMPLOYED AT THIS LOCATION ON THE DATE COMPANY LOCATED IN THE ENTERPRISE ZONE: _____
(Please provide a list of names of the employees hired into new positions since the company located in the Enterprise Zone.)

CURRENT NUMBER OF FULL-TIME EMPLOYEES EMPLOYED AT THIS LOCATION: _____

IF COMPANY QUALIFIES FOR ENTERPRISE ZONE BENEFITS DUE TO INVESTMENT IN THE PROPERTY, PLEASE COMPLETE THE FOLLOWING:

APPROXIMATE DATE ON WHICH IMPROVEMENTS WERE COMPLETED:
3/1/14

BRIEFLY DESCRIBE IMPROVEMENTS: The building was almost un-inhabitable. New Roof; New Facade, all new interior

APPROXIMATE COST OF IMPROVEMENTS: \$465,000

Enterprise Zone Property Tax Calculation
Westwood Development, LLC

Assessment Value of Improvement	\$465,000.00	Property Tax Rate	\$0.819
Per \$100	\$4,650.00		
Annual Tax	\$3,808.35		

<u>Year</u>	<u>Total City Property Tax</u>	<u>E-Zone Credit</u>	<u>Refunded By State</u>	<u>Taxes Paid To City</u>	<u>Taxes Not Received By City</u>	<u>Total Revenue To City</u>
Year 1	\$3,808.35	\$3,046.68	\$1,523.34	\$761.67	\$1,523.34	\$2,285.01
Year 2	\$3,808.35	\$3,046.68	\$1,523.34	\$761.67	\$1,523.34	\$2,285.01
Year 3	\$3,808.35	\$3,046.68	\$1,523.34	\$761.67	\$1,523.34	\$2,285.01
Year 4	\$3,808.35	\$3,046.68	\$1,523.34	\$761.67	\$1,523.34	\$2,285.01
Year 5	\$3,808.35	\$3,046.68	\$1,523.34	\$761.67	\$1,523.34	\$2,285.01
Year 6	\$3,808.35	\$2,665.85	\$1,332.92	\$1,142.51	\$1,332.92	\$2,475.43
Year 7	\$3,808.35	\$2,285.01	\$1,142.51	\$1,523.34	\$1,142.51	\$2,665.85
Year 8	\$3,808.35	\$1,904.18	\$952.09	\$1,904.18	\$952.09	\$2,856.26
Year 9	\$3,808.35	\$1,523.34	\$761.67	\$2,285.01	\$761.67	\$3,046.68
Year 10	\$3,808.35	\$1,142.51	\$571.25	\$2,665.85	\$571.25	\$3,237.10
Total	\$38,083.50	\$24,754.28	\$12,377.14	\$13,329.23	\$12,377.14	\$25,706.36

March 20, 2014

Mr. Tom Stevenson
Interim City Administrator
City of Salisbury
125 North Division St
Salisbury, MD 21801

Re: Enterprise Zone Application

Dear Tom:

I am representing two clients in applying for Enterprise Zone designation. Both have taken dilapidated old buildings in the city and made them into a functional locations for new and expanding businesses.

I have completed the attached applications but I am not sure that tells the whole story. I felt a letter of clarification would be helpful to your evaluation

306 West Main Street (former Ethan Allen)

This property was purchased by Westwood Development LLC for renovation and leasing to Patsy's Bridal who is relocating this month from a much smaller shop in the Gallery Building. As stated on the attached letter from Gillis Gilkerson, over \$465,000 in renovations has been invested in the renovations.

The tax ID for the property is 23-09-052542

Westwood has entered into a lease with Patsy's whereby the real estate taxes on the property will be paid by the tenant. Westwood hereby requests EZ designation based on having spent more than \$50,000 in improvements

Patsy's may create some additional jobs but has not done so just yet. Can we re-apply for the jobs credit once the designation is in place?

520 Marvel Road (former Roadway Trucking Terminal)

This property was purchased by Kraus Development LLC. Since acquisition in May of 2012, they have totally renovated the building façade and interior and created three tenant spaces. The building is now 100% leased. As stated on the attached letter from the owner (who is also a General Contractor) they have invested in excess of \$232,000 in the renovations.

Mr. Tom Stevenson
March 3, 2014
Page 2

This property is actually two tax ID's as it is situated on two lots.

23-09-045317 (contains the building and bulk of the land)
23-09-076042 (small extra parcel for future expansion – which is being planned)

Kraus Development has entered into 3 leases whereby the tenants pay the RE taxes.

- AlSCO (linen distribution)
- Krispy Kreme (bakery distribution)
- Fletcher Diesel (truck repair)

AlSCO reports that they could add new jobs, and hope to do so, since relocating to this building. Krispy Kreme is taking occupancy this month and will have 8-10 full time employees which are all new to Salisbury and Wicomico County. They previously served this area from Virginia Beach.

Kraus Development hereby requests EZ designation based on the renovations.

Do you need a separate form from the two tenants outlining their jobs creation?

I am representing both companies through the application process, so please let me know what additional information you need and what additional steps I need to take on behalf of my client to finalize this process.

Sincerely,



John McClellan, CCIM
Senior Advisor
Direct 410-543-2428
john.mcclellan@svn.com

RESOLUTION NO. 2407

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND DECLARING THAT WESTWOOD DEVELOPMENT, LLC IS ELIGIBLE TO RECEIVE ENTERPRISE ZONE BENEFITS FOR PROPERTY LOCATED AT 306 W. MAIN STREET, SALISBURY MD.

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

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

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

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

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

WHEREAS, Joseph Pearce, III, representing Westwood Development, LLC has requested that the company be designated as eligible for Enterprise Zone benefits because of its investment of more than \$50,000 at their property located in the zone at 306 W. Main Street;

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

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

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
PRESIDENT, City Council

APPROVED by me this
_____ day of _____ 2014.

James Ireton, Jr.
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

Office of the Mayor

To: City Council
From: Tom Stevenson *WTS*
Subject: Enterprise Zone Eligibility – Kraus Development, LLC - 520 Marvel Road
Date: June 5, 2014

Attached is a copy of the application requesting Enterprise Zone designation for Kraus Development, LLC from Christina Donahue. I have reviewed this application and, to the best of my knowledge, this establishment meets all of the qualifications to be so designated. This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property.

I recommend that the City Council adopt the attached resolution designating Kraus Development, LLC located at 520 Marvel Road, eligible to receive the benefits of the Enterprise Zone.

The Mayor concurs with this recommendation.

As a reminder, companies that are declared eligible for enterprise zone benefits are able to receive both income tax and property tax benefits for ten years. The purpose of this program is to encourage industries to locate in areas identified as enterprise zones and to reinvest in such properties.

cc: Mayor Ireton
Kim Nichols

Attachments

REQUEST FOR STATE ENTERPRISE ZONE QUALIFICATION
IN THE CITY OF SALISBURY

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M. Thomas Stevenson, Jr., Interim City Administrator
City of Salisbury
125 North Division Street
Salisbury, MD 21801-4940

If determined eligible, you will receive a letter confirming this determination from the City of Salisbury. Keep the letter as proof of your Enterprise Zone certification.

GENERAL INFORMATION NEEDED:

NAME OF FIRM: KRAUS DEVELOPMENT LLC

CONTACT PERSON: CHRISTINA BUCHANON PHONE: 800-466-8020

PRESENT LOCATION: BALTIMORE, MD 520 Marvel Road

TYPE OF BUSINESS: REAL ESTATE DEVELOPMENT

FEDERAL TAX ID NO. _____ NAICS CODE: _____

HOW LONG IN THIS LOCATION: _____

OWNER OF REAL PROPERTY WHERE BUSINESS IS LOCATED: _____

KRAUS DEVELOPMENT LLC

ADDRESS OF OWNER: 800 RACE RD

BALTIMORE, MD 21230

OUR COMPANY QUALIFIES FOR ENTERPRISE ZONE BENEFITS BECAUSE (CHECK ALL THAT APPLY):

WE HAVE CREATED MORE THAN TWO FULL-TIME POSITIONS SINCE LOCATING IN THE ENTERPRISE ZONE*.

*(EMPLOYEES WORKING IN EXCESS OF 35 HOURS PER WEEK ON AVERAGE ARE CONSIDERED FULL TIME.)

WE HAVE INVESTED MORE THAN \$50,000 IN OUR PROPERTY LOCATED IN THE ENTERPRISE ZONE.

IF COMPANY QUALIFIES FOR ENTERPRISE ZONE BENEFITS DUE TO JOB CREATION, PLEASE COMPLETE THE FOLLOWING:

DATE COMPANY LOCATED IN THE ENTERPRISE ZONE: _____

NUMBER OF FULL-TIME EMPLOYEES EMPLOYED AT THIS LOCATION ON THE DATE COMPANY LOCATED IN THE ENTERPRISE ZONE: _____

(Please provide a list of names of the employees hired into new positions since the company located in the Enterprise Zone.)

CURRENT NUMBER OF FULL-TIME EMPLOYEES EMPLOYED AT THIS LOCATION: _____

IF COMPANY QUALIFIES FOR ENTERPRISE ZONE BENEFITS DUE TO INVESTMENT IN THE PROPERTY, PLEASE COMPLETE THE FOLLOWING:

APPROXIMATE DATE ON WHICH IMPROVEMENTS WERE COMPLETED:

MARCH 1, 2014

BRIEFLY DESCRIBE IMPROVEMENTS: RENOVATION & SUBDIVISION OF

DILAPIDATED ROADWAY TERMINAL INTO 3 TENANT OFFICE / WAREHOUSE / SERVICE

FACILITY

APPROXIMATE COST OF IMPROVEMENTS: _____

Enterprise Zone Property Tax Calculation
Kraus Development, LLC

Year	Total City Property Tax	E-Zone Credit	Refunded By State	Taxes Paid To City	Taxes Not Received By City	Total Revenue To City
Year 1	\$1,900.08	\$1,520.06	\$760.03	\$380.02	\$760.03	\$1,140.05
Year 2	\$1,900.08	\$1,520.06	\$760.03	\$380.02	\$760.03	\$1,140.05
Year 3	\$1,900.08	\$1,520.06	\$760.03	\$380.02	\$760.03	\$1,140.05
Year 4	\$1,900.08	\$1,520.06	\$760.03	\$380.02	\$760.03	\$1,140.05
Year 5	\$1,900.08	\$1,520.06	\$760.03	\$380.02	\$760.03	\$1,140.05
Year 6	\$1,900.08	\$1,330.06	\$665.03	\$570.02	\$665.03	\$1,235.05
Year 7	\$1,900.08	\$1,140.05	\$570.02	\$760.03	\$570.02	\$1,330.06
Year 8	\$1,900.08	\$950.04	\$475.02	\$950.04	\$475.02	\$1,425.06
Year 9	\$1,900.08	\$760.03	\$380.02	\$1,140.05	\$380.02	\$1,520.06
Year 10	\$1,900.08	\$570.02	\$285.01	\$1,330.06	\$285.01	\$1,615.07
Total	\$19,000.80	\$12,350.52	\$6,175.26	\$6,650.28	\$6,175.26	\$12,825.54

Assessment Value of Improvement \$232,000.00 Property Tax Rate \$0.819
 Per \$100 \$2,320.00
 Annual Tax \$1,900.08

March 20, 2014

Mr. Tom Stevenson
Interim City Administrator
City of Salisbury
125 North Division St
Salisbury, MD 21801

Re: Enterprise Zone Application

Dear Tom:

I am representing two clients in applying for Enterprise Zone designation. Both have taken dilapidated old buildings in the city and made them into a functional locations for new and expanding businesses.

I have completed the attached applications but I am not sure that tells the whole story. I felt a letter of clarification would be helpful to your evaluation

306 West Main Street (former Ethan Allen)

This property was purchased by Westwood Development LLC for renovation and leasing to Patsy's Bridal who is relocating this month from a much smaller shop in the Gallery Building. As stated on the attached letter from Gillis Gilkerson, over \$465,000 in renovations has been invested in the renovations.

The tax ID for the property is 23-09-052542

Westwood has entered into a lease with Patsy's whereby the real estate taxes on the property will be paid by the tenant. Westwood hereby requests EZ designation based on having spent more than \$50,000 in improvements

Patsy's may create some additional jobs but has not done so just yet. Can we re-apply for the jobs credit once the designation is in place?

520 Marvel Road (former Roadway Trucking Terminal)

This property was purchased by Kraus Development LLC. Since acquisition in May of 2012, they have totally renovated the building façade and interior and created three tenant spaces. The building is now 100% leased. As stated on the attached letter from the owner (who is also a General Contractor) they have invested in excess of \$232,000 in the renovations.

Mr. Tom Stevenson
March 3, 2014
Page 2

This property is actually two tax ID's as it is situated on two lots.

23-09-045317 (contains the building and bulk of the land)
23-09-076042 (small extra parcel for future expansion – which is being planned)

Kraus Development has entered into 3 leases whereby the tenants pay the RE taxes.

- Alsco (linen distribution)
- Krispy Kreme (bakery distribution)
- Fletcher Diesel (truck repair)

Alsco reports that they could add new jobs, and hope to do so, since relocating to this building. Krispy Kreme is taking occupancy this month and will have 8-10 full time employees which are all new to Salisbury and Wicomico County. They previously served this area from Virginia Beach.

Kraus Development hereby requests EZ designation based on the renovations.

Do you need a separate form from the two tenants outlining their jobs creation?

I am representing both companies through the application process, so please let me know what additional information you need and what additional steps I need d to take on behalf of my client to finalize this process.

Sincerely,



John McClellan, CCIM
Senior Advisor
Direct 410-543-2428
john.mcclellan@svn.com

RESOLUTION NO. 2408

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND DECLARING THAT KRAUS DEVELOPMENT, LLC IS ELIGIBLE TO RECEIVE ENTERPRISE ZONE BENEFITS FOR PROPERTY LOCATED AT 520 MARVEL ROAD, SALISBURY MD.

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

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

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

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

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

WHEREAS, Christina Donahue, representing Kraus Development, LLC has requested that the company be designated as eligible for Enterprise Zone benefits because of its investment of more than \$50,000 at their property located in the zone at 520 Marvel Road;

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

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

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
PRESIDENT, City Council

APPROVED by me this
_____ day of _____ 2014.

James Ireton, Jr.
MAYOR, City of Salisbury

City of Salisbury



MARYLAND

Salisbury



2010

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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, City Administrator
From: Keith Cordrey, Director of Internal Services *KAC*
Date: June 12, 2014
Re: Manufacturing Exemption for equipment purchased 2010, 2011, and 2012 Jubilant Cadista Pharmaceuticals Inc.

I am recommending that Jubilant Cadista Pharmaceuticals Inc. (Cadista) be granted exemptions from Personal Property Tax for their equipment purchased in 2010, 2011, and 2012, as requested by the Company. Since the request came within 2 years of the purchase of the equipment for purchases in all three years they are eligible for up to 5 years' exemptions for each year.

Over the next five years they will benefit from this exemption by a total savings of \$ 147,842 in personal property tax for 2010 equipment purchases, \$ 151,258 in personal property tax for 2011 equipment purchases, and \$ 182,627 in personal property tax for 2012 equipment purchases. The exemptions will be applied to City Property Tax years as shown in the schedule provided herein. Attached please find copies of the property tax returns and manufacturing exemption applications.

Jubilant Cadista Pharmaceuticals Inc. (Cadista) has previously been granted exemptions for equipment purchased in 1997, 1998, and 2003 thru 2009.

City of Salisbury
Manufacturing Exemption Worksheet

Jubilant Cadista Pharmaceuticals Inc.

City Rate	Exemption Credit Value(1)	Exemption Total	2006	2007	2008	2009	2010	2011	2012
2.04	71,356.52	Equipment \$:	873,092	562,206	835,404	440,315	1,985,516	1,994,964	2,361,052
2.04	91,278.70	3,497,869	436,546	337,324	584,783	352,252	1,786,964	1,795,468	2,124,947
2.21	128,018.01	4,474,446	501,242	281,103	501,242	308,221	1,588,413	1,595,971	1,888,842
2.21	103,798.92	5,792,670	417,702	264,189	417,702	264,189	1,389,861	1,396,475	1,652,736
2.21	84,918.65	4,696,784	220,158	220,158	220,158	220,158	992,758	1,196,978	1,416,631
2.21	53,351.90	3,842,473	60%	60%	60%	60%	70%	70%	70%
2.21	26,089.62	2,414,113	50%	50%	50%	50%	50%	50%	50%
2.21	558,812.33	1,180,526	8,906	12,616	31,386	24,178	147,842	151,258	182,627
			0	0	0	0	0	0	0

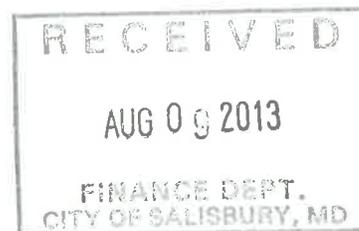
Exempt yrs Granted	Calculated Yrs based on equip Yr -->	2006	2007	2008	2009	2010	2011	2012
5	1	2007	2008	2009	2010	2011	2012	2013
5	<2	2008	2009	2010	2011	2012	2013	2014
3	2-3	2009	2010	2011	2012	2013	2014	2015
2	3-4	2010	2011	2012	2013	2014	2015	2016
1	4-5	2011	2012	2013	2014	2015	2016	2017
		2012	2013	2014	2015	2016	2017	2018
# Years:		5	5	5	5	5	5	5
Date Filed:		04/12/07	08/06/08	08/31/09	10/01/10	11/29/11	08/07/13	08/07/13

(1) The exemption credit value shown above is using rate of 2.04 for years FY13 and prior. FY 14 the rate was updated to 2.21.

City of Salisbury



MARYLAND



FINANCE DEPT.
CITY OF SALISBURY, MD
FINANCE DEPARTMENT

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

PAMELA B. OLAND
DIRECTOR INTERNAL SERVICES

GERRI L. MOORE
ASSISTANT DIRECTOR INTERNAL SERVICES

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

Business Name: Jubilant Cadista Pharmaceuticals Inc. MD Department ID#: F-04890174

Mailing Address: 207 Kiley Drive, Salisbury, MD - 21801

Contact Name: KAMAL MANDAN Phone No.: 410-912-3705

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. same as above
4. Date Manufacturing / R & D operation began in Salisbury. 1996
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 31st 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 Mandan Date 08/07/2013

Email address Kamal.mandan@cadista.com

Jubilant Cadista Pharmaceuticals Inc.

Details of Asset Wise Additions in 2012

Plant & Machinery

Date	Supplier	Description	Cost
1/1/2012	FAIRBANKS SCALES	3 - SERIES 3 BENCH 60# SCALES	2,369.00
1/26/2012	FISHER SCIENTIFIC	4- METTLER XS 104 BALANCES - NEW PRESS ROOMS	16,516.25
1/30/2012	IMA NORTH AMERICA	SLAT SET #1 & #2 - LAMO 100 & 200MG	14,557.07
1/31/2012	MIDWESTERN	GYRA-VIB SEPARATOR & SCREENS	14,510.92
2/1/2012	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - LAMO 25/100/150/200MG	25,550.30
2/3/2012	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - LOSARTAN 50MG	12,002.16
2/14/2012	FISHER SCIENTIFIC	1 - PRECISION BALANCE LINE 2 PKG	3,563.39
2/22/2012	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - LOSARTAN HCTZ	35,440.35
2/29/2012	ALMAX	USED SEIDNADOR TABLET STATION	15,341.28
2/29/2012	FISHER SCIENTIFIC	2 - BALANCES -TOPLOADER & ANALYTICAL	11,115.67
3/15/2012	WATERS	HEDSPACE CONTROL v2.0 for EMPOWER SW	18,222.23
3/15/2012	AGILENT TECHNOLOGIES	HPLC	113,787.41
3/23/2012	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - OXCARB 800	16,598.04
5/1/2012	HENRY TROEMNER	CALIBRATED NVLAP WEIGHTS	11,854.74
5/15/2012	FISHER SCIENTIFIC	UNDER THE COUNTER FLASK SCRUBBER	8,483.03
5/25/2012	AGILENT TECHNOLOGIES	TAPPED DENSITY TESTER	5,932.00
5/29/2012	CARIBE AMERICA	PRESTO STRADDLE STACKER - MATERIAL HANDLING	4,109.00
5/31/2012	THE SCALE PEOPLE	1 SARTORIUS SCALE - PHARMACY & 1 WAREHOUSE	7,443.15
5/31/2012	FISHER SCIENTIFIC	CENTRIFUGE, BENCHTOP	6,002.87
6/2/2012	HARRINGTON ROBB	LIGHTNIN MIXER MODEL G2U05R	1,388.10
6/11/2012	USED QUADRO U20 COMIL	EQUIPNET, QUADRO, COMPLI	53,780.20
6/15/2012	GLOBAL INDUSTRIAL.COM	STAINLESS STEEL CARTS FOR PRODUCTION	2,403.28
6/15/2012	VWR	ORBITAL ROTARY SHAKER	2,113.86
6/19/2012	IMA NORTH AMERICA	BRUSH ASSEMBLY	6,604.03
6/21/2012	MODULAR PACKAGING	SLATS FOR PCP 10 MG	4,201.98
6/22/2012	MODULAR PACKAGING	SLATS FOR PCP 5 MG	4,124.14
6/26/2012	MODULAR PACKAGING	SLATS FOR OXCARB 600MG	4,124.14
6/27/2012	FISHER SCIENTIFIC	2 - SX104 BALANCES	8,097.58
6/28/2012	VWR INTERNATIONAL	1 - MS1003S METTLER BALANCE	3,465.07
6/28/2012	VWR INTERNATIONAL	10 - SX32000L PRECISION BALANCES	34,511.63
6/28/2012	MODULAR PACKAGING	SLATS FOR OXCARB 300MG	4,124.14
6/29/2012	MODULAR PACKAGING	SLATS FOR OXCARB 150MG	4,124.14
6/30/2012	FITZPATRICK	CHILSONATOR	224,238.00
7/15/2012	KEITH MACHINERY/OA NEWTON	V BLENDER AND PLATFORM	179,099.06
7/31/2012	VWR	UNDER THE COUNTER FLASK SCRUBBER	8,290.50
8/2/2012	CARIBE AMERICA	NILFISK 20 GL SS VACUUM	1,315.39
8/2/2012	GRAINGER	NILFISK 5 GL PLASTIC VACUUM	875.67
8/2/2012	ROMMEL ELECTRIC	ELECTRICAL UPGRADE	397,004.23
8/3/2012	CAS-KER COMPANY	GREINER TIMOMETERS 45	2,216.95
8/4/2012	ALPHA CHECKWEIGHERS	CHECKWEIGHERS	33,180.00
8/20/2012	MODULAR PACKAGING	BLANK SLATS - PCP	1,425.38
8/24/2012	HENRY TROEMNER	SECONDARY WEIGHT SET	2,787.23
8/27/2012	TATE ENGINEERING	HOT WATER HEATER	21,165.00
9/4/2012	BAHNSON	STABILITY ROOM	448,419.00
9/5/2012	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - OXCARB 800	5,204.94
9/6/2012	GRAINGER	2 - DEHUMIDIFIERS - LOSARTAN	2,400.00
9/11/2012	IMA NORTH AMERICA	BRUSH ASSEMBLY LOSARTAN HCTZ	10,963.19
9/13/2012	HENRY TROEMNER	SECONDARY WEIGHT SET CLASS 1	9,187.98
9/13/2012	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - PCP 10 MG	6,627.79
9/25/2012	MODULAR PACKAGING	SALTS, LOSARTAN HCTZ	8,800.00
10/3/2012	ELIZABETH HATTA	ELIZABETH HATTA PRESS - 3	438,617.32
10/8/2012	MODULAR PACKAGING	UPPER/LOWER PUNCHES - LOSARTAN/HCTZ 100-25MG	4,475.78
10/12/2012	RDM INDUSTRIAL PRODUCTS, INC.	12 - STEEL, TABLES	13,962.00
10/15/2012	ARIZONA INSTRUMENT LLC	2 - MOISTURE, ANALYZER,	20,676.76
10/19/2012	MODULAR PACKAGING	UPPER/LOWER PUNCHES - LOSARTAN 50MG	4,474.37
10/19/2012	MODULAR PACKAGING	UPPER/LOWER PUNCHES - LOSARTAN 100MG	4,474.37
11/9/2012	MODULAR PACKAGING	UPPER/LOWER PUNCHES - LOSARTAN	4,479.53
11/16/2012	SEAFORD MACHINE WORKS	PLATFORM FOR FORKLIFT	3,191.20
11/20/2012	MIDWESTERN INDUSTRIES	BASE FOR SIFTERS	20,714.40
11/21/2012	PREBELLI	ALENDRONATE TOOLING	6,325.00
			2,361,052.19

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

Name of Business
 Mailing Address

JUBILANT CADISTA PHARMACEUTICALS INC.
 207 KILEY DRIVE
 SALISBURY MD 21801-2249

Check here if this is a change of address

Make Address Corrections Here

DEPARTMENT ID NUMBER ID# PREFIX F 04890174		FEDERAL EMPLOYER IDENTIFICATION NUMBER 52 - 1991329	
DATE OF INCORPORATION OR FORMATION 08/07/1196	STATE OF INCORPORATION OR FORMATION DELAWARE	FEDERAL PRINCIPAL BUSINESS CODE 5219	
TRADING AS NAME		<input type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.	

ID # PREFIX **F**
 Type or Print Department ID Number Here
 04890174

INCLUDE DEPARTMENT ID NUMBER ON CHECK
 PLEASE STAPLE CHECK HERE

SECTION I

- A. Is any business conducted in Maryland? YES Date began: 1996
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURE OF PHARMACEUTICAL DRUGS
- C. Does the business own, lease or use personal property located in Maryland? YES If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

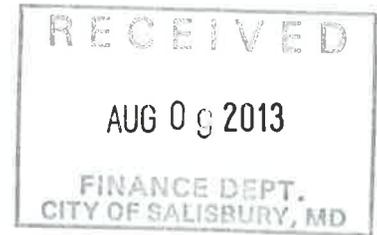
OFFICERS	
Names	Addresses
President <u>SCOTT DELANEY</u>	<u>207 KILEY DRIVE, SALISBURY, MD 21801</u>
Vice-President _____	_____
Secretary <u>KAMAL MANDAN</u>	<u>207 KILEY DRIVE, SALISBURY, MD 21801</u>
Treasurer _____	_____

DIRECTORS	
Names	Names
<u>SCOTT DELANEY</u>	<u>ARUN SETH</u>
<u>KAMAL MANDAN</u>	_____
<u>NEERAJ AGRAWAL</u>	_____
<u>FRANK BECKER</u>	_____

City of Salisbury



MARYLAND



JOHN H. CAWLEY
FINANCE DIRECTOR

KEN H. JOHANNING
ASSISTANT TREASURER

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: Jubilant Cadista Pharmaceuticals Inc. MD Department ID#: F-04890174

Mailing Address: 207 Kiley Drive, Salisbury, MD - 21801

Contact Name: KAMAL MANDAN Phone No.: 410-912-3705

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 2011.
3. Address of Manufacturing / R & D operation. same as above
4. Date Manufacturing / R & D operation began in Salisbury. 1996
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

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Preparer's Signature Mauda Date 08/07/2013

Email address Kamal.mandan@cadista.com

Jubilant Cadista Pharmaceuticals Inc.

Details of Asset Wise Additions in 2011

Plant & Machinery

Date	Supplier	Description	Cost
1/1/2011	EASTERN LIFT TRUCK	USED YALE ELECTRIC 3,000# DOUBLE REACH TRUCK	10,900.00
1/1/2011	EASTERN LIFT TRUCK	TRADE IN FOR NEW LIFT TRUCK	(13,125.00)
1/1/2011	EASTERN LIFT TRUCK	USED YALE ELECTRIC 3,500# FORKLIFT TRUCK	13,600.00
1/1/2011	FRAIN INDUSTRIES	USED TANKS	19,667.15
1/6/2011	TAYLOR NORTHEAST FRANKLIN	WET/DRY VACUUM	1,589.00
1/12/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45	2,644.98
1/19/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45	8,137.58
1/31/2011	IMA NORTH AMERICA (IMA NOVA)	BRUSHES FOR SLAT FILLER - RESPERIDONE	20,451.61
1/31/2011	NATOLI ENGINEERING	TOOLING - SEJONG MRC-36	2,331.70
1/31/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45 - CYCLO 10 MG	2,843.54
1/31/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45 - HCTZ 25 MG	2,843.54
1/31/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45 - HCTZ 25 MG	2,762.50
2/1/2011	IMA NORTH, JENNISON	REBUILD MATIC 90	122,751.08
2/1/2011	JENNISON	COVERS - HOPPER ASSEMBLY - MANESTY	21,651.38
2/8/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45	8,145.79
2/18/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45	3,489.68
2/18/2011	THOMAS ENGINEERING	USED ON ALL BB4 & SEJONG 45	8,143.39
2/28/2011	IMA NOVA PACKAGING	SLAT, SIZE 4	5,560.00
3/16/2011	NATOLI ENGINEERING	SEJONG MCR 36 - OXICARBAZAPINE 300MG	6,845.81
3/18/2011	ISOMETRIC MICRO FINISH	MICRO FINISH - RIPERIDONE 3 J225	6,750.00
3/24/2011	THOMAS ENGINEERING	SEJONG 45 - RIPERISONE 25MG	1,352.41
3/28/2011	THOMAS ENGINEERING	RISPERIDONE #224	6,379.31
5/1/2011	THOMAS ENGINEERING	PUNCHES	7,336.04
5/26/2011	NILFISK ADVANCE AMERICA	VACUUM - MATIC 90	11,158.21
5/26/2011	NATOLI ENGINEERING	SEJONG MCR 36 - OXICARBAZAPINE 300MG	2,893.40
5/31/2011	CARECAM	TOOLING BLISTER	28,500.00
5/31/2011	AGILENT TECHNOLOGIES	VK700 DISOLUTION SYSTEMS	33,921.89
6/11/2011	VORTEX	FRIABILTY TESTER	4,600.00
6/15/2011	AC COM[ACTING LLC	BENCH TOP TABLET PRESS	59,267.00
6/16/2011	RANKIN AUTOMATION	VISION SYSTEM FOR BLISTER MACHINE	36,760.00
6/22/2011	NATOLI ENGINEERING	UPPER/LOWER PUNCHES 150 MG OXCAR	6,779.86
6/23/2011	NATOLI ENGINEERING	UPPER/LOWER PUNCHES 100MG LAMO	5,409.47
6/23/2011	NATOLI ENGINEERING	UPPER/LOWER PUNCHES 200MG LAMO	5,488.30
6/24/2011	ELIZABETH HATTA	55 STATION DOUBLE SIDED PRESS	544,884.23
6/25/2011	VWR International	ENVIRONMENTAL CHAMBERS	161,017.73
6/27/2011	NATOLI ENGINEERING	UPPER/LOWER PUNCHES 600MG OXCA	6,842.39
7/1/2011	WASP BARCODE TECHNOLOGIES	2 - BARCODE SCANNERS - BLISTER PACK	3,640.00
7/31/2011	TRIDENT ENGINEERING	BLISTER PACK LINE FOR METHYLPRED	41,600.00
8/2/2011	THOMAS ENGINEERING	UPPER/LOWER PUNCHES PCP M10MG	2,560.77
8/5/2011	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES	11,547.20
8/11/2011	ARIZONA INSTRUMENTS	3 - LOD TESTERS - MOISTURE ANALYSERS #4000413/415/&416	32,505.00
8/18/2011	METTLER-TOLEDO	DSC1 DIFFERENTIAL SCANNING COLORIMETER	47,764.86
8/19/2011	SERVICE INDUSTRIES	SLAT, LASKO LAMO CHEW 25MG, 5MG	5,265.48
8/26/2011	COLE-PARMER	VACUUM, NILFISK ELIMINATOR	841.89
8/27/2011	THE HOME DEPOT - S. HIRSCH PURCHASE	HUSKY 5000W GENERATOR	846.81
9/7/2011	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES	8,286.96
9/20/2011	TRIDENT ENGINEERING	PLANT MODIFICATIONS - J&J	30,950.00
9/23/2011	VWR International	ENVIRONMENTAL CHAMBER	27,127.83
10/6/2011	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - MEC 25MG	18,129.09
10/7/2011	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - MEC 12.25MG	18,127.59
10/24/2011	FISHER SCIENTIFIC	UNDERCOUNTER FLASK SCRUBBER	8,122.99
10/31/2011	NILFISK ADVANCE AMERICA	HEPA VACCUM MODEL 3156 - 40 F1 & 40 F2	6,578.74
11/1/2011	THOMAS ENGINEERING	UPPER/LOWER PUNCHES - LAMO CHEW 25MG	1,286.00
11/1/2011	VWR International	ENVIRONMENTAL CHAMBER	26,871.04
11/17/2011	THOMAS ENGINEERING	UPPER/LOWER PUNCHES - LAMP CHEW 5MG	3,021.93
12/1/2011	ELIZABETH HATTA	55 STATION DOUBLE SIDED PRESS	498,200.00
12/1/2011	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - METHY 32MG	10,558.01
12/1/2011	ELIZABETH CARBIDE	UPPER/LOWER PUNCHES - METHY 16MG	10,558.00
			1,994,964.16

Personal Property Return
As of January 1, 2012
Due April 16, 2012

2012
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 type="checkbox"/>	Domestic Limited Liability Company (W)
<input checked="" type="checkbox"/>	Foreign Stock Corporation (F)	(F)	\$300	<input type="checkbox"/>	Foreign Limited Liability Company (Z)	\$300
<input type="checkbox"/>	Domestic Non-Stock Corporation (D)	(D)	- 0 -	<input type="checkbox"/>	Domestic Limited Partnership (M)	\$300
<input type="checkbox"/>	Foreign Non-Stock Corporation (F)	(F)	- 0 -	<input type="checkbox"/>	Foreign Limited Partnership (P)	\$300
<input type="checkbox"/>	Foreign Insurance Corporation (F)	(F)	\$300	<input type="checkbox"/>	Domestic Limited Liability Partnership (A)	\$300
<input type="checkbox"/>	Foreign Interstate Corporation (F)	(F)	- 0 -	<input type="checkbox"/>	Foreign Limited Liability Partnership (E)	\$300
<input type="checkbox"/>	SDAT Certified Family Farm (A,D,M,W)	(A,D,M,W)	\$100	<input type="checkbox"/>	Domestic Statutory Trust (B)	\$300
<input type="checkbox"/>	Real Estate Investment Trust (D)	(D)	\$300	<input type="checkbox"/>	Foreign Statutory Trust (S)	\$300

Make Address Corrections Here

Name of Business: JUBILANT CADISTA PHARMACEUTICALS INC
 Mailing Address: 207 KILEY DRIVE
SALISBURY, MD 21801

Check here if this is a change of address

Type or Print Department ID Number Here

ID # PREFIX

04890174

DEPARTMENT ID NUMBER ID# PREFIX F <u>04890174</u>		FEDERAL EMPLOYER IDENTIFICATION NUMBER <u>521991329</u>	
DATE OF INCORPORATION OR FORMATION <u>08071996</u>	STATE OF INCORPORATION OR FORMATION <u>DELAWARE</u>	FEDERAL PRINCIPAL BUSINESS CODE <u>5219</u>	
TRADING AS NAME		<input type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.	

SECTION I

- A. Is any business conducted in Maryland? YES Date began: 1996
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURE OF PHARMACEUTICAL DRUGS
- C. Does the business own, lease or use personal property located in Maryland? YES If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

OFFICERS	
Names	Addresses
President <u>SCOTT DELANEY</u>	<u>207 KILEY DRIVE, SALISBURY, MD 21801</u>
Vice-President _____	_____
Secretary <u>KAMAL MANDAN</u>	<u>207 KILEY DRIVE, SALISBURY, MD 21801</u>
Treasurer _____	_____

DIRECTORS	
Names	Names
<u>SCOTT DELANEY</u>	<u>ARUN SETH</u>
<u>KAMAL MANDAN</u>	_____
<u>NEERAJ AGRAWAL</u>	_____
<u>FRANK BECKER</u>	_____

INCLUDE DEPARTMENT ID NUMBER ON CHECK
 PLEASE STAPLE CHECK HERE

City of Salisbury



JOHN H. CAWLEY
FINANCE DIRECTOR

KEN H. JOHANNING
ASSISTANT TREASURER

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: Jubilant Cadista Pharmaceuticals Inc. MD Department ID#: F-04890174

Mailing Address: 207 KILEY DRIVE, SALISBURY, MD - 21801

Contact Name: KAMAL MANDAN Phone No.: 410-912-3705

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 2010.
3. Address of Manufacturing / R & D operation. --same as above--
4. Date Manufacturing / R & D operation began in Salisbury. 1996
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 31st 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 *Mandan* Date 10/17/2011

Email address kamal.mandan@cadista.com

Jubilant Cadista Pharmaceuticals Inc.

Details of Asset Wise Additions in 2010

Plant & Machinery			
Date	Supplier	Description	Cost
3/31/2009	J&J	Packaging Slats	260.00
3/31/2009	J&J	Plant Modifications	77,089.95
12/30/2009	J&J	Oscillating Mill	36,202.00
2/5/2010	J&J	100 Gallon Lee Kettle for Starch Paste	142,714.00
2/5/2010	J&J	Hobart Planetary Mixer ,3 Bowls	31,161.85
3/4/2010	J&J	Fette Tablet Press and its Tooling	268,400.26
3/9/2010	CARLTON SCALE	SCALE TO WEIGH STEROIDS	2,014.86
3/21/2010	J&J	Metal detectors	6,000.00
3/21/2010	J&J	Kalish Dedusters and HEPA VAC Items	3,500.00
3/22/2010	J&J	Blender	88,183.25
3/31/2010	J&J	Permeability Diameter Equipment & Disintegration Apparatus	1,536.00
3/31/2010	J&J	LOD Apparatus	13,820.00
3/31/2010	J&J	Balance	10,421.16
4/21/2010	Fairbanks Scales	Mettler balance for packaging	4,146.99
5/17/2010	ULINE	SEMI-AUTOMATIC POLY STRAPPING MACHINE	899.00
5/27/2010	FISHER SCIENTIFIC	METTLER BALANCE	4,577.93
6/23/2010	SOTAX	HARDNESS TESTER	17,465.35
6/29/2010	THOMAS ENGINEERING	PUNCHES & DIES FOR SEJONG & FETTE	3,126.20
7/11/2010	EASTERN LIFT TRUCK	USED 2009 YALE ELECTRIC 3,000# DOUBLE REACH TRUCK	20,900.00
7/22/2010	THOMAS ENGINEERING	PUNCHES & DIES	4,481.18
7/28/2010	ROBERTS OXYGEN	ACCY TORCH	1,439.73
7/28/2010	ROBERTS OXYGEN	CYLINDER STORAGE RACKS	2,214.14
7/29/2010	FISHER SCIENTIFIC	5 METTLER BALANCES & SLABS	15,983.85
7/30/2010	EASTERN LIFT TRUCK	RACKING FOR WAREHOUSE	38,500.00
7/30/2010	EASTERN LIFT TRUCK	ADDITIONAL RACKING FOR WAREHOUSE	2,759.46
8/15/2010	FETTE AMERICA	HOPPER, GRAVITY FEED	5,151.52
9/15/2010	THOMAS ENGINEERING	PUNCHES & DIES - PREDISONE	2,554.69
9/20/2010	BIG TRAY	REFRIGERATOR FOR PRODUCTION	2,698.00
9/22/2010	NATOLI ENGINEERING	PUNCHES UPPER & LOWER MECLIZINE 25MG	11,822.25
9/23/2010	CHARLES BROWN GLASS	DIVIDER BETWEEN THE 2 PACKAGING LINES	11,360.00
10/1/2010	AIRGAS SAFETY/GLOBAL	CABINETS/EYE WASH STATIONS	11,057.22
10/1/2010	MAVLVERN FINANCIAL	MASTERSIZER	78,725.25
10/1/2010	VARIOUS	PLANT MODIFICATIONS	84,298.58
10/21/2010	WATERS	ULPC SYSTEM	72,952.85
10/22/2010	THOMAS ENGINEERING	PUNCHES & DIES - RISPENDONE	7,896.69
10/22/2010	MIDWESTERN INDUSTRIES	GYRA-VIB SEPARATOR - MODEL MR24S4-8	13,321.48
10/28/2010	NATOLI ENGINEERING	PUNCHES - MECLIZINE 12.5 MG	9,509.33
10/28/2010	STAPLES - MONICO	4- SONY HANDYCAM	1,600.55
11/4/2010	THOMAS ENGINEERING	PUNCHES - PREDNISONE TL001	8,135.26
11/16/2010	THOMAS ENGINEERING	PUNCHES - PREDNISONE 20 MG	2,837.78
11/17/2010	THOMAS ENGINEERING	PUNCHES - PREDNISONE 5 MG	2,835.64
11/18/2010	THOMAS ENGINEERING	PUNCHES - PREDNISONE 10 MG	2,836.50
11/18/2010	THOMAS ENGINEERING	PUNCHES - PREDNISONE 1 MG	2,835.22
11/30/2010	VARIOUS	REBUILD - 70 F	163,938.03
12/14/2010	THOMAS ENGINEERING	PUNCHES - RISPERIDONE 2MG	16,897.10
12/15/2010	THOMAS ENGINEERING	PUNCHES - RISPERIDONE 1MG	7,897.10
12/16/2010	THOMAS ENGINEERING	PUNCHES - RISPERIDONE 3MG	7,896.69
12/22/2010	FAIRBANKS SCALES	3 SCALE DRUMS, 2 PRINTERS, 2 BENCHES	18,228.00
12/23/2010	PREBELLI INDUSTRIES	EMBOSSING DIE FOR BLISTER	5,819.81
6/16/2010	O.A. NEWTON	HAZMAT STORAGE CONTAINER	32,196.63
6/23/2010	AUDIO VIDEO SUPPLY	5 COLOR CAMERAS	1,995.38
6/29/2010	ADT SECURITY	MOTION DETECTORS	2,440.24
8/20/2010	AUDIO VIDEO SUPPLY	5 COLOR CAMERAS	1,976.60
9/24/2010	REYNOLDS, PARKER & TOTAL LAWN CARE	PARKING LOT	305,010.60
9/24/2010	GLOBAL INDUSTRIAL	PICNIC TABLES	8,459.41
12/31/2010	Change in CWIP		282,534.03
			1,985,515.59

Personal Property Return
As of January 1, 2011
Due April 15, 2011

2011
Form 1
Page 1 of 4

CHECK ONE

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

Date Received by Department

Make Address Corrections Here

Name of Business

Mailing Address

JUBILANT CADISTA PHARMACEUTICALS INC
 207 KILEY DRIVE
 SALISBURY, MD, 21801

Check here if this is a change of address

Type or Print Department ID Number Here

ID # PREFIX

04890174

DEPARTMENT ID NUMBER ID# PREFIX F 04890174		FEDERAL EMPLOYER IDENTIFICATION NUMBER 521991329	
DATE OF INCORPORATION OR FORMATION 08071996	STATE OF INCORPORATION OR FORMATION DELAWARE	FEDERAL PRINCIPAL BUSINESS CODE 5219	
TRADING AS NAME		<input type="checkbox"/> Check here if you use a preparer and 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: _____
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURE OF PHARMACEUTICAL DRUGS
- C. Does the business own, lease or use personal property located in Maryland? YES If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

OFFICERS	
Names	Addresses
President <u>SCOTT DELANEY</u>	_____
Vice-President _____	_____
Secretary <u>KAMAL MANDAN</u>	_____
Treasurer _____	_____
DIRECTORS	
Names	Names
<u>R SANKARAI AH</u>	<u>ARUN SETH</u>
<u>NEERAJ AGARWAL</u>	_____
<u>SCOTT DELANEY</u>	_____
<u>FRANK BECKER</u>	_____

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, City Administrator
From: Keith Cordrey, Director of Internal Services *KAC*
Date: June 13, 2014
Re: Manufacturing Exemption for equipment purchased 2012 – Spartech FCD, LLC.

I am recommending that Spartech FCD, LLC. 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 \$ 6,159.25 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.

City of Salisbury
Manufacturing Exemption
Worksheet

Company: Spartech FCD, LLC MD Dept ID #: Z10210110									
Due	Interest 1% per Mo	Billed Less Exempt	Principal	City Year	Date Billed	Exemption Credit Value(1)	Exemption Total	2012	2012
				2014		1,583.81	71,666	71,666	90%
				2015		1,407.83	63,703	63,703	80%
				2016		1,231.85	55,740	55,740	70%
				2017		1,055.87	47,777	47,777	60%
				2018		879.89	39,814	39,814	50%
\$ -	\$ -	\$ -	\$ -			\$ 6,159.25	278,699	6,159	

Proof

Exemption Value	Year	%
	1	90%
	2	80%
	3	70%
	4	60%
	5	50%

Exempt yrs Granted	Calculated Yrs based on equip Yr -->	2012	2013
5	1		
5	<2		
3	2-3		
2	3-4		
1	4-5		
		# Years:	5
		Date Filed:	04/11/13

(1) The exemption credit value shown above is using the current rate of 2.21. The actual value of the credit will be the 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: Spartech FCD, LLC. MD Department ID#: Z10210110
Mailing Address: 120 S. CENTRAL AVE., SUITE 1700 CLAYTON, MO 63105
Contact Name: RAY MUELLER Phone No.: 314-889-8336

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. *DIRECT 6* *INDIRECT 81* *TOTAL 87*

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. 601 MARVEL RD. SALISBURY, MD 21801

4. Date Manufacturing / R & D operation began in Salisbury. OCTOBER 1, 2004

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 31st 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 *Ray Mueller* Date 4/11/2013

Email address RAY.MUELLER@SPARTECH.COM

Spartech FCD, LLC.
601 Marvel Rd.
Salisbury, MD 21801
Account #: 10210110
M&E Acquisitions 1/1/2012 - 12/31/2012

<u>Asset #</u>	<u>Description</u>	<u>Placed-In- Service Date</u>	<u>Cost</u>
24733	New Salisbury Boiler	02/01/12	\$ 37,770.87
24773	Color Spectrophotometers	02/15/12	\$ 3,960.00
24848	New Micrometer	04/15/12	\$ 4,147.50
24937	Machine Guarding Barrier	06/15/12	\$ 33,749.97
			<u>\$ 79,628.34</u>

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

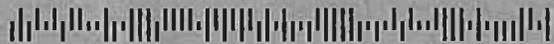
CHECK
ONE

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



Z10210110 20 A \$300 FILING FEE

Name of Business
Mailing Address



SPARTECH FCD, LLC
P O BOX 11831
ST. LOUIS MO 63105-0631

Make Address Corrections Here



Check here if this is a change of address

DEPARTMENT ID NUMBER		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
ID# PREFIX	Z 1 0 2 1 0 1 1 0		
DATE OF INCORPORATION OR FORMATION	STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE	
08/30/2004	DE		
TRADING AS NAME		<input type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.	

ID # PREFIX
Z 1 0 2 1 0 1 1 0
Type or Print Department ID Number Here

SECTION I

- A. Is any business conducted in Maryland? Yes Date began: 10/1/2004
(Yes or No)
- B. Nature of business conducted in Maryland: Manufacturing - Plastic
- C. Does the business own, lease or use personal property located in Maryland? Yes If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

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

DIRECTORS	
Names	Names
_____	_____
_____	_____
_____	_____
_____	_____

INCLUDE DEPARTMENT ID NUMBER ON CHECK
PLEASE STAPLE CHECK HERE

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 *KRC*
Date: June 13, 2014
Re: Manufacturing Exemption for equipment purchased 2013 – Viskon Aire Corporation, Inc.

I am recommending that Viskon Aire Corporation, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2013 as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2013 purchases. Over the next five years they will benefit from this exemption by a total savings of \$ 13,469 for 2013 equipment purchases in personal property tax. The exemptions will be applied to City Property Tax years 2015-2019 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications. Viskon Aire Corporation, Inc. has previously been granted exemption for 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010 and 2011 purchased equipment. Please let me know if you require any additional information.

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: Viskon-Aire Corp. MD Department ID#: F01537331
Mailing Address: 410 Winfield Avenue Salisbury MD 21801
Contact Name: Paul (chip) Meyer Phone No.: 410-543-8802

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 2013.
3. Address of Manufacturing / R & D operation. Same As Above
4. Date Manufacturing / R & D operation began in Salisbury. 1985 (Est.)
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 31st 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 Paul Meyer Date 4/28/14

Email address chip.meyer@viskon.aire.com

City of Salisbury
Finance Department
Exemption Recommendation to City Council

Company: Viskon Aire Corporation
Address: 410 Winfield Ave

Requested By: Paul (Chip) Meyer
Date of Request: 4/28/2014

Description of Mfg.: Manufacturing of air filters for painting and automotive industry

Equipment Year 2013

New Equipment

See list attached \$ 188,640

Total \$ 188,640

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2015	2011	1	169,776	\$ 3,463
	2016	2012	2	150,912	\$ 3,079
	2017	2013	3	132,048	\$ 2,694
	2018	2014	4	113,184	\$ 2,309
	2019	2015	5	94,320	\$ 1,924
Total				660,240	\$ <u><u>13,469</u></u>

Viskon-Aire Corp.
Personal Property Additions

Calendar Year 2013 Acquisitions / 2014 Personal Property Tax Return		
Date	Description	Original Cost
07/15/14	Office Color Copier	\$ 11,741
10/01/13	Computer Server (Cisco)	31,319
12/31/13	Computer Cables (Re-Wiring)	3,275
Total Non-Manufacturing Equipment		\$ 46,335
04/10/13	Re-Build of Panel Machine	\$ 15,110
05/20/14	End Cutter for Filter Media	4,999
12/31/13	Pocket Machine (Filter Media Processing)	168,531
Total Manufacturing Equipment		\$ 188,640

Personal Property Return As of January 1, 2014 Due April 15, 2014

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

2014

Form 1

Page 1 of 4

CHECK ONE

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

Date Received by Department

Name of Business
 Mailing Address
 Make Address Corrections Here

VISKON-AIRE CORPORATION
 410 WINFIELD AVENUE
 SALISBURY, MD 21801

Check here if this is a change of address

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER															
ID # PREFIX	F	0	1	5	3	7	3	3	1	2	2	-	2	2	3	6	7	0	3
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE											
JANUARY 25, 1979				NEW JERSEY				3 3 9 9 0 0											
TRADING AS NAME										<input checked="" type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.									

ID # PREFIX
 F 0 1 5 3 7 3 3 1
 Type or Print Department ID Number Here

SECTION I

- A. Is any business conducted in Maryland? Yes Date began: JUNE 1, 1982
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURING
- C. Does the business own, lease or use personal property located in Maryland? Yes If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

NAMES		OFFICERS	ADDRESSES
President	ROBERT JOHNSON		SALISBURY, MD
Vice-President			
Secretary			
Treasurer	PAUL A. MEYER		SALISBURY, MD

NAMES		DIRECTORS	NAMES
	PAUL A. MEYER		
	ROBERT JOHNSON		

INCLUDE DEPARTMENT ID NUMBER ON CHECK
 PLEASE STAPLE CHECK HERE

City of Salisbury



MARYLAND

Salisbury



2010

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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, City Administrator
From: Keith Cordrey, Director of Internal Services *KAC*
Date: June 13, 2014
Re: Manufacturing Exemption for equipment purchased 2013 – Trinity Sterile, Inc.

I am recommending that Trinity Sterile, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2008 through 2012 as requested by the Company. The attached schedule indicates the no of years they are eligible based on their filing date. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$ 41,063.49 for equipment purchases in 2008-2013.

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. Please let me know if you require any additional information.

City of Salisbury
Manufacturing Exemption
Worksheet

Company: Trinity Sterile Inc												
Exemption												
City Year	Credit Value(1)	Exemption Total	2008		2009		2010		2011		2012	
		Equipment \$:	169,115		356,792		241,263		12,933		257,574	
2014	15,712.51	710,973	84,558	50%	214,075	60%	168,884	70%	11,640	90%	231,817	90%
2015	11,924.26	539,559			178,396	50%	144,758	60%	10,346	80%	206,059	80%
2016	6,850.70	309,986					120,632	50%	9,053	70%	180,302	70%
2017	3,586.92	162,304							7,760	60%	154,544	60%
2018	2,989.10	135,254							6,467	50%	128,787	50%
	\$ 41,063.49		1,869		8,674		9,597	0	1,000	0	19,923	

Proof 0

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
			2015	2016	2017	2018
# Years:		1	2	3	5	5
Date Filed:		12/06/13	12/06/13	12/06/13	12/06/13	10/11/13

(1) The exemption credit value shown above is using the current rate of 2.21. The actual value of the credit will be the 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: Trinity Sterile, Inc. MD Department ID#: F10177764

Mailing Address: 201 Kiley Drive Salisbury, MD 21801

Contact Name: Emily E. Taylor, Controller Phone No.: 410-860-5123 Ext 122

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. 201 Kiley Dr. Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. May 2004
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 31st 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 Emily E. Taylor Date 10/11/2013

Email address emilyt@trinitysterile.com

Book Property Detail

FYE: 12/31/2012

Asset	Property Description	Date In Service	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depr
Date In Service for Year End: 12/31/12						
246	Sage Sales Logix Software	12/31/12	23,040.00	0.00	0.00	0.00
247	Sales Logix Configure & Setup	12/31/12	14,600.00	0.00	0.00	0.00
245	Stand Alone File Server	12/01/12	3,811.20	0.00	45.37	45.37
244	Intertape Sealer	11/01/12	2,003.00	0.00	23.85	23.85
243	ValSuite Pro 2.X to Vapro 3.0	6/15/12	1,520.00	0.00	295.56	295.56
242	HVAC Fan	6/01/12	5,201.00	0.00	433.42	433.42
238	5 Metal Molds for Machine	4/01/12	48,113.50	0.00	5,155.02	5,155.02
239	3 Metal Molds for Machine	4/01/12	25,960.00	0.00	2,781.43	2,781.43
240	Machine #7	4/01/12	49,050.00	0.00	5,255.36	5,255.36
241	Intertape Semi-Auto Belt Drive Case Sealer	4/01/12	9,212.00	0.00	987.00	987.00
235	Acc-Pac Software 500 Edition	3/01/12	9,860.00	0.00	2,738.89	2,738.89
236	AccPac 500 Edition Configuration & Install	3/01/12	2,640.00	0.00	733.33	733.33
237	Machine #6 Control Unit & Display	2/29/12	2,950.00	0.00	245.83	245.83
233	New Multi-Vac Machine # 1	2/15/12	78,500.00	0.00	10,279.76	10,279.76
234	Blackmax II Flex Printer - New Mach #1	2/15/12	53,000.00	0.00	6,940.48	6,940.48
232	Office Cubicles	1/31/12	30,600.00	0.00	4,007.14	4,007.14
Year End Total: 12/31/12			360,060.73	0.00	39,922.44	39,922.44

Date In Service for Year End: 12/31/11						
231	2008 Mercedes Benz S-Class (Abrar)	9/16/11	49,083.50	2,454.18	9,816.70	12,270.88
230	Rotary Tooling & Sheeter	9/08/11	1,200.00	57.14	171.43	228.57
227	Smart Banner Stands	8/05/11	3,833.22	532.39	1,277.74	1,810.13
226	HP LJ P4015N 52PPM	8/03/11	1,259.31	174.90	419.77	594.67
225	Yale Forklift Sitdown # 1	8/01/11	7,500.00	446.43	1,071.43	1,517.86
228	Water Heater	8/01/11	1,377.00	81.96	196.71	278.67
229	Sealing and Striping Marvel	8/01/11	4,430.00	263.69	632.86	896.55
224	Ulpa Filtered Vacuum	6/15/11	1,309.91	254.70	436.64	691.34
222	Burglar / Fire System	4/07/11	1,600.00	240.00	320.00	560.00
223	Imager Runner 3225	3/31/11	3,699.42	396.37	528.49	924.86
219	New Phone System	3/25/11	27,989.06	4,198.36	5,597.81	9,796.17
216	Fluorescent Lamps	3/03/11	7,621.51	907.32	1,088.79	1,996.11
217	Installation of Doek Shelter	3/01/11	3,688.80	439.14	526.97	966.11
218	Combination Lathe	3/01/11	1,979.84	235.70	282.83	518.53
215	PA Seales	2/08/11	2,143.30	280.67	306.19	586.86
Year End Total: 12/31/11			118,714.87	10,962.95	22,674.36	33,637.31

AG = 257,574 ← 354,859.70

Date In Service for Year End: 12/31/10						
213	Installation of New Sidewalk	12/10/10	6,690.00	1,035.35	955.71	1,991.06
212	Fan Powered Modules/Ceiling Panels	12/09/10	23,233.18	3,595.62	3,319.03	6,914.65
214	Forklift Truck	12/01/10	10,070.00	1,558.45	1,438.57	2,997.02
205	Control Unit for HP Printer	11/30/10	3,033.14	469.42	433.31	902.73
208	Multi Vac Machine	11/01/10	65,642.00	10,940.33	9,377.43	20,317.76
209	Multi Vac Machine	11/01/10	65,642.00	10,940.33	9,377.43	20,317.76
211	New Roof	11/01/10	124,160.00	20,693.33	17,737.14	38,430.47
204	Flexographic Rotary Printer	10/21/10	45,065.70	7,510.95	6,437.96	13,948.91
203	Installation of Racks	10/04/10	40,838.70	7,292.63	5,834.10	13,126.73
202	Upgrade/Replace Burglar & Fire Alarm Panel	9/01/10	3,000.00	571.43	428.57	1,000.00
201	Dell Computer Precision M6400	7/28/10	2,281.11	1,077.19	760.37	1,837.56
199	Installation of New Light Fixtures	7/13/10	3,193.68	684.36	456.24	1,140.60
200	Flexographic Rotary Printer	7/12/10	47,000.00	10,071.43	6,714.29	16,785.72
206	Deoxx Replacement Pump	7/08/10	3,017.00	646.50	431.00	1,077.50
198	Installation of Compressor Unit	7/06/10	2,400.00	514.29	342.86	857.15
207	Scissors Lift	7/01/10	7,685.00	1,671.10	1,097.86	2,768.96
210	Gas Heaters	7/01/10	5,100.00	1,092.86	728.57	1,821.43
197	Improvement to Light Fixtures	6/18/10	1,000.00	226.14	142.86	369.00
196	Fluor. Lamps for New Building	6/15/10	10,152.11	2,296.31	1,450.30	3,746.61
195	Raise It Drum Truck	4/29/10	1,793.01	426.90	256.14	683.04
193	Dell Vostro 1320	2/15/10	852.23	289.03	170.45	459.48
189	Power Analyzer Kit	1/28/10	2,560.25	981.43	512.05	1,493.48
191	Dell Latitude E6500	1/20/10	1,441.68	921.07	480.56	1,401.63
194	IBM X 3250	1/18/10	5,525.94	3,683.98	1,841.96	5,525.94
Year End Total: 12/31/10			481,376.73	89,190.43	70,724.76	159,915.19

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

Name of Business
 Mailing Address

TRINITY STERILE, INC.
 201 KILEY DRIVE
 SALISBURY, MD 21801

Check here if this is a change of address

Make Address Corrections Here

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER														
ID # PREFIX	F	1	0	1	7	7	7	6	4	2	0	0	8	9	7	5	2	9
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE										
MARCH 16, 2004				FLORIDA				3 3 9 9 0 0										
TRADING AS NAME										<input checked="" type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.								

ID = PREFIX
 Type or Print Department ID Number Here
F 1 0 1 7 7 7 6 4

SECTION I

- A. Is any business conducted in Maryland? Yes (Yes or No) Date began: MAY 10, 2004
- B. Nature of business conducted in Maryland: MANUFACTURING MEDICAL SUPPLIES
- C. Does the business own, lease or use personal property located in Maryland? Yes (Yes or No) If No, skip SECTION II.

ONLY CORPORATIONS COMPLETE ITEM D

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

	Names	ADDRESSES
President	ABRAR SOLATCH	WEST CHESTER, PA
Vice-President		
Secretary		
Treasurer		
	Names	Names
	ABRAR SOLATCH	

INCLUDE DEPARTMENT ID NUMBER ON CHECK
 PLEASE STAPLE CHECK HERE

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: Trinity Sterile, Inc. MD Department ID#: F10177764

Mailing Address: 201 Kiley Drive Salisbury, MD 21801

Contact Name: Emily E. Taylor, Controller Phone No.: 410-860-5123 Ext 122

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 2011.
3. Address of Manufacturing / R & D operation. 201 Kiley Dr. Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. May 2004
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 31st 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 Emily E. Taylor Date 12/6/2013

Email address emilyt@trinitysterile.com

Trinity Sterile Inc.
Manuf. Equip Book Property - Detail Report
For the period ended December 31, 2011

Group = Trinity Asset Listing
 Book = Tax

Asset	Date In Service	Property Description	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation
<i>Acquisition Year End = 12/31/2011</i>						
000215	02/08/2011	PA SCALES	2,143.30	0.00	699.85	2,143.30
000218	03/01/2011	COMBINATION LATHE	1,979.84	0.00	646.48	1,979.84
000224	06/15/2011	Ulpa Filtered Vacuum	1,309.91	0.00	254.70	1,309.91
000225	08/01/2011	YALE FORKLIFT SITDOW	7,500.00	0.00	669.64	7,500.00
G/L Accum Acct No = 1459 <No Category Selected>						
<i>Acquisition Year End = 12/31/2011</i>			\$ 12,933.05	\$ 0.00	\$ 0.00	\$ 202,385.89
Count = 4						
<i>Acquisition Year End = 12/31/2010</i>						
000195	04/29/2010	RAISE IT DRUM TRUCK	\$ 1,793.01	\$ 192.11	\$ 393.36	\$ 585.47
000200	07/12/2010	FLEXOGRAPHIC ROTAR	47,000.00	4,476.19	10,870.75	15,346.94
000206	07/08/2010	DEOXX REPLACEMENT PUMP	3,017.00	287.33	697.81	985.14
000204	10/21/2010	FLEXOGRAPHIC PRINT	45,065.70	1,072.98	13,797.96	14,870.94
000208	11/01/2010	MULTI-VAC MACHINE #2	65,642.00	3,750.97	17,683.15	21,434.12
000209	11/01/2010	MULTI-VAC MACHINE #4	65,642.00	3,750.97	17,683.15	21,434.12
000205	11/30/2010	CONTROL UNIT FOR H P	3,033.14	173.32	817.08	990.40
000214	12/01/2010	YALE FORKLIFT SITDOWN	10,070.00	359.64	2,928.52	3,288.16
<i>Acquisition Year End = 12/31/2010</i>			\$ 241,262.85	\$ 9,107.88	\$ 64,871.78	\$ 78,935.29
Count = 8						
<i>Acquisition Year End = 12/31/2009</i>						
000151	01/12/2009	3M CASE SEALER	\$ 7,912.30	\$ 2,260.65	\$ 2,932.93	\$ 5,193.58
000149	02/09/2009	Die Set for 4 Lane IV Set -	22,950.00	6,283.92	8,780.31	15,064.23
000150	03/31/2009	PC TOWER CONTROL (2)	1,801.98	1,051.15	750.83	1,801.98
000152	03/31/2009	LOGGERS	37,658.00	9,414.51	15,303.94	24,718.45
000159	05/21/2009	VA COMPLETE FORMSET	34,465.00	7,795.65	10,089.97	17,885.62
000157	05/28/2009	CURTIS/ZEKS AIR COMP	27,740.00	6,274.52	8,121.17	14,395.69
000158	05/28/2009	MICROMAX FLEX LABEL	45,000.00	10,178.56	13,174.20	23,352.76
000164	07/13/2009	PRINTER FOR MACHINE #1	45,828.24	9,820.33	14,463.66	24,283.99
000165	08/21/2009	Strapping Machine	1,300.00	247.62	427.01	674.63
000166	08/21/2009	Strapping Machine	1,300.00	247.62	427.01	674.63
000167	09/01/2009	Water Softening System	3,500.00	933.33	882.99	1,816.32
000169	09/18/2009	Scanner	1,223.69	305.92	329.11	635.03
000171	11/02/2009	MACHINE #5	49,050.00	8,174.99	17,279.52	25,454.51
000174	11/04/2009	HPC 300 PARTICLE COUNTER	1,973.00	328.83	695.05	1,023.88
000186	12/01/2009	Air Pollution Abatement System	16,139.70	2,497.81	5,877.89	8,375.70
000177	12/22/2009	PRINTER FOR MACHINE #6	53,000.00	7,571.43	19,932.94	27,504.37
000180	12/28/2009	Fluke 702 Documenting Calibrator	1,000.00	142.86	376.09	518.95
000187	12/29/2009	Pressure Module/Cal & Data Fluke Corp	1,288.25	257.64	597.75	855.39
000188	12/31/2009	Stainless Steel Conveyors	11,575.00	1,653.56	4,353.28	6,006.84
<i>Acquisition Year End = 12/31/2009</i>			\$ 356,792.86	\$ 73,180.25	\$ 121,862.72	\$ 195,042.97
Count = 19						
<i>Acquisition Year End = 12/31/2008</i>						
000131	02/01/2008	YALE FORKLIFT SITDOW	\$ 15,370.00	\$ 6,404.18	\$ 2,195.71	\$ 8,599.89
000132	02/15/2008	MOLDS	4,920.00	2,050.00	702.86	2,752.86
000135	04/30/2008	MOLDS	22,500.00	8,571.43	3,214.29	11,785.72
000136	06/05/2008	SHIPPING CENTERS	4,420.00	1,631.19	631.43	2,262.62
000137	06/15/2008	MOLDS	21,375.00	7,888.38	3,053.57	10,941.95
000140	06/15/2008	MACHINE PRINTER	22,643.30	18,869.42	2,695.63	21,565.05
000141	07/01/2008	STERILIZER SCALES	12,070.92	4,311.04	615.86	4,926.90
000147	07/31/2008	STERILIZER SENSOR UPGRADE	30,930.89	10,678.52	1,525.50	12,204.02
000142	08/12/2008	MOLDS	34,885.00	12,043.62	4,983.57	17,027.19
<i>Acquisition Year End = 12/31/2008</i>			\$ 169,115.11	\$ 72,447.78	\$ 19,618.42	\$ 92,066.20
Count = 9						

Personal Property Return
As of January 1, 2012
Due April 16, 2012

2012
Form 1
Page 1 of 4

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

CHECK ONE

Date Received by Department

Make Address Corrections Here

Name of Business: TRINITY STERILE, INC.
 Mailing Address: 201 KILEY DRIVE
SALISBURY, MD 21801

Check here if this is a change of address

Type or Print Department ID Number Here

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER															
ID # PREFIX	<u>F</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>6</u>	<u>4</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>9</u>	<u>7</u>	<u>5</u>	<u>2</u>	<u>9</u>	
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE											
<u>MARCH 16, 2004</u>				<u>FLORIDA</u>				<u>3 3 9 9 0 0</u>											
TRADING AS NAME										<input checked="" type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.									

F 1 0 1 7 7 6 4

SECTION I

- A. Is any business conducted in Maryland? Yes Date began: MAY 10, 2004
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURING MEDICAL SUPPLIES
- C. Does the business own, lease or use personal property located in Maryland? Yes If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

	Names	ADDRESSES
President	<u>ABRAR SOLATCH</u>	<u>WEST CHESTER, PA</u>
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

Names	DIRECTORS	Names
<u>ABRAR SOLATCH</u>	_____	_____
_____	_____	_____
_____	_____	_____

INCLUDE DEPARTMENT ID NUMBER ON CHECK

PLEASE STAPLE CHECK HERE

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: Trinity Sterile, Inc. MD Department ID#: F10177764

Mailing Address: 201 Kiley Drive Salisbury, MD 21801

Contact Name: Emily E. Taylor, Controller Phone No.: 410-860-5123 Ext 122

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 2010.
3. Address of Manufacturing / R & D operation. 201 Kiley Dr. Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. May 2004
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 31st 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 Emily E. Taylor Date 12/16/2013

Email address emilyt@trinitysterile.com

Trinity Sterile Inc.
Manuf. Equip Book Property - Detail Report
For the period ended December 31, 2010

Group = Trinity Asset Listing
 Book = Tax

Asset	Date In Service	Property Description	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation
<i>Acquisition Year End = 12/31/2010</i>						
000195	04/29/2010	RAISE IT DRUM TRUCK	\$ 1,793.01	\$ 0.00	\$ 192.11	\$ 192.11
000200	07/12/2010	FLEXOGRAPHIC ROTAR	47,000.00	0.00	4,476.19	4,476.19
000206	07/08/2010	DEOXX REPLACEMENT PUMP	3,017.00	0.00	287.33	287.33
000204	10/21/2010	FLEXOGRAPHIC PRINT	45,065.70	0.00	1,072.98	1,072.98
000208	11/01/2010	MULTI-VAC MACHINE #2	65,642.00	0.00	3,750.97	3,750.97
000209	11/01/2010	MULTI-VAC MACHINE #4	65,642.00	0.00	3,750.97	3,750.97
000205	11/30/2010	CONTROL UNIT FOR H P	3,033.14	0.00	173.32	173.32
000214	12/01/2010	YALE FORKLIFT SITDOWN	10,070.00	0.00	359.64	359.64
<i>Acquisition Year End = 12/31/2010</i>			<u>\$ 241,262.85</u>	<u>\$ 0.00</u>	<u>\$ 14,063.51</u>	<u>\$ 14,063.51</u>
Count = 8						
<i>Acquisition Year End = 12/31/2009</i>						
000151	01/12/2009	3M CASE SEALER	\$ 7,912.30	\$ 1,130.32	\$ 1,130.33	\$ 2,260.65
000149	02/09/2009	Die Set for 4 Lane IV Set -	22,950.00	3,005.35	3,278.57	6,283.92
000150	03/31/2009	PC TOWER CONTROL (2)	1,801.98	450.49	600.66	1,051.15
000152	03/31/2009	LOGGERS	37,658.00	4,034.79	5,379.72	9,414.51
000159	05/21/2009	VA COMPLETE FORMSET	34,465.00	2,872.09	4,923.56	7,795.65
000157	05/28/2009	CURTIS/ZEKS AIR COMP	27,740.00	2,311.67	3,962.85	6,274.52
000158	05/28/2009	MICROMAX FLEX LABEL	45,000.00	3,750.00	6,428.56	10,178.56
000164	07/13/2009	PRINTER FOR MACHINE #1	45,828.24	3,273.44	6,546.89	9,820.33
000165	08/21/2009	Strapping Machine	1,300.00	61.90	185.72	247.62
000166	08/21/2009	Strapping Machine	1,300.00	61.90	185.72	247.62
000167	09/01/2009	Water Softening System	3,500.00	233.33	700.00	933.33
000169	09/18/2009	Scanner	1,223.69	61.19	244.73	305.92
000171	11/02/2009	MACHINE #5	49,050.00	1,167.85	7,007.14	8,174.99
000174	11/04/2009	HPC 300 PARTICLE COUNTER	1,973.00	46.97	281.86	328.83
000186	12/01/2009	Air Pollution Abatement System	16,139.70	192.14	2,305.67	2,497.81
000177	12/22/2009	PRINTER FOR MACHINE #6	53,000.00	0.00	7,571.43	7,571.43
000180	12/28/2009	Fluke 702 Documenting Calibrator	1,000.00	0.00	142.86	142.86
000187	12/29/2009	Pressure Module/Cal & Data Fluke Corp	1,288.25	0.00	257.64	257.64
000188	12/31/2009	Stainless Steel Conveyors	11,575.00	0.00	1,653.56	1,653.56
<i>Acquisition Year End = 12/31/2009</i>			<u>\$ 356,792.86</u>	<u>\$ 21,523.11</u>	<u>\$ 51,657.14</u>	<u>\$ 73,180.25</u>
Count = 19						
<i>Acquisition Year End = 12/31/2008</i>						
000131	02/01/2008	YALE FORKLIFT SITDOW	\$ 15,370.00	\$ 4,208.46	\$ 2,195.72	\$ 6,404.18
000132	02/15/2008	MOLDS	4,920.00	1,347.14	702.86	2,050.00
000135	04/30/2008	MOLDS	22,500.00	5,357.14	3,214.29	8,571.43
000136	06/05/2008	SHIPPING CENTERS	4,420.00	999.76	631.43	1,631.19
000137	06/15/2008	MOLDS	21,375.00	4,834.81	3,053.57	7,888.38
000140	06/15/2008	MACHINE PRINTER	22,643.30	11,321.65	7,547.77	18,869.42
000141	07/01/2008	STERILIZER SCALES	12,070.92	2,586.62	1,724.42	4,311.04
000147	07/31/2008	STERILIZER SENSOR UPGRADE	30,930.89	6,259.82	4,418.70	10,678.52
000142	08/12/2008	MOLDS	34,885.00	7,060.05	4,983.57	12,043.62
<i>Acquisition Year End = 12/31/2008</i>			<u>\$ 169,115.11</u>	<u>\$ 43,975.45</u>	<u>\$ 28,472.33</u>	<u>\$ 72,447.78</u>
Count = 9						

Personal Property Return
As of January 1, 2011
Due April 15, 2011

2011

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

Make Address Corrections Here

Name of Business: TRINITY STERILE, INC.

Mailing Address: 201 KILEY DRIVE

SALISBURY, MD 21801

Check here if this is a change of address

Type or Print Department ID Number Here ID # PREFIX

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER															
ID # PREFIX	<u>F</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>6</u>	<u>4</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>9</u>	<u>7</u>	<u>5</u>	<u>2</u>	<u>9</u>	
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE											
<u>MARCH 16, 2004</u>				<u>FLORIDA</u>				<u>3 3 9 9 0 0</u>											
TRADING AS NAME										<input checked="" type="checkbox"/> Check here if you use a preparer and do not want personal property forms mailed to you next year.									

SECTION I

- A. Is any business conducted in Maryland? Yes Date began: MAY 10, 2004
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURING MEDICAL SUPPLIES
- C. Does the business own, lease or use personal property located in Maryland? Yes If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

OFFICERS	
Names	Addresses
President <u>ABRAR SOLATCH</u>	<u>WEST CHESTER, PA</u>
Vice-President _____	_____
Secretary _____	_____
Treasurer _____	_____

DIRECTORS	
Names	Names
<u>ABRAR SOLATCH</u>	_____
_____	_____
_____	_____

INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

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: Trinity Sterile, Inc. MD Department ID#: F10177764

Mailing Address: 201 Kiley Drive Salisbury, MD 21801

Contact Name: Emily E. Taylor, Controller Phone No.: 410-860-5123 Ext 122

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 2009.
3. Address of Manufacturing / R & D operation. 201 Kiley Dr. Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. May 2004
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 31st 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 Emily E. Taylor Date 12/6/2013

Email address emilyt@trinitysterile.com

Trinity Sterile Inc.
Manuf. Equip Book Property - Detail Report
For the period ended December 31, 2009

Group = Trinity Asset Listing
 Book = Tax

Asset	Date In Service	Property Description	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation
<i>Acquisition Year End = 12/31/2009</i>						
000151	01/12/2009	3M CASE SEALER	\$ 7,912.30	\$ 0.00	\$ 1,130.32	\$ 1,130.32
000149	02/09/2009	Die Set for 4 Lane IV Set -	22,950.00	0.00	3,005.35	3,005.35
000150	03/31/2009	PC TOWER CONTROL (2)	1,801.98	0.00	450.49	450.49
000152	03/31/2009	LOGGERS	37,658.00	0.00	4,034.79	4,034.79
000159	05/21/2009	VA COMPLETE FORMSET	34,465.00	0.00	2,872.09	2,872.09
000157	05/28/2009	CURTIS/ZEKS AIR COMP	27,740.00	0.00	2,311.67	2,311.67
000158	05/28/2009	MICROMAX FLEX LABEL	45,000.00	0.00	3,750.00	3,750.00
000164	07/13/2009	PRINTER FOR MACHINE #1	45,828.24	0.00	3,273.44	3,273.44
000165	08/21/2009	Strapping Machine	1,300.00	0.00	61.90	61.90
000166	08/21/2009	Strapping Machine	1,300.00	0.00	61.90	61.90
000167	09/01/2009	Water Softening System	3,500.00	0.00	233.33	233.33
000169	09/18/2009	Scanner	1,223.69	0.00	61.19	61.19
000171	11/02/2009	MACHINE #5	49,050.00	0.00	1,167.85	1,167.85
000174	11/04/2009	HPC 300 PARTICLE COUNTER	1,973.00	0.00	46.97	46.97
000186	12/01/2009	Air Pollution Abatement System	16,139.70	0.00	192.14	192.14
000177	12/22/2009	PRINTER FOR MACHINE #6	53,000.00	0.00	0.00	0.00
000180	12/28/2009	Fluke 702 Documenting Calibrator	1,000.00	0.00	0.00	0.00
000187	12/29/2009	Pressure Module/Cal & Data Fluke Corp	1,288.25	0.00	0.00	0.00
000188	12/31/2009	Stainless Steel Conveyors	11,575.00	0.00	0.00	0.00
<i>Acquisition Year End = 12/31/2009</i>			<u>\$ 356,792.86</u>	<u>\$ 0.00</u>	<u>\$ 21,523.11</u>	<u>\$ 21,523.11</u>
Count = 19						
<i>Acquisition Year End = 12/31/2008</i>						
000131	02/01/2008	YALE FORKLIFT SITDOW	\$ 15,370.00	\$ 2,012.74	\$ 2,195.72	\$ 4,208.46
000132	02/15/2008	MOLDS	4,920.00	644.28	702.86	1,347.14
000135	04/30/2008	MOLDS	22,500.00	2,142.86	3,214.28	5,357.14
000136	06/05/2008	SHIPPING CENTERS	4,420.00	368.33	631.43	999.76
000137	06/15/2008	MOLDS	21,375.00	1,781.24	3,053.57	4,834.81
000140	06/15/2008	MACHINE PRINTER	22,643.30	3,773.88	7,547.77	11,321.65
000141	07/01/2008	STERILIZER SCALES	12,070.92	862.20	1,724.42	2,586.62
000147	07/31/2008	STERILIZER SENSOR UPGRADE	30,930.89	1,841.13	4,418.69	6,259.82
000142	08/12/2008	MOLDS	34,885.00	2,076.48	4,983.57	7,060.05
<i>Acquisition Year End = 12/31/2008</i>			<u>\$ 169,115.11</u>	<u>\$ 15,503.14</u>	<u>\$ 28,472.31</u>	<u>\$ 43,975.45</u>
Count = 9						

Personal Property Return
As of January 1, 2010
Due April 15, 2010

2010
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)	\$300	<input type="checkbox"/> Domestic Limited Liability Company	(W)	\$300
<input checked="" type="checkbox"/> Foreign Stock Corporation	(F)	\$300	<input type="checkbox"/> Foreign Limited Liability Company	(Z)	\$300
<input type="checkbox"/> Domestic Non-Stock Corporation	(D)	- 0 -	<input type="checkbox"/> Domestic Limited Partnership	(M)	\$300
<input type="checkbox"/> Foreign Non-Stock Corporation	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Partnership	(P)	\$300
<input type="checkbox"/> Foreign Insurance Corporation	(F)	\$300	<input type="checkbox"/> Domestic Limited Liability Partnership	(A)	\$300
<input type="checkbox"/> Foreign Interstate Corporation	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership	(E)	\$300
<input type="checkbox"/> SDAT Certified Family Farm	(A,D,M,W)	\$100	<input type="checkbox"/> Business Trust	(B)	\$300
			<input type="checkbox"/> Real Estate Investment Trust	(D)	\$300

Make Address Corrections Here

Name of Business: TRINITY STERILE, INC.
 Mailing Address: 201 KILEY DRIVE
SALISBURY, MD 21801

Check here if this is a change of address

Type or Print
 Department ID Number

ID # PREFIX
F 1 0 1 7 7 6 4 2 0 0 8 9 7 5 2 9

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER															
ID # PREFIX	<u>F</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>6</u>	<u>4</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>9</u>	<u>7</u>	<u>5</u>	<u>2</u>	<u>9</u>	
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE											
<u>MARCH 16, 2004</u>				<u>FLORIDA</u>				<u>3 3 9 9 0 0</u>											
TRADING AS NAME										<input checked="" type="checkbox"/> Check here if you use a preparer and 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 (Yes or No) Date began: MAY 10, 2004

B. Nature of business conducted in Maryland: MANUFACTURING MEDICAL SUPPLIES

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

ONLY CORPORATIONS COMPLETE ITEM D

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

	Names	ADDRESSES
OFFICERS		
President	<u>ABRAR SOLATCH</u>	<u>WEST CHESTER, PA</u>
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
DIRECTORS		
	<u>ABRAR SOLATCH</u>	_____
	_____	_____
	_____	_____

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: Trinity Sterile, Inc. MD Department ID#: F10177764

Mailing Address: 201 Kiley Drive Salisbury, MD 21801

Contact Name: Emily E. Taylor, Controller Phone No.: 410-860-5123 Ext 122

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 2008.
3. Address of Manufacturing / R & D operation. 201 Kiley Dr. Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. May 2004
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 31st 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 Emily E. Taylor Date 12/6/2013

Email address emilyt@trinitysterile.com

Trinity Sterile Inc.
Manuf. Equip Book Property - Detail Report
For the period ended December 31, 2008

Group = Trinity Asset Listing
 Book = Tax

Asset	Date In Service	Property Description	Book Cost	Book Prior Depreciation	Book Current Depreciation	Book End Depreciation
<i>Acquisition Year End = 12/31/2008</i>						
000131	02/01/2008	YALE FORKLIFT	\$ 15,370.00	\$ 0.00	\$ 2,012.74	\$ 2,012.74
000132	02/15/2008	MOLDS	4,920.00	0.00	644.28	644.28
000135	04/30/2008	MOLDS	22,500.00	0.00	2,142.86	2,142.86
000136	06/05/2008	SHIPPING CENTERS	4,420.00	0.00	668.88	668.88
000137	06/15/2008	MOLDS	21,375.00	0.00	1,781.24	1,781.24
000140	06/15/2008	MACHINE PRINTER	22,643.30	0.00	3,773.88	3,773.88
000141	07/01/2008	STERILIZER SCALES	12,070.92	0.00	862.20	862.20
000147	07/31/2008	STERILIZER SENSOR UPGRAC	30,930.89	0.00	1,841.13	1,841.13
000142	08/12/2008	MOLDS	34,885.00	0.00	2,076.48	2,076.48
<i>Acquisition Year End = 12/31/2008</i>			\$ 169,115.11	\$ 0.00	\$ 15,503.14	\$ 15,503.14
Count = 9						

Personal Property Return
As of January 1, 2009
Due April 15, 2009

2009
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)		\$300	<input type="checkbox"/> Domestic Limited Liability Company (W)		\$300
<input checked="" type="checkbox"/> Foreign Stock Corporation (F)		\$300	<input type="checkbox"/> Foreign Limited Liability Company (Z)		\$300
<input type="checkbox"/> Domestic Non-Stock Corporation (D)		- 0 -	<input type="checkbox"/> Domestic Limited Partnership (M)		\$300
<input type="checkbox"/> Foreign Non-Stock Corporation (F)		- 0 -	<input type="checkbox"/> Foreign Limited Partnership (P)		\$300
<input type="checkbox"/> Foreign Insurance Corporation (F)		\$300	<input type="checkbox"/> Domestic Limited Liability Partnership (A)		\$300
<input type="checkbox"/> Foreign Interstate Corporation (F)		- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership (E)		\$300
<input type="checkbox"/> SDAT Certified Family Farm (A,D,M,W)		\$100	<input type="checkbox"/> Business Trust (B)		\$300
			<input type="checkbox"/> Real Estate Investment Trust (D)		\$300

Make Address Corrections Here → Name of Business Mailing Address

TRINITY STERILE, INC.
201 KILEY DRIVE
SALISBURY, MD 21801

Check here if this is a change of address

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER														
ID # PREFIX	F	1	0	1	7	7	7	6	4	2	0	0	8	9	7	5	2	9
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE										
MARCH 16, 2004				FLORIDA				3 3 9 9 0 0										
TRADING AS NAME										<input checked="" type="checkbox"/> Check here if you use a preparer and do not want personal property forms mailed to you next year.								

SECTION I

- A. Is any business conducted in Maryland? YES Date business began: MAY 10, 2004
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURING MEDICAL SUPPLIES
- C. Does the business own, lease or use personal property located in Maryland? YES. If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

	Names	ADDRESSES
President	<u>ABRAR SOLATCH</u>	<u>WEST CHESTER, PA</u>
Vice-President		
Secretary		
Treasurer		

	Names	Names
DIRECTORS	<u>ABRAR SOLATCH</u>	

INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

Type or Print Department ID Number Here
 ID # PREFIX
 F 1 0 1 7 7 7 6 4 2 0 0 8 9 7 5 2 9

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda - Award of Bids

June 23, 2014

- | | |
|--|--------------|
| 1. Recommendation for Award of Bid
Contract 111-14
Parsons Road Pavement Replacement | \$524,165.75 |
| 2. Recommendation for Award of Bid
RFP 08-14
Engineering Services for Water System Master Plan and Model | \$204,279.00 |
| 3. Change Order #1
Contract A-07-14
Street Improvements – Curb, Gutter & Sidewalk Construction | \$ 43,000.00 |

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

June 23, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 111-14 Parsons Road Pavement Replacement

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for Contract 111-14 Parsons Road Pavement Replacement. The bid included an option to widen Parsons Road at the Pemberton Intersection by 12' to accommodate a right turn lane, pending a commitment from the developer (Royal Farms).

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of six (6) vendors requested bid packages with two (2) vendors submitting a bid by the due date and time of May 29 at 3:30 p.m., as noted below:

	Base Bid Total	Base Bid Total
	<u>Without 12' Lane Widening</u>	<u>With 12' Lane Widening</u>
Metro Paving Corp.	\$524,165.75	\$606,881.75
George & Lynch Inc.	\$824,630.10	\$862,929.80

Public Works has reviewed the bids in accordance with the bid documents, reviewed references, and has requested that the contract be awarded to the lowest responsive and responsible bidder, Metro Paving Corp., in the amount of \$524,165.75 (based bid total without the 12' lane widening). As of June 4, 2014, the City of Salisbury Public Works Department has not received a commitment from Royal Farms but would like to note that should an assurance from the developer be forthcoming, a change order could be issued to include the 12' lane widening in this contract. Additional details about the work are noted in the department memo.

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

31000-534304 Streets/Lots	=	\$ 85,344.66
31000-534318 Street Maintenance	=	<u>\$438,821.09</u>
Total		\$524,165.75

Developer (Royal Farms) (No account number established at this time)	=	\$ 82,716.00 (pending change order option)
---	---	--

The Procurement Department requests Council's approval to award Contract 111-14 to Metro Paving Corporation in the amount of \$524,165.75.

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services Procurement
From: Michael Moulds, Director of Public Works 
Date: June 4, 2014
Re: Contract 111-14 Parsons Road Pavement Replacement – Without a 12' Lane Widening

Contract 111-14 is for full-depth pavement replacement of Parsons Road from the Pemberton intersection to Fairground Drive, and the milling and overlaying of the Pemberton intersection. This contract is without a 12' Lane Widening at the Pemberton Drive intersection since there currently is not a commitment for the 12' lane widening from the developer (Royal Farms). Work also includes a 3 ½ foot roadway widening in front of Valero Shore Stop, sub drains, replacement of defective curbs, gutters, drain inlets, and reconstruction of certain sidewalks at various locations along Parsons Road, as shown on the Contract Drawings and Specifications. This Project will complete the northern segment of the overall Parsons Road Pavement Replacement Project, initiated in 2012.

Bids were opened on Thursday May 29, 2014 at 3:30 pm for Contract 111-14 Parsons Road Pavement Replacement. Two (2) responses to this contract were received, as summarized below:

<u>Company</u>	<u>Base Bid Total</u> <u>Without 12' Lane Widening</u>	<u>Base Bid Total</u> <u>With 12' Lane Widening</u>
Metro Paving Corp.	\$524,165.75	\$606,881.75
George & Lynch Inc.	\$824,630.10	\$862,929.80

The bids include an option and cost to widen Parsons Road at the Pemberton Drive intersection with an additional 12' wide right turn lane. Pending a commitment from the developer of the parcel at the intersection of Parsons/Pemberton to pay for the improvements, a change order could be issued to include that work in this contract.

SPW reviewed the bids in accordance with the contract documents and called references of the apparent low bidder. Metro Paving Corp. is the lowest responsive and responsible bidder, therefore SPW recommends awarding the contract to Metro Paving Corp. in the amount of \$524,165.75. Funds are available in the following accounts:

Account Number 31000 534304	= \$85,344.66
Account Number 31000 534318	= <u>\$438,821.09</u>
Recommended Subtotal:	\$524,165.75

Developer (Royal Farms) = \$82,716.00 (Pending change order option)
(No account number established at this time)

Please issue a Purchase Order to Metro Paving Corp. in the amount of **\$524,165.75** for the scope of work specified in Contract 111-14.



Amanda H. Pollack, P.E.
Deputy Director



Michael Moulds, P.E.
Director of Public Works

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

June 23, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid – RFP 08-14
Engineering Services for Water System Master Plan and Model

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for RFP 08-14 Engineering Services for Water System Master Plan and Model. The current plan and model were outdated, and a new model was needed to diagnose deficiencies in the distribution system.

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of 25 vendors were sent bid packages with five (5) vendors submitting a bid by the due date and time of May 15 at 2:30 p.m.

An initial review of the proposals by the Procurement Division concluded that all submittals were responsive and responsible. The proposals were then evaluated by a selection committee utilizing the weighted average scoring method as defined in the Bid Documents. The criterion established for this project consisted of expertise, experience, Vendor qualifications, understanding of the scope of services, experience working with municipal projects, performance on past projects, price, and geographic location of the vendor. The bid results and evaluation are summarized on the next page:

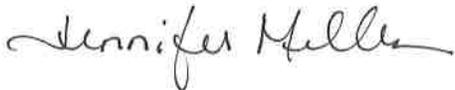
<u>Consultant</u>	<u>Prepare Master Plan and Model</u>	<u>1st Year Services (Hourly Rate)</u>	<u>Training (Hourly Rate)</u>	<u>Composite Score</u>	<u>Rank</u>
Hazen and Sawyer	\$184,279	\$125	\$125	3.71	1
Whitman, Requardt & Associates, Inc.	\$135,485	\$90	\$90	3.59	2
GHD, Inc.	\$196,900	\$111	\$111	2.96	3
URS Corporation	\$138,800	\$111	\$132	2.79	4
KCI Technologies, Inc.	\$102,000	\$110	\$120	2.72	5

The Procurement Department, upon a recommendation from the Department of Public Works, requests Council's approval to award the contract for RFP 08-14 to Hazen and Sawyer in the amount of \$204,279.00, as they had the highest overall score and therefore the best offered proposal based on the factors noted above. This sum includes the preparation of the Water Master Plan and Model, 40 hours of training and 120 hours of first year services, to fulfill the scope of work specified in RFP 08-14.

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

82078-513020-49000 Eng/Architecture	=	\$104,323.99
82078-513020-49020 Eng/Architecture	=	\$ 99,955.01
Total		\$204,279.00

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

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

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

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works *MM*
Date: June 3, 2014
Re: RFP 08-14 Water Master Plan and Model

Salisbury Public Works recently advertised a Request for Proposals for Engineering Services for a Water Master Plan and Model. The City's current Water Facilities Master Plan and water model were created in 2008 and have not been updated or calibrated since then. There is a need to have a working model to identify and evaluate deficiencies in the distribution system. Additionally, the Master Plan will assist with Capital Improvements Plan planning.

The water model will utilize the Innovyze - InfoWater software, which the City has a current license. The model will utilize water meter and billing data for current water demands. It will project future demands over a 20-year planning period. The scope includes performing fire flow tests to calibrate the model. The Vendors provided hourly rates for training and first year services. The intent is to have Public Works staff maintain the model and run scenarios in the future.

In addition to the Water Model analysis, the Water Master Plan will contain the following elements:

- Evaluate the City's compliance with EPA's Disinfectants and Disinfection Byproducts Rule as well as future EPA regulations.
- Evaluate the Paleo Water Treatment Plant capacity, treatment techniques and expansion potential and the City's future reliance on the Park Water Treatment Plant.
- Evaluate the raw water mains at the Park Water Treatment Plant Well Field.
- Develop a prioritized list of recommended system improvements, including associated costs.

Five firms submitted proposals to RFP 08-14 Water Master Plan and Model on May 15, 2014 at 2:30 p.m.: GHD, Inc., Hazen and Sawyer, KCI Technologies, Inc., URS Corporation, and Whitman, Requardt & Associates, Inc.

The selection committee included: Cori Cameron, Water Treatment Plant Superintendent; John O'Brien, GIS Analyst; and Amanda Pollack, Deputy Director of Public Works.

After an independent detailed review of all the proposals, each evaluator ranked the five respondents based upon the evaluation criteria established in the RFP, which included experience, qualifications, understanding of the Scope, experience with municipal projects, performance on past projects, price, project approach and geographic location of the vendor. The selection committee then met to compare individual rankings and to develop a composite ranking of each firm. The rating is on a scale of 0 to 4 with 0 being unacceptable and 4 being Superior.

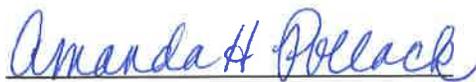
The proposed contract costs and the composite rankings are provided below:

<u>Consultant</u>	<u>Prepare Master Plan and Model</u>	<u>1st Year Services (Hourly Rate)</u>	<u>Training (Hourly Rate)</u>	<u>Composite Score</u>	<u>Ranking</u>
Hazen and Sawyer	\$184,279	\$125	\$125	3.71	1
Whitman, Requardt & Associates, Inc.	\$135,485	\$90	\$90	3.59	2
GHD, Inc.	\$196,900	\$111	\$111	2.96	3
URS Corporation	\$138,800	\$111	\$132	2.79	4
KCI Technologies, Inc.	\$102,000	\$110	\$120	2.72	5

The selection committee believes that Hazen and Sawyer presented the best team to successfully complete this project due to their clear understanding of the scope of work and the City's water system. The project team has demonstrated success with utilizing the City's water modeling software, Info Water. Hazen and Sawyer discussed specific projects that they completed that are similar to this project as well as providing specific ideas on how this project can be accomplished. The proposal showed Hazen and Sawyer's understanding of the unique characteristics of the City's system since Hazen and Sawyer performed an analysis of the expansion needs for the Paleo Water Treatment Plant in 2008. Many of the recommendations have been implemented. References for Hazen and Sawyer provided positive feedback on their experiences with the team.

Please issue a Purchase Order to Hazen and Sawyer in the amount of \$204,279.00 for the scope of work specified in RFP 08-14. In addition to preparing the Water Master Plan and Model for a lump sum price of \$184,279, the Purchase Order will include 40 hours of training at \$125/hour and 120 hours of first year services at \$125/hour. Funds are available in the following accounts:

82078-513020-49000 \$104,323.99
 82078-513020-49020 \$99,955.01



Amanda H. Pollack, P.E.
 Deputy Director



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

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

June 23, 2014

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract A-07-14
Street Improvements – Curb, Gutter & Sidewalk Construction

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #1 in the amount of \$43,000.00 for Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction. This Change Order would provide for improvements near the Circle Avenue Bridge and at the Waste Water Treatment Plant. Additional details are noted in the department memo.

Funds are available in the following accounts:

30100-513026-42002 Bond	\$26,000.00
86083-523600 Skilled Services	\$17,000.00
Total	\$43,000.00

The Department of Internal Services, Procurement Division, requests Council's approval to approve Change Order #1 as noted above to Malone and Phillips, Inc., in the amount of \$43,000.00.

Sincerely,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services - Procurement Division
From: Michael S. Moulds, Director of Public Works *[Signature]*
Subject: Change Order No. 1 - Contract No. A-7-14 P.O. 02140244
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #1, in the amount of \$43,000.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

Funding for this portion of this change order is to replace sidewalk and a bridge post deteriorated as reported in the City of Salisbury bridge report for the Circle Avenue Bridge. In addition, handicap ramps will be updated on each side of the bridge.

Funds will be encumbered from the following account for the work mentioned above:

30100-513026-42002 (Bond)\$ 26,000.00

This portion of this change order is for the installation of curb, gutter, sidewalk and other miscellaneous concrete work requested by the Waste Water Treatment Plant (WWTP).

Funds will be encumbered from the following account for the work mentioned above:

86083-523600 (Skilled Services)\$ 17,000.00

Funds are available in the following accounts:

30100-513026-42002 (Bond).....	\$ 26,000.00
86083-523600 (Skilled Services).....	\$ 17,000.00
Total	\$ 43,000.00

Office of Community Development

MEMO

To: Tom Stevenson

From: Ginny Hussey, CAP-OM

Subject: Resolution of Support for the FY 2015 Community Legacy Application –
Rehabilitation Grants for Downtown Businesses

Date: June 3, 2014

As you are aware, we will be submitting a Community Legacy (CL) funding application to the Maryland Department of Housing & Community Development (DHCD) for the FY 2015 funding round. This application is for \$160,000 in CL funds to provide a pot of money for rehabilitation grants which will be awarded to owners of businesses located in Downtown Salisbury for interior and/or exterior improvements to the permanent structure in which their business is housed. This amount of funding will allow us to assist at least eight (8) business owners with grants of up to \$20,000 each. A copy of the Sustainable Community area boundaries map is attached.

The Community Legacy application requires a Resolution of support for funding consideration.

Attached is the Resolution of Support for the FY 2015 Community Legacy funding application for **Rehabilitation Grants for Downtown Businesses**. Please forward this Resolution to the City Council so that it may be placed on their agenda for the meeting on June 23, 2014.

Ginny Hussey

Ginny Hussey, CAP-OM

Administrative Support Technician

Attachments

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RESOLUTION NO. 2409

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, COMMUNITY LEGACY GRANT APPLICATION FOR FUNDS TO PROVIDE REHABILITATION GRANTS TO OWNERS OF BUSINESSES LOCATED IN DOWNTOWN SALISBURY FOR INTERIOR AND/OR EXTERIOR IMPROVEMENTS TO THE PERMANENT STRUCTURE IN WHICH THEIR BUSINESS IS HOUSED.

WHEREAS, the Maryland Department of Housing and Community Development (DHCD) has solicited applications from eligible jurisdictions to apply for funding under the Community Legacy Grant Program for FY 2015; and

WHEREAS, the City of Salisbury is eligible to apply for funds from DHCD; and

WHEREAS, DHCD, either through Community Legacy or through other Programs of the Department, or in cooperation with other State Departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the City Council and the Mayor of the City of Salisbury.

NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Salisbury, Maryland does hereby authorize the submission of an application for Community Legacy funds to forward the City's revitalization initiatives. This will be accomplished by applying for **\$160,000** to provide funds for rehabilitation grants which will be awarded to owners of businesses located in Downtown Salisbury for interior and/or exterior improvements to the permanent structure in which their business is housed.

BE IT FURTHER RESOLVED THAT, James Ireton, Jr., Mayor, is authorized and empowered to execute any and all documents required for the submission of this grant application; and

BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to the Secretary of the Department of Housing and Community Development of the State of Maryland for consideration by the Community Legacy Board.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on June 23, 2014, and is to become effective immediately.

46 _____
47 Kimberly R. Nichols
48 CITY CLERK

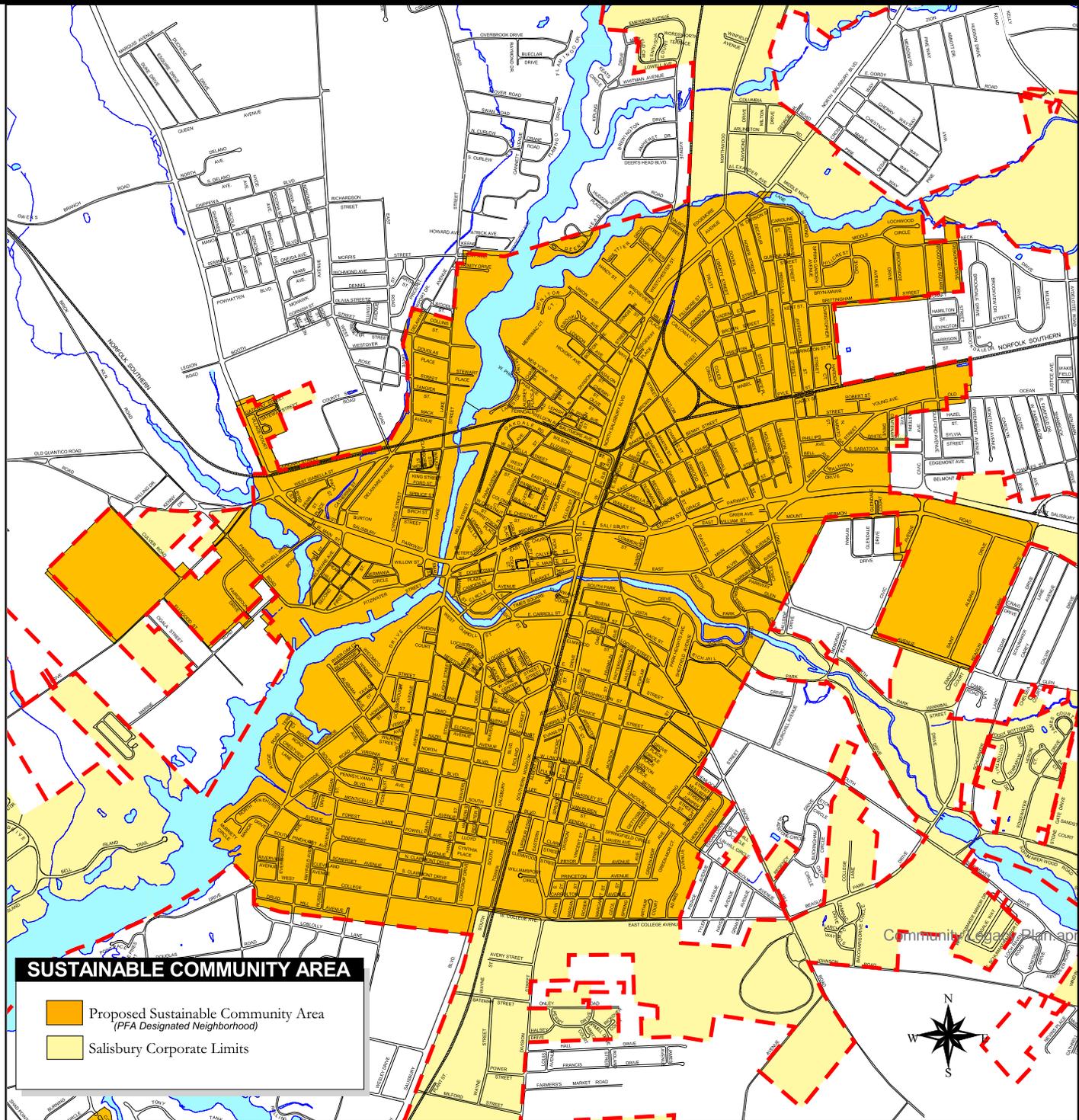
46 _____
47 Jacob R. Day
48 COUNCIL PRESIDENT

49 APPROVED BY ME THIS

50 _____
51 _____ day of June, 2014

52 _____
53 _____
54 _____
55 James Ireton, Jr.
56 Mayor

CITY OF SALISBURY



City of Salisbury "Sustainable Community Area"



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: 410-548-3100
Fax: 410-548-3102

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator
Date: June 18, 2014
Re: Resolution to support the Strategic Demolition and Smart Growth Impact Fund

The Office of the Mayor is requesting approval to apply for the Strategic Demolition and Smart Growth Impact Fund (SD-SGIF) grant from the Maryland Department of Housing and Community Development. This grant will fund the demolition of the former Daily Times building adjacent to the Peninsula Regional Medical Center.

The Maryland Department of Housing and Community Development (SD-SGIF) grant invests in activities that accelerate economic development, job production, and smart growth projects in existing Maryland Communities. It aims to redevelop underutilized and vacant building and land by investing in projects that have a high economic and revitalization impact within existing Maryland communities. Eligible projects for this grant include but are not limited to site acquisition and assembly, demolition of derelict non-contributing structures, site development, and construction stage architectural and engineering designs.

In our efforts to revitalize downtown, Salisbury has collaborated with staff from the University of Maryland Eastern Shore, Salisbury University, and the Peninsula Regional Medical Center to construct a mixed-use retail and educational facility in the location of the former Daily Times building. Peninsula Regional Medical Center has already purchased the existing structure and land. With Council approval, staff will submit an application to fund the demolition, site development, and engineering designs for a mixed-use facility.

The grant application is due by July 15, 2014. As part of the application, a resolution of support from the local governing body is required.

Please advance this cover memo, application, and resolution of support to the City Council for approval.

Attachment: Strategic Demolition and Smart Growth Impact Fund Application
Resolution of Support

STRATEGIC DEMOLITION AND SMART GROWTH IMPACT FUND Application FY 2015

**Eligible Applicants:
Local governments
Non-Profit Community Development Organizations**

**DEADLINE FOR SUBMISSION:
July 15, 2014 Midnight**

General Description

The Strategic Demolition and Smart Growth Impact Fund (SDSGIF) invests in activities that accelerate economic development, job production and smart growth in existing Maryland communities. In particular, SDSGIF aims to redevelop “grey fields” -- underutilized and vacant buildings and lands -- which often face more barriers than sprawling “green field development.” Since funds are limited, awards will focus on those smart growth projects that will have the highest economic and revitalization impact.

Eligible Applicants and Projects

Lead applicants will be local governments or nonprofit community development organizations. Local government applications should be lead-sponsored by the jurisdiction’s Economic Development agency, or, in the absence of such an agency or staff, the local agency designated by the jurisdiction’s chief executive. The lead sponsor should form a team of partners to include housing and planning agencies, local nonprofits, civic institutions and private sector companies and lenders.

Project awards are anticipated to average \$500,000 and not be less than \$250,000. Eligible projects will be capital projects located in designated Sustainable Community Areas and include but are not limited to:

- Site acquisition and assembly to create redevelopment size parcels for redevelopment
- Demolition of derelict non-contributing structures to make way for new infill development
- Site development, including public infrastructure improvements
- Construction-stage architectural and engineering designs that integrate “green” approaches to site and building redevelopment and stormwater management strategies.

Projects supported by SDSGIF will build on the strengths of existing urban, suburban and rural communities and will be part of or integrated into a local jurisdiction's Sustainable Communities Action Plan, comprehensive plan, local revitalization plan, economic development plan or transit oriented development plan. Funded projects will make possible a range of **economic development** and **smart growth outcomes** in existing communities, including:

- Development at State-designated Transit-Oriented Development (TOD) sites;
- Leverage of private sector investment in stronger local economies in existing communities;
- Increased local jobs and services;
- Compact growth and mixed-use development;
- Expanded housing choices for people of all economic backgrounds;
- Development practices that protect the environment and conserve air, water and energy resources, encourage walkability and recreational opportunities, and where available, create better access to transit.

Eligible Target Areas

Projects must be located in designated Sustainable Communities throughout Maryland. Sustainable Communities are areas found within Priority Funding Areas (PFAs) and are targeted for revitalization. To see your jurisdiction's Sustainable Community boundaries, please use the online DHCD Mapper tool found at this website:

www.dhcd.maryland.gov/website/DHCDmapper.aspx.

An application procedure has been developed for local governments to request continued Sustainable Communities designation, if not already designated. Please visit [Sustainable Communities-www.MdHousing.org](http://www.MdHousing.org).

SDSGIF Funds for FY 2015

The FY 2015 budget includes \$7.5 million in capital funds available in the form of grants or loans. The FY 2015 SDSGIF budget does NOT include any operating funds.

Award Criteria

Proposals are reviewed and scored on demonstration of community need for reinvestment (20 points); clarity of project details and readiness to proceed (30 points) capacity of project sponsors and partners (20 points); and committed financial resources and other leverage (30 points). Requests for loans will be given greater priority than requests for grants. In addition, geographic diversity will be considered in the awarding of financial assistance.

Additional Considerations

Additional consideration will be given to projects that address the following issues:

- Revitalization of older communities in areas that can be positioned to absorb increased growth due to the Base Re-alignment and Closure (BRAC) activities in Maryland
- Transit Oriented Development (TOD) that promotes compact redevelopment and connects housing with job opportunities
- Activities in the 26 designated Main Street Maryland communities as well as the 10 Baltimore City Main Street communities that further their revitalization efforts,

particularly encouraging residential reinvestment that reinforces the success of the business districts

- Programs and projects that encourage or incorporate elements addressing environmental responsibility and stewardship into site and project development, design, construction and housing rehabilitation retrofits
- Programs and projects that incorporate and align a full range of State and local revitalization and smart growth programs and financing tools (grants, loans, credit enhancements, and tax credits), including, where appropriate, State tools and legislative authorities
- Capital investments and business practices that incorporate inclusionary hiring practices such that the local workforce has increased opportunities to benefit from construction jobs and permanent jobs

Project Examples

The following three fictitious examples are meant to illustrate but not limit the kinds of projects that SDSGIF may be used to support:

Demolition Project:

A nonprofit developer in partnership with the local community has developed a master plan that includes the demolition of an abandoned and derelict warehouse building at the edge of the community. SDSGIF and other public funds would purchase and demolish the derelict warehouse, allowing the site to be redeveloped to include both a community facility and 20 affordable infill town homes for first-time home buyers.

Site Development Project:

In partnership with a private developer, a city has developed a revitalization plan for a 10-acre infill redevelopment which will also result in a mixture of uses and a walkable central open space. Approximately \$1.5 million in public funding (local funding plus SDSGIF) is needed to leverage \$50 million in private investment. Public and SDSGIF funds are needed for public infrastructure improvements. In addition to significantly leveraging private dollars, this project will create 50 temporary construction jobs, 10 permanent retail jobs, and 40 market-rate and affordable rental units. The project will generate increased local property and state income tax revenues while also improving the walkability of open spaces, including integration of “green infrastructure” strategies for the management of stormwater.

Site Acquisition & Assembly:

A county is proposing to purchase two contiguous parcels, both commercial and residential, to assemble a development size parcel within close proximity to a State designated TOD. The assembly of these properties would enhance the neighborhood's economic viability and support current efforts to revitalize the area by creating mixed-income, mixed tenure housing, supportive retail for employees and residents and leverage tens of millions in private investment. A grant of \$350,000 from SDSGIF will assist with site acquisition. It is anticipated that this project will create 10 temporary jobs, 15 permanent jobs and generate significant new local and state tax revenues.

APPLICATION PROCESS

Mandatory Application Training

Mandatory application training is required. At the training, applicants will learn more about the SDSGIF Program, its intent, the application and review process. It is requested that the actual person completing the electronic application should participate. For more information about training, visit <http://www.neighborhoodrevitalization.org/Programs/SGIF/Default.aspx> or consult with Larry Brown at 410-209-5819 or by email brownl@mdhousing.org.

Mandatory Online Submission of Your Application

The online grant management system -- Project Portal -- is a web-based application that allows municipalities/organizations to apply for funding and manage grants. Project Portal requires authorization for access. Each Municipality/Organization must designate an Authorizing Official (AO). Once the AO registers the organization, they will receive an email Notification of Access Approval from the online system administrator. The AO will select a username and password and is responsible for defining the roles/responsibilities of staff users for the system. Once your Municipality/Organization is registered in Project Portal, it can apply for grants, submit applications and access instructions on how to navigate the system. DHCD reserves the right to not consider applications that are in complete, including missing required attachments.

Review Process:

DHCD staff will lead a review team consisting of representatives from various State agencies that could include: Maryland Department of Planning, Maryland Historical Trust, Maryland Department of Transportation, Department of Natural Resources, Department of Business and Economic Development and Maryland Department of the Environment. The review team will make project recommendations for consideration by the DHCD Secretary.

Site Visits & Follow-up Discussion

During the application review process, the review team may make on-site visits and/or hold meetings with applicants. In addition, applicants may be contacted by DHCD or other review team members for follow-up discussions prior to awards.

Reviews by Maryland Historical Trust and Codes Administration

All projects receiving state financial assistance are subject to review by the Maryland Historical Trust (MHT). Since this review sometimes identifies properties as historically significant that were not previously known to be so, local governments are encouraged to request MHT's comments about the proposed demolition or other predevelopment project as soon as possible, even prior to submitting their application to DHCD. To request MHT's comments, local governments may submit MHT's one-page Project Review Form, current photographs of the building(s), and an accurately marked map of the address being considered for demolition or redevelopment. The form and additional information about the review process are available online at <http://mht.maryland.gov/projectreview.html>. Projects receiving funds are also subject to review by the DHCD's Codes Administration. **Work should not begin and funds will not be disbursed on these projects until the aforementioned reviews are completed.**

Local Resolution

A local support resolution (or a letter from an authorized designee) from the incorporated town or, if not incorporated, the county in which the project is located, must be submitted with your application. Applications submitted without the resolution will not be accepted. (If there are extenuating circumstances that would require a delay in your resolution being submitted with your application, please contact your Project Manager for instructions). Local jurisdictions may delegate the local resolution approval process to an agency authority; contact your project manager for more information.

Reporting Requirements

Applicants that receive funding will be required to submit quarterly reports on their progress. DHCD will summarize these reports on behalf of the Program for the General Assembly annually. In addition, statistics such as reporting compliance, leverage, and draw rates are also submitted monthly as part of the Governor's State Stat Report.

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3 **RESOLUTION NO. 2410**

4 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE A MARYLAND
5 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, STRATEGIC DEMOLITION AND
6 SMART GROWTH IMPACT FUND GRANT APPLICATION TO FUND THE DEMOLITION,
7 REMEDIATION AND SITE DEVELOPMENT OF THE FORMER DAILY TIMES BUILDING.

8 WHEREAS, the Maryland Department of Housing and Community Development (DHCD) has
9 solicited applications from eligible jurisdictions to apply for funding under the Strategic Demolition and Smart
10 Growth Impact Fund (SD-SGIF) program for FY 2015; and

11
12 WHEREAS, the City of Salisbury is eligible to apply for funds from (DHCD) through this program;
13 and

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15 WHEREAS, the Mayor and Salisbury City Council recognizes there is a significant need for
16 reinvestment and revitalization of the communities in Salisbury; and

17
18 WHEREAS, the City has partnered with Peninsula Regional Medical Center, Salisbury University,
19 and the University of Maryland Eastern Shore to obtain funding through the DHCD Strategic Demolition and
20 Smart Growth Impact Fund to demolish the former Daily Times Building for future development into a mixed
21 use retail and educational facility in Downtown Salisbury; and

22
23 WHEREAS, the project is located within a priority funding area under Section 5-7B-02 of the Smart
24 Growth Act and the project will conform to the local zoning code; and

25
26 WHEREAS, the applicable law and regulations require approval of the Strategic Demolition and
27 Smart Growth Impact Fund Project and project financing by City Council and the Mayor of the City of
28 Salisbury; and

29
30 NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Salisbury, Maryland
31 hereby endorses the project; and, HEREBY approves the request for financial assistance in the form of a grant
32 for **\$350,000** to provide funds for the demolition, remediation and site development of the former Daily Times
33 Building in Downtown Salisbury located at 115 East Carroll Street; and

34
35 BE IT FURTHER RESOLVED THAT, James Ireton, Jr., Mayor, is authorized and empowered to
36 execute any and all documents required for the submission of the SD-SGIF grant application; and

37
38 BE IT FURTHER RESOLVED THAT, copies of this Resolution will be sent to the Secretary of
39 Housing and Community Development of the State of Maryland for consideration.

40
41 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City
42 of Salisbury, Maryland held on June 23, 2014, and is to become effective immediately.

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44 _____
45 Kimberly R. Nichols
46 CITY CLERK

47 _____
48 Jacob R. Day
49 COUNCIL PRESIDENT

50 APPROVED BY ME THIS

51 _____ day of June, 2014

52
53 _____
54 James Ireton, Jr.
55 Mayor

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
From: Tom Stevenson
Subject: Habitat for Humanity (Community Investment Tax Credit)
Date: June 16, 2014

Attached, please find a Resolution supporting Habitat for Humanity's application to the Maryland Department of Housing and Community Development to participate in their Community Investment Tax Credit Program.

Also included, is a letter from Habitat's Executive Director, Joan Mulvanny describing the basics of the program.

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



June 16, 2014

Mr. Tom Stevenson
City Administrator
City of Salisbury
125 N Division Street
Salisbury, MD 21801

Dear Mr. Stevenson:

Habitat for Humanity of Wicomico County, Inc. is again applying to the Maryland Department of Housing and Community Development to participate in their Community Investment Tax Credit Program. We are asking the City to approve a resolution in support of our application. The money raised through tax credits will be used to continue our revitalization of the Church Street neighborhood.

For the past six years, Wicomico Habitat has been allocated tax credits which are an incentive for both businesses and individuals to donate to Habitat. Two years ago, we were allocated \$50,000 in tax credits which stimulated businesses and individuals to contribute almost \$100,000 to our building projects in the Church Street area.

Under the tax credits program, an individual or business who contributes \$500 or more to Habitat receives their normal Federal and State charitable deduction. In addition, the donor receives a deduction of 50% of their donation off their State income tax. The tax credit program has been a great incentive for people to increase their donations to Habitat and is an important part of our fundraising plan.

We appreciate all the support we have received from the City of Salisbury in our joint efforts to revitalize the Church Street neighborhood. We also appreciate your consideration of our request for a resolution in support of our application.

Sincerely,

A handwritten signature in blue ink that reads "Joan Herbert Mulvanny".

Joan Herbert Mulvanny
Executive Director

RESOLUTION NO. 2411

A RESOLUTION OF THE CITY OF SALISBURY TO APPROVE A PROJECT TO CONSTRUCT OR REHABILITATE A MINIMUM OF FOUR HOMES IN THE CHURCH STREET NEIGHBORHOOD TO BE SOLD TO LOW TO VERY-LOW INCOME FAMILIES OVER THE NEXT TWO YEARS

WHEREAS, Habitat for Humanity, a non-profit organization, proposes to undertake a project to construct or rehabilitate a minimum of four homes in the Church Street neighborhood to be sold to low to very-low income families over the next two years (the "Project"); and

WHEREAS, Habitat for Humanity, has applied to the Department of Housing and Community Development of the State of Maryland for approval of the Project and an allocation of tax credits for business entities and individuals that contribute to the Project, under the Department's Community Investment Tax Credit Program; and

WHEREAS, the City of Salisbury, Maryland approves the Project;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury, hereby expresses approval of the Project, as described above.

THIS RESOLUTION was introduced and duly passed at a meeting of the City 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

Jacob R. Day
Council President

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

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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Memorandum

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director of Public Works
Date: June 10, 2014
Re: MEA Smart Energy Grant Acceptance Resolution

Tom, the Maryland Energy Administration (MEA) has notified us on June 5th that we have been awarded a grant in the amount of \$67,843 for implementation of energy efficiency projects and designation as a Maryland Smart Energy Community.

Attached is a copy of the Grant Agreement and proposed Resolution. Due to delays by MEA in getting the grants out, they have required that the agreement be signed and returned by June 10th. As a result of our objections, they have allowed an extension to June 24th to allow Council to review the agreement at the June 16th workshop and consider approval at the June 23rd legislative session.

Following approval of the agreement the City will need to adopt by resolution two policies for energy efficiency reduction and petroleum fuel reduction as well as obtain approval of a project plan which will identify the specific project(s) to be funded with the grant.

We note that the City is already working with the Shore Power Project to establish baseline data which can be used to track the City's efforts in meeting its policy goals.

Should you have any questions or require any additional information, please do not hesitate to call.

Mike Moulds

RESOLUTION NO. 2351

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND SUPPORTING AN APPLICATION FOR THE CITY OF SALISBURY TO BECOME A MARYLAND SMART ENERGY COMMUNITY.

WHEREAS, energy consumption and costs are of great importance to the City; and

WHEREAS, the City has previously participated in Maryland Energy Administration programs to reduce energy consumption; and

WHEREAS, the Maryland Energy Administration has a program to be designated as a Maryland Smart Energy Community; and

WHEREAS, becoming a Maryland Smart Energy Community will result in the prospect of grant funding, reduced utility and fuel expenses, support of local sustainability initiatives, greenhouse gas emissions reduction, recognition as a Statewide leader in energy and sustainability, and receiving technical assistance from the Maryland Energy Administration and the University of Maryland; and

WHEREAS, to become a Maryland Smart Energy Community, the City of Salisbury will need to commit to passing two policy goals by October 31, 2014, specifically Energy Efficiency and Transportation Petroleum Reduction; and

WHEREAS, the Energy Efficiency policy will establish an electricity consumption baseline and develop a plan to reduce per-square foot electricity consumption of local government-owned buildings by 15 percent within five years of the baseline year; and

WHEREAS, the Transportation Petroleum Reduction will establish a petroleum consumption baseline for all local government vehicles, and put in place a plan to reduce petroleum consumption by 20 percent within five years of the baseline year; and

WHEREAS, the City of Salisbury Departments of Public Works and Internal Services – Procurement have researched these goals and believe that these two goals are realistic to achieve within the prescribed timeframe; and

WHEREAS, support of the application does not commit the City to accept funding nor does it ensure implementation of the policy goals; and

WHEREAS, not passing the policy goals by October 31, 2014 will make the City ineligible for funding from the Maryland Smart Energy Communities program.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby support the application for the City of Salisbury to become a Maryland Smart Energy Community.

THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on December 9, 2013 and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols
Kimberly R. Nichols
CITY CLERK

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

APPROVED by me this 11th day of December 2013

James Keeton, Jr.
James Keeton, Jr.
MAYOR, City of Salisbury

**MARYLAND ENERGY ADMINISTRATION
MARYLAND SMART ENERGY COMMUNITIES GRANT PROGRAM
GRANT AGREEMENT**

hereinafter “the Agreement”

**STATE OF MARYLAND
MARYLAND ENERGY ADMINISTRATION
60 West Street, Suite 300
Annapolis, Maryland 21401**

hereinafter “MEA”

and

**CITY OF SALISBURY
125 N. Division Street
Salisbury, MD 21801**

hereinafter “Grantee”

PREMISES

The Maryland Energy Administration (MEA) developed and administers the Maryland Smart Energy Communities (MSEC) Grant Program pursuant to the authority provided in Sections 9-2003 and 9-20B-01 *et seq.* of the Maryland Code, State Government Article. The MSEC Grant Program is funded through the Strategic Energy Investment Fund (SEIF). *See* Md. Code, Section 9-20B-05 *et seq.* of the State Government Article.

The purpose of the MSEC Grant Program is to encourage local Maryland governments, including counties and municipalities, to adopt formal policies to encourage energy efficiency, renewable energy development, and/or reduce reliance on petroleum as a fuel for transportation, and to implement projects to achieve the objectives of such policies. MSEC Grant funds may be used both to assist local governments in developing and adopting policies, and then to implement projects to effectuate the objectives of such policies.

MEA issued a notice of opportunity for funding through the MSEC Grant Program, and upon evaluating the applications received, has determined that Grantee is eligible for an award. The amount and authorized uses of the Grant Award, as well as terms, conditions, and restrictions, are set forth in this Grant Agreement.

I. Purpose of the Grant Award

The purpose of this Grant Award is to assist the Grantee in the development, adoption and implementation of policies and projects that promote energy efficiency, the development of renewable energy resources, and/or to reduce dependence on petroleum as a fuel in the transportation sector.

II. Program Description

(A) Program Overview

MEA has determined that Grantee is eligible to participate in the Maryland Smart Energy Communities Grant Program. This means that the Grantee is qualified to receive Grant funding to assist it in becoming designated by MEA as a Maryland Smart Energy Community. Upon such designation, Grantee will be eligible to receive additional Grant funding to develop projects that implement energy efficiency and conservation savings, deploy renewable energy resources, and reduce dependency on petroleum as a transportation fuel.

(B) Program Components

The Grant Program consists of two primary components: (1) Policy Development; and (2) Project Development. Under the Policy Development component, the local jurisdiction is responsible for developing and adopting written policies that promote energy efficiency and conservation, the development of renewable energy resources, and reduce dependency on petroleum as a transportation fuel. These policies must be formally adopted through an official act of the governing body or office of the local jurisdiction, such as the promulgation of a local law, regulation, ordinance, resolution, executive order, or some other official commitment of the local jurisdiction's governing body or office. Under the Project Development component, the local jurisdiction is responsible for designing and implementing specific Projects approved by MEA that effectuate the policy goals adopted under the Policy component of the Grant Program.

(1) Policy Component-local jurisdictions must commit to formally promulgate or issue local laws, regulations, ordinances, resolutions, executive orders, or other similar mechanisms designed to achieve at least two of the three policy goals identified below:

- Energy efficiency: Reduce per-square foot electricity consumption of local government buildings by 15% within five years of a baseline year. Establish an electricity consumption Baseline year by estimating total local government building electricity consumption and size in gross square feet. Develop an Energy Reduction Plan (ERP) to document the baseline year energy consumption and a comprehensive program to reduce total electricity use by 15% from Baseline year use.
- Renewable Energy: Reduce conventional centralized electricity generation serving local government buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation by 2022. To achieve this goal, estimate total local government building electricity consumption, and develop and

initiate a Renewable Energy Action Plan (REAP) to map out how the local government will achieve the renewable energy goal.

- **Transportation Petroleum Reduction:** Reduce the use of petroleum as a transportation fuel for local government vehicles by 20% within five years of a baseline year. Develop a Baseline of fleet efficiency and fuel consumption for all government, on-road vehicles using a gallons of gasoline equivalent basis. Develop and implement a Transportation Petroleum Consumption Reduction Plan to achieve the goal.

The Grantee has agreed to formally commit through local law, regulation, ordinance, resolution, executive order, or some similar mechanism, to at least two of these three policy goals as set forth in its Grant Application, which is attached hereto and incorporated herein as Attachment A.

(2) Project Component –local jurisdictions must commit to designing and implementing specific Projects approved by MEA that are intended to effectuate the policy goals set forth above. Different types of eligible Projects are:

➤ Energy Efficiency:

When determined to be cost effective, energy efficiency retrofits including:

- Installation of insulation
- Installation of efficient lighting
- Purchase and installation of heating, venting, and air conditioning (HVAC) equipment, which shall be ENERGY STAR level or higher wherever available. When ENERGY STAR products are not available, equipment must be approved by MEA before it is selected.
- Weather sealing
- Purchase and installation of ENERGY STAR appliances
- Motor and pumping system upgrades
- Replacement of traffic signals and street lighting with energy efficient technologies. If a Grantee chooses to pursue a project replacing traffic signals or street lighting, the electricity consumption of this equipment must also be included in the Grantee's baseline energy consumption.

➤ Renewable Energy:

With the understanding that undertaking energy efficiency improvements makes it easier to meet renewable energy goals, grantees should demonstrate that reasonable energy efficiency measures have been implemented before renewable energy systems are installed to ensure the maximum impact of clean energy output. The following criteria should be adhered to for the implementation of the proposed renewable energy Projects:

- Solar electric (photovoltaics or "PV"):
 - PV conversion efficiency shall be at least 14% efficient.
 - Inverters shall be at least 95% efficient.
 - If installed on roofs, roofs shall have a projected lifetime of at least 20 years remaining after PV installation.

- Communities shall be aware that ground-mount PV is more cost-effective than roof-mount PV.
- Communities shall consult with MEA or the Technical Assistance Consultant about net metering, solar renewable energy credits (SRECs), financing structures such as Power Purchase Agreements, procurement documents such as RFQs and RFPs, incentives, payback calculations, etc.
- Solar thermal (solar water heating):
 - Systems shall have reasonably high efficiency ratings from the Solar Rating Certification Corporation (SRCC), based on OG-100 ratings for collectors and/or OG-300 ratings for collector/piping/tank systems.
 - Stagnation and freezing issues shall be addressed, e.g. with high-occupancy applications, drain-back systems, and/or glycol/water as the heat transfer medium.
 - Communities shall be aware that high-occupancy applications are typically more cost-effective due to increased economies of scale during procurement and installation, and to increased hot water demand from a larger population, with hot water needs at different times of the day.
- Geothermal heating & cooling (GHC):
 - GHC systems shall only displace electric (e.g. air source heat pumps), propane or fuel oil heating sources, or displace inefficient air conditioning systems that are at least 10 years old.
 - If a community has a hot water demand, it shall consider adding a desuperheater module to its GHC system.
- Wind:
 - Communities shall consult with MEA before installing wind turbines to see if the available wind resources in the proposed area have been quantified.
 - Communities shall base technical viability of any wind turbine on at least one year of anemometer data.
 - Communities shall have in place an ordinance that allows for the installation of community wind projects and anemometer towers.
- Biomass thermal:
 - Eligible biomass projects shall achieve 65% efficiency or greater
 - All projects shall utilize best available control technologies (BACT)
 - All biomass projects shall comply with the regulations set forth by the Maryland Department of the Environment and all other regulatory agencies. Solid fuel boilers are currently regulated by MDE via COMAR 26.11.09.04; Grantees shall review this information when considering biomass projects.
- Transportation Petroleum Reduction
Projects shall be limited to the following:
 - Re-filling stations: E85, Biodiesel, Electric, Natural Gas (both CNG and LNG), Propane and Hydrogen

- Vehicles: electric, natural gas, propane, hybrid (electric and hydraulic), engine downsizing and hydrogen
- Equipment: on-board and off-board idle reduction technology certified by the EPA SmartWay program.

The Grantee has provided a general description of the types of projects that it intends to undertake with the assistance of Grant Funds, as set forth in its Grant Application, which is attached hereto and incorporated herein as Attachment A. Grantee shall develop more detailed Project proposals and submit such proposals to MEA in a timely manner for approval by MEA prior to the start of construction.

(C) Program Funds and Reimbursable Costs

The Maryland Smart Energy Community Grant Program is funded with proceeds from the Maryland Strategic Energy Investment Fund (SEIF). *See* Md. Code, Section 9-20B-05 *et seq.* of the State Government Article. By statute, the use of SEIF is divided into different sub-categories, including investments in cost effective energy efficiency and conservation programs, cost effective low and moderate income energy efficiency and conservation programs, and renewable and clean energy resources.

1. If the Grant Award is divided into different categories of expenditures (energy efficiency, low and moderate income energy efficiency, renewable development, and/or petroleum reduction), the local government is required to account for, maintain records, funds, and invoice MEA for the different categories separately.
2. Direct Project Costs-At least 70% of the Grant Award must be used to reimburse the local jurisdiction for approved expenditures (labor, equipment and material) associated with the construction or installation of energy efficiency and conservation, renewable and clean energy, and/or petroleum reduction Projects that have been approved by MEA in writing.
3. Policy and Project Preparation Costs-Up to 30% of the Grant Award may be used to reimburse the local jurisdiction for approved expenditures associated with the development and adoption of Policies, Plans and Baselines, Project design and development, feasibility studies, energy audits, reasonable administrative costs, and staff time and/or consultant fees. Feasibility studies must be pre-approved in writing by MEA, and must show how each measure can be installed within 5 years of the Baseline year.
4. Up to 30% of the Grant Award, not to exceed Thirty Thousand Dollars (\$30,000.00) may be available to the local jurisdiction for the types of expenditures identified as Policy and Project Preparation Costs, above, starting on the Effective Date of this agreement, defined below. Reimbursement shall only be provided for expenditures pre-approved by MEA in writing, and after receipt of appropriate invoices and reports with sufficient documentation of expenditures, as determined by MEA.

5. The remaining portion of the Grant Award (at least 70%) shall not be available for reimbursement of Direct Project Costs until the local jurisdiction has provided sufficient evidence to MEA that it has formally adopted at least two of the three Policies, and has completed and received approval from MEA of all necessary Baselines and Plans.

6. Grant Award is available to reimburse approved costs only after any and all available incentives offered by Grantee's electric utility provider have been fully utilized. Grant Award is to be used for net costs, after application of electric utility rebates and incentives.

(D) Program Timing and Deadlines

1. Effective Date-the Effective Date of the Grant Agreement is the date that MEA receives a fully executed agreement, as determined by the official MEA date stamp on the first page of this Agreement.

2. This Agreement must be signed by Grantee and received by MEA no later than 5pm on June 10, 2014. If the signed Agreement is not received at MEA by that time, the Grant Award offer is automatically revoked and this Agreement is void.

3. December 31, 2014 is the deadline for the local jurisdiction to adopt at least 2 of the 3 Policies and complete all necessary Baselines and Plans.

4. May 15, 2015 is the deadline for the local jurisdiction to complete all Projects supported with Grant Funds.

5. June 30, 2015 is the deadline for the local jurisdiction to provide to MEA all final invoices requesting Program cost reimbursements and all required reports. Any extension request of this deadline must be submitted in writing and received at MEA no later than June 1, 2015.

6. Extensions of time may be requested in writing prior to the expiration of a deadline, but are not guaranteed. Extensions may be granted for good cause shown, such as circumstances outside of Grantee's control, as determined solely by MEA in writing.

(E) Program Requirements and Restrictions

1. Construction of any Project supported with the Grant Award may not begin until after:

(a) Grantee receives the MSEC Policy Approval Form, **attached hereto as Attachment B**, signed by MEA and indicating approval of Baselines and Plans and formal adoption by Grantee of at least two of the three Policies described in Grantee's Application and this Agreement;

(b) Submission to MEA of a completed MSEC Project Proposal Form, **attached hereto as Attachment C**;

(c) Grantee receives the MSEC Project Approval Form, **attached hereto as Attachment D**, signed by MEA, indicating approval of the proposed Project;

(d) It has been determined that the Project will have no adverse effect on historic properties; and

(e) Grantee has obtained all required local, State and federal licenses, permits, and other authorizations.

2. Projects proposed for facilities or property owned by the Grantee shall be given priority. Projects proposed for facilities or property not owned by the Grantee may be considered for approval by MEA, but funding for such Projects are not guaranteed.

3. Failure to formally adopt the Policies or complete Projects by the deadlines set forth herein may result in Grantee having to reimburse Grant funds to MEA, unless such delay is caused by factors outside of Grantee's control.

4. If at any time MEA determines that Grantee has not demonstrated sufficient progress toward meeting the Policy and Project deadlines set forth above, MEA may terminate this Agreement and may require that Grantee reimburse Grant funds to MEA, unless such delay is caused by factors outside of Grantee's control.

5. Expenditures on Policy or Project development, Plans or Baselines that have not been pre-approved in writing by MEA may not be reimbursed with Grant funds.

6. Reports and Invoices with appropriate documentation received by MEA after any applicable deadline may not be eligible for reimbursement with Grant funds, as determined by MEA.

7. All Energy Efficiency and Conservation Projects must, as determined by MEA:

(i) Be at least 10% more efficient than local codes or federal standards;

(ii) Be Cost effective; and defined as having a simple payback that is less than the useful life of the Project.

8. Low and Moderate Income Energy Efficiency and Conservation Projects must reduce energy usage and must be cost effective as determined by MEA.

(i) Such Programs must be used in counties or municipalities whose population is at least 50% low and/or moderate income, based on U.S. Census data available at <http://quickfacts.census.gov/qfd/states/24000.html>. For the purposes of this Agreement, low income is defined to be 60% or less of Area Median Income and moderate income is defined to be between 60% and 85% of Area Median Income. Area Median Income limits are available

at http://dhcd.maryland.gov/website/programs/prhp/Documents/2014_MD_Income_Limits.pdf. Grantees must demonstrate to MEA how such Projects will directly benefit low and moderate income residents in their jurisdiction.

(ii) Grant funds for low and moderate income energy efficiency and conservation Projects may not be used for renewable or petroleum reduction Projects, and must be accounted for, maintained, and invoiced separately from all other Grant funds.

9. All Projects must be constructed, installed and operated in compliance with all applicable local, State and federal laws, regulations, ordinances, licenses, permits, standards, and other requirements.

10. Grantee must comply with any procurement requirements that may apply to it with regard to Grant Program activities for which reimbursement is sought.

11. Grantee shall cooperate with MEA and MEA's technical contractor to identify the most appropriate Projects for Grant funding.

(i) The primary purpose of a proposed Project must be to reduce energy consumption, generate clean energy, and/or reduce petroleum use as a transportation fuel, as determined by MEA.

(ii) Grantee must work diligently to develop credible project-specific data estimates on project costs and energy savings through a project bid and/or energy audit, or other appropriate means approved in writing by MEA.

(iii) Grant funds may not be used for Projects the primary purpose of which is maintenance, as determined by MEA.

(iv) Projects involving fuel switching are generally not eligible for Grant funding, although MEA may approve such Projects as it deems appropriate.

12. Grantee agrees to diligently seek and apply for all rebates and other incentives that may be available through Grantee's electric utility. Such rebates and incentives shall be applied to Grant Program costs before use of Grant funds.

13. All **new** construction must be performed in a Priority Funding Area, unless a waiver is approved in writing by MEA. A map of Priority Funding Areas, including a search by address feature, can be found on the Maryland Department of Planning website: <http://www.mdp.state.md.us/OurProducts/pfamap.shtml>.

Priority Funding Areas are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:

- a. Every municipality, as they existed in 1997;
- b. Areas inside the Washington Beltway and the Baltimore Beltway
- c. Areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas and existing industrial land.

14. Multiple Projects on contiguous parcels of property shall be considered one Project.
15. A Project may not receive more than one grant award from MEA.
16. Projects must be located within the borders of Maryland.
17. Grant funds are not available for Projects already under development by the Effective Date of this Agreement, as determined by MEA.
18. Prior to the Effective Date of this Agreement, Grant funds are subject to change based on funding availability.

III. Amount of Grant Award

The total amount of the Grant Award is up to sixty-seven thousand, eight hundred forty-three dollars (\$67,843) in aggregate for all funding categories (Energy Efficiency and Conservation, Low and Moderate Income Energy Efficiency and Conservation, renewable energy resources and petroleum reduction). Of this, the amount of Grant funding available for general energy efficiency and conservation is up to thirty-three thousand, nine hundred twenty-one dollars and fifty cents (\$33,921.50). The amount of Grant funding available for energy efficiency and conservation for low and-moderate income residents of Grantee's jurisdiction is up to thirty-three thousand, nine hundred twenty-one dollars and fifty cents (\$33,921.50). The amount of Grant funding available for renewable resources and petroleum reduction, is up to zero (\$0).

IV. Reporting and Reimbursement Requirements

- (A) Grantee shall submit MSEC reports ("Reports") and invoices ("Invoices") to MEA on a monthly basis. Reports and Invoices are due to MEA by the 20th day of the month following the previous month's reporting period. The first monthly Report shall be submitted for the first full month following the Effective Date, defined above, of this Agreement, and for each month thereafter, even if not accompanied by an Invoice. Reporting shall continue until the Grant funds have been completely expended or the Grantee has notified MEA in writing that no additional funding will be requested under the Grant.

Reports and Invoices may be mailed to MEA at the following address:

**Maryland Energy Administration
Smart Energy Communities Grant Program
60 West Street, Suite 300
Annapolis, MD 21401**

Monthly Reports shall be addressed to the attention of the MEA grant manager listed in this Agreement. Monthly Reports and Invoices may also be sent by email to the MEA grant manager at the email address provided in this Agreement, below.

(B) Reports must be submitted to MEA every month using the MSEC Monthly Report Form, which is **attached as Attachment F**.

(C) Invoices must be submitted to MEA on Grantee letterhead and must contain the following information: MEA Grant number, the Grantee's federal tax identification number, Grantee contact information, and invoice supporting documentation, as described below:

1. To be reimbursed for costs associated with contractor or vendor activities funded by this Agreement, Grantee shall submit to MEA an invoice with supporting documentation to substantiate each Grant expense for which the Grantee is requesting reimbursement. Invoice supporting documentation may include, but is not limited to, third-party vendor and contractor invoices and receipts. For equipment and material purchases, documentation must be attached outlining the specific purchases made using Grant funds including, but not limited to: product name, model number, and serial number. Failure to submit sufficient invoice documentation may result in denial of the reimbursement request until such documentation is received by MEA.
2. In-House Expenses are expenses associated with Project implementation that are directly incurred by Grantee rather than Grantee's contractors or vendors. In-House Expenses may include things such as employee labor, mileage, and benefits. Reimbursable In-House Expenses are subject to approval by MEA in writing. The parties agree that any such written pre-approval shall be signed by both parties and adopted and incorporated into this Agreement.
3. To be reimbursed under the Grant for Grantee staff labor costs, Grantee shall submit with invoices, any corresponding timekeeping records. The invoice and/or timekeeping records shall show both the requested number of hours worked per person during the billing period and the requested reimbursement amount for each individual.
4. To be reimbursed under the Grant for mileage costs, Grantee shall submit all corresponding mileage logs.

(D) Expenditures for the low-to-moderate income energy efficiency allocation must be tracked, reported, and invoiced separately, as specified above.

(E) Invoices submitted to MEA under the MSEC program must be sub-itemized by the following budget categories:

- i. Direct Project Costs- as defined in Paragraph II (C)(2), above.
- ii. Policy and Project Preparation Costs, as defined Paragraph II (C)(3), above.

(F) Project Reporting and Invoicing requirements shall begin during the month of the Effective Date of the Agreement, and

(G) For monitoring and evaluation purposes, the Grantee shall retain for a period of at least three years from the Effective Date of this Agreement, and make available during regular business hours to MEA, or its agents, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor, all bills of sale or other satisfactory evidence of the acquisition of any real or personal property, reports, invoices, activity logs, work sites, timelines, estimated and actual energy savings and/or generated, and other similar information related to Grant activities. MEA reserves the right to perform monitoring visits to Grantee facilities and/or Project sites to ensure compliance with the requirements of the Grant Program.

(H) PROJECT REPORTING METRICS: MEA shall approve in writing the appropriate metrics required for Grantee's project(s). Grantee will work with the Grant Manager to customize reporting metrics for their specific project(s), including but not limited to the following:

- Jobs created (hours worked) - Required
- Energy cost savings (\$) - Required
- Annual Energy Savings (kWh, mmBTU, etc) - Required for energy efficiency projects
- Renewable Energy Capacity and Generation (kW) – Required for RE projects
- Annual Transportation-related energy savings – Required for petroleum reduction projects
- Number of buildings retrofitted – Required
- Number and Type of incentives received through a utility-run EmPOWER Maryland program
- Project specific metrics, to be defined by Grant Manager

V. General Conditions

(a) Any expenditure of Grant funds by the Grantee, its officers, directors, officials, employees, agents, contractors, or subcontractors that is not consistent with the purposes of the Grant Award, or that violates any term, condition or restriction of this Agreement, may be disallowed. Should any expenditure be disallowed, MEA may require one or more of the following: repayment by the Grantee of the disallowed amounts to MEA, an offset from any other State grant or assistance to the Grantee, or other appropriate action. The Grantee shall

immediately repay to the MEA any part of the Grant Award that was not used for the purposes of the Grant Award, as defined above.

(b) The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor's Code of Fair Practices.

(c) Grantee shall ensure that all work performed pursuant to the Grant and this Agreement is completed by contractors and/or staff holding all necessary certifications and licenses. Additionally, all work performed pursuant to the Grant shall comply with all applicable local, state, and federal building codes and other applicable laws and regulations.

(d) The person executing this Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

(i) He or she is authorized to sign this Agreement on behalf of the Grantee and to commit the Grantee to the obligations set forth herein.

(ii) Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States;

(iii) Neither the Grantee, nor any of its officer or directors, nor any employee of the Grantee has engaged in any practice with regard to this Grant that is inconsistent with the Maryland Code, State Government Article, Section 15-508;

(iv) Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or this Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement;

(v) Grantee, if a business or non-profit corporation, is incorporated or is registered to do business in the State, and is in good standing with the Maryland State Department of Assessments and Taxation;

(vi) Grantee, if a health or social welfare organization as defined by Section 7-403 of the State Finance and Procurement Article of the Maryland Code, shall keep financial records in accordance with uniform accounting standards, as more fully described in Section 7-403;

(vii) Neither the Grantee, nor any of its officers, directors, employees, agents, contractors, or subcontractors, nor any person substantially involved in the contracting or fund-

raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity, or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations.

VI. False Statement or Report

A person may not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Grant Program. Any violation of this provision is a misdemeanor and on conviction is subject to a fine not exceeding \$50,000.00 or imprisonment not exceeding 1 year or both. Md. Code, Section 9-20B-11 of the State Government Article.

VII. Historic Preservation Review

For each project being funded in whole or in part through this Agreement, a historical preservation review must first be completed by the Maryland Historical Trust (MHT) or MEA's historical preservation expert. This review ensures that no historical property is "adversely affected" through this Program. Prior to starting construction, Grantee must have documentation from MHT or MEA's historical preservation expert indicating that the Project will have no adverse effect on a historical property. This documentation must be submitted in order for MEA to approve the Project, using the Project Review Form, **attached hereto as Attachment E**.

VIII. Maryland Saved Harmless

To the extent allowed by Maryland law, the Grantee agrees to defend, indemnify and hold MEA harmless from and against any and all damages, claims, lawsuits, actions, and reasonable out-of-pocket costs and expenses, in whatever form, arising from or related to the Grant. MEA expressly reserves the right of any immunity MEA or its employees may possess under State or federal law. If the Grantee is a local government subject to sovereign immunity, then each party shall be responsible for its own liability associated with the Grant, and neither party waives any applicable immunities.

IX. Environmental Standards and Liability

The Grantee shall ascertain and abide by all applicable environmental standards set by federal, state or local laws, rules or regulations related to the performance of the obligations pursuant to the Agreement (hereinafter referred to as "Environmental Standards"). The Grantee shall monitor its compliance with Environmental Standards and immediately halt and correct any incident of non-compliance.

In the event of any incident of non-compliance with Environmental Standards, the Grantee shall:

1. Give MEA immediate notice of the incident to the Agreement Representative, or designee, providing as much detail as possible;

2. If requested by MEA, submit a written report to MEA, identifying the source or cause of the non-compliance and the method or action required to correct the problem; and

3. Cooperate with MEA or its designated agents or contractors with respect to the investigation of such problem.

To the limits allowed by Maryland law, the Grantee, without waiving any local or State government immunities that may apply if Grantee is a local government, shall be liable for (a) all environmental losses, including but not limited to, costs, expenses, losses, damages, actions, claims, penalties, fines and remedial or cleanup obligations arising from its failure to comply with Environmental Standards; and (b) any hazardous material located or placed in the Project and any requirements imposed by any governmental authority with respect to hazardous materials, arising in connection with the Grant or the Project.

X. Liability Insurance

(a) For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MEA, Grantee shall purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed. All insurance must name MEA as an additional insured. The insurance provided shall include, but not be limited to, insurance protecting MEA from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions. Grantee will maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived or modified by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties, and attached hereto and incorporated herein as part of this Agreement.

(b) Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MEA a provision or provisions requiring all contractors to purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed. All insurance provided by the contractor must name MEA as an additional insured. The insurance provided shall include, but not be limited to, insurance protecting MEA from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions. Grantee will maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties, and attached hereto and incorporated herein as part of this Agreement.

XI. MEA Access to Project Site and Ability to Use Project Information

(a) Grantee shall allow MEA employees or representatives access to the relevant buildings, vehicles, and structures so that MEA may perform monitoring visits to provide technical assistance and to ensure that project requirements are fully satisfied.

(b) The Grantee understands and agrees that MEA may use information about the Project or Policies for reporting and marketing purposes, including but not limited to the project or policy description, building or vehicle type, energy conservation measures, project costs, leveraged funds, energy and financial savings, and pictures and videos of the facilities, vehicles or other aspects of the Grant Program. MEA shall provide the Grantee an opportunity to review and consult with MEA to assure that a written case study, photo or video will not disclose confidential personal and/or business information.

XII. Maryland Law Prevails

The law of Maryland shall govern the interpretation and enforcement of this Agreement.

XIII. Agreement Binding on Successors and Assigns

This Agreement shall bind the respective successors and assigns of the parties.

XIV. Assignment or Transfer

The Grantee may not sell, transfer, or assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the expressed prior written consent of MEA.

XV. Party Representatives

The following individuals shall have the authority to act under this Agreement for their respective parties, subject to all necessary approvals:

Devan Willemsen, Energy Program Manager
Maryland Energy Administration
(410) 260-7539
devan.willemsen@maryland.gov

Tom Stevenson, Acting City Administrator
City of Salisbury
410-548-3100
tstevenson@citylivingsalisbury.com

Jennifer Miller, Assistant Director of Internal Services –
Procurement & Parking
City of Salisbury
410-548-3190 X 1103
jennifermiller@citylivingsalisbury.com

Michael Moulds, Director of Public Works
City of Salisbury
410-548-3170
mmoulds@citylivingsalisbury.com

(Or any other person as may be designated in writing provided to
MEA by the Grantee.)

XVI. Merger

This Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligation referring to the subject matter, other than those contained herein or incorporated herein by reference.

XVII. Non-waiver of Rights; Remedies

No failure on the part of the State or MEA to exercise, and no delay in exercising, any right under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MEA from further exercising that or any other right. The remedies provided under this Agreement are cumulative and not exclusive of any remedies provided by law.

THIS GRANT AGREEMENT HAS BEEN APPROVED BY THE ATTORNEY GENERAL'S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS OR DELETIONS TO THIS AGREEMENT ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL'S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS TO THIS FORM AGREEMENT WILL RENDER MEA'S OBLIGATIONS UNDER THIS AGREEMENT VOIDABLE AT MEA'S ELECTION.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

CITY OF SALISBURY

By: _____
Tom Stevenson, Acting City Administrator

MARYLAND ENERGY ADMINISTRATION

By: _____
Abigail Ross Hopper
Director

Approved for Form and Legal Sufficiency
this _____ day of _____, 20____.

Assistant Attorney General

GR # 2014-15-420S1
GR # 2014-04-320S1

GR # 2014-15-420S1

GR # 2014-04-320S1

ATTACHMENT A
MARYLAND ENERGY ADMINISTRATION
MARYLAND SMART ENERGY COMMUNITIES GRANT PROGRAM
Grantee Application

GR # 2014-15-420S1

GR # 2014-04-320S1

ATTACHMENT B

**MARYLAND ENERGY ADMINISTRATION
MARYLAND SMART ENERGY COMMUNITIES GRANT PROGRAM
MSEC Policy Approval Form**

Name of Municipality: City of Salisbury

MEA has reviewed Grantee's Policies, Baselines, and Plans, has determined that all required materials related to said Policies, Baselines and Plans have been submitted, and approves the following:

Energy efficiency: Establish an electricity consumption baseline and develop a plan with the goal to reduce per-square foot electricity consumption of city/town or county owned buildings 15% within 5 years of the baseline year

- Develop an initial estimate of total local government building electricity consumption in addition to building size (gross square feet).
- Adopt a policy committing the local government to reducing the electricity use baseline by 15% within the 5 year period following the Baseline Year.
- Create an Energy Reduction Plan (ERP) to document both the baseline electricity consumption and a comprehensive program to reduce total electricity use by 15%.

Renewable Energy: Reduce conventional centralized electricity generation serving a local government's buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation by 2022.

- Develop an initial estimate of total local government building electricity consumption.
- Adopt a policy committing the local government to utilize distributed, renewable sources that will displace at least 20% of its electric energy by 2022.
- Develop and initiate a Renewable Energy Action Plan (REAP) to map out how the community will reach its renewable energy goal.

Petroleum Reduction: Establish a Petroleum Consumption Baseline for all local government vehicles, and put in place a comprehensive program designed to reduce the baseline by 20 percent within five (5) years of the baseline year.

- Develop a baseline of fleet efficiency and fuel consumption for all government-owned on-road vehicles on a gallons of gasoline equivalent basis.
- Adopt a policy committing the local government to reducing on-road petroleum consumption of the local government fleet 20% within 5 years.
- Put in place a Transportation Petroleum Consumption Reduction Plan.

Approved by: _____ Date: _____

Devan Willemsen
Program Manager, Maryland Energy Administration

GR # 2014-15-420S1

GR # 2014-04-320S1

ATTACHMENT C

**MARYLAND ENERGY ADMINISTRATION
MARYLAND SMART ENERGY COMMUNITIES GRANT PROGRAM**

MSEC Project Proposal Form

Due to the MEA Grant Manager no later than November 30, 2014

PLEASE NOTE: Much of the information MEA needs to approve this project (energy savings, total project costs, etc.) will come from a contractor bid. Please plan your procurement accordingly to have this information to MEA by the due date above.

1. Name of Grantee	
City of Salisbury	
2. Policies Passed: Please check the box for all MSEC policy goals adopted by your community.	
<input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Transportation Petroleum Reduction	
3. Goal Attainment: Please describe what additional projects you plan to complete in the coming years to attain the goals that have been adopted and how you plan to pay for those projects (e.g., internal financing, assistance from utility rebates, you'll be applying for MEA and other grants). To help, please reference your actions plans, which should be complete prior to submitting this form.	
4. Grant Amount	
Total Grant Amount: \$	
<u>a. Direct Project Costs: Minimum 70% of total grant amount</u>	\$
<u>b. Policy and Project Preparation Costs: Maximum 30% of total grant amount</u>	\$

5. Project Address**6. Project Type**

- A project focusing solely on energy efficiency (i.e., a lighting upgrade, adding insulation, etc.)
- A project focusing solely on renewable energy/clean transportation (i.e., adding solar panels to your roof)
- A project which combines energy efficiency and renewable energy/clean transportation

7. If you are pursuing a project which combines energy efficiency and renewable energy/clean transportation, please list below the approximate percentage of grant funding you expect to spend in each category. This is necessary for MEA's internal tracking purposes. Percentages should add up to 100% and not exceed the limits outlined the Grant Agreement.

Energy efficiency: _____% of grant funding

Renewable energy/clean transportation: _____% of grant funding

8. Project Narrative: Please provide a summary of your project. The summary should include a detailed description of each energy measure being installed as part of your proposed project. Wherever possible, please include information on the relative energy efficiency of the equipment being proposed (i.e. Seasonal Energy Efficiency Rating (SEER), Annual Fuel Utilization Efficiency (AFUE), efficiency rating, etc).

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9. Total Project Cost: Please list the total cost of the project. Break out components paid for with MSEC funds and other funds (local government funds, utility rebates, loans, or other funding sources). Communities must pursue all available utility rebates but are otherwise not required to cost-share on projects. It is important for MEA to know whether or not other funds are being leveraged to complete a particular energy project.

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10. Annual Energy Savings: For energy efficiency and/or transportation-related petroleum reduction projects, please provide an estimate of the amount of energy consumption that will be saved annually (for example, kWh of electricity or gallons of gasoline). For renewable energy projects, please provide an estimate of the amount of renewable energy that will be generated annually. Please work with your contractor to provide energy savings or energy generation estimates.

--

11. Electricity/Fuel Cost Information

Electric utility provider and cost of electricity, \$/kWh	
Building fuel oil cost (\$/gallon)	

Natural gas utility provider and cost of natural gas (\$/MMcf)	
Propane cost (\$/gallon)	
Gasoline cost (\$/gallon)	
Diesel cost (\$/gallon)	
Other fuels not listed above (please specify):	
<p>12. You must pursue all available energy efficiency incentives from your electric utility provider. Please list the incentives available for this project from your electric utility provider. You should direct your contractor to take advantage of all available utility rebates and to provide a list of rebates to MEA.</p>	

GR # 2014-15-420S1

GR # 2014-04-320S1

FOR MEA USE ONLY:

ATTACHMENT D

Maryland Energy Administration
Maryland Smart Energy Communities Program

MEA MSEC Project Approval

The City of Salisbury has been approved to commence with the Maryland Smart Energy Communities project Proposed in Attachment C, as modified, if necessary, in the Scope of Work section, below. The project has been determined to comply with the following requirements of the Maryland Smart Energy Communities program (all requirements must be met before proceeding):

- Reviewed to confirm that the proposed project is eligible to receive MSEC funds
- Reviewed to verify that the project will reduce energy consumption and/or generate clean energy and/or reduce petroleum consumption.
- Reviewed and determined that the proposed project will have “no adverse effect” on any historic property.
- Reviewed to confirm that the Grantee has in place baselines and plans for the two policies they chose to pursue, and has adopted formal, written policies through their legislative or governing body committing the local government to the policies specified in the Policy Guidance Documents

SCOPE OF WORK

EXPECTED USEFUL LIFE (YEARS): _____

PAYBACK (YEARS, attach calculations as appropriate): _____

Approved by:

_____ Date: _____

Devan Willemsen
Grant Manager, Maryland Energy Administration

ATTACHMENT E



PROJECT REVIEW FORM

Request for Comments from the Maryland Historical Trust/
MDSHPO on State and Federal Undertakings

MHT USE ONLY	
Date Received:	Log Number:

Section A: General Project Information Submit hard copy of form and all attachments to:
Beth Cole, MHT, 100 Community Place, Crownsville, MD 21032 Print Form

Project Name County

This is a new submittal OR This is additional information related Project Log Number:

Section B: Primary Contact Information

Contact Name Company/Agency

Mailing Address

City State Zip

Email Phone Number Ext.

Section C: Description of Undertaking

Location - Attach a map, preferably a section of a USGS quad, showing the location and boundaries of the project

Address City/Vicinity

List all federal and state agencies / programs (funding, permits, licenses) involved in this project (e.g. Bond Bill Loan of 2009, Chapter #; Transportation Enhancement Grant; HUD/CDBG; MDE/COE permit; etc.).	Agency Type	Agency/Program/Permit Name	Project/Permit/Tracking Number (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proposed Work - Attach project description, scope of work, site plans / drawings

This project includes (check all applicable): New Construction Demolition Remodeling/Rehabilitation

This project involves: State or Federal Rehabilitation Tax Credits
 Properties subject to an easement held by MHT, MET, or another entity

Section D: Identification of Historic Properties

This project involves: Properties designated as historic by a local government, listed in the National Register, or included in Maryland Inventory of Historic Properties

Property/District Name

The subject property has has not been the subject of previous archeological, architectural, or historical investigations.

Please describe

- Attachments** Map Project Description/Scope of Work Site Plans/Drawings
- Photographs** - Attach prints or digital photographs showing the project site including images of **all** buildings and structures, preferably keyed to a site plan
 - Conditions** - Attach a brief description of past and present conditions of the project area (wooded, mined, developed, agricultural uses, etc) including construction dates of buildings, if known.

MHT Determination MHT Reviewer: Date:

There are **NO HISTORIC PROPERTIES** in the area of potential effect The project will have **NO ADVERSE EFFECT WITH CONDITIONS**

The project will have **NO EFFECT** on historic properties **MHT REQUESTS ADDITIONAL INFORMATION**

The project will have **NO ADVERSE EFFECT** on historic properties The project will have **ADVERSE EFFECTS** on historic properties

GR # 2014-15-420S1

GR # 2014-04-320S1

Revised 4/22/14

ATTACHMENT F

Maryland Smart Energy Communities Grant Program Monthly Report

Instructions: Please complete and forward the MSEC Monthly Report to MEA by the 20th day of the month following the prior month's reporting period.

(Example: Submit the monthly report to MEA by July 20, 2014 for the June 2014 reporting period.)

1. Local Government Name and Address: City of Salisbury 125 N. Division Street Salisbury, MD 21801	2. Name/ Title/Phone Number of Report Submitter:	
3. Congressional District:	4. Address of Project (if different than the address shown above)	
5. Reporting Period Month: _____ Year: _____ Is this the final MSEC monthly report? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. MEA Grant Number:	
7. Local Government Invoice Number (if invoices are being submitted to MEA for payment):	8. Federal Tax Identification Number:	
9. MSEC Grant Expenditures Please indicate the amount of MSEC grant funds spent during a. the reporting period and b. over the course of the project to date. Please note that if you are receiving funding from the low-to-moderate income SEIF energy efficiency allocation, as specified in Section III of the Grant Agreement, you must track, invoice, and report this funding stream separately.		
a. MSEC Grant Dollars Spent during this <u>Reporting Period</u> (\$)	Direct Project Costs (minimum 70% of total Grant amount):	
	Policy and Project Preparation Costs (maximum 30% of total Grant amount):	

	Total grant funds requested, this reporting period (this number should match the invoiced amount):	
b. MSEC Grant Dollars <u>Spent to date</u> (\$)	Direct Project Costs (minimum 70% of total Grant amount):	
	Non-Project Costs (maximum 30% of total Grant amount):	
	Total grant funds requested, spent to date (this number should match the invoiced amount):	
10. Non-MSEC Grant Expenditures		
a. Utility Rebates (\$)	b. Other Project Expenditures (\$) Please include description of incentive and the \$ amount of incentive. If more than one utility incentive is obtained, please list all incentives separately.	
11. Policy Status Update		
a. Provide a brief narrative of the status of the baselines, plans, and policies required under this program.	Energy Efficiency:	
	Renewable Energy:	
	Transportation Petroleum:	
12. Project Status Update		
a. Provide a brief narrative of project milestones and/or accomplishments achieved during the reporting period. Please indicate if any specific energy measure(s) were placed into service during the reporting period.		
b. Were any obstacles encountered during the reporting period? If so, please explain.		

13. Is this your final report? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete section 14, below. If no, please leave section 14 blank.</i>	
14. Reporting Metrics: The reporting metrics required for your project are indicated on your approved <i>Attachment C- MSEC Project Approval Form</i> . Please enter N/A for any reporting metric that does not apply to your specific project. Grantees will work with their MEA grant manager to customize this section for their specific project.	
A. Jobs created (Hours worked) <i>Required</i> Please report the total number of hours worked (and paid for using Grant funds) by Grantee staff, contractors, and vendors	
B. Energy Cost Savings (\$ saved per year due to project) <i>Required</i>	
C. Building Energy Savings <i>Required for energy efficiency projects</i>	
i. Reduction in annual electricity consumption (MWh)	
ii. Reduction in annual fuel oil consumption (gal)	
iii. Reduction in annual natural gas consumption (MMcf)	
iv. Reduction in annual propane consumption (gal)	
v. [Insert other measure]	
vi. [Insert other measure]	
D. Renewable Energy Capacity and Generation <i>Required for renewable energy projects</i>	

i. Amount of electricity generated by photovoltaic systems (MWh) annually	
ii. Amount of electricity generated by wind systems (MWh) annually	
iii. Amount of electricity generated by other renewable systems (MWh) annually	
iv. Installed photovoltaic system capacity (MW)	
v. Installed wind capacity (MW)	
vi. Installed capacity of all other renewable systems (MW)	
vii. [Insert other measure]	
E. Transportation-Related Energy Savings <i>Required for transportation petroleum reduction projects</i>	
i. Reduction in annual gasoline consumption (gal)	
ii. Reduction in annual diesel consumption (gal)	
iii. [Insert other measure]	
iv. [Insert other measure]	
F. Building Retrofits (number of buildings) – Required	

1 RESOLUTION NO. 2412

2
3 A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO SIGN
4 THE GRANT AGREEMENT AND ACCEPT A GRANT OF \$67,843.00 FROM THE
5 MARYLAND ENERGY ADMINISTRATION FOR IMPLEMENTATION OF ENERGY
6 EFFICIENCY AND CONSERVATION PROJECTS.
7

8 WHEREAS, the Maryland Energy Administration has a Maryland Smart Energy
9 Communities Grant Program with funding through the Strategic Energy Investment Fund; and
10

11 WHEREAS, the purpose of the grant program is to encourage local Maryland
12 governments to adopt formal policies and implement projects to encourage energy efficiency,
13 renewable energy development, and reduce reliance on petroleum as a fuel for transportation;
14 and
15

16 WHEREAS, The City of Salisbury submitted a grant application for funding to
17 implement 1.) A policy to encourage energy efficiency and 2.) A policy to reduce reliance on
18 petroleum fuel for transportation; and
19

20 WHEREAS, the Maryland Energy Administration has issued a grant agreement with the
21 City of Salisbury with a grant of \$67,843 for implementing energy efficiency projects; and
22

23 WHEREAS, the City of Salisbury will adopt a policy to reduce electricity consumption
24 by 15% within 5 years of a baseline year use; and
25

26 WHEREAS, the City of Salisbury will adopt a policy to reduce the use of petroleum as a
27 transportation fuel by 20% within 5 years of a baseline year; and
28

29 WHEREAS, the City of Salisbury will identify and implement an energy efficiency
30 project; and
31

32 WHEREAS, by adoption of these policies and implementation of projects, the City of
33 Salisbury will become designated as a Maryland Smart Energy Community and will be eligible
34 to receive additional grant funding to implement these policies.
35

36 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
37 Maryland does hereby authorize the Mayor to sign the attached Grant Agreement dated
38 _____, 2014 accepting the program terms and schedule, for the betterment of the City and
39 its residents, and accepts the grant of \$67,843 from the Maryland Smart Energy Communities
40 Grant Program for energy efficiency projects.
41

42 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
43 of the Council of the City of Salisbury held on this ____ day of _____, 2014 and is to
44 become effective immediately upon adoption.
45
46

47 ATTEST:

48

49

50

51 _____
Kimberly R. Nichols

52 CITY CLERK

53

Jacob R. Day
PRESIDENT, City Council

54 APPROVED by me this _____ day of _____, 2014

55

56

57

58 _____
James Ireton, Jr.

59 MAYOR, City of Salisbury

ORDINANCE NO. 2291

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY14 GENERAL FUND BUDGET TO APPROPRIATE THE FUNDS RECEIVED FROM THE RECOVERY AND RECYCLING OF BRASS SHELL CASINGS AT THE SALISBURY POLICE RANGE TO PURCHASE SERVICE WEAPONS.

WHEREAS, members of the Salisbury Police Department have retrieved, stored and recycled the brass shell casings from all firearms training at the Salisbury Police Range; and

WHEREAS, the recycling of these brass shell casings through Delmarva Recycling, Inc. has produced a monetary return for the efforts put forth; and

WHEREAS, Delmarva Recycling, Inc. has paid the City \$1,820.00, which was placed in the General Fund; and

WHEREAS, the Salisbury Police Department has use for the funds received from the recycled brass shell casings in the Small Tools Account which is used, in part, to purchase service weapons for new police officers.

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 is hereby, amended as follows:

- 1) Increase General Fund Revenue (01000-434305) by \$1,820.00
- 2) Increase the Police Department budget by \$1,820.00 (Small Tools Acct: 21021-546009)

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 27th day of May, 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2014.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this _____ day of _____, 2014

James Ireton, Jr., Mayor

1 AS AMENDED ON MAY 27, 2014
2 ORDINANCE No. 2292
3

4 AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
5 AMENDMENT OF THE FY14 GENERAL FUND TO APPROPRIATE FUNDS RECEIVED
6 FROM THE SPEED CAMERA PROGRAM FOR THE PURCHASE OF TWO SPEED
7 MEASURING DEVICES.
8

9 WHEREAS, the acquisition of two (2) Speed Measuring Devices to be deployed during
10 city events and for other uses such as the Salisbury Festival, road work and construction, traffic
11 studies including unmanned speed measurement and traffic management, and to improve public
12 safety by providing information on road conditions, road closures, detours and weather
13 conditions; and
14

15 WHEREAS, these devices will greatly improve public safety and fulfill duties that
16 otherwise would need to be performed by city employees manually; and
17

18 WHEREAS, the proposed acquisition will permit city employees to perform other duties
19 that might otherwise be delayed; and
20

21 WHEREAS, the Police Department has insufficient funds in the Police Services
22 Equipment Account, 21021-534302, to pay the vendor, the Work Area Protection Corporation, in
23 the amount of \$30,108.00.
24

25 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
26 OF SALISBURY, MARYLAND, THAT THE City's Fiscal Year 2014 General Fund Budget be
27 amended as follows:
28

- 29 1) Increase Current Year Surplus (01000-469810) by \$30,108.00
30 2) Increase the Police Department budget by \$30,108.00
31

32 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the
33 date of its final passage.
34

35 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
36 Salisbury held on this 27th day of May, 2014, and thereafter, a statement of the substance of the
37 Ordinance having been published as required by law, was finally passed by the Council on the ___
38 _____ day of _____, 2014.
39

40 ATTEST:
41

42 _____
43 Kimberly R. Nichols, City Clerk

42 _____
43 Jacob R. Day, City Council President

44 APPROVED BY ME THIS: _____ day of _____, 2014
45

46 _____
47 James Ireton Jr., Mayor
48

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

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

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

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director
Date: May 22, 2014
Re: Utility Easement for Wicomico County

Wicomico County approached the City of Salisbury regarding the need for a utility easement for a domestic water well. The well for 139 Shamrock Drive is located within the City's right of way for Beaglin Park Drive. The property is currently owned by the County. The County is seeking a perpetual easement for the well. The County is in the process of selling the property but cannot do so without providing a perpetual easement for the well.

There are two existing wells located in the proposed easement. One well is active and the other is abandoned. The existing wells are located adjacent to the proposed Northeast Collector Hike and Bike trails. The design of the trail was not impacted by the well location.

The County prepared the attached Deed of Easement and Utility Easement Drawing.

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

ORDINANCE No. 2295

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND GRANTING A UTILITY EASEMENT TO WICOMICO COUNTY, MARYLAND ACROSS CITY OWNED PROPERTY ALONG BEAGLIN PARK DRIVE AT SHAMROCK DRIVE IN SALISBURY, MARYLAND.

WHEREAS, Wicomico County, Maryland has requested that the City grant a utility easement for a domestic water well as described in the attached Deed of Easement and illustrated on the attached Utility Easement Drawing.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the City of Salisbury is authorized to grant unto Wicomico County, Maryland, a utility easement for a domestic water well and that that Mayor is authorized to execute the Deed of Easement.

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the ___ day of _____, 2014, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ___ day of _____, 201_.

ATTEST

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this ___ day of _____, 2014

James Ireton, Jr. Mayor

DEED OF EASEMENT

THIS DEED OF EASEMENT, made this _____ day of _____, 2014 by the City of Salisbury, a municipal corporation of the State of Maryland, hereinafter called "Grantor" and Wicomico County, Maryland, a body corporate and politic of the State of Maryland, hereinafter called "Grantee."

WHEREAS, there is a domestic water well located in a right-of-way owned by Grantor located on the southerly side of Parcel 354, Tax Map 38, and on the northerly side of Beaglin Park Drive and being more particularly shown on a plat entitled "Utility Easement Drawing to benefit Lot 15, Block B Rich-Mar Acres Subdivision".

WHEREAS, the domestic water well complies with the regulations of the State of Maryland and is deemed to be of adequate capacity to supply a single family dwelling located on Parcel 354, Tax Map 38, with water for all domestic uses of a single family residing therein.

WHEREAS, Grantee finds it necessary to acquire a Deed of Easement for a permanent and perpetual easement for the purpose of the continuous and satisfactory operation and maintenance of said water well for the benefit of the residential property known as 139 Shamrock Drive, Salisbury, Maryland, also identified as Parcel 354, Tax Map 38.

NOW, THEREFORE, THIS DEED OF EASEMENT WITNESSETH that for and in consideration of Zero Dollars in hand, receipt of which is acknowledged, Grantor does hereby grant and convey unto Wicomico County, Maryland, a body corporate and politic of the State of Maryland, its successors and assigns, a permanent and perpetual easement for the placement, maintenance, construction, reconstruction, repair and upkeep of a domestic water well, over, under, across and through the following described property:

All that piece or parcel of land situate, lying and being in the City of Salisbury, Wicomico County, Maryland, and being a 14' x 24' rectangular parcel adjoining the southerly line of Lot 15, Block B in the Rich-Mar Acres subdivision, containing 336 square feet and being more particularly shown and described as "Wicomico County, Maryland Utility Easement" on a plat entitled "Utility Easement Drawing to benefit Lot 15, Block B Rich-Mar Acres Subdivision," attached hereto as Exhibit A.

AND BEING part of the same property conveyed unto the City of Salisbury, Maryland, a municipal corporation of the State of Maryland, by Deed dated October 15, 2004, from Wicomico County, Maryland, a body corporate and politic of the State of Maryland, and recorded among the Land Records of Wicomico County, Maryland in Liber 2311, Folio 464.

TOGETHER with the right of ingress, egress and regress over the property of Grantor for the purposes of necessary construction, repair, maintenance and inspection and/or removal of the domestic water well, provided, however that the Grantee shall restore the surface of Grantor's property to its original condition upon completion of the said construction, repair, maintenance, inspection and/or removal.

AND Grantor further covenants that it will not construct any structural improvements, tree or shrub planting or placement of any landscaping other than grass in or on the easement area including in the air rights over the easement hereby conveyed without the prior written consent of Grantee.

TO HAVE AND HOLD the above granted easement unto Wicomico County, Maryland, its successors and assigns, absolutely, forever for the uses and purposes set forth herein.

REFERENCE to the aforesaid deeds, plat and to preceding deeds of the property hereby conveyed and to the references contained therein is hereby made a part hereof as if herein fully set forth.

AND the Grantor does covenant that it has not done nor suffered to be done anything to encumber the property, easement and/or rights hereby conveyed and it will execute such other and further assurances of the same as may be requisite.

AS WITNESS the hands and seals of the parties hereto the day and year first above written.

ATTEST:

CITY OF SALISBURY, MARYLAND

BY: _____

James Ireton, Jr., Mayor
Grantor

ATTEST:

WICOMICO COUNTY, MARYLAND

BY: _____

Richard M. Pollitt, Jr
County Executive

STATE OF MARYLAND, WICOMICO COUNTY, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 2014, before me, the subscriber, a Notary Public, in and for the state and county aforesaid, personally appeared James Ireton, Jr, who acknowledged himself to be the Mayor of the City of Salisbury, and that he, as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing, in my presence, the name of City of Salisbury, Maryland by himself as Mayor and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the City of Salisbury, Maryland.

AS WITNESS my hand and Notarial Seal.

Notary Public

My Commission Expires:

STATE OF MARYLAND, WICOMICO COUNTY, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 2014, before me, the subscriber, a Notary Public, in and for the state and county aforesaid, personally appeared Richard M. Pollitt, Jr., who acknowledged himself to be the County Executive, of Wicomico County, Maryland, and that he, as such County Executive, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing, in my presence, the name of Wicomico County, Maryland as County Executive.

AS WITNESS my hand and Notarial Seal.

Notary Public

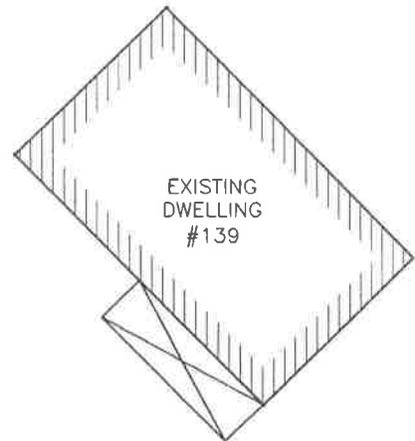
My Commission Expires:

I HEREBY CERTIFY that the foregoing Deed of Easement was prepared by or under the supervision of an attorney licensed to practice law in the State of Maryland.

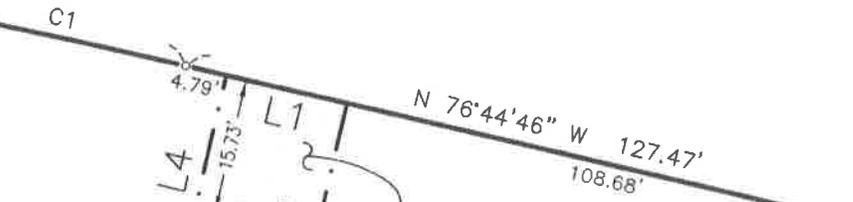
Edgar A. Baker, Jr.

NO TITLE SEARCH REQUESTED OR PERFORMED

LOT 15
BLOCK "B"
"RICH-MAR ACRES" SUBDIVISION
 WICOMICO COUNTY, MARYLAND
 DEED REF. 1643/428
 PLAT REF. 693/39
 PLAT REF. 14/246



C1 DATA
 L=31.42'
 R=818.00'
 Δ=02°12'02"
 C LEN=31.42'
 BRG=N 77°50'47" W



BEAGLIN PARK DRIVE
 140' R.O.W.

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 76°44'46" E	14.00'
L2	S 13°15'14" W	24.00'
L3	N 76°44'46" W	14.00'
L4	N 13°15'14" E	24.00'



SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE THE STATE OF MARYLAND. LICENSE NO. 21118, EXPIRATION DATE: JAN. 2016.

Steven W. Fuller
 STEVEN W. FULLER
 PROFESSIONAL LAND SURVEYOR

2/11/2014
 DATE

PUBLIC WORKS APPROVAL

SALISBURY PUBLIC WORKS DIRECTOR _____ DATE _____

solutions
 Integrated Planning
 Engineering & Management, LLC

1328 East Market Street
 PO Box 416
 Georgetown, DE 19947
 T. 302.297.9215
 www.solutionsipem.com
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UTILITY EASEMENT DRAWING
 TO BENEFIT
LOT 15, BLOCK "B"
"RICH-MAR ACRES" SUBDIVISION

PARSONS ELECTION DISTRICT
 WICOMICO COUNTY, MARYLAND

Fuller Hall
 & ASSOCIATES, INC.
 A Wholly Owned Subsidiary

Drawn by: BMH

Job No.: 2013-057

Scale: 1" = 20'

Date: 01/16/2014

Sheet 1 of 1

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

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

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

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director
Date: June 6, 2014
Re: Delmarva Power & Light Co., Supplemental Right of Way Agreement

Delmarva Power & Light Co. has approached the City of Salisbury regarding the need to amend a 1958 easement agreement between the City and Delmarva Power's predecessor, Eastern Shore Public Service Company of Maryland. The easement runs southerly across the City Park property from North Park Drive to South Park Drive along the easterly side of the Pony League field. The easement contains overhead power facilities. Delmarva Power plans to replace a portion of the overhead line with underground facilities, however the current right of way agreement does not provide for underground facilities.

Delmarva Power is requesting a supplemental right of way agreement to the existing easement agreement that allows for the installation of underground facilities. Delmarva Power has prepared the attached Supplemental Right of Way Agreement. A copy of the existing agreement is also attached for reference.

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



Your life. Plugged in.™

Real Property Department
2530 N. Salisbury Blvd.
MS 29SC55
Salisbury, MD 21801
410-860-6406 phone
410-860-6412 fax
Lisa.Savage@Delmarva.com

May 13, 2014

City of Salisbury – Public Works
125 N. Division Street
Room 202
Salisbury, MD 21801

Attention: Michael S. Moulds, P.E.

Re: Replacing a portion of a Delmarva overhead line with underground facilities on the Salisbury City Park property.

Dear Mr. Moulds,

Enclosed please find a Supplemental Right of Way Agreement and Exhibit "A" which pertains to existing overhead facilities that Delmarva currently has on City of Salisbury property, specifically, on a part of the City Park, east of Memorial Plaza.

Delmarva plans to replace a portion of the existing overhead line with underground facilities and the current Right of Way Agreement does not provide for the installation of underground facilities. Therefore, Delmarva respectfully requests a Supplement to the existing Right of Way Agreement to reflect the City's permission to install the underground.

Kindly advise the date of the City Council meeting relative to this request and whether Delmarva should attend the meeting in the event the Council has questions.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa A. Savage".

Lisa A. Savage
Real Estate Representative

ORDINANCE 2297

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND SUPPLEMENTING A RIGHT OF WAY AGREEMENT WITH DELMARVA POWER & LIGHT COMPANY ACROSS CITY OWNED PROPERTY BETWEEN NORTH PARK DRIVE AND SOUTH PARK DRIVE IN SALISBURY, MARYLAND.

WHEREAS, Delmarva Power has requested that the City enter into a Supplemental Right of Way Agreement, attached hereto, that allows Delmarva Power the right to construct, operate and maintain underground infrastructure in addition to the rights currently provided in its existing Deed of Easement recorded among the Land Records of Wicomico County, Maryland in Liber 459, Folio 418 and attached hereto.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the City of Salisbury allows Delmarva Power & Light Company to construct, operate and maintain overhead and underground infrastructure within Delmarva’s existing easement area and that the Mayor is authorized to execute the Supplemental Right of Way Agreement.

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

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

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this ___ day of _____, 2014

James Ireton, Jr. Mayor

SUPPLEMENTAL RIGHT OF WAY AGREEMENT

This Supplemental Right of Way Agreement is made this ____ day of _____, 2014, by and between The City of Salisbury, a Municipal Corporation of the State of Maryland (“Grantor”) and Delmarva Power & Light Company (“Delmarva”), a corporation of the State of Delaware and the Commonwealth of Virginia, for itself, its lessees, successors, and assigns.

Whereas, Grantor is the owner of lands located in Wicomico County, State of Maryland, as described in two (2) deeds recorded among the Land Records of Wicomico County in Liber 405, Folio 196 and Liber 412, Folio 378 (“Grantor’s Land”) that are the subject of a Right of Way Agreement recorded among the Land Records of Wicomico County in Liber 459, Folio 418 (“Right of Way Agreement”);

Whereas, Delmarva is a successor of the Eastern Shore Public Service Company of Maryland, which was granted a right of way, privilege and easement (“Right of Way”), to construct, operate and maintain a line for the transmission and/or distribution of electricity in addition to other rights by the above-referenced Right of Way Agreement; and

Whereas, Delmarva has requested, and Grantor agrees to allow Delmarva to replace all or a portion of its infrastructure on, over, under, upon and across Grantor’s Land for the purposes of the distribution of electricity to Delmarva service areas;

NOW WITNESSETH THAT, for and in consideration of the sum of ONE DOLLAR, (\$1.00), the receipt of which is hereby acknowledged, Grantor agrees to grant and convey to Delmarva, its lessees, successors, and assigns the following additional rights and privileges in the Right of Way while continuing the Right of Way Agreement in full force and effect:

To construct, operate, and maintain overhead and underground infrastructure inclusive of conduit, conductor, and the necessary appurtenances, with said infrastructure locations being further identified on Exhibit A attached hereto and made a part hereof, provided, however, that Delmarva shall restore the surface of the Grantor’s property to its original condition upon completion of any said construction, operation and maintenance.

This Agreement is solely intended to afford Delmarva the additional rights as described above, in the location described on Exhibit A, and all other rights, terms and conditions of the Right of Way Agreement shall remain in full force and effect.

Grantor hereby certifies that the actual monetary consideration paid for this Amendment to Right of Way Agreement is ONE DOLLAR, (\$1.00).

WITNESS:

THE CITY OF SALISBURY

By: _____
James Ireton, Jr., Mayor

STATE OF MARYLAND

COUNTY OF WICOMICO

BE IT REMEMBERED, that on the _____ day of _____, 2014, personally came before me, a notary public, the within named authorized signing agent, James Ireton, Jr., Mayor, party to this Agreement who is known to me personally to be such or who presented satisfactory evidence of his identity as such, and acknowledged that he has voluntarily signed the Agreement for purposes stated within it.

In witness hereof I hereunto set my hand and official seal.

Notary Public

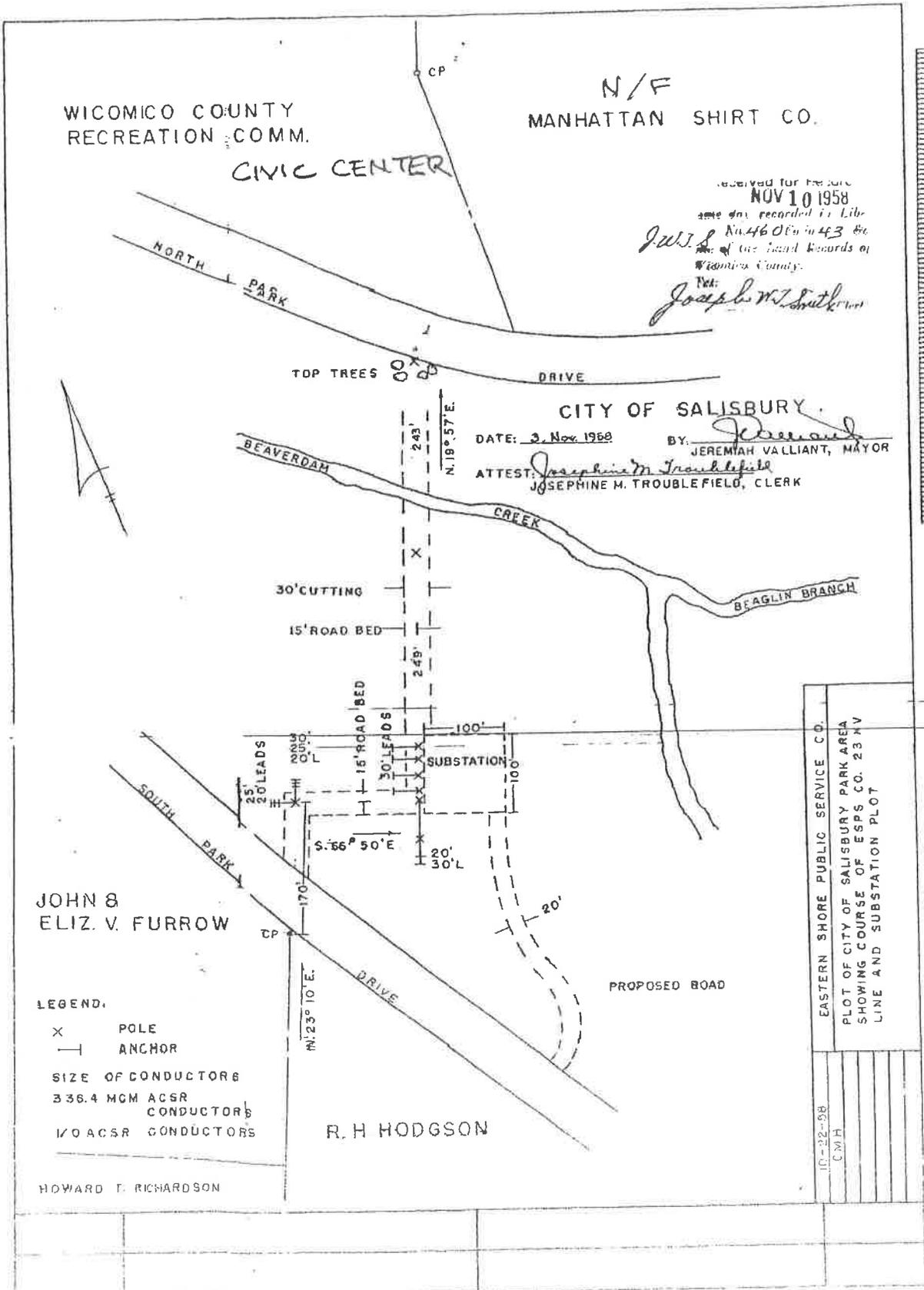
Print Name: _____

Notary Public

My commission expires the _____ day of _____.

[Notary Seal/Stamp Here]

Exhibit 'A'



WICOMICO COUNTY
RECREATION COMM.

CIVIC CENTER

N/F
MANHATTAN SHIRT CO.

Received for Filing
NOV 10 1958
same day recorded in Lib.
No. 4606 in 43 &c
of the Land Records of
Wicomico County.
Per:
Joseph M. Smith

CITY OF SALISBURY

DATE: 3 Nov. 1958

BY: *Jeremiah Valliant*
JEREMIAH VALLIANT, MAYOR

ATTEST: *Josephine M. Troublefield*
JOSEPHINE M. TROUBLEFIELD, CLERK

JOHN B
ELIZ. V. FURROW

LEGEND.

- X POLE
- ANCHOR

SIZE OF CONDUCTORS
336.4 MCM ACSR
CONDUCTORS
1/0 ACSR CONDUCTORS

R. H HODGSON

HOWARD T. RICHARDSON

EASTERN SHORE PUBLIC SERVICE CO.
PLOT OF CITY OF SALISBURY PARK AREA
SHOWING COURSE OF ESPS CO. 23 KV
LINE AND SUBSTATION PLOT

10-22-58
C.M.H.



DEED OF EASEMENT

THE CITY OF SALISBURY,
A MUNICIPAL CORPORATION OF THE
STATE OF MARYLAND,

TO

THE EASTERN SHORE PUBLIC
SERVICE COMPANY OF MARYLAND,
A BODY CORPORATE OF THE
STATE OF MARYLAND

CAMDEN AND PARSONS
ELECTION DISTRICTS

Received for record November 10, 1958,
same day recorded in Liber J. W. T. S.
No. 459, Folio's 418 and 419,
one of the Land Records of Wicomico
County.

Test:



Clerk

THIS DEED OF EASEMENT, Made this 27th day of October, A. D.
1958, by The City of Salisbury, a Municipal Corporation of the State of
Maryland, witnesseth:

THAT FOR AND IN CONSIDERATION of the sum of One Dollar (\$1.00), the
receipt of which is hereby acknowledged, the said The City of Salisbury
does hereby grant unto The Eastern Shore Public Service Company of Mary-
land, a body corporate of the State of Maryland, its successors and
assigns, an easement in, over and upon the area hereinafter more particul-
arly described, located in the new extension of the Municipal Park of The
City of Salisbury, in Camden and Parsons Election Districts of Wicomico
County and State of Maryland, for the purpose of constructing, operating
and maintaining a 23KV electrical transmission and/or distribution line,
and substation distribution center, including the right of ingress and
egress over and along a roadway 20 feet wide extending from South Park
Drive to the substation area hereinafter described, and the right of in-
gress and egress over a road 15 feet wide along the route of said trans-
mission line, and the right to erect and maintain a total of eight (8)
transmission poles and twelve (12) anchors at the places indicated in the
easement area hereinafter described.

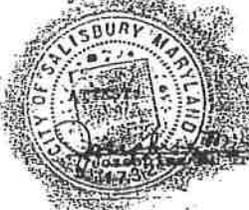
The area subject to the easements hereby granted is as shown on plat
entitled "Plot of City of Salisbury Park Area Showing Course of ESPS Co.
Proposed 23KV Line and Substation Plot", dated October 22, 1958, intended
to be filed for record among the Land Records of said Wicomico County
simultaneously herewith.

The City further grants unto the said The Eastern Shore Public Service
Company of Maryland the right to cut and trim and keep clear all trees and
other vegetation which might endanger said transmission line and substation.

The easements and rights hereby granted shall continue so long as the
Grantee herein shall use the easement areas hereinbefore described for the
purpose of transmitting and distributing electricity, provided, however,
that after the expiration of twenty (20) years from the date hereof, The

City of Salisbury, may, at its election, require the removal of said transmission lines and substation to another suitable area, which said area is to be provided free of cost by the said The City of Salisbury, and which said other area shall be acceptable to the said The Eastern Shore Public Service Company of Maryland, it being understood, nevertheless, that the cost of relocating all electrical transmission and distribution facilities shall be borne by the said The Eastern Shore Public Service Company of Maryland.

AS WITNESS the Corporate Seal of the said The City of Salisbury, the signature of its Mayor, attested by the Clerk of Salisbury, the day and year first above written.



THE CITY OF SALISBURY

By Jeremiah Valliant
Jeremiah Valliant, Mayor.

W. H. Troublefield
W. H. Troublefield, Clerk.

STATE OF MARYLAND
COUNTY OF WICOMICO

On this 27th day of October, A. D. 1958, before me, the undersigned officer, personally appeared Jeremiah Valliant, who acknowledged himself to be the Mayor of The City of Salisbury, a Municipal Corporation of the State of Maryland, and that he, as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Corporation by himself as Mayor.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.



Etta G. Long
Etta G. Long, Notary Public.

My Commission expires May 4, 1959.

WICOMICO COUNTY RECREATION COMM.

MANHATTAN SHIRT CO.

Received for Record NOV 10 1958
and day recorded in Lib. No. 460 of 443 &c
of the Land Records of Wicomico County.

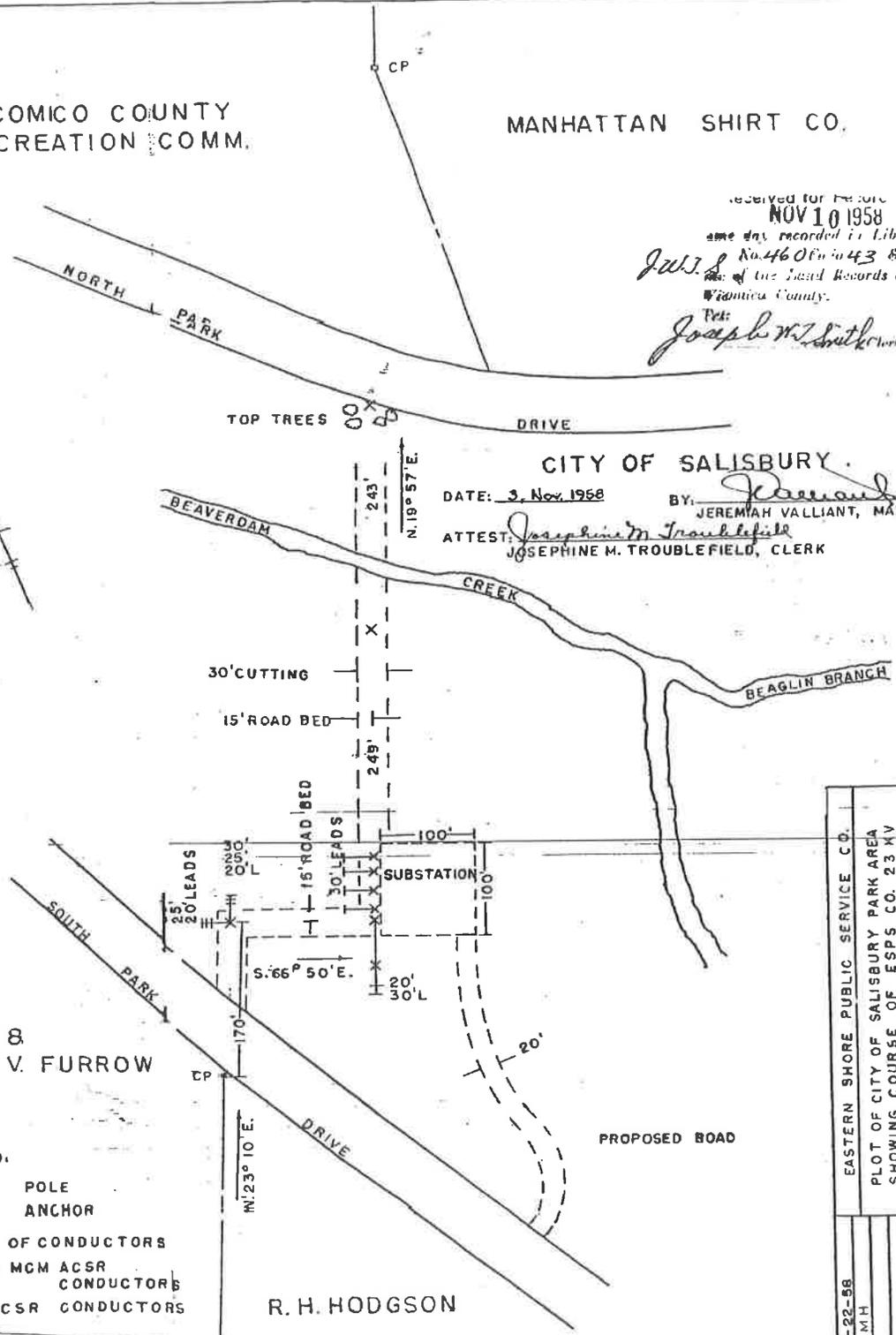
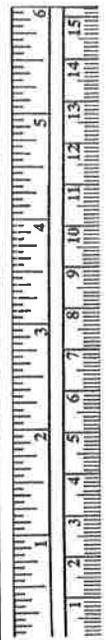
Per: Joseph M. Troublefield

CITY OF SALISBURY

DATE: 3, Nov. 1958

BY: Jeremiah Valliant, Mayor

ATTEST: Josephine M. Troublefield, Clerk



JOHN B. ELIZ. V. FURROW

LEGEND:

- X POLE
- ANCHOR

SIZE OF CONDUCTORS
 338.4 MCM ACSR CONDUCTORS
 1/0 ACSR CONDUCTORS

R. H. HODGSON

HOWARD T. RICHARDSON

EASTERN SHORE PUBLIC SERVICE CO.
PLOT OF CITY OF SALISBURY PARK AREA
SHOWING COURSE OF ESPS CO. 23 KV
LINE AND SUBSTATION PLOT
10-22-58
CMH

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
From: Tom Stevenson
Subject: Text Amendment (Title 17, Zoning)
Date: June 16, 2014

Attached, please find an ordinance that will have the effect of amending Sections 17.040.120 *Definitions* and 17.76.020 *Light Industrial* of the Zoning Code of the City of Salisbury, MD. The amendment will define Outdoor Storage and include it as a Permitted Use by Special Exception.

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



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



JAMES IRETON, JR.
MAYOR

RICHARD M. POLITT, JR.
COUNTY EXECUTIVE

TOM STEVENSON
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

June 9, 2014

TO: Tom Stevenson, City Administrator
FROM: John F. Lenox, AICP, Director, Salisbury/Wicomico Planning & Zoning
SUBJECT: **PUBLIC HEARING – Text Amendment to Section 17.76.020B – Light Industrial District – To add an Outdoor Storage Yard as a Use Permitted by Special Exception and to Amend Section 17.04.120 – Definitions – to include the definition of an Outdoor Storage Yard - Planning Commission Recommendations**

I. INTRODUCTION.

On April 17, 2014, the Salisbury Planning Commission held a public hearing on an amendment to Sections 17.76.020B and 17.04.120 to add an Outdoor Storage Yard by Special Exception in the Light Industrial District and to add the definition of an Outdoor Storage Yard to the Definitions section of the Code. (See Attachment A.)

II. RECOMMENDATION.

After considering the staff report and following discussion by the Commission on the proposed amendment, the Salisbury Planning Commission forwarded a **Favorable** recommendation to the Mayor and City Council for adoption of the following:

AMENDMENT OF SECTION 17.04.120, DEFINITIONS, TO ADD THE FOLLOWING:

OUTDOOR STORAGE YARD: THE KEEPING OR STORING, OTHER THAN IN A WHOLLY ENCLOSED BUILDING, OF GOODS, ITEMS, MATERIALS OR MERCHANDISE, EXCEPT FOR SCRAP MATERIALS, DEBRIS, OR A JUNKYARD.

AMENDMENT OF SECTION 17.76.020B TO ADD ITEM 5:

5. OUTDOOR STORAGE YARD, IN ACCORDANCE WITH SECTION 17.220.040.

III. BACKGROUND.

Pohanka Automotive Group proposes use of a lot at the corner of Northwood Drive and West Gordy Road as overflow storage for new and used autos, trucks and trailers. The Light Industrial District permits outdoor storage only as an accessory use to a repair garage or a wholesale merchandising facility. No garage or office is proposed at this location. The property will be fenced but not paved.

The applicants noted that this will be periodic use tied to the timing of shipments from the auto manufacturers

If approved as proposed, the use will be permitted by Special Exception in all areas zoned Light Industrial. The Special Exception process requires approval by the Board of Zoning Appeals at a public hearing. In cases where the Light Industrial District might adjoin a residential neighborhood, the Board can impose conditions regarding lighting or landscaping.

Attachments

cc: Mayor Jim Ireton



City of Salisbury – Wicomico County

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



JAMES IRETON, JR
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

RICHARD M. POLITT, JR
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

STAFF REPORT

MEETING OF APRIL 17, 2014

CASE NO.: #SP-1401

APPLICANT: Pohanka Automotive Group, rep. by AWB Engineers

REQUEST: **PUBLIC HEARING – Text Amendment Section 17.76.020B – Uses permitted by Special Exception in the Light Industrial District to add an Outdoor Storage Yard.**

I. REQUEST:

Mr. Matt Drew of AWB Engineers has submitted a request on behalf of Pohanka Automotive Group, to add an Outdoor Storage Yard as a use permitted by special exception in the Light Industrial zoning district. If approved, the request would allow Pohanka to utilize a property on the corner of Northwood Drive and West Gordy Road as a storage area for new and used cars, trucks, and trailers. (See Attachment #1.)

In accordance with the requirements of Section 17.228 of the Salisbury Municipal Code, the Planning Commission must hold a Public Hearing on proposed Text Amendments to the Code. The Commission must forward a recommendation (within six months) to the City Council. The City Council must also hold a public hearing before granting final approval to Code text amendments (by Ordinance).

II. DISCUSSION:

The applicants acquired this property in December with plans to utilize the property as overflow storage for their automotive business nearby on North Salisbury Boulevard. However, the Light Industrial District permits outdoor storage only as an accessory to a permitted use.

Generally, the Light Industrial District is intended for development with manufacturing uses. The development standards state that uses are to be conducted within a building and outdoor storage is permitted only in open sheds screened from view.

Outdoor storage might be considered an accessory use to a repair garage, but the applicants do not intend to establish a garage here. Such storage might also be considered an accessory to wholesale merchandising, but no sales office is proposed here.

Attachment A

A site plan has been submitted to indicate the location of proposed fencing (6 ft. tall) for the use and the location of the stabilized entrance on West Gordy Road. The applicants do not propose paving of the storage yard. Storage of any inoperable vehicles is not planned at this location.

The text of Chapter 17.76, Light Industrial District, is included as **Attachment #3**.

As proposed, the use would be permitted by Special Exception. A Special Exception requires review and approval by the Salisbury Board of Zoning Appeals at a public hearing. If approved, this use then becomes permissible in all areas of the City zoned Light Industrial. Although the applicants do not propose storage of inoperable vehicles on the site, Staff is concerned about the establishment of outdoor storage yards in other Light Industrial areas in the City. Review and approval by the Salisbury Board would add a layer of protection to any Light Industrial areas that are bordered by residential development.

As currently written, the Code defines a “junkyard” but does not define “outdoor storage”. The definition of a junkyard addresses a variety of discarded goods, including inoperable vehicles and marine vessels and equipment. To differentiate between the two uses, the following definition is proposed: *“The keeping or storing, other than in a wholly enclosed building, of any goods, items, materials or merchandise, except for scrap materials, debris, or a junkyard.”*

III. RECOMMENDATION.

Staff recommends that the Commission forward a Favorable recommendation to the Mayor and City Council for a Text Amendment to the Salisbury Municipal Code as follows:

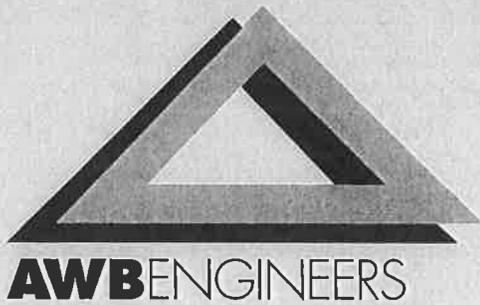
AMENDMENT OF SECTION 17.04.120, DEFINITIONS, TO ADD THE FOLLOWING:

OUTDOOR STORAGE YARD: THE KEEPING OR STORING, OTHER THAN IN A WHOLLY ENCLOSED BUILDING, OF ANY GOODS, ITEMS, MATERIALS OR MERCHANDISE, EXCEPT FOR SCRAP MATERIALS, DEBRIS, OR A JUNKYARD.

AMENDMENT OF SECTION 17.76.020B TO ADD ITEM 5:

5. OUTDOOR STORAGE YARD.

COORDINATOR: Gloria Smith, Planner
DATE: April 10, 2014



March 28, 2014
14-GMD-0222

PLANNING DEPARTMENT

RECEIVED

DATE 3/31/14 BY Cl

Mrs. Gloria Smith
Salisbury-Wicomico County
Department of Planning, Zoning, and Community Development
125 N Division Street
Salisbury, MD 21801

RE: Application for Zoning Text Amendment
Pohanka Automotive Group
Tax Map 103, Parcels 360-364, 377-381
Northwood Drive & W Gordy Road
Salisbury, Maryland
AWB Project 131203

Dear Mrs. Smith

On behalf of the property owner, Pohanka Automotive Group, I am requesting a text amendment to the zoning code for the property referenced above.

The 2.66 +/- acre property is located at the south-west corner of the intersection of Northwood Drive and W. Gordy Road, and fronts on Northwood Drive, West Gordy Road, and Shipley Drive. The site is within the municipal boundary of the City of Salisbury and is zoned Light Industrial. The site is currently unimproved.

The property owner plans to store new and used cars, trucks, and trailers on the site. This parcel is within 0.5 miles of their existing automotive dealership sites on North Salisbury Boulevard. The owner intends to install a perimeter security fence around the site with a lockable access gate. Public access within the fenced area would be restricted. All vehicles would be stored within the fenced area. All vehicles would be operational, but may not be tagged for use on public ways. No site lighting is anticipated, but may be added at a future time. No signs are anticipated, but may be added at a future time.

A 30' wide gravel stabilized construction entrance (less than 5000 sf in area, constructed per MDE requirements) would be installed from the edge of the existing roadway (West Gordy Road) to the proposed access gate. The gravel stabilized entrance would be located at least 100' from the nearest intersection. A concept site plan has been provided for your review.

Mrs. Gloria Smith
14-GMD-0222
Page 2 of 2

If additional stabilization is required by the City within the fenced area, the owner intends to install a permeable, turf reinforcement system and establish grass in such reinforced areas. The turf reinforcement system would be limited to specific, marked drive aisles within the parking area, where heavy traffic is anticipated. Grassed areas would be maintained per City requirements. No additional landscaping is anticipated. Other than the turf reinforcement system, no additional storm water management practices are anticipated.

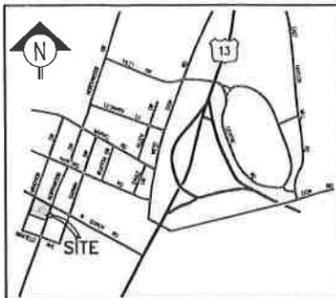
The proposed use for this property is not specifically listed in the City's Zoning Code as a permitted use, a use permitted by special exception, or a use permitted by ordinance permit. The proposed use is similar in nature to Section 17.76.020A1, Permitted uses, Garage for the repair, storage and maintenance of motor vehicles. As such, I request that a text amendment be made to Section 17.76.020B (Uses permitted by Special Exception) to include Outdoor Storage Yards.

Thank you for your consideration of this matter. I am available at (410) 742-7299 should you have any questions regarding this request.

Regards,


G. Matthew Drew, P.E.
Executive Vice President

cc: Ms. Sandy Fitzgerald, Pohanka
Mr. Ben Kamm, Pohanka
Mr. Brad Gillis, SVN



LOCATION MAP 1"=2000'

OWNER/DEVELOPER:

POHANKA AUTOMOTIVE GROUP
 C/O MR. BEN KAMM
 2011 NORTH SALISBURY BLVD.
 SALISBURY, MD 21804
 PHONE: 703-906-6879
 FAX: 410-548-4400

PROJECT DATA

TAX MAP 103
 PARCELS 360-364 & 377-381
 ZONING LIGHT INDUSTRIAL

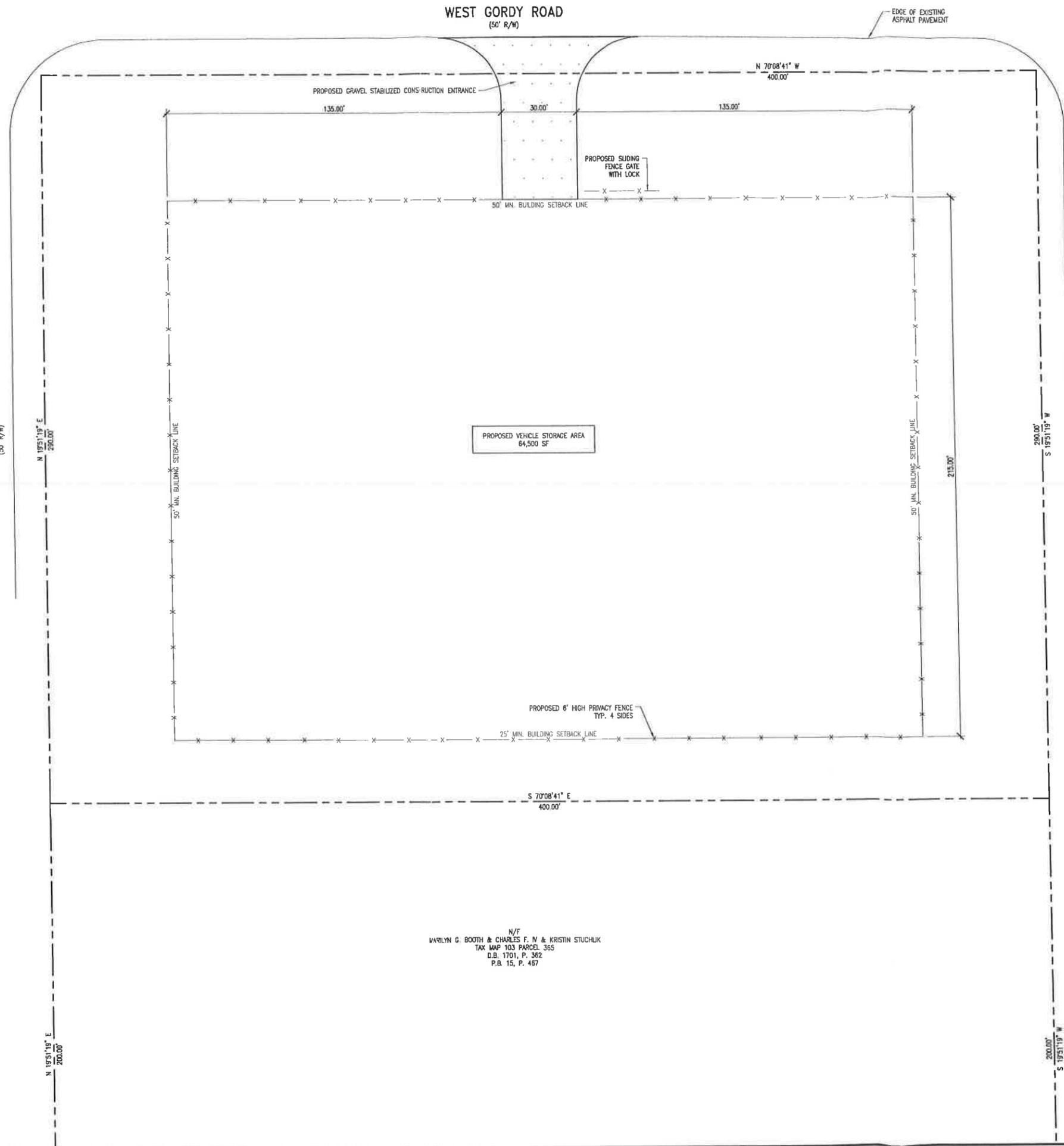
SURVEY DATA

DEED REFERENCE: D.B. 3276, P. 351
 PLAT REFERENCES: P.B. 304, P. 41 - "NORTHWOOD PLAT"

NOTES

PER CITY OF SALISBURY ZONING OFFICIAL THE PROPOSED FENCE CAN BE INSTALLED ALONG OR GREATER THAN REQUIRED SETBACKS, WHICH ARE SHOWN.
 THE STAKE POINTS SHOWN ARE A 5' OFFSET ON THE OUTSIDE FOR THE USE OF THE FENCE CONTRACTOR.

WINDSOR DRIVE
(50' R/W)



N/F
 MARILYN G. BOOTH & CHARLES F. IV & KRISTIN STUCHLIK
 TAX MAP 103 PARCEL 365
 D.B. 1701, P. 362
 P.B. 15, P. 467

REVISIONS	DATE	BY
25 MAR 14	GMD	



ENGINEERS/ARCHITECTS
 1842 NORTHWOOD DRIVE, SALISBURY, MARYLAND 21801-1824
 PH: (410) 742-7588 FAX: (410) 742-0373



CONCEPT SITE PLAN
 POHANKA VEHICLE STORAGE
 SALISBURY, MARYLAND

DATE	18 FEB 14
SCALE	1"=20'
DRAWN	EFT
PROJ.MGR.	MRS
JOB	131203



Attachment #2

COPYRIGHT © 2014, ANDREW W. BOOTH & ASSOCIATES, INC.

Chapter 17.76

LIGHT INDUSTRIAL DISTRICT

Sections:

- 17.76.010 Purpose.**
- 17.76.020 Permitted uses.**
- 17.76.030 Uses permitted by ordinance permit.**
- 17.76.040 Accessory uses.**
- 17.76.050 Development standards.**

17.76.010 Purpose.

The purpose of the light industrial district is to foster the continuance of existing manufacturing and other light industrial uses and to encourage the location of new industries within the city to continually improve the economic base of the community. These uses require large sites served by highways, rail lines and utilities near enough to residential areas to provide employment with minimum travel time. To make these areas attractive to industries compatible with one another, maintain property values and protect residential areas adjoining or close by, uses are limited to those which do not create adverse external noise, vibration, smoke, dust, lint, odor, heat or glare and uses which are nonexplosive, nontoxic or not otherwise hazardous. In accordance with this purpose, which is in accord with findings and recommendations of the adopted land use element of the metro core comprehensive plan, the following uses, standards and area regulations have been established. (Prior Code Section 150-77)

17.76.020 Permitted uses.

A. Permitted uses shall be as follows:

1. Garage for the repair, storage and maintenance of motor vehicles;
2. Beverage blending or bottling, manufacture of bakery products, candy, dairy products and ice cream; but not distilling of beverages or processing of or bulk storage of grain or feed for animals or poultry;
3. Carbon paper and inked ribbon manufacture;
4. Compounding of cosmetics, toiletries, drugs and pharmaceutical products;
5. Construction contractor's establishment;
6. Data processing and computer center;
7. Greenhouse, wholesale;
8. Ice manufacture, sales and distribution;
9. Industrial vocational training school;
10. Laboratory for research, experimenting and testing, but not for testing explosives or other hazardous materials;

11. Laundry and linen service;
12. Leather goods manufacture, but not including tanning operations;
13. Manufacture, assembly and repair of boxes, furniture, cabinets, baskets and other wood products of similar nature;
14. Manufacture and assembly of bolts, nuts, screws, rivets, ornamental iron products, firearms, electrical appliances, tools, pumps, dies, machinery, hardware, wire and sheet-metal products;
15. Manufacture and assembly of heating, ventilating, cooking and refrigeration supplies and appliances;
16. Manufacture and assembly of medical and dental equipment drafting, optical and musical instruments, watches, clocks, toys, games and electrical or electronic apparatus;
17. Manufacture of rugs, mattresses, pillows, quilts, millinery, hosiery, clothing, yarn, thread, cordage and fabrics, and printing and finishing of textiles and fibers into fabric goods;
18. Manufacture and assembly of products from plastic;
19. Manufacture and assembly of shipping containers (corrugated board, fiber- and wire-bound);
20. Offices and office building;
21. Photographic processing and blueprinting establishment;
22. Plating, electrolytic process;
23. Plumbing supplies, manufacture;
24. Printing, bookbinding and publishing establishment;
25. Radio and television broadcasting station and studio;
26. Wholesale merchandising and warehousing;
27. Fabrication and assembly of burial vaults, home steps, parking bumpers, walkway and patio blocks and other similar items from concrete, excluding the fabrication and assembly of blocks, bricks, culverts, cylinder pipe, columns, pilings, silos, storage tanks, prestressed panels, pods, modules or similar building materials from concrete, with no manufacture of concrete on the premises (must be delivered to the site);
28. Animal hospital.
29. Planned Business Center, in accordance with Chapter 17.172. [Added 4/8/02 by Ord. No. 1842]
30. Indoor Recreational Facilities
31. Schools of Special Instruction.

- B. Uses permitted by special exception shall be as follows:
1. Restaurant;
 2. Gasoline service facilities with convenience goods clearly incidental to the gas facility;
 3. Day-care center or nursery school in accordance with Chapter 17.220. (Ord. 1566, 1993; Prior Code Section 150-78)
 4. Group home. (Added 10/23/2000 by Ord. No. 1786)

17.76.030 Uses permitted by ordinance permit.

Uses permitted by ordinance permit shall be as follows:

- A. Communication tower, in accordance with Chapter 17.120;
- B. Public or private utility building and uses in accordance with Chapter 17.220. (Prior Code Section 150-79)
- C. Petroleum and propane storage and distribution on a minimum site of three (3) acres. [Added 5/28/02 by Ord. No. 1839]

17.76.040 Accessory uses.

Accessory uses shall be as follows:

- A. Living quarters for resident watchmen and caretakers employed on the premises;
- B. Cafeteria or other eating facilities, lecture halls, recreation facilities and day-care services for employees or students;
- C. Communication towers for broadcasting and receiving, not exceeding seventy-five (75) feet in height;
- D. Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use;
- E. Retail sales as an accessory use, for products produced or distributed by uses permitted inherently or by special exception, provided that additional parking is provided for the amount of space devoted to retail sales as required by Section 17.196.030. (Prior Code Section 150-80)

17.76.050 Development standards.

Development standards for the light industrial district shall be as follows:

- A. All uses shall be conducted within a completely enclosed building. Raw materials, in-process materials, supplies or waste material from manufacturing may be stored outside in open sheds if completely screened from view by landscaping or fencing in accordance with Chapter 17.220. Finished or semifinished product manufactured or assembled on the premises may be stored outside in the side or rear yard if completely screened from view by landscaping or fencing in accordance with Chapter 17.220.

- B. Minimum Lot Requirements. All lots hereafter established shall meet the following minimum requirements:
1. Lot area: twenty thousand (20,000) square feet;
 2. Interior lot width: one hundred (100) feet;
 3. Corner lot width: one hundred twenty (120) feet.
- C. Minimum yard requirements shall be as follows:
1. Front: fifty (50) feet;
 2. Rear: thirty (30) feet; fifty (50) feet where adjoining a residential district;
 3. Side: twenty-five (25) feet; fifty (50) feet where adjoining a residential district;
 4. Corner, side: same as front yard.
- D. Parking. Parking, loading and unloading areas shall be provided in accordance with Chapter 17.196.
- E. The height limitation shall be fifty (50) feet.
- F. Access. Direct access onto a public street may be reduced or eliminated wherever the city department of public works determines that alternate or unified points of access are available to a site, resulting in better traffic flow and less traffic congestion. Service drives and loading or unloading areas shall be located so that in the process of loading or unloading no truck will block the passage of other vehicles on the service drive or extend into any public street or private drive used for traffic circulation.
- G. Signs shall be in accordance with Chapter 17.216.
- H. Landscaping and Screening. In addition to the requirements of Chapter 17.220, all areas not devoted to buildings and required parking shall be landscaped and maintained in accordance with Section 17.220.080. (Prior Code Section 150-81)



City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT
P.O. BOX 870
125 NORTH DIVISION STREET, ROOMS 203 & 201
SALISBURY, MARYLAND 21803-4860
410-548-4860
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JAMES IRETON, JR
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

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R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

April 21, 2014

**SALISBURY-WICOMICO
FILE COPY**

Mr. Matt Drew
AWB Engineers
1942 Northwood Drive
Salisbury, MD 21801

**RE: #SP-1401 – PUBLIC HEARING- TEXT AMENDMENT – SALISBURY MUNICIPAL CODE – POHANKA
AUTOMOTIVE GROUP, rep. by AWB Engineers – Section 17.76.020B – Lt. Industrial District –
to add Outdoor Storage Yard – recommendation to Salisbury City Council.**

Dear Mr. Drew:

The Salisbury Planning Commission at its April 17, 2014, meeting, forwarded a Favorable recommendation to the Mayor and City Council for Text Amendments to the Salisbury Municipal Code as follows:

AMENDMENT OF SECTION 17.04.120, DEFINITIONS, TO ADD THE FOLLOWING:

OUTDOOR STORAGE YARD: THE KEEPING OR STORING, OTHER THAN IN A WHOLLY ENCLOSED BUILDING, OF ANY GOODS, ITEMS, MATERIALS OR MERCHANDISE, EXCEPT FOR SCRAP MATERIALS, DEBRIS, OR A JUNKYARD.

AMENDMENT OF SECTION 17.76.020B TO ADD ITEM 5:

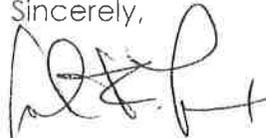
- 5. OUTDOOR STORAGE YARD, IN ACCORDANCE WITH SECTION 17.220.040.**

This matter will now be forwarded to the City Administrator for scheduling for a public hearing before the Mayor and City Council.

April 21, 2014

If you have any questions concerning this matter, please don't hesitate to contact Gloria Smith or myself at 410-548-4860.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Lenox', with a stylized flourish at the end.

John F. Lenox, AICP

Director

Salisbury/Wicomico Planning & Zoning

cc: Mike Moulds, Director of City Public Works Department
Bill Holland, Director of City Building, Permits, and Inspections Department
Assessments
Brad Gillis/Sperry Van Ness/206 E. Main Street/Salisbury, MD 21801
Pohanka Automotive Group/Attention: Sandy Fitzgerald/2013 N. Salisbury Blvd./Salisbury, MD
21801

ORDINANCE NO. 2296

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND, PURSUANT TO CHAPTER 17.228 OF TITLE 17, ZONING OF THE SALISBURY MUNICIPAL CODE AND SECTION 4.04 OF ARTICLE 66B OF THE ANNOTATED CODE OF MARYLAND FOR THE PURPOSE OF AMENDING SECTION 17.04.120, DEFINITIONS, AND SECTION 17.76.020B, LIGHT INDUSTRIAL DISTRICT TO ADD A DEFINITION FOR AN OUTDOOR STORAGE YARD AND TO ADD AN OUTDOOR STORAGE YARD AS A USE PERMITTED BY SPECIAL EXCEPTION.

WHEREAS, the ongoing application, administration and enforcement of Title 17, Zoning of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation, and amendment that will keep Title 17 current; and

WHEREAS, the Mayor and City Council may amend Title 17, Zoning, of the Salisbury Municipal Code, pursuant to the authority granted by Article 66B of the Maryland Annotated Code and in accordance with specific provisions of Chapter 17.228, Amendments and Rezoning, of Title 17, Zoning; and

WHEREAS, the Mayor and City Council have requested that the Salisbury Planning and Zoning Commission periodically review Title 17 in light of existing development trends and practices and current City development policies as well as to review all individual amendment requests from private citizens;

WHEREAS, a Public Hearing on said text amendment to the Uses Permitted by Special Exception in the Light Industrial District, Section 17.76.020B, Title 17, Zoning, of the Salisbury Municipal Code was held by the Planning Commission in accordance with the provisions of Chapter 17.228, of Title 17, Zoning, of the Salisbury Municipal Code on April 17, 2014; and,

WHEREAS, the Planning Commission did recommend approval of the proposed text changes at a Public Hearing on April 17, 2014;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that Title 17, Zoning, of the Salisbury Municipal Code is hereby amended as follows:

AMEND SECTION 17.04.120, DEFINITIONS, TO ADD THE FOLLOWING:

OUTDOOR STORAGE YARD: THE KEEPING OR STORING, OTHER THAN IN A WHOLLY ENCLOSED BUILDING, OF GOODS, ITEMS, MATERIALS OR MERCHANDISE, EXCEPT FOR SCRAP MATERIALS, DEBRIS, OR A JUNKYARD.

AMEND SECTION 17.76.020B TO ADD ITEM 5:

- 5. OUTDOOR STORAGE YARD, IN ACCORDANCE WITH SECTION 17.220.040.**

AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that this Ordinance shall take effect from and after the date of its final passage, but in no event until ten (10) days after the date of the Council's Public Hearing, and

THE ABOVE ORDINANCE was introduced at a meeting of the Council on the ____ day of _____, 2014, and thereafter, a statement of the substance of the ordinance 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
Salisbury City Council

Approved by me this _____ day of _____, 2014.

James Ireton, Jr.
Mayor of the City of Salisbury