



City of Salisbury



CITY COUNCIL SPECIAL MEETING AGENDA

December 7, 2015
Government Office Building

3:45 p.m.
Room 301

Times shown for agenda items are estimates only.

- 3:45 p.m. CALL TO ORDER
- 3:46 p.m. WELCOME/ANNOUNCEMENTS
- 3:47 p.m. ADOPTION OF AGENDA
- 3:48 p.m. APPROVAL OF NOVEMBER 23, 2015 REGULAR MEETING MINUTES
- 3:50 p.m. ORDINANCE – presented by City Attorney Mark Tilghman
- Ordinance No. 2358 - 2nd reading - approving an amendment of the FY16 General Fund Budget to appropriate funds needed to cover the shortfall in the November 2015 Elections Budget
- 4:00 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 December 14, 2015 Meeting

- PUBLIC HEARING-Resolution No.2565- Malone/College Ave & Snow Hill Rd Annexation
- PUBLIC HEARING-Resolution No.2566- Malone/College Ave & Snow Hill Rd Annexation Agreement/Plan
- PUBLIC HEARING- Ordinance No.____- 1st reading - Fair Housing Language
- Resolution No. ____ - Salisbury's Resident Agent Amendment
- Ordinance No. ____ -1st Reading- Budget Amendment- Bucket Truck
- FINAL AUDIT- Pam Baker, CPA, Barbacane, Thornton & Company LLP

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

November 23, 2015

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5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Council Vice-President Laura Mitchell*
9 *Councilman James Ireton, Jr.*

Mayor Jacob R. Day
Councilman Muir Boda
Councilwoman April Jackson

10
11 **IN ATTENDANCE**

12
13 *Assistant City Clerk Diane C. Nelson, CMC, City Administrator Tom Stevenson, City Attorney Mark*
14 *Tilghman, Internal Services Director Keith Cordrey, Deputy Director Internal Services – Procurement*
15 *Jennifer Miller, Public Information Officer Christopher M. Demone, Business Development Specialist*
16 *Laura Kordzikowski, Salisbury Police Chief Barbara Duncan, Community Development Administrative*
17 *Support Specialist Ginny Hussey, District 38B-Wicomico County Delegate Carl Anderton, Jr. and*
18 *interested citizens and members of the press*

19
20 *****

21
22 **MEDITATION – PLEDGE OF ALLEGIANCE**

23
24 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Heath*
25 *called the meeting to order and invited Pastor Clarence Polk from Unity Christian Fellowship of*
26 *Salisbury, Inc. to provide the City Invocation. Everyone present then stood and recited the Pledge of*
27 *Allegiance.*

28
29 **PRESENTATION – Proclamation of Small Business Saturday in Salisbury**

30
31 *Mayor Day presented a proclamation to City of Salisbury Business Development Specialist Laura*
32 *Kordzikowski proclaiming November 28, 2015 as Small Business Saturday in Salisbury and encouraged*
33 *all Citizens to shop local and support the City’s Downtown Businesses that will be offering special*
34 *deals, discounts, and/or giveaways on Small Business Saturday.*

35
36 *A complete list of participating businesses is available on the Downtown Salisbury Facebook Page and*
37 *includes eateries as well as a variety of retail shopping opportunities.*

38
39 **COMMUNITY PRESENTATION – Wicomico County Department of Social Services**
40 **Foster/Adoption Programs**

41
42 *Jenni Pastusak provided an overview of the Foster/Adoption Programs administered by the Wicomico*
43 *County Department of Social Services for the Somerset-Wicomico-Worcester Tri-County Area where*
44 *children in unsafe home situations that do not provide safe, caring, nurturing and loving environments*
45 *are relocated to foster or adoption homes. The Programs are designed to find the best fit family for*
46 *each child or sibling group, equipped to provide resources and support to those children so they can*
47 *thrive and grow into the best persons they can be.*

49 For more information contact Ne-Shant Sims at the Wicomico County Department of Social Services at
50 410-713-3959; Ms. Sims is the Regional Resource Home Recruiter for the Somerset-Wicomico-
51 Worcester Tri-County Area.

52

53 **COMMUNITY PRESENTATION – Memory Café at Atria Senior Living**

54

55 Alzheimer’s Association Development and Community Relations Coordinator Carol Zimmerman and
56 Atria Community Sales Director Megan O’Neil provided an overview of the Memory Café at Atria
57 Senior Living, a new program sponsored by both organizations that will offer those in the early stages
58 of Alzheimer’s a place to make new friends in an atmosphere of understanding.

59

60 The Alzheimer’s Association’s mission includes providing enhanced care and support for all those
61 affected by the disease that is the only one among the top ten leading causes of death that cannot be
62 prevented, cured or even slowed; Atria Senior Living on Healthway Drive in Salisbury has for eighteen
63 years been dedicated to providing the most engaged and highest quality lifestyle for all its residents.

64

65 The collaborative efforts of both organizations means the launch of the Memory Café in March 2016
66 which will extend the safe and warm environment Atria provides all its residents, to those in the
67 Community who are struggling to acknowledge and cope with the onset of dementia; they may plan for
68 what will become a more difficult lifestyle, in a supportive and engaged atmosphere.

69

70 Contact information for both organizations is as follows:

71

- 72 • Alzheimer’s Association Eastern Shore Regional Office – 410-543-1163
- 73 • Atria Senior Living in Salisbury – 410-546-9997
- 74 • Memory Café - RSVP directly to Atria Senior Living

75

76 **ADOPTION OF LEGISLATIVE AGENDA**

77

78 Mr. Boda moved, Ms. Jackson seconded and the vote was unanimous to approve the legislative agenda
79 as presented.

80

81 **APPROVAL OF NOVEMBER 16, 2015 MINUTES**

82

83 The November 16, 2015 Minutes were unanimously approved on a motion by Mr. Boda that was
84 seconded by Ms. Jackson.

85

86 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement & Parking
87 Jennifer L. Miller

88

89 Mr. Boda moved and Ms. Jackson seconded to approve the Award of Bids consisting of the following
90 items:

91

- 92 • Contract 114-16 \$178,831.20
SPD Body Camera System
- 93 • Contract A-28-15 - Change Order #1 \$ 25,000.00
Asphalt Patching Program
- 94 • Contract A-07-14 – \$ 8,500.00
95 Street Improvements - Curb, Gutter & Sidewalk Construction
96

97 *After discussion which included scheduling a Police Department presentation of proposed Body*
98 *Camera System Policy and Implementation for Council and the Public at an upcoming work session,*
99 *the Award of Bids was unanimously approved as presented.*

100

101 **RESOLUTIONS** – *presented by City Administrator Tom Stevenson*

102

103 • *Resolution No. 2569 – to approve the FY16 Bond Issuance in the amount of \$4,726,200.00*

104

105 *Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Resolution No.*
106 *2569 as presented.*

107

108 *With no Public Comments or further business to discuss, on a motion by Mr. Boda, seconded by Ms.*
109 *Jackson and approved on a unanimous vote in favor, President Heath adjourned the Legislative Session*
110 *at 6:33 p.m.*

111

112

113

114 _____
Assistant City Clerk

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116

117

118 _____
Council President

ORDINANCE NO. 2358

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDS NEEDED TO COVER THE SHORTFALL IN THE NOVEMBER 2015 ELECTIONS BUDGET

WHEREAS, the City Clerks Office received an estimate from the Wicomico County Board of Elections to administer and conduct the November 3, 2015 City of Salisbury Elections; and

WHEREAS, the election districts boundaries required re-programming in the Wicomico County Board of Elections computer system due to the City of Salisbury Election Redistricting in 2014 which created five (5) districts in place of the two (2) districts; and

WHEREAS, the City's FY 2016 Elections Budget did not include the additional funds for the re-programming because the amount of time and skills required to convert the system were unprecedented.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2016 General Fund Budget be and hereby is amended as follows:

- 1) Increase Current Surplus Available (01000- 469810) by \$11,000
- 1) Increase Elections by \$11,000

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 12 day of October 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

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2015.

Jacob R. Day, Mayor

Wicomico County Board of Elections

123 Bateman Street
Salisbury, MD 21804

410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091



City of Salisbury
Kim Nichols, City Clerk
125 N. Division St., Room 305
Salisbury, MD 21801

Re: Billing for Services – Wicomico County Time and Rental of TS Units

Dear Kim:

Enclosed please find an invoice covering County time spent by the Wicomico County Board of Elections office staff performing services for the City of Salisbury in the preparation for and implementation of your recent General Election. The invoice also includes the voting equipment rental, mileage, and postage.

These rates were part of the contract signed between Wicomico County and the City of Salisbury. We utilized temporary help for many tasks in order to reduce the expenses.

Payment for these services should be remitted to:
Wicomico County Finance Department
Attn: Leslie Lewis, Director of Finance
P.O. Box 870
Salisbury, MD 21801-0870

Please feel free to contact me if you have any questions or concerns.

Wicomico County Board of Elections,

A handwritten signature in black ink, appearing to read "Dionne Church".

Dionne Church
Deputy Election Director

Enclosure

Cc: Leslie Lewis, Director of Finance

Wicomico County Board of Elections

123 Bateman Street
Salisbury, MD 21804

410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091



Invoice

To: City of Salisbury
Attention: Kim Nichols
125 N. Division St., Room 305
Salisbury, MD 21801

Remit to: Wicomico County Finance Dept.
Attn: Leslie Lewis, Finance Director
P.O. Box 870
Salisbury, MD 21801

General Election 2015

Prepared November 16, 2015

Services Provided by Staff on Wicomico County Time

Munis Salaries Account #01010007-500004

XXXXXXXXXX	25	hours @ \$35.36 per hour =	\$884.00
XXXXXXXXXX	95	hours @ \$26.24 per hour =	\$2,492.80
XXXXXXXXXX	77.00	hours @ \$20.44 per hour =	\$1,573.88
XXXXXXXXXX	26.75	hours @ \$17.56 per hour =	\$ 469.73
XXXXXXXXXX	187.50	hours @ \$22.68 per hour =	\$4,252.50
XXXXXXXXXX	130.25	hours @ \$22.40 per hour =	\$2,917.60
Temporary Workers	187.40	hours @ \$12 per hour =	\$2,248.80 (C. Tyvoll & G. Brunt)
Temporary Workers	76.50	hours @ \$15 per hour =	\$1,147.50 (R. Patteson)
L & A Testing	53.25	hours @ \$12.00 per hour =	\$639
City Tech	42	hours @ \$12.00 per hour =	\$504

Subtotal for Services

\$17,129.81

Munis Regional Support Account #01010007-520020-41058

General Election:

Binding of Precinct Registers (Minuteman Press)	\$35.75
Absentee Applications	\$139.00

Subtotal

\$174.75

Mileage Traveled by Staff

Munis Regional Support Account #01010007-520080

Miles 214 @ .565 per mile by C. Lecates, W. Burton, J. Cook, R. Patteson, J. Noranbrock

Subtotal for Mileage

\$120.91

Voting Equipment Rental

Munis Salaries Account #01010007-500004

General Election Rental:

40 TS Voting Units @ \$100.00 per unit =	\$ 4,000.00
40 TS PCM cards @ \$20.00 per card =	\$ 800.00
10 Electronic Pollbooks @ \$100.00 per unit =	\$ 1,000.00
1 OS Voting Units @ \$100.00 per card =	\$ 100.00
3 OS Memory cards @ \$50.00 per card =	\$ 150.00

Wicomico County Board of Elections

123 Bateman Street
Salisbury, MD 21804

410-548-4830

FAX: 410-548-4849



Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091

Subtotal for Rentals

\$ 6,050.00

Postage for Absentee Applications & Ballots
Munis Regional Support Account #01010007-520012

General Applications:
General Ballots:

\$35.40
\$87.42

Subtotal for Postage

\$122.82

Grand Total Amount Due..... \$23,598.29

Wicomico County Board of Elections

123 Bateman Street
Salisbury, MD 21804

410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091



November 16, 2015

City of Salisbury
Kim Nichols, City Clerk
125 N. Division St., Room 305
Salisbury, MD 21801

Re: Billing for Services – Wicomico County Board of Election Staff Overtime

Dear Kim:

Enclosed please find an invoice covering Personal/Overtime and mileage by the Wicomico County Board of Elections office staff performing services for the City of Salisbury in the preparation for and implementation of your recent General Election.

These rates were part of the contract signed between Wicomico County and the City of Salisbury. We utilized temporary help for many tasks in order to reduce the expenses between the office hours of 8:00 am to 4:30 pm. Overtime hours occurred before 8:00 am and after 4:30 pm.

Payment for these services should be remitted to the individual person.

Please feel free to contact me if you have any questions or concerns.

Wicomico County Board of Elections,

A handwritten signature in black ink, appearing to read "Dionne Church".

Dionne Church
Deputy Election Director

Enclosure

Wicomico County Board of Elections

123 Bateman Street
Salisbury, MD 21804

410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091



Invoice

To: City of Salisbury
Attention: Kim Nichols
125 N. Division St., Room 305
Salisbury, MD 21801

General Election 2015

Prepared November 16, 2015

Services Provided by Staff on Personal Time & Mileage

Overtime rate calculated at time and one/half

Please call when checks are available for pick up.

[REDACTED]
[REDACTED]
[REDACTED]
Salisbury, MD 21801

14 hours @ \$53.04 per hour = \$742.56

Mileage 18 miles x \$.56 = \$10.08

Check Total - \$752.64

[REDACTED]
[REDACTED]
[REDACTED]
Salisbury, MD 21801

10.5 hours @ \$39.36 per hour = \$413.28

Mileage 49.60 miles x \$.56 = \$27.78

Check Total - \$441.06

[REDACTED]
[REDACTED]
[REDACTED]
Salisbury, MD 21801

12 hours @ \$30.66 per hour = \$367.92

Check Total - \$367.92

[REDACTED]
[REDACTED]
[REDACTED]
Salisbury, MD 21801

6.50 hours @ \$26.34 per hour = \$171.21

Mileage 223 miles x \$.56 = \$124.88

Check Total - \$296.09

[REDACTED]
[REDACTED]
[REDACTED]
Salisbury, MD 21801

18.75 hours @ \$33.60 per hour = \$630.00

Mileage 37 miles x \$.56 = \$20.72

Check Total - \$650.72

[REDACTED]
[REDACTED]
[REDACTED]
Marble Springs, MD 21801

14.45 hours @ \$34.02 per hour = \$491.59

Mileage 31 miles x \$.56 = \$17.36

Check Total - \$508.95

Total Overtime & Mileage Services

\$3,017.38