



City of Salisbury



CITY COUNCIL AGENDA

September 28, 2015
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION - Pastor Bill Green, Christ United Methodist Church

6:05 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

6:07 p.m. PRESENTATIONS – Mayor James Ireton, Jr.

- Introduction of Delegate Carl L. Anderton, Jr. – District 38B
- Proclamation – proclaiming Economic Development Week in Salisbury

6:30 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:32 p.m. CONSENT AGENDA – City Clerk Kim Nichols

- **April 20, 2015** budget session minutes
- **April 21, 2015** budget session minutes
- **April 23, 2015** budget session minutes
- **August 17, 2015** work session minutes
- **August 24, 2015** regular meeting minutes
- **Resolution No. 2547** – approving the appointment of Andy Kitzrow to the Historic District Commission for term ending 9/28/2018
- **Resolution No. 2548** – approving the appointment of Jeanne Mears to the Friends of Poplar Hill Mansion Board of Directors for term ending 12/31/2018
- **Resolution No. 2549** – in response to Resolution No. 2513, as approved by Mayor James Ireton, Jr. on June 25, 2015 - staggering of terms
- **Resolution No. 2550** – accepting the donation of the real property located at 324 Poplar Hill Avenue, Salisbury, Maryland 21801, from the owner Christine Wolfe
- **Resolution No. 2551** – accepting the donation of the real property located at 527 Wailes Street, Salisbury, Maryland 21801, from the estate of James W. Windsor
- **Resolution No. 2552** – accepting the donation of the real property located at 524 East Isabella Street, Salisbury, Maryland 21801, from the estate of James W. Windsor
- **Ordinance No. 2354** - 1st reading – approving a budget amendment of the FY16 General Fund Budget to make changes to approved positions in the Zoo Division of the Department of Public Works as part of a reorganization plan

- **Ordinance No. 2355** -1st reading- approving a budget amendment of the FY16 General Fund Budget to appropriate the funds returned on contract
- Manufacturing Exemption request – Delmar Brewing Company, LLC
- Manufacturing Exemption request – Delmarva Printing and Design, Inc.
- Manufacturing Exemption request – DiCarlo Precision Instrument, Inc.
- Manufacturing Exemption request – Pepsi Bottling Ventures, LLC

6:37 p.m. RESOLUTIONS – Internal Services Director Keith Cordrey

- **Resolution No. 2553** – transferring funds held in the Water Impact Fund and the Sewer Impact Fund into the Water Sewer Fund to fund projects providing additional water sewer capacity
- **Resolution No. 2554** – transferring funds held in the Depreciation Reserve Fund into the Water Sewer Fund to fund replacement of Water and Sewer Facilities

6:42 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2353** – 2nd reading - granting a utility easement to Delmarva Power & Light Company across City owned property on Marine Road in Salisbury, Maryland
- **Ordinance No. 2356**– 1st reading - amending Title 12, Streets, Sidewalks and Public Places, Chapter 12.24 Wicomico River Regulations, of the City Code by adding Sections 12.24.040 and 12.24.050 for the purpose of establishing criteria for river access and standards for riverwalk construction under the direction and supervision of the Public Works Department
- **Ordinance No. 2357** – 1st reading – to further authorize the issuance of bonds to fund projects listed in Schedule B of the FY16 Budget Ordinance which included the issuance of \$4,726,000 in bonds

6:55 p.m. PUBLIC COMMENTS

7:00 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 – City/County Government Office Building, 410-548-3140 or on the City's website www.ci.salisbury.md.us City Council meetings are conducted in open session unless otherwise indicated. All or part of the Council's meetings can be held in closed session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland 10-508(a), by vote of the City Council.

Proposed agenda items for October 12, 2015 (subject to change)

- Resolution No. ____ - Accepting a Donation of 126 Delaware Ave
- Resolution No. ____ - Waiving Central System Line Fees & W&S Fees for 425 Cole Circle
- Ordinance No. ____ -1st reading- Budget amendment- increasing Elections funding
- Ordinance No.2354-2nd Reading- Budget Amendment- Zoo Reorganization
- Ordinance No. 2355-2nd Reading- Budget Amendment- Reimbursement for Broken Contract
- Ordinance No. 2356-2nd Reading- Waterfront and Riverwalk Access
- Ordinance No. 2357 – 2nd reading – FY16 Bonds

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 APRIL 20, 2015
4

5 Public Officials Present
6

Council President Jacob R. Day Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields Councilman John “Jack” R. Heath
Councilman Timothy K. Spies

7
8 Public Officials Not Present
9

10 Mayor James Ireton, Jr.
11

12 In Attendance
13

14 City Clerk Kim Nichols, City Administrator Tom Stevenson, Assistant City Administrator Julia
15 Glanz, and Internal Services Director Keith Cordrey

16
17 The City Council convened in a Budget Work Session at 9:45 a.m. in Conference Room 306 of
18 the Government Office Building.
19

20 **Budget Discussion**
21

22 Council President Jacob R. Day asked Council to identify their top budgeting priorities for
23 FY2016 and Council discussed the following priorities and key issues:
24

- 25 • **Councilman Heath** – no tax increases; no decrease in the surplus; concern with area
26 business growth, public safety, and improved quality of life for the citizens
- 27 • **Councilman Spies** – agreed with Mr. Heath’s items; would like to see the recycling
28 program moving forward and making the City look good to keep people here
- 29 • **Councilwoman Shields** – interested in seeing increase recycling and recycling
30 education; no tax increases; public safety and prevention; interested in youth activities
31 through Community Promotions to build relationships with Police and citizens; happy
32 about the Urban Service rate cut; concerned with Neighborhood Services because they
33 need another person (which was added)
- 34 • **Council Vice President Mitchell** – agreed with Mr. Heath’s items; not sure about added
35 positions and changing positions; interested in increasing the Recycling Program and
36 want to look at the end result - not just the up-front costs
- 37 • **Council President Day** – number one priority - no increase in the tax rate; interested in
38 protection of the Urban Services rate; concerned with the cuts in the Water & Sewer rates
39 (third consecutive year) and may need to increase rates in a few years; concerned that the
40 debt the City is taking on will put the City in a position where we are not going to be able
41 to invest in Capital Projects in the future (interested in shifting projects out of FY16 if
42 needed, and taking a broader view of where the City is headed in Capital Investment as it

43 relates to debt, interested in the County's downtown co-working space and what they will
44 do in the future; hope to invest more in Economic Development with the County;
45 approves of the money that was put back into House Keys for Employees last year and
46 hopes to increase the fund to encourage people to move into the City; interested in
47 continuing planning projects to make the City more attractive; not opposed to the CDC
48 Officer position because Community Development Corporation is a great idea, but not
49 sure if this is the time to invest in that; would like to hear from Administration about the
50 Fire Service and Comcast

51 52 **City's Financial Condition**

53
54 Internal Services Director Keith Cordrey provided the following "Financial Overview" regarding
55 the City's financial condition:
56

- 57 • Balance Sheet for Governmental funds
 - 58 ○ Unrestricted cash - \$10.4 million
 - 59 ○ Unassigned fund balance – evolved from \$4.8 million in 2007 to \$9.7 million in
60 2012, and has fallen back to the current \$8.7 million
 - 61 ○ The Statement of Revenues Expenditures and Changes for FY14 shows
62 \$91,000.00 in surplus was used in FY14. Actual revenues were \$32.3 million,
63 final budget was \$33.8 million less the \$2 million that was budgeted to use for
64 surplus (\$31.8 million). The variance was about \$500,000.00.
 - 65 ○ FY14 Expenditures – Mr. Cordrey noted there was \$202,000.00 in General
66 Government; \$843,000.00 in Police, \$390,000.00 in Fire, with a Public Safety
67 total of \$1.3 million; \$1.3million in Public Works; and the total of all the
68 expenditures was \$3.3 million. The total expenditures came in under budget by
69 \$3.2 million.
 - 70 ○ Analysis of FY15 Budget Use of Surplus (Health Care Claim- \$470,000.00 and
71 Police Personnel- expected variance due to vacancies)
 - 72 ○ WWTP - \$30 million impairment loss to be recognized on financial statements
73 due to GASB 42 and \$1.8 million estimated increase in depreciation
 - 74 ○ Water Sewer Fund – \$8.1 million Unrestricted Cash at end of year and \$7.7
75 million in the Unrestricted Net Position
 - 76 ○ Statement of Revenues Expenses and Changes in Net Position - \$4.1 million
 - 77 ○ Statement of Cash Flows – Water Sewer Fund generated \$4.9 million in
78 Operating and \$7 million in Net Cash provided by Operating Activities. Since
79 \$9.9 million was used in Capital and Related Financing Activities, it caused a net
80 decline of cash of \$3 million
 - 81 ○ At the end of year there was \$8.1 million in Unrestricted Cash, with all but
82 \$500,000.00 being in Capital Accounts designated for Capital. \$500,000.00 in
83 Operating.
 - 84 ○ The FY16 Budget proposes to use \$1.9 million of the Revolving, \$1 million of the
85 Impact Water for a total of about \$3.1 million (includes \$200,000.00 in "pay-go")
 - 86 ○ At the end of 2014 there was a deficit of \$2.5 million in Unrestricted from \$1.3
87 million in 2013 (First time in a very long time we had gone "negative").

- 88 ○ The OPEB Liability increased approximately \$3 million to \$17.6 million and
89 projected to move another \$3 million in 2015.
- 90 ○ In the CIP, the available use of Debt Service was \$300,000.00. Mr. Cordrey
91 realized Capital Projects should be added because the City’s Financial Policy
92 requires Debt Service to be restricted to 10% of the General Fund. Last year
93 Capital Projects were separated for the ease in budgeting but should be added
94 back, so that’s another \$4.6 million. Using the revised calculation, the Debt
95 Issuance Capacity expands to approximately \$10.5 million for the four-year
96 period 2019 – 2023. Mr. Cordrey noted that the Debt Capacity does not fall off
97 from 2019 until 2024.
- 98 ○ The chart presented at the CIP Presentation was revised because of the actual
99 budgeted change from \$35 million to \$35.6 million, and to add the General
100 Capital Projects, for a total of \$41.2 million.

101

102 • **General Fund Revenues**

103

104 Mr. Cordrey reviewed the following General Fund Revenues with Council:

- 105
- 106 ○ Ordinary Business Corporation Taxes had the largest increase (\$331,00.00
107 increase)
 - 108 ○ Railroad and Utility Taxes - estimated \$138,000.00 increase
 - 109 ○ Local Income Taxes - estimated \$20,000.00 increase
 - 110 ○ Small decline in Admission and Amusement Taxes
 - 111 ○ Highway User Tax - \$108,000.00 increase
 - 112 ○ Comcast – have not been able to receive a new assessment
 - 113 ○ Administrative Fees – the amount that gets distributed to the other funds (Parking,
114 Water Sewer, Stormwater) is estimated to be up to \$260,000.00

115

116 Mr. Cordrey reported the Workers Compensation credit will be received in early May.
117 Last year’s amount was \$425,000.00 but the adjustment is unknown until we receive it.

118

119 Council questions and discussion included:

- 120
- 121 • What impact does unfunded liability have on our assessment by financing organizations
122 potentially as it relates to bonded debt? Mr. Cordrey opined all state, local and federal
123 governments are “hit” big this year.
 - 124 • What are Admission and Amusement Taxes? Licenses businesses must pay the City for.
 - 125 • EMS County Revenues had \$475,000.00 budgeted, but the actual last year was
126 \$465,000.00, and we only have \$38,841.00 in. Is this the line for the “set amounts” that
127 are passed through, and why have we only received \$38,841.00? (Mrs. Mitchell verified
128 these funds were not for Fire Service) Mr. Cordrey answered it is an annual amount that
129 the County has agreed to supply as part of their contribution to EMS services. He could
130 ask Mr. Ellis in Wicomico County Finance when the funds will be wired to the City.
 - 131 • On the ambulance revenue, did they increase the collection percentage? Mr. Cordrey had
132 no recent data, but Life Quest has done an excellent job handling billing and collections.

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City Council

City Clerk Kim Nichols presented the goals and requested budget for the City Council’s budget. Mr. Day suggested that Council cut \$250.00 from the Community Promotions account for the Coffee With Your Council since they receive donations of food and coffee for most every event. Council has not held a Goal Setting Session for more than two years and the goals were updated this year by Mr. Day and Mrs. Nichols.

City Clerk

Mrs. Nichols presented the goals and requested budget for the City Clerk’s Office. Mr. Spies asked whether the pay grade for the Assistant City Clerk position was accurate with the duties of the Assistant Clerk, and Mr. Stevenson suggested completing a *Position Description Questionnaire* so that Human Resources could perform an evaluation of the Clerk’s Office.

Elections

Mrs. Nichols presented the requested budget for the Elections budget. Mrs. Mitchell asked for clarification of the term “personal time” for County employees, and Mrs. Nichols would find out.

Mrs. Mitchell asked about having a tie in one or all of the Districts, and after discussion, Council agreed to pass a budget amendment for first reading in October in case there was a run off. Mrs. Nichols would ask Elections Director Anthony Gutierrez for the amount needed later in the year.

Mr. Spies asked to include \$95 for travel during the day of Elections to reimburse the City Clerk for monitoring the polling places.

City Attorney

Mrs. Nichols presented the budget request for the City Attorney budget. Council discussed the overstated City Attorney budget due to Mr. Wilber’s invoicing being paid from the City Attorney account. Council felt it would be best to create an account “Other Attorney” in the General Fund in case another attorney was used on another issue.

Mr. Day thanked Mr. Cordrey and Administration for the presentation and noted the analysis has clearly revealed the City’s financial standing each year since he began working with the budget. The next budget session will be held at 9:30 a.m. on April 21, 2015.

With no further discussion, President Day adjourned the Budget Work Session at 11:20 a.m.

City Clerk

Council President

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 APRIL 21, 2015
4

5 Public Officials Present
6

Council President Jacob R. Day Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields Councilman John “Jack” R. Heath
Councilman Timothy K. Spies

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8 Public Officials Not Present
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10 Mayor James Ireton, Jr.
11

12 In Attendance
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14 City Clerk Kim Nichols, City Administrator Tom Stevenson, Assistant City Administrator Julia
15 Glanz, and Internal Services Director Keith Cordrey

16
17 The City Council convened in a Budget Work Session at 9:30 a.m. in Conference Room 306 of
18 the Government Office Building.
19

20 **IT Department**
21

22 IT Director Bill Garrett joined Council to review the requests and to discuss departmental goals.
23 In the past three (3) years IT has expanded services and systems that the City offers including
24 overseeing all Police Department IT projects and systems, City mobile app, reducing overhead
25 for electricity and replacement parts for staff to oversee their systems, Downtown Wi-Fi System,
26 and provided video translation service for non-native English speakers visiting City offices. Mr.
27 Garrett reported seeking level funding for 2015.
28

29 Council questions included:
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- 31
- 32 • What major outlays are anticipated for this year? Major outlays will be handled with
33 staff. The big projects this year will be the internet site for City employees and the new
34 Fire Station 2. Since they are all labor related there is no capital outlay.
 - 35 • Will the IT requirements of the new Fire Station be included in their budget? Yes.
 - 36 • Are there anticipated add-ons that you may be able to get now? IT is planning for the
37 future and should have no problem with advancing technology over the years.
 - 38 • We talked some time ago about the things that was being unnecessarily “ditched” to
39 recycling. Are you seeing usable items recycled? Everything going through the IT
40 Department now truly needs to be decommissioned. Recently, IT replaced a PC that was
41 fourteen (14) years old.
 - There are three positions listed here. Is one located at the Police Department? Yes.

- 42 • What percentage of your team’s time is devoted to the Fire Department and Public
43 Works? We do not see a lot of the Fire Department’s issues because Rob Quillen (one of
44 the paramedics) is a liaison for the Fire Department, so about 10%. Public Works has
45 about 70% because they have a lot of systems, resources and personnel.
- 46 • Regarding the body cameras and the additional work required – will another position be
47 needed? No, they were able to work out a deal with Panasonic Corporation. The Police
48 Cars already have the in-car cameras that use the Panasonic System. Literally when the
49 officer pulls in the parking lot, the system automatically syncs and downloads, and the
50 officers have to do nothing. The network tech will be minimally involved.
- 51 • Where do you think Cloud storage is going? Cloud storage is fine if you are not worried
52 about anything critical or incredibly sensitive. The Cloud is fine for Police Department
53 video, and the problem is if it goes down you do not have your data readily at hand.

54

55 **Community Development**

56

57 Community Development Administrative Assistant Ginny Hussey joined Council to present the
58 budget requests and reported the department was requesting level funding, with one position
59 requiring an upgrade and the addition of a new position (Grant Administrator). This position will
60 monitor and oversee all City departmental grants.

61

62 Council questions and concerns included:

63

- 64 • Why is the new position in Community Development and not in the Mayor’s Office? Mr.
65 Day added that a large portion of the time that a high level of each department put in
66 Grants Administration is higher than it should be, and it should be more about providing
67 information. Mr. Stevenson was not sure why Mayor Ireton parked that particular
68 position in Community Development except that possibly that position may go beyond
69 grant administration and begin working with Community Development to look at other
70 opportunities for funding.
- 71 • What is the job Debbie Stam does? She deals with all of the HUD regulations,
72 Emergency Solution Grants, interacts with recipients of grants, writes grants, manages
73 CDBG grants, and is a direct linkage to the Maryland Department of Housing and
74 Community Development and the U.S. Department of Housing and Urban Development,
75 a large funnel of money which starts federally and works its way locally.
- 76 • Council asked for a Description for the new position.
- 77 • What is the status of apprising the Council of which grants are in the pipeline or have
78 been applied for? A quarterly report of grants being applied for will be created by the
79 new position in Community Development.
- 80 • There are many opportunities the City is missing, particularly with the Stormwater Utility
81 coming on. Perhaps the position cost could be shared with Stormwater Enterprise Fund?

82

83 Council unanimously agreed to fund the new position.

84

85 **Municipal Buildings – Poplar Hill Mansion**

86

87 Friends of Poplar Hill Mansion Chair/Treasurer Aleta Davis joined Council to discuss the Poplar
88 Hill Mansion budget. She reviewed the upcoming events planned for the Mansion and reported
89 last year they received \$12,918.00 in donations, including volunteering funds, acquisitions for
90 the Mansion, raffle items and in-kind donations for work performed.

91
92 Council discussed the stipend for the curator, which was set at \$20,000.00. The additional taxes
93 paid above the \$20,000.00 stipend are a result of the \$2,896.54 commission earned. Mrs.
94 Mitchell recommended part of the charges for events be included for the curator's commission
95 plus tax on the commission. The City had agreed to pay the stipend and the employer taxes, not
96 the additional taxes on the stipend. Mrs. Davis will ask her accountant to separate the curator's
97 base salary and the associated commission with providing additional services for events so that
98 the taxes related to commissions would be contributed directly to the events.

99
100 Mr. Cordrey will plan to meet with Mrs. Davis to agree to a set amount to pay the curator. Items
101 added to the revisit list include 19600-534301, Buldings. (1092.00 requested, \$1592.00 actual).

102
103 **Council Discussion**

104
105 Mr. Day asked for Planning & Zoning be added to the April 29, 2015 Budget Session.

106
107 Mr. Heath asked how successful was each City department in reaching its goals and objectives,
108 and at what point is that success rated. He indicated a key piece seemed to be missing, and
109 Council agreed that a different means of measuring departmental goals should be researched.

110
111 Mr. Stevenson noted the reason the City moved away from the previously used ICMA
112 Performance Standards was that they did not reveal much except to report ranking quotes with
113 other Cities in Maryland. Many departments felt they were on a quota because of the pressure to
114 keep up with the other cities. He reported the Department Heads historically have wanted to
115 know the goals Council was striving to achieve each year.

116
117 The next budget session will be held on April 23, 2015. With no further discussion, President
118 Day adjourned the Budget Work Session at 11:10 a.m.

119
120 _____
121 City Clerk

122
123 _____
124 Council President

1 SALISBURY CITY COUNCIL
2 BUDGET WORK SESSION
3 APRIL 23, 2015
4

5 Public Officials Present
6

Council President Jacob R. Day Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields Councilman John “Jack” R. Heath
Councilman Timothy K. Spies

7
8 Public Officials Not Present
9

10 Mayor James Ireton, Jr.
11

12 In Attendance
13

14 Community Development Administrative Support Specialist Ginny Hussey, City Administrator
15 Tom Stevenson, Assistant City Administrator Julia Glanz, Police Chief Barbara Duncan, Internal
16 Services Director Keith Cordrey

17
18 The City Council convened in a Budget Work Session at 12:30 a.m. in Conference Room 306 of
19 the Government Office Building.
20

21 **Police Department**
22

23 Chief Barbara Duncan and Dave Meienschein presented the requested budget for the Police
24 Department. They discussed successful program goals of the department including Safe Streets
25 implementation, the use of COMSTAT, joint operations with Safe Street partners in and around
26 the City, and other community programs including High Point and the Re-Entry project, to help
27 improve the quality of life of the residents of Salisbury.
28

29 Chief Duncan reported the monies requested are earmarked for three (3) separate budgeting
30 platforms (SPD, CITCOM or Radio Room, and Animal Control). She discussed the following
31 FY16 budgeted accounts:
32

- 33 • Clerical staff - funding 529,000.00 and includes the Safe Streets Coordinator and Safe
34 Streets Crime Analyst positions
- 35 • Non-clerical salary line including sworn officers (\$5,370,000.00). Includes one part-time
36 position assigned to assist in the Quartermaster slot.
- 37 • Uniform maintenance account - increased to accommodate additional personnel (funded
38 \$44,400.00 last year and \$48,010.00 this year).
- 39 • Step increases (14,600.00) - for the civilians in the department.
- 40 • Overtime (sworn members) – budgeted \$287,000.00.
- 41 • Workers Compensation rate increased to include civilians and sworn personnel. Last
42 year, the amount was \$326,000, and this year \$518,000 due to labor and cost.

- 43 • LEOPS increased from \$1,497,000.00 to \$1,641,000.00.
- 44 • Significant increase in accreditation line Last year budgeted for \$4,500.00 and this year
- 45 \$9,900.00. The Agency is required to attend one of two annual training conferences.
- 46 • Testing increased for costs associated with current employment promotional testing and
- 47 pre-employment background investigations. Increase in psychological testing vendor by
- 48 \$50 per test. Background investigations, required to conduct credit checks, was increased.
- 49 • Alarm system at the Fire Arms Range increased from \$650.00 to \$3,000.00. Updated all
- 50 equipment at the range and switched to a local monitoring company (Alarm Engineering)

51
 52 Operating difference in last year and this year may have to do with the expired purchase orders,
 53 which give the negative number for 2014 actual, so it is difficult to know what was spent. Actual
 54 for 2015 is \$15,000 with Mayor level reduction of \$14,000 bringing it to \$2,800. (This was
 55 placed on the revisit list)

56
 57 Council discussed Other Attorney, Alarm System, Buildings, Equipment, Vehicles, Operating,
 58 Animal Supplies, Vests, Community Projects (COM PRO), Poplar Hill Pre-Release, Workers
 59 Compensation (In 2014 actual was \$239,000. The \$519,000.00 in FY16 is before the adjustment.

60
 61 Council questions and comments included:

- 62
- 63 • What is \$6,800 in Other Attorney used for? Karen Kruger is a law enforcement specific
- 64 legal specialist handling disciplinary issues, lawsuits, etc. She is specific to law
- 65 enforcement officer rights and protocol when it comes to discipline, etc. Council asked if
- 66 \$6,800 was enough and Chief Duncan responded that it needed to be at least \$7,800.00.
- 67 • Council asked for the schedule of vehicle replacements.
- 68 • Community Promotions – add \$1,000.00 for projects to promote relationships with area
- 69 children
- 70 • Asked for five year history of the final budget adjustment for the Workers Compensation
- 71 for the whole City, not per department.
- 72 • Animal Control officers should purchase two pairs of shoes in uniform allowance.

73
 74 **Fire Department**

75
 76 Fire Chief Rick Hoppes stated there were very few increases and decreases in the requested Fire
 77 Department budget and was not requesting an increase in overtime or part-time. The following is
 78 a synopsis of Chief Hoppes’ review:

- 79
- 80 • Salary Non-Clerical - there were six (6) additional firefighters added but unsure it is
- 81 indicated in 501002. (Two (2) positions were unfrozen and four (4) positions were added
- 82 in FY15, but not added in FY16)
- 83 • Vehicles maintenance - Year to date is higher than the actual (added to revisit list)
- 84 • Uniform allowances – some going up in other departments, some are not. Should we
- 85 review uniform allowances and contracts Citywide to get a better deal by contacting with

86 one company? Curious about uniform allowance for Police Department versus Fire
87 Department.

- 88 • 513040 Medical – because the four (4) positions were added mid-year in 2015, they were
89 not budgeted in FY15, but in FY16. The \$2250.00 increase requested was for the
90 additional positions. Council thought \$9000.00 was insufficient , and Mr. Cordrey was
91 asked to check on differences in the accounting system (Added to revisit list)
- 92 • Travel & Training account to be revisited to ensure mandatory training comes first. Much
93 of the expense is travel because the training is usually held somewhere else.
- 94 • When the server was replaced last year, they had to do a budget transfer from Buildings.
95 Council requested a “Computer” line be used to track the history over time.

96
97 Fire Department Presentation on Fire Prevention Code

98 Chief Hoppes presented the initiative to create a Fire Prevention Code Enforcement Bureau
99 within the Fire Department. The current inspector, who does plan reviews, would be transitioned
100 into a full service Fire Prevention Code Enforcement Division which services citizens and
101 business owners’ needs, allowing the Fire Department to enhance the overall life safety of
102 citizens and emergency services providers.

103
104 Lieutenant Eric Cramer, Certified Fire Protection Specialist, Certified Plans Examiner, and
105 Inspector reported that in the Fire Prevention Code adopted by the City, the Fire Department has
106 been given the authority to interpret and enforce the code, do plan reviews and issue permits.

107
108 Lt. Cramer discussed fire pumps and water pressure tests for sprinklers. Wicomico County
109 inspects the inside of buildings and the City inspects the exterior. When he (Lt. Cramer) receives
110 a set of plans to review, he makes comments including knox-boxes, fire lanes and fire hydrants.
111 The Fire Department is not involved in inspections of projects as they are being built, and he
112 provided examples of disconnect between the County Fire Inspections and City inspections.

113
114 Fire Chief Hoppes reported the following:

- 115 • The project would likely be net revenue positive (slightly)
- 116 • The only Capital expenditure will be for one vehicle for the inspector
- 117 • If the City engages in this project, there will be no need for the County to continue.
- 118 • The City will perform reviews as a revenue generator
- 119 • This job performance is already generating revenue for Wicomico County for work being
120 performed in the City
- 121 • Suggested that revenue that comes to the City pay for and sponsor ongoing inspections
- 122 • Inspections save businesses and lives, and are designed to help remedy unnecessary
123 liability without cost to the business owner.
- 124 • The mission of the Salisbury Fire Department has always been to ensure the safety and
125 wellbeing of the Community. This service will enhance that mission and public safety
- 126 • Requested that this plan be considered by Council for inclusion in the FY16 Budget

127
128 Council questions, comments and discussion points included:

- 129 • Is a fee received currently when a plan is reviewed? No.

- 130 • The delegation of authority away from BPI to County Fire Inspection has a cost
131 associated to it by paying fees to the County, but are not based on a formalized
132 relationship.
- 133 • Why would BPI not be an appropriate place for this activity to exist other than subject
134 matter expertise? It is the appropriate place for one-stop service.
- 135 • Inspection and re-inspection would be done at a time when a change of occupancy occurs
136 or a change in tenancy. (Inspection would be periodic and no fee would be associated
137 with that).
- 138 • Planning & Zoning does sprinkler system permitting and fire alarm permitting.
- 139 • In the plan review process, is there somewhere the Fire Department review and
140 comments can be incorporated before Public Works' approval is given? Public Works
141 does not do much with building plans and BPI does not do much with site plans, but in
142 reviewing plans for Fire Prevention, the Fire Department often brings the two together.

143
144 **Public Works**

145
146 Public Works Director Mike Moulds joined Council to present the General Fund budget for
147 Public Works. The WWTP and Stormwater Utility are the two biggest challenges for FY16,
148 along with Marina Improvements, Main Street Masterplan kickoff, Riverwalk, Paleo Well and
149 Park Water Plant and assurances there are multiple sources of water for the City, etc.

150
151 Mr. Moulds reviewed the following with Council:

- 152
- 153 • 22000 Traffic Control (discussed paving, painting and signage)
 - 154 • 534307 Curb and Gutter – only has \$18,000 for next year. Mr. Moulds feels it is enough
155 funding since much of the back work is completed.
 - 156 • 546006 - Document retention policy and funds are budgeted for Laserfiche licensing for
157 Public Works Department and shredding of documents.
 - 158 • 31150 Street Branch has asked for additional funds for river cleanups and maintenance.
159 Fleet management group has maintenance account for repairs of vehicles. (Revisit vehicle
160 maintenance)
 - 161 • Poplar Hill inmates – temporary manpower
 - 162 • Privatization of Waste Collection
 - 163 • Vet Expenses
 - 164 • Parks – downtown position
 - 165 • Tree trimming
 - 166 • Step increases
- 167

168 The next budget session will be held on April 29, 2015 at 9:30 a.m. With no further discussion,
169 President Day adjourned the Budget Work Session at 4:35 p.m.

170
171 _____
172 City Clerk

173
174 _____
175 Council President

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CITY OF SALISBURY
WORK SESSION
AUGUST 17, 2015

Public Officials Present

Council President Jacob R. Day
Councilman John “Jack” R. Heath
Councilman Timothy K. Spies
Council Vice-President Laura Mitchell
Councilwoman Eugenie P. Shields

Public Officials Not Present

Mayor James Ireton, Jr.

In Attendance

Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, Assistant City Administrator Julia Glanz, Public Works Director Mike Moulds, Deputy Director Public Works Amanda Pollack, Salisbury-Wicomico Planning and Zoning Director Jack Lenox, Planning and Zoning Transportation and Long Range Planner Keith Hall, Salisbury Police Colonel David Meienschein, Neighborhood Services and Code Compliance (NSCC) Director Susan Phillips, Thelonious (Theo) Williams of the Mayor’s Office, City Attorney Mark Tilghman, interested citizens and members of the press.

On August 17, 2015, Salisbury City Council convened in Work Session at 1:31 p.m. in Council Chambers, Room 301 of the Government Office Building.

Naylor Mill Land Donation Discussion with Wicomico County

City Council President Day invited Wicomico County Executive Bob Culver, County Administration Director Wayne Strausburg, and Brock Parker of Parker and Associates to join Council at the table for continued discussion of the Naylor Mill Land Donation including the current status of: the project, the County’s relationship with the State, the County’s proposal with the City, and any County needs and/or concerns associated with expansion of the athletic complex.

Discussion topics included:

- Overview of Project Engineering
- Status of the City’s five stipulations to the County -September 2, 2014 City Work Session
- Status of the deed preparation for transfer of the property
- Land Donation as a County Council agenda item
- Positive economic impact of the project on both the City and the County
- Potential for continued return of the USSSA organization for tournaments
- Environmental assessments completed by which government agencies?
- Environmental concerns with PALEO Channel and Wellhead
- Preserving relationship with State for future State funds for City and/or County projects

- 48 • Municipalities protecting water sources for businesses served and already contributing to
49 local economy
50 • Pavilion to accompany planned small concession with restrooms
51 • Messrs. Tilghman and Parker to finalize the deed incorporating a restrictive covenant in the
52 document based on discussion today
53

54 After discussion, City Council President Day summarized and presented for Council consensus,
55 the City's recommended course of action in order to advance the deed transfer to legislative
56 session:
57

- 58 • County to retain a hydro geologist to determine whether there would be any measurable
59 damage to the PALEO Channel Wellhead and share results with City
60 • Messrs. Tilghman and Parker to finalize the deed incorporating a restrictive covenant in the
61 document based on today's discussion
62 • One phase design/One expansion - seek best configuration of fields conserving remainder
63 of forest acreage
64

65 Council reached consensus (4-1) to advance this item to Legislative Session; Vice President
66 Mitchell preferred viewing final plans prior to advancing this item to Legislative Session.
67

68 **Presentation – SHA Bus Rt. 50 Highway Improvements**

69

70 After background information provided by Public Works Director Moulds, State Highway
71 Administration (SHA) District Engineer Donnie L. Drewer, Assistant District Engineer-Project
72 Management Hicham Baassiri, and Assistant District Engineer-Traffic Dallas Baker, made a
73 PowerPoint presentation to Council which the City's Public Works Department supported on
74 proposed road improvements to Business Rt. 50 between Ward and East Main Streets that would
75 improve bicycle and pedestrian safety in that area. *In conjunction with this project, Public*
76 *Works is investigating improvements to pedestrian crossings at the 5-Way intersection at East*
77 *Main Street and Mt. Hermon Road.* A copy of the PowerPoint presentation is attached as part of
78 the Work Session Minutes.
79

80 After discussion, there was Council consensus to endorse SHA's proposed improvements for
81 Business Rt. 50, as the project fit with the City's Downtown Masterplan.
82

83 **Council Discussion – Urban Greenway Planning**

84

85 After background information provided by President Day on the City's Urban Greenway
86 Planning, also known as the *Salisbury Crescent* which would connect the City's East and West
87 sides from the Ward Museum to Pemberton Hall incorporating portions of the City's Bicycle,
88 Downtown and Riverwalk Masterplans, Messrs. Lenox and Hall from Planning and Zoning
89 joined Council to provide an update on the status of the project. A drawing of the Proposed
90 Urban Greenway is attached as part of the Work Session Minutes.
91

92 Discussion topics included:
93

- 94 • Continuity of signage in particular City corridors

- 95 • Scheduling segments in a sequence compatible with the City’s Capital Improvement Plan
96 and Budget
- 97 • Coordinate/tie-in with other ongoing City/County/SHA projects
- 98 • Identify gaps and encourage Community engagement (especially Westside)

99
100 After discussion, there was Council consensus for Planning and Zoning to coordinate with the
101 City Administrator and the Department of Public Works to craft a Request for Proposal (RFP) of
102 the combined projects to be brought back to Council for review in order to set project priorities
103 in conjunction with the City’s Budget and Capital Improvement Plans.

104
105 **Accepting a Donation from Eastern Shore International Mountain Bicycling Association**
106 **(ESIMBA)**

107
108 Public Works Director Moulds, with input as needed from Mike Perry of ESIMBA and Matt
109 Drew, Chairman of the City’s Bicycle and Pedestrian Advisory Committee, presented
110 ESIMBA’s request to purchase and install as a donation, bike trail directional, cautionary and
111 informational signage in the City Park for public use of existing mountain biking trails; Mr.
112 Moulds noted that the request is in accordance with the Memorandum of Understanding (MOU)
113 between the City and ESIMBA and that the Parks Supervisor, Parks Committee, and Department
114 of Public Works are in support of the project.

115
116 After discussion, there was Council consensus to advance this item to legislative session.

117
118 **WWTP easement for underground power lines**

119
120 Public Works Director Moulds summarized the need to upgrade and bury the electric service into
121 the Wastewater Treatment Plant (WWTP), explaining how the Department of Public Works had
122 worked with Delmarva Power to effect a solution to the numerous power failures caused by
123 branches in the osprey-built nests atop the utility poles; Delmarva Power prepared a Utility
124 Easement Agreement using the same language contained in recently executed utility easements
125 for upgrades to service at the Northside and Southside Pumping Stations.

126
127 Council reached consensus to advance this item to legislative session.

128
129 *President Day called for a brief recess at 3:47 p.m.; Council reconvened at 3:56 p.m.*

130
131 **Supporting Homes on Johnson’s Pond – Resolution**

132
133 A request for Council consideration of a Capacity Fee Waiver and a Payment In Lieu of Taxes
134 (PILOT) agreement in conjunction with an Osprey Property Company-Homes for America, Inc.
135 joint redevelopment of the campus of the Village of Hope that will create an additional 63
136 affordable housing units was presented by Thomas J. Maloney and James Fineran from Village
137 of Hope, Andrew Hanson from Osprey Property Company, and Diane Clyde from Homes for
138 America, Inc.

139
140 The project is eligible for a Capacity Fee Waiver for affordable housing because the additional
141 units will be rent controlled units for 40 years for those making below 60% of Area Median
142 Income (AMI).

144 Osprey Development is requesting a 40-year PILOT agreement allowing for a \$100 property tax
145 reduction per unit for each of the additional units which will not be exempt from taxation as are
146 the existing units at Village of Hope.

147

148 Discussion topics included:

149

- 150 • Council Vice President Mitchell disclosed membership on the Transitional Living
151 Committee which oversees day to day operations with women/children and meeting
152 program requirements at Village of Hope
- 153 • Background information and history of Village of Hope; staggered 2-yr. transition period
154 from entry into program; child care parameters
- 155 • Parameters for tax credits associated with the project
- 156 • Application documentation and award process for loan funds through tax credit program
157 from Maryland Department of Housing and Community Development (MD-DHCD)
- 158 • Osprey to provide Draft PILOT agreement to Council

159

160 After discussion, there was Council consensus to support the Capacity Fee Waiver and PILOT
161 agreement for the redevelopment of the Village of Hope Campus.

162

163 **City Curfew Discussion**

164

165 Colonel Meienschein reported that the Salisbury Police Department will be conducting several
166 community forums over the next 10 days, seeking public input on the proposed curfew
167 ordinance. The initial meetings are scheduled as follows, with more meetings anticipated to be
168 announced at a later time:

169

- 170 • Wednesday, August 19, 2015 at 6:00 p.m. at the St. Francis de Sales Parish Center
- 171 • Thursday, August 20, 2015 at 7:00 p.m. at St. Paul's AME Zion Church
- 172 • Wednesday, August 26, 2015 at 6:00 p.m. at the Poplar Hill Mansion*
- 173 **other venues discussed given limited space at Poplar Hill Mansion*

174

175 **STOP Gun Violence Reduction Grant**

176

177 Colonel Meienschein summarized the Police Department's request for Council approval to
178 accept grant funding in the amount of \$34,500.00 awarded again this year through the
179 Governor's Office of Crime Control and Prevention under the STOP Gun Violence Reduction
180 Initiative Grant as the result of the Police Department's annual grant application for these funds
181 which will be used as "salary support" for special patrols in areas most affected by gun crimes
182 and wanted offenders with gun related charges.

183

184 After discussion which included the Police Department investigating the possibility of a grant
185 specifically for gun buyback, Council reached consensus to advance this item to Legislative
186 Session on the Consent Agenda.

187

188 **Safe Streets Coalition Grant**

189

190 Colonel Meienschein summarized the Police Department's request for Council approval to
191 accept grant funding in the amount of \$208,000.00 awarded again this year through the

192 Governor’s Office of Crime Control and Prevention entitled “Safe Streets – MDSS” under the
193 Collaborative Supervision and Focused Enforcement Initiative as the result of the Police
194 Department’s annual grant application for these funds which will be used for salaries/fringe
195 benefits/travel expenses for a Safe Streets Coordinator/Crime Analyst, overtime for law
196 enforcement support for overt/covert operations, Wicomico County State’s Attorney Community
197 Prosecutor’s salary/fringe benefits, and funding for Crime Solvers.

198

199 Discussion topics included:

200

- 201 • Trends in grant amounts awarded in conjunction with administration of program and
202 distribution of funds
- 203 • Grant in conjunction with specific line items in FY16 Budget (Mr. Stevenson to follow-up)
- 204 • Prosecutor position integral to closing cases?
- 205 • Status of cash/vehicle asset forfeiture funds generated (Colonel Meienschein to follow-up)

206

207 After discussion, Council reached consensus to advance this item to Legislative Session.

208

209 **Accepting a Donation of 324 Poplar Hill Ave., 527 Wailes St., and 524 E. Isabella Ave.**

210

211 Due to the similar nature of the three properties, NSCC Director Phillips requested Council
212 consider accepting the donation of all three properties given the City’s interest in removing
213 blighting influences in neighborhoods by obtaining foreclosed and/or abandoned properties for
214 rehabilitation for resale or demolition to make way for new construction.

215

216 Ms. Phillips provided background information on, status of, and potential dispositions for each of
217 the blighted properties should the City acquire one or more of the properties, followed by a
218 question and answer period by Council.

219

220 City Attorney Tilghman suggested a title search on each property to ensure there are no
221 mortgages/liens on the properties in addition to ones already known to the City.

222

223 After discussion, Council reached consensus to advance the donation of 324 Poplar Hill Avenue
224 to Legislative Session, followed by consensus to advance the donation of 527 Wailes Street to
225 Legislative Session, followed by consensus to advance the donation of 524 E. Isabella Avenue to
226 Legislative Session.

227

228 **Accepting a Donation of 317 – 325 Lake St.**

229

230 NSCC Director Phillips requested Council consider accepting the donation of 317-321 and 323-
231 325 Lake Street properties.

232

233 Ms. Phillips provided background information on and current status of the property, a summary
234 of the outcome of a 2009 attempt to donate the property, and potential dispositions for the
235 property, followed by a question and answer period by Council.

236

237 Discussion topics included:

238

- 239 • 1990 oil spill on property in conjunction with remediation efforts and subsequent 2009 “no
240 detectable oil” letters from EPA and MDE
241 • \$50,000 Deed of Trust on property and cost of annual property upkeep
242 • Revenue from dock lease with Perdue Farms to use portion of bulkhead for docking
243 • 2009 failed attempt and 2015 *possible last chance* to acquire property
244 • Cost and liability for cleanup – City versus current owner
245

246 City Attorney Tilghman suggested a title search on the property, and updated letters regarding
247 mortgage payoff amount, status of contamination, cost of demolition and potential issues should
248 demolition reveal additional water and/or ground contamination.
249

250 After discussion, Council reached consensus for Ms. Phillips to schedule additional
251 environmental testing for soil contamination, with the results presented to Council in Work
252 Session for final consideration of advancing the property donation to Legislative Session.
253

254 **Entering into a Partnership with Wicomico Youth Partnership for SWYCC**

255

256 Mr. Williams of the Mayor’s Office provided background information and presented for
257 Council consideration a request for the City to enter into a Partnership Agreement with
258 Wicomico Partnership for Families and Children (WPFC) to support the Salisbury/Wicomico
259 Youth Civics Council (SWYCC).
260

261 After discussion, Council reached consensus to support the partnership as requested.
262

263 **Council Discussion – Rinnier Annexation / PIRHL Housing Development**

264

265 As a follow-up to his previous discussion with Council, Mr. C. J. Tyree of PIRHL Development
266 presented for Council consideration a request for a PILOT agreement for 57 rent restricted units
267 of a proposed 64-unit mixed income family housing development proposed at West Road and
268 Queen Avenue.
269

270 PIRHL is making application to the Maryland Department of Housing and Community
271 Development for project financing through a tax credit program. The application deadline is
272 September 8, 2015 and a competitive process; PIRHL is requesting a City letter of support of the
273 project indicating the City’s willingness to consider a Capacity Fee Waiver and PILOT
274 agreement for the proposed development, subject to final Council approval of the project. The
275 City’s letter of support will contribute to the overall scoring of the application.
276

277 Discussion topics included:
278

- 279 • Background information on and recap of the proposed project
280 • Annexation agreement associated with property
281 • PILOT program parameters
282 • Capacity Fee Waiver for the project
283

284 After discussion, there was Council consensus for the Mayor to send a preliminary letter of
285 support for the project, much the same as presented by Mr. Tyree and subject to review by the
286 City Attorney to ensure that the City is not bound to anything in conjunction with the project as

287 the result of language contained in the letter and that the project is still subject to final Council
288 approval.

289

290 There being no further business, the Work Session adjourned at 5:58 p.m.

291

292

293

294 _____
Assistant City Clerk

295

296

297

298 _____
Council President

DISTRICT 1

US 50 BU - From Ward ST. to E. Main ST.



June 15, 2015

US 50 BU - Ward Street to Main Street

Geometric Improvements



PROJECT DESCRIPTION	Intersection safety improvements at Ward St. and closing Davis St. crossover and install median fencing to prevent mid block crossings by students / pedestrians. Also construct east bound and west bound bike lanes utilizing outside through lanes.
PURPOSE AND NEED	A pedestrian and bicyclist safety and connectivity study prepared by the Salisbury-Wicomico Metropolitan Planning Organization, has identified this location as an area requiring safety upgrades for pedestrians and bicyclists. It was also identified in Wicomico County's priority letter and presented during the recent CTP tour.



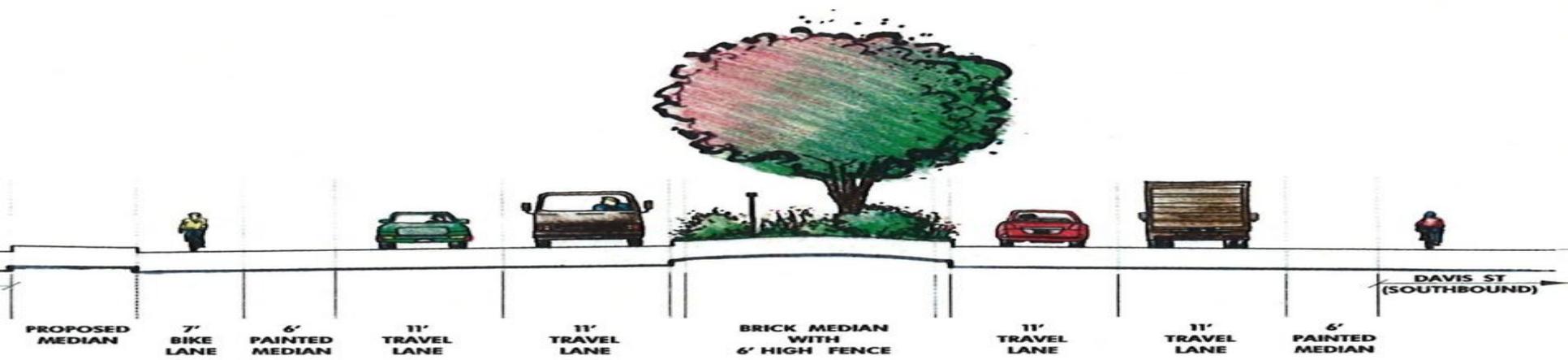
Figure 5: US 50 Business and Davis Street Pedestrians



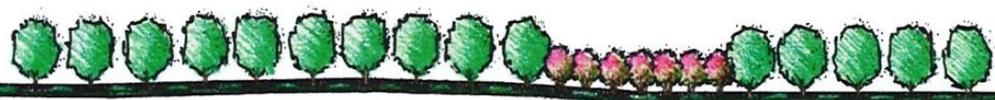
PROFILE ALONG US-50 AT DAVIS STREET (LOOKING NORTH)
 SCALE: 1" = 30'



PROFILE ALONG US-50 AT DAVIS STREET (LOOKING NORTH)
 SCALE: 1" = 10'



SECTION C-C
 SCALE: 1" = 5'



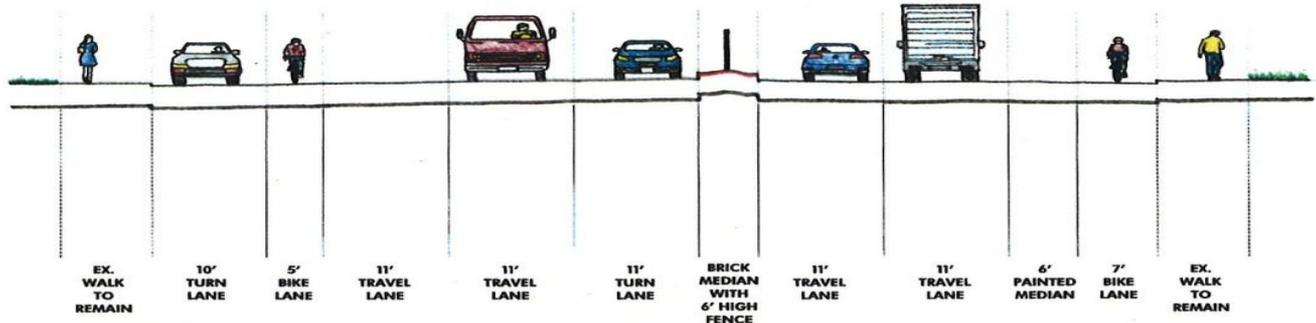
CURBFACE

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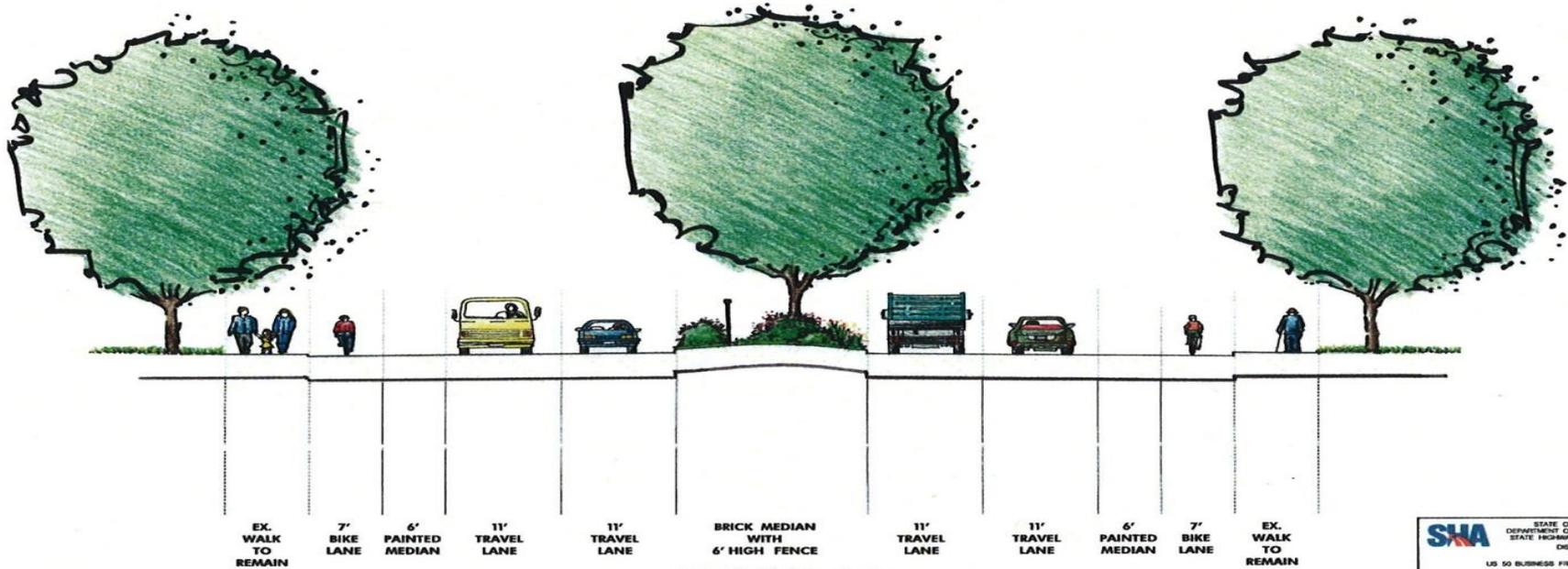
NAYLOR STREET

PROFILE ALONG US-50 (LOOKING NORTH)

SCALE: 1" = 30'



SECTION A-A
SCALE: 1" = 5'



SECTION B-B
SCALE: 1" = 5'

SHA		STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION DISTRICT 1	
US 50 BUSINESS FROM WARD TO MARY ST PROPOSED IMPROVEMENTS			
CONCEPTUAL LANDSCAPING DESIGN			
SCALE: 1" = 5' - APPROVED DATE: _____		CONTRACT NO. _____	
DESIGNED BY: SLK	CHECKED BY: SLK	COUNTY: SOMERSET / WICOMICO	LOCALITY: _____
DATE: _____	DATE: _____	HORIZONTAL SCALE: _____	VERTICAL SCALE: _____
DRAWING NO. _____		SHEET NO. 02 OF 03	







E. WILLIAM STREET

EDISON STREET

US 50 (W.B.R.)

E. SALISBURY PKWY.

US 50 (E.B.R.)

E. SALISBURY PKWY.

214+00

218+00

217+00

216+00

215+00

214+00

215+00

215+00



BUSINESS
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MATCH LINE STA 0+00

DAVIS STREET

NAYLOR STREET

US 50 (W.B.R.)

US 50 (E.B.R.)

E. SALISBURY PKWY.

E. SALISBURY PKWY.

DAVIS STREET

NAYLOR STREET





MATCH LINE STA 238+50, SEE DWG PS-04





Figure 19: Graphical Rendering of Mt. Hermon Road "Road Diet" Targeted Improvement



SALISBURY

Poplar Hill
Mansion

Chipman
Center

Boulevard
Theater

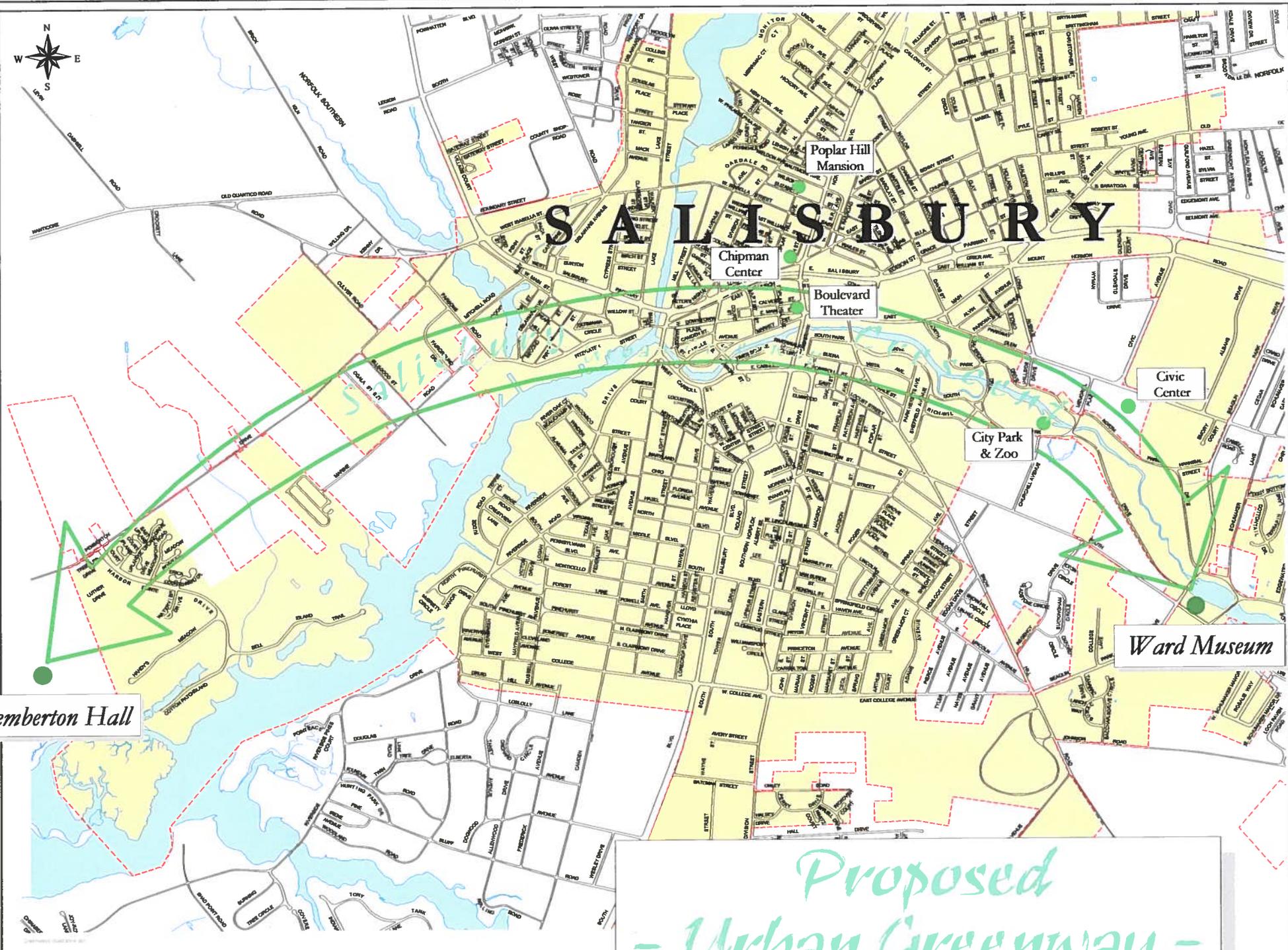
Civic
Center

City Park
& Zoo

Ward Museum

Pemberton Hall

*Proposed
- Urban Greenway -*



1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

AUGUST 24, 2015

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President Jacob R. Day* *Council Vice President Laura Mitchell*
8 *Councilwoman Eugenie P. Shields* *Councilman John “Jack” R. Heath*
9 *Councilman Timothy K. Spies*

10
11 **PUBLIC OFFICIALS NOT PRESENT**

12
13 *Mayor James Ireton, Jr.*

14
15 **IN ATTENDANCE**

16
17 *City Clerk Kimberly Nichols, Assistant City Administrator Julia Glanz, City Attorney Mark*
18 *Tilghman, interested citizens, and members of the press*

19 *******

20 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

21
22 *The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President*
23 *Jacob Day called the meeting to order and invited Pastor Julie Lewis from Rockawalkin United*
24 *Methodist Church to the podium to deliver the City Invocation. Thereafter, the Pledge of*
25 *Allegiance to the flag of the United States of America was recited.*

26
27 **COMMUNITY ORGANIZATION PRESENTATIONS**

- 28
29
 - **Eastern Shore International Mountain Biking Association (ESIMBA)**

30
31 *Tres Denk and Michael Perry joined Council at the podium and thanked Council for*
32 *considering the project on the agenda this evening (accepting the donation of mountain*
33 *bike trail way finding signage for the City Park). By accepting the MOU and allowing*
34 *ESIMBA to re-design and maintain the small trails, the Community will receive the*
35 *opportunity of increased good health, wellness, education and the opportunity to exercise*
36 *outside away from traffic, streetlights, and sidewalks. The new set of trails will connect*
37 *the Ward Museum to the City Park. Plans discussed for the future included the connector*
38 *from Salisbury to Pemberton, West Ocean City to Assateague and the possible Naylor*
39 *Mill Road Expansion. Messrs. Denk and Perry also discussed bike safety for adults and*
40 *children, Bike Rodeos, Safety Checks, and street biker safety.*

- 41
42
 - **Red, White & Boom Fireworks & Certificate of Appreciation**

43
44 *Mike Dunn joined Council at the podium to report on the Red, White & Boom Fireworks*
45 *display. He thanked the City of Salisbury for being the largest single sponsor of the event,*
46 *and reported two major sponsors joined the event this year, John Robinson of Robinson’s*

47 *Family of Businesses and Sandy Fitzgerald Angelo of Pohanka of Salisbury. Red, White*
48 *& Boom raised \$40,000.00 this year and have a permanent endowment started last year*
49 *at the Community Foundation. They have a GoFundMe account, which raised over*
50 *\$2,000.00.*

51
52 *Council President Day presented the Certificate of Appreciation to Mr. Dunn and the*
53 *Red, White & Boom Committee for another successful year of fireworks display for the*
54 *community's enjoyment.*

55
56 • *Awards to City of Salisbury Wellness Committee Members*

57
58 *Mr. Day thanked Assistant Director of Internal Services – Procurement & Parking*
59 *Jennifer Miller for leading the City of Salisbury Wellness Committee. Becoming a healthy*
60 *eating, active living City has become a priority to the City of Salisbury as a HEAL City.*
61 *The Committee was established to improve the wellness of the City employees through*
62 *education of physical, intellectual, social, and occupational behaviors that impact a*
63 *healthy lifestyle. Encouraging City employees to embrace a healthier lifestyle also helps*
64 *reduce healthcare expenses to the City.*

65
66 *The following City of Salisbury employees received Certificates of Appreciation for*
67 *servicing on the Wellness Committee: Jennifer Miller, Ginny Hussey, Donna Haag, Pat*
68 *Stewart, Julie English, Laura Kordzikowski, Sarah Webb, Diane Nelson, Chris Devoe.*
69 *Chanita Lewis-Watson also received a certificate but was not in attendance.*

70
71 **ADOPTION OF LEGISLATIVE AGENDA**

72
73 *Mr. Spies moved and Mrs. Shields seconded to approve the legislative agenda.*

74
75 *Mrs. Mitchell moved to add Resolution No. 2537. 2537 – authorizing the capacity fee of the*
76 *City's comprehensive connection charge to be waiver for the development to be known as the*
77 *Homes on Johnson Pond, an affordable housing development, and Resolution No. 2538 –*
78 *supporting the redevelopment of Village of Hope with new affordable housing to be known as*
79 *Homes on Johnsons Pond, and providing a payment in lieu of taxes (PILOT) to the development,*
80 *to be placed on the agenda following the Consent Agenda.*

81
82 *The legislative agenda, as amended, was unanimously approved.*

83
84 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

85
86 *The Consent Agenda was unanimously approved on a motion and seconded by Mr. Heath and*
87 *Mrs. Shields, respectively:*

- 88
- *July 13, 2015 closed session minutes*
 - *July 20, 2015 closed session minutes*
 - *July 20, 2015 work session minutes*
 - *July 27, 2015 regular meeting minutes*

- *July 27, 2015 closed session minutes*
- *Resolution No. 2533 – accepting a donation of a portable stage and steps from Joey Gilkerson, resident and business owner from Salisbury, Maryland, for public event usage*
- *Resolution No. 2534 – accepting the donation of Mountain Bike Trail Way Finding signage for City Park*
- *Resolution No. 2535 – accepting funds awarded through a grant from Program Open Space for basketball court renovations at Waterside Park, Salisbury, Maryland*
- *Resolution No. 2536 - authorizing the Capacity Fee of the City’s Comprehensive Connection Charge be waived for a development known as Pohanka Vehicle Storage at West Gordy Road and Windsor Drive*

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RESOLUTIONS – presented by Assistant City Administrator Julia Glanz

- *Resolution No. 2537 - to authorize the capacity fee of the City’s comprehensive connection charge to be waived for a development to be known as the Homes on Johnson Pond, an affordable housing development*

Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to approve Resolution No. 2537.

- *Resolution No. 2538 – supporting the redevelopment of Village of Hope with new affordable housing to be known as Homes on Johnsons Pond, and providing a payment in lieu of taxes (PILOT) to the development*

Mrs. Shields moved and Mrs. Mitchell seconded to approve Resolution No. 2538.

Mrs. Mitchell moved, Mrs. Shields seconded and the vote was unanimous to amend Resolution No. 2538 by striking “14” and inserting “15” on Line 10.

Resolution No. 2538, as amended, was unanimously approved.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2346 – 2nd reading- approving an amendment of the FY 2015 General Fund Budget to appropriate additional funding for Local Government Insurance Trust*

Mr. Spies moved, Mr. Heath seconded, and the vote was unanimous to approve Ordinance No. 2346 for second reading.

- *Ordinance No. 2352 – 2nd reading - to amend Chapter 6.04 Dogs, Fowl and other animals of the Salisbury City Code to add definitions related to Urban Chickens and enacting Chapter 6.05 to authorize the keeping of chickens subject to certain regulations*

122 *Mr. Spies moved and Mr. Heath seconded to approve Ordinance No. 2352 for second*
123 *reading. On a 3-2 vote, Ordinance No. 2352 for second reading was approved. (Messrs.*
124 *Day, Heath and Spies cast aye votes; Mmes. Mitchell and Shields cast nay votes)*

125
126 **PUBLIC COMMENTS**

127 *The following comments were received from six (6) members of the public:*

- 128
- 129 • *Homeless shelters should provide skills, medical help, and help the homeless set goals to*
130 *become independent*
 - 131 • *Children play in the streets on Church Street because there are no programs or*
132 *basketball courts available to them*
 - 133 • *The Salisbury community should create a coalition to sponsor the homeless people*
 - 134 • *Salisbury doesn't have a lot of trails, so do not remove the ones on Naylor Mill Road*
 - 135 • *Salisbury needs its quality water preserved*
 - 136 • *Trails increase the value of nearby properties*
 - 137 • *Trails make the community a more attractive place to live*
 - 138 • *Trails provide a safe place to allow children to play outdoors*
 - 139 • *Companies often relocate more employees to areas with trails and paths*
 - 140 • *Trails promote health and transportation options in the community*
 - 141 • *Has received 187 signatures in support of keeping the forest so water can filter through*
142 *to the aquifer*
 - 143 • *Invited Council to walk the trails (10:30 a.m. on August 25, 2015) with her and to*
144 *become educated on the ground water*
 - 145 • *Consider the Urban Tree Canopy*
 - 146 • *Advertise the Public Hearing well in advance*
 - 147 • *The Eastern Shore has lots of open land but not as many trees*
 - 148 • *Softball and soccer tournaments come and go*

149
150 **ADJOURNMENT**

151 *Mr. Day reported that the County Executive and City Administration need to hear from the*
152 *public concerning this proposed donation and stated that the protection of the trails and Paleo*
153 *Channel are most important. Mrs. Mitchell noted that the United States Specialty Sports*
154 *Association (USSSA) would not sign a contract for more than a year at a time.*

155 *Council President Day adjourned the Legislative Session at 7:39 p.m.*

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CITY OF SALISBURY, MARYLAND
CLOSED SESSION
AUGUST 10, 2015

162
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166 *TIME & PLACE:* 4:32 p.m., Government Office Building – Room 301
167 *PURPOSE:* To consult with staff, consultants, or other individuals about
168 pending or potential litigation and before a contract is awarded
169 or bids are opened, to discuss a matter directly related to a
170 negotiating strategy or the contents of a bid or proposal, if public
171 discussion or disclosure would adversely impact the ability of the
172 public body to participate in the competitive bidding or proposal
173 process

174 *VOTE TO CLOSE:* Unanimous

175 *CITATION:* Annotated Code of Maryland §10-508(a)(8)(14)

176 *PRESENT:* Council President Jacob R. Day, Mayor James Ireton, Jr. (arrived
177 4:54 p.m.), Councilman John “Jack” R. Heath, Councilman
178 Timothy K. Spies, City Clerk Kim Nichols, City Administrator Tom
179 Stevenson, Assistant City Administrator Julia Glanz, Planning &
180 Zoning Director Jack Lenox, Public Works Director Mike Moulds,
181 and City Attorney Mark Tilghman

182 *NOT PRESENT:* Vice President Laura Mitchell, Councilwoman Eugenie P. Shields

183 *****
184 The City Council convened in Open Session in Room #301 in the Government Office
185 Building at 4:30 p.m. Mr. Spies moved, Mr. Heath seconded and the vote was unanimous
186 (3-0) to convene in Closed Session to discuss the business terms for the sale of Parking
187 Lots #1 & 11 and the litigation implications of pending legislation in accordance with the
188 Annotated Code of Maryland §10-508(a)(8)(14).

189
190 At 5:38 p.m., on a motion and second by Mr. Heath and Mr. Spies, respectively, and by
191 unanimous vote in favor, the Closed Session was adjourned and Council reconvened in
192 Legislative Session at 6:01 p.m.

193
194 President Day reported to the Public that while in Closed Session Council had discussed
195 litigation implications of pending litigation with City Attorney Mark Tilghman and
196 reached consensus on the business terms for the sale of Parking Lots 1 & 11.

197
198 Thereafter, President Day presided over the agenda of the regularly scheduled
199 Legislative Session.

200
201 _____
202 City Clerk

203
204 _____
205 Council President
206

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Asst. City Administrator JG
Subject: Appointment to the Historic District Commission
Date: September 8, 2015

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

<u>Candidate</u>	<u>Term Ending</u>
Andy Kitzrow	9/28/2018

Attached is a letter and resume from Mr. Kitzrow and the Resolution necessary for his appointment. Please forward this information to the City Council for the next City Council meeting. Please let me know if you have any questions.

Attachments:
Resolution
Kitzrow Letter of Interest
Kitzrow Resume

cc: Susan Phillips

July 1, 2015

To whom it may concern:

My name is Andy Kitzrow and I am interesting in serving on the Historic District Committee. I have been a resident of Wicomico County for 30 years. I went to the University of North Carolina Chapel Hill for college, but decided to return home upon graduating. Salisbury/Wicomico is my home and the place I want to call home, raise a family and invest my time. For the past decade I have worked for the Wicomico County Department of Recreation, Parks and Tourism in the recreation field helping improve the quality of life for our citizens.

Moreover, I have recently started a small business located in downtown Salisbury, and this September my wife and I are moving to 325 N. Division Street, in Newtown Historic District, better known to historians as Mrs. Herold's School House.

Being a member of the Historic District Committee I would be able to further serve people in our community, help revitalize downtown, and preserve Salisbury's history.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andy Kitzrow', with a large, sweeping flourish extending to the right.

Andy Kitzrow

ANDREW PERRY KITZROW
1223 Taney Avenue, Salisbury, MD 21801
(919) 619-6996, akitizrow@wicomicocounty.org

EDUCATION:	University of North Carolina at Chapel Hill Bachelor of Science-Psychology, Minor-Biology	May 2005
PROFESSIONAL EXPERIENCE	RECREATION & PARKS, Wicomico County, MD Recreation Superintendent <ul style="list-style-type: none">• Prepare and manage self-sustaining enterprise accounts and operating funds for a \$1.1 million budget comprised of more than 75 programs, serving 300 teams and over 8000 participants• Oversee the management and budget of three multi-dimensional facilities including the Henry S. Parker Athletic complex, Westside Community Center, and Pemberton Historical Park• Recruit, train, supervise and evaluate 4 full time programs directors and 80 seasonal staff• Administer two signature special events, Good Beer Festival and Dock Daze Festival, each with over 4,000 attendees• Monitor industry trends, analyze current offerings, and compile monthly statistics and key indicators for Commission review	2011-Present
	Recreation Program Director <ul style="list-style-type: none">• Increased summer camp enrollment by 80% in two years• Increased after school enrollment by 80% in five years• Increased revenue generating budgets by 20% in four years• Created “Social Recreation for Adults” with over 500 participants• Managed multiple special events with 100-200 participants per event	2006-2011
NETWORKING EXPERIENCE	RECREATION & PARKS, Wicomico County, MD Recreation Superintendent & Program Director <ul style="list-style-type: none">• Cultivate professional networks with community agencies and local businesses to expand reach and customize products and programs• Collaborate with division managers to promote, market and secure donations, sponsorship, and program registrations• Develop and execute annual strategic plan to perpetuate department mission and improve quality of life for residents• Coordinate community-based Recreation Councils and stakeholders groups to perpetuate programs in local towns and neighborhoods	2006-Present
OTHER EXPERIENCE	DELAWARE ASSOCIATION OF VOLUNTEER ADMINISTRATORS Co-Presenter – Felton, DE Topic: “Keep them from running out the door: Volunteer Retention.”	2011
PUBLICATIONS	<i>Book</i> – A Glorious Revolution for Youth and Communities: Service Learning and Model Communities	2010
REFERENCE	Available upon request.	

RESOLUTION NO. 2547

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

<u>Name</u>	<u>Term Ending</u>
Andy Kitzrow	9/28/2018

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the _____ day of September 2015.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of September 2015.

James Ireton, Jr.
MAYOR

Office of Community Development

MEMO

To: Tom Stevenson
From: Ginny Hussey, CAP-OM
Subject: Appointments to the Friends of Poplar Hill Mansion Board of Directors
Date: September 14, 2015

Mayor Ireton would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Jeanne Mears	12/31/2018

Attached you will find a letter from Ms. Jeanne Mears and the Resolution necessary for her appointment. Please forward this information to the City Council to be placed on the Legislative Council meeting on September 28, 2015. Please let me know if you have any questions.



Ginny Hussey, CAP-OM

Administrative Support Specialist
Community Development

Attachments

CC: Aleta Davis

Aleta Davis, Chair
Friends of Poplar Hill Mansion
117 Elizabeth Street
Salisbury, MD. 21801

August 31, 2015

Dear Mayor Ireton and City Council members,

The Friends of Poplar Hill Mansion has voted to accept Jeanne Mears as a member of our Board of Directors. She has been very active in volunteering with our events and is a pleasant reliable person. She has been able to help with every event we have asked her to, and has a desire to learn more about the history of the house and perhaps become a docent. Everyone gets along with her and enjoys working with her as well.

We would be very pleased if you would vote to induct her into the Friends of Poplar Hill Mansion Board of Directors.

Sincerely,

Aleta Davis, Chair

Jeanne Mears
26611 Nanticoke Road
Salisbury, MD 21801

August 31, 2015

Dear Aleta Davis,

The purpose of this letter is to express an interest in becoming a member of the Board for Poplar Hill Mansion. My experiences volunteering at the mansion are both enjoyable and interesting. I feel that becoming more active as a board member will support my interest in historical architecture. Further, I have an interest in the preservation of the mansion and the associated activities.

I have lived in Wicomico County my entire life. I was employed by Peninsula Urology for 43 years. During my nursing career I was actively involved in the Maryland Nurses Association and the American Urological Association.

My current memberships and leadership experiences include:

- Poplar Hill Mansion Volunteer
- PRMC Plus Volunteer
- PRMC Patient Advisory Council
- WCBOE Mentoring Program
- Chaplin for American Legion Post 237
- AARP Chapter 1276
- Ocean City Surf Club
- Choir and Health Ministry Emmanuel Wesleyan Church

In closing, I have always enjoyed being an active member of various organizations. I have the time and desire to be a support a position on the board at Poplar Hill Mansion. Please contact me if I can provide any further information you need.

Sincerely,

Jeanne Mears

Jeanne Mears

RESOLUTION NO. 2548

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BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Jeanne Mears	12/31/2018

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the 28th day of September 2015.

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of September 2015.

James Ireton, Jr.
MAYOR

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works *MJM*
PBM Paul Mauser, Project Engineer
Date: September 11, 2015
Re: Bicycle & Pedestrian Advisory Committee (BPAC)
Response to City Resolution No. 2513
Staggering of Terms

City Resolution No. 2513 was approved by Mayor James Ireton, Jr. on June 25, 2015 to provide staggering of terms for two (2) of the current members of the Bicycle & Pedestrian (BPAC) Committee. The BPAC is compliant with the staggering of terms as documented in the 2015.07.14 BPAC Meeting Minutes. The BPAC has selected Matt Drew and John Foley III to have their terms extended by one (1) year as instructed in City Resolution No. 2513. As such, below is the revised chart exhibiting the new term expiration dates:

Member Name:	Appointed by Resolution No. (Approval Date):	Current Term Expiration:	New Term Expiration:
Matt Drew (Committee Chairperson)	2421 (August 12, 2014)	7/31/2017	7/31/2018
John Foley III	2422 (August 12, 2014)	7/31/2017	7/31/2018
Rose Roma MacGregor	2423 (August 12, 2014)	7/31/2017	
Dr. Joseph Howard	2436 (August 28, 2014)	8/31/2017	
Julie R. Skweres (Committee Vice-Chairperson)	2437 (August 28, 2014)	8/31/2017	
Marion F. Keenan	2473 (February 11, 2015)	12/31/2017	

Please approve the attached resolution to finalize the staggering of terms for the BPAC Members.

1 RESOLUTION NO. 2549

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND IN RESPONSE TO
4 RESOLUTION NO. 2513, AS APPROVED BY MAYOR JAMES IRETON, JR. ON JUNE 25,
5 2015.

6
7 WHEREAS, City Resolution No. 2401 was approved by Mayor James Ireton, Jr. on May
8 30, 2014 to establish the Bicycle & Pedestrian Advisory Committee (BPAC);

9
10 WHEREAS, City Resolution No. 2513 was approved by Mayor James Ireton, Jr. on June
11 25, 2015 to provide staggering of terms for the BPAC Members;

12
13 WHEREAS, BPAC compliance with City Resolution No. 2513 is documented in the
14 2015.07.14 Meeting Minutes of the BPAC;

15
16 WHEREAS, the BPAC has selected Matt Drew and John Foley III to be the designated
17 two (2) current members to have their terms extended one (1) year to end in an even year as
18 instructed in City Resolution No. 2513;

19
20 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
21 Maryland does extend the terms of Matt Drew and John Foley III of the Bicycle & Pedestrian
22 Advisory Committee one (1) year. Matt Drew’s term as defined in City Resolution No. 2421
23 will be extended to 7/31/2018 and John Foley III term as defined in City Resolution No. 2422
24 will be extended to 7/31/2018.

25
26 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
27 of the Council of the City of Salisbury held on this ____ day of _____, 20__ and is to
28 become effective immediately upon adoption.

29
30 ATTEST:

31
32
33 _____
34 Kimberly R. Nichols
35 CITY CLERK

36 _____
37 Jacob R. Day
38 PRESIDENT, City Council

39
40 APPROVED by me this ____ day of _____, 20__

41 _____
42 James Ireton, Jr.
MAYOR, City of Salisbury

Memo

To: Julia Glanz
From: Susan Phillips
Date: 9/23/2015
Re: Property Donation – 324 Poplar Hill Avenue

Attached please find a resolution to accept a property donation of 324 Poplar Hill Avenue.

Included in this packet you will find any fees owing on this property.

Unless you have any questions please forward this memorandum to the Mayor and City Council.

1
2
3 RESOLUTION NO. 2550
4

5 A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING THE DONATION OF THE
6 REAL PROPERTY LOCATED AT 324 POPLAR HILL AVENUE, SALISBURY,
7 MARYLAND 21801, FROM THE OWNER CHRISTINE WOLFE.
8

9 WHEREAS, the donor, the owner Christine Wolfe, desires to donate the real property
10 located at 324 Poplar Hill Avenue, Salisbury, Maryland 21801, by deed dated January 26, 2010,
11 and recorded in the Wicomico County, Maryland Land Records in Liber 3154, folio 250; and
12

13 WHEREAS, there are outstanding charges due to the City of Salisbury for this property
14 for municipal infractions, removal of debris, grass cutting, weed removal and administrative
15 fees; and
16

17 WHEREAS, the City of Salisbury is interested in obtaining foreclosed and/or abandoned
18 properties which create a blighting influence on our neighborhoods, so that said properties may
19 be either rehabilitated for resale, or demolished to make way for new construction; and
20

21 WHEREAS, there are no other outstanding charges, liens or judgments on this property
22 with the exception of current year real property taxes.
23

24 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
25 Maryland does hereby accept the donation of the real property located at 324 Poplar Hill
26 Avenue, Salisbury, Maryland 21801 from the owner Christine Wolfe and waive the outstanding
27 fees due to the City of Salisbury upon receipt of the property.
28

29 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
30 of the Council of the City of Salisbury held on this ____ day of _____, 2015 and is to
31 become effective immediately upon adoption.
32

33 ATTEST:
34
35

36 _____
37 Kimberly R. Nichols
38 CITY CLERK
39

Jacob R. Day
PRESIDENT, City Council

40 APPROVED by me this _____ day of _____, 2015
41

42 _____
43 James Ireton, Jr.
44 MAYOR, City of Salisbury

Log In

Real Estate

View Bill

As of 8/11/2015
 Bill Year 2016
 Bill 16007303
 Owner WOLFE CHRISTINE
 Parcel ID 05014239

324 Poplar Hill

View payments/adjustments

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2015	\$636.81	\$0.00	\$636.81	\$0.00	\$636.81
2	12/31/2015	\$615.80	\$0.00	\$615.80	\$0.00	\$0.00
Discount ‡				(6.88)		(6.88)
TOTAL		\$1,251.61	\$0.00	\$1,251.61	\$0.00	\$632.57

semi-annual

Pay Bill

‡ Discount amounts shown are estimated.

County taxes

Memo

To: Julia Glanz
From: Susan Phillips
Date: 9/23/2015
Re: Property Donation – 527 Wailes Street

Attached please find a resolution to accept a property donation of 527 Wailes Street.

Included in this packet you will find any fees owing on this property.

Unless you have any questions please forward this memorandum to the Mayor and City Council.

1
2
3 RESOLUTION NO. 2551
4

5 A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING THE DONATION OF THE
6 REAL PROPERTY LOCATED AT 527 WAILES STREET, SALISBURY, MARYLAND
7 21801, FROM THE ESTATE OF JAMES W. WINDSOR.
8

9 WHEREAS, the donor, the Estate of James W. Windsor, desires to donate the late James
10 W. Windsor's real property located at 527 Wailes Street, Salisbury, Maryland 21801, which was
11 acquired by him by deed dated March 15, 1977, and recorded in the Wicomico County,
12 Maryland Land Records in Liber 872, folio 209; and
13

14 WHEREAS, there are no outstanding charges due to the City of Salisbury for this
15 property except for the current tax year real property taxes for the property; and
16

17 WHEREAS, the City of Salisbury is interested in obtaining foreclosed and/or abandoned
18 properties which create a blighting influence on our neighborhoods, so that said properties may
19 be either rehabilitated for resale, or demolished to make way for new construction; and
20

21 WHEREAS, this property was the subject of a receivership action recently filed in the
22 District Court of Wicomico County, Maryland, whereby the Estate of James W. Windsor,
23 offered to donate the property to the City in order to settle the receivership action; and
24

25 WHEREAS, there are no other outstanding charges, liens or judgments on this property
26 except for the current tax year real property taxes for the property.
27

28 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
29 Maryland does hereby accept the donation of the real property located at 527 Wailes Street,
30 Salisbury, Maryland 21801 from the Estate of James W. Windsor.
31

32 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
33 of the Council of the City of Salisbury held on this ____ day of _____, 2015 and is to
34 become effective immediately upon adoption.
35

36 ATTEST:

37 _____
38
39 Kimberly R. Nichols
40 CITY CLERK

Jacob R. Day
PRESIDENT, City Council

41
42 APPROVED by me this _____ day of _____, 2015
43
44

45 _____
46 James Ireton, Jr.
MAYOR, City of Salisbury



The City of Salisbury
 125 N. Division Street
 Salisbury, MD 21801-4940
 (410) 548-3110

STATEMENT

Statement Date	Customer Number	Total Due
08/12/2015	34429	\$500.00

Description	Bill Number	Date	Bill Amount	Bill Adjusted	Amount Paid	Balance Due
NEIGHBORHOOD SERVICE CODE & COMPLIANCE 527 WAILES ST VIOLATION: 25132	19068	04/10/2014				
1 Q600 CITATION # 1 VIOLATION 25132 4 CITATION/FINE BOARD UP ORDER		04/10/2014	\$100.00	\$0.00	\$0.00	\$100.00
2 Q100 REINSPECT FEE 1 VIOLATION 25132 5 CITATION/FINE BOARD UP ORDER		04/10/2014	\$100.00	\$0.00	\$0.00	\$100.00
3 Q605 CITATION # 2 VIOLATION 25132 6 CITATION/FINE BOARD UP ORDER		04/10/2014	\$200.00	\$0.00	\$0.00	\$200.00
4 Q200 REINSPECTION # 2 VIOLATION 25132 7 CITATION/FINE BOARD UP ORDER		04/10/2014	\$100.00	\$0.00	\$0.00	\$100.00
Bill Summary			\$500.00	\$0.00	\$0.00	\$500.00

RETURN THIS REMIT PORTION WITH YOUR PAYMENT.

Customer Number	Statement Date	Statement Total Due	Amount Remitted
34429	08/12/2015	\$500.00	\$

Credit Cards Accepted
 Please Complete Information on Reverse Side.



↓ THIS IS YOUR RETURN ENVELOPE ↓ ▲ 1. DETACH ALONG THIS PERFORATION. ▲
 2. MOISTEN AND FOLD FLAP TO SEAL.



The City of Salisbury
 125 N. Division Street
 Salisbury, MD 21801-4940

Statement Date
08/12/2015
Customer Number
34429
Total Due
\$500.00

WINDSOR JAMES W
 2316 ABBOTT DR
 SALISBURY, MD 21804

TYLER FORM PROCESSING TO ORDER CALL - 800-772-2260 tyler@tyler.com

TYLER FORM PROCESSING REORDER NUMBER PSEVIEW



The City of Salisbury

125 N. Division Street
Salisbury, MD 21801-4940

WINDSOR JAMES W

Statement Date	Customer Number
08/12/2015	34429

**STATEMENT
Overflow Report**

Description		Bill Number	Date	Bill Amount	Bill Adjusted	Amount Paid	Balance Due
1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Other Fees	Interest	Total Due	
\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	

[Log In](#)

**Real Estate
All Bills**

Parcel ID 06003488
Location 627 WAILES ST

Real Estate

Bill	Type	Year	Owner	Paid	
475728	UNKNOWN	2000	WINDSOR, JAMES W	Paid	View Bill
522489	UNKNOWN	2001	WINDSOR, JAMES W	Paid	View Bill
569187	UNKNOWN	2002	WINDSOR, JAMES W	Paid	View Bill
615806	UNKNOWN	2003	WINDSOR, JAMES W	Paid	View Bill
682851	UNKNOWN	2004	WINDSOR, JAMES W	Paid	View Bill
106073	ANNUAL	2005	WINDSOR, JAMES W	Paid	View Bill
406151	ANNUAL	2006	WINDSOR, JAMES W	Paid	View Bill
7006258	ANNUAL	2007	WINDSOR, JAMES W	Paid	View Bill
8006289	ANNUAL	2008	WINDSOR, JAMES W	Paid	View Bill
9006328	ANNUAL	2009	WINDSOR, JAMES W	Paid	View Bill
10006352	ANNUAL	2010	WINDSOR, JAMES W	Paid	View Bill
11006388	ANNUAL	2011	WINDSOR, JAMES W	Paid	View Bill
12006399	ANNUAL	2012	WINDSOR JAMES W	Paid	View Bill
13006416	ANNUAL	2013	WINDSOR JAMES W	Paid	View Bill
14006422	ANNUAL	2014	WINDSOR JAMES W	Paid	View Bill
15006443	ANNUAL	2015	WINDSOR JAMES W	Paid	View Bill
16006446	ANNUAL	2016	WINDSOR JAMES W	Outstanding	View Bill *

* Indicates payable bill

©2015 Tyler Technologies, Inc.

[Log In](#)

Real Estate

[View Bill](#)

As of 8/12/2015
Bill Year 2016
Bill 16006445
Owner WINDSOR JAMES W
Parcel ID 05003466

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2015	\$334.09	\$0.00	\$334.09	\$0.00	\$334.09
Discount ‡				(1.49)		(\$1.49)
TOTAL		\$334.09	\$0.00	\$334.09	\$0.00	\$332.60

[Pay Bill](#)

‡ Discount amounts shown are estimated.

©2015 Tyler Technologies, Inc.

Memo

To: Julia Glanz

From: Susan Phillips

Date: 9/23/2015

Re: Property Donation – 524 E. Isabella Street

Attached please find a resolution to accept a property donation of 524 E. Isabella Street.

Included in this packet you will find any fees owing on this property.

Unless you have any questions please forward this memorandum to the Mayor and City Council.

1
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3 RESOLUTION NO. 2552
4

5 A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING THE DONATION OF THE
6 REAL PROPERTY LOCATED AT 524 EAST ISABELLA STREET, SALISBURY,
7 MARYLAND 21801, FROM THE ESTATE OF JAMES W. WINDSOR.
8

9 WHEREAS, the donor, the Estate of James W. Windsor, desires to donate the late James
10 W. Windsor's real property located at 524 East Isabella Street, Salisbury, Maryland 21801, by
11 deed dated March 15, 1977, and recorded in the Wicomico County, Maryland Land Records in
12 Liber 872, folio 211; and
13

14 WHEREAS, there are outstanding charges due to the City of Salisbury for this property
15 for demolition, removal of debris, grass cutting, weed removal and administrative fees; and
16

17 WHEREAS, the City of Salisbury is interested in obtaining foreclosed and/or abandoned
18 properties which create a blighting influence on our neighborhoods, so that said properties may
19 be either rehabilitated for resale, or demolished to make way for new construction; and
20

21 WHEREAS, there are no other outstanding charges, liens or judgments on this property
22 with the exception of current year real property taxes.
23

24 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
25 Maryland does hereby accept the donation of the real property located at 524 East Isabella Street,
26 Salisbury, Maryland 21801 from the Estate of James W. Windsor and waive the outstanding fees
27 due to the City of Salisbury upon receipt of the property.
28

29 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
30 of the Council of the City of Salisbury held on this ____ day of _____, 2015 and is to
31 become effective immediately upon adoption.
32

33 ATTEST:
34
35

36 _____
37 Kimberly R. Nichols
38 CITY CLERK
39

Jacob R. Day
PRESIDENT, City Council

40 APPROVED by me this _____ day of _____, 2015
41

42 _____
43 James Ireton, Jr.
44 MAYOR, City of Salisbury



The City of Salisbury

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

STATEMENT

Statement Date	Customer Number	Total Due
08/12/2015	26667	\$12,026.50

Description	Bill Number	Date	Bill Amount	Bill Adjusted	Amount Paid	Balance Due
GENERAL BILLING	1946	10/08/2008				
524 E ISABELLA STREET						
1 CLIE N IT/LIEN IT		10/08/2008	\$550.00	\$0.00	\$0.00	\$1,226.50
EMERGENCY DEMOLITION OF PORCH ROOF & REMOVAL OF DEBRIS						
2 ADMINISTRATIVE FEE-524 E ISABELLA STREET		10/08/2008	\$500.00	\$0.00	\$0.00	\$1,115.00
Bill Summary			\$1,050.00	\$0.00	\$0.00	\$2,341.50
GENERAL BILLING	4591	09/10/2009				
524 E ISABELLA STREET						
1 DEMOLITION CHARGES FOR 524 E ISABELLA ST		09/10/2009	\$5,500.00	\$0.00	\$0.00	\$9,405.00
Bill Summary			\$5,500.00	\$0.00	\$0.00	\$9,405.00
GENERAL BILLING	7861	08/26/2010				
524 E ISABELLA ST						
1 ADMINISTRATIVE FEE-524 E ISABELLA ST		08/26/2010	\$100.00	\$0.00	\$0.00	\$160.00
2 GRASS CUTTING/WEED REMOVAL		08/26/2010	\$75.00	\$0.00	\$0.00	\$120.00
524 E ISABELLA ST						
Bill Summary			\$175.00	\$0.00	\$0.00	\$280.00

RETURN THIS REMIT PORTION WITH YOUR PAYMENT.

Customer Number	Statement Date	Statement Total Due	Amount Remitted
26667	08/12/2015	\$12,026.50	\$

Credit Cards Accepted
Please Complete Information on Reverse Side.



↓ THIS IS YOUR RETURN ENVELOPE ↓ ▲ 1. DETACH ALONG THIS PERFORATION. ▲
2. MOISTEN AND FOLD FLAP TO SEAL.



The City of Salisbury

125 N. Division Street
Salisbury, MD 21801-4940

Statement Date
08/12/2015
Customer Number
26667
Total Due
\$12,026.50

WINDSOR, JAMES W-524 E ISABELLA
2316 ABBOTT DRIVE
C/O KERRY WINDSOR
SALISBURY, MD 21804

TYLER FORM PROCESSING TO ORDER CALL 800-772-2260

TYLER FORM PROCESSING ORDER NUMBER PREVIEW



The City of Salisbury

125 N. Division Street
Salisbury, MD 21801-4940

**STATEMENT
Overflow Report**

WINDSOR, JAMES W-524 E ISABELLA

Statement Date	Customer Number
08/12/2015	26667

Description		Bill Number	Date	Bill Amount	Bill Adjusted	Amount Paid	Balance Due
1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Other Fees	Interest	Total Due	
\$0.00	\$0.00	\$0.00	\$6,725.00	\$0.00	\$5,301.50	\$12,026.50	



The City of Salisbury
Water and Sewer Department
 125 N. Division Street
 Salisbury, MD 21801-4940
 Office Hours: Monday 9 am to 4:30 pm
 Tuesday-Friday 8:30 am to 4:30 pm
 Phone 410-548-3115

WATER & SEWER BILL

Customer Copy

Keep this portion for your records

Customer				Service Address			
WINDSOR, JAMES W.				524 E ISABELLA ST			
Bill Number	Account Number		Bill Date		Penalties Begin		
3633	1508		03/01/2005		04/15/2005		
Description	Present Read Date	Previous Read Date	Present Meter Reading	Previous Meter Reading	Read Code	Usage (in thousands)	Charge
WATER SBY	02/07/2005	11/02/2004	1614	1559	A	55	135.30
SEWER SBY	02/07/2005	11/02/2004	0	0	A	55	246.40
TRASH DISP	02/07/2005	11/02/2004	0	0		0	19.00
BAY REST R	02/07/2005	11/02/2004	0	0		0	7.50
BAY PEN			0	0	A	0	.38
SWR PEN			0	0	A	0	12.32
TR PEN			0	0	A	0	.95
WTR PEN			0	0	A	0	6.77
AD FEE			0	0	A	0	.00
Last Pay Amt		Last Payment Date	Past Due Amount	Past Due Penalties	Current Charges		Amount Due
.00			.00	.00	428.62		\$428.62

THIS BILL INCLUDES NEW STATE BAY RESTORATION FEE.
 BAY REST R = RESIDENTIAL OR BAY REST C = COMMERCIAL
 FUNDS USED TO IMPROVE WATER QUALITY OF BAY.

5% penalty applied 45 days after bill date.

BAY RESTORATION FEE BAY REST R = RESIDENTIAL BAY REST
 C = COMMERCIAL READ CODE A = ACTUAL READING E = ESTIMATED READING
 CREDIT CARD PAYMENTS ALSO ACCEPTED BY TELEPHONE 410-548-3115

WINDSOR, JAMES W.

WATER & SEWER BILL REMIT PORTION

Bill No.	Account Number	Bill Date	Past Due Amount	Current Charges	Amount Due
3633	1508	03/01/2005	.00	428.62	\$428.62

Credit Cards Accepted
 Please Complete Information on Reverse Side

00006042005700003633500000428623



The City of Salisbury
Water and Sewer Department
 125 N. Division Street
 Salisbury, MD 21801-4940
 Office Hours: Monday 9 am to 4:30 pm
 Tuesday-Friday 8:30 am to 4:30 pm

WATER & SEWER BILL REMIT PORTION

Bill No.	Account Number	Bill Date	Past Due Amount	Current Charges	Amount Due
3633	1508	03/01/2005	.00	428.62	\$428.62

WINDSOR, JAMES W.
 2316 ABBOTT DR
 SALISBURY MD 21804

00006042005700003633500000428623

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**Real Estate
All Bills**

Parcel ID 05003458
Location 624 E ISABELLA ST

Real Estate

Bill	Type	Year	Owner	Paid	
475727	UNKNOWN	2000	WINDSOR, JAMES W	Paid	View Bill
522468	UNKNOWN	2001	WINDSOR, JAMES W	Paid	View Bill
569186	UNKNOWN	2002	WINDSOR, JAMES W	Paid	View Bill
615805	UNKNOWN	2003	WINDSOR, JAMES W	Paid	View Bill
662850	UNKNOWN	2004	WINDSOR, JAMES W	Paid	View Bill
106072	ANNUAL	2005	WINDSOR, JAMES W	Paid	View Bill
408150	ANNUAL	2006	WINDSOR, JAMES W	Paid	View Bill
7006257	ANNUAL	2007	WINDSOR, JAMES W	Paid	View Bill
8006288	ANNUAL	2008	WINDSOR, JAMES W	Paid	View Bill
9008327	ANNUAL	2009	WINDSOR, JAMES W	Paid	View Bill
10006351	ANNUAL	2010	WINDSOR, JAMES W	Outstanding	View Bill
11006387	ANNUAL	2011	WINDSOR, JAMES W	Outstanding	View Bill
12006398	ANNUAL	2012	WINDSOR JAMES W	Outstanding	View Bill
13006415	ANNUAL	2013	WINDSOR JAMES W	Outstanding	View Bill
14006421	ANNUAL	2014	WINDSOR JAMES W	Outstanding	View Bill
15006442	ANNUAL	2015	WINDSOR JAMES W	Outstanding	View Bill
16006444	ANNUAL	2016	WINDSOR JAMES W	Outstanding	View Bill

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Real Estate

[View Bill](#)

As of 8/12/2015
Bill Year 2010 ✓
Bill 10006351
Owner WINDSOR, JAMES W
Parcel ID 05003458

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2009	\$199.42	\$0.00	\$199.42	\$141.59	\$341.01
Penalties		\$83.31	\$0.00	\$83.31	\$0.00	\$83.31
Interest			\$0.00			\$141.59
TOTAL		\$282.73	\$0.00	\$282.73	\$141.59	\$404.32

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Real Estate

[View Bill](#)

As of ✓
Bill Year 2011
Bill 11008387
Owner WINDSOR, JAMES W
Parcel ID 05003458

[View payments/adjustments](#)

Instalment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2010	\$469.42	\$0.00	\$469.42	\$117.66	\$587.08
Penalties		\$52.14	\$0.00	\$52.14	\$0.00	\$52.14
Interest			\$0.00			\$117.66
TOTAL		\$521.56	\$0.00	\$521.56	\$117.66	\$639.22

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Real Estate

View Bill

As of
 Bill Year 2012
 Bill
 Owner
 Parcel ID

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2011	\$306.60	\$0.00	\$306.60	\$94.28	\$399.88
Penalties		\$41.22	\$0.00	\$41.22	\$0.00	\$41.22
Interest			\$0.00			\$94.28
TOTAL		\$348.82	\$0.00	\$348.82	\$94.28	\$441.10

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Real Estate

[View Bill](#)

As of	8/12/2015
Bill Year	2013
Bill	13006415
Owner	WINDSOR JAMES W
Parcel ID	05003458

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2012	\$279.03	\$0.00	\$279.03	\$73.16	\$352.19
Penalties		\$31.33	\$0.00	\$31.33	\$0.00	\$31.33
Interest			\$0.00			\$73.16
TOTAL		\$310.36	\$0.00	\$310.36	\$73.16	\$383.52

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Real Estate

[View Bill](#)

As of
Bill Year 2014 ✓
Bill 14008421
Owner WINDSOR JAMES W
Parcel ID 05003458

[View payments/adjustments](#)

Installation	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	9/30/2013	\$209.74	\$0.00	\$209.74	\$33.29	\$243.03
Penalties		\$13.62	\$0.00	\$13.62	\$0.00	\$13.62
Interest			\$0.00			\$33.29
TOTAL		\$223.36	\$0.00	\$223.36	\$33.29	\$256.65

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Real Estate

[View Bill](#)

As of 8/12/2015
Bill Year 2015
Bill 16008442
Owner WINDSOR JAMES W
Parcel ID 06003458

Installment	Pay By	Amount	Payments/Credits	Balance	View payments/adjustments	
					Interest	Due
1	9/30/2014	\$217.04	\$0.00	\$217.04	\$16.73	\$233.77
Penalties		\$5.74	\$0.00	\$5.74	\$0.00	\$5.74
Interest			\$0.00			\$16.73
TOTAL		\$222.78	\$0.00	\$222.78	\$16.73	\$239.51

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Real Estate

[View Bill](#)

As of 8/12/2015
Bill Year 2016 ✓
Bill 16008444
Owner WINDSOR JAMES W
Parcel ID 06003458

Installment	Pay By	Amount	Payments/Credits	Balance	View payments/adjustments	
					Interest	Due
1	9/30/2015	\$172.04	\$0.00	\$172.04	\$0.00	\$172.04
Discount ‡				(0.72)		(\$0.72)
TOTAL		\$172.04	\$0.00	\$172.04	\$0.00	\$171.32

‡ Discount amounts shown are estimated.

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City of Salisbury



MARYLAND



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

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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASST. CITY ADMINISTRATOR

To: Tom Stevenson, City Administrator
From: Mike Moulds, Director of Public Works *MM*
Copy: Ralph Piland, Zoo Director
Date: August 10, 2015
Re: Zoo Reorganization Budget Amendment Request

With the recent retirement of the Zoo's Animal Curator there is an opportunity to evaluate Zoo staff duties and responsibilities. Based upon an assessment of the Animal Curator position and upon feedback received during interviews with Zoo full time staff it is our recommendation that we redefine the Zoo Animal Curator position and redistribute key duties to an upgraded Lead Zoo Keeper position.

Our proposal for reorganization is as follows:

1. The current Grade 10 Animal Curator position be redefined as a Grade 8 Collection Registrar position. This position would manage the record keeping functions required at the Zoo, would oversee the licensing and accreditation requirements for the Zoo, and would assist in the strategic composition of the living collection.
2. We are requesting that one existing Grade 7 Zoo Keeper IV position be upgraded to a Grade 8 Lead Keeper position. This position will manage the daily scheduling of collection personnel, will manage work projects to sustain and improve collection facilities, and will apply institutional operating standards.
3. The reorganization also includes a recommendation to amend the current Grade 7 Veterinary Technician position to be a Grade 8 Animal Health Coordinator position. This adjustment will foster managerial collaboration among these three key positions.

We want to emphasize that this request does not reduce the total number of animal care staff established in the budget. The number of animal care staff will remain the same while some of the duties associated with Zoo operations are redistributed among those Zoo personnel.

The proposed reorganization salaries have been evaluated in the FY16 budget and will not require any additional funding to implement.

<u>Current Budget</u>			<u>Proposed Reorganization</u>	
Animal Curator Grade 10, Step 9	\$52,076	→	Collection Registrar Grade 8, Step 1	\$38,107
Zoo Keeper IV Grade 7, Step 8	\$40,529	→	Lead Keeper Grade 8, Step 8	\$43,773
Vet Technician Grade 7, Step 5	\$38,192	→	Animal Health Coordinator Grade 8, Step 3	\$41,248
Totals:	\$130,797			\$123,128

Attached are the revised job descriptions and proposed organizational structure chart. We have reviewed this proposal with the Human Resources Office and received their approval for this reorganization.

We are requesting support from the Mayor and Administration to forward the attached budget amendment to a Council Work Session.

City of Salisbury

Classification Description

Classification Title: Lead Zoo Keeper
Department: Zoo
Date: 06/20/15

Pay Grade: 8
FLSA Status: NE

General Statement of Job

Performs routine animal husbandry duties. Oversees the daily operations of the Zoo. Schedules and oversees animal care staff. Coordinates park exhibition program. Prepares animals' diets; cleans animal enclosures; implements behavioral management; performs and records animal observations; interacts with public; assists in programs and presentations; participates in emergency response; handles and transports animals; operates Zoo vehicles.

Specific Duties and Responsibilities:

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Participates in managing and overseeing the daily operations of the Zoo.
 - Coordinates the opening and closing of Zoo grounds
 - Monitors zoo grounds and facilities. Identifies circumstances requiring maintenance or other attention.
 - Schedules staff, assigns daily operating tasks, and insures an adequate work force to perform daily operations. Acts as liaison for night security reviewing reports, issues and informing them of significant operating matters.
 - Supervises groundskeeper and horticultural maintenance.
2. Will perform routine animal husbandry duties for living collection as required.
 - Prepare, provide, and monitor prescribed animal diets
 - Following accepted protocols clean animal exhibits and holding enclosures
 - Observe and evaluate animals and animal health
 - Perform approved Behavioral Management tasks including both environmental enrichment and behavior training.
 - Keep and update animal records; demonstrated capacity to utilize ZIMS or equivalent records
 - Handle/transport animals;
 - Perform miscellaneous maintenance
 - Perform animal observations;
 - Assist with veterinary procedures;
 - Clean other work areas;
3. Manage and oversee the animal care staff
 - Collaborates with the Registrar/Collection Manager to establish, approve, and implement standard operating procedures for all areas of collection operations. Insures their systematic documentation and periodic review/update.
 - Conduct performance appraisals of assigned staff. Generate individual annual performance goals that reflect institutional mission and strategic priorities.
 - Plan and assign employee work and work schedules. Assist in maintaining attendance

- and payroll records
 - Motivate and mentor staff
 - Assist in recruiting, interviewing, selecting, and training new employees.
 - Establishes essential training programs.
 - Review and verify progress and development of staff within Career Ladder program.
4. Oversee collection exhibit program
 - Coordinate planning for the maintenance, repair, modification, and upkeep of exhibits
 - Periodically inspect exhibits for containment integrity and animal safety
 - Facilitate the planning and development of strategic collection facilities
 5. Perform miscellaneous maintenance; demonstrated capacity to operate basic hand tools, power equipment, and advanced power equipment;
 6. Interact with public;
 7. Perform assigned Public Relations activities; act in compliance of City's media relations policy
 8. Assist in educational programming and activities; interact with other staff in planning and presenting public interactions.
 9. Assist in maintaining public areas of the Zoo;
 10. Participate in safety and emergency training and response;
 11. Perform security/crowd control;
 12. Interact with fellow staff;
 13. Able to operate all Zoo vehicles;
 14. Interact with other City staff;
 15. Engage in appropriate professional development opportunities;
 16. Perform other duties as assigned.
-

Required Knowledge, Skills, and Abilities:

City employees are expected to possess or perform the following:

1. Working knowledge of City policies and procedures;
 2. Capacity to act as a representative of the City of Salisbury to the public;
 3. Knowledge of zoological policies and practices regarding animal care;
 4. Knowledge of specific zoological policies and practices documented and applied within the operations of the Salisbury Zoo.
 5. Capacity to communicate with the public courteously and tactfully at all times;
 6. Capacity to communicate and maintain effective working relationships with other staff members;
 7. Knowledge of animal diet requirements;
 8. Knowledge of safe animal handling procedures;
 9. Capacity to follow written and oral instructions;
 10. Capacity to prioritize and multitask with attention to detail;
 11. Capacity to accurately prepare and maintain records with demonstrated proficiency in ZIMS or equivalent records software;
 12. Capacity to take and pass a firearms safety and range course;
 13. Capacity to obtain CPR/first aid certification; and
 14. Capacity to obtain and retain a valid Maryland driver's license.
 15. Completion of NIMS/ICS 100 and 700
 16. Knowledge and capacity to operate basic hand tools and power equipment
 17. Completion of approved Professional Development coursework
 18. Ability to provide leadership and to act as a mentor to other staff
 19. Possession of Maryland DOT certification for operation of Zoo vehicle
-

Education and Experience:

1. High School Diploma or G.E.D.
2. Ten years related experience or equivalent.

3. Successful completion of NIMS/ICS 100 and 700
 4. Successful completion of AZA Professional Development courses (or equivalent)
 5. Maryland DOT certification for vehicle operation
-

Physical and Environmental Conditions:

Work requires moderate physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working directly and indirectly with animals and animal by-products, equipment and machinery and observance of traffic signals when driving. Will require working outdoors and in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

City of Salisbury

Classification Description

Classification Title: Collection Registrar
Department: Zoo
Date: 06/20/15

Pay Grade: 8
FLSA Status: NE

General Statement of Job

Maintains appropriate institutional records. Designs and implements institutional zoological programs including Institutional Collection Plan. Maintains essential licenses and permits and acts as institutional liaison to outside regulatory agencies. Assist and participate in Safety and Emergency training and planning. Participate in strategic and long range planning. Participate as a member of assigned Management Committees. Act as the designated Animal Control Officer to assess and insure compliance with local, state, and federal statutes governing wild or dangerous animals.

Specific Duties and Responsibilities:

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Will perform routine animal husbandry duties for living collection as assigned and required.
 - Prepare, provide, and monitor prescribed animal diets
 - Following accepted protocols clean animal exhibits and holding enclosures
 - Observe and evaluate animals and animal health
 - Perform approved Behavioral Management tasks including both environmental enrichment and behavior training.
 - Keep and update animal records
 - Handle/transport animals;
 - Perform miscellaneous maintenance
 - Perform animal observations;
 - Assist with veterinary procedures;
2. Document standards and procedures for the zoological management of the living collection of the Zoo
 - Insure that operating standards and protocols reflect best operating practices as specified by the AZA
 - Insure that operating procedures reflect the standards specified by the USDA
3. Remain informed regarding local, state, and federal statutes and regulations governing wild or dangerous animals. Insure Zoo operating practices are in compliance with stated requirements.
4. Collaborates with the Director and other staff to create and maintain an Institutional Collection Plan
 - Collaborate in the production of annual Collection Plan updates and the designation of annual strategic goals for the collection
 - Assist in developing operating priorities reflect the Collection Plan and its strategic updates.
 - Assist in developing facility specifications that reflect the Collection Plan and its strategic updates.
 - As identified and approved within the Collection plan strategy acquire new collection specimens.
 - i. Insure that all acquisitions are reviewed and approved by the Animal Management Committee
 - ii. Insure that new specimens are acquired, transported, quarantined, and integrated into

the collection consistent with specified institutional policies and procedures.

5. Manage the records system for the living collection program
 - Insure that collection activities are documented within a systematic records system
 - i. Protect records through appropriate data back-up procedures
 - Act as the primary Zoo liaison to external regulatory agencies.
 - i. Insure that the Zoo maintains essential licenses and permits.
 6. Assist in the implementation of the Zoo's Behavioral Management program
 - Oversee the Behavioral Enrichment resource room
 - Insure the efficient scheduling and documentation of collection enrichment activities as conducted by staff
 - Assist the Animal Welfare Committee in evaluating Behavioral Enrichment activities.
 7. Assist in the application of institutional safety and emergency response plans and protocols.
 - Act as the Zoo's representative to the City of Salisbury-Department of Public Works safety review committee
 - Prepare needed reports related to employee accidents and injuries
 - Review and advise on emergency response procedures
 - Maintain and document related safety protocols as required by regulatory agencies
 8. Assist in integrating the Collection Plan into facility maintenance and development
 - Assist in prioritizing the maintenance, repair, modification, and upkeep of exhibits
 - Periodically assist in the inspection of exhibits for containment integrity and animal safety
 - Facilitate the planning and development of exhibits consistent with the strategic goals of the institutional collection plan.
 9. Participate in Public Relations activities, educational activities and events, and fund raising activities;
 - act in compliance with City's media relations policy
 - engage and interact with public
 10. Act as an institutional representative to other professional institutions, organizations, and programmatic activities
 - Maintain appropriate memberships in AZA working groups and committees.
 - Attend and participate in AZA conferences and animal management meetings
 - Identify, develop, recommend, and coordinate participation in appropriate conservation programs
 - Participate in AZA and similar educational and professional development activities.
 11. Collaborate in the operational application of the Veterinary Preventative Medical Program
 - Insure that collection acquisitions and dispositions are consistent with Veterinary Program procedures
 - Insure that long range collection plans are fully responsive to Veterinary Program standards.
 - Assist in the documentation and retention of medical records.
 12. Perform other duties as assigned.
-

Required Knowledge, Skills, and Abilities:

City employees are expected to possess or perform the following:

1. Working knowledge of City policies and procedures;
2. Capacity to act as a representative of the City of Salisbury to the public;
3. Knowledge of management policies and husbandry practices regarding animal care;
4. Knowledge of specific management policies and husbandry practices documented and applied within the operations of the Salisbury Zoo.
5. Capacity to communicate with the public courteously and tactfully at all times;
6. Capacity to communicate and maintain effective working relationships with other staff members;
7. Knowledge of animal diet requirements;
8. Knowledge of safe animal handling procedures including emergency capture and restraint;
9. Capacity to follow written and oral instructions;

10. Capacity to prioritize and multitask with attention to detail;
 11. Capacity to accurately prepare and maintain zoological records in ZIMS or equivalent records software; formal training in ZIMS system and application preferred.
 12. Capacity to take and pass a firearms safety and range course;
 13. Capacity to obtain CPR/first aid certification;
 14. Capacity to obtain and retain a valid Maryland driver's license. Ability to operate a range of City vehicles.
 15. Successful completion of NIMS/ICS 100, 200, 300, 400, 700, and 800.
 16. Knowledge and capacity to operate basic hand tools and power equipment
 17. Completion of approved Professional Development coursework
-

Education and Experience:

1. Associates Degree in Zoology, Biology, or closely related field. Bachelors Degree or Masters Degree preferred.
 2. Prior experience or training in ZIMS preferred
 3. Five years related experience or equivalent. Experience in AZA accredited facility preferred.
 4. Capacity to communicate effectively both orally and in writing
-

Physical and Environmental Conditions:

Work requires moderate physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working directly and indirectly with animals and animal by-products, equipment and machinery and observance of traffic signals when driving. Will require working outdoors and in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

City of Salisbury

Classification Description

Classification Title: Animal Health Coordinator

Department: Zoo

Date: 06/20/15

Pay Grade: 8

FLSA Status: NE

General Statement of Job

Oversee the operation and maintenance of the Animal Health Clinic. Act as Veterinary Program Coordinator; manage preventative medicine program; maintain animal health records; Act as coordinator of Animal Welfare Committee and Program; Participate in emergency training and response. Manage animal nutrition program. Assist the Zoo Veterinarian and the Zoo Director with animal care and animal care practices.

Specific Duties and Responsibilities:

Essential Functions:

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Act as "Chair" of the Animal Welfare Committee
 - Schedule and conduct meetings to meet the goals established in the Animal Welfare Committee policy statement
 - Create meeting agendas insuring that all appropriate topics and issues are noted
 - Document and communicate outcomes of meetings
 - Include in process Animal Welfare meetings to review specifically the Presentation Animal Collection
 - Assist in administration of the documented euthanasia protocol
2. Act as the Veterinary Program Coordinator
 - Act as the primary institutional point of contact with the contract veterinarian and veterinary consultants
 - i. Communicate frequently and directly with the veterinarian to ensure that there is a timely transfer of accurate information about medical issues.
 - ii. Perform medical treatments as directed by the veterinarian; instruct staff in the provision of medication or other medical procedures as prescribed by the veterinarian
 - iii. Inform veterinarian of medical issues and concerns as observed or as reported by staff
 - iv. Schedule veterinary visits and consults; assist as needed
 - Assist veterinarian in performing surgery
 - i. Administer anesthesia
 - ii. Provide sterilized surgical instruments
 - iii. Administer fluids
 - iv. Monitor vital signs of surgical patients
 - v. Provide post-surgery recovery care
 - Coordinate clinical pathology program
 - i. Submit biological samples for laboratory analysis
 - ii. Manage relationships with consulting pathologists and pathology laboratories
 - Manage animal nutrition program
 - i. Analyze and document animal diets

- ii. Communicate prescribed diets to staff
 - Coordinate necropsy program
 - i. Maintain storage equipment for specimens
 - ii. Assist veterinarian in performing postmortem examinations
 - iii. Oversee the submission of tissue samples for additional analysis
- 3. Manage preventative medicine program
 - Insure routine and on-going surveillance of living collection to detect and assess health and medical issues
 - Perform routine inspections of living collection individually and with veterinarian
 - Respond to keeper requests for animal observations and assessments
 - Isolate or quarantine specimens as appropriate
 - Manage parasite control through surveillance and treatment
 - Assist veterinarian and administering and documenting immunizations
 - Train staff in zoonotic disease management
- 4. Keep and update animal medical records;
 - Ensure the maintenance of complete electronic and hard-copy medical records, including anesthesia records, controlled drug logs, treatment sheets, diagnostic laboratory results, and necropsy reports
 - demonstrated capacity to utilize ZIMS or equivalent records
 - demonstrated capacity to use nutritional analysis software
- 5. Participate in safety and emergency training and response;
 - Act as an institutional resource in the area of chemical immobilization and emergency response to animal escapes.
 - i. Periodically train staff in the procedures and protocols used in emergency chemical immobilization
 - Manage the Zoo's controlled drug program insuring appropriate acquisition, storage, and disposition.
 - Perform crowd control as needed
- 6. Manage Animal Health Clinic facility
 - Manage all medical supplies and inventories
 - Appropriately maintain surgical and treatment rooms and equipment
 - Appropriately maintain quarantine rooms and equipment
 - Appropriately maintain animal necropsy room and associated storage
 - Maintain laboratory and medical equipment
 - i. Monitor and schedule maintenance work as needed
 - Manage facility maintenance and associated preventative maintenance contracts
 - i. Request maintenance service as needed
 - ii. Perform minor maintenance and repairs as needed
 - iii. Monitor performance and maintenance of emergency back-up generator
- 7. Perform assigned Public Relations activities;
 - act in compliance of City's media relations policy
 - assist in special events and fund raising activities
 - Interact with the public consistent with institutional and City policies and standards
- 8. Participate in institutional strategic and long range planning
 - Provide assistance and advice in planning exhibit and facility improvements
- 9. As needed directly maintain components of the Zoo's living collection
 - Prepare, provide, and monitor prescribed animal diets
 - Following accepted protocols clean animal exhibits and holding enclosures
 - Perform approved Behavioral Management tasks including both environmental enrichment and behavior training.
 - Provide both routine care and specified medical treatments for animals

- Keep and update animal records
 - Handle/transport animals;
 - Perform animal observations;
10. Interact with fellow staff; communicate openly and frequently on work topics
 11. Operate appropriate Zoo vehicles; participate in vehicle operation and safety training
 12. Interact with other City staff;
 13. Engage in appropriate professional development opportunities;
 14. Perform other duties as assigned.
-

Required Knowledge, Skills, and Abilities:

City employees are expected to possess or perform the following:

1. Working knowledge of City policies and procedures;
 2. Capacity to act as a representative of the City of Salisbury to the public;
 3. Knowledge of veterinary policies and medical practices regarding animal care; familiarity with animal care standards of the Association of Zoos and Aquariums (AZA) and the United States Department of Agriculture (USDA).
 4. Knowledge of specific veterinary policies and medical practices documented and applied within the operations of the Salisbury Zoo.
 5. Capacity to communicate with the public courteously and tactfully at all times;
 6. Capacity to communicate and maintain effective working relationships with other staff members;
 7. Knowledge of animal nutritional requirements;
 8. Knowledge of safe animal handling procedures including emergency animal sedation;
 9. Capacity to follow written and oral instructions;
 10. Capacity to prioritize and multitask with attention to detail;
 11. Capacity to accurately prepare and maintain medical records in ZIMS or equivalent records software;
 12. Capacity to take and pass a firearms safety and range course;
 13. Capacity to obtain CPR/first aid certification; and
 14. Capacity to obtain and retain a valid Maryland driver's license.
 15. Completion of NIMS/ICS 100 and 700
 16. Knowledge and capacity to operate basic hand tools and power equipment
 17. Completion of approved Professional Development coursework
 18. Capacity to obtain and retain a valid Maryland driver's license
-

Education and Experience:

1. Degree from veterinary technician program approved by the American Veterinary Medical Association or an advanced degree in biological sciences or a closely related field of study.
 2. Two years related experience or equivalent.
 3. State of Maryland Veterinary Technician registration
-

Physical and Environmental Conditions:

Work requires considerable physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

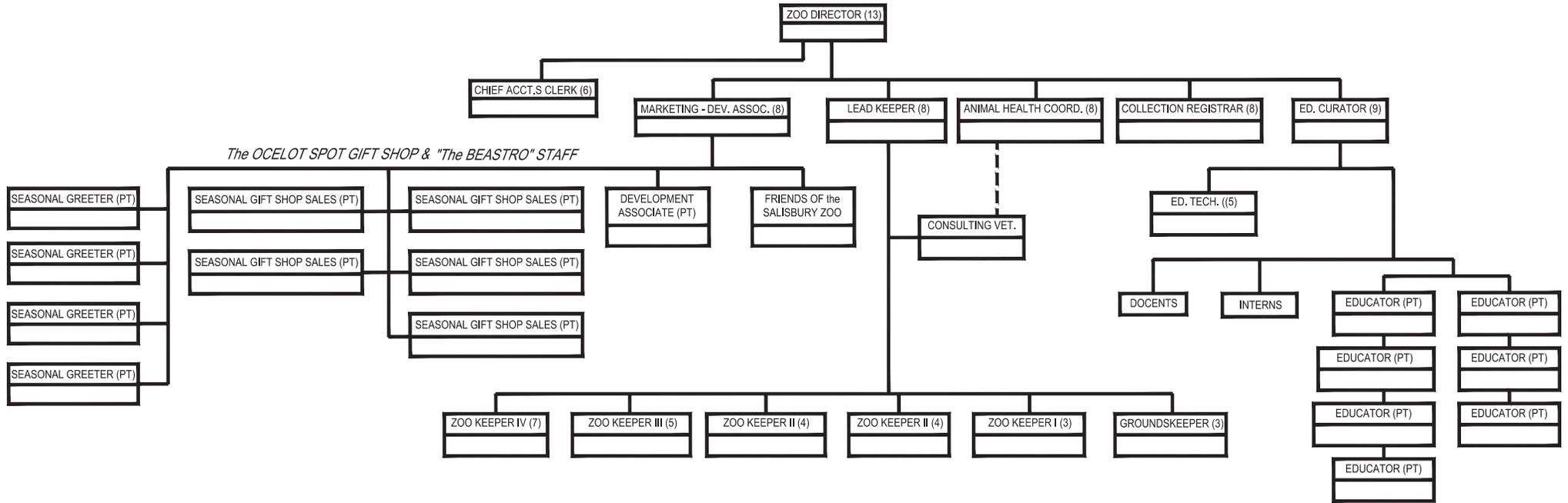
The work involves risks or discomforts which require special safety precautions, e.g., working directly and

indirectly with animals and animal by-products, equipment and machinery and observance of traffic signals when driving. Will require working outdoors and in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

SALISBURY ZOOLOGICAL PARK
PROPOSED REORGANIZATIONS



1 **ORDINANCE NO. 2354**

2 AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
3 AMENDMENT OF THE FY16 GENERAL FUND BUDGET TO MAKE CHANGES TO
4 APPROVED POSITIONS IN THE ZOO DIVISION OF THE DEPARTMENT OF PUBLIC
5 WORKS AS PART OF A REORGANIZATION PLAN.

6 WHEREAS, the Salisbury Zoo has experienced a staff vacancy through the retirement of
7 an employee and created an opportunity to redefine certain supervisory positions; and

8 WHEREAS, part of the proposed Zoo Division reorganization is to reclassify the existing
9 Grade 10 Animal Curator position to create a Grade 8 Collection Registrar position to manage
10 the record keeping functions required at the Zoo, oversee the licensing and accreditation
11 requirements for the Zoo, and assist in the strategic composition of the living collection; and

12 WHEREAS, part of the proposed Zoo Division reorganization is to reclassify one
13 existing Grade 7 Zoo Keeper IV position to create a Grade 8 Lead Keeper position in order to
14 assume a portion of the duties performed by the Animal Curator position and to manage the daily
15 scheduling of collection personnel, manage work projects to sustain and improve collection
16 facilities, and apply institutional operating standards; and

17 WHEREAS, part of the proposed Zoo Division reorganization is to reclassify the existing
18 Grade 7 Veterinary Technician position to create a Grade 8 Animal Health Coordinator position
19 in order to better support planned animal health maintenance and to foster managerial
20 collaboration.

21 WHEREAS, there are sufficient funds in the current FY16 budget for these
22 reclassifications; and

23 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
24 OF SALISBURY, MARYLAND that the City's fiscal FY 16 budget is hereby amended as
25 follows:

- 26 1) Reclassify the Grade 10 Animal Curator with a salary funded under (4000-501002) to
27 a Grade 8 Collection Registrar position;
28 2) Reclassify a Grade 7 Zoo Keeper IV position with a salary funded under (4000-
29 501002) to a Grade 8 Lead Keeper position; and
30 3) Reclassify a Grade 7 Veterinary Technician position with a salary funded under
31 (4000-501002) to a Grade 8 Animal Health Coordinator position.

32 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the
33 date of its final passage.

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THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this _____ day of _____, 2015 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 _____, 2015.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this _____ day of _____, 2015

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

August 20, 2015

TO: Tom Stevenson

FROM: Colonel David Meienschein

SUBJECT: Ordinance – Budget Amendment

The members of the Salisbury Police Department are required to enter into a 5 year contract prior to being hired as a police officer. When officer's leave service on their own accord they are required to reimburse the City of Salisbury a prorated amount based of the time remaining on their contract. The purpose is for the city to recoup some of the police academy training and tailored uniform cost for items that cannot be reissued.

In a recent case the police department received reimbursement for a broken contract in the amount of \$2,904.00. The police department requests that these funds be deposited into our Police Services, training account. I am requesting a Budget Amendment to recognize that this revenue has been received by the City and to increase the Police Department budget in the same amount to offset training costs.

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

David Meienschein
Assistant Chief of Police

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ORDINANCE NO. 2355

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY16 GENERAL FUND BUDGET TO APPROPRIATE THE FUNDS RETURNED ON CONTRACT.

WHEREAS,; the police department requires police officer recruits to enter into prorated 5 year contract prior to employment; and

WHEREAS, a police officer who did not meet the conditions of the contract reimbursed the city of Salisbury a prorated amount of \$2,904.00; and

WHEREAS, the Salisbury Police Department requests that these funds be placed in our police services training account, 21021-555504 to offset police academy training costs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2015 General Fund Budget be and is hereby, amended as follows:

- 1) Increase General Fund Revenue (01000-456911) by \$2,904.00
- 2) Increase the Police Department budget by \$2,904.00.

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this _____ day of _____, 2015, 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 _____, 2015.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this _____ day of _____, 2015

James Ireton, Jr., Mayor

City of Salisbury



MARYLAND

Salisbury



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

To: Tom Stevenson, City Administrator

From: Keith Cordrey, Director of Internal Services *KAC*

Date: April 14 2015

Re: Manufacturing Exemption for equipment purchased in 2014 - Delmar Brewing Company, LLC

I am recommending that Delmar Brewing Company LLC be granted exemptions from Personal Property Tax for their equipment purchased in 2014, as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption. Over the next five years they will benefit from this exemption by a total savings of \$ 16,437 in personal property tax. The exemptions will be applied to City Property Tax years 2016-2020 as shown in the schedule provided herein.

Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury
 Manufacturing Exemption
 Worksheet

City Year	Exemption		2012		2013		2014	
	Credit Value(1)	Exemption Total						
		Equipment \$:	\$ 767,411		\$ 104,704		\$ 212,500	
2014	17,346.37	784,904	690,670	90%	94,234	90%		
2015	15,418.99	697,692	613,929	80%	83,763	80%		
2016	17,718.24	801,731	537,188	70%	73,293	70%	191,250	90%
2017	15,321.24	693,269	460,447	60%	62,822	60%	170,000	80%
2018	12,924.25	584,808	383,706	50%	52,352	50%	148,750	70%
2019	2,817.75	127,500					127,500	60%
2020	2,348.13	106,250					106,250	50%
Total	\$ 83,894.97		59,359		8,099		16,437	

Exempt yrs Granted	Calculated Yrs based on equip Yr -->			
5	1	2013	2014	2015
5	<2	2014	2015	
3	2-3	2015		
2	3-4			
1	4-5			
# Years:		5	5	5
Date Filed:		04/24/14	04/24/14	09/21/15

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

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

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

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

Business Name: Delmarz Brewery Company LLC MD Department ID#: 14442495
Mailing Address: 200 Elmwood Street Salisbury MD 2189
Contact Name: Jasmine Moore Phone No.: 843-455-3517

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2014.
3. Address of Manufacturing / R & D operation. 200 Elmwood Street Salisbury MD 2189
4. Date Manufacturing / R & D operation began in Salisbury. Spring 2012
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature

Jasmine Moore

Date

9/21/15

Email address

Jasmine.Devolution@craftbrewing.com

Delmar Brewing Company, LLC

26-3415780

FYE: 12/31/2014

Salisbury Manufacturing Assets Put in Service

<u>Asset</u>	<u>Property Description</u>	<u>Date In Service</u>	<u>MD Cost</u>
<u>Date In Service for Year End: 12/31/14</u>			
69	2012 120 BBL FERMENTER	11/14/14	1,047.87
71	LABELER	3/17/14	35,288.29
72	CONVEYOR	6/30/14	31,657.91
73	BREWING TANKS	9/30/14	20,720.00
75	KEGS	4/28/14	52,519.80
76	KEGS	7/3/14	61,861.60
86	FILLER MODIFICATION	8/22/14	9,404.59
Year End Total: 12/31/14			<u><u>212,500.06</u></u>

Personal Property Return As of January 1, 2015 Due April 15, 2015

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION

301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.maryland.gov • (410) 767-1170 • (888) 246-5941 within Maryland

2015

**Form 1
Page 1 of 4**

Date Received
by Department

CHECK
ONE

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

Name of
Business
Mailing
Address

DELMAR BREWING COMPANY, LLC

200 ELMWOOD STREET

SALISBURY

MD 21801

Check here
if this is a
change of
address

Make
Address
Corrections
Here

DEPARTMENT ID NUMBER ID# PREFIX <input checked="" type="checkbox"/> 14442495	FEDERAL EMPLOYER IDENTIFICATION NUMBER 26-3415780
DATE OF INCORPORATION OR FORMATION 09/23/2008	STATE OF INCORPORATION OR FORMATION DELAWARE
TRADING AS NAME	FEDERAL PRINCIPAL BUSINESS CODE 312120

Please check here if you want personal property forms mailed to you next year.

Type or Print Department ID Number Here

ID # PREFIX
2 14442495

SECTION I

- A. Is any business conducted in Maryland? YES Date began: 01/04/2012
(Yes or No)
- B. Nature of business conducted in Maryland: BREWERY & RESTAURANT
- C. Does the business own, lease or use personal property located in Maryland? YES If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

OFFICERS

	Names	Addresses
President	<u>C. JOHN KNORR III</u>	<u>2172 CINDER LANE, WHITEHAVEN MD</u>
Vice-President	<u>THOMAS L. KNORR</u>	<u>2670 CLARA ROAD, WHITEHAVEN MD</u>
Secretary	_____	_____
Treasurer	_____	_____

DIRECTORS

Names	Names
<u>C. JOHN KNORR III</u>	<u>THOMAS L. KNORR</u>
_____	_____
_____	_____
_____	_____

INCLUDE DEPARTMENT ID NUMBER ON CHECK

PLEASE STAPLE CHECK HERE

DELMAR BREWING COMPANY, LLC

26-3415780

2015

Form 1
continued
Page 3 of 4

⑤ **Tools, machinery and equipment used for manufacturing or research and development:** State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2015 before an exemption can be granted. See Instruction 11 for exception. Contact the Department or visit www.dal.maryland.gov for an application.

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

ORIGINAL COST BY YEAR OF ACQUISITION			
2014	212,501	2010	50,476
2013	104,704	2009	155,217
2012	767,410	2008	0
2011	60,142	2007 and prior	0

TOTAL COST \$ **1,350,450**

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

ORIGINAL COST BY YEAR OF ACQUISITION			
2014	0	2012	0
2013	0	2011 and prior	0

TOTAL COST \$ **0**

⑦ **Non-farming livestock** \$ 0 (Book Value) \$ 0 (Market Value)

⑧ **Other personal property** Total Cost \$ **0**
File separate schedule giving a description of property, original cost and the date of acquisition.

⑨ **Property owned by others and used or held by the business as lessee or otherwise** Total Cost \$ **224,959**
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

⑩ **Property owned by the business but used or held by others as lessee or otherwise** Total Cost \$ **0**
File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2014 in Maryland: \$ **5,129,289**

If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

B. If the business operates on a fiscal year, state beginning and ending dates: _____

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: **N/A**

D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? yes no
If yes, is that property reported on this return? yes no

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? yes no
If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland during 2014? yes no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

• PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

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

JEFFERSON, URIAN, DOANE & STERNER,
NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

C. JOHN KNORR III
PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

X 
SIGNATURE OF PREPARER DATE

X
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

302-856-3900

PREPARER'S PHONE NUMBER

E-MAIL ADDRESS

443-928-7737

BUSINESS PHONE NUMBER

E-MAIL ADDRESS

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, City Administrator

From: Keith Cordrey, Director of Internal Services *KAC*

Date: September 16, 2015

Re: Manufacturing Exemption for equipment purchased 2014 - Delmarva Printing and Design, Inc

I am recommending that Delmarva Printing and Design, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2014, as requested by the company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption. The eligible exemption amounts are assigned to tax years 2016 thru 2020 as shown in the attached worksheet. Over the next five years they will benefit from this exemption by a total savings of \$ 13,290 in personal property tax.

City of Salisbury
Exemption Recommendation Worksheet

Company: Delmarva Printing & Design, Inc.
Address: 1957 Northwood Dr

Requested By: Darrell Fearin
Date of Request: 9/9/2015

Description of Mfg.: Printing and design

Equipment Year 2014

New Equipment \$ 171,817

Total \$ **171,817**

Exemption Value	City Property Tax Year	State Return	Year of Exemption	Deprec. Value	Am't of Exemption
	2016	2015	1	154,635	3,417
	2017	2016	2	137,454	3,038
	2018	2017	3	120,272	2,658
	2019	2018	4	103,090	2,278
	2020	2019	5	85,909	1,899

Total Value of Exemption: \$ **13,290**

(1) The exemption credit value shown above is using rate of 2.21 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

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

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

Business Name: DELMARVA PRINTING DESIGN^{INC} MD Department ID#: D11695863
Mailing Address: 1957 NORTHWOOD DR SALISBURY MD 21801
Contact Name: DARRELL FEARIN Phone No.: 410-251-4614

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.

2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2014.

3. Address of Manufacturing / R & D operation. 1957 NORTHWOOD DR 21801

4. Date Manufacturing / R & D operation began in Salisbury. 1/3/2007

5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable. ✓

6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition. ✓

Additional information and requirements

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

Preparer's Signature X Darrell Fearin Date 9/4/15

Email address X dfearin@dmuprinting.com

Delmarva Printing & Design
Equipment Reconciliation
12/31/2014

Purchases:

4 Color Press –HE524 (GraFix+)	\$94,861.31	09/09/2014
DPX (Brooks Printing)	\$8,526.00	02/11/2014
Software for DPX (RTI)	\$3,300.00	02/11/2014
Black and White Digital Press(Koni)	\$27,889.00	03/28/2014
Kick Ruby Inkjet Mailing System (E)	\$36,240.89	02/19/2014
Shrink Wrap Machine (Brooks Print)	<u>\$1,000.00</u>	02/26/2014
Total	<u>\$171,817.20</u>	

A M E N D E D

Personal Property Return As of January 1, 2015 Due April 15, 2015

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

2015

Form 1

Page 1 of 4

Date Received
by Department

CHECK ONE

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

Name of Business

Mailing Address

DELMARVA PRINTING & DESIGN, INC.

1957 NORTHWOOD DRIVE

SALISBURY, MD 21801

X

Check here if this is a change of address

Make Address Corrections Here

DEPARTMENT ID NUMBER				FEDERAL EMPLOYER IDENTIFICATION NUMBER														
ID # PREFIX	D	1	1	6	9	5	8	6	3	5	1	0	6	1	5	3	4	7
DATE OF INCORPORATION OR FORMATION				STATE OF INCORPORATION OR FORMATION				FEDERAL PRINCIPAL BUSINESS CODE										
JANUARY 3, 2007				MARYLAND				3 2 3 1 0 0										
TRADING AS NAME										<input checked="" type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.								

ID # PREFIX
Type of Print Department ID Number Here

D 1 1 6 9 5 8 6 3

SECTION I

- A. Is any business conducted in Maryland? Yes Date began: JANUARY 3, 2007
(Yes or No)
- B. Nature of business conducted in Maryland: PRINTING & DESIGN
- C. Does the business own, lease or use personal property located in Maryland? Yes If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

	OFFICERS	
Names		Addresses
President <u>DARRELL FEARIN</u>		<u>SALISBURY, MARYLAND</u>
Vice-President <u>ANDREA FEARIN</u>		<u>SALISBURY, MARYLAND</u>
Secretary _____		_____
Treasurer _____		_____

	DIRECTORS	
Names		Names
<u>DARRELL FEARIN</u>		_____
<u>ANDREA FEARIN</u>		_____
_____		_____
_____		_____

NACTP # 1102

INCLUDE DEPARTMENT ID NUMBER ON CHECK
PLEASE STAPLE CHECK HERE

5 Tools, machinery and equipment used for manufacturing or research and development: State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2015 before an exemption can be granted. See instruction 11 for exception. Contact the Department or visit www.dat.state.md.us for an application.

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

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2014-2011 and 2007 and prior.

TOTAL COST \$ 734,539

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

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2014-2013 and 2011 and prior.

TOTAL COST \$ NONE

7 Non-farming livestock \$ NONE (Book Value) \$ NONE (Market Value)

\$ NONE

8 Other personal property Total Cost \$ NONE File separate schedule giving a description of property, original cost and the date of acquisition.

\$ NONE

9 Property owned by others and used or held by the business as lessee or otherwise Total Cost File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

\$ NONE

10 Property owned by the business but used or held by others as lessee or otherwise Total Cost File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property, not the manufacturing cost.

\$ NONE

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2014 in Maryland: \$ 1,011,705

If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

B. If the business operates on a fiscal year, state beginning and ending dates:

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name:

D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? [X] yes [] no If yes, is that property reported on this return? [X] yes [] no

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? [] yes [X] no If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland during 2014? [] yes [X] no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

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

PKS & COMPANY, P.A. NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN X SIGNATURE OF PREPARER DATE

DARRELL FEARIN PRESIDENT PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE X SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

(410) 546-5600 PREPARER'S PHONE NUMBER E-MAIL ADDRESS

(410) 749-6700 BUSINESS PHONE NUMBER E-MAIL ADDRESS

City of Salisbury



MARYLAND

Salisbury



2010

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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, City Administrator

From: Keith Cordrey, Director of Internal Services *KAC*

Date: September 16, 2015

Re: Manufacturing Exemption for equipment purchased 2014 - DiCarlo Precision Instrument, Inc.

I am recommending that DiCarlo Precision Instrument, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2014, as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption. Over the next five years they will benefit from this exemption by a total savings of \$ 2,943 in personal property tax.

City of Salisbury
 Finance Department
 Exemption Recommendation to City Council

Company: Dicarlo Precision Instrument
 Address: 2006 Northwood Drive

Requested By: John Dicarlo
 Date of Request: 8/14/2015

Description of Mfg.: Reprographics, reproduction of copies

Equipment Year: 2014

New Equipment: \$ 38,042

Total \$ 38,042

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2016	2015	1	34,238	757
	2017	2016	2	30,434	673
	2018	2017	3	26,630	589
	2019	2018	4	22,825	504
	2020	2019	5	19,021	420
Total Value of Exemption:					<u>\$ 2,943</u>

(1) The exemption credit value shown above is using rate of 2.21 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.

(2) A Personal Property Tax return is required to be submitted to the City of Salisbury each year in order for issuance of credits related to any exemptions awarded.

City of Salisbury



JOHN H. CAWLEY
FINANCE DIRECTOR

KEN H. JOHANNING
ASSISTANT TREASURER

MARYLAND

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

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

Business Name: DiCarlo Precision Instrument, Inc MD Department ID#: _____

Mailing Address: 2006 Northwood Drive, Salisbury, MD 21801

Contact Name: John J. DiCarlo, Jr. Phone No.: 410-749-0112 x 111

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2014.
3. Address of Manufacturing / R & D operation. 2006 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 2003
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature Heidi J. Gore Date 8/14/15

Email address john@dicarlo1.com; heidi@dicarlo1.com

DiCarlo Precision Instrument

Equipment Purchases 2014

Quantity		Cost	Manufacturing	Date of Purchase
Northwood Copy Center				
1	WideTEK 25-600 Large Format 18,5 x 25" Flatbed Scanner bundle including Batch Scan Wizard, Foot Switch	\$5,945.00	YES	5/20/2014
1	Océ PlotWave 500 Large Format Printing System	\$20,280.00	YES	8/29/2014
1	WideTEK 42 Wide Format Scanner 42" (1070 mm) bundle including Floorstand, WideTEK external 19" monitor with arm, Batch Scan Wizard, Foot Switch	\$7,745.00	YES	12/30/2014
Plaza Copy Center				
1	Canon imagePROGRAF iPF8400 44" Large Format Graphic Arts Printer	\$4,072.20	YES	11/17/2014
		Total		
		\$38,042.20		

⑤ **Tools, machinery and equipment used for manufacturing or research and development:** State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2015 before an exemption can be granted. See instruction 11 for exception. Contact the Department or visit www.dat.state.md.us for an application.

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

ORIGINAL COST BY YEAR OF ACQUISITION			
2014	38,042	2010	11,725
2013		2009	5,845
2012		2008	5,355
2011	18,547	2007 and prior	47,500

TOTAL COST \$ **127,014**

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

ORIGINAL COST BY YEAR OF ACQUISITION			
2014		2012	
2013		2011 and prior	

TOTAL COST \$ **NONE**

⑦ Non-farming livestock \$ NONE (Book Value) \$ NONE (Market Value)

\$ **NONE**

⑧ Other personal property Total Cost \$ **NONE**
 File separate schedule giving a description of property, original cost and the date of acquisition.

⑨ Property owned by others and used or held by the business as lessee or otherwise Total Cost \$ **20,783**
 File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

\$ **20,783**

⑩ Property owned by the business but used or held by others as lessee or otherwise Total Cost \$ **NONE**
 File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property, not the manufacturing cost.

\$ **NONE**

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2014 in Maryland: \$ 2,985,497

If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

B. If the business operates on a fiscal year, state beginning and ending dates: _____

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: _____

D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? yes no
 If yes, is that property reported on this return? yes no

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? yes no
 If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland during 2014? yes no If yes, complete Form 4C (Disposal and Transfer Reconciliation)

• PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

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

HOLLOWAY & MARVEL, PA

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

X

SIGNATURE OF PREPARER DATE

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

X

SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

(410) 546-5567 cpa@hmcparfirm.com

PREPARER'S PHONE NUMBER E-MAIL ADDRESS

BUSINESS PHONE NUMBER E-MAIL ADDRESS

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

To: Tom Stevenson, City Administrator
From: Keith Cordrey, Director of Internal Services *KAC*
Date: September 16, 2015
Re: Manufacturing Exemption for equipment purchased 2012,2013, and 2014 Pepsi Bottling Ventures LLC

I am recommending that Pepsi Bottling Ventures, LLC. be granted exemptions from Personal Property Tax for their equipment purchased in 2012, 2013, and 2014 as requested by the company. Since the request for equipment purchased in 2012 came within 2-3 years of the purchase of the equipment, they are eligible for up to 3 years of exemption for equipment purchased in 2012. Since the request for equipment purchased in years 2013 and 2014 came within 2 years of the purchase of the equipment, they are eligible for up to 5 years exemption for equipment purchased in 2013 and 2014.

Over the next five years they will benefit from this exemption by a total savings of \$ 125,500.74 in personal property tax for their 2012, 2013, and 2014 equipment purchases. The exemptions will be applied to City Property Tax years 2015-2020 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications.

City of Salisbury
Manufacturing Exemption Worksheet

Tax Year	Exemption Credit Value(1)	Exemption Total	2012		2013		2014	
			Equipment Purchased Amount :			\$ 730,163		\$ 1,155,001
2015	22,972.97	1,039,501		90%				
2016	33,545.75	1,517,907	511,114	80%	1,039,501	90%	82,792	90%
2017	29,176.23	1,320,192	438,098	70%	924,001	80%	73,593	80%
2018	24,806.72	1,122,476	438,098	60%	808,501	70%	64,394	70%
2019	13,982.57	632,695	365,081	50%	693,001	60%	55,195	60%
2020	1,016.50	45,996			577,501	50%	45,996	50%
\$ 125,500.74			29,046	0	89,339	0	7,116	0

0

Exempt yrs Granted	Calculated Yrs based on equip Yr -->	2012	2013	2014
5	1	2013	2014	2015
5	<2	2014	2015	2016
3	2-3	2015	2016	2017
2	3-4	2016	2017	2018
1	4-5	2017	2018	2019
		2018	2019	2020
# Years:		3	5	5
Date Filed:		06/11/15	06/11/15	06/11/15

(1) The exemption credit value shown above is using rate of 2.21 per hundreded . The acutal credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.

Address
330 SNOW HILL RD

City SALISBURY **State** MD **Jurisdiction Code** MD0100000 **Jurisdiction Descrp** Wicomico

Asset	Asset description	Capitalized on	Year	Acquisition Value	Asset Class
1101656	1881 Conversion	4/21/2012	2012	637,390.15	2000
1101663	80 Cube Machine Upgrades	6/16/2012	2012	57,357.61	2000
1101672	80 O2 Tester Portable System	9/8/2012	2012	8,403.73	2000
1101676	Chute For SideKick Bottle - SHR	11/3/2012	2012	27,011.35	2000
2012 Purchases				730,162.84	

Asset	Asset description	Capitalized on	Year	Acquisition Value	Asset Class
1101889	80 Eminence Conversion	10/5/2013	2013	14,659.94	2000
1101888	80 Sugar & Water Meters	10/5/2013	2013	15,678.89	2000
1101886	80 Water Treatment Sys - Treated Water Tank 6K Gal	10/5/2013	2013	47,449.90	2000
1101884	80 Water Treatment System	10/5/2013	2013	1,060,744.38	2000
1101885	80 Water Treatment System - Equipment Lighting	10/5/2013	2013	9,965.02	2000
1101767	Tank Agitator - Eurodrive Gear Reducer	6/15/2013	2013	3,251.50	2000
1101768	Tank Agitator - Eurodrive Gear Reducer	6/15/2013	2013	3,251.50	2000
2013 Purchases				1,155,001.13	

Asset	Asset description	Capitalized on	Year	Acquisition Value	Asset Class
1101961	80 CAN WARMER PROJECT	4/19/2014	2014	13,845.94	2000
1101983	80 Filtec - No Cap Detection Upgrade	9/6/2014	2014	10,009.12	2000
1101998	80 BOD EQ TANK SEALING	11/29/2014	2014	6,900.00	2000
1101975	CO2 TANKS (500)	6/14/2014	2014	51,383.50	2000
1101986	CO2 TANKS (100)	10/4/2014	2014	9,852.70	2000
2014 Purchases				91,991.26	

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

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

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

Business Name: Pepsi Bottling Ventures, LLC MD Department ID#: Z 12285409
Mailing Address: 4141 ParkLake Avenue Suite 600, Raleigh, NC 27612
Contact Name: Derek Glunz Phone No.: 919-865-7415

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2014.
3. Address of Manufacturing / R & D operation. 330 Snow Hill Rd, Salisbury, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 9/5/2004
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature Derek Glunz Date 6/11/2015

Email address Derek.Glunz@pbvllc.com

5 Tools, machinery and equipment used for manufacturing or research and development: State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2015 before an exemption can be granted. See instruction 11 for exception. Contact the Department or visit www.dat.maryland.gov for an application.

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

Table with 4 columns: Year, Cost, Year, Cost. Rows include 2014 (102,115), 2013 (1,202,531), 2012 (730,163), 2011 (191,171), 2010 (63,639), 2009 (432,108), 2008 (70,282), and 2007 and prior (3,485,646).

TOTAL COST \$ 6,277,655

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

Table with 4 columns: Year, Cost, Year, Cost. Rows include 2014, 2013, 2012, and 2011 and prior.

TOTAL COST \$

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

8 Other personal property Total Cost \$

9 Property owned by others and used or held by the business as lessee or otherwise. Total Cost \$ 23,400

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

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2014 in Maryland: \$ 30,997,603

B. If the business operates on a fiscal year, state beginning and ending dates: 12/29/2013 - 12/27/2014

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name:

- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland?
E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland?
F. Has the business disposed of assets or transferred assets in or out of Maryland during 2014?

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

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

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

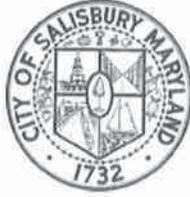
SIGNATURE OF PREPARER DATE

SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

PREPARER'S PHONE NUMBER E-MAIL ADDRESS

BUSINESS PHONE NUMBER E-MAIL ADDRESS

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

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

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

Business Name: Pepsi Bottling Ventures LLC MD Department ID#: Z 12285409
Mailing Address: 4141 ParkLake Avenue Suite 600, Raleigh, NC 27612
Contact Name: Derek Glunz Phone No.: 919-865-7415

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2013.
3. Address of Manufacturing / R & D operation. 330 Snow Hill Rd. Salisbury, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 9/5/2004
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature Derek Glunz Date 6/11/2015
Email address Derek.Glunz@pbvllc.com

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

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

ORIGINAL COST BY YEAR OF ACQUISITION			
2013	1,189,312	2009	432,108
2012	730,163	2008	70,282
2011	191,171	2007	1,479
2010	63,639	2006 & Prior	3,484,167

TOTAL COST \$ 6,162,321

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

ORIGINAL COST BY YEAR OF ACQUISITION			

TOTAL COST \$ 0

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

⑧ **Other personal property** Total Cost \$ 0
File separate schedule giving a description of property, original cost and the date of acquisition.

⑨ **Property owned by others and used or held by the business** as lessee or otherwise . . . Total Cost \$ SEE ATTACHED
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

⑩ **Property owned by the business but used or held by others** as lessee or otherwise. . . . Total Cost \$ 0
File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted in Maryland: \$ 33,253,940
If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

B. If the business operates on a fiscal year, state beginning and ending dates: 12/30/12 - 12/28/13

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: _____

D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? yes no
If yes, is that property reported on this return? yes no

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? yes no
If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland? yes no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

• PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

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

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

X SIGNATURE OF PREPARER DATE

X SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

() PREPARER'S PHONE NUMBER E-MAIL ADDRESS

() BUSINESS PHONE NUMBER E-MAIL ADDRESS

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

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

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

Business Name: Pepsi Bottling Ventures LLC MD Department ID#: Z 12285409
Mailing Address: 4141 ParkLake Avenue Suite 600, Raleigh, NC 27612
Contact Name: Derek Glunz Phone No.: 919-865-7415

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2012.
3. Address of Manufacturing / R & D operation. 330 Snow Hill Rd. Salisbury, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 9/5/2004
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

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

Preparer's Signature Derek Glunz Date 6/11/2015

Email address Derek.Glunz@pbvllc.com

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

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

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2012, 2011, 2010, 2009.

TOTAL COST \$ 5,006,909

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

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2012, 2011.

TOTAL COST \$ 0

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

8 Other personal property Total Cost \$ 0

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

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

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2012 in Maryland: \$ 33,043,802

B. If the business operates on a fiscal year, state beginning and ending dates: 01/01/12 - 12/29/12

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name:

D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? [X] yes [] no

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? [X] yes [] no

F. Has the business disposed of assets or transferred assets in or out of Maryland during 2012? [] yes [X] no

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

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

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN
Signature of Preparer: Dan Dwyer DATE: 3-20-13

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE
Signature of Corporate Officer or Principal: R. Gary Bauer DATE: 3/20/13

PREPARER'S PHONE NUMBER: (919) 863-5723 E-MAIL ADDRESS: drs.cuytano@pbville.com

BUSINESS PHONE NUMBER: (919) 863-8560 E-MAIL ADDRESS: GARY.BAUER@PBVILLE.COM

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
INTERIM CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

To: Tom Stevenson, City Administrator

From: Keith Cordrey, Director of Internal Services *KAC*

Date: August 31, 2015

Re: Reimbursements

Public Works has identified projects, which have been completed (or will be completed in the near future), that funding is best provided by Depreciation Reserve Fund, Water Impact Fund, and the Sewer Impact Fund. The projects identified were previously funded from operating funds.

Two resolutions are provided that call for the transfer of funds to the Water and Sewer fund in order to reimburse the Water Sewer Fund for expenditures made for the projects listed in the attached Project Reimbursement List. The transfer will serve to revise the funding for these projects from operating revenues to the capital funds identified (i.e. Depreciation Reserve, Water Impact, Sewer Impact).

Upon your review, please forward this to Council.

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RESOLUTION NO. 2553

**A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND
TRANSFERRING FUNDS HELD IN THE WATER IMPACT FUND AND
THE SEWER IMPACT FUND INTO THE WATER SEWER FUND TO FUND
PROJECTS PROVIDING ADDITIONAL WATER SEWER CAPACITY.**

WHEREAS, the City of Salisbury Chapter 13.02 provides for connection charges to be charges to customers; and

WHEREAS, these fees are held for the purpose of funding projects which enhance the capacity of the water and sewer facilities; and

WHEREAS; the City has identified projects listed in Schedule A that follows which require reimbursement to the water sewer fund for previous expenditures in completing projects that enhance the capacity of the water and sewer facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, designates the City's Director of Internal Services to transfer \$166,230 from the Water Impact Fund and \$178,890 from the Sewer Impact Fund into the Water Sewer Fund for the purpose of reimbursing the Water Sewer fund for expenditures for projects listed in Schedule A..

This resolution was introduced, read and passed at the regular meeting of the Salisbury City Council held on the ____ day of _____ 2015.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, City Council President

APPROVED BY ME THIS

____ day of _____, 2015.

James Ireton, Jr., Mayor

1 **Schedule A – Project Reimbursement List**

2
3
4

Impact Fee – Water

Paleo Well No. 3 Engineering Design	\$ 75,000
Park Water Treatment Plant Evaluation Study	\$ 14,100
Paleo Water Treatment Plant Caustic Building Engineering Design	\$ 77,130
Total	\$ 166,230

5
6

Impact Fee – Sewer

Naylor Mill Lift Station Engineering Design	\$ 79,950
Fitzwater Street Lift Station Engineering Design	\$ 36,630
Parkside Lift Station Engineering Design	\$ 12,640
Hampshire Road Lift Station Engineering Design	\$ 49,670
Total	\$ 178,890

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RESOLUTION NO. 2554

**A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND
TRANSFERRING FUNDS HELD IN THE DEPRECIATION RESERVE
FUND INTO THE WATER SEWER FUND TO FUND REPLACEMENT OF
WATER AND SEWER FACILITIES.**

WHEREAS, the City of Salisbury passed Ordinance 1725 on 06/28/1999 which established a “Depreciation Reserve Fund” that was to be used for the intended purpose “to fund the replacement of water and sewer facilities and capital equipment”; and

WHEREAS; the City has identified projects listed in Schedule A that follows which require reimbursement to the water sewer fund for previous expenditures in completing these projects which were for replacement of water and sewer facilities; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, designates the City’s Director of Internal Services to transfer \$759,690 from the Depreciation Reserve Fund into the Water Sewer Fund for the purpose of reimbursing the Water Sewer fund for expenditures made for the projects listed in Schedule A.

This resolution was introduced, read and passed at the regular meeting of the Salisbury City Council held on the ____ day of _____ 2015.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, City Council President

APPROVED BY ME THIS

____ day of _____, 2015.

James Ireton, Jr., Mayor

1 **Schedule A – Project Reimbursement List**

2

Park Water Treatment Plant Effluent Meter Engineering Design	\$ 41,750
Park Water Treatment Plant Effluent Meter Construction	\$ 438,950
Water Master Plan including Park Well Field Raw Water Main Analysis and Disinfection Byproducts Rule Analysis Study	\$ 204,270
Scenic Drive PCCP Pipe Replacement Engineering Design	\$ 74,720
Total	\$ 759,690

3

ORDINANCE NO. 2353

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND GRANTING A UTILITY EASEMENT TO DELMARVA POWER & LIGHT COMPANY ACROSS CITY OWNED PROPERTY ON MARINE ROAD IN SALISBURY, MARYLAND.

WHEREAS, the City of Salisbury owns the Wastewater Treatment Plant located on Marine Road; and

WHEREAS, the City of Salisbury is performing upgrades at the Wastewater Treatment Plant; and

WHEREAS, the upgrades include burying existing aerial electric facilities on the City owned site; and

WHEREAS, Delmarva Power has requested that the City enter into a Utility Easement Agreement, attached hereto, that allows Delmarva Power the right to construct, operate and maintain the infrastructure in association with the Wastewater Treatment Plant property.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the City of Salisbury allows Delmarva Power & Light Company to construct, operate and maintain infrastructure within the Wastewater Treatment Plant property and that the Mayor is authorized to execute the Utility Easement Agreement.

BE IT FURTHER ORDAINED that this ordinance shall take effect from the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 14 day of September, 2015, 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 _____, 2015.

ATTEST

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

Approved by me this ___ day of _____, 2015

James Ireton, Jr. Mayor

Tax Parcel No.: **1126, Map 0113**
Wicomico County, Md.

Prepared By & Delmarva Power & Light Company
Return To: Right- of-Way Department
2530 N. Salisbury Blvd.
Attn: Real Property
Salisbury, MD 21801

UTILITY EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT, made this _____ day of _____, 2015, between THE CITY OF SALISBURY, a Municipal Corporation of the State of Maryland, (“Grantor”) and DELMARVA POWER & LIGHT COMPANY, a corporation of the State of Delaware and the Commonwealth of Virginia (“Delmarva”),

WITNESSETH:

WHEREAS, Grantor is the owner of land located in the State of Maryland, the County of Wicomico, which land abuts on Marine Rd, Salisbury, and is recorded in the Land Records for Wicomico County, Maryland in Liber **00333**, Folio **00003**.

For and in consideration of the payment by Delmarva of the sum of one dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, Grantor grants to Delmarva a perpetual easement and right of way and agrees as follows:

1. Delmarva shall have the right to install, operate, maintain, add to, extend, relocate and remove its ELECTRIC (X), GAS (), COMMUNICATION (X), and other appropriate facilities, and accessories and appurtenances thereto to extend Delmarva’s systems and to provide services to Delmarva’s service areas; including any other cables, conduits, fiber optic cables and wires on, over, under and across Grantor’s land which may become necessary to provide such services as shown on Exhibit “A” attached hereto and made a part hereof and designated as a 1,768 +/- square feet Easement Area.
2. The facilities installed pursuant to this agreement shall remain the property of Delmarva and all maintenance, repairs and removals of said facilities shall be the responsibility of Delmarva.
3. Delmarva shall have the right to trim, remove, and/or otherwise maintain all trees and underbrush located 15 feet on each side of the centerline of Delmarva’s facilities.
4. Delmarva shall have the rights of ingress, egress and regress to and over Grantor’s land as necessary for the enjoyment of the rights granted herein.

5. Grantor agrees not to place any improvements, including trees or other foliage, within 10 feet of the opening side of any enclosed equipment installed under the terms of this Agreement and shall not construct any structures or improvements over or under the utility facilities permitted by this Agreement, without written permission from Delmarva.
6. Grantor shall have the right to use the land covered by this Agreement for any lawful purpose not inconsistent with or in contravention of the rights of Delmarva.
7. Grantor covenants that it is seized of and has the right to convey the foregoing easement, rights and privileges; agrees that Delmarva shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges.
8. Grantor agrees that this Utility Easement Agreement shall be binding upon and inure to the benefit of Grantor and Delmarva and their respective heirs, personal representatives, administrators, successors and assigns.
9. Grantor hereby certifies that the actual monetary consideration paid for this Agreement is \$1.00.
10. Delmarva's utility facilities installed hereunder may, without further consideration, be relocated to conform to new or reestablished highway limits, upon written permission given by Grantor.
11. Delmarva shall restore the surface of Grantor's property to the condition it was prior to any disturbance caused by, and upon completion of, any installation, operation or maintenance of its facilities.

As agent on behalf of Delmarva, I certify that this document was prepared by Delmarva.

Name: Patrick Sparr
Title: Engineering Fieldman

AREA INTENTIONALLY LEFT BLANK

WITNESS our hands and seals the day and year aforesaid.

THE CITY OF SALISBURY

WITNESS:

| _____

By: _____ (SEAL)

Name: _____

Title: _____

STATE OF COMMONWEALTH OF

)

COUNTY OF

) SS

)

BE IT REMEMBERED, That on the ____ day of _____, _____, personally came before me, a notary public, the within named Grantor, _____ party(ies) to this indenture and known to me personally to be such, and acknowledged said Agreement to be his/her act of said individual(s) or the act and deed of the corporation or partnership for which he/she signed.

My commission expires: _____

Notary Public

Seal/Stamp Here
Notary

Print Name: _____

|

N/F
 WHALEY FARMS GENERAL PARTNERSHIP
 C/O CAROLYN WHALEY
 MAP 37, PARCEL 339

Exhibit "A"

UTILITY EASEMENT
 (AREA = 1,767.855 S.F.)



← 522.9' TO PEMBERTON DRIVE R.O.W. →

WICOMICO COUNTY

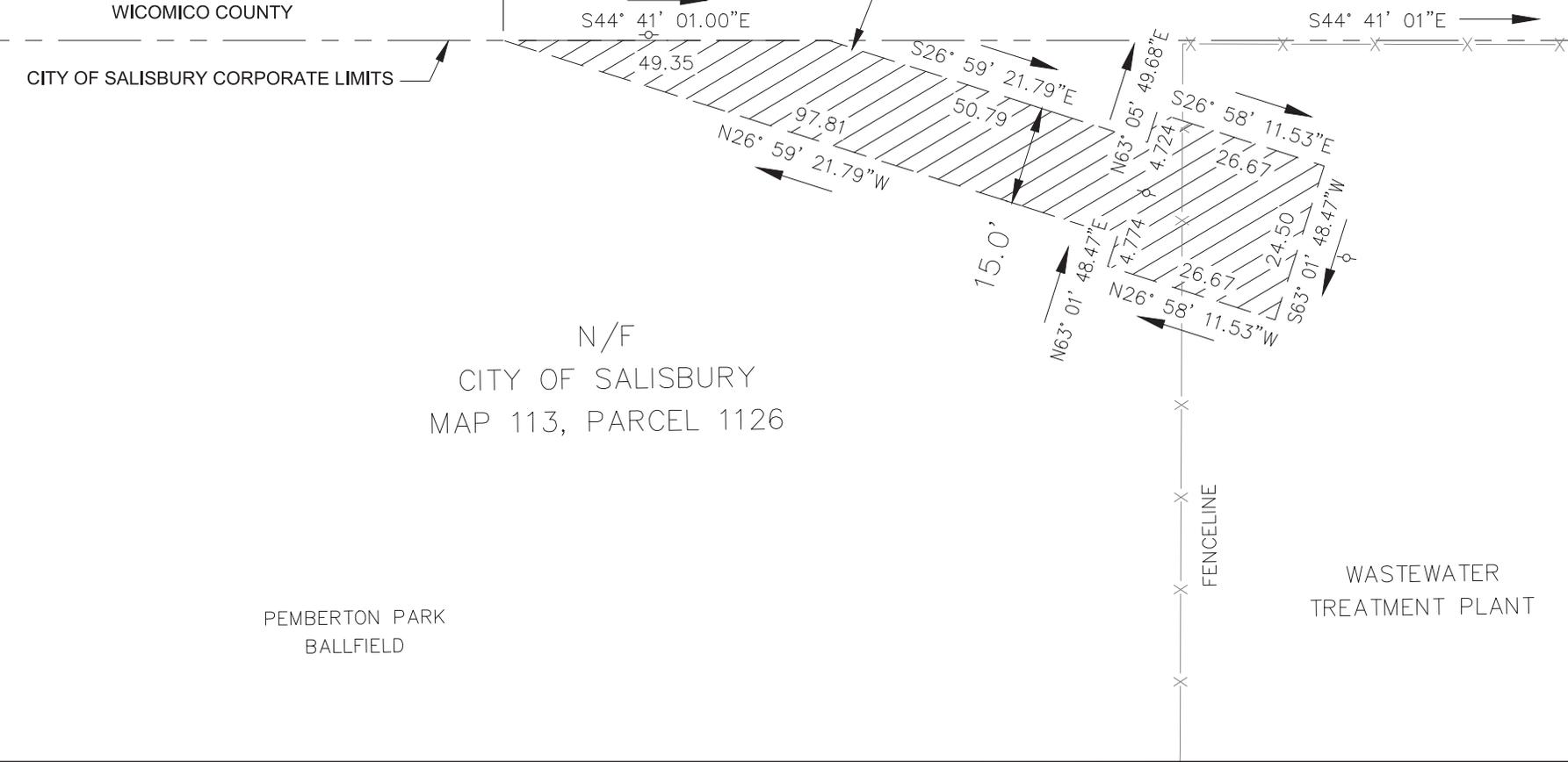
CITY OF SALISBURY CORPORATE LIMITS

N/F
 CITY OF SALISBURY
 MAP 113, PARCEL 1126

PEMBERTON PARK
 BALLFIELD

WASTEWATER
 TREATMENT PLANT

FENCELINE



DWG. NO.	DCA16001
DATE:	08/04/15
SCALE:	1"=20'
REVISED:	
SHEET	1

EASEMENT FOR ELECTRICAL UTILITY
 AT WASTEWATER TREATMENT PLANT

CITY OF SALISBURY
 SALISBURY PUBLIC WORKS



City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

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

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works 
Date: July 17, 2015
Re: Wicomico River access and Riverwalk Ordinance

Over the years, the City of Salisbury has developed a Riverwalk from the Marina to downtown Salisbury on the Wicomico River and the South Prong of the Wicomico River. The Riverwalk is not continuous along both sides of the River, however it is the City's desire to provide public access along the entire length of the Wicomico River and the South Prong in the City limits.

The attached Ordinances provides requirements for public access along the River and construction of the Riverwalk. As private properties develop along the River in the City, they will be required to construct the Riverwalk to City Standards.

The Ordinance has been revised per the discussion at the July 6, 2015 work session. The limits of the proposed Riverwalk have been expanded and redefined in the text and on the exhibit. Enhancements such as benches, trash cans and lighting has been added to the Standard Detail.

Unless you or the Mayor have further questions, please forward a copy of this memo and the Ordinance to the City Council.

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3 **ORDINANCE NO. 2356**

4 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND AMENDING TITLE 12, STREETS,
5 SIDEWALKS AND PUBLIC PLACES, CHAPTER 12.24 WICOMICO RIVER REGULATIONS, OF
6 THE CITY CODE BY ADDING SECTIONS 12.24.040 AND 12.24.050 FOR THE PURPOSE OF
7 ESTABLISHING CRITERIA FOR RIVER ACCESS AND STANDARDS FOR RIVERWALK
8 CONSTRUCTION UNDER THE DIRECTION AND SUPERVISION OF THE PUBLIC WORKS
9 DEPARTMENT.

10 WHEREAS, the City maintains a Riverwalk along the Wicomico River and the South Prong of the
11 Wicomico River from west of the Marina to State Route 13 on both sides of the waterway; and

12
13 WHEREAS, the Riverwalk allows for public access to and along the River in the City of Salisbury; and

14
15 WHEREAS, the Riverwalk is not continuous along the Wicomico River and the South Prong; and

16
17 WHEREAS, to provide the public and individual property owners with access to and along the River,
18 properties proposed for development along the River in the area designated on the attached exhibit which
19 are in the Riverfront Redevelopment District, the Central Business District and the General Commercial
20 Zoning District shall be required to recognize and acknowledge the Riverwalk in conjunction with
21 constructing other improvements on the property; and

22
23 WHEREAS, private development should be planned in a manner to complement public improvements;
24 and

25
26 WHEREAS, the City of Salisbury will be responsible for future maintenance and improvements to the
27 Riverwalk once constructed and deeded to the City.

28
29 NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY,
30 MARYLAND that Chapter 12.24 be amended by the addition of Sections 12.24.040 and 12.24.050 as set
31 forth herein:

32
33 **12.24.040 Public access to the Wicomico River.**

34
35 All development within the corporate limits of the city adjacent to and binding upon the Wicomico River,
36 the North Prong and the South Prong shall be consistent with public plans for access to and along the
37 Wicomico River as illustrated on the attached exhibit. Along the Wicomico River, the properties
38 included are in the Riverfront Redevelopment District and the Central Business District terminating at the
39 west at Wicomico Street and Parcel 1109, Map 0106. Along the North Prong, the properties included are
40 in the Riverfront Redevelopment District and the Central Business District. Along the South Prong, the
41 properties included are in the Central Business District and the General Commercial District. During land
42 development or redevelopment of a property located in the aforementioned locations along the Wicomico
43 River, the North Prong and the South Prong of the Wicomico River, the property owner shall reserve
44 suitable area for construction of the Riverwalk to meet the City Construction Standards, Riverwalk
45 Construction Standards and the applicable standards regulating subdivisions.
46
47

48 12.24.050 **Riverwalk Construction Standards.**

49

50 Pursuant to the City Code for the Chesapeake Bay Critical Area Natural Resources Program Section
51 12.20.500 Item D, the Riverwalk shall be eight (8) feet wide with a ten (10) foot wide vegetated buffer.
52 The specific materials of construction are defined in the City Construction Standards. The Riverwalk
53 shall include a railing and shall accommodate handicap accessibility. Per the City Construction
54 Standards, the Riverwalk shall include benches, trash receptacles and lighting.

55

56

57 BE IT FURTHER ORDAINED that this ordinance shall take effect immediately upon passage and shall
58 apply to any properties that submit for development or redevelop after the date of passage.

59

60 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on
61 the ___ day of _____, 2015, and thereafter, a statement of the substance of the Ordinance having
62 been published as required by law, was finally passed by the Council on the ___ day of _____, 2015.

63

64

65 ATTEST

66

67

68 _____
Kimberly R. Nichols, City Clerk

69

Jacob R. Day, President
Salisbury City Council

70

71 Approved by me this:

72

73 ___ day of _____, 2015

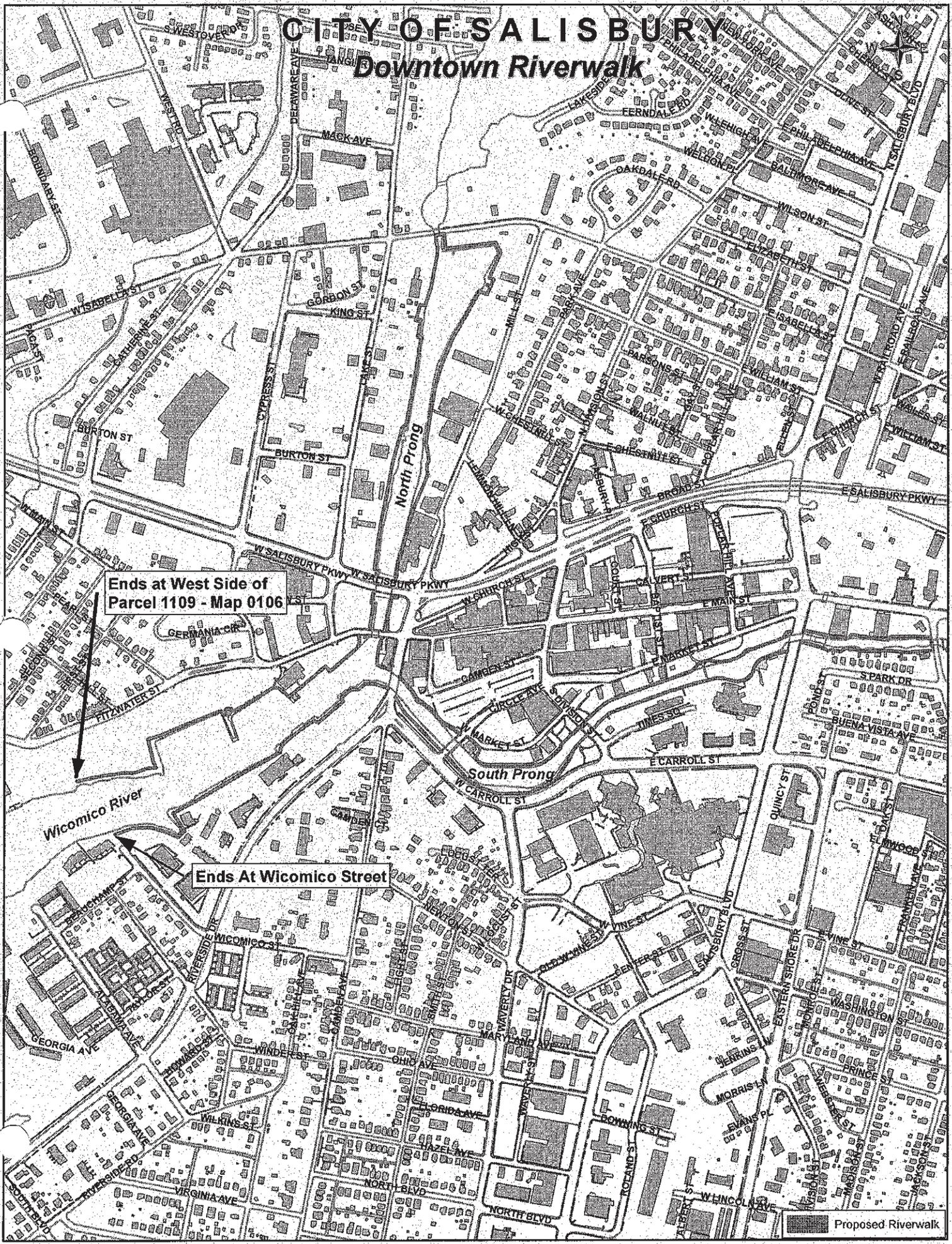
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76 _____
James Ireton, Jr. Mayor

CITY OF SALISBURY

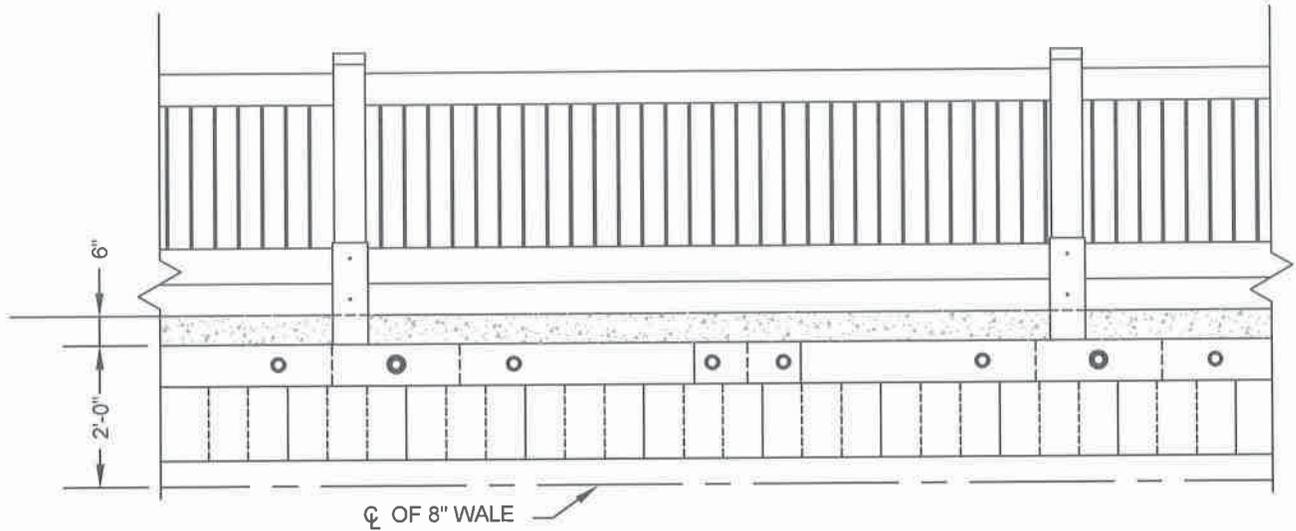
Downtown Riverwalk



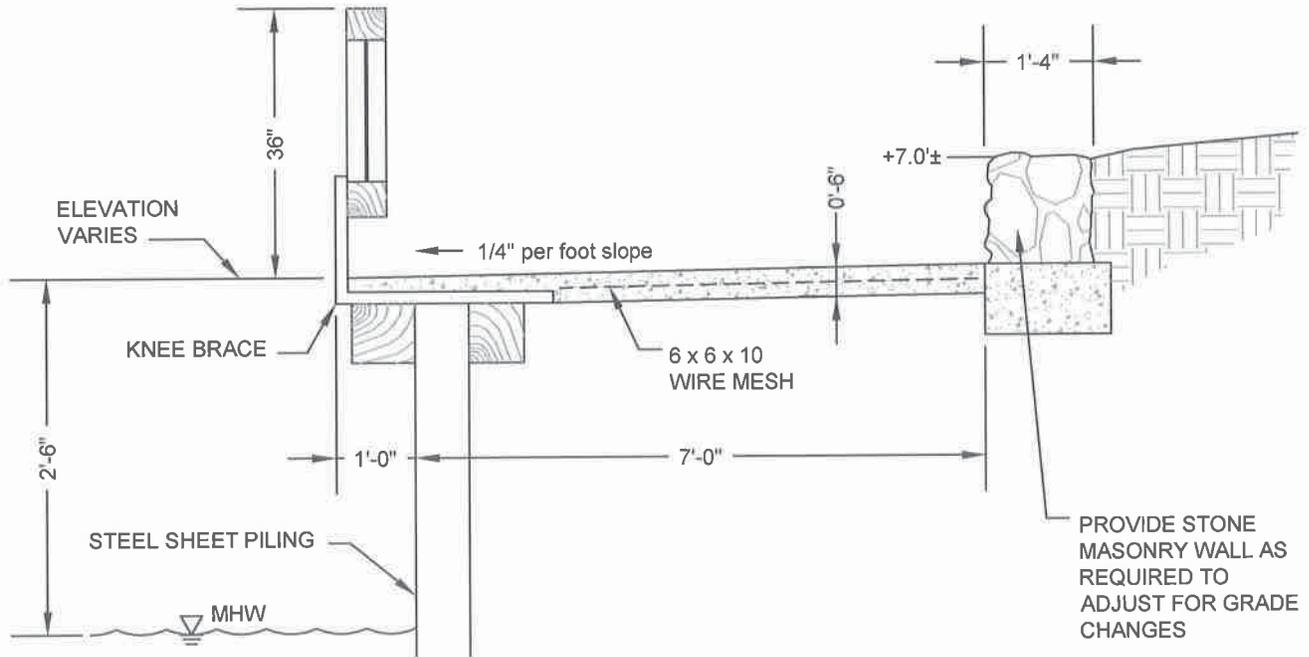
Ends at West Side of
Parcel 1109 - Map 0106

Ends At Wicomico Street

Proposed Riverwalk



ELEVATION



CROSS SECTION

NOTES:

1. RIVERWALK SURFACE SHALL BE STAMPED, COLORED CONCRETE. THE SURFACE SHALL HAVE A FORMED WOOD GRAIN TEXTURE AND THE CONCRETE SHALL BE COLORED GRAY. THE WOOD GRAIN PATTERN SHALL AS BE CLASSIC WOOD TEXTURE MAT, FM-8700 S/O MANUFACTURED BY BRICKFORM, SOLOMON COLORS, INC. OR APPROVED EQUIVALENT
2. BENCHES AND TRASH RECEPTACLES SHALL BE PLACED AT A MAXIMUM OF EVERY 200 FEET ALONG THE LENGTH OF THE RIVERWALK. AT A MINIMUM, EACH PROPERTY SHOULD HAVE ONE BENCH AND ONE TRASH RECEPTACLE. BENCHES AND TRASH RECEPTACLE SHALL MEET THE CITY STANDARDS.
3. LIGHTING SHALL BE PROVIDED PER CITY STANDARD 600.01.

CITY OF SALISBURY SALISBURY, MD	APPROVED	RIVERWALK	DATE	6/18/15	
	_____		DATE	SCALE	NONE
	_____		DATE	DWG. NO.	STD60012
	CITY ENGINEER		DATE	STD. NO.	600.12

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

To: Tom Stevenson, City Administrator
CC: Julia Glanz, Assistant City Administrator
From: Keith Cordrey, Director of Internal Services *KAC*
Date: September 18, 2015
Re: FY 2016 Bond Ordinance

The FY 2016 budget ordinance included the issuance of \$4,726,000 in bonds to fund projects listed in Scheduled B of the FY 16 Budget Ordinance. Included herein please find a bond ordinance, prepared by the City's bond counsel Lindsey Rader, Esquire, to further authorize the issuance.

Key considerations about the ordinance as pointed out by the city's bond counsel are:

- It authorizes a not-to-exceed aggregate principal amount of \$4,726,000 of general obligation bonds, which may be issued in one or more series from time to time up to the stated aggregate amount, to finance, reimburse or refinance costs of the projects listed in Section 3. (We know we expect a single installment bond, but we always like to have such flexibility.)
- It authorizes a not-to-exceed aggregate principal amount of \$4,726,000 of general obligation bond anticipation notes, which may be issued in one or more series from time to time up to the stated aggregate amount, to finance or reimburse project costs on an interim basis.
- It authorizes general obligation refunding bonds to be issued in one or more series from time to time in order to refund any of the bonds issued pursuant to authority of the ordinance, provided that the maximum principal amount of any series of refunding bonds does not exceed 130% of the principal amount of the bonds refunded therefrom. The reason for the 130% limitation is that proceeds of refunding bonds are typically applied to pay or prepay not only the principal of the bonds being refunded, but also accrued interest and any prepayment premium due with respect to the refunded bonds, as well as costs of issuance of the refunding bonds. Of course, the City may always choose to apply cash on hand to any such required payments. By putting refunding authority in place through the ordinance, the City will be in a position to move more quickly with regard to a future refunding (which need only be authorized by a subsequent resolution) to the extent market conditions make a refunding favorable.

- Details of any series of bonds, BANs or refunding bonds will be determined or provided for by resolution of the Council.
- The full faith and credit and unlimited taxing power of the City are pledged to the payment of any issued bonds, BANs or refunding bonds, but the City is allowed to use other available moneys to make debt service payments to the extent not contrary to applicable federal or state law.

The City has authorized Public Advisory Consultant to act as the City's financial advisor on this issue and to issue an RFP for the private placement of these bonds.

Upon your review, and unless you have questions or concerns, please forward this ordinance to city council for their consideration.

Ordinance No. 2357

1
2
3 AN ORDINANCE OF THE COUNCIL (THE "COUNCIL") OF THE CITY OF SALISBURY TO
4 AUTHORIZE AND EMPOWER CITY OF SALISBURY (THE "CITY") TO ISSUE AND SELL
5 FROM TIME TO TIME, UPON ITS FULL FAITH AND CREDIT, GENERAL OBLIGATION
6 BONDS IN ONE OR MORE SERIES IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO
7 EXCEED FOUR MILLION SEVEN HUNDRED TWENTY-SIX THOUSAND TWO HUNDRED
8 DOLLARS (\$4,726,200.00), THE PROCEEDS OF THE SALE THEREOF TO BE USED AND
9 APPLIED FOR THE PUBLIC PURPOSE OF FINANCING, REIMBURSING OR
10 REFINANCING COSTS (AS DEFINED HEREIN, WHICH INCLUDE ISSUANCE COSTS
11 AND CAPITALIZED INTEREST) OF THE PUBLIC PURPOSE PROJECTS IDENTIFIED
12 HEREIN AS: MAIN STREET MASTER PLAN, EAST MAIN ST STORM DRAIN,
13 BEAVERDAM CREEK TIDAL DAM REPAIR AND 24" W IN GORDY RD; SPECIFYING
14 THE MAXIMUM PRINCIPAL AMOUNT OF THE BONDS OR BOND ANTICIPATION
15 NOTES PROVIDED FOR HEREIN TO BE ALLOCATED TO EACH SUCH PROJECT,
16 SUBJECT TO REALLOCATION BY THE CITY IN ACCORDANCE WITH APPLICABLE
17 BUDGETARY PROCEDURES OR LAW; PROVIDING FOR THE COUNCIL BY
18 RESOLUTION TO DETERMINE, APPROVE OR PROVIDE FOR VARIOUS MATTERS
19 RELATING TO THE AUTHORIZATION, SALE, SECURITY, ISSUANCE, DELIVERY,
20 PAYMENT AND REDEMPTION OF AND FOR EACH SERIES OF THE BONDS;
21 AUTHORIZING AND EMPOWERING THE COUNCIL TO PROVIDE BY RESOLUTION FOR
22 THE ISSUANCE AND SALE FROM TIME TO TIME OF ONE OR MORE SERIES OF
23 GENERAL OBLIGATION BOND ANTICIPATION NOTES IN AN AGGREGATE PRINCIPAL
24 AMOUNT NOT TO EXCEED FOUR MILLION SEVEN HUNDRED TWENTY-SIX
25 THOUSAND TWO HUNDRED DOLLARS (\$4,726,200.00), PRIOR TO AND IN
26 ANTICIPATION OF THE ISSUANCE OF ANY OF THE BONDS AUTHORIZED HEREBY, IN
27 ORDER TO FINANCE OR REIMBURSE PROJECT COSTS ON AN INTERIM BASIS;
28 AUTHORIZING AND EMPOWERING THE COUNCIL TO PROVIDE BY RESOLUTION FOR
29 THE ISSUANCE AND SALE FROM TIME TO TIME OF ONE OR MORE SERIES OF
30 GENERAL OBLIGATION BONDS IN ORDER TO REFUND ANY OF THE BONDS ISSUED
31 PURSUANT TO THE AUTHORITY OF THIS ORDINANCE (INCLUDING PAYING
32 ISSUANCE COSTS AND INTEREST ON SUCH REFUNDING BONDS), PROVIDED THAT,
33 THE AGGREGATE PRINCIPAL AMOUNT OF ANY SUCH SERIES OF REFUNDING
34 BONDS SHALL NOT EXCEED ONE HUNDRED THIRTY PERCENT (130%) OF THE
35 AGGREGATE PRINCIPAL AMOUNT OF THE BONDS REFUNDED THEREFROM;
36 PROVIDING FOR THE LEVY AND COLLECTION OF AD VALOREM TAXES SUFFICIENT
37 FOR, AND PLEDGING THE FULL FAITH AND CREDIT AND UNLIMITED TAXING
38 POWER OF THE CITY TO, THE PROMPT PAYMENT OF THE PRINCIPAL OF AND
39 INTEREST ON EACH SERIES OF THE BONDS, THE BOND ANTICIPATION NOTES AND
40 THE REFUNDING BONDS AUTHORIZED HEREBY (THE "OBLIGATIONS"); PROVIDING
41 THAT THE PRINCIPAL OF AND INTEREST ON EACH SERIES OF THE OBLIGATIONS

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42 ALSO MAY BE PAID FROM ANY OTHER SOURCES OF REVENUE LAWFULLY
43 AVAILABLE TO THE CITY FOR SUCH PURPOSE; PROVIDING THAT CERTAIN
44 ACTIONS MAY BE TAKEN OR PROVIDED FOR BY RESOLUTION IN CONNECTION
45 WITH THE REISSUANCE OF ANY OF THE OBLIGATIONS; PROVIDING THAT ANY OF
46 THE OBLIGATIONS AUTHORIZED HEREBY MAY BE CONSOLIDATED WITH ANY
47 BONDS, BOND ANTICIPATION NOTES AND/OR REFUNDING BONDS AUTHORIZED BY
48 THE COUNCIL AND ISSUED AS A SINGLE SERIES OF BONDS, BOND ANTICIPATION
49 NOTES AND/OR REFUNDING BONDS; AUTHORIZING AND DIRECTING OFFICIALS
50 AND EMPLOYEES OF THE CITY TO TAKE ANY AND ALL ACTION NECESSARY TO
51 COMPLETE AND CLOSE THE SALE AND DELIVERY OF THE OBLIGATIONS;
52 PROVIDING THAT THIS TITLE SHALL BE DEEMED A STATEMENT OF THE
53 SUBSTANCE OF THIS ORDINANCE FOR ALL PURPOSES; AND OTHERWISE
54 GENERALLY RELATING TO THE ISSUANCE, SALE, DELIVERY AND PAYMENT OF
55 THE OBLIGATIONS.

56

57

RECITALS

58

59 WHEREAS, City of Salisbury, a municipal corporation of the State of Maryland and a
60 municipality within the meaning of the Enabling Act identified below (the “City”), is authorized and
61 empowered by Sections 19-301 through 19-309 of the Local Government Article of the Annotated
62 Code of Maryland (previously codified as Sections 31 through 37 of Article 23A of the Annotated
63 Code of Maryland), as replaced, supplemented or amended (the “Enabling Act”), and Sections
64 SC7-45 and SC7-46 of the Charter of the City of Salisbury, as replaced, supplemented or amended
65 (the “Charter”), to borrow money for any proper public purpose and to evidence such borrowing by
66 the issuance and sale of its general obligation bonds; and

67

68 WHEREAS, the City has determined to undertake the public purpose projects identified in
69 Section 3 of this Ordinance; and

70

71 WHEREAS, the City has determined to authorize the issuance from time to time of one or
72 more series of its general obligation bonds in order to finance, reimburse or refinance all or a
73 portion of the costs of any of the public purpose projects identified in Section 3 of this Ordinance;
74 and

75

76 WHEREAS, prior to issuing one or more series of the bonds authorized hereby, the City
77 may need to obtain interim financing in order to finance or reimburse applicable project costs on a
78 timely basis through the issuance from time to time of general obligation bond anticipation notes in
79 one or more series pursuant to the authority of Sections 19-211 through 19-223 of the Local
80 Government Article of the Annotated Code of Maryland (previously codified as Section 12 of
81 Article 31 of the Annotated Code of Maryland), as replaced, supplemented or amended (the “Bond
82 Anticipation Note Enabling Act”); and

83

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84 WHEREAS, subsequent to the issuance of any bonds provided for herein, the City may
85 desire to currently refund or advance refund all or a portion of such bonds through the issuance from
86 time to time of one or more series of its general obligation refunding bonds pursuant to the authority
87 of Section 19-207 of the Local Government Article of the Annotated Code of Maryland (previously
88 codified as Section 24 of Article 31 of the Annotated Code of Maryland), as replaced, supplemented
89 or amended (the “Refunding Act”); and
90

91 WHEREAS, the City has determined to pledge its full faith and credit and unlimited taxing
92 power to the prompt payment of debt service on any general obligation bonds, bond anticipation
93 notes or refunding bonds authorized hereby; and
94

95 WHEREAS, although Section SC7-46.E of the Charter provides that the City shall
96 determine the manner of selling any bonds, notes or other evidences of indebtedness by resolution,
97 it is the expectation of the Council of the City (the “Council”) that, as authorized by such Section of
98 the Charter, the Bond Anticipation Note Enabling Act and the Refunding Act, as applicable, each
99 series of the bonds, the bond anticipation notes and the refunding bonds authorized hereby shall be
100 sold by private (negotiated) sale unless the Council determines otherwise by resolution; and
101

102 WHEREAS, the City shall issue any bonds, bond anticipation notes or refunding bonds
103 authorized hereby in accordance with the terms and conditions provided for in a resolution or
104 resolutions to be adopted by the Council pursuant to the authority of the Enabling Act, the Charter,
105 this Ordinance and other applicable law.
106

107 SECTION 1. NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF
108 THE CITY OF SALISBURY, MARYLAND that:
109

110 (a) The Recitals to this Ordinance are deemed a substantive part of this Ordinance and
111 incorporated by reference herein. Capitalized terms used in the Sections of this Ordinance and not
112 defined herein shall have the meanings given to such terms in the Recitals.
113

114 (b) References in this Ordinance to any official by title shall be deemed to refer (i) to
115 any official authorized under the Charter or other applicable law to act in such titled official’s stead
116 during the absence or disability of such titled official, (ii) to any person who has been elected,
117 appointed or designated to fill such position in an acting capacity under the Charter or other
118 applicable law, (iii) to any person who serves in a “Deputy” or “Assistant” capacity as such an
119 official, provided that the applicable responsibilities, rights or duties referred to herein have been
120 delegated to such deputy or assistant in accordance with applicable law or authority, and/or (iv) to
121 the extent an identified official commonly uses another title not provided for in the Charter or the
122 code of ordinances of the City (the “City Code”), the official, however known, who is charged
123 under the Charter, the City Code or other applicable law or authority with the applicable
124 responsibilities, rights or duties referred to herein.
125

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126 SECTION 2. BE IT FURTHER ORDAINED that pursuant to the authority of the
 127 Enabling Act and the Charter, the City hereby determines to borrow money and incur indebtedness
 128 from time to time for the public purpose of financing, reimbursing or refinancing costs (as defined
 129 in Section 3(b) hereof) of any of the Projects identified in Section 3(b) hereof.

130
 131 SECTION 3. BE IT FURTHER ORDAINED that:
 132

133 (a) To evidence the borrowing and indebtedness authorized in Section 2 of this
 134 Ordinance, the City, acting pursuant to the authority of the Enabling Act and the Charter, hereby
 135 determines to issue and sell from time to time, in one or more series, upon its full faith and credit, its
 136 general obligation bonds in an aggregate principal amount not to exceed Four Million Seven
 137 Hundred Twenty-Six Thousand Two Hundred Dollars (\$4,726,200.00) (collectively, the “Bonds”).
 138 Any series of the Bonds may be issued as one or more bonds and any such bond may be issued in
 139 installment form and/or draw-down form.

140
 141 (b) With respect to the projects listed below, the word “costs” as used in Section 2
 142 hereof shall include, as applicable, land and right-of-way acquisition and development; site and
 143 utility improvements; acquisition, construction, expansion, demolition, reconstruction, replacement,
 144 renovation, rehabilitation, improvement, installation, furnishing and equipping activities and
 145 expenses, and related or similar costs; planning, design, engineering, architectural, feasibility,
 146 inspection, construction management, surveying, permitting, financial and legal expenses, and
 147 related or similar costs; costs of issuance (which may include costs of bond insurance or other credit
 148 or liquidity enhancement); interest during construction and for a reasonable period thereafter
 149 (whether or not expressly so stated); and any such costs that may represent the City’s share or
 150 contribution to the financing, reimbursement or refinancing of any such project. The total Bond (or
 151 BANs, as identified in Section 6 hereof) funds to be appropriated or applied to the costs of such
 152 projects (exclusive of any premium realized upon sale or investment earnings that may be applied
 153 for such purposes) shall be allocated among the following public purpose projects in the maximum
 154 principal amount set forth opposite each, except as otherwise herein provided:
 155

	<u>Project Name</u>	<u>Maximum Principal Amount</u>
1.	Main Street Master Plan	\$2,240,000.00
2.	East Main St Storm Drain	350,200.00
3.	Beaverdam Creek Tidal Dam Repair	1,136,000.00
4.	24” W in Gordy Rd	<u>1,000,000.00</u>
	TOTAL	<u>\$4,726,200.00</u>

156
 157 The projects identified in items 1-4 above are collectively referred to herein as the “Projects”. The
 158 Projects described in items 1-4 above are identified by approximately the same names as such

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159 Projects are identified in City budget materials. The City, without notice to or the consent of any
160 registered owners of the Bonds (or the registered owners of any of the BANs, as applicable), may
161 reallocate the maximum principal amount of the Bonds (and of any of the BANs, as applicable) to
162 be spent among any of the Projects identified herein in compliance with applicable budgetary
163 procedures or applicable law, including, to the extent applicable, by resolution. Further, it is the
164 intention of the Council that proceeds of the Bonds (or of any of the BANs, as applicable) may be
165 spent on any applicable costs (as defined above) relating to the Projects identified in items 1-4
166 above.

167
168 (c) In the event the City issues any series of the BANs pursuant to Section 6 of this
169 Ordinance, proceeds of the Bonds of any series in anticipation of which such BANs were issued
170 may also be applied to prepay or pay principal, premium and/or interest on such series of the BANs
171 in accordance with the Bond Anticipation Note Enabling Act, and such application shall be deemed
172 the payment of “costs” for purposes of this Ordinance.

173
174 SECTION 4. BE IT FURTHER ORDAINED that the proceeds of the Bonds shall be used
175 and applied by the City exclusively and solely for the public purposes described in Section 3 of this
176 Ordinance, unless a supplemental ordinance is enacted by the Council to provide for the use and
177 application of such proceeds for some other proper public purpose authorized by the Enabling Act,
178 the Charter or other applicable law.

179
180 SECTION 5. BE IT FURTHER ORDAINED that pursuant to the authority of the Enabling
181 Act, the Charter and this Ordinance, the Council, prior to the issuance, sale and delivery of each
182 series of the Bonds, shall adopt a resolution or resolutions (in each such case and, collectively, the
183 “Resolution”) specifying, prescribing, determining, providing for or approving such matters, details,
184 forms (including, without limitation, the complete forms of the Bonds of such series), documents or
185 procedures as may be required by the Enabling Act, the Charter or this Ordinance or as the Council
186 may deem appropriate for the authorization, sale, security, issuance, delivery, payment, prepayment
187 or redemption of or for such series of the Bonds. The Resolution shall set forth, determine or
188 provide for the determination of, provide for, or approve or provide for the approval of, among
189 other matters, as applicable, the designation of such series of the Bonds; the date of issue of such
190 series of the Bonds; the aggregate principal amount of such series of the Bonds; the denominations
191 of such series of the Bonds; the maturity or maturities of such series of the Bonds; the principal
192 installment or installments payable on such series of the Bonds or the method of determining such
193 principal installments; the rate or rates of interest, or the method of determining the rate or rates of
194 interest, payable on such series of the Bonds, which may be fixed or variable; provisions for the
195 payment of late fees and/or additional interest or penalties payable on the Bonds of such series or
196 adjustments to interest rates in appropriate circumstances; the purchase price for such series of the
197 Bonds or the method of determining the purchase price; provisions relating to the prepayment or
198 redemption of such series of the Bonds at the City’s option or by mandatory sinking fund payments;
199 provisions allowing the registered owners of such series of the Bonds to put or cause the
200 prepayment or redemption of the same at their option; the manner of selling such series of the

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201 Bonds, which may be by private (negotiated) sale without advertisement or solicitation of
202 competitive bids or at public sale after publication or dissemination of the notice of sale, and all
203 matters in connection therewith; the specific Projects the costs of which are to be financed,
204 reimbursed or refinanced from proceeds of such series of the Bonds; provisions for the
205 appropriation, disposal and investment of proceeds of such series of the Bonds; provisions for the
206 application of unexpended proceeds, any premium paid upon sale or investment earnings on
207 proceeds of such series of the Bonds, which may include, without limitation, on costs of the Projects
208 or on debt service payable on such series of the Bonds, to the extent permitted by applicable law;
209 the selection of any bond registrar, paying agent, investment bidding agent or other appropriate
210 service providers in connection with such series of the Bonds; certifications, representations,
211 determinations, designations or elections relating to the tax-exempt or taxable status of interest
212 payable on such series of the Bonds; and all other terms and conditions pursuant to which such
213 series of the Bonds will be issued, sold and delivered, including, without limitation, any other
214 determinations to be made by resolution as required by Charter Section SC7-46.A. Among other
215 matters, the Council, pursuant to the Resolution, may authorize, approve or otherwise provide for (i)
216 any commitment fee or similar fee and any other costs (including other parties' legal costs) payable
217 in connection with any series of the Bonds, (ii) the obtaining of credit enhancement or liquidity
218 enhancement for any series of the Bonds (and the execution and delivery of any agreements or
219 documents relating thereto), and (iii) any other agreements, documents, instruments or
220 determinations necessary to enhance the marketability of or as security for any series of the Bonds,
221 including (without limitation) any ratings, any official statement or similar disclosure document or
222 any continuing disclosure undertaking required to satisfy the requirements of Securities and
223 Exchange Commission Rule 15c2-12. Any Resolution may determine the matters identified in this
224 Section 5 for more than one series of the Bonds.

225
226 SECTION 6. BE IT FURTHER ORDAINED that:

227
228 (a) Pursuant to the authority of the Bond Anticipation Note Enabling Act and the
229 Charter, the City is hereby authorized and empowered to issue and sell, upon its full faith and
230 credit, its general obligation bond anticipation notes in one or more series from time to time in an
231 aggregate principal amount not to exceed Four Million Seven Hundred Twenty-Six Thousand
232 Two Hundred Dollars (\$4,726,200.00) (collectively, the "BANs"), prior to and in anticipation of
233 the sale of any series of the Bonds, for the public purpose of financing or reimbursing costs of the
234 Projects on an interim basis. Any such series of the BANs may consist of one or more notes and
235 any note may be issued in installment form and/or draw-down form. Prior to the issuance, sale and
236 delivery of each series of the BANs, the Council shall adopt a resolution or resolutions pursuant to
237 the authority of the Bond Anticipation Note Enabling Act, the Charter and this Ordinance
238 authorizing such series of the BANs and specifying, prescribing, determining or providing for the
239 determination of, providing for, or approving or providing for the approval of, with respect to such
240 series of the BANs, the same types of matters, details, forms, documents or procedures and
241 determinations specified to be made or addressed in Section 5 hereof with respect to each series of

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242 the Bonds, to the extent applicable with respect to such series of the BANs, and as otherwise may be
243 authorized or required by applicable law.

244
245 (b) As authorized by the Bond Anticipation Note Enabling Act, by resolution the
246 Council may provide for the renewal of any series of the BANs at maturity with or without resale,
247 together with any amendments or modifications to such series of the BANs and any related
248 documentation.

249
250 SECTION 7. BE IT FURTHER ORDAINED that pursuant to the authority of the
251 Refunding Act and the Charter, the City is hereby authorized and empowered to issue and sell,
252 upon its full faith and credit, its general obligation refunding bonds in one or more series from
253 time to time (collectively, the “Refunding Bonds”), for the purpose of currently refunding or
254 advance refunding in whole or in part any of the Bonds authorized hereby then outstanding,
255 including paying all or any portion of the following: any outstanding principal, any prepayment
256 or redemption premium and any interest accrued or to accrue to the date of prepayment,
257 redemption, purchase or maturity of the Bonds to be refunded, paying costs and expenses in
258 connection with the issuance, sale and delivery of such series of the Refunding Bonds, and, to
259 the extent determined by the Council by resolution, paying interest on such series of the
260 Refunding Bonds, for the public purpose of realizing savings to the City in the aggregate cost of
261 debt service on a direct comparison or present value basis, or in order to accomplish a debt
262 restructuring that reduces the total cost of debt service or is determined by the Council to be in the
263 best interests of the City, to be consistent with the City’s long-term financial plan, and to realize a
264 financial objective of the City, including improving the relationship of debt service to any source of
265 payment such as taxes, assessments or other charges, or for any other purpose then authorized by
266 the Refunding Act or other applicable law; provided that, the aggregate principal amount of any
267 series of the Refunding Bonds shall not exceed one hundred thirty percent (130%) of the
268 aggregate principal amount of the Bonds refunded therefrom. Any such series of the Refunding
269 Bonds may consist of one or more bonds and any bond may be issued in installment form and/or
270 draw-down form. Prior to the issuance, sale and delivery of each series of the Refunding Bonds,
271 the Council shall adopt a resolution or resolutions authorizing such series of the Refunding
272 Bonds and specifying, describing, determining or providing for the determination of, providing
273 for, or approving or providing for the approval of, with respect to such series of the Refunding
274 Bonds, the same types of matters, details, forms, documents, procedures and determinations
275 specified to be made or addressed in Section 5 hereof with respect to each series of the Bonds, to
276 the extent applicable to such series of the Refunding Bonds, and as otherwise may be authorized
277 or required by applicable law, including, without limitation, the purposes of the Refunding Act to
278 be achieved by the issuance of such series of the Refunding Bonds, the selection of any escrow
279 agent or verification consultant, the selection of any escrow bidding agent, the determination of
280 the Bonds to be refunded from such series of the Refunding Bonds, and any agreements,
281 documents or other instruments necessary or desirable in connection with the refunding.

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283 SECTION 8. BE IT FURTHER ORDAINED that:
284

285 (a) For the purpose of paying the principal of and interest on the Bonds, the BANs and
286 the Refunding Bonds (individually or collectively, the “Obligations”) when due, the City shall levy
287 or cause to be levied, for each and every fiscal year during which any series of the Obligations may
288 be outstanding, ad valorem taxes upon all real and tangible personal property within its corporate
289 limits subject to assessment for unlimited municipal taxation in rate and amount sufficient to
290 provide for the prompt payment, when due, of the principal of and interest on such series of the
291 Obligations in each such fiscal year. If the proceeds from the taxes so levied in any such fiscal year
292 are inadequate for such payment, additional taxes shall be levied in the succeeding fiscal year to
293 make up such deficiency.
294

295 (b) The full faith and credit and unlimited taxing power of the City are hereby
296 irrevocably pledged to the prompt payment of the principal of and interest on each series of the
297 Obligations as and when they become due and payable and to the levy and collection of the taxes
298 hereinabove described as and when such taxes may become necessary in order to provide sufficient
299 funds to meet the debt service requirements of such series of the Obligations. The City hereby
300 covenants and agrees with the registered owners, from time to time, of each series of the
301 Obligations to levy and collect the taxes hereinabove described and to take any further action that
302 may be lawfully appropriate from time to time during the period that such series of the Obligations
303 remains outstanding and unpaid to provide the funds necessary to pay promptly the principal thereof
304 and the interest due thereon.
305

306 (c) The foregoing provisions shall not be construed so as to prohibit the City from
307 paying the principal of and interest on any series of the Obligations from the proceeds of the sale of
308 any other obligations of the City or from any other funds legally available for that purpose
309 (including, without limitation, (i) with respect to the BANs, from the proceeds of the Bonds and (ii)
310 with respect to the Bonds, from the proceeds of the Refunding Bonds). Within any applicable
311 limitations of Maryland or federal law (including without limitation, the Internal Revenue Code of
312 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder), the City may apply
313 to the payment of the principal of or interest on any series of the Obligations any funds received by
314 it from the State of Maryland or the United States of America, or any governmental agency or
315 instrumentality, or from any other source, if such funds are granted or paid to the City for the
316 purpose of assisting the City in the types of projects which the Obligations of such series are issued
317 to finance, reimburse or refinance or are otherwise available for such purpose, and to the extent of
318 any such funds received or receivable in any fiscal year, the taxes hereby required to be levied may
319 be reduced proportionately. Pursuant to the authority of Section SC7-46.A. of the Charter, by
320 resolution the Council may provide that all or a portion of the debt service on the allocable portion
321 of any series of the Obligations shall be payable in the first instance from specified revenues or
322 other moneys identified in such resolution, to the extent available for such purpose.
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THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the _____ day of _____, 2015, and thereafter, a statement of the substance of this Ordinance having been posted or published as required by law, was finally passed by the Council _____ [as introduced] _____ [as amended] [CHECK APPLICABLE LINE] on the _____ day of _____, 2015.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, City Council President

APPROVED BY ME THIS _____ DAY OF _____, 2015:

James Ireton, Jr., Mayor

#179598;58111.035

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