

City of Salisbury



MARYLAND

SALISBURY CITY COUNCIL WORK SESSION AGENDA

MAY 5, 2014

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

- 4:30 p.m. Lease Contracts – changing from 3 to 5 days in which Councils’ approval not needed – Terence Arrington
- 4:45 p.m. Bio-retention in Lot 12 – Jennifer Miller
- 5:15 p.m. Bicycle Advisory Committee – Matt Drew
- 5:30 p.m. Capital Improvement Plan – further discussion
- 6:00 p.m. Redistricting – further discussion
- 6:30 p.m. General Discussion
- 6:45 p.m. Adjournment

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator 
Subject: Mayor's Authorization to approve lease agreements
Date: April 30, 2014

On July 28, 1997, City Council approved Resolution no. 573 authorizing the Mayor to approve the leasing of City property for periods up to three days in length. Each year the Chamber of Commerce signs a lease agreement with the Mayor to utilize municipal parking lots from April 26 through April 29 for the Salisbury Festival. Due to a request for an additional two days to cover the setup and removal of Festival equipment, Council approval was necessary to sign the lease agreement for the Festival this year.

City administration understands the approval of this annual short-term lease agreement can prove unnecessarily cumbersome. The attached resolution authorizes the Mayor to approve short term leases of City property up to five days in length. This adjustment will cover the Salisbury Festival sponsored by the Chamber of Commerce and any other short-term events in Salisbury.

Please let me know if you have any questions.

Attachment: Resolution No. 573

RESOLUTION NO. 573
As Amended on July 28, 1997

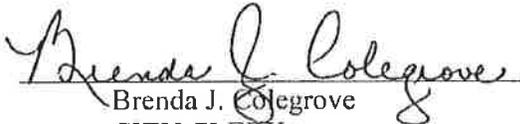
A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND
DELEGATING TO THE MAYOR AUTHORITY TO APPROVE LEASES OF CITY PROPERTY
FOR PERIODS OF UP TO THREE DAYS IN LENGTH

WHEREAS, the City's recent policy has been that the City Council approves all leases of
City property; and

WHEREAS, the City Council finds that this requirement can prove unnecessarily
cumbersome for short-term leases;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury,
Maryland that it delegates to the Mayor the authority to approve leases of City property for periods
of up to three days in length.

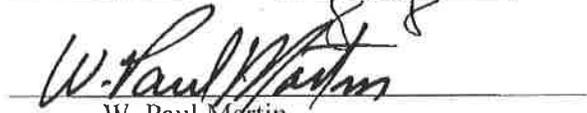
THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of
the City of Salisbury, Maryland held on July 28, 1997, and is to become effective immediately.


Brenda J. Colegrove
CITY CLERK


Carolyn S. Hall
PRESIDENT, City Council

APPROVED BY ME THIS

29th day of July, 1997


W. Paul Martin
MAYOR, City of Salisbury

RESOLUTION NO.

A RESOLUTION OF THE SALISBURY CITY COUNCIL
DELEGATING TO THE MAYOR AUTHORITY TO APPROVE
LEASES OF CITY PROPERTY FOR PERIODS OF UP TO FIVE
DAYS IN LENGTH

WHEREAS, the City's recent policy has been that the Mayor approve all leases of City property for up to three days in length; and

WHEREAS, the City Council finds that this requirement can prove unnecessarily cumbersome for short-term leases of City property for annual events in Salisbury; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that it delegates to the Mayor the authority to approve leases of City property for periods up to five days in length.

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

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS:

_____ Day of _____, 2014

James Ireton Jr., Mayor

City of Salisbury



MARYLAND



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SALISBURY, MARYLAND 21801
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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

CITY COUNCIL WORK SESSION AGENDA – May 5, 2014

TO: Tom Stevenson, City Administrator
FROM: Jennifer Miller, Asst. Director of Internal Services – Procurement & Parking
DATE: April 25, 2014
RE: Market Street Bioretention Project and the impact to Parking Lot #12

The City has received a grant from the Maryland Department of Natural Resources (approx. \$250K) to construct a bioretention area adjacent to City Parking Lot No. 12. Plans have been developed by CWP (Center for Watershed Protection) for this project and are at the 95% design stage. The City has worked closely with CWP and extensive effort has been made to balance the amount of disturbance to the existing City Parking Lot and to also achieve the goal of properly designing the stormwater bioretention area to function properly to reduce nutrients and sediments before entering the Wicomico River.

Construction of the bioretention area in and near Parking Lot No. 12 will result in the reduction of the drive aisle from the existing width of ~ 40' to the proposed minimum width of 24', as outlined in "17.196.020 General Standards" of the Salisbury Municipal Code. The creation of the bioretention area will also result in the elimination of up to four (4) parking spaces, two of which are metered spaces and two of which are permit spaces. There is the possibility that we may gain an additional parking space (for a net loss of three spaces) but as of this writing, that has not been finalized.

Under section Under SC5-1, Council has the express power to regulate, license, establish, etc. parking lots, so any action with regard to parking lots must go through Council for advisement and approval. Upon your review, please advance this to Council for their consideration and discussion at the May 5, 2014 Work Session. In order to comply with funding deadlines, we would like to send this project out for bid on May 13th, so if approved at the May 5 Work Session, we would like to move this to the May 12 Council Meeting. The proposed Resolution follows as well.

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RESOLUTION NO. _____

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

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

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

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

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

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

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

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

ATTEST:

Kimberly R. Nichols, City Clerk
CITY CLERK

Jacob R. Day
PRESIDENT, Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2014.

James Ireton, Jr.
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator 
Subject: Bicycle and Pedestrian Advisory Committee
Date: April 30, 2014

In an effort to maintain a safe and pleasant environment in Salisbury for walking and cycling, the Traffic and Safety Advisory Committee recommends that City Council establish a Bicycle and Pedestrian Advisory Committee. This committee will advise City Officials and staff on the design, management and safe use of Salisbury's pedestrian and bicycle systems. Each system support public health efforts to reduce chronic disease and health disparities by promoting healthier lifestyles and encouraging our citizens to walk and bike more in our City. In addition, the Bicycle and Pedestrian Advisory Committee will assist the City in securing grant funds for Capital Improvement Projects (CIP) focused on walking and cycling in our City.

Please let me know if you have any questions.

32 6. Be a resource to and interact with the Salisbury-Wicomico Metropolitan
33 Planning Organization through regular, quarterly or semiannual, collaborative meetings
34 and also interact with the City Public Works Department, the City Police Department, the
35 City Planning Commission, the Wicomico County Public Works Department, and the
36 Maryland State Highway Administration in relation to specific projects and planning
37 activities related to cycling and walking in Salisbury.

38 **Membership.** The members of the Committee shall be seven (7) residents of the City of
39 Salisbury, who shall be appointed by the Mayor and confirmed by the Council to serve
40 terms of three (3) years. Members shall be subject to removal by the Mayor and Council.

41 **Holding Over and Reappointment.** Upon the expiration of their terms, members of the
42 Committee may be reappointed and shall continue to serve until they are reappointed and
43 confirmed or their replacements are appointed and confirmed.

44 **Leadership.** The Committee shall elect a Chairperson and a Vice-Chairperson annually,
45 and each shall serve at the pleasure of the Committee. If either position becomes vacant,
46 an election to fill the position shall be held at the Committee's next meeting, provided
47 that all Committee members have been informed of the vacancy at least one (1) week
48 before such meeting.

49 **Meetings.** The Committee shall meet monthly at times and places to be determined by
50 the Committee and shall hold additional meetings as it deems necessary to perform its
51 functions. The meetings of the Committee shall be open to the public and advertised in
52 accordance with the Maryland Open Meetings Act, as amended from time to time. The
53 Chairperson of the Committee shall preside over all meetings, and, in the absence of the
54 Chairperson, the Vice-Chairperson shall preside. When both the Chairperson and the
55 Vice-Chairperson are absent, the Secretary to the Committee shall preside.

56 **Quorum.** A majority of the current members of the Committee shall constitute a
57 quorum, and the Committee shall not act in the absence of a quorum; however, any
58 meeting of the Committee other than for the purpose of acting as the Committee (as
59 through the adoption of a formal recommendation) may proceed despite the absence of a
60 quorum.

61 **Staff Support.** The Director of Public Works or a Public Works staff member
62 designated by the Director shall serve as Secretary to the Committee and shall be
63 responsible for providing administrative support to the Committee, which shall include
64 ensuring that agendas for the Committee's meetings are distributed before the meetings
65 are held and that minutes of the Committee's meetings are kept. The Secretary shall not
66 be a voting member of the Committee, but the Secretary or another City employee
67 substituting for the Secretary shall attend the Committee's meetings. The Secretary shall
68 keep all of the Committee's records.

69 **Council Liaison.** The City Council may designate one of its members to be its liaison to
70 the Committee, and the City Council liaison shall be invited to attend all Committee
71 meetings and shall be entitled to address the Committee at each meeting.

72 **Recommendations.** The Committee shall make all of its recommendations in writing
73 and direct them to the Mayor and the City Council. The Committee shall not have the
74 authority to direct the City staff to take any action. In making recommendations, the
75 Committee should take into consideration the estimated or potential costs and benefits of
76 any recommended changes or policies.

77 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of
78 the City of Salisbury held on the _____ day of _____, 2014, and is to become effective
79 immediately upon adoption.

80 ATTEST:

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82 _____

83 Kimberly R. Nichols, City Clerk

84 _____

85 Jacob Day, City Council President

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87 Approved by me, this _____ day of _____, 2014.

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91 James Ireton, Jr., Mayor