



MARYLAND

**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

**DECEMBER 15, 2014
COUNCIL CHAMBERS, ROOM 301
GOVERNMENT OFFICE BUILDING**

- 1:30 p.m. Community Organization Presentation – Decorating Delmarva Holidayfest – presented by Mark Cathell
- 1:45 p.m. Alliance for Innovation Presentation – Sallie Anne Burnett
- 2:15 p.m. Linens of the Week – Council discussion
- 3:00 p.m. Smart Growth America Walkability Results/Update – Jaleesa Tate
- 3:15 p.m. Elimination of parking on Riverside Drive – Amanda Pollack
- 3:45 p.m. False Alarms Ordinance/ECV – Tom Stevenson
- 4:15 p.m. False Alarms Ordinance/Changing the fees – Tom Stevenson
- 4:45 p.m. Authorizing Chief of Police to sign MOU with MD Office of Highway Safety to accept grant funding for four (4) traffic safety programs – Chief Duncan
- 5:00 p.m. Eliminating Primary Elections – Council discussion – Anthony Gutierrez/Kim Nichols
- 5:20 p.m. Council Discussion
- 5:30 p.m. Adjournment

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

City of Salisbury



MARYLAND

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JAMES IRETON, JR.
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September 15, 2014

Re: Smart Growth America Walkability Workshop – 1 Month Report

The City of Salisbury is actively working to incorporate the recommendations from the Walkability/Bikeability Workshop to enhance the livability of the community. Previous to the workshop the City was on the pathway to revitalizing the Downtown area with all modes of transportation in mind. With the recommendations from the workshop in mind the City has continued down the path to revitalizing the City with the following actions:

- *Embrace Complete Streets:* The Salisbury City Council passed Resolution No. 2431 providing for a Complete Streets Policy to increase the usability of streets for all modes of travel for citizens of all ages and abilities in the City of Salisbury. The Department of Public Works will now begin forming guidelines suitable for the community in regards to complete streets policies and implementation.
- *Map Downtown's Pros and Cons as a Place to Live, Work, and Play:* Informal charrettes have been conducted during the 3rd Friday Arts Festival Downtown to allow citizens an opportunity to voice opinions regarding the revitalization of Downtown.

An Urban Tree Canopy Assessment was completed for the entirety of Wicomico County. The Assessment may be utilized moving forward in enhancing the urban tree canopy of Downtown.

- *Create Wayfinding Signage; Create More Bike Lanes and Repaint Existing Lanes; Enhance Bicycle Parking:* The City has designated funding from a prior Maryland Bikeways Program grant to purchase and install five additional bike racks in the Downtown area. The bike racks will continue the theme and logo, associated with the City's rebranding effort, presently featured on existing bike racks.

The City was notified recently of its success in receiving another Maryland Bikeways Program grant in the amount of \$50,000 to perform a wayfinding study. The funds will be utilized to obtain a professional consulting service to prepare and implement design and marking plans for wayfinding and safety purposes. In addition, funding will be provided for infrastructure to support existing bike routes, purchase bike racks, and construct four centrally-located kiosks. The strategically located kiosks will provide cyclist with information in regards to nearby amenities, including connectivity to local and State trails, bike shops, major activity centers, bike racks, and institutional and recreational sites.

Through a collaboration with the Wicomico County Health Department a one mile walking route has been created around the Downtown area and wayfinding signage will be purchased in September 2014 and installed in the coming months to mark the path.

- *Maximize Sidewalk Width and Access Downtown; Improve Pedestrian Safety at Intersections; Reduce Lane Width; Eliminate the Center Line on Roads with Low Traffic Volumes; Improve Bicycle Access Downtown with More “Sharrows”; Install Bike-Friendly Storm Drainage Grates:* The City Administration and staff have committed to meeting periodically to assess the progress on incorporating recommendations into the City’s work program. As the Department of Public Works mills and repaves streets they will determine applicable recommendations to incorporate in the work program.

In addition, as the Main Street Masterplan is finalized the recommendations will be incorporated into the plan in regards to maximizing sidewalk widths, reducing lane widths, improving pedestrian and cyclist safety, etc. Smart Growth America and consultants worked closely with the Project Manager for the City’s Main Street redesign in an effort to ensure the recommendations could be feasibly incorporated into the Masterplan.

In addition, the Salisbury City Council passed Resolution No. 2401 establishing a Bicycle and Pedestrian Advisory Committee to advise City officials and staff on the sound development and management and safe use of the City of Salisbury’s pedestrian and bicycle systems in relation to infrastructure, accessibility, and promoting the benefits of these systems.

- *Convert Alleys into Places for People:* The City Administration and staff are actively brainstorming to determine the best location to convert an alley in the Downtown area.
- *Transform Sidewalk Area into Compelling Destinations:* The City’s Code of Ordinances permits “sidewalk cafes” and lists design standards for such outdoor seating. Currently, two downtown establishments have “sidewalk cafes”.

Technical Assistance for Sustainable Communities: Building Blocks

Technical Assistance Tool: Walkability Audit Salisbury, MD

To: JaLeesa Tate, Department of Planning, Zoning and Community Development, City of Salisbury – Wicomico County
From: Kelly Morphy and Robert Ping, Walkable and Livable Communities Institute
Date: August 15, 2014
Re: Shaping the Built Environment to Revitalize Downtown and Facilitate Active Transportation: Report and Suggested Next Steps

Introduction

The following memo summarizes the Walkable and Livable Communities (WALC) Institute's observations and recommendations from a recent visit to Salisbury as part of Smart Growth America's EPA Building Blocks technical assistance program. These initial recommendations are based on the findings of a two-day walkability workshop with walkability and bicycling audits in June 2014 and should not be considered exhaustive. They do provide a strong starting point, however, in identifying some short-term and longer-term initiatives that will strengthen the local economy, better protect the environment, and improve quality of life for all residents through a better built environment.

Taken as a whole, the recommendations can be implemented to increase walkability, strengthen community connections, and enhance retail and social life in the heart of downtown. They can also serve as a model for investments and changes in the broader community.

Background – Context for the Technical Assistance Workshop

There is much to applaud in Salisbury. The City, led by Mayor Jim Ireton and City Council President Jake Day, has demonstrated a clear commitment to downtown revitalization with the \$8.5 million Main Street Master Plan initiative that's getting under way this year. In addition to replacing water and sewer pipes, the City wants to create design standards for everything from benches and street lights to street trees and signage to give the area a consistent look and feel. Salisbury is building on progress sparked by its recent West Main Street improvements, which have begun to transform downtown with streetscape elements, pedestrian and bike facilities, and other investments that are bringing back businesses, residents, and visitors, and reinvigorating this historic neighborhood.

Salisbury is getting off to a strong start by sprucing up the pedestrian-friendly stretch of Main Street known as the Downtown Plaza, a section that accommodates one-way automobile traffic but also clearly prioritizes pedestrians in its look, feel and design. As new restaurants and shops open in the plaza, it has become the hub for monthly Third Friday gatherings of the arts community downtown, with live entertainment, food, art displays and other activities.

Last year brought the opening of Salisbury University Art Galleries – Downtown Campus as another highlight of the City’s Arts & Entertainment district, and the momentum continues with the ongoing redevelopment of the historic firehouse into what’s been renamed Headquarters Live, a live music venue.

But Salisbury hasn’t stopped there. This spring, the City launched the next phase of its Main Street improvements, turning its attention to the stretch of East Main Street that runs from Division Street to U.S. Route 13 Business. The goal is to make similar changes there and create an extended walkable corridor, developing standards for everything from street trees and landscaping to sidewalks, streetlights, and street furniture. In an effort to calm traffic and make crossings safer for pedestrians, the City will build curb extensions and add high-visibility crosswalks. Other elements include information kiosks, outdoor dining, and paver stones to define a street furniture zone—all toward the goal of creating a more walkable, livable downtown.

Even with all of these changes in motion, City leaders say the best is yet to come. Salisbury has mapped out a bigger-picture blueprint for its downtown that could usher in large-scale housing and commercial development while also reducing runoff into the Wicomico River and Chesapeake Bay. The City’s revitalization blueprint, “A Plan for Transformation, 2012 – 2020,” spells out these goals in the context of major redevelopment opportunities with municipal parking lots that sit in the heart of downtown.

As part of its work with Smart Growth America to provide technical assistance through the EPA Building Blocks program, the WALC Institute assessed existing conditions in downtown Salisbury during a pair of walkability and bike audits in June 2014. The findings and recommendations discussed here reflect the observations and input of all who participated, including City and state officials, planning professionals, and bike and pedestrian advocates.

We begin with an overview of basic conceptual elements that should anchor the City’s revitalization efforts as they evolve over time, providing an enduring foundation for walkability and livability.

General Recommendations

In general, downtown neighborhoods that aim to improve the ability of people to walk, bicycle, socialize, and “age in place,” should adopt the following:

- 1) *Lower Vehicle Speeds.* Downtown is the destination. Reduce posted speeds and “design” speeds; instead of speeds being determined based on the efficiency and comfort of drivers, they should be based on safety and comfort for all users by setting an appropriate “target” speed. Destinations that serve as popular gathering spots—such as Main Street—require low, safe vehicle speeds. Like many other places across the country, vehicle speeds in Salisbury have crept up over time. The trend stems from the tendency to focus public investments and urban design on vehicle flow and driver efficiency, to the exclusion of people who want to walk, bike or use other active modes of transportation. With excessive vehicle speeds and noise, walking and biking become uncomfortable and even feel dangerous in some places.
- 2) *Narrower Vehicle Lanes and Roads.* The wider a roadway, the faster cars tend to travel, decreasing safety for all users. Wide lanes and roads also make for wide crossings, increasing the amount of time a pedestrian is exposed to the threat of being hit by a car, and the amount

of time drivers have to wait for the crossing to be completed. A large proportion of pedestrian fatalities occur on overly wide suburban roadways with five or more lanes.

Throughout downtown Salisbury, there are opportunities to reduce the width of vehicle lanes to 10-feet, which should be the City's default lane width. If necessary, such as when there are high numbers of large trucks on the road or significant curves, cities can permit wider lanes, but the narrower lane should be the default. In addition to lowering speeds, it saves on materials, reduces environmental impacts and provides space for wider sidewalks, bike lanes, or buffers between sidewalks and vehicular traffic. The narrower lanes also make intersections more compact and efficient and they are proving to be as safe as wider lanes, improving motorists' vigilance. When it comes to the width of vehicle lanes, less can be more.

- 3) *On-Street Parking.* The City's approach to parking, with spaces available for free or at very low cost on the sprawling lots located a block from Main Street, works against downtown revitalization. Salisbury should augment its plans to redevelop those parking lots with more on-street parking, which calms traffic and enhances safety by creating a physical buffer between pedestrians on sidewalks and the cars passing them. It also shifts the emphasis away from parking lots, which eat up valuable space (requiring two to three times as much land as on-street parking.) Off-street parking creates more stormwater runoff; adds to heat gain; and takes up space that would otherwise go to buildings needed to house the people and jobs that make downtowns successful. And urban parking lots are often unsightly.

Add on-street parking wherever appropriate and change policies to set a maximum for off-street parking with new development, instead of requiring a minimum. Even better, consider not setting a minimum or maximum at all. Refocusing on on-street parking will help preserve important buildings and facilitate infill investment. In addition, look into the practice of "unbundling" parking from residential dwellings in real estate transactions (so that residents do not pay for parking unless they want to purchase it as an option.)

- 4) *Buildings that Front the Street.* Buildings and homes should "front" the street—instead of being set back far from the street—to create a pedestrian-scale landscape that puts "eyes on the street" so that people feel watched over. Establish maximum allowable setbacks for homes and commercial buildings in places of emphasis. Encourage placement of buildings and homes so that they create natural surveillance and maximize opportunities for people to meet or say hello, which is especially important near schools and parks, and within the civic and commercial areas that define Salisbury's downtown. The City's Downtown Plaza provides a good model.
- 5) *Shade and Greenery.* Vertical walls of green have a traffic-calming effect, holding down vehicle speeds and creating a pleasant walking and biking environment. Salisbury should provide for planting, replacing, and maintaining shade-producing street trees, planted in tree wells between every three-to-five parking spaces where right-of-way is limited. Streets lined with trees are safer for motorists, pedestrians, and bicyclists. And downtowns with shaded streets generally yield higher retail sales, with consumers spending up to 12 cents more on the dollar in forested business districts, according to one published study ([PDF](#)).

Try conducting a shade-mapping party after training a group of citizens (as the first in a series of suggested mapping initiatives described below). In addition, a tree farm could be a good

project for developing or enhancing partnerships among the City, schools, volunteer organizations and businesses.

- 6) *Complete Streets*. Streets that work for everyone are called “complete.” More than 600 communities across the country—and over 23 states—have adopted policies in support of completing their streets, and Salisbury’s City Council is considering its own Complete Streets resolution. For downtown, Complete Streets policies would help ensure that anytime a street is resurfaced or reconstructed, it is also redesigned and/or restriped to improve the ability of people to walk, bike, and drive safely and comfortably.

Context-Specific Recommendations

In addition to the broad guidance noted above, Salisbury has many specific opportunities to greatly improve walking and biking conditions in various pockets of downtown, which are summarized here as recommendations. Some can be accomplished quickly at little cost, while others require a more elaborate process, additional funding, and/or a longer timeframe.

Contextual Observations

Salisbury, a historic city founded in 1732 that became an active seaport in Maryland in the 1800s—second only to Baltimore—is better known today as the home of poultry giant Perdue Farms. It ranks as the largest city on Maryland’s Eastern Shore, with a population of 33,000, and serves as the Wicomico County seat.

Home to two of Delmarva Peninsula’s top institutions of higher education and medicine—Salisbury University and Peninsula Regional Medical Center, both of which sit in close proximity to downtown—the fast-growing city saw its population surge 28 percent in the 2000s, and it continues to grow. Salisbury’s Downtown Revitalization Plan aims to steer more of that growth into the downtown core, creating places to live, work, and play in a setting where people can readily choose to walk or bike for transportation.

There are plenty of signs that change is coming. Downtown has seen new restaurants and retail stores opening and City leaders have embraced the launch of Phase II of the downtown revitalization plan, which will bring the same sort of streetscape and safety improvements to East Main Street between Division Street and U.S. 13 that residents have seen on the Downtown Plaza. The overarching goal is also the same—to turn the area into a pedestrian magnet—and the City is turning its attention to bike facilities as well. At the end of May, the City council established a bicycle and pedestrian advisory committee, and work will begin soon to add or improve bike lanes in several locations.

Downtown Salisbury has a state-designated Historic District and an Arts & Entertainment District, and it has been recognized by the state as a Sustainable Community as well, all of which have laid the groundwork for coordinated strategic planning and access to various state tax benefits and other incentives that support downtown revitalization.

A key factor in gauging the City’s prospects for creating a prosperous new hub of activity downtown likely lies in its parking lots—or whatever replaces them. Salisbury has an over-abundance of free and cheap parking available in surface lots downtown, much of which consumes otherwise valuable land that separates Main Street from the riverfront. The City has set

out to transform this expanse of asphalt—as well as another large lot by the courthouse—into a vibrant, mixed-use urban center, taking advantage of its proximity to Main Street, the City’s top employers and the Wicomico River to create a place where hundreds will live, work, shop, play and gather for city-wide events. Salisbury’s existing downtown parking garage would meet demand for the surface parking it has targeted for elimination, based on data collected by City parking personnel.

Success in pursuing this redevelopment potential—the goal is to attract 300 jobs, 500 housing units and 750 new residents—would rank as one of the most high-impact steps the City can take to revitalize its core. Such development could benefit the Wicomico River as well, by reducing impervious surfaces and runoff, particularly with the use of green stormwater infrastructure.

Overall, the City of Salisbury is laying a solid foundation for active living, a robust local economy, and broad-based environmental and quality of life improvements with its vision for a newly vibrant downtown. The WALC Institute sees “good bones” and assets in this newly dynamic city. A growing number of Americans of all ages and means seek communities that celebrate their downtowns; it is what lies at the heart of any city and defines its livability. In Salisbury’s case, the downtown revitalization plans show great promise.

Next Steps

Following is a discussion of how the City can build on that base and become more pedestrian- and bike-friendly based on the five elements that make a good street: a sense of enclosure (for pedestrians); transparency (with windows watching over the street); image-ability (with street furniture and other defining characteristics); human scale (in the street and buildings that line it); and complexity (a palette of color, textures, tones, building heights, etc.) And keep in mind the related keys to success: sense of security; efficiency; convenience, comfort, and a feeling of welcome.

In addition to our more ambitious mid-term and long-term suggestions, we recommend pursuing some short-term goals as a starting point. Determine what actions the City and/or its residents can take immediately to build some momentum in the first 100 days. Make the most noticeable, low-cost improvements first, such as moving dumpsters or other unsightly things off the street and restriping crosswalks and bike lanes. Then, move on to bigger “to do” items with a commitment to prioritizing those actions in phases. When money is tight, budget whatever level of funding is possible to maintain momentum.

Short-Term Recommendations

In the next 100 days, Salisbury should challenge itself to:

- *Embrace Complete Streets.* The Salisbury City Council should move quickly to adopt the proposed Complete Streets resolution now under review and commit to a timetable for policymaking and implementation. By finalizing the resolution, and then adopting and implementing appropriate policies, the City will make considerable progress toward its downtown revitalization goals. Complete Streets policies ensure that streets are designed, built and/or improved to work equally well for automobiles, bicycles, pedestrians, and people of all ages and abilities. In implementing these policies, the City should look at all funded capital

improvement projects and programmed highway funds, and adopt appropriate planning, design, operations, and maintenance practices. Studies have shown that such practices lead not just to safer and more comfortable streets for all, but also to lower overall operating costs.

- *Map Downtown's Pros and Cons as a Place to Live, Work and Play.* To identify immediate opportunities for action, conduct a series of mapping exercises that focus on the qualities people most appreciate about downtown, as well as any features that make them feel uncomfortable or insecure. With a fun event, train advocates and leaders—including youth and seniors—to participate. The goal should be to create several distinct sets of downtown maps to serve as planning overlays, which can be combined to identify voids and help prioritize changes that will make the greatest difference.

Consider mapping some of the following features:

1. Existing tree canopy and landscaping, and areas where green space is most needed.
 2. Aesthetically appealing streets or blocks, and those locations marred by dumpsters or other ugly features;
 3. Areas that illustrate a sense of security, specifically with window transparency and signs of neighborhood pride, vs. those that induce fear or anxiety with cracked windows, trash, and/or other signs of neglect;
 4. Streets and blocks where people like to linger and can find a place to sit, and those that lack public gathering spots or benches to take a break.
- *Create Wayfinding Signage.* Salisbury has many assets—existing and planned—to draw residents and visitors downtown, from historic buildings and art galleries to the growing number of shops and restaurants. There are seasonal and special events as well, such as the monthly 3rd Fridays, which celebrate the arts.

With so many destinations and activities, the City ought to create a wayfinding system to help boost foot traffic for local businesses and build community pride. Develop maps and signs with estimates of walk time to various destinations, as well as information on transit and bike facilities. Consider using thematic colors or logos and place these signs on signal boxes and at other locations where they improve the streetscape. Post signage on special events as appropriate.

- *Maximize Sidewalk Width and Access Downtown.* For all new construction downtown and near schools, set the default sidewalk width at eight feet, the necessary width for two adults to be able to walk comfortably side by side and allow others to pass. Make the best of existing, narrower sidewalks until there's funding to widen them by eliminating any obstacles for pedestrians.

Many sidewalks in downtown Salisbury are only five feet wide, and some are functionally even narrower. The parking meters along the sidewalks of North Division and East Main Streets can crowd pedestrians, for example. One solution would be to replace them with a multi-space, metered pay station in a central location, where people use cash or a credit card to buy a ticket for the dashboard; or relocate the meters to the grassy space behind the walkway. Another

example of a problem with a simple solution can be seen at the crosswalk that takes pedestrians across Division Street to the Downtown Plaza on West Main. The crosswalk ends at an oversized flower planter that sits just off the curb in the middle of the sidewalk, forcing people to try to get around it after crossing the street. The flower pot would be easy to move to the side, as would other items such as the easel-style signs merchants sometimes place in the sidewalk.

- *Improve Pedestrian Safety at Intersections.* Some intersections in downtown Salisbury have well-marked crosswalks and signage, but they're inconsistent. Paint crosswalks where they're missing or faded—in ladder style, with two wide, bold, edge lines—and install signs to further increase visibility, especially in areas with high pedestrian counts and vulnerable populations, such as near schools. In addition, enhance existing signal heads by using post-mounted traffic signals like those at Division and Main Streets. Post-mounted lights improve safety by drawing motorists' eyes to a level where they more readily see pedestrians while also gauging gaps in traffic. Overhead signals are more difficult for such multi-tasking and often introduce solar glare. Motorists in downtown districts should focus on the people who are on foot and safe gap assessments when making turns. Post-mounted signals help.
- *Reduce Lane Widths.* Many vehicle lanes are overly wide, encouraging motorists to exceed posted speed limits, including those in the heart of downtown. An easy, short-term win is to take inventory of overbuilt streets and repaint them to bring speeds down. Use bold striping to narrow vehicle lanes to 10 feet and dedicate the remaining space to bike lanes, on-street parking, or a wider shoulder to buffer sidewalks.
- *Create More Bike Lanes and Repaint Existing Lanes.* The City is set to restripe bike lanes on Riverside Drive at six-feet wide and should consider coloring the center lane to further calm traffic. Other popular cycling routes would benefit from similar improvements. On low-truck/freight volume streets where there is at least 30 feet of road width, 6-foot wide bike lanes can be striped, leaving 18 feet for two-way motor vehicle travel.
- *Eliminate the Center Line on Roads with Low Traffic Volumes.* There are stretches of low-traffic volume, two-way streets downtown where the center line is unnecessary and should be considered for removal. When drivers pass a cyclist or a person getting out of a parked car on such roads, they're often inhibited from crossing over the double-yellow line to maintain a safe distance from the bike or pedestrian, creating an unnecessary risk. Center lines should be considered for removal on roads where they're unnecessary, such as certain stretches of Division Street. By removing the center yellow line and painting bold edge stripes to set the road's width at 18 feet, the City can best ensure that cars pass bikes and pedestrians safely. Such a practice also prevents the road edge from wearing as quickly, and it provides drivers with better sight lines and turning radii.

OTHER 100-DAY ITEMS TO CONSIDER

- *Improve Bicycle Access Downtown with More "Sharrows."* Consider marking more streets that are appropriate with "sharrows," which should be painted in the center of the lane rather than on the edges as some are in Salisbury. When placed in the center, sharrows clearly indicate that lanes are to be shared by bikes and cars, and they remain visible for longer periods of time. (See [Arlington County, VA's FAQ](#) for more sharrows information.)

- *Enhance Bicycle Parking.* Identify opportunities for additional bicycle parking downtown and at schools, neighborhood parks and other public spaces. Consider on-street bike racks, which can accommodate up to 10-to-12 bikes per parking space, and design elements that would tie into Salisbury’s downtown branding. Install bike racks that feature two points of contact, such as “staple” or “inverted U” racks. Many cities now include at least two parking locations for each side of each block in downtown settings.
- *Install Bike-Friendly Storm Drainage Grates.* The grates that serve as inlets for drainage should be designed to allow storm water to drain without trapping bike wheels, as happens with grates that have parallel bars. The latter, some of which can be found downtown, have slots wide enough to trap bike wheels. Ideally, the drainage inlets are recessed under the curb or installed along the curb face, rather than on the street surface. The City can replace parallel-bar grates with those using a “vane,” “herringbone,” or “honeycomb” design.
- *Convert Alleys into Places for People.* Downtown alleys can be made more inviting with paint, street furniture, landscaping and/or other improvements after clearing any trash or debris. Alleyways can become popular gathering spots, and they’re being repurposed all over the country into retail and social assets that enhance economic vitality. They can serve both as outdoor living rooms and as pedestrian corridors, as the City of Fort Collins, CO, has demonstrated with its [Downtown Alley Enhancement Project](#).
- *Transform Sidewalk Areas into Compelling Destinations.* Allow sidewalk seating for downtown cafes and restaurants, and install period lighting to improve safety and enhance sense of place. Consider promoting “parklets” on some blocks. Parklets are small spaces—typically the size of one or more parking spaces—that extend out from the sidewalk to the width of an adjacent on-street parking space, providing simple amenities that can transform downtown blocks into destinations and bring businesses more customers. UCLA has created a downloadable Parklet toolkit, titled [Reclaiming the Right of Way](#).

Medium-Term Recommendations

- *Launch Complete Streets Policymaking and Adopt a Street Design Manual.* With the adoption of a Complete Streets resolution, the City Council should move immediately into policymaking to ensure that upcoming transportation projects conform to the goal of designing streets to serve every user. Start by convening an advisory group to review Complete Streets policy options drawn from the growing number of communities that have adopted them nationwide.

In the near-term, adopt a street design manual on a temporary basis with a commitment to making necessary changes to finalize it. Model Complete Streets policies and a policymaking workbook are available at the National Complete Streets Coalition’s [website](#). Additional sources for models include Los Angeles County’s [Model Design Manual for Living Streets](#), the National Association of City Transportation Officials (NACTO) [Urban Street Design Guide](#), and NACTO’s [Urban Bicycle Design Guide](#).

After adopting Complete Streets policies, the City must incorporate them into capital improvement plans, review every CIP project, and provide training for City engineers.

- *Convert One-Way Streets Downtown to Two-Way Traffic.* Salisbury has one-way streets that can be converted to two-way traffic, making them safer with slower speeds and greater

vigilance by drivers. In addition to getting rid of one-way streets, the City should try to eliminate as many traffic signals as possible, designing streets so that motorists naturally watch out for and yield to pedestrians.

One-way operations might be an asset, however, on the short segment of West Main Street known as the Downtown Plaza, which was a pedestrian-only zone until the City reopened it to one-way traffic in the early 1990s in the effort to draw people back downtown. Salisbury has been working to maximize on-street parking on this stretch and plans to reverse the flow of one-way traffic to the opposite direction as part of the Main Street Master Plan. City officials should reexamine the question of one-way vs. two-way traffic over the coming year to determine what's most beneficial.

For any roads that the City wishes to keep as one-way streets, intersection crossings should be no wider than 14 feet before there is a refuge island, sidewalk or other safe place for pedestrians and bicyclists to wait for an opening in traffic. In addition, many downtown traffic signals were created in response to increased motor vehicle traffic and speeds, but conditions have changed. With narrower downtown streets and low speeds, many intersections with traffic signals could be redesigned to shorten pedestrian crossings, making streets safer and easier to cross.

- *Install Curb Extensions and Pedestrian Islands.* Reduce crossing widths and calm traffic by building curb extensions and/or pedestrian islands, starting with the downtown core and moving out into residential neighborhoods over time. The City's plans to build curb extensions along East Main Street from Division Street to U.S. 13 will provide a good model for other locations. Salisbury should examine the need for safe mid-block crossings on its longer blocks as well, such as the block running the length of Camden Street by the municipal parking lot, which has been targeted for redevelopment. When blocks exceed 400 feet in length, pedestrians tend to cross mid-block. Mid-block pedestrian crossing islands provide a good solution.
- *Rethink Downtown Parking.* As the City embarks on its pursuit of high-density, mixed-use development for the municipal parking lots downtown, it should provide as much on-street parking as possible wherever it can, with head-out, angled parking being the preferred choice. Local leaders might have to mollify some downtown retailers who worry about the short-term challenge of losing the parking lots' free and low-cost parking spaces. It's important to get retailers to understand that with more shops, restaurants and housing in a more walkable downtown, they are far more likely to gain shoppers than lose them. Bring in a parking expert to help develop a parking management strategy. Establish "true cost parking," which helps to incentivize additional street life, safety and downtown investments.
- *Create and Take Advantage of Terminating Vistas.* As the City works to revitalize its downtown with vibrant streets that serve as magnets of activity, think about the role of a terminating vista. Motorists respond to what they see ahead, and streets can be designed to calm traffic based on the view they present of street trees, a well-landscaped pedestrian island, and/or a neighborhood gateway. Likewise, pedestrians are drawn to an attractive terminating vista on streets and sidewalks, be it a public square, an interesting architectural feature, or a scenic river view.

- Prioritize the Redesign of Problem Intersections.* Salisbury has many opportunities to improve intersections that are too wide for pedestrians and cyclists to cross safely and hinder the smooth flow of traffic. They also detract from any sense of place the City might derive from its historic buildings, scenic riverfront, and other features. Prioritize the redesign of problem intersections, including: East Main Street and U.S. 13; West Main Street and Fitzwater Street; and Riverside Drive, Camden Avenue, and West Carroll Street where they meet just south of downtown. Begin the redesign process by considering roundabouts and road diets, as described below.
- Identify Opportunities for Roundabouts.* Modern roundabouts are safer than four-way signalized intersections, substantially reducing crashes and helping to calm traffic while also ensuring that it flows more efficiently. Roundabouts move 30 percent more traffic through a given corridor, eliminating signal and stop-control delays. They also improve connectivity for pedestrians and bicyclists and provide opportunities to create a neighborhood gateway. Salisbury has many candidates for roundabouts or mini-circles, including where West Main Street meets Fitzwater Street to the west, and at the split of Mill Street into Riverside Drive, Camden Avenue and West Carroll Street just south of downtown. Many of the city’s intersections would work well with a single-lane roundabout.
- Continue to Improve Main Street With a “Road Diet,” and Consider Other Roads for Similar Treatment.* After making planned safety and streetscape improvements to East Main Street from Division Street to U.S. 13, the City should consider doing a road diet farther east, where Main Street becomes a four-lane road heading to Salisbury City Park, Wicomico Middle School and Wicomico High School. The idea warrants further study beyond what the WALC Institute was able to accomplish during its brief visit in June. Consider converting Main Street to three lanes, one travel lane in each direction and a center turning lane, and a cycle track on the remaining unused right-of-way. A road diet could also involve converting intersections to roundabouts. Another good candidate for a road diet might be Waverly Drive, an overly wide street along the western boundary of Peninsula Regional Medical Center that connects the university to downtown.

Road diets reduce the number of vehicle lanes and reallocate space for active-transportation purposes, such as bike lanes, wider sidewalks, landscape features, or other buffers between people and cars. Road diets might also include on-street parking—preferably head-out angled parking, depending on the width of the street. Street trees and other landscaping, bike racks and street art can also be used to buffer the sidewalks and encourage walking and cycling. Any street with 15,000 average daily trips (ADT) or less is a strong candidate, but a road diet can also work on a street with 20,000 or even up to 23,000 ADT, with additional tools and an effective public process.

- Create an Outdoor Dining Hub at the Western End of the Main Street Pedestrian Plaza.* The western end of the Downtown Plaza ends at a place that could be transformed easily into a popular gathering spot for outdoor dining, people-watching, and live music or other sidewalk entertainment on weeknights or weekends. The area has a lush tree canopy, plenty of windows

watching over the sidewalk and attractive storefronts. Consider installing bollards on West Main Street at Mill Street and on West Market Street at Camden Street to block motor vehicle access to the corner at select times in the evening, on weekends and during street parties or festivals.

OTHER MEDIUM-TERM ITEMS TO CONSIDER

- *Program Stoplights to Give Pedestrians ‘Lead’ Time.* Pedestrians need lead time, especially on busy roads, in order to get partly across the street before motor vehicles start moving. In addition, dedicated left-turn signals can precede (lead interval) or follow (lag interval) the pedestrian phase to further increase safety. There are safety benefits for all (including the motorist) to use the lag (end of cycle), but it is not always possible in some settings.
- *Improve Landscaping for Beautification and as a Safety Buffer.* Emphasize narrow street patterns in the city center and add to the aesthetic appeal of streets by planting trees and other edge-forming ground cover, an attractive ledge, or large potted plants (taking care not to place them in the path of pedestrians.) The greenery will act as a buffer between sidewalks and busy roads, increasing safety and contributing to a sense of place. Increasing green space downtown also heightens the neighborhood’s desirability. Establish a funding mechanism to assist homeowners with sidewalk and landscape maintenance.
- *Comply with ADA.* Redesign sidewalk ramps as needed to comply with the Americans with Disabilities Act. Conduct an accessibility audit and create an ADA-compliance map or survey to develop an action plan that prioritizes improvements near medical facilities, schools, senior centers and civic buildings.
- *Allow ADU’s.* Accessory Dwelling Units, or “in-laws” or “granny flats,” are living spaces built within an existing residential property. They typically are very small. Most communities that allow them limit their size to a minimum of 800 square feet, but a growing number of cities are lowering their minimum size to 500 square feet or less. Check your City code and try to change it, if necessary, to allow ADUs. One way to overcome management issues is to require that the owner live in one of the two units. Encourage development of this and other affordable infill housing downtown as an alternative to traffic and sprawl-inducing housing on the edge.
- *Support Healthy Living in All Residential Neighborhoods.* Consider creating small parks in unused and underused lots, and plant community gardens where appropriate. Recruit green grocers and healthy food retailers to downtown locations that residents can reach on foot, especially those with lower incomes.
- *Build a Sense of Security.* Increase transparency (windows) requirements for all downtown buildings over time, with an emphasis on key blocks and the goal of reaching 70 percent-plus transparency. Use vintage street lights throughout downtown to improve security and create a sense of place.
- *Support Destinations.* Plan future walkability improvements around specific destinations, and use [Walkscore](#) as a tool to evaluate outcomes.

Long-Term Recommendations

- *Engage Stakeholders in Developing the Vision and Concepts for Redevelopment of Downtown Parking Lots.* The City has taken the important step of identifying several municipal parking lots as prime opportunities for mixed-use redevelopment, including a 3.5 acre lot that separates the downtown core from the Wicomico River and a 2.9 acre lot by the District Courthouse and U.S. 13. Both properties present substantial opportunities for additional housing and commercial projects that would bring more retail, services and jobs downtown—as well as up to 750 new residents. At present, they provide only excess surface parking that’s free or very low-cost, creating a mismatch between the land value and the revenue it generates.

Engage the public in discussing appropriate development for these sites in coming weeks. Find out what citizens prefer in the mix of land uses and neighborhood ambience. Evaluate the incentives the City can use to shape proposed development as well, and create design guidelines to achieve the desired look and ambience. While it’s important to achieve high densities, the buildings that front the street and sidewalk should be kept to a human scale of two-to-three stories, with taller buildings being limited to those set behind that frontage. With the lower elevations at the front—and plenty of windows to put eyes on the street—the City can foster a pedestrian-oriented streetscape. It’s important to limit building heights near the waterfront as well.

Build social capital on a broad basis through outreach to stakeholders, advocates, and residents; develop and support partnerships with community groups and businesses.

- *Create Gateways that Herald Downtown.* Identify opportunities to develop high-impact gateways into downtown, with a particular focus on U.S. Route 50 Business and U.S. 13 Business. A gateway at the intersection of U.S. 13 with East Main Street would help create a traffic-calming transition into downtown for those traveling from the university, while gateways on U.S. 50 near its intersections with Mill and N. Division Streets could lure out-of-town motorists traveling to and from the beaches to take a break in downtown Salisbury. Another good location for a gateway would be on South Division Street heading into downtown at the bridge that crosses the Wicomico River.

In addition to creating a sense of place, gateways calm the traffic entering downtown. It’s important to get the design right even if the City can’t build one right away. So, begin the design process early with input from all stakeholders, including community and business leaders, major employers, neighborhood groups and citizens. Work with stakeholders to select potential locations and get their input on everything from the design of signage and landscaping to the use of public art.

OTHER LONG-TERM ITEMS TO CONSIDER

- *Improve Connections to the River.* Salisbury has an invaluable amenity and placemaking opportunity in its waterfront, with the Wicomico River wrapping around downtown. Yet, the predominant use of this property has been for parking lots. With the City’s decision to seek redevelopment of these properties, it becomes critical to ensure that the urban design and land uses complement the waterfront and preserve views. It’s also important to orient streets and sidewalks toward the waterfront and develop trails to make it readily accessible.

- *Strengthen Connections between Downtown and the University.* Develop a strategic plan to boost the City’s relationship with Salisbury University. Downtown revitalization efforts should include a process to prioritize transportation improvements that make travel between the two locations more convenient, safe, and affordable, and partnerships to support special events and new amenities for public gathering spots.
- *Develop a Pedestrian/Bike Plan to Better Connect Residential Neighborhoods to Downtown.* The City should begin developing a pedestrian/bike plan that responds to residents’ desire for better connections between downtown and their neighborhoods. Engage community members to build consensus around specific goals touching on everything from bike parking and on-street and off-street bikeways, to safe routes to school and a sidewalk network that connects destinations. Consider developing a [bicycle library](#) or public “[Bike Share](#)” system as well.

Assistance provided with grant support from US EPA's Office of Sustainable Communities under their Building Blocks for Sustainable Communities Program.



Technical Assistance for Sustainable Communities: Building Blocks

Appendix: Strengthening Salisbury's Main Street Master Plan to Lay the Groundwork for Downtown Revitalization

The Walkable and Livable Communities (WALC) Institute offers the following recommendations in response to the City's request for additional analysis of its Main Street Master Plan, a request WALC received after leading a two-day, on-site workshop in June 2014 and providing a technical memo with comprehensive guidance for the City's downtown revitalization efforts. This addendum addresses the City's desire to tighten its focus on the area covered by its Main Street Master Plan.

Main Street Opportunities

The WALC Institute sees great potential in Salisbury's strategy for reinvigorating its downtown by creating a walkable, bike-friendly setting with more destinations for residents and visitors of all ages and walks of life. The best place to start is on Main Street, which presents immediate opportunities to build momentum in the heart of downtown with a variety of high-visibility changes, including some that can be accomplished quickly at little or no cost. A first step, for example, should be to repaint all crosswalks downtown in bold, ladder-style (with white paint) and to improve signage to make pedestrians more visible to motorists.

Salisbury's Main Street Master Plan calls for a variety of promising changes, from landscaping and curb extensions to outdoor dining and a proposed town square. The goals the City has set for Main Street complement those of its bigger-picture blueprint for downtown revitalization, which include transportation improvements, streetscape elements, and the redevelopment of vacant buildings and sprawling parking lots to create new housing, shops, and office space – all of which will put more feet on the street to support local businesses and enliven downtown.

With interest in downtown living continuing to grow among baby boomers and millennials alike nationwide, Salisbury's Main Street Master Plan can become the catalyst for ongoing reinvestment as the City implements the plan in coming months. To maximize its impacts, City leaders should explore some immediate and longer-term opportunities to strengthen and build upon its original goals, tools, and strategies, as detailed here.

Overarching Goals

The time is right for Salisbury to transform Main Street into a vibrant corridor where people of all ages and abilities can get to their daily destinations without relying on a car, providing steady foot traffic for downtown retailers and restaurants, and fostering healthy lifestyles and a strong sense of community among residents. The City's Main Street Master Plan area also represents an ideal setting for testing and refining the Complete Streets policies and tools that will flow from the resolution now under consideration by the City Council.

As Salisbury moves to reinvigorate Main Street by making it easier for residents to walk, bicycle, socialize, and "age in place" while living in or close to downtown, it should focus on many of the

same overarching goals that apply to its broader downtown revitalization efforts. Consider the following near-term and longer-term steps:

- 1) *Improve Pedestrian Safety at All Intersections.* The essential first step throughout the Main Street Master Plan area is to repaint all crosswalks – in ladder style with two wide, bold, edge lines, painted white – and install signs to improve pedestrian visibility. Certain intersections could become more appealing as well by painting the center section of the crosswalk, in between the white lines, a second color to make it more visible to users, and to create a sense of place.

Recommendation: After repainting existing crosswalks, determine the need for and schedule additional crosswalks and/or signage – on Main Street and on the streets that intersect Main Street in the downtown core – to heighten pedestrian visibility.

- 2) *Adopt Complete Streets.* The City Council should formally adopt and implement its Complete Streets resolution in coming weeks to ensure that its planned Main Street improvements accommodate all modes of travel. Complete Streets policies ensure that anytime a street is resurfaced, reconstructed, or redesigned, the improvements address all needs and modes of travel, including walking, bicycling, Americans with Disabilities Act (ADA) access, and driving.

Establish a timetable to immediately begin developing policies, tools and programs to implement Complete Streets, with the Main Street Master Plan providing an attractive real-world opportunity to test the efficiency and effectiveness of various approaches.

Recommendation: In coming weeks, adopt a street design manual on a temporary basis with a commitment to start making necessary changes to finalize it. Model Complete Streets policies and a policymaking workbook are available at the National Complete Streets Coalition's [website](#). Additional sources for models include Los Angeles County's [Model Design Manual for Living Streets](#), the National Association of City Transportation Officials (NACTO) [Urban Street Design Guide](#), and NACTO's [Urban Bicycle Design Guide](#).

By moving quickly, the City can get the greatest return on its Main Street Master Plan investments, while also advancing the bigger-picture goal of revitalizing downtown.

- 3) *Lower Vehicle Speeds.* Transform downtown into a more welcoming destination for pedestrians and cyclists by aligning the target speed with the actual speed limit along East Main Street between Division Street and U.S. Route 13 Business. The speed limit, while it isn't posted on this section of the road, is 25 mph, which city officials say drivers often exceed; in contrast, most motorists do observe the lower speed limit of 10 mph on the stretch of West Main Street that makes up the Downtown Plaza, a section with numerous traffic-calming features. The edge of the one-way traffic lane, for example, is clearly defined by brick planters that separate pedestrians on the sidewalk from vehicular traffic.

Recommendation: Set a new target speed for East Main Street – one that's appropriate for a popular destination with many gathering spots, as the City hopes to see it become in the years ahead – and redesign the street accordingly over the coming year. In general, streets that form and frame a downtown don't need a speed limit higher than 20 mph, which is the maximum speed where the social, economic and retail life of a downtown thrives. By posting

the lower speed limit and adding traffic calming elements – some of which are included in the Main Street Master Plan – drivers will proceed more slowly without thinking about it.

- 4) *Narrow Vehicle Lanes; Tighten Turning Radii.* To achieve the lower speed, it's important to keep vehicle lanes narrow – no more than 10-feet wide – and the turning radii tighter at intersections. Main Street measures 42-feet wide, curb to curb, through downtown, leaving more than enough room for on-street parking on both sides of the street and additional traffic calming measures.

Recommendations: Review traffic-calming options this fall – including those proposed in the Main Street Master Plan to see how they might be strengthened – and develop a timetable for implementation. Prioritize construction of planned curb extensions at intersections and mid-block crosswalks to slow traffic and give pedestrians a shorter, more comfortable crossing distance. Consider placing tree wells and planter beds intermittently on East Main Street to visually narrow the lanes and better delineate on-street parking.

Begin with the intersection at East Main and Division Streets, which must be redesigned to tighten the turning radius on the northeast corner. The turning radius is so wide under the current configuration that it encourages vehicles that are turning right onto North Division Street to roll through the turn too quickly. The City should reevaluate the double turn lane – for left- and right-hand turns – on Main Street as well, and consider curb extensions at the intersection to improve pedestrian safety by shortening the crossing distance.

- 5) *Widen and Improve Access to Sidewalks; Buffer Them from Traffic.* Set the default sidewalk width at eight feet, which allows two adults to walk comfortably side by side and leaves room for others to pass. While Main Street is lined with sidewalks in the downtown core, the functional width of the sidewalks is limited in many cases by the placement of parking meters and other issues, and some need to be repaired.

Recommendation: Survey sidewalks in the Main Street Master Plan area in September and develop a sidewalk program and budget that prioritizes construction to begin widening and repairing sidewalks in the coming year. In the interim, take immediate steps to eliminate any existing obstacles on sidewalks.

One example of a problem with a simple solution can be seen at the crosswalk that takes pedestrians across Division Street to the Downtown Plaza on West Main Street. The crosswalk ends at an oversized flower planter that sits just off the curb in the middle of the sidewalk, forcing people to walk or steer a wheelchair around it after crossing the street. The flower pot is easy to move, as are other items such as the easel-style signs merchants sometimes place in the sidewalk.

- 6) *Shift the Emphasis to On-Street Parking Downtown.* The City's approach to parking, with many spaces available for free or at very low cost on the sprawling lots located near Main Street, works against downtown revitalization. This off-street parking creates more stormwater runoff; adds to heat gain; takes up space that would otherwise go to buildings needed to house the people and jobs that make downtowns successful; and detracts from downtown's aesthetic qualities.

Recommendation: Augment the city’s plans to redevelop its downtown surface parking lots with steps to expand on-street parking. Move quickly to add and/or enhance on-street parking in and around Main Street, which will calm traffic and enhance safety by creating a physical buffer between pedestrians on sidewalks and the cars passing them.

- 7) *Add Street Trees and Planters to “Green” Main Street.* The City’s plans to plant more street trees and other vegetation along Main Street represent another effective traffic-calming solution that Salisbury should prioritize as one of its first steps. Vertical walls of green can hold down vehicle speeds and create a pleasant walking and biking environment, buffering people who are walking and talking on the sidewalk from the traffic moving by them. Downtowns with shaded streets also generally yield higher retail sales, with shoppers spending up to 12 cents more on the dollar in forested business districts, according to one published study ([PDF](#)).

Recommendation: By the end of September, engage a group of citizens and business owners to map shade and observe foot traffic in different parts of downtown, and use these maps to identify areas that would most benefit from additional landscaping. Develop a budget and planting program for this fall through next year, and reach out to downtown businesses and local nurseries to create partnerships to ‘green’ Main Street at a cost the City can afford.

- 8) *Create a Sense of Place.* In addition to attending to people’s physical comfort and sense of security in the downtown setting, it’s vital to take steps to enhance its character. The City can accomplish all three goals by installing period lighting throughout the Main Street Master Plan area. One way in which the Main Street Master Plan attempts to create a sense of place is with a proposed Town Square in front of the Government Office Building, located just north of the intersection of Main and Division Streets. The City plans to create a public gathering spot with light bollards, up-lighted trees and flagpoles, a reflecting pool, and an expanded “stage” at the steps of the government office building itself.

Recommendation: Expand on these plans by developing a stakeholder advisory group representing neighborhoods and downtown businesses to work with City staff in developing a detailed vision for the Town Square, as well as other potential gathering spots downtown and the streetscape along Main Street. Convene a series of workshops and community meetings this fall to gather public input, followed by in-depth planning in late 2014 and early 2015. Start turning the vision into reality by Summer 2015, after launching an outreach campaign that highlights the public involvement and vision. Seek public/private partners to execute the vision.

Additional Recommendations

As work gets under way in coming months, the WALC Institute recommends a variety of other steps to proactively implement – and improve upon – Salisbury’s Main Street Master Plan. Following is a discussion of additional strategies and conceptual elements the City can adopt to bring life back to its historic core by redesigning and improving Main Street.

Some are basic elements of bigger-picture recommendations for Salisbury’s downtown revitalization and can be achieved easily. Others require more innovative thinking and time. Explore the following concepts and strategies to bolster Salisbury’s Main Street Master Plan:

- *Create Wayfinding Signage.* Salisbury has many assets to draw people downtown, from historic buildings, art galleries and a growing number of shops and restaurants, to seasonal

and special events such as the monthly, arts-related 3rd Friday events. Downtown also provides ready access to the Wicomico River and a waterfront trail.

With so many destinations and activities, the City has an opportunity to boost foot traffic for downtown businesses and build community pride by developing a creative way-finding system. The Main Street Master Plan already proposes locations for two information kiosks at Division Street and at Poplar Hill Avenue. Build on this idea by including maps with estimates of walk time to various destinations; information on transit and bike facilities; and the schedule and location of special events. Consider using thematic colors or logos with signs and position them so that they enhance the streetscape.

- *Accommodate Bicycles on Main Street and Provide More Bike Parking.* This fall, paint “sharrow” symbols along Main Street – in the center of the lane, rather than on the edge as the City has mistakenly done elsewhere, encouraging bicyclists to unsafely ride in the parked car ‘door zone’ – and install appropriate signage to make it clear to motorists and cyclists alike that Main Street is to be shared by both modes of travel. Main Street serves as one of the main east/west routes into downtown for cyclists, and Sharrow markings will heighten drivers’ awareness of bikes while also improving access for cyclists. (See [Arlington County, VA's FAQ](#) for more sharrow information.)

Main Street needs more bicycle parking. Consider teaming up with Salisbury University to launch a citywide street art competition to create bike racks – and possibly some of the wayfinding signage discussed above – as part of a celebration of Main Street. Add some on-street bike parking along Main Street to de-emphasize vehicle traffic, using bike racks that can accommodate up to 10-to-12 bikes in a single vehicle parking space. Install bike racks that feature two points of contact, such as “staple” or “inverted U” racks.

Explore the idea of developing a [bicycle library](#) or public “[Bike Share](#)” system as well.

- *Convert Alleys into Places for People.* Downtown alleys can be made more inviting with paint, street furniture, landscaping and/or other improvements. After identifying an alley that’s well located – there are two on Division Street by the proposed Town Square – get started with a simple cleanup, recruiting neighboring property owners to help clear any trash, debris, and other unsightly item. Alleyways can become popular places to shop, relax, and socialize, and they’re being repurposed all over the country into retail and social assets that enhance economic vitality without requiring costly facilities. Alleys can serve both as outdoor living rooms and as pedestrian corridors, as the city of Fort Collins, CO, has demonstrated with its [Downtown Alley Enhancement Project](#).
- *Transform Sidewalk Areas into Compelling Destinations.* Move quickly on the Main Street Master Plan’s proposal to allow sidewalk seating for restaurants on Main Street, and explore the idea of promoting “parklets” on some blocks. Parklets are small spaces—typically the size of one or more parking spaces—that extend out from the sidewalk to the width of an adjacent on-street parking space, providing simple amenities that can transform downtown blocks into destinations and bring businesses more customers. UCLA has created a downloadable Parklet toolkit, titled [Reclaiming the Right of Way](#).
- *Reexamine One-Way Traffic on West Main Street.* Salisbury has proposed a reversal of the one-way flow of traffic along West Main Street through the Downtown Plaza so that it instead

would move west to east, but the City should revisit its plans for this section and consider the alternative of eventually converting the street back to two-way traffic. If this stretch of street could be redesigned to provide 18 feet of width for driving, the City could paint bold edge stripes and leave out any centerline, a design that keeps speeds low and ensures that cars pass pedestrians and cyclists safely.

- *Create an Outdoor Dining Hub at the Western End of the Main Street Pedestrian Plaza.* Whatever the City decides about the one-way flow of traffic over the long term, there is a compelling opportunity to turn the western end of the Downtown Plaza into a popular gathering spot for residents by closing it off to traffic on certain evenings, weekend days, and/or during street parties or festivals. Consider installing bollards on West Main Street at Mill Street and on West Market Street at the edge of the parking lot just north of Camden Street to block motor vehicle access at select times.
- *Promote Housing in Mixed-Use Projects and Upper-Stories on Main Street.* Adopt incentives and/or any necessary zoning changes to encourage the development of housing downtown, including live-work units and upper-story residential space in the buildings that line Main Street. Such housing can become a critical component of the City's efforts to rejuvenate downtown by providing a variety of types and prices that can attract residents who prefer city living but find more choices on the edge of town.
- *Create Gateways that Herald Downtown.* Identify opportunities to develop high-impact gateways on Main Street into downtown, with a particular focus on its intersections with Mill Street to the west and U.S. 13 to the east, where the Main Street Master Plan calls for limiting work at the intersection for "future gateway improvements." In addition to creating an identity for the city's core, gateways will calm traffic as it enters downtown. Identify and begin the design process for the first gateway by next spring, conducting outreach to all stakeholders, including community and business leaders, major employers, and neighborhood groups. Gather their input on everything from the design of signage and landscaping to the use of public art.
- *Comply with ADA.* Review all elements of the Main Street Master Plan to ensure ADA compliance. Regarding the use of pavers in the "furnishing zone" that separates sidewalks from the street and in downtown crosswalks, for example, it will be critical to use high-quality pavers that are ADA-compliant. As an alternative, the City could keep the crosswalks smooth and using paint to delineate them instead.
- *Create Terminating Vistas.* As the City works to revitalize its downtown with a more vibrant Main Street, consider the role of a terminating vista. Motorists respond to what they see ahead, and a terminating vista can help calm traffic with a well-landscaped pedestrian island or public garden, for example, or an interesting architectural feature. Likewise, pedestrians are drawn to an attractive terminating vista on streets and sidewalks, be it a historic structure, a public square, or a scenic river view. Review each section of Main Street with the goal of preserving, enhancing, or creating attractive terminating vistas.

Assistance provided with grant support from US EPA's Office of Sustainable Communities under their Building Blocks for Sustainable Communities Program.



City of Salisbury



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

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

MARYLAND

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

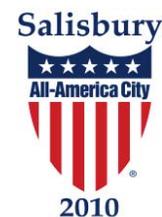
Attached for Council consideration is an Ordinance to create a "No Parking" zone on Riverside Drive, extending from W College Avenue to Mill Street. The existing Bike Route on Riverside Drive, from W College Avenue to Mill Street, is in the process of having a portion widened from the existing 5' wide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

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

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

Paul B. Mauser, E.I.
Project Engineer

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



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City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Terence Arrington, Assistant City Administrator
Cc: Mayor Ireton
Subject: False Alarm/Enhanced Call Verification (ECV) Ordinance Revisions
Date: December 8, 2014

During the November 17 work session, Council discussed the inclusion of additional improvements and/or changes to Chapter 8.04 (False Alarms). In the attached draft, the following changes are included:

- Elimination of any language referring to a \$25.00 administrative fee for false alarm notifications (line 184 – 186)
- Increase the threshold for the number of false alarm responses a property and/or business owner can incur before considered guilty of a municipal infraction (line 210 – 213)
- Creation and addition of a False Alarm Occurrence table with a matrix of the fines assessed for the 6th – 10th occurrence, **not** to exceed \$500.00 (line 223 – 225)
- Inclusion of “right to repair” language in 8.04.130 Section D, Alarm system operation and maintenance (line 316 – 321)

A copy of the revised ordinance with the changes listed in the narrative above is included in the agenda packet for City Council to review.

1 **CITY OF SALIBURY**

2
3 ORDINANCE No: _____

4
5 AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 8.04 OF
6 THE SALSIBURY MUNICIPAL CODE TO REQUIRE ENHANCED CALL VERIFICATION
7 (ECV) FOR ALARM DISPATCH NOTIFICATION SYSTEMS.
8

9 WHEREAS, through the creation of section 8.04 the City has established standards and
10 regulations pertaining to alarm systems; and

11 WHEREAS, from time to time it is prudent to review and amend the code; and

12 WHEREAS, it has been shown that countless alarm notifications prove to be unintentional; and

13 WHEREAS, responses to the these unintentional alarms can be expensive and consume valuable
14 city resources; and

15 WHEREAS, requiring participation in an Enhanced Call Verification (ECV) system will
16 significantly reduce the number of inadvertent calls.

17 NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
18 SALISBURY, MARYLAND that Chapter 8.04 be modified as follows:

19 **Chapter 8.04 ALARMS***

20 **Sections:**

21 8.04.010 Purpose and definitions.

22 8.04.020 License—Required.

23 8.04.030 Application for license—Fees.

24 8.04.040 Alarm companies to provide list of users to police and fire departments.

25 8.04.050 False alarms—Violations and penalties.

26 8.04.060 Appeals

27 8.04.~~060~~070 Weather-related activation of alarms.

28 8.04.~~070-080~~ Holdup alarms.

29 ~~8.04.080 Panic alarms prohibited.~~

30 8.04.090 Audible alarm systems.

31 8.04.100 Auto dialer.

32 8.04.1210 Operating without a license—Penalties.

33 8.04.1320 Alarm system operating instructions.

34 8.04.1430 Alarm system operation and maintenance.

36

37 **8.04.010 Purpose and definitions.**

38 The purpose of this chapter is to provide standards and regulations applicable to alarms such
39 as burglar (intrusion), holdup (robbery) alarms, life safety alarms (fire detection, heat detection,
40 smoke detection and water flow in occupancies), alarm companies, alarm agents and alarm users
41 as defined in this chapter. It is the intent of this chapter to provide for the registration of alarm
42 companies, and alarm systems, to control false alarms, to ensure the proper operation,
43 maintenance, and use of alarm systems, to place a time limit on audible alarms and to provide
44 penalties for violations of this chapter.

45 For the purpose of this chapter, the following words shall have the meanings ascribed to them:

46 "Alarm" means activation of any alarm system that indicates that a criminal activity, fire or
47 fire-related emergency, or medical emergency is taking place. ~~..~~ The alarm may be an audible
48 alarm at or within the occupancy or it may be transmitted to a central monitoring station by
49 electronic means.

50 "Alarm agent" means any person employed by an alarm company whose duties shall include
51 the altering, installing, maintaining, moving, repairing, replacing, selling, servicing, responding,
52 or causing others to respond, to an alarm system.

53 "Alarm company" means any person who engages in the business of altering, maintaining,
54 selling at retail, servicing or responding to an alarm system but does not include telephone
55 answering services which receive alarm activation signals and relay information to the ~~p~~P~~o~~lice or
56 ~~f~~F~~i~~re ~~d~~D~~e~~partment dispatch centers but do not function in any other manner.

57 "Alarm dispatch notification" means the process for notification of the ~~f~~F~~i~~re or ~~p~~P~~o~~lice
58 dispatch centers indicating that an alarm, either automatic or manual, has been activated at a
59 particular alarm site.

60 "Alarm signal" means the actual activation of an alarm system.

61 "Alarm site" means a single premise or location served by an alarm system or systems.

62 "Alarm system" means any assembly of equipment, mechanical or electrical, device, or series
63 of devices, including, but not limited to, systems interconnected by radio frequency signals,
64 arranged or designed to signal an alarm indicating an unauthorized entry to, or criminal activity
65 requiring attention and to which the ~~p~~P~~o~~lice are expected to respond. It shall also mean an alarm
66 indicating fire, smoke, excessive heat, or sprinkler water flow in the occupancy by emitting or
67 transmitting a remote or local audible, visual, or electronic signal indicating an alarm condition
68 that requires immediate attention and to which the ~~f~~F~~i~~re ~~d~~D~~e~~partment is expected to respond.
69 Alarm system includes devices activated automatically, such as burglary alarms, fire, heat, or
70 smoke detectors, water flow alarms and devices activated manually, such as holdup alarms and
71 individual emergency pull stations. ~~..~~ Alarm system does not include an alarm installed on a vehicle
72 or an alarm designed to alert only the occupants of a premise that does not have a sounding device
73 that is audible on the exterior of the alarm site.

74 "Alarm user" means any owner or lessor of any alarm system, the occupant of any dwelling
75 unit with an alarm system, each tenant using an alarm system in a multi-tenant occupancy, or any
76 person, firm, partnership, corporation, government or other entity which uses an alarm system at
77 an alarm site.

78 "Audible alarm system" means an alarm system, which utilizes an audible device such as a
79 siren, bell, horn, klaxon, etc., as a warning device when the alarm is activated.

80 "Automatic dialing device" means an alarm system, which automatically sends over a regular
81 telephone line, by, direct connection or otherwise, a prerecorded voice message indicating the
82 existence of the emergency situation that the alarm system is designed to detect.

83 "Cancellation" means verification from the alarm business or company that there is no actual
84 emergency at the alarm site and there is no further need for the police or fire department to respond.

85 "Central monitoring station" means ~~a control center, including but not limited to a telephone~~
86 ~~answering service which provides for the receiving, on a continuous basis through trained~~
87 ~~employees, emergency signals from alarm systems and thereafter immediately relaying the~~
88 ~~message by live voice to any office, station, or telephone answering service where trained~~
89 ~~employees monitor and/or receive emergency signals from alarm systems, and relay messages~~
90 ~~from such signals by live voice to the City of Salisbury Police and Fire Department~~
91 ~~telecommunications and dispatch center, of the police department or the dispatch center for the~~
92 ~~fire department of the city of Salisbury.~~

93 "City" means the eCity of Salisbury, Maryland.

94 "Control panel" means the on-site central processing unit designed to control, manage, and
95 operate an alarm system.

96 "Digital dialer" means a device that transmits digital signals from an alarm system to a central
97 monitoring station through the telephone network.

98 "Enhanced Call Verification" means that all central monitoring stations that handle residential
99 or commercial intrusion and/or burglar alarm activations shall make two (2) phone calls in an
100 attempt to verify the validity of any monitored alarm activation.

101 "False alarm" means any alarm ~~caused by means other than criminal activity, or dispatch~~
102 ~~request to the Police or Fire Department, which results in the responding officer(s) finding no~~
103 ~~evidence of a criminal offense, attempted criminal offense, or an actual fire or medical emergency,~~
104 ~~after completing an investigation of the alarm site, including, but not limited to, the activation of~~
105 ~~an alarm system through mechanical failure, malfunction, improper installation or the negligence~~
106 ~~of the owner or lessee of an alarm or of his employees or agents; any alarm that is caused by means~~
107 ~~other than criminal activity or when functioning properly.~~

108 "Fire eChief" means the eChief of the fFire dDepartment of the eCity of Salisbury, Maryland,
109 or his/her designeeated ~~representative.~~

110 "Fire dDepartment" means the eCity of Salisbury fFire dDepartment.

111 "Fire dDepartment dispatch center" means the agency responsible for dispatching the fFire
112 dDepartment for event response.

113 "Holdup alarm system" means an alarm system signaling a robbery or attempted robbery.

114 "Key box entry system" means a device designed to safely secure keys, or other information,
115 for use by ~~f~~Fire ~~d~~Department personnel to quickly gain access to the control panel, and entry into
116 ~~an occupancy.~~

117 "Keypad or touch pad" means a device that permits the control of an alarm system by the
118 manual entering of a coded sequence of numbers or letters.

119 "Monitoring" means the process by which an alarm company receives signals from alarm
120 systems and relays an alarm dispatch notification to the dispatching agency for the purpose of
121 summoning fire, emergency medical services, and/or police personnel to respond to the alarm site.

122 "Opt Out" means the process by which a verified alarm may choose not to participate in the
123 Enhanced Call Verification (ECV) Program.

124
125 "Panic alarm" means an alarm system described or advertised for the purpose of being
126 normally or otherwise activated by a person to summon ~~f~~Fire ~~d~~Department personnel or ~~p~~Police
127 for any reason other than robbery or robbery attempts or an actual fire or a medical emergency.

128 "Person" means any person, firm, partnership, association, corporation, company of any kind.

129 "Police ~~e~~Chief" means the ~~e~~Chief of the ~~p~~Police ~~d~~Department of Salisbury, Maryland or
130 his/her design~~ated~~ ~~representative~~.

131 "Police ~~d~~Department" means the Salisbury ~~p~~Police ~~d~~Department.

132 "Proprietor" means any person who owns or controls the use of property in which an alarm
133 system is installed.

134 "Residential alarm user" means the occupant of any residential dwelling that constitutes a
135 single alarm site with an alarm system.

136 "Takeover" means the transaction or process by which an alarm user takes over the control of
137 an existing alarm system that was previously controlled by another alarm user.

138 "Twelve-month period" means ~~a consecutive twelve (12) month period within a~~ any calendar
139 year.

140 "Verification" means the attempt by the alarm company or its representative/s to contact the
141 alarm site by telephone or other electronic means, whether or not actual contact with a person is
142 made, to corroborate, or verify, the information transmitted by the alarm signal.

143 "Written notice" means notice by certified mail, return receipt requested.

144 (Ord. 1955 (part), 2005)

145 **8.04.020 License—Required.**

146 A. It is unlawful for any person or alarm company intending to conduct business within the city
147 ~~limits of the e~~City of Salisbury without first having obtained a license from the ~~d~~Director of
148 ~~i~~Internal ~~s~~Services.

149 B. The application for an alarm company license shall be signed by the individual proprietor of
150 the business or by a partner or by the proper corporate official as is appropriate for the form
151 of business seeking to register for a license.

152 C. The ~~p~~Police ~~d~~Department shall establish standards that an alarm company must meet to obtain
153 an alarm company license. The ~~p~~Police ~~d~~Department shall refuse a license to any alarm
154 company that fails to meet its alarm company standards.

155 D. The ~~p~~Police ~~d~~Department shall, within thirty (30) days after receipt of the application, either
156 approve or deny the issuance of a license. In the case of approval, the ~~d~~Director of ~~i~~Internal
157 ~~s~~Services shall notify the applicant in writing of the approval and shall issue a license on a
158 form established by the ~~d~~Director of ~~i~~Internal ~~s~~Services. In the case of denial, the ~~p~~Police
159 ~~d~~Department shall notify the applicant that he may appeal. ~~the denial and set forth a procedure~~
160 ~~for appeal.~~ A procedure for appealing the denial of a license shall be established by the ~~p~~Police
161 ~~d~~Department.

162 (Ord. 1992 (part), 2006: Ord. 1955 (part), 2005)

163 **8.04.030 Application for license—Fees.**

164 Applications shall be made on forms furnished by the ~~d~~Director of ~~i~~Internal ~~s~~Services. The
165 applicant shall pay a one-time registration fee of fifty dollars (\$50.00) and may renew the
166 registration, at no cost, prior to expiration each calendar year. All companies currently conducting
167 business in the city shall re-register and update information before July 1, 2006.

168 (Ord. 1992 (part), 2006: Ord. 1955 (part), 2005)

169 **8.04.040 Alarm companies to provide list of users to ~~p~~Police and ~~f~~Fire departments.**

170 All licensed alarm companies shall provide the ~~p~~Police and ~~f~~Fire ~~d~~Departments with the
171 following:

- 172 1. A complete list of names and addresses of all persons to whom alarm systems have been
173 sold, leased, rented or otherwise given use of;
- 174 2. The ~~alarm system's~~ location of the customers' alarm systems; and
- 175 3. All other information requested on a form provided by the ~~p~~Police ~~d~~Department.

176 (Ord. 1955 (part), 2005)

177 **8.04.050 False alarms—Violations and penalties.**

178 A. If, within a calendar year, the ~~f~~Fire and/or ~~p~~Police ~~d~~Departments respond to more than two (2)
179 false alarms at the same location, response fees will be charged to the property owner, as
180 defined by separate ordinance ~~in Section 15.24.530~~ in accordance with the fee schedule in
181 effect at the time of the response. The Council of the City of Salisbury shall set the fee schedule
182 from time to ~~time~~ time, as the Council deems appropriate. Prior to January 31st of each year,
183 for the purpose of setting a fee schedule, the ~~p~~Police ~~d~~Department and ~~f~~Fire ~~d~~Department shall
184 provide the Council with up-to-date response fees from each department. ~~Each billable false~~
185 ~~alarm response shall incur a separate twenty five (\$25.00) administrative processing fee in~~
186 ~~addition to the false alarm response fee.~~

187 Failure to pay said fees within ninety (90) days of the date on the notification of the violation
 188 will result in a lien against the real property until the fees are satisfied and shall be collectible
 189 in the same manner as real estate taxes and accrue interest and penalties, if applicable, as
 190 allowed for unpaid real estate taxes as well.

191 B Newly installed and newly transferred alarm systems will be given a thirty (30) day grace
 192 period to allow for correction of equipment and user errors. During the thirty (30) day period,
 193 the alarm user will be allowed unlimited false alarms, as long as steps are being taken to
 194 correct any problems. The alarm company installing the new system or transferring a system
 195 shall notify the ~~p~~Police and ~~f~~Fire ~~d~~Departments in writing of the new installation or transfer,
 196 including the effective date, within 10 days of the effective date.

197 C. The ~~d~~Director of ~~i~~Internal ~~s~~Services will maintain accurate records of false alarms and will
 198 bill for payment thereof by mailing said bill to the property owner of the subject location.

199 D. If the false alarm bill remains unpaid for more than ninety (90) days, the ~~d~~Director of ~~i~~Internal
 200 ~~s~~Services shall place a lien against the subject real property by forwarding to the last known
 201 address of the owner as recorded in the real estate assessment records of the ~~e~~City of Salisbury
 202 by written notice, a notice of lien, and such receipt shall constitute a prima facie evidence of
 203 service upon such owner if it is signed either by the owner or by a person of suitable age and
 204 discretion located at such address. In the event that delivery of said notice of lien is refused
 205 by the property owner or his agent, then valid service may be accomplished by hand delivery
 206 of same to either the property owner or a person of suitable age and discretion employed or
 207 residing at the subject location or by posting the written notice in a conspicuous place in or
 208 about the structure or property affected by such notice.

209 E. Municipal Infraction

210 If for any reason, after the fifth false alarm response for any violation occurring after the fourth
 211 false alarm response by the same responding department within the same calendar year, the
 212 person owning and/or in control of the subject real property shall be guilty of a municipal
 213 infraction and shall be subject to a fine not to exceed of up to a maximum of one thousand five
 214 hundred dollars (~~\$1,0~~500.00) for each offense as established in the table listed below. Each
 215 false alarm response thereafter within the same calendar year shall constitute a separate
 216 offense. Notice and service of a citation shall be as directed under Local Government Article
 217 of the Maryland Annotated Code 23A § 36-101, et seq. and § SC5-1(38), as amended,
 218 concerning municipal infractions. The Chief of Police and Fire Chief are designated by the
 219 Council to direct the designated persons within their departments to act as enforcement
 220 officers for the purpose of preparing and carrying out the requirements for issuing and serving
 221 municipal infractions.

222 The amount of a fine shall be in accordance with the table below:

223

<u>FALSE ALARM OCCURRENCE / FINE</u>	<u>POLICE</u>	<u>FIRE</u>
<u>6th</u>	<u>100.00</u>	<u>100.00</u>
<u>7th</u>	<u>200.00</u>	<u>200.00</u>
<u>8th</u>	<u>300.00</u>	<u>300.00</u>

<u>9th</u>	<u>400.00</u>	<u>400.00</u>
<u>10th</u>	<u>500.00</u>	<u>500.00</u>

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225

False Alarm Fee Schedule

False Alarm Occurrence	Administrative Processing Fee	False Alarm Response Fee	
		Police	Fire
1st	0.00	0.00	0.00
2nd	0.00	0.00	0.00
3 rd and each subsequent false alarm in a calendar year	25.00	246.40 <u>120.00</u>	272.09 <u>135.00</u>

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~~(Ord. 1992 (part), 2006; Ord. 1955 (part), 2005)~~

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8.04.060 Appeals

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Any alarm user who is assessed a false alarm fee by the City of Salisbury may appeal the fee in writing to the City Administrator or designee within ten (10) days of the date of the notification of the violation. Within twenty-one (21) days after receipt of the appeal, the City Administrator or designee shall review the file and if necessary, arrange a hearing to discuss the application. Following the hearing and/or review, the City Administrator must render a written decision affirming, reversing, or modifying the violation issued by the Police and/or Fire Department. Failure to file a timely appeal shall constitute acceptance of the violation and related fees.

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8.04.0670 Weather-related activation of alarms.

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A. Police Department Actions-~~Due to the activation of many alarms during severe weather, the on-duty commander of the pPolice dDepartment shall have the option of assigning alarms a low priority during this time-.~~ ~~If time permitspermits, the building may be visually checked by an officeran officer may visually check the building.~~ If, because of other calls or because of an excessive amount of alarms, the pPolice dDepartment is unable to respond to the alarm location within a reasonable time, the central monitoring station will be notified of the problem, and it will be the alarm company's responsibility ~~to have someone check the building or to notify a representative of the business of the situation. Once this notification is made, the police department is relieved of any responsibility to respond to that alarm.~~

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B. Fire Department Actions-~~Due to the activation of many alarms during severe weather, the fFire dDepartment shall have the option of assigning alarms a low priority during this time. Priority assignments shall be made based on the type of alarm, the type of occupancy, and the fFire dDepartment's previous experience and history of alarms received from the occupancy and its response to the location-.~~ ~~The fire department shall cause a process of verification of the alarm to be initiated to assist in the assignment of a priority to the alarm activation.~~ If the fFire dDepartment is unable to ~~immediately~~ respond to the alarm location within a reasonable amount of time due to the increased volume of alarm system activations, the fFire

257 ~~Fire Department~~ dispatch center shall be notified. It will be the alarm company's responsibility
258 ~~shall be responsible to notify a representative of the business of the situation. investigate the~~
259 ~~nature and cause for the alarm activation and advise the fire department dispatch center.~~
260 Unless verification indicates that the ~~Fire~~ ~~Department's~~ services are required at the alarm
261 location, the ~~Fire~~ ~~Department~~ is relieved of any responsibility to respond to the alarm and
262 of any liability associated with the lack of a sufficient response to the alarm site.

263 (Ord. 1955 (part), 2005)

264 **8.04.0780 Holdup alarms.**

265 It is unlawful for any alarm user to activate any alarm system known as a "holdup alarm" to
266 summon police for anything other than a holdup in progress. Use of alarm systems for crimes
267 such as thefts, disorderly or intoxicated subjects is prohibited and shall be charged as a false alarm.

268 (Ord. 1955 (part), 2005)

269 ~~8.04.080 Panic alarms prohibited.~~

270 ~~No system known as a "panic alarm" will be permitted within the limits of the city of~~
271 ~~Salisbury.~~

272 (Ord. 1955 (part), 2005)

273 **8.04.090 Audible alarm systems.**

274 It is unlawful for any person, ~~firm~~ firm, or business to install or maintain any audible alarm
275 system, which does not automatically discontinue emitting an audible sound within fifteen (15)
276 minutes. The use of an audible alarm by itself is prohibited. The alarm must have the capability
277 of notifying someone of an alarm activation by means other than emitting an audible sound. This
278 shall not apply to fire alarms, elevator emergency alarms, water flow activation alarms, or alarms,
279 which indicate a medical emergency.

280 (Ord. 1955 (part), 2005)

281 **8.04.100 Auto dialer.**

282 It is unlawful for any person to have any device attached in any way to a telephone or
283 telephone-type equipment which, when activated by remote control, dials a preprogrammed
284 number and transmits a prerecorded message communicating a then-existing emergency condition
285 including, but not limited to fire, illness or a criminal offense, which used the number of the ~~Police~~
286 or ~~Fire~~ ~~Department's~~. The ~~Police~~ and Fire ~~Chief~~ is are authorized to grant exceptions for
287 handicapped persons.

288 (Ord. 1955 (part), 2005)

289 **8.04.1210 Operating without a license—Penalties.**

- 290 A. An alarm company may not conduct business, including, but not limited to installing, altering,
291 leasing, monitoring, maintaining, repairing, replacing or servicing an alarm system, within the
292 eCity of Salisbury, without an alarm company license. ~~..~~ A violation of this subsection shall
293 be a misdemeanor, subject to imprisonment of up to thirty (30) days, or a fine not to exceed
294 five hundred dollars (\$500.00) and imprisonment not to exceed thirty (30) days.
- 295 B. Any alarm company conducting business within the eCity of Salisbury on the effective date
296 of the ordinance codified in this chapter shall apply for a license within thirty (30) days of the
297 effective date of the ordinance codified in this chapter and may continue conducting business
298 while its license application is being processed. An alarm company not previously conducting
299 business in the limits of the city on the effective date of this chapter shall not commence
300 conducting business until the application is approved.
- 301 C. Any violation of this chapter, which does not specifically provide for a penalty shall be a
302 misdemeanor and subject to a fine of not more than one hundred dollars (\$100.00).
303 (Ord. 1955 (part), 2005)

304 **8.04.1320 Alarm system operating instructions.**

- 305 The alarm user shall maintain a copy of the operating instructions for the alarm system at the
306 alarm site and provide this document to the fFire dDepartment upon request.
307 (Ord. 1955 (part), 2005)

308 **8.04.1430 Alarm system operation and maintenance.**

- 309 The alarm user shall:
- 310 A. Maintain the premises and the alarm system in such a manner that will minimize or
311 eliminate ~~unnecessary~~ false alarms.
- 312 B. Cause a representative to respond to the alarm system's location within thirty (30) minutes
313 (or less) when requested by the Police or fFire dDepartment.
- 314 C. Ensure that the alarm system control key(s) or code(s) are safely secured in the facility's
315 key box in accordance with key box entry system ~~code provisions~~.
- 316 D. Alarm companies have the right to repair dysfunctional alarm systems, which
317 unintentionally notify the Police and Fire Department by way of false alarm. Alarm users
318 with confirmed and verifiable defective alarm systems will not incur any false alarm fees
319 or municipal infractions associated with the unintentional false alarm within 24-hours
320 after notifying the alarm company of the alarm system malfunction.

321 **8.04.1540 Enhanced Call Verification**

- 322 A. All central monitoring stations that handle residential or commercial intrusion and/or burglar
323 alarm activations shall make two (2) phone calls in an attempt to verify the validity of any

324 monitored alarm activation prior to calling the Salisbury Police Department to request a
325 dispatch.

326 B. Alarm users have the option to opt out of the Enhanced Call Verification (ECV) Program.

327

328 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY,
329 MARYLAND, that the Ordinance shall take effect upon final passage.

330

331 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of

332 Salisbury held on the _____ day of _____, 2014 and thereafter, a statement of the

333 substance of the ordinance having been published as required by law, in the meantime, was

334 finally passed by the Council on the ___ day of _____, 2014.

335 ATTEST:

336

337 _____
338 Kimberly R. Nichols, City Clerk

Jake Day, City Council President

339

340

341

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

343

344

345

346 _____
347 James Ireton, Jr.,
Mayor

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
From: Tom Stevenson
Subject: False Alarm Response (Fee Schedule Amendment)
Date: December 8, 2014

Title 8 Health and Safety Section 8.04.050A requires that the fee for false alarm responses by the Salisbury Police Department and the Salisbury Police Department be reviewed and amended as needed. Following considerable deliberation, it has been determined that the current false alarm fee should be adjusted.

Attached please find an ordinance that will have the effect of amending the current false alarm fee schedule.

ORDINANCE No. XXXX

AN ORDINANCE OF THE CITY OF SALISBURY SETTING UPDATED FALSE ALARM FEES.

WHEREAS, the City of Salisbury has a false alarm ordinance and desires to update the fees associated with false alarm responses by the Salisbury Police Department and the Salisbury Fire Department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that in accordance with **Title 8 Health and Safety Section 8.04.050A** of the City Code that the fee schedule be amended as follows:

False Alarm Fee Schedule

False Alarm Occurrence	Administrative Processing Fee	False Alarm Response Fee	
		Police	Fire
1st	0.00	0.00	
2nd	0.00	0.00	
3 rd and each subsequent false alarm in a calendar year	25.00	246.40 123.20 120.00	272.09 136.05 135.00 0

False Alarm Occurrence	False Alarm Response Fee	
	Police	Fire
1st	0.00	0.00
2nd	0.00	0.00
3 rd	40.00	45.00
4 th	80.00	90.00
5 th and each subsequent false alarm in a calendar year	120.00	135.00

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ___ day of _____, 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 _____.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS: _____ day of _____, 2014.

James Ireton Jr., Mayor

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR



Maryland
699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165



BARBARA DUNCAN
CHIEF OF POLICE

November 26, 2014

TO: Tom Stevenson
City Administrator

FROM: Colonel David Meienschein

SUBJECT: Resolution – Memorandum of Understanding

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

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

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

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

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

David T. Meienschein
Assistant Chief

Attachment

1 RESOLUTION No. _____

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

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

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

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

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

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

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

35
36 ATTEST:

37
38 _____
39 Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

40
41 APPROVED BY ME THIS:

42
43 _____ day of _____, 2014

44
45 _____
46 James Ireton, Mayor



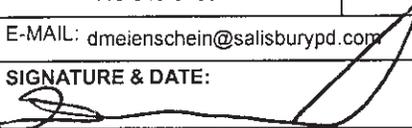
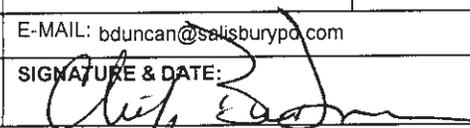
PROJECT AGREEMENT
 Maryland Highway Safety Office
 Maryland Motor Vehicle Administration
 1 Orchard Road, 2nd floor
 Glen Burnie, Maryland 21060
 PHONE 410-787-4050 FAX 410-787-4020

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

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

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

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

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

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

MARYLAND HIGHWAY SAFETY OFFICE
FFY 2015 PROJECT TERMS AND CONDITIONS

I. Project Administration

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

1. Availability of Funds

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

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

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

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

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

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

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

2. Unallowable Costs

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

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

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

3. Procurement

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

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

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

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

4. Nondiscrimination

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

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

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

color or national origin (and 49 CFR Part 21)

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

5. Buy America Act

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

6. Privacy Protection

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

7. Debarment and Suspension

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

8. Drug-Free Workplace

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

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

9. Lobbying

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

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

10. Political Activity (Hatch Act)

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

11. Document Retention and Access

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

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

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

12. Program Income

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

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

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

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

13. Local Benefit Requirement

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

14. Audit

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

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

15. Indirect Costs

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

II. Project Management

1. Equipment Approvals, Management & Monitoring

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

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

2. Educational Materials

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

3. Media & Advertising for Highway Safety Messages

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

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

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

4. Travel and Training

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

5. Contractual Services

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

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

6. Budget Modifications

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

7. Other Conditions, as Directed

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

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

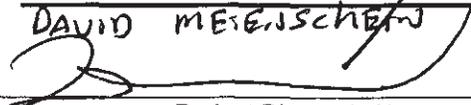
III. Project Reporting

1. Quarterly Reports & Reimbursement Claims

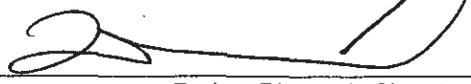
- a. A quarterly reimbursement claim must be submitted by the Grantee to the MHSO by January 30, April 30, July 30, and October 30 (or monthly as agreed upon by the Grantee and the MHSO). Failure to submit timely, complete and accurate progress reports and claims within thirty (30) days after the quarter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

FFY 2015 PROJECT TERMS AND CONDITIONS (Cont'd)

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

DAVID MEISCHER

Project Director's Name 0165

9/11/14
Date Signed


Project Director's Signature 0165

Chief Robert Jones
Authorizing Official's Name

9/10/14
Date Signed


Authorizing Official's Signature

City of Salisbury



MARYLAND



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

KIMBERLY R. NICHOLS
CITY CLERK

JACOB R. DAY
COUNCIL PRESIDENT
LAURA MITCHELL
COUNCIL VICE PRESIDENT
JOHN "JACK" R. HEATH
COUNCIL MEMBER
EUGENIE P. SHIELDS
COUNCIL MEMBER
TIMOTHY K. SPIES
COUNCIL MEMBER

TO: City Council Members
FROM: Kim Nichols, City Clerk
DATE: December 9, 2014
SUBJECT: Eliminating Primary Elections

The City of Salisbury currently holds primary and general elections. The purpose of the primary election is to narrow the field of candidates prior to the general election. With the changes set forth in Charter Amendment - Resolution No. 2443, which has created five (5) election districts, the opportunity to eliminate the City's primary elections has become evident.

Below listed are several reasons why we are recommending eliminating the primaries.

- Three additional districts: Three additional districts means that the total number of candidates will now be spread over five (5) districts rather than two (2) districts as in previous years. The number of candidates per district will likely not be sufficient to merit a primary election to narrow the field of candidates in either district prior to the general.
- Low primary voter turnout: Historically, voter turnout for primary elections has been low. Attached for your review are voter turnout percentages from 1986 through 2013.
- Cost savings: Eliminating the primary for the November 3, 2015 General Election will save the City approximately \$31,600.00, which is roughly one-half of the total estimated costs attributed to the entire election process. Each election year thereafter, the City would realize the same proportionate savings.

Board of Elections Director Anthony Gutierrez will join us at the December 15, 2014 Work Session to review this opportunity and to discuss any questions you may have. Upon your

approval, we would work with City Attorney Mark Tilghman to advance the necessary charter amendment to Legislative Session.

**CITY OF SALISBURY - VOTER TURNOUT PERCENTAGES
1986 thru 2013**

Election Year	Registered Voters	Number Voted	Percentages	Remarks
2013 - General (both Districts)	14,174	2,775	19.58%	District 1 and District 2
2013 - Primary (both Districts)	14,199	1567	11.04%	District 1 and District 2
2011 - General / District Two	11,663	1,622	13.91%	District 2 Seats Only
2011 - Primary / District Two	11,522	1,226	10.64%	District 2 Seats Only
2009 - General / District One	1,783	275	15.4%	21.1%
2009 - General / District Two	10,893	2,400	22.0%	Overall
2009 - Primary / District One	1,772	183	10.3%	12.7%
2009 - Primary / District Two	10,785	1,410	13.1%	Overall
2007 - General / District Two	10,119	2,102	20.8%	District 2 Seats Only
2007 - Primary / District Two	9,974	1,363	13.7%	District 2 Seats Only
2005 - General / District One	1,618	203	12.5%	17.9%
2005 - General / District Two	9,285	1,757	18.9%	Overall
2005 - Primary / District One	1,735	49	2.8%	Mayor's Race Only on Ballot
2005 - Primary / District Two	9,589	750	7.8%	7.1% Overall Turnout
2003 - General / District Two	8,445	2,409	28.5%	District 2 Seats Only
2003 - Primary / District Two	8,625	2,075	24.1%	District 2 Seats Only
2002 - General / District One	1,591	396	24.9%	36.5%
2002 - General / District Two	7,928	3,079	38.8%	Overall
2002 - Primary / District Two	8,116	1,477	18.2%	None
2000 - General / District One	1,506	165	10.9%	Voted Question Only - District One
2000 - General / District Two	7,538	2,228	29.5%	26.4% Overall
2000 - Primary / District Two	7,538	1,503	19.9%	District 2 Seats Only
1998 - General / District One	1,969	317	16.1%	26.4%
1998 - General / District Two	9,206	2,633	28.6%	Overall
1998 - Primary / District One	1,969	255	12.9%	21.4%
1998 - Primary / District Two	9,206	2,130	23.1%	Overall
1996 - General / District Two	8,135	1,740	21.4%	First Non-Partisan Election
1996 - Primary / District Two	8,135	1,561	19.2%	District 2 Seats Only
1994 - General / District One	1,345	191	14.2%	28.6%
1994 - General / District Two	7,469	2,328	31.2%	Overall
1994 - Primary / District One	1,264	290	22.9%	26.7%
1994 - Primary / District Two	6,789	1,856	27.3%	Overall
1992 was the last year Non-Resident Property Owners were permitted to vote under 09000C identifier				
1992 - General / District Two	7,059	1,940	27.5%	District 2 Seats Only
1992 - Primary / District Two	7,068	1,045	14.8%	District 2 Seats Only
1990 - General / District One	1,040	109	10.5%	17.4%
1990 - General / District Two	7,393	1,354	18.3%	Overall
District One and District Two, Councilmanic Voting began in 1990				
1988 - General	7,657	1,974	25.8%	
1986 - General	7,474	1,879	25.1%	
1986 - Democratic Primary	4,814	838	17.4%	