



City of Salisbury



CITY COUNCIL AGENDA

January 25, 2016
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

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

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

6:07 p.m. PRESENTATIONS

- Community Organization Presentation – SWED - presented by Executive Director Dave Ryan
- Presentation - Women Supporting Women - presented by Chief Rick Hoppes

6:27 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:28 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **December 7, 2015** Work Session minutes
- **December 14, 2015** Council Meeting minutes
- **December 21, 2015** Work Session minutes
- **Resolution No. 2579** – approving the reappointment of Ronald G Alessi, Sr. to the Salisbury Zoo Commission for term ending December 31, 2018
- **Resolution No. 2580** – approving the appointment of Bob Lore to the Salisbury Revolving Loan Bankers Review Committee for term ending December 31, 2019
- **Resolution No. 2581** - approving the appointment of Albert G. Allen III to the Board of Zoning and Appeals for term ending December 31, 2018
- **Resolution No. 2582** – approving the appointment of Nestor T. Bleech to the Salisbury Revolving Loan Bankers Review Committee for term ending December 31, 2019
- **Resolution No. 2583** - approving the appointment of Kevin Lindsay to the City Parks and Recreation Committee for term ending December 31, 2018
- **Resolution No. 2584** - approving the appointment of John A. Foley III to the Central City District Commission for term ending December 31, 2017
- **Resolution No. 2585** - approving the reappointment of Timothy Meagher to the Mayor’s Council in Support of People with Disabilities for term ending December 31, 2018
- **Resolution No. 2586** – approving the appointment of Kacey Martin to the Salisbury Sustainability Advisory Committee – Green Team for term ending April 30, 2019

- **Approving a Manufacturing Exemption Request** for RelComm Technologies, Inc. for equipment purchased in 2014 (*additional material included*)

6:35 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller

- Contract 105-16, Police Patrol Vehicles
- Contract RFP 05-16, Stormwater Management Support
- Contract RFP 09-14, Change Order #4, Engineering Services for Salisbury Riverwalk Repairs

6:45 p.m. RESOLUTION – City Administrator Tom Stevenson

- **Resolution No. 2587** – supporting House Bill entitled “AN ACT CONCERNING TAX SALES – PROPERTY ARTICLE **CITY OF SALISBURY – ABANDONED PROPERTY**” to give the City of Salisbury certain tax sale powers to combat abandonment and blight in Salisbury

6:50 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2369** - 1st reading - approving a budget amendment of the FY16 General Fund Budget to appropriate insurance proceeds received in FY16 to aid in the purchase of a new vehicle for the Police fleet
- **Ordinance No. 2370** - 1st reading - approving an amendment of the FY16 General Fund Budget to appropriate funding for consulting services to evaluate fire services system fees and plans
- **Ordinance No. 2371** - 1st reading - approving an amendment of the FY16 General Fund budget to appropriate funding for a New Year’s Eve event

7:20 p.m. PUBLIC COMMENTS

7:30 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk’s Office, Room 305 - City/County Government Office Building, 410-548-3140 or on the City’s website www.salisbury.md
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 February 8, 2016 Meeting

- Resolution No.____ - Accepting Funds from U.S. Marshalls Service
- Resolution No.____ - Accepting Funds from Operation We Care
- Resolution No.____ - Waiving Central Line Fees for Habitat Property- 423 Coles Circle
- Ordinance No.____ - 1st Reading-Birch Street Abandonment
- Ordinance No. 2369 – 2nd reading - approving a budget amendment of the FY16 General Fund Budget to appropriate insurance proceeds received in FY16 to aid in the purchase of a new vehicle for Police fleet
- Ordinance No. 2370 – 2nd reading - approving an amendment of the FY16 General Fund Budget to appropriate funding for consulting services to evaluate fire services system fees and plans
- Ordinance No. 2371 – 2nd reading - approving an amendment of the FY16 General Fund budget to appropriate funding for a New Year’s Eve event

Posted: January 20, 2016

Revised & Posted: January 21, 2016 (*additional material included-Manufacturing Exemption Request*)

Revised & Posted: January 22, 2016 (*Res 2587- Agenda updated; additional material & revised resolution in packet*)

1 CITY OF SALISBURY
2 WORK SESSION
3 DECEMBER 7, 2015
4

5 Public Officials Present
6

Council President John R. "Jack" Heath Mayor Jacob R. Day
Council Vice President Laura Mitchell Councilman Muir Boda
Councilman James Ireton, Jr. Councilwoman April Jackson

7
8 In Attendance
9

10 City Clerk Kimberly Nichols, Assistant City Administrator Julia Glanz, Police Chief Barbara
11 Duncan, Neighborhood Services & Code Compliance Director Susan Phillips, Public Works
12 Director Mike Moulds, interested citizens and members of the press.
13 -----

14 On December 7, 2015, Salisbury City Council convened in a Closed Session at 4:00 p.m. in
15 Council Chambers, Room 301 of the Government Office Building. At 4:47 p.m., upon
16 adjourning the Closed Session and reconvening in Work Session, President Heath reported that
17 Council had received an update from counsel on pending litigation while in the Closed Session.
18

19 The following is a synopsis of the topics discussed in Work Session:
20

21 **ECD Pilot Project Review**
22

23 Police Chief Barbara Duncan joined Council at the table and reported during the twelve-month
24 ECD (electronic control device) pilot project review period the rate and severity of officer
25 injuries and offenders was reduced. The ECD was deployed thirty-four (34) times and only used
26 thirteen (13) times, causing only minor injuries such as abrasions and puncture wounds.
27

28 Sixteen (16) officers received ECD training and the next step will be to discuss the purchase of
29 additional equipment and training. Chief Duncan considered ECDs very beneficial for the Police
30 Department and the public and Mayor Day supported the purchase of additional ECD equipment.
31

32 The review was for Council information only and no action was taken nor consensus requested.
33

34 **Highway Safety Grant**
35

36 Chief Duncan asked Council to consider accepting \$14,500 in grant funds from the Maryland
37 Highway Safety Funds to be designated for enforcement of the following traffic programs and
38 equipment: impaired driving (\$6,000), aggressive driving (\$4,000), distracted driving (\$1,500),
39 seat belt enforcement (\$1,000), and portable Breathalyzer tests (\$2,000).
40

41 Council reached unanimous consensus to advance the grant to legislative session.
42

43 **Audit Presentation**
44

45 Internal Services Director Keith Cordrey and Barbacane, Thornton & Company LLP Auditor
46 Pam Baker joined Council at the table to discuss the draft audit report ending June 30, 2015.

47
48 Ms. Baker reported that last year Internal Services began creating their own financial statements
49 from the City's Munis accounting system. This year, Mr. Cordrey's office continued working to
50 that end, and did a very good job. She reported Barbacane, Thornton & Company LLP had no
51 other clients who have generated this level of Management Financial Statements.

52
53 Ms. Baker reviewed the audit results, which concluded that the financial statements of the City
54 of Salisbury were fairly presented in accordance with generally accepted accounting principles,
55 and the City had an unmodified or clean audit opinion.

56
57 She explained that this year was the year the City would have to report its portion of the State
58 Trust Plan's unfunded liability because of GASB68, and there will be a tremendous impact seen.
59 The Statewide system is 71.87 percent funded, meaning a large piece is not funded. This year the
60 City is picking up its portion of that liability, which is not something the City has the control of
61 or responsibility to fund, but it has the responsibility to fund its required contribution.

62
63 Ms. Baker will present the final FY15 Audit Report at the December 14, 2015 Council Meeting.

64
65 **Zoning Petition – Light Industrial- Golden Phoenix Property Management**

66
67 Gloria Smith, Salisbury – Wicomico County Planning & Zoning Planner joined Council to
68 discuss the text amendment. She explained the request and reported no inquiries were received at
69 the September 2015 Planning Commission Public Hearing. The recommendation was approval
70 of the request but as a Special Exception, which would require, if adopted into the Code a use
71 permitted by special exception, and to go to the Salisbury Board of Zoning Appeals for approval
72 to look into access. She reported the owner has an offer pending on an adjoining property and
73 can provide enough parking space to go with this use, and would give the Board the opportunity,
74 if in other cases other requests are made, to ensure they provide the correct amount of parking.

75
76 Mr. Thang Tran (the owner of the property) joined Council at the table to discuss the request.
77 The following are comments and questions discussed with Council:

- 78
- 79 • Mr. Ireton asked Mr. Tran if he has done this type of flea market in other locations. (Mr.
80 Tran - has never had a flea market before.)
 - 81 • Mr. Boda asked Mr. Tran what his hours of operation would be. (Mr. Tran – will provide
82 10' x 10' stations for vendors, out of the weather, and 365 days per year.)
 - 83 • Mr. Boda asked about stolen items, what controls, if any, would Mr. Tran provide over
84 what was being sold, or would vendors sell anything they wished? (Mr. Tran - he could
85 not tell people what they could not sell, but would ensure they were not counterfeiters.)
 - 86 • Mr. Boda discussed controls; visits from law enforcement, possible arrests, and suggested
87 Mr. Tran review the Laurel Flea Market vendors and their control measures.
 - 88 • Ms. Jackson discussed vendor contracts and security measures.
 - 89 • Mayor Day asked Council to ponder whether they would want this allowed for everyone
90 or allowed just as a special exception.
 - 91 • Mr. Tran remarked there would be no illegal activities or drugs sold in the building.

- 92 • Mr. Ireton asked if the people who signed the affidavits of support for Mr. Tran live near
93 the property or are they going to be renting space from him? (Mr. Tran - they were
94 vendors at the Downtown flea market who support his inside flea market proposal.)
- 95 • Mr. Ireton asked because these two locations are almost across the street from each other,
96 if this presents a conflict for the current flea market.
- 97 • Mr. Ireton asked when the Zoning Board approves cases like this, is it because law does
98 not disallow it? Ms. Smith reported it would be unknown until there is an application
99 before them and they may have questions about his operation, such as this Council has.
- 100 • Mayor Day stated from a broad Planning standpoint with respect to the Zoning Code, if
101 something is allowed, then it is allowed. If it is not allow it, as in this case, then a
102 decision has to be made by Council as to whether or not at this point forward it should be
103 allowed for everyone or if the case should be a Special Exception.
- 104 • Mrs. Mitchell reiterated that this is a text amendment to allow this area to be Light
105 Industrial whereby a flea market would be a use by special exception in any of the four
106 areas of the City. Ms. Smith agreed, stating someone could file an application to have a
107 flea market made out of a vacant manufacturing building and it would be processed for a
108 public hearing before the Salisbury Board of Zoning Commissions. This case involves
109 allowing flea markets as possible special exceptions in Light Industrial zoning.
- 110 • Mr. Tilghman reported he has not reviewed the text amendment and has some changes.
- 111 • Mr. Boda suggested allowing Mr. Tilghman time to review the language before another
112 discussion is scheduled at Work Session.

113
114 Council reached unanimous consensus to return this discussion to the December 21, 2015 Work
115 Session to allow Mr. Tilghman time to incorporates his changes.

116
117 **Budget Amendment – Bucket Truck**

118
119 Public Works Deputy Director Amanda Pollack joined Council to discuss a budget amendment
120 to purchase a bucket truck. The original budget was 190,000; the quote was 199,892. All of the
121 other vehicles in the FY16 Public Works budget were under budget, and the reason they have to
122 do a budget amendment is because the budget ordinance categorizes the Public Works accounts
123 and they cannot transfer any other accounts.

124
125 Council reached unanimous consensus to advance the budget amendment to legislative agenda.

126
127 **General Discussion**

128
129 At the next Work Session, President Heath will discuss changing the 1:30 p.m. Work Sessions to
130 4:30 p.m. since Council has two full-time employees, and the upcoming budget sessions.

131
132 There being no further business to discuss, Council adjourned at 6:29 p.m.

133
134 _____
135 City Clerk

136
137 _____
138 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

DECEMBER 14, 2015

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council Vice-President Laura Mitchell*
8 *Councilwoman April Jackson*
9 *Councilman James Ireton, Jr.*

Mayor Jacob R. Day (left 6:45 p.m.)
Councilman Muir Boda

10
11 **PUBLIC OFFICIALS NOT PRESENT**

12
13 *Council President John “Jack “R” Heath*

14
15 **IN ATTENDANCE**

16
17 *City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark*
18 *Tilghman, Internal Services Director Keith Cordrey, Assistant Director Internal Services –*
19 *Procurement & Parking Jennifer L. Miller, Community Development Director Debbie Stam,*
20 *Pam Baker, Barbacane Thornton & Company, LLP, Police Colonel Dave Meienschein,*
21 *interested citizens and members of the press*

22 *****
23 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

24
25 *The City Council met in regular session at 6:05 p.m. in Council Chambers. Council Vice –*
26 *President Laura Mitchell called the meeting to order and invited Pastor Caleb Craig of Remedy*
27 *Church to the podium to deliver the invocation. Thereafter, the Pledge of Allegiance was recited.*

28
29 **COMMUNITY ORGANIZATION PRESENTATIONS**

- 30
31 • Lower Shore Enterprises
32 *Mr. Bill Turner, CEO, Lower Shore Enterprises (LSE) reported the former “Sheltered*
33 *Workshop” began in 1967 and due to collaboration with local businesses in the*
34 *community, they are no longer a wood working shop, but rather a manufacturing facility.*
35 *Located on Owens Branch Road in Salisbury, LSE employs forty-five (45) staff members*
36 *and provides services to one hundred-fifty (150) disabled individuals. They have a career*
37 *development center where job skills are honed and employment placement takes place.*

38
39 *Last year, approximately \$1.9 million in wages went to people with disabilities. The LSE*
40 *facility does mail production, shipping container assembly, wire assemblies, custodial*
41 *work, NAID Certified document destruction, and sorts, counts, folds, and seals things.*
42 *LSE provides services to PRMC, Peninsula Orthopedic, Perdue Farms, and others. For*
43 *more information, or to request services, call 410-749-6183.*

- 44
45 • Camden Community Garden
46 *Pastor Martin Hutchison reported on the Camden Community Garden and showed*

47 *photos of the volunteers, vegetables, and herbs and announced Phase II included eight*
48 *(8) additional beds. The free library books were a huge success. More information is*
49 *available at www.growcamden.com and on Facebook (Camden Community Garden)*
50

51 **ADOPTION OF LEGISLATIVE AGENDA**

52
53 *Mr. Boda moved and Ms. Jackson seconded to adopt the agenda as presented.*
54

55 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to move Resolution No.*
56 *2570 from the Consent Agenda to directly following the Consent Agenda because of the changes*
57 *made to the resolution.*

58
59 *The amended Legislative Agenda was unanimously approved.*
60

61 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

62
63 *The Consent Agenda was unanimously approved (4-0) on a motion and seconded by Mr. Boda*
64 *and Mr. Ireton, respectively:*

- 65
66 • *Manufacturing Exemption Request for PolyOne Designed Structures and Solutions LLC*
67 *for equipment purchased in 2013 and 2014*
68

69 **RESOLUTION NO. 2570** – changing the Resident Agent to accept service of process of a
70 *government entity from John Pick to M. Thomas Stevenson and to designate a principle office -*
71 *presented by City Administrator Tom Stevenson*
72

73 *Mr. Ireton moved and Ms. Jackson seconded to approve Resolution No. 2570.*
74

75 *Mr. Boda moved and Mr. Ireton seconded to amend Resolution No. 2570 by inserting on Line*
76 *14 “a resident of Maryland and” after “is”, and on Line 19 “125” after “304,” .*
77

78 *Following a unanimous vote in favor of the amendment, Resolution No. 2570, as amended, was*
79 *unanimously approved on a 4-0 vote.*
80

81 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement & Parking
82 *Jennifer L. Miller*
83

84 *The Award of Bids, consisting of the following items, was unanimously approved on a motion by*
85 *Mr. Boda and seconded by Ms. Jackson:*
86

- 87 • *Contract 116-15, West Isabella Street Water Main Replacement & \$2,049,760.50*
88 *Coty Cox Branch Drainage Improvements*
- 89 • *Declaration of Surplus – Salisbury Police Department Vehicles #34 & 38 \$0.00*
90

91 *Ms. Miller discussed Contract 107-15, Change Order #1 WWTP BNR/ENR Upgrade, which did*
92 *not require action by Council (pursuant to Resolution No. 2506). This change order resulted in a*

93 credit of \$97,071.00 to the contract pursuant to a value engineering study by the General
94 Contractor, Ulliman Schutte. There will also be a time reduction of 90 days.

95
96 **RESOLUTIONS** – presented by City Administrator Tom Stevenson
97

- 98 • Resolution No. 2571 - accepting a private donation from Pohanka of Salisbury for New
99 Year's Eve in Downtown Salisbury (NYESBY)

100
101 Mr. Ireton moved, Mr. Boda seconded and the vote was unanimous to approve Resolution
102 No. 2571 as presented.
103

- 104 • Resolution No. 2572 - accepting grant funding from the Maryland Office of Highway Safety
105 for four (4) separate traffic safety programs and funds to purchase equipment such as
106 portable Breathalyzer tests, each with their own conditions and grant funding amounts
107

108 Mr. Boda moved, Mr. Ireton seconded and the vote was unanimous to approve Resolution
109 No. 2572 as presented.
110

111 **ORDINANCE**
112

- 113 • Ordinance No. 2365 – 1st reading – approving an amendment of the FY2016 General Fund
114 Budget to appropriate funding for the Traffic Division bucket truck
115

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance
No. 2365 for first reading.

PUBLIC HEARINGS /RESOLUTIONS - Malone/College Avenue & Snow Hill Road Annexation
and Annexation Plan – presented by City Administrator Tom Stevenson

City Clerk Nichols administered the oath to the public and Council Vice-President Mitchell opened
the Public Hearing at 6:45 p.m. There were no comments, and the Public Hearing was closed.

- Resolution No. 2565 – proposing the annexation to the City of Salisbury of certain area of
land situate, contiguous to and binding upon the northerly and westerly corporate limit of
the City of Salisbury, to be known as the “Malone – Snow Hill Road Annexation,” and the
application of a City zoning classification to same area, being an area located on the
northerly side of and binding upon E. College Avenue, in the northwest quadrant of the
intersection of Snow Hill Road and E. College Avenue

Mr. Stevenson presented the resolution and Mr. Chris Jakubiak of Jakubiak and Associates,
Inc. provided further explanation.

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution
No. 2565.

- Resolution No. 2566 – approving the Malone/College & Snow Hill Road Annexation Plan

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution

No. 2565.

PUBLIC HEARINGS /ORDINANCES - Fair Housing Language – presented by City Attorney Mark Tilghman

Council Vice-President Mitchell opened the Public Hearing at 7:00 p.m... There being no public comments, Mrs. Mitchell immediately closed the Public Hearing.

- Ordinance No. 2366 – 1st reading - to amend Chapter 15.24.1620 Determination of Functional Family of the Salisbury City Code to amend the requirements of Functional Family

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2366 for first reading.

- Ordinance No. 2367 – 1st reading - to amend Chapter 17.04.120 Zoning Definitions of the Salisbury City Code to amend the requirements of Functional Family

116 Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve
117 Ordinance No. 2367 for first reading.
118

119 Community Development Director Deborah Stam explained that municipalities across
120 the nation are adopting the Fair Housing Language, and one of the recommendations
121 the consultant made was to expand the definition of a functional family as it pertains to
122 disabled individuals so that the City would be in line with State and Federal law.
123

124 Council had more questions and would further discuss the Fair Housing language
125 changes at the December 21, 2015 Work Session.
126

127 **PRESENTATION OF AUDIT** – presented by Pam Baker from Barbacane, Thornton &
128 Company LLP
129

130 Pam Baker from the auditing firm of Barbacane, Thornton & Company LLP presented the final
131 bound copies of the Audit Report and Single Audit Report to Council and summarized the results
132 of the City's Audit Report as of June 30, 2015. The auditing firm rendered an unqualified or
133 clean audit opinion.
134

135 **ADJOURNMENT**

136 Council Vice-President Mitchell adjourned the Legislative Session at 7:57 p.m.

137 _____
138 City Clerk
139

140 _____
141 Council President

1 CITY OF SALISBURY
2 WORK SESSION
3 DECEMBER 21, 2015
4

5 Public Officials Present
6

7 Council President John “Jack” R. Heath
8 Councilman Muir Boda
9

Council Vice-President Laura Mitchell
Councilwoman April Jackson

10 Public Officials Not Present
11

12 Mayor Jacob R. Day
13 Councilman James Ireton, Jr.
14

15 In Attendance
16

17 Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, City Attorney Mark
18 Tilghman, Salisbury Police Chief Barbara Duncan, Salisbury Fire Chief Rick Hoppes, Internal
19 Services Director Keith Cordrey, PAC 14 Director Creig Twilley, and Robert Peterson of the
20 Wicomico Youth and Civic Center
21 -----

22 On December 21, 2015 the Salisbury City Council convened in Work Session at 1:51 p.m. in
23 Council Chambers, Room 301 of the Government Office Building.
24

25 **Report Out – December 21, 2015 Closed Session**
26

27 President Heath reported that Council had just met in Closed Session to discuss a matter directly
28 related to a negotiating strategy for a bid or proposal for the water tower, and to receive an
29 update on the property commonly known as “The Bricks.”
30

31 **Body Camera Policy and Resolution**
32

33 Salisbury Police Chief Duncan acknowledged Council’s receipt of the In-Car and Body Camera
34 Policy, opening the floor to Council questions which yielded discussion on the following topics:
35

- 36 • Policy - compilation of countrywide policies and consultation with other law enforcement
37 professional associations, narrowed to meet specific State of Maryland legislation
- 38 • Calibration frequency in conjunction with reporting equipment problems
- 39 • Public and private spaces; citizen and officer privacy in conjunction with protocols for
40 beginning/stopping/continuing video recording; presets in video systems
- 41 • Bulk of expense – storage/retention and editing of videos
- 42 • Retention period; original and copies of each video
- 43 • Review and tagging procedures for videos
- 44 • Training for in-car and body camera systems
45

46 **Budget Amendment – Fire Department Buildings Account**
47

48 Salisbury Fire Chief Hoppes presented his department’s request for a budget amendment for
49 unanticipated HVAC repairs (no heat) on the operations side of Station 16 on Cypress Street and
50 pothole repairs in the Parking Lot of Station 1 on Beaglin Park Drive which would require a

51 transfer of funds from the City's General Fund Surplus to the Fire Department's Buildings
52 Account.

53
54 Discussion topics included:
55

- 56 • HVAC (no heat) repairs on administrative side of Station 16 last year
- 57 • Potholes at Station 1 - protocol for scheduling repairs; potholes possibly from sub-base
58 (incorrect) not withstanding rigors of fire equipment
- 59 • Future CIP Project – Lake/Cypress Street Driveway – repairs slated even with correct
60 sub-base used

61
62 After discussion, there was Council consensus to move forward with the requested budget
63 amendment.

64

65 **Employee Handbook Change - Education Reimbursement Policy and Resolution**

66

67 City Administrator Stevenson reviewed the changes that had been made to the policy as
68 requested by Council at its October 19, 2015 Work Session as follows:
69

- 70 • Lines 25-30 - Employee submissions must be made to department heads by January 1st of
71 each calendar year so funding can be incorporated into the next fiscal year's budget
72 process
- 73 • Lines 46-51 - Changed wording to allow department heads more leeway in approving
74 courses which may not directly relate to employees' job duties but may instead relate to a
75 future job within the City
- 76 • Lines 103-105 - Added employee repayment requirement for tuition reimbursements
77 made within one year of voluntary employee resignation

78

79 Discussion topics included:

80

- 81 • Change to the Employee Handbook would be required should Council adopt the
82 Education Reimbursement Policy
- 83 • Program oversight from Finance/Payroll/HR to monitor classes with potential tax
84 consequences
- 85 • Reimbursement upon registration or after completion of class

86

87 **PEG Channel Improvements**

88

89 Messrs. Stevenson, Cordrey, Twilley and Peterson reviewed PEG Channel Improvements with
90 Council in conjunction with revenues generated as stipulated in City and County contracts with
91 Comcast, City needs for broadcasting/recording meetings, and prioritizing recommended repairs
92 and upgrades to equipment.

93

94 Discussion included the following:

95

- 96 • First revenue payment received/projected annual revenues/projected 10-yr. revenues
- 97 • City and County Command *Operation Centers and needs* during emergencies
- 98 • Repairs/upgrades at GOB, Fire Department, and Bennett
- 99 • New equipment to be compatible with upgrades in the not-too-distant future
- 100 • Master Plan with costs for technology repairs/upgrades

- 101 • Fire Department (Sta. 16) as live venue – *Mr. Stevenson to pursue meeting with Chris*
102 *Comer and Mr. Twilley to ascertain costs and feasibility*
103 • GOB – repairs/upgrades to allow more audio control to PAC14 in control room for
104 enhanced audio to viewers
105 • GOB – possibility of City Clerk recording directly from audio without recorder
106

107 After discussion, Council reached consensus to move forward with Mr. Twilley’s recommended
108 priority repair/upgrade of the Council Chambers Audio System.
109

110 *City Attorney Tilghman withdrew from the meeting at 2:51 p.m., just prior to the next agenda*
111 *item.*
112

113 **Council Board and Commission Assignments**

114

115 After review and discussion of the proposed Council Board and Commission Assignments,
116 Council reached consensus for the following assignments:
117

- 118 • Airport Commission – Councilwoman Jackson
119 • Bicycle-Pedestrian Advisory Committee – President Heath/*option for Councilman Ireton*
120 • City Park Committee – Councilman Boda
121 • Marina Committee – Councilman Boda/*option for Councilman Ireton*
122 • PAC14 – Vice President Mitchell
123 • Planning & Zoning Commission – President Heath
124 • Recreation & Parks – Councilwoman Jackson
125 • Salisbury Wicomico Metropolitan Planning Organization (Council President serves) –
126 President Heath
127 • Town Gown – (Salisbury University designates Council President serves) –
128 President Heath
129 • Traffic & Safety Advisory Committee - Councilman Boda/*option for Councilman Ireton*
130 • Tri-County Council – Vice President Mitchell
131 • Wicomico County Library Board – Councilman Ireton
132 • Zoo Commission – Vice President Mitchell
133 • Mayor’s Council in Support of People with Disabilities/*option for Councilman Ireton*
134

135 President Heath will follow up with Councilman Ireton to review options available for Mr. Ireton
136 to serve as Council Representative on Boards and Commissions; City Administrator Stevenson
137 will follow up regarding whether Council is to be represented on the Homeless Coalition.
138

139 **Council discussion and approval of 2016 Meeting Dates & Times**

140

141 After review and discussion of the proposed Meeting Dates for 2016 Legislative Sessions and
142 Work Sessions, Council reached consensus to:
143

- 144 • Let the June 27, 2016 Legislative Session stand as is, noting that it could be cancelled at a
145 later time as it has in the past because of the Maryland Municipal League Annual
146 Convention scheduled from June 26-29, 2016
147 • Let the December 26, 2016 Legislative Session stand as is, noting that it could be cancelled
148 at a later time as it has in the past because it falls during the week between the City’s
149 Christmas and New Year’s Holidays

150 [Note: Since the Work Session, it has been noted that the City Christmas Holiday is December 26,
151 2016, therefore the Legislative Session should be listed as December 27, 2016]

- 152 • Begin all Work Sessions at 4:30 p.m. to accommodate the two working members of
153 Council, scheduling more routine agenda items at the beginning of the session, so that all
154 Councilmembers can be present for *key issue* agenda items scheduled at 5:00 p.m. or later
- 155 • Continue with two Work Sessions per month to maintain the flow of material from Work
156 Session to Legislative Session
- 157 • Defer discussion of scheduling Budget Work Sessions to a later time

158

159 **Council tablets/laptops**

160

161 Mr. Stevenson reported that he had reached out but not yet heard back from the IT Department
162 regarding an upgrade to current Council tablets; he will follow-up with the IT Department based
163 on Councilmember preferences noted during discussion and obtain a quote for hinged laptops as
164 well as an upgraded Surface Pro.

165

166 Final Council comments and discussion included the following topics:

167

- 168 • Follow-up to recent Goal Setting Sessions
- 169 • Alignment of Goals – Mayor, Council, Department Heads
- 170 • Goals in conjunction with Budget Presentations at Work Sessions
- 171 • Scheduling Personnel Committees prior to Department Heads at Budget Work Sessions

172

173 With no further business to discuss, President Heath called for a short recess prior to convening
174 the scheduled Special Meeting and the Work Session adjourned at 3:25 p.m.

175

176

177 _____

178 Assistant City Clerk

179

180

181 _____

182 Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Reappointment to the Salisbury Zoo Commission
Date:

Mayor Day would like to reappoint the following person to the Salisbury Zoo Commission:

<u>Name</u>	<u>Term Ending</u>
Ronald G. Alessi Sr.	12/31/18

Attached you will find information from Ronald G. Alessi, Sr. and the Resolution necessary for his reappointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day
Ralph Piland

Ronald G. Alessi Sr.

5388 Royal Mile Boulevard
Salisbury, Maryland 21801
410-749-0198
ronalessi@prodigy.net

November 9th, 2015

James Ireton, Jr., Mayor
City of Salisbury
125 North Division Street
Salisbury, Maryland 21801

Dear Mayor Ireton:

My appointment to the Salisbury Zoo Commission expires December 31, 2015 and I would like to be reappointed for an additional term.

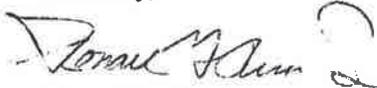
In view of my experience as Chairman of the Commission and years of involvement in our Zoo, I feel that I can continue to have a positive influence and be an effective leader for our Zoo.

I am constantly looking for ways to help continue the outstanding success our Zoo has achieved over the years. One of my goals is to enlist additional, enthusiastic and dedicated individuals to work on our committees and serve as future Zoo Commission members. I also look forward to carrying on our mission of education and stressing the importance of our environment and our diverse animal population. I am very proud about our many programs for the young and old in our community.

I would also want to continue to be a part of the first phase of implication of our capital campaign projects.

I appreciate your consideration of my request.

Sincerely,



Ronald G. Alessi Sr.

1 **RESOLUTION NO. 2579**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is reappointed to the Salisbury Zoo Commission for the term ending
5 as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
Ronald G. Alessi Sr.	December 31, 2018

8
9
10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Appointment to the Salisbury Revolving Loan Bankers Review Committee
Date: December 30, 2015

Mayor Day would like to appoint the following person to the Salisbury Revolving Loan Bankers Review Committee:

<u>Name</u>	<u>Term Ending</u>
Bob Lore	12/31/19

Attached you will find information from Bob Lore and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day



HEBRON SAVINGS BANK

Hebron

101 N. Main Street
P.O. Box 59
Hebron, MD 21830
410-749-1185
fax 410-543-0703

Salisbury

415 E. Carroll St.
Salisbury, MD 21804
410-742-8526
fax 410-742-8630

Quantico Square
1008 W. Main St.
Salisbury, MD 21801
410-543-9183
fax 410-543-9401

1310 Mt. Hermon Rd.
Salisbury, MD 21804
410-546-8118
fax 410-546-8050

543-C Riverside Drive
Salisbury, MD 21804
410-341-6670
fax 410-341-6678

Sharptown

303 Main Street
P.O. Box 236
Sharptown, MD 21861
410-883-3121
fax 410-883-2322

Vienna

100 Market & Race Sts.
P.O. Box 158
Vienna, MD 21869
410-376-3186
410-376-0343

Cambridge

6 Cedar Street
Cambridge, MD 21613
410-228-9202
fax 410-228-5787

Princess Anne

30499 Mt. Vernon Rd.
Princess Anne, MD 21853
410-651-1722
fax 410-749-5528

Fruitland

108 E. Cedar Lane
Fruitland, MD 21826
410-860-4884
fax 410-860-2662

Crisfield

57 Richardson Avenue
Crisfield, MD 21817
410-968-0500
fax 410-968-0550

www.hebronsavingsbank.com

October 14, 2015

Mayor Ireton:

My name is Bob Lore and I am interested in serving on the Banker's Review Committee for the City of Salisbury. I have recently accepted a job as Vice President of Business Development at Hebron Savings Bank. I have over 31 years of banking experience concentrating primarily in lending. I currently live in Georgetown, Delaware but Salisbury has been in my market area for many years. I have attached a copy of my resume for your convenience.

I look forward to the opportunity to help the City of Salisbury, and while doing so, increase my knowledge of the City and expand my network of friends. Thank you in advance for your consideration.

Sincerely,

Bob Lore

Robert E. Lore
Vice President – Business Development
HEBRON SAVINGS BANK
410-546-8118 (w)
302-362-9409 (c)
blore@hebronsavingsbank.com

Robert E. Lore

4 Bay Hill Drive, Georgetown, DE 19947

302.856.7456 (home)

bobllore61006@yahoo.com

302.362.9409 (cell)

Objective

Position in Commercial Banking

Education

- 1990 Stonier Graduate School of Banking
University of Delaware, Newark , Delaware
- 1981 University of Delaware, Newark, Delaware
Bachelor of Science in Accounting
- 1976 Dover High School, Dover, Delaware

Professional Experience

- 2015-present Hebron Savings Bank
VP Business Development
- 2010-2015 Wilmington Savings Fund Society, FSB
Commercial Relationship Manager
- 1992-2010 Wilmington Trust Company
Commercial Loan Officer
- 1983-1992 Sussex Trust Company, Georgetown, Delaware
Collector
Collection Department Manager
Assistant Branch Manager
Branch Manager
Loan Administrator
Loan Review Manager
Problem Loan Officer
Assistant Chief Lending Officer
- 1983 Sheraton Inn, Dover, Delaware
Accountant - assisted chief accountant in all aspects
Of bookkeeping and statement preparation
- 1981-1982 Diamond Motor Sports, Inc., Dover, Delaware
Began as assistant comptroller in charge of 6
bookkeepers;
Transferred to sales staff prior to leaving .

References

References upon request

**Community Service
and Memberships**

Member of Lewes-Rehoboth Rotary Club
Past President
Member of Lewes Chamber of Commerce
Past President
Past Treasurer
Volunteer for Rehoboth-Dewey Chamber of Commerce
Past member of Beebe Hospital Fund Raising Board
Past Chairman of the Board of the Sussex County Heart Association
Past Chairman of the American Heart Association Golf Tournament
Instructor for Delaware AIB in Commercial Lending
Past Chairman of the Fran Lore Scholarship Tournament
Member of the Lower Delaware Gridiron Association
Former member of the Long Neck Business Association
Past Treasurer of the Angola by the Bay Owners Association
Former member of the Georgetown Junior Chamber of Commerce
Past President
Past Treasurer

1 **RESOLUTION NO. 2580**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the Revolving Loan Bankers Review Committee for
5 the term ending as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
8 Bob Lore	9 December 31, 2019

10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Board of Zoning Appeals
Date: December 30, 2015

Mayor Day would like to appoint the following person to the Board of Zoning Appeals:

Name	<u>Term Ending</u>
Albert G. Allen, III	12/31/18

Attached you will find information from Albert G. Allen, III and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day
Gloria Smith

ALLEN & ALLEN, CHTD.
ATTORNEYS AT LAW
207 W. MAIN STREET, SUITE 3
P.O. BOX 990
SALISBURY, MARYLAND 21803-0990

A. GILLIS ALLEN, II
E-Mail: agallenlaw@comcast.net

Telephone: (410) 860-2580
Telecopier: (410) 860-2774

ALBERT G. ALLEN, III
E-Mail: gil@agallenlaw.net

December 4, 2015

VIA E-MAIL: jglanz@ci.salisbury.md.us
AND FIRST CLASS MAIL

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

Re: Vacancy on Salisbury Board of Zoning Appeals

Dear Mayor Day:

I'm writing to express my interest in serving on the Salisbury Board of Zoning Appeals.

I am a Wicomico County native and a practicing attorney in Salisbury. Prior to entering private practice I was the Law Clerk to the Honorable S. James Sarbanes of the Wicomico County Circuit Court. I believe my legal education and experience can be beneficial to the Board in hearing applications for special exceptions, variances and other appeals.

If you have any questions or require any additional information, please don't hesitate to contact me.

Respectfully,



Gil Allen

AGA, III:kr

ALBERT G. ALLEN, III, ESQ.
Allen & Allen, Chtd.
207 W. Main St., Suite 3.
Salisbury, Maryland 21803
(w) 410-860-2580 • (c) 410-430-9388 • gil@agallenlaw.net

LEGAL EXPERIENCE

ALLEN & ALLEN, CHTD., Salisbury, MD
Attorney at Law, August 2015 - Present
General civil practice with an emphasis on civil litigation.

WICOMICO COUNTY CIRCUIT COURT., Salisbury, MD
Judicial Law Clerk, April 2014 – August 2015.
Served as law clerk to the Honorable S. James Sarbanes. Assisted the Court in conducting both criminal and civil trials. Responsible for reviewing all chambers work, pleadings, motions, and researching relevant case law. Also responsible for briefing civil motions and drafting legal opinions.

HON. SALLY D. ADKINS, COURT OF APPEALS OF MARYLAND, Salisbury, MD
Judicial Intern, Summer 2009
Worked directly with Judge Adkins. Included in conferences with law clerks. Edited and analyzed briefs, record extracts, and draft opinions as well as summarized petitions for writ of certiorari.

EDUCATION

WILLIAM AND MARY SCHOOL OF LAW, Williamsburg, VA
J.D. 2014.

UNIVERSITY OF RICHMOND, Richmond, VA
B.A. in Political Science, May 2010
Minors in History, and Law and the Liberal Arts
Thesis: *Presidential and Gubernatorial Elections: A Study of Which Gubernatorial Election Cycles are Most Directly Affected By Presidential Elections.*

BAR ADMISSION

Maryland Bar: Admitted June 17, 2014.

COMMUNITY INVOLVMENT

ROTARY CLUB OF WICOMICO COUNTY., Salisbury, MD
Member, 2015 – Present

SALISBURY HORIZONS., Salisbury, MD
Advisory Board Member, 2015 – Present

REFERENCES

Available Upon Request.

1 **RESOLUTION NO. 2581**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the Board of Zoning Appeals for the term ending as
5 indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
8 Albert G. Allen, III	9 December 31, 2018

10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Salisbury Revolving Loan Bankers Review Committee
Date: December 30, 2015

Mayor Day would like to appoint the following person to the Salisbury Revolving Loan Bankers Review Committee:

<u>Name</u>	<u>Term Ending</u>
Nestor T. Bleech	12/31/19

Attached you will find information from Nestor T. Bleech and the Resolution necessary for his reappointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day



Savings and Loan Association

106-108 SOUTH DIVISION STREET
P.O. BOX 4248
SALISBURY, MD 21803-4248
410-546-1101 FAX 410-546-9590
www.firstshorefederal.com E-mail: info@firstshorefederal.com

November 24, 2015

Honorable Jacob Day
Mayor of Salisbury
125 N. Division Street
Salisbury, MD 21801

Via email: jday@ci.salisbury.md.us

Mayor Day:

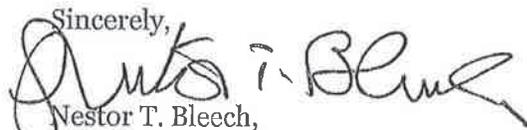
Laura Kordzikowski and I have spoken recently about a vacancy on the Salisbury Bankers Review Committee.

I am writing to advise you that I would be interested in serving on that committee to the extent that you are interested in having me.

Incidentally, you may or may not be aware that I served on the Bankers Review Committee for many years and ultimately chaired it up until 2008; so I am very familiar with the Revolving Loan Fund program.

Attached is a resume which details my twenty-three (23) years of commercial lending experience. Do not hesitate to contact me for any discussion at (410) 546-1101.

Thank you for your consideration.

Sincerely,

Nestor T. Bleech,
Vice President

Cc: lkordzikowski@ci.salisbury.md.us

BRANCHES



1116 Mt. Hermon Road
Salisbury, MD 21804
(410) 543-0761

101 W. Cedar Lane
Fruitland, MD 21826
(410) 860-2929

1315 Market Street
Pocomoke City, MD 21851
(410) 957-2626

310 Franklin Avenue
Berlin, MD 21811
(410) 641-0350

107 Green Street
Snow Hill, MD 21863
(410) 632-1788

11029 Racetrack Road
Berlin, MD 21811
(410) 208-1668

35742 Atlantic Avenue
Millville, DE 19967
(302) 537-5474



Nestor T. Bleech, Vice President

**First Shore Federal Savings and Loan Association
106 N. Division Street
Salisbury, MD 21801**

February 9, 2015

Academic Background *(Please provide associates, undergraduate and graduate degrees and dates obtained, as well as any professional certifications or designations.)*

1991- Bachelor of Science, Business Administration, Perdue School of Business, Salisbury State University – cum laude

1990 – Russian Field Study Abroad (St. Petersburg, Moscow & Kiev USSR / Ukraine) - Winter Semester, Salisbury State University

1987 – North Carolina High School Graduation, Denton, MD

1985 – Danish Field Study Abroad / Foreign Exchange Student Program (Holstebro & Copenhagen, Denmark) - Summer Session

1992 – First National Bank of Maryland, Commercial Credit Analyst, Commercial Loan Group (equivalent of Middle Market and Business Banking Units), 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsibilities included analysis of commercial financial statements, preparation of credit memos, preparation of credit reviews & commercial loan extensions, presentation of credit requests at Senior Loan Committee and support of seven (7) account officers located on the Eastern Shore of Maryland.

1996 – First National Bank of Maryland, Officer, Business Development, Business Banking, 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsible for business calling efforts and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland.

1998 – First National Bank of Maryland, Assistant Vice President, Business Banking, 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsible for business calling efforts and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland.

2000 – Allfirst (successor in interest to First National Bank of Maryland), Vice President, Business Banking, 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsible for business calling efforts and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland.

March 2007 – Manufacturers and Traders Trust Company (successor in interest to Allfirst), Vice President & Team Leader, Chesapeake Business Banking, 155 E. Carroll Street Regional Headquarters, Salisbury, Maryland. Responsible for management of a staff of four (4) Business Banking Relationship Managers and one Relationship Liaison charged with calling efforts, business development, customer service and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland and the State of Delaware.

May 2008 – December 2009 - Manufacturers and Traders Trust Company, Vice President & Team Leader, Chesapeake Business Banking, 170 Jennifer Road, Annapolis, Maryland. Responsible for management of a staff of thirteen (13) Business Banking Relationship Managers, two (2) Assistant Relationship Managers and two (2) Relationship Liaisons charged with calling efforts, business development, customer service and management of a Business Banking loan portfolio of accounts located in Anne Arundel and Howard Counties, Maryland

January 2010 – September 2011 – Manufacturers and Traders Trust Company, Vice President & Team Leader, Chesapeake Business Banking, 170 Jennifer Road, Annapolis, Maryland. Responsible for management of a staff of six (6) Business Banking Relationship Managers, one Assistant Relationship Manager and two (2) Relationship Liaisons charged with calling efforts, business development, customer service and management of a Business Banking loan portfolio of accounts located in Anne Arundel County Maryland (The Anne Arundel County & Howard County group was partitioned from one team into two (2) teams at 12/31/09)

October 2011 June 2013 Manufacturers and Traders Trust Company, Vice President & Commercial Banking Team Leader, Delaware Commercial Banking, 155 E. Carroll Street, Salisbury, Maryland. Responsible for management of one Commercial Banking Portfolio Manager, and one Relationship Liaison charged with calling efforts, business development, customer service and management of a Commercial Banking / (i.e. Middle Market) loan portfolio of accounts located on the Lower Eastern Shore of Maryland.

July 2013 – Present – First Shore Federal Savings and Loan Association, Vice President of Commercial Lending, 106 N. Division Street, Salisbury, Maryland. Responsible for management, development, underwriting analysis and review of the Bank's Commercial Loan portfolio of accounts located on the Eastern Shore (Maryland, Delaware, Virginia). Other duties include management of "Special Assets" Commercial Credits, Commercial Participation Loans and a Commercial Loan Assistant.

1 **RESOLUTION NO. 2582**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the Revolving Loan Bankers Review Committee for
5 the term ending as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
Nestor T. Bleech	December 31, 2019

8
9
10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the City Parks & Recreation Committee
Date: December 30, 2015

Mayor Day would like to appoint the following person to the City Parks & Recreation Committee:

Name	Term Ending
Kevin Lindsay	12/31/18

Attached you will find information from Kevin Lindsay and the Resolution authorizing his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

To whom it may concern:

125 North Division Street

Salisbury, MD 21804

12/2/2015

This is a letter of intent from Kevin Lindsay in reference to a Board and Commission Vacancy. I'm interested in applying for City Parks & Recreation Committee. Can you please except resume and letter of intent with sincere interest in serving my city better. I really appreciate your time and consideration on this matter. Thanks.

Kevin Lindsay.

Kevin Lindsay

1428 Beckford Court
Salisbury, Maryland 21804
Home: (443) 859-0614
Alternate (443) 859-8391
KSL_9@yahoo.com

Objective

An experienced hardworking child and adult counselor seeking a rewarding professional position within the field of behavioral health.

Summary

Familiarity in working with youth and adults suffering from co-occurring disorders including substance abuse, mental health, and developmental disabilities. Knowledge base in mental health and substance abuse treatment modalities, diagnosis, and crisis intervention. Experience working with youth committed to the Department of Juvenile Services and the Department of Social Services. Experience with working with adults with Goodwill of the Chesapeake as case manager. History of success connecting with high risk youth and adults, including those with a history of violent or felony offenses. Work well collaborating with other treatment providers, community agencies, and families.

Certifications

Certified Program Administrator, 2008
Certified Advanced Residential Child Care Worker, 2005
MCTC Certified, 2010
Job Development Certification 2013

Employment History

2013 – Present Case Manager

Salisbury, MD

Goodwill Industries of the Chesapeake

Provide intensive Case Management services to adults. Coordinate life skill sessions through self-delivery and guest speakers. Identify and coordinate partnerships with various employers. Assist participants with securing employment. Assist participants to solve barriers such as clothing, transportation and housing.

2009-2012 Case Management Specialist

Ocean City, MD

Department of Juvenile Services

Provide Case Management to youth that are arrested. Complete the intake process with youth and parents and assess the youth's need for services. Able to use and navigate through the departments various computer systems. Assist youth and parents in locating any services that may be required for them to complete.

2009- 2010 Residential Advisor

Salisbury, MD

Department of Juvenile Services

Provide supervision and guidance to juveniles residing in a DJS facility by observing and interacting with juveniles, assisting them with everyday life skills and advising them of appropriate alternative behaviors as needed.

2005 - 2009 Supervisor of Group Homes

Maple Shade Youth and Family Services

Mardela Springs, MD

Provided direct supervision to sixteen youth counselors who provided direct care to a diverse population of juvenile offenders. Assisted counselors with developing and implementing rehabilitative service and treatment plans. These plans were designed along with youth and their families to identify goals and objectives to facilitate discharge planning and successful transition to the community.

2004-2005 Assistant Supervisor

Maple Shade Youth and Family Services

Mardela Springs, MD

Provided individual and group counseling to youth and their families. Instructed agency staff on appropriate therapeutic interventions to utilize when working with youth who suffer from mental health and/or co-occurring disorders. These interventions included behavior modification, crisis intervention, in addition to the Maple Shade's daily policy and procedures. Coordinator of pro-social programming and activities for youth, in their home as well as in the community.

2003-2004 Residential Counselor

Maple Shade Youth and Family Service

Mardela Springs, MD

Employed in a group home setting as a residential counselor to youth committed to the Department of Juvenile Services and/or the Department of Social Services. Daily responsibilities included intensive supervision of four to eight male youth. Job duties entailed working with youth to improve their daily life skills and level of functioning. These life skills included activities of daily living, such as hygiene, meal preparation, and communication. Additional services provided included transportation of youth to behavioral health appointments, community events/activities, and home visits.

2001-2003 Special Education Assistant

Parkside High School

Salisbury, Maryland

Provided daily assistance to teachers and students in a special education classroom. Responsibilities included working one on one with students to assist with task completion. Worked with students who suffered from learning disorders, developmental disabilities, and mental health diagnosis.

Education

2000 B.A., Interpersonal Communications

Salisbury State University, Salisbury, Maryland

1 **RESOLUTION NO. 2583**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the City Parks & Recreation Committee for the term
5 ending as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
Kevin Lindsay	December 31, 2018

8
9
10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Central City District Commission
Date: December 30, 2015

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

<u>Name</u>	<u>Term Ending</u>
John A. Foley, III	12/31/17

Attached you will find information from John A. Foley, III and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day
Jennifer Miller

John A. Foley III
409 Pinehurst Avenue
Salisbury, MD 21801
757-678-6130

November 23, 2015

The Honorable Jacob Day
Office of the Mayor
City of Salisbury, Maryland
125 North Division Street
Room 304
Salisbury, MD 21801-4940

Dear Jake,

Congratulations once again on your recent nomination. It was quite a nail-biter at the end. In all seriousness, though, I speak for the great majority of your fellow citizens when I write that we are so pleased to have you as mayor when we need so strongly now someone of your knowledge and vision.

I am writing to you because of my interest in being of a member of Salisbury's Central City Development Committee. You know that I have been here for just a couple of years; but since my family's arrival to the Eastern Shore of Virginia when I was nine years old, I have been in and through the city of Salisbury quite a bit. As an architect and as a permanent resident now, I have a different perspective of our small city's rich history; and I feel that all of its citizens find themselves at the proverbial crossroads. Each of us can only hope that we can look back with pride and admiration for those who helped to steer it toward becoming once again the crossroads of the Delmarva Peninsula. I believe that with your leadership, Salisbury can begin to find its luster once again.

I feel, in short, that my talents would be useful to the CCDC, and that I in return the council will offer me a different perspective of our small city that I now call home; and I would therefore like to help in any way that I can to improve how it may present itself, in whatever that may entail.

With warm regards,



John A. Foley III

JOHN A. FOLEY III

foleyisirish@gmail.com

409 Pinehurst Avenue

Salisbury, MD 21801

757 - 678 - 6130

- education**
- M.Arch., Virginia Polytechnic and State University, Alexandria, Virginia; 2009
Graduate thesis prize
 - Glenn Murcutt Master Class, Sydney Australia; summer 2008
 - JASSO Graduate Scholarship, Yokohama National University; 2005 - 2006
 - BArch., Virginia Polytechnic and State University, Alexandria, Virginia; 2004
 - Swiss Residency, Virginia Tech European Studies Residency, Riva San Vitale; fall 2002
- experience**
- Becker Morgan Group, Salisbury, MD, winter 2015 to present
Associate involved in design schematics through construction administration of large-scale new construction projects and renovations for public high schools, middle schools and elementary schools, as well as restaurant, hotel and house renovations.
 - Davis, Bowen & Friedel, Inc., Salisbury, MD, fall 2013 to present
Associate involved in design schematics and development and subsequent preparation of construction drawings for large-scale projects such as the future Choptank Electric Company headquarters and the Rehoboth Beach convention center and administrative offices.
 - Shalom Baranes Associates Architects, Washington, D.C., spring 2012 - winter 2012
Associate involved in construction administration of several dense mixed-use renovation projects; as-built, measured drawings of historic block for contemporary infill design; construction document assistance for 550-unit mixed-use development.
 - Nolan Design and Construction, Alexandria, Virginia, fall 2009 - winter 2011
Senior associate and foreman for design/ build projects ranging from a home addition to a complete rebuilding of facades for homes in Hollin Hills, a 1950's Modernist-era development in suburban Virginia.
 - Scout Motor Company, Washington, D.C., fall 2008 - summer 2009
Project associate in award-winning residential and commercial design firm whose projects include a contemporary row-house design/ build renovation of steel, concrete and glass. The rear wall is designed to rotate as a whole, while the steel framing acts doubly as air conduit.
 - Pierce, Goodwyn, Alexander and Linville, Alexandria, Virginia, summer 2007 / winter 2008
Contracted as senior designer and builder for large-scale model in winning design bid for Las Vegas McCarran Airport's international Terminal 3.
 - Noritake Associates, Alexandria, Virginia, fall 2007 - summer 2008
Junior associate involved in construction administration of a corporate headquarters.
Supervised creation and cataloguing of analog reference library for construction documents of large commercial projects.
 - Ray Lewis and Associates, Alexandria, Virginia summer 2007
Senior intern responsible for renovation projects along a historic commercial corridor, creating as-built drawings and corresponding construction documents.
 - USGSA, Office of the Chief Architect, Washington, D.C. summer 2006
Under Director of the Division of Modernization and Renovation, in charge of revisions and resubmission of graphically supported reports regarding renovation and administration phases of the Everett McKinley Dirksen United States Courthouse, an iconic federal building of Modern design, in Chicago.

SANAA, Tokyo, Japan, fall 2005 - spring 2006

Junior intern involved in interpretation of design specifications and construction of physical 3D models.

Virginia Tech Washington-Alexandria Architecture Center, Alexandria, Virginia fall 2004 – spring 2005

Graduate Teaching Assistant responsible for the creation of itinerary for prospective students from international consortium schools, the administration and documentation of design competitions within the school and management of administrative tasks.

Virginia Tech Washington-Alexandria Architecture Center, Alexandria, Virginia summers 2005, 2008, 2010

Responsible for design/ build projects that include a spiral stair with formed glass rail panel and self-milled aluminum rail structure, a ten-foot high hidden door for a library, the manufacturing of a steel and aluminum A/V console face and a contemporary renovation of the entire faculty offices.

- awards
- Virginia Polytechnic and State University, Graduate Thesis Prize, "Permanence and Transience: A Water Taxi Terminal at 118 King Street," 2009
 - AIAS Virginia Society Prize, Honorable Mention, "A new water taxi adjacent to the Washington, D.C.'s Tidal Basin," 2009
 - Royal Australian Institute of Architects, Certificate of Completion, Glenn Murcutt Master Class, 2008.
 - AIAS Virginia Society Prize; Honorable Mention, "The Conversion of an Abandoned Power Plant to a Contemporary Museum on the James River," Richmond, VA, 2004
 - Virginia Polytechnic and State University, co-founder of Phi Kappa Tau fraternity, 2001
 - Pi Kappa Phi Honor Society inductee
- skills
- Microstation, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Bluebeam pdf editor, Google Sketchup, Microsoft Excel, Microsoft Word, hand-rendered graphic presentation and basic Revit
- languages
- English (fluent), Spanish (conversational), Japanese (beginner), Italian (beginner).
- references
- available upon request*

www.bike-EU.blogspot.com www.noritakeassociates.com www.sanaa.co.jp www.waac.vt.edu

1 **RESOLUTION NO. 2584**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the Central City District Commission for the term
5 ending as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
8 John A. Foley, III	9 December 31, 2017

10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Reappointment to the Mayor's Council in Support of People with Disabilities
Date: December 30, 2015

Mayor Day would like to reappoint the following individual to the Mayor's Council in Support of People with Disabilities (MDISOPWD):

<u>Name</u>	<u>Term Ending</u>
Timothy Meagher	12/31/2018

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

Attachment

cc: Mayor Day

The Honorable Jake Day
Office of The Mayor
City of Salisbury
125 North Division Street
Salisbury, MD. 21801

December 7, 2015

Dear Mayor Day:

I hereby request reappointment to the Mayor's Council in support of Persons with Disabilities.

It has been a privilege to serve as a community member during the past four years.

I wish to continue to assist the City in all efforts to increase accessibility, outreach, employment, housing and outreach for persons with disabilities. I would be happy to promote the City as an open, friendly and progressive environment for the disabled.

Thank you for your thoughtful consideration.

IF I may provide additional information or answer any questions, please contact me at 410/546-5327.

Sincerely,

Trinity W. Meagher

221 Middle Boulevard
Salisbury, MD. 21801

5/2/2016

RESOLUTION NO. 2585

BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the following individual is reappointed to the Mayor’s Council in Support of People with Disabilities, for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Timothy Meagher	12/31/18

THE ABOVE RESOLUTION was introduced and passed at the regular meeting of the Council of the City of Salisbury, Maryland held on January _____, 2016.

Kimberly R. Nichols
CITY CLERK

John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

_____ day of _____, 2016

Jacob R. Day
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Salisbury Sustainability Advisory Committee – Green Team
Date: January 13, 2016

Mayor Day would like to appoint the following person to the Sustainability Advisory Committee – Green Team for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Kacey Martin	4/30/2019

Attached you will find information from Kacey Martin and the Resolution necessary for her appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

January 11th, 2016

Dear Mayor Day,

From my research, Sustainable Maryland Certification looks like a fantastic goal that will positively affect our city as well as its future residents. I want to help with this initiative. With Cambridge, Easton and Centreville being certified last year, it only makes sense for Salisbury to put this on our 'to do' list. While you have likely received many resumes and applications to participate on the Green Team, I do have some experience that is unique and sets me apart from my peers.

First, my graphic design and social media experience gives me the unique ability to help visually brand whatever actions the team takes to improve the city. These skills will also enable me to help communicate with the citizens regarding the effects and accessibility of these projects.

Second, I am a founding member of GreenSBY, which helps facilitate community gardens in the city. I have a passion for improving the way we live by being more environmentally thoughtful. I also helped my office get recognized by Stash

Your Trash for being an environmentally friendly workplace by facilitating an office vegetable garden and recycling bins.

Finally, I have experience in event planning, networking, and communication, which will come in handy with projects such as this. I would appreciate an opportunity to serve the city in moving towards a sustainable future.

Sincerely,

Kacey Martin

816 Riverside Dr.

Salisbury, MD 21801

314.330.2595

Kacey.Martin312@gmail.com

Graphic Designer

Eastern Shore Regional Library

KACEY MARTIN

Green Resume

EDUCATION

2008 - Graduated from St. Louis Community College with two Associates in Applied Sciences: Illustration and Graphic Design

2012 - Graduated from Salisbury University with a BFA in Graphic Design

EMPLOYMENT

2013-Present - Graphic Designer for the Eastern Shore Regional Library, serving the 8 Maryland Library systems on the Eastern Shore.

2010-Present - Freelance graphic designer for multiple local small business, organizations and non-profits such as 3rd Friday, the Chamber of Commerce, the A&E District, and the Salisbury Maryland Kennel Club.

FUTURE PLANS

Applied to Shore Leadership to learn about other community initiatives in the region and how they can be applied to Salisbury.

ACHIEVEMENTS

Green

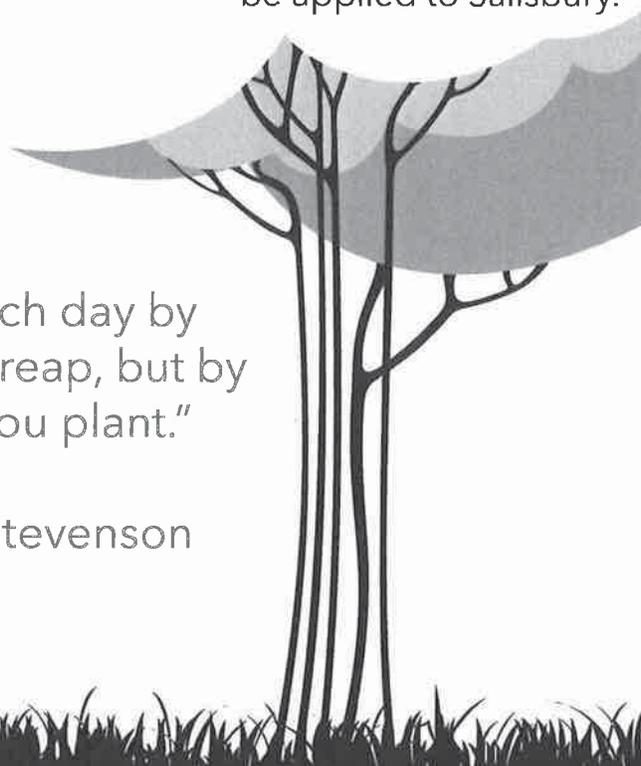
- Member of GreenSBY, helping develop community gardens.
- Helped my office receive recognition from Stash Your Trash for being an environmentally friendly workplace with an office vegetable garden and recycling bins.
- Nominated for the 'Green' Award for the WeHeartSBY Banquet.

Library

- Awarded the 2015 Maryland Library Association Outstanding Paraprofessional Award, which recognizes a library paraprofessional or support staff member who has made a significant contribution to libraries in Maryland.

"Don't judge each day by the harvest you reap, but by the seeds that you plant."

-Robert Louis Stevenson



1 **RESOLUTION NO. 2586**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the Sustainability Advisory Committee – Green
5 Team for the term ending as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
Kacey Martin	April 30, 2019

8
9
10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on January _____, 2016.

13
14 ATTEST:

15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

25
26
27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

City of Salisbury



MARYLAND



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

JACOB R. DAY
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: January 14 2016

Re: Manufacturing Exemption for equipment purchased 2014 – RelComm Technologies, Inc. D03855392

I am recommending that RelComm Technologies, 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 \$1,470 in personal property tax. RelComm Technologies, Inc. has previously been granted exemptions for 1994, 1995, 1997 – 2002, 2005, 2006, and 2011 equipment.

**City of Salisbury
Finance Department
Exemption Recommendation to City Council**

Company: Relcomm Technologies, Inc
Address: 610 Beam St

Requested By: Craig Brock
Date of Request: 1/13/2016

Description of Mfg.: Manufacturer of Design Enhanced Application Specific Coaxial Relay Products

Equipment Year 2014

New Equipment \$ 19,000

Total \$ 19,000

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	17,100	378
	2017	2016	2	15,200	336
	2018	2017	3	13,300	294
	2019	2018	4	11,400	252
	2020	2019	5	9,500	210

Total Value of Exemption: \$ 1,470

(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 City 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

SHIRLEY FOREMAN
ASSISTANT TREASURER

MARYLAND

FINANCE DEPARTMENT

P. O. Box 4118
125 N. Division Street
Salisbury, MD 21803-4118
(410) 548-3110
(410) 548-3192 (Fax)

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

Business Name: RelComm Technologies, Inc. MD Department ID#: D03855392

Mailing Address: 610 Beam Street Salisbury Md 21801

Contact Name: Craig Brock Phone No.: 410-749-4488 X 221

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. 610 Beam St. Salisbury Md
4. Date Manufacturing / R & D operation began in Salisbury. April 1994
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 21801-4910 or faxed to (410) 860-5154.

Preparer's Signature

[Signature]

Date

1-13-16

RelComm Technologies, Inc.

#D03855392

Attachment to Exemption Application For Machinery and Equipment
Used for Manufacturing

Description of Manufacturing Equipment purchased during calendar
year 2014:

9/10/2014 Agilent E8362B Network Analyzer \$19,000.00

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 checked="" 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 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

RELCOMM TECHNOLOGIES, INC.

610 BEAM STREET
SALISBURY

MD 21801

Check here if this is a change of address

Make Address Corrections Here

DEPARTMENT ID NUMBER ID# PREFIX D <u>03855392</u>		FEDERAL EMPLOYER IDENTIFICATION NUMBER <u>52-1867149</u>	
DATE OF INCORPORATION OR FORMATION <u>04/01/1994</u>	STATE OF INCORPORATION OR FORMATION <u>MARYLAND</u>	FEDERAL PRINCIPAL BUSINESS CODE <u>332900</u>	
TRADING AS NAME		<input type="checkbox"/> Please check here if you want personal property forms mailed to you next year.	

ID # PREFIX **D** 03855392
Type or Print Department ID Number Here

SECTION I

- A. Is any business conducted in Maryland? YES Date began: 04/01/1994
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACTURING
- C. Does the business own, lease or use personal property located in Maryland? YES If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

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

OFFICERS

	Names	Addresses
President	<u>JOHN E. TINKLER III</u>	<u>SALISBURY, MD</u>
Vice-President	<u>JAMES LAPKE</u>	<u>SALISBURY, MD</u>
Secretary	<u>MARTIN MAGDA</u>	<u>SALISBURY, MD</u>
Treasurer	<u>CRAIG BROCK</u>	<u>SALISBURY, MD</u>

DIRECTORS

Names	Names
<u>JOHN E. TINKLER III</u>	<u>JAME A. LAPKE</u>
<u>MARTIN A. MAGDA</u>	<u>CRAIG BROCK</u>

INCLUDE DEPARTMENT ID NUMBER ON CHECK
PLEASE STAPLE CHECK HERE

City of Salisbury



MARYLAND



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

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA – Award of Bids

January 25, 2016

- | | |
|--------------------------------------------------------------------------------------------------|--------------|
| 1. Contract 105-16
Police Patrol Vehicles | \$188,827.00 |
| 2. Contract RFP 05-16
Stormwater Management Support | \$100,000.00 |
| 3. Contract RFP 09-14
Change Order #4
Engineering Services for Salisbury Riverwalk Repairs | \$ 18,425.00 |

City of Salisbury



MARYLAND



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

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

January 25, 2016

TO: Mayor and City Council

SUBJECT: Award of Bid – Contract 105-16
Police Patrol Vehicles

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Police Department to solicit bids for several police vehicles. The contract called for one 2015 or 2016 Chevrolet Tahoe, one 2015 or 2016 Ford Interceptor Utility, and three 2015 or 2016 Chevrolet Caprice Police Patrol Vehicles, all with up-fitting accessories installed.

The Procurement Department followed standard competitive bidding practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of two (2) vendors submitted a bid by the due date and time of December 30, 2015 at 2:30 p.m.:

<u>Item</u>	<u>Hertrich</u>	<u>Delivery ARO</u>	<u>Item</u>	<u>I.G. Burton</u>	<u>Delivery ARO</u>
2016 Tahoe	\$45,997.00	17-22 weeks	2016 Tahoe	\$44,767.00	8-10 weeks
2016 Interceptor	\$37,968.00	14-20 weeks	2015 Interceptor	No bid	N/A
2016 Caprice (#1)	\$33,243.00	30-40 weeks	2015 Caprice (#1)	\$35,055.00	8-10 weeks
2016 Caprice (#2)	\$35,548.00	30-40 weeks	2015 Caprice (#2)	\$37,830.00	8-10 weeks
2016 Caprice (#3)	\$37,304.00	30-40 weeks	2015 Caprice (#3)	\$38,961.00	8-10 weeks
Total Award	\$144,063.00			\$44,764.00	

If approved by Council, awards will be made to the vendor that bid the lowest on each of the vehicles noted above.

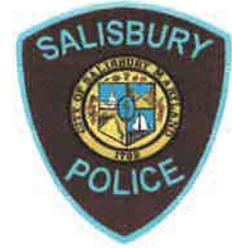
Funds are available in the Salisbury Police Department Vehicles Account, 21021-577025.

The Procurement Department requests Council's approval to award Contract 105-16 Police Patrol Vehicles, to Hertrich Fleet Services in the amount of \$144,063.00, and to I.G. Burton in the amount of \$44,767.00.

Sincerely,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



JACOB R. DAY
MAYOR
TOM STEVENSON
CITY ADMINISTRATOR

MARYLAND

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

BARBARA DUNCAN
CHIEF OF POLICE

TO: Jennifer Miller
Director of Internal Services Parking & Procurement Division

FROM: Maj. Scott Kolb
Salisbury Police Department Administrative Commander

SUBJECT: Police Patrol Vehicles – Bid Award

DATE: January 11, 2016

There were two bids received in reference to Contract 105-16 for the furnishing and delivering of one (1) 2015 or 2016 Chevrolet Tahoe PPV, one (1) 2015 or 2016 Ford Interceptor Utility PPV and three (3) 2015 or 2016 Chevrolet Caprice PPV's.

The Salisbury Police Department recommends awarding the contract for the Chevrolet Tahoe to I.G. Burton as they were the lower bid and able to provide the vehicle in accordance with bid specifications. The Salisbury Police Department recommends awarding the contract for the Ford Interceptor Utility PPV and three Chevy Caprice PPV's to Hertrich as they were the lower bid and able to provide the vehicle in accordance with bid specifications.

	Hertrich	I.G. Burton
2016 Tahoe	\$45,997.00	\$44,767.00
2016 Interceptor	\$37,968.00	No Bid
2016 Caprice (#1)	\$33,243.00	\$35,055.00
2016 Caprice (#2)	\$35,548.00	\$37,830.00
2016 Caprice (#3)	\$37,304.00	\$38,961.00
Total to be Awarded	\$144,063.00	\$44,764.00


Major Scott Kolb
Administrative Commander

City of Salisbury



MARYLAND



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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Council Agenda

January 25, 2016

TO: Mayor and City Council

SUBJECT: Award of Bid
RFP 05-16
Stormwater Management Support

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit proposals for RFP 05-16 Stormwater Management Support. This solicitation sought proposals from qualified and experienced firms to provide engineering consulting services to design and administer projects associated with the City of Salisbury's portions of the Wicomico County Phase Ii Watershed Implementation Plan, and to assist with permit and regulatory compliance.

The Procurement Department followed standard proposal solicitation practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of 12 vendors submitted a proposal by the due date and time of Tuesday, November 17, 2015 at 2:30 p.m.

The Department of Public Works reviewed both the technical and price proposal from each submittal, and then evaluated each according to the criteria specified in the proposal document, ranked on a scale of 0 (unacceptable) to 4 (superior):

<u>Weighting Factor</u>	<u>Criterion</u>
35%	Expertise, experience, and qualifications of the Consultant Team as related to the Scope of Work, including team member experience, successful related past experience and relevant project references.
25%	Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents. Experience working with MS4 permits.
25%	Billable rates for the Consultant Team members.
15%	Performance on all projects within the last five years including, but not limited to: project success, relevance of projects to Scope of Work contained in the proposal documents, ability to meet deadlines, thoroughness and completeness of submittals.

<u>Consultant</u>	<u>Composite Score</u>	<u>Ranking</u>
Brown & Caldwell	3.73	1
KCI Technologies	3.40	2
Whitman, Requardt & Associates	3.32	3
George, Miles & Buhr	3.16	4
McCrone	3.08	5
Center for Watershed Protection	2.99	6
Vista Design, Inc.	2.97	7
EBA Engineering	2.85	8
AB Consultants	2.83	9
A. Morton Thomas	2.82	10
Pennoni	2.69	11
EA Engineering	2.63	12

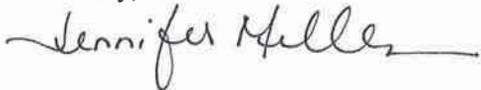
To obtain the most qualified consultants for the various tasks, the solicitation document specified that the City may choose to contract with multiple consultants if it is in the City's best interest to do so. To that end, each of the top four (4) vendors ranked above had a well-conceived, detail-driven project approach that indicated areas of expertise for which the firm would be best suited to undertake the necessary work.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award RFP 05-16 Stormwater Management Support to the following vendors:

- Brown & Caldwell
- KCI Technologies
- Whitman, Requardt & Associates
- George, Miles & Buhr

If the award of this solicitation is approved by City Council, contracts will be issued to these four vendors and purchase orders will be issued on a task-order basis. The Department of Public Works has budgeted \$100,000 for this project in FY16. There are sufficient funds to cover this procurement in account 60850-513020.

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



JACOB R. DAY
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: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works
Date: January 5, 2016
Re: RFP 05-16 Stormwater Support Services

Salisbury Public Works recently advertised a Request for Proposals for Engineering Services for Stormwater projects. The RFP was to solicit qualified consultants to assist with stormwater project planning and design, construction administration and inspection, grant writing, and permit compliance. The work will be funded using revenues from the Stormwater Utility.

The goals and objectives of this project include the following:

1. Assist with tracking and reporting for the City's Municipal Separate Storm Sewer System (MS4) Phase II Permit.
2. Design and manage stormwater projects to assist the City with achieving Watershed Implementation Plan (WIP) goals.
3. Apply for and administer stormwater project grants.

The RFP was structured such that City may choose to contract with multiple consultants if it is in the best interest of the City in order to obtain the most qualified consultants for the various tasks.

Twelve firms submitted proposals to RFP 05-16 Stormwater Support Services on November 17, 2015. Each evaluator on the selection committee ranked the respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 35% Expertise, experience, and qualifications of the Consultant Team as related to the Scope of Work, including team member experience, successful related past experience and relevant project references.
- 25% Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents. Experience working with MS4 permits.
- 25% Billable rates for the Consultant Team members.
- 15% Performance on all projects within the last five years including, but not limited to: project success, relevance of projects to Scope of Work contained in the proposal documents, ability to meet deadlines, thoroughness and completeness of submittals.

The rating scale is from zero to four with zero being unacceptable and four being superior. After completing a detailed independent review, the selection committee then met to compare individual rankings and to develop the composite score shown below.

Consultant	Composite Score	Ranking
Brown & Caldwell	3.73	1
KCI Technologies	3.40	2
Whitman, Requardt & Associates	3.32	3
George, Miles & Buhr	3.16	4
McCrone	3.08	5
Center for Watershed Protection	2.99	6
Vista Design, Inc.	2.97	7
EBA Engineering	2.85	8
AB Consultants	2.83	9
A. Morton Thomas	2.82	10
Pennoni	2.69	11
EA Engineering	2.63	12

The selection committee discussed the qualifications of each Vendor and the anticipated work tasks. Public Works recommends awarding RFP 05-16 to four Vendors: Brown and Caldwell, KCI Technologies, Whitman, Requardt & Associates, and George, Miles & Buhr. Each of these Vendors displayed a clear understanding of the scope of work and has performed similar work successfully for other municipalities.

Purchase Orders will be issued on a task basis to each Vendor. Specific tasks will be selected based on the qualification of the Vendor and their areas of expertise. Funding is provided in the Stormwater Utility account.



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

City of Salisbury



MARYLAND

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

January 25, 2016

TO: Mayor and City Council

SUBJECT: Change Order #4 to RFP 09-11
Engineering Services for Salisbury Riverwalk Repairs

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #4 in the amount of \$18,425.00 for the above noted solicitation. This Change Order would provide an additional 275 hours for inspection of the tie-back anchors and wales which are being added during Phase 2 of the Riverwalk Improvements.

Funds are available in the following project account:

98108-513020-48015	\$ 6,664.00
98114-513020-48015	\$11,761.00

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #4 as noted above to George, Miles & Buhr, LLC., in the amount of \$18,425.00.

Sincerely,

Jennifer Miller
Asst. Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND

Salisbury



2010

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

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Assistant Director of Internal Services – Procurement
From: Michael Moulds, Director of Public Works
Date: January 11, 2016
Re: RFP 09-11 Riverwalk Improvements Engineering – Change Order No. 4

Through RFP 09-11 Riverwalk Engineering, George, Miles & Buhr, LLC was contracted by the City to provide design, bidding and construction administration services for the Riverwalk repairs. The Riverwalk Improvements Phase 2 are under construction.

Per the attached letter from George, Miles & Buhr dated December 17, 2015, additional inspection hours are needed. The original bid was for part time inspection in the amount of 320 hours. The City has asked GMB to inspect the construction of the helical tie-back anchors and wales, as well as testing of both of these items. The City will inspect the construction of the new Riverwalk sidewalk surface and railings. In order to have enough time to complete the inspection of the anchors and wales, 275 additional inspection hours are needed. GMB is holding the contract bid price of \$67/hour.

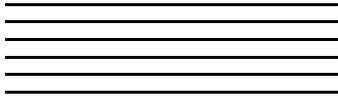
Please process Change Order No. 4 in the amount of \$18,425.00. Funds are available in the following accounts:

98108-513020-48015	\$6,664.00
98114-513020-48015	\$11,761.00

Change Order No. 4 also increases the contract duration by 61 days to April 1, 2016, to correspond to when the Riverwalk construction should be complete.



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



MEMO

OFFICE OF COMMUNITY DEVELOPMENT

To: City Council
From: Theo Williams
Subject: Tax Sale Changes
Date: January 4th, 2016; UPDATED 1/20

UPDATE: As General Assembly bills cannot apply to only one municipality, the bill which will be introduced will apply to all municipalities throughout the state. The intent and powers of the bill will be the same, but the language of the bill have to change in order for it apply to all municipalities.

The memo below summarizes the current process of tax sale and what the intention of bill being proposed at the Maryland General Assembly. Delegate Sheree Sample-Hughes has agreed to sponsor and introduce this bill. The administration is looking for council's (hopefully unanimous) support of this bill. In addition to receivership and code enforcement, this bill will add another "tool" to the City's toolbox in combating blight and disrepair.

The proposed changes to the Tax – Property Article of the MD Code are intended to speed up the tax sale process and close cycles of disinvestment and delinquency of properties. These changes relate specifically to vacant lots, i.e. lots with no improvements, and lots with vacant buildings which are unfit for human habitation. Currently the tax sale process occurs as follows:

- Mid-April: Notices of delinquency go out to property owners
- April 30th: If real estate taxes are not paid by this date, the tax sale process formally begins
- May: Tax sale properties are advertised in the Daily Times three times.

- Beginning of June: Properties are advertised for the last time.
- Day before Tax Sale: Last day for property owners to pay taxes and prevent the property from going to tax sale
- Mid-June: Tax Sale, this year it was Wednesday, June 17th, 2015.
- If the property is unsold, the City/County must wait two years to resell the property
- If the property is sold, the purchaser must wait six months to file foreclosure on the owner's right to redemption
- If the purchaser does not file foreclosure within two years and the property is not redeemed by the original owner, the purchaser's certificate of sale is void and the property starts the tax sale process over again.

This process can lead to a cycle of delinquency and disinvestment. As the purchaser is not the owner of record, until they foreclose on the past owner's right of redemption, the original owner is technically still responsible for the taxes and fees due. So, should a property go to tax sale in 2015, and the purchaser of property does not file to foreclose on the right of redemption, the property will just sit for two years, continuing to collect overdue taxes and fees from grass cuttings and other nuisance abatements. By 2017, when the property goes up for tax sale again, it will have an even larger amount due against it. Eventually, as has occurred with numerous properties, the taxes and liens due on the property will equal or surpass the value of the property.

Thus, this proposal grants the City of Salisbury an additional tool to combat this. The proposal applies only to vacant lots and improved lots with buildings that are unfit for habitation. Through this change in the MD code, Salisbury would have the authority to lower the opening bid below the taxes and fees outstanding, e.g., if a property has \$40,000 worth of taxes and fees due against it, but the property is only worth \$20,000, the City could lower the opening bid to \$15,000. While the City can already do this by way of waiving the taxes and fees due against the property, this proposal adds a number of very important qualifiers:

- The original owner of record will still be responsible for the difference in the amount of taxes due and the purchase price. In the example above, the original owner would still owe the city \$25,000.
- In order for the original owner to redeem the property from the purchaser, they would have to pay all the taxes and fees due, not just what the purchaser paid.

- If the purchaser buys the property for *less than* the total taxes due, the purchaser must pay the full amount bid on the date of sale. Currently, tax sale bidders only pay the opening bid, not their final bid. This enables bidders to bid extravagantly, even over a million dollars, as we saw at the last tax sale. Thus, if someone bids \$35,000 for the property in the above example, they have to pay the full \$35,000 on the date of sale, not just the opening bid of \$15,000.
- Whoever purchases the property no longer has to wait six months to file foreclosure on the right of redemption; they may file immediately.
- BUT the purchaser MUST file to foreclose within three months, unless granted an extension.
- IF THEY DO NOT, the certificate of sale is void and it reverts to the City. The City then may then either file to foreclose in its own name or resell the certificate.

These provisions attempt to end the cycle of disinvestment that occurs with abandoned properties. By forcing the purchaser to pay the full bid amount on the day of sale and requiring them to foreclose within three months, this weeds out those bidders who are just looking at tax sale as an investment opportunity, with no interest in rehabilitating the property. Moreover, if no one purchases the property, then the City has the opportunity to purchase it and is given the same powers as private purchaser.

This process currently applies to Baltimore City and can be found in MD Ann. Code, Tax – Property Article, §14-817 through §14-845; with the greatest substance in: 817(c), 818(a), 820(a), 824(b), & 833(c)(d).

Q1, Q7

6lr1876

Bill No.: _____

Drafted by: Anthony

Requested: _____

Committee: _____

By: **Delegate Sample-Hughes**

A BILL ENTITLED

AN ACT concerning

Tax Sales – City of Salisbury – Abandoned Property

FOR the purpose of

BY repealing and reenacting, without amendments,

Article – Tax – Property

Section 14–809(a)

Annotated Code of Maryland

(2012 Replacement Volume and 2015 Supplement)

BY repealing and reenacting, with amendments,

Article – Tax – Property

Section 14–817(b)(1), 14–820(a) and (c), 14–824, 14–833(c), (d), and (g), 14–835(a),
14–843(b), and 14–845(c)

Annotated Code of Maryland

(2012 Replacement Volume and 2015 Supplement)

BY adding to

Article – Tax – Property

Section 14–817(d), 14–818(a)(1)(iv), and 14–833(f–1)

Annotated Code of Maryland

(2012 Replacement Volume and 2015 Supplement)

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.



SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Laws of Maryland read as follows:

Article – Tax – Property

14–809.

(a) (1) When a property in a municipal corporation is delinquent in the payment of municipal corporation taxes or charges levied against the property, the appropriate municipal corporation official charged with the collection of taxes shall notify the collector of the county of the unpaid taxes or charges on the property.

(2) If the procedures of this subtitle are not instituted by the county collector on or before 30 days after receiving the notice from the municipal corporation collector, the municipal corporation collector at any time after the 30–day period expires may use the provisions and procedures of this subtitle to sell the property for unpaid municipal corporation taxes or charges to the same extent that these provisions and procedures are available to county collectors.

14–817.

(b) (1) Except as provided in [subsection (c)] **SUBSECTIONS (C) AND (D)** of this section, property may not be sold for a sum less than the total amount of all taxes on the property that are certified to the collector under § 14–810 of this subtitle, together with interest and penalties on the taxes and the expenses incurred in making the sale, and the lien for the taxes, interest, penalties, and expenses passes to the purchaser.

(D) (1) IN THE CITY OF SALISBURY, ABANDONED PROPERTY CONSISTING OF EITHER A VACANT LOT OR IMPROVED PROPERTY CITED AS VACANT AND UNFIT FOR HABITATION ON A HOUSING OR BUILDING VIOLATION NOTICE MAY BE SOLD FOR A SUM LESS THAN THE TOTAL AMOUNT OF:

(I) ALL TAXES ON THE PROPERTY THAT ARE CERTIFIED TO THE COLLECTOR UNDER § 14–810 OF THIS SUBTITLE;

(II) INTEREST AND PENALTIES ON THE TAXES; AND

(III) EXPENSES INCURRED IN MAKING THE SALE.

(2) (I) THE COLLECTOR SHALL ESTABLISH A MINIMUM BID FOR ABANDONED PROPERTY SOLD UNDER THIS SUBSECTION.

(II) THE MINIMUM BID MAY NOT BE LESS THAN THE SUM OF:

1. ALL TAXES ON THE PROPERTY, LESS TAXES ON THE PROPERTY OWED TO THE CITY OF SALISBURY; AND

2. INTEREST AND PENALTIES ON THE A TAXES, LESS INTEREST AND PENALTIES ATTRIBUTABLE TO TAXES OWED TO THE CITY OF SALISBURY.

(3) THE PERSON RESPONSIBLE FOR THE TAXES PRIOR TO THE SALE SHALL REMAIN LIABLE TO THE COLLECTOR FOR THE DIFFERENCE BETWEEN THE AMOUNT RECEIVED IN THE TAX SALE UNDER THIS SECTION AND THE TAXES, INTEREST, PENALTIES, AND EXPENSES REMAINING AFTER THE SALE.

(4) THE BALANCE REMAINING AFTER THE TAX SALE SHALL BE INCLUDED IN THE AMOUNT NECESSARY TO REDEEM THE PROPERTY UNDER § 14-828 OF THIS SUBTITLE.

(5) IN A PROCEEDING BROUGHT BY THE CITY OF SALISBURY TO FORECLOSE THE RIGHT OF REDEMPTION UNDER THIS SUBTITLE, THE COMPLAINT MAY REQUEST A JUDGMENT FOR THE CITY IN THE AMOUNT OF THE BALANCE.

(6) THE BALANCE REMAINING AFTER THE TAX SALE IS NO LONGER A LIEN ON THE PROPERTY WHEN:

(I) A JUDGMENT IS ENTERED FORECLOSING THE OWNER'S RIGHT OF REDEMPTION;

(II) THE DEED IS RECORDED; AND

(III) ALL LIENS ACCRUING SUBSEQUENT TO THE DATE OF SALE ARE PAID IN FULL.

(7) THE CITY OF SALISBURY MAY INSTITUTE A SEPARATE ACTION TO COLLECT THE BALANCE AT ANY TIME WITHIN 7 YEARS AFTER THE TAX SALE IF THE PLAINTIFF IS A PRIVATE PURCHASER.

14–818.

(a) (1) (IV) WHEN ABANDONED PROPERTY LOCATED IN THE CITY OF SALISBURY IS SOLD FOR LESS THAN THE FULL AMOUNT OF TAXES DUE ON THE PROPERTY, THE COLLECTOR SHALL REQUIRE THE PURCHASER TO PAY, NOT LATER THAN THE DAY AFTER THE SALE:

- 1. THE FULL AMOUNT BID; AND**
- 2. THE EXPENSES INCURRED IN MAKING THE SALE.**

14–820.

(a) The collector shall deliver to the purchaser a certificate of sale under the collector's hand and seal, or by the collector's authorized facsimile signature, acknowledged by the collector as a conveyance of land, which certificate shall set forth:

(1) that the property described in it was sold by the collector to the purchaser;

(2) the date of the sale;

(3) the amount for which the property was sold;

(4) the total amount of taxes due on the property at the time of sale together with interest, penalties and expenses incurred in making the sale;

(5) a description of the property in substantially the same form as the description appearing on the collector's tax roll. If the property is unimproved or has no street number, and the collector has procured a description of the property from the county or municipal corporation surveyor, this description shall be included in the certificate of sale. In Garrett County a copy of the description as required by § 14–813(f) of this subtitle, as that section relates specifically to Garrett County, shall be included in the certificate of sale;

(6) a statement that the rate of redemption is 6% a year, except as provided in subsection (b) of this section;

(7) the time when an action to foreclose the right of redemption may be instituted; and

(8) (i) that the certificate will be void unless foreclosure proceedings are brought within 2 years from the date of the certificate; [or]

(ii) that, unless foreclosure proceedings are brought within 3 months from the date of the certificate to any abandoned property in Baltimore City sold under § 14–817(c)(1) of this subtitle with a minimum bid less than the lien amount, the certificate:

1. is void as to a private purchaser; and

2. reverts to the Mayor and City Council for a period of 2 years from the date of the tax sale; **OR**

(III) THAT, UNLESS FORECLOSURE PROCEEDINGS ARE BROUGHT WITHIN 3 MONTHS FROM THE DATE OF THE CERTIFICATE TO ANY ABANDONED PROPERTY IN THE CITY OF SALISBURY SOLD UNDER § 14–817(D) OF THIS SUBTITLE WITH A MINIMUM BID LESS THAN THE LIEN AMOUNT, THE CERTIFICATE:

1. IS VOID AS TO A PRIVATE PURCHASER; AND

2. REVERTS TO THE CITY OF SALISBURY FOR A PERIOD OF 2 YEARS FROM THE DATE OF THE TAX SALE.

(c) The certificate of sale shall be in substantially the following form:

“I,, Collector of Taxes for the State of Maryland and the of, certify that on, 20..., I sold to, at public auction for the sum of Dollars and Cents, of which Dollars has been paid, the property in described as and assessed to, The property described in this certificate is subject to redemption. On redemption the holder of the certificate will be refunded the sums paid on account of the purchase price together with interest at the rate of 6% a year from the date of payment to the date of redemption (except as stated in subsection (b) of § 14–820 of the Tax – Property Article of the Annotated Code of Maryland), together with all other amounts specified by Chapter 761 of the Acts of 1943, and acts that amend that chapter. The balance due on account of the purchase price and all taxes, together with interest and penalties on the taxes, accruing after the date of sale, must be paid to the Collector before a deed can be delivered to the purchaser. After, 20..., a proceeding can be brought to foreclose all rights of redemption in the property. This certificate will be void unless such a proceeding

is brought within 2 years from the date of this certificate, except that in Baltimore City **OR CITY OF SALISBURY**, with respect to any abandoned property sold under [§ 14–817(c)] **§§ 14–817(C) OR 14–817(D)** of the Tax – Property Article of the Annotated Code of Maryland with a minimum bid less than the lien amount, the certificate will revert to the Mayor and City Council **OR THE CITY OF SALISBURY** and will be void as to the private purchaser at tax sale unless such a proceeding is brought within 3 months from the date of the certificate.

Witness my hand and seal, this day of, 20.....

.....
Collector”

(To be followed by acknowledgment).

14–824.

(a) Except as provided in subsection (b) of this section, the governing body of a county or other taxing agency shall buy in and hold any property in their respective counties offered for sale for nonpayment of any taxes for which there is no private purchaser.

(b) **(1)** The Mayor and City Council of Baltimore City may buy in and hold any abandoned property for which there is no private purchaser for the amount of the minimum bid set pursuant to § 14–817(c)(2) of this subtitle.

(2) THE CITY OF SALISBURY MAY BUY IN AND HOLD ANY ABANDONED PROPERTY FOR WHICH THERE IS NO PRIVATE PURCHASER FOR THE AMOUNT OF THE MINIMUM BID SET PURSUANT TO § 14–817(D)(2) OF THIS SUBTITLE.

(c) The governing body of the county and other taxing agency have the same rights and remedies with regard to the property as other purchasers, including the right to foreclose the right of redemption.

(d) A certificate of sale in the form provided in this subtitle shall be issued by the collector in the name of the Mayor and City Council of Baltimore City or the governing body of the county or other taxing agency.

14–833.

(c) **(1)** The certificate is void unless a proceeding to foreclose the right of redemption is filed within 2 years of the date of the certificate of sale.

(2) In Baltimore City a certificate for abandoned property sold under § 14–817(c) of this subtitle with a minimum bid less than the lien amount reverts to the Mayor and City Council and is void as to the private purchaser at tax sale unless:

(i) a proceeding to foreclose the right of redemption is filed within 3 months of the date of the certificate of sale; and

(ii) unless the holder is granted an extension by the court due to a showing of extraordinary circumstances beyond the certificate holder's control, the holder secures a decree from the circuit court in which the foreclosure proceeding was filed within 18 months from the date of the filing of the foreclosure proceeding.

(3) A CERTIFICATE FOR ABANDONED PROPERTY LOCATED IN CITY OF SALISBURY SOLD UNDER § 14–817(D) OF THIS SUBTITLE WITH A MINIMUM BID LESS THAN THE LIEN AMOUNT REVERTS TO THE CITY OF SALISBURY AND IS VOID AS TO THE PRIVATE PURCHASER AT TAX SALE UNLESS:

(I) A PROCEEDING TO FORECLOSE THE RIGHT OF REDEMPTION IS FILED WITHIN 3 MONTHS OF THE DATE OF THE CERTIFICATE OF SALE; AND

(II) UNLESS THE HOLDER IS GRANTED AN EXTENSION BY THE COURT DUE TO A SHOWING OF EXTRAORDINARY CIRCUMSTANCES BEYOND THE CERTIFICATE HOLDER'S CONTROL, THE HOLDER SECURES A DECREE FROM THE CIRCUIT COURT IN WHICH THE FORECLOSURE PROCEEDING WAS FILED WITHIN 18 MONTHS FROM THE DATE OF THE FILING OF THE FORECLOSURE PROCEEDING.

(d) (1) If a certificate is void under subsection (c) of this section, then any right, title, and interest of the holder of the certificate of sale, in the property sold shall cease and all money received by the collector on account of the sale shall be deemed forfeited, and shall be applied by the collector on the taxes in arrears on the property.

(2) If a certificate for abandoned property reverts to the Mayor and City Council of Baltimore City under this section, the Mayor and City Council may:

(i) file a foreclosure proceeding in its own name; or

(ii) 1. resell the certificate; and

2. apply all money received on account of the sale to any outstanding balance remaining after the sale on the tax debt owed by the previous owner of the abandoned property.

(3) IF A CERTIFICATE FOR ABANDONED PROPERTY REVERTS TO THE CITY OF SALISBURY UNDER THIS SECTION, THE CITY OF SALISBURY MAY:

(I) FILE A FORECLOSURE PROCEEDING IN ITS OWN NAME; OR

(II) 1. RESELL THE CERTIFICATE; AND

2. APPLY ALL MONEY RECEIVED ON ACCOUNT OF THE SALE TO ANY OUTSTANDING BALANCE REMAINING AFTER THE SALE ON THE TAX DEBT OWED BY THE PREVIOUS OWNER OF THE ABANDONED PROPERTY.

(F-1) THE HOLDER OF A CERTIFICATE OF SALE FOR ABANDONED PROPERTY IN THE CITY OF SALISBURY SOLD UNDER § 14-817(D) OF THIS SUBTITLE WITH A MINIMUM BID LESS THAN THE LIEN AMOUNT MAY FILE A COMPLAINT TO FORECLOSE ALL RIGHTS OF REDEMPTION IN THE PROPERTY AT ANY TIME AFTER THE DATE OF SALE.

(g) When the Mayor and City Council of Baltimore City, **THE CITY OF SALISBURY**, or the governing body of Prince George’s County becomes the holder of a certificate of sale purchased in accordance with § 14-824 of this subtitle, the Mayor and City Council of Baltimore City, **THE CITY OF SALISBURY**, or the governing body of Prince George’s County may file a complaint, at any time after the date of sale, to foreclose all rights of redemption in abandoned property consisting of:

(1) a vacant lot; or

(2) improved property cited as vacant and unfit for habitation on a housing or building violation notice.

14-835.

(a) A person shall file a complaint in the circuit court for the county in which the land is located, that states:

(1) the fact of the issuance of the certificate of sale;

(2) a description of the property in substantially the same form as the description appearing on the certificate of tax sale and, if the person chooses, any description of the property that appears in the land records;

- (3) the fact that the property has not been redeemed by any party in interest;
- (4) a request for process to be served on the defendants named in the complaint;
- (5) a request for an order of publication directed to all parties in interest in the property;
- (6) a request that the court pass a judgment that forecloses all rights of redemption of the defendants and any other person having any interest in the property;
- (7) a description of the amount necessary for redemption including the amount paid out at the tax sale; [and]
- (8) at the option of the plaintiff, in a foreclosure proceeding brought by the Mayor and City Council of Baltimore City for abandoned property sold for a sum less than the amount due under § 14–817 of this subtitle, a request that the court pass a judgment for the City and against the person liable for the taxes prior to the sale in the amount of the unpaid taxes, interest, penalties, and expenses otherwise due in a tax sale; **OR**

(9) AT THE OPTION OF THE PLAINTIFF, IN A FORECLOSURE PROCEEDING BROUGHT BY THE CITY OF SALISBURY FOR ABANDONED PROPERTY SOLD FOR A SUM LESS THAN THE AMOUNT DUE UNDER § 14–817 OF THIS SUBTITLE, A REQUEST THAT THE COURT PASS A JUDGMENT FOR THE CITY OF SALISBURY AND AGAINST THE PERSON LIABLE FOR THE TAXES PRIOR TO THE SALE IN THE AMOUNT OF THE UNPAID TAXES, INTEREST, PENALTIES, AND EXPENSES OTHERWISE DUE IN A TAX SALE.

14–843.

(b) (1) (i) Except as provided in subparagraph (ii) of this paragraph and paragraph (2) of this subsection, in Allegany County, Anne Arundel County, Baltimore City, Baltimore County, Calvert County, Caroline County, Carroll County, Cecil County, Charles County, Dorchester County, Frederick County, Garrett County, Harford County, Howard County, Kent County, Montgomery County, Prince George’s County, Queen Anne’s County, St. Mary’s County, Somerset County, Washington County, Wicomico County, and Worcester County, the plaintiff or holder of a certificate of sale may not be reimbursed for expenses incurred within 4 months after the date of sale.

(ii) In Baltimore City, for owner-occupied residential property, the plaintiff or holder of a certificate of sale may not be reimbursed for expenses incurred within 7 months after the date of sale.

(2) This subsection does not apply to property for which the holder:

(i) may file a complaint any time after 60 days from the date of sale, pursuant to § 14-833(e) of this subtitle; or

(ii) must file a complaint within 3 months from the date of sale, pursuant to § 14-833(c)(2) **OR (3)** of this subtitle.

14-845.

(c) In Baltimore City **OR CITY OF SALISBURY**, with respect to abandoned property that is subject to § 14-817(c) **OR (D)** of this subtitle:

(1) a defendant or any person described in § 14-836(b)(1) or (4)(i) of this subtitle may file an action to recover damages on the ground of inadequate notice within 3 years after the date of judgment foreclosing rights of redemption;

(2) damages in an action under item (1) of this subsection may not exceed the fair market value of that person's interest in the property at the time of the sale; and

(3) a person may not file to reopen a judgment foreclosing rights of redemption based on inadequate notice.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2016.

Resolution No. 2587

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A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND SUPPORTING HOUSE BILL ENTITLED “AN ACT CONCERNING TAX SALES – CITY OF SALISBURY – ABANDONED PROPERTY” TO GIVE THE CITY OF SALISBURY CERTAIN TAX SALE POWERS TO COMBAT ABANDONEDMENT AND BLIGHT IN SALISBURY.

WHEREAS, the City of Salisbury acknowledges that certain properties in the City have been abandoned by their owners and are falling or have fallen into disrepair; and

WHEREAS, some of these same property owners are no longer paying their property taxes and these properties are being sold at tax sale; and

WHEREAS, these properties are either not being purchased or are being purchased by individuals with no intent to repair or properly maintain the property; and

WHEREAS, Baltimore City has in place a mechanism to close this cycle of disrepair and disinvestment; and

WHEREAS, the City of Salisbury wishes to employ this same mechanism to encourage and facilitate reinvestment in our neighborhoods; and

WHEREAS, MD Code Ann., Tax – Property Article §§14-817 through 14-845 must be amended for the City of Salisbury to employ these tools; and

WHEREAS, Delegate Sheree Sample-Hughes has sponsored and introduced House Bill ___ in order to achieve this aim.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the Council unanimously endorses and supports HB ___ and directs the Mayor to submit this resolution with his written testimony to the Ways and Means Committee of the Maryland House of Delegates.

THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the 8th day of February, 2016 and is to become effective immediately.

ATTEST:

Kimberly R. Nichols, City Clerk

John R Heath, President
Salisbury City Council

APPROVED BY ME THIS _____ day of _____, 2016

Jacob R. Day, Mayor

City of Salisbury



JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR



Maryland

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



BARBARA DUNCAN
CHIEF OF POLICE

November 25, 2015

TO: Tom Stevenson
FROM: Colonel David Meienschein
SUBJECT: Ordinance – Budget Amendment

SPD Patrol Unit #1477, a 2014 Chevrolet Caprice, VIN 6G3NS5U31EL962740 was involved in a non-fault motor vehicle accident on June 9, 2015. The vehicle, emergency equipment, MDT computer, and In-Car video system were deemed a total loss.

SPD requests that the insurance adjustment totaling \$27,123.00 be transferred to the SPD Police Services Vehicle Account, 21021-577025 to be used towards the purchase of a new vehicle and related equipment.

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

A stylized, handwritten signature in black ink.

David Meienschein
Assistant Chief of Police

ORDINANCE No. 2369

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY16 GENERAL FUND BUDGET TO APPROPRIATE INSURANCE PROCEEDS RECEIVED IN FY16 TO AID IN THE PURCHASE OF A NEW VEHICLE FOR THE POLICE FLEET.

WHEREAS, Salisbury Police Patrol Unit #1477, a 2014 Chevrolet Caprice, VIN 6G3NS5U31EL962740 was involved in a motor vehicle accident and deemed a total loss; and

WHEREAS, the replacement of this vehicle will allow SPD to maintain a sufficient number of patrol vehicles to effectively patrol all areas of the City; and

WHEREAS, SPD is requesting the insurance adjustment for vehicle #1477 in the amount of \$27,123.00 be placed in the SPD Police Services, Vehicle Account, 21021-577025; and

WHEREAS, SPD will utilize the funds appropriated from the insurance adjustment and purchase a new police emergency vehicle.

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 and is hereby, amended as follows:

- 1) Increase Insurance Proceeds (01000-456935) by \$27,123.00
- 2) Increase the Police Department budget by \$27,123.00

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Fire Service Agreement
Date: January 13, 2016

Attached please find a budget amendment to secure consulting services to evaluate the agreement to provide City Fire Service to the County. The consulting work will be completed by TriData LLC. TriData LLC is a thorough and well respected firm in the emergency service industry and we are confident in their ability to provide a fair evaluation and help create a path forward.

The cost of the service is \$30,000. The City and County have agreed to share this cost, each contributing \$15,000. In Phase One of this proposal TriData LLC will complete the following tasks: Task 1-Collect and Review of Background Information, Task 2- Triage of Issues, Task 3-Analyze SFD Coverage and Demand, Task 4- Cost Apportionment, and Task 5- Draft and Final Report.

The City and County have agreed to the following seven criteria for evaluating the fire service and working towards an agreement.

1. How do we value the City's Fire Service?
2. What is the monetary value of the City's Fire Service?
3. Should we change the geographic delivery areas of the City's Fire Service provided outside of the City?
4. What does the County owe for services paid for by City taxpayers to non-city taxpayers?
5. How long before we implement the agreement?
6. Over how long should we have this agreement?
7. When will the agreement take effect?

Unless you or the Mayor have additional questions, please advance this memorandum and resolution of support to the City Council for approval.

Attachment: Ordinance- Budget Amendment to Appropriate Funding for Consulting Services to Evaluate Fire Service System Fees and Plans; Proposal- Evaluation of Fire Service System Fees

and Strategic Plan (Revised)

*Proposal to
Wicomico County, Maryland*

**EVALUATION OF FIRE SERVICE SYSTEM
FEES AND STRATEGIC PLAN (REVISED)**

December 30, 2015



Prepared by:
TriData LLC
c/o System Planning Corporation
3601 Wilson Boulevard
Arlington, VA 22201

I. BACKGROUND

Emergency services in Wicomico County are provided by a network of volunteer fire and EMS stations, and by the City of Salisbury Fire Department (SFD). The County provides a grant to its volunteer departments and the City fire department to help offset expenses. The SFD is a combination fire rescue service. Providing career personnel 24/7, augmented by volunteers primarily at night and on weekends. Services provided by the SFD include advanced life support (ALS) response and transport. The SFD provides its services from three fire stations. Under the current agreement, the City protects those areas adjacent to its boundaries (which are quite irregular geometrically.)

Over recent years, questions have arisen as to whether the current amount paid to the City is equitable, in light of the level of service provided (mostly career service) and the demand for services outside of the city limits. To date, County and City officials have been unable to agree on a subsidy amount that both parties consider equitable. While the details are unique to Wicomico County, this question arises frequently across the nation: should mutual aid or automatic aid services be provided at no cost, incremental cost, fully allocated cost, or something in between?

This issue needs to be considered in light of major strategic considerations of Wicomico County government. One consideration is a desire to maintain a healthy volunteer system, which not only saves money but also contributes to the very nature of the communities in the county, and the spirit of the county. It has long been part of the fabric of county life, and there is a desire to maintain it, even as pressures grow that make volunteer retention and recruitment more difficult.

A second major strategic consideration is maintaining the quality of the ever increasing volume and sophistication of Emergency Medical Services provided to the citizens. EMS constitutes the vast majority of calls into the county. The training burden and need to maintain advanced EMS skills raises many complex issues, and the financing of EMS is a key part of maintaining its quality. Even more profoundly, one must consider whether the current system is likely to be adequate going into the future, or at least the next five years. If the system needs changes, then that would in all likelihood change financial needs, and who pays for what.

Some of the above may be beyond the specific County/City Fire Service Agreement issues. We believe that having this information will help all organizations with strategic management.

II. PROPOSED WORK STATEMENT

TriData proposes a two phase project to assist the County in addressing the above issues.

Phase I. Level of Current Services, and Financial Analysis

In Phase I, we will identify and evaluate the services provided by the SFD to the county, and examine its costs. The following tasks will be undertaken:

Task 1 – Collection and Review of Background Information. We will collect and review background information provided by the County and SFD relative to the question concerning equitable payment. Information needed will include the latest budget documents as well as information concerning SFD operations, daily staffing, apparatus deployment, and capital replacement costs. We will also collect incident data from the County’s 911 computer-aided dispatch (CAD) system, to include the number, location and types of calls, and the weight of response.

Task 2 – Triage of Issues. Within two weeks of project initiation, we will conduct a site visit to get familiar with the geography, stations and personnel, dispatch, and management. We will interview many stakeholders in the city and county, and then triage the issues. We will visit the current fire stations and equipment, and discuss the organization and level of service with chiefs in the city and county. At the end of this visit, we would meet with the county and city project leaders (and anyone else the county wishes to attend) to triage the issues found. It is expected that three days will be needed to conduct the initial on-site review by senior project team members.

Task 3 – Analyze SFD Coverage and Demand. We will use the data provided by the County’s 911 center to plot the demand using Geographic Information System (GIS) technology. We will obtain and review pertinent GIS analyses that have already been undertaken. Our project staff will review any previous analyses and provide any necessary updates. Using GIS “shape files” provided by the County, we will analyze the area and population in the County covered by the SFD. We will examine the trend in demand (calls by type) within and outside the city, and which units respond to which calls. We will consider how busy the city units are at peak times, and when the peaks occur. We will consider response times of units from the city to the county, and from the county volunteer system. In considering response times, we look at call processing, dispatch, turnout and travel times, and the time to amass multiple units and personnel where needed.

Task 4 – Cost Apportionment. In Task 4, we will use the information from Tasks 1-3 to determine the operational and capital costs of the SFD, and the incremental cost of providing service to the county under the current coverage arrangement. We will propose an approach or options for determining the amount of the grant each year.

Task 5 – Draft and Final Report. We will provide a draft report of all findings and analyses to the city and county project managers for review and comment. Each project manager is invited to distribute the draft reports as they see fit. To maximize time efficiency and reduce costs, we ask that each project manager collate any comments received for response to us.

Following review of the draft, we will make changes as needed, and submit a final report. Five hard copies of the final report and a CD will be provided.

Phase II. Fire/EMS Organization Options for the Future.

The nature of the county fire/EMS system going into the future is a function of the forecast demand and level of service desired. Options going forward might include adding volunteer or combination stations, or other ways to be more self-sufficient. We will estimate the associated costs and impact on quality of service of options that seem reasonable to consider, relative to maintaining the status quo. This appears to be the heart of the project and will be given the highest consideration

One option might be a unified, county-wide fire service. As fire department services have expanded, with more specialties such as technical rescue and advanced life support, it is difficult for medium- size career and small volunteer fire departments to provide such services and keep up with the state of the art. A near future (at least next five years) view should be taken to determine the viable options. That also will help put the current payment split into better perspective.

Phase III. Working Toward Agreement (Optional)

Either after completing Phase 1, or both Phase 1 and Phase 2, we could take an active role in creating an agreement between Wicomico County and the City of Salisbury—essentially an informal mediation. We could ask Wicomico County and the City of Salisbury to pick a small team (three persons each) to review the options directly concerning County/City support. TriData would act as facilitator/mediator to move the process forward and scribe the results. We would also identify those items that are felt to be essential, but could not be agreed upon.

After completing the above, the process can be repeated as an exercise for the entire fire and EMS service in Wicomico County. This would involve the selection of five to six people representing the government, volunteer fire and EMS, career fire and EMS, the business community, and the public. TriData would act as facilitator/mediator to move the process forward and scribe the results.

The participating groups would be free to introduce additional items that we did not find. All mediated agreements would be subject to the prescribed political process and governmental approvals. TriData would assist Wicomico County in presenting the proposed agreements and those subjects at impasse to the designated political entities.

III. CORPORATE EXPERIENCE

TriData has undertaken over 250 studies for local city and county fire departments over the past 33 years. Among these are many studies for counties with combination or largely volunteer fire or EMS systems, including Anne Arundel County, MD; Prince William County, VA; Woodbridge Township, NJ; North Star Borough, AK; Newburgh Volunteer Ambulance Corp, NY; and others. In the course of these studies we have addressed all of the issues facing Wicomico County.

TriData recently evolved from a subsidiary of System Planning Corporation to a self-standing LLC, giving us more flexibility and lowering overhead by being apart from a corporation mainly devoted to federal contracts. SPC was recently sold to a much larger Arlington company, and gave the TriData staff the opportunity to become independent in the process. We continue to be based in Arlington County under the same leadership and with the same senior staff that has led to our high reputation for objective, technically excellent and innovative studies for local government clients.

Besides consulting for local governments, TriData does research nationally and internationally on the state of the art of fire protection. We also have done over 50 after action reports of major incidents, including the Virginia Tech shootings, Hurricane Isabel, and the “anthrax” attack on the Pentagon mail room, Aurora, CO theatre shooting, and Boston Marathon bombing. We mention this to show the confidence placed in us for highly sensitive studies, and the need for fire and EMS systems to consider how they would handle a mass casualty incident. Having an integrated fire/EMS system is critical for such incidents, which are rare for any individual jurisdiction, but all too common these days nationally.

Key Personnel

Our proposed team is highly experienced in undertaking these types of studies in Maryland and across the nation.

Dr. Harold C. Cohen, a Senior Program Manager for TriData, will serve as the project manager for this study. He has over 30 years of fire service experience, 22 of which were with a Maryland combination county fire department where he reached the rank of division chief. He has extensive experience in various facets of the fire service, including EMS, fire suppression operations, fire department communication operations, administration and management, and training.

. Dr. Cohen started his fire service career working in volunteer fire companies in Maryland. He is a Life Member of the Pikesville Volunteer Fire Company in Baltimore County, with 35 years of service, including over 4 as secretary. He also served as an EMS lieutenant with the Jacksonville (MD) Volunteer Fire Company.

Dr. Cohen has contributed to over 25 TriData studies, including some of high political sensitivity. He was project manager or deputy project manager for studies of the State of New Jersey's EMS system; Woodbridge and Franklin Townships, NJ; Alameda, CA; Newburgh and Rochester, NY; Key West, St. Petersburg, Volusia County, Bonita Springs, and Orange County, FL; Pittsburgh, PA; Cincinnati, OH; Norfolk, VA; Anne Arundel County, MD; Oklahoma City, OK; Portland, OR; and others.

Dr. Cohen has a PhD in Health Services, a Master's degree in Emergency Health Services Administration and Management, and is board-certified in health care management. He is a graduate of the National Fire Academy Executive Fire Officer Program and is a national Chief Fire Officer Designate. In 2002, Dr. Cohen was selected by IAFC/NFPA as a Fellow to the Harvard University JFK School of Government State and Local Government Executive Program. He is also an instructor for the National Fire Academy's Executive Fire Officer Program, and teaches EMS system organization. He is a nationally known expert on options for organizing emergency medical systems, including environments such as Wicomico County.

Dr. Cohen also is an experienced mediator. He has mediated over 125 cases. He is currently President of the Maryland Council for Dispute Resolution, the oldest mediation group in Maryland. His experience may be highly valuable in formulating and, if need be, facilitating an agreement between the city and county.

Assisting Dr. Cohen will be **Doug Helfman**, CPA. He is located in the Baltimore area. He recently assisted Cohen in analyzing fire department costs and fees in Seminole County, FL and would do the same here in Phase 1.

David Simms, Senior GIS Analyst for TriData, has 28 years of experience using geographic information systems (GIS). He is a certified Geographic Information Systems Professional (GISP), retired chief technical analyst for the Prince William County Department of Fire and Rescue Services, VA, and is adjunct staff at George Mason University; teaching 'GIS for Emergency Management'.

As chief technical analyst for Prince William County, he was responsible for integrating GIS and other technology to generate and analyze system performance measurement, and to support the development of station location studies, apparatus deployment modeling, and preparing for and recovering from disasters. Mr. Simms managed the county's Planning and Intelligence Group, Situation Unit during EOC (Emergency Operations Center) activations, and has established procedures using GIS during emergency or disaster events. He also has worked as head of GIS Development and Maintenance with Prince William County and was instrumental in the initial development of the county's first GIS, managing the three-and-a-half-year effort of parcel automation.

Chief Michael Iacona is highly knowledgeable in fire service performance measurements, alternative funding methods, long-term planning, and ISO ratings. He completed comprehensive fire master plans for Orange County and Palm Beach County, FL and Flagstaff, AZ.

Chief Iacona is currently the fire chief of the Flagstaff (AZ) Fire Department and former director of Emergency Management for Orange County (FL), Emergency & Safety. He served for four years as the Chairman of the State of Florida Fire Fighters Standards and Training Council and was appointed to two separate Governor's Task Force groups in Florida, which addressed Wildfires and Weapons of Mass Destruction.

Chief Iacona has contributed to many TriData studies, including a Rapid Response Vehicle Staffing and Deployment Review for the City of Portland, OR; Operation and Management Assessment for the Boulder Fire Department, CO; Comprehensive Management Study for the Arlington Fire Department, TX; and Management and Performance Audit for the City of Salt Lake City, UT.

Chief Iacona has a Bachelor's degree in Urban Planning and Education and Master's degree in Public Administration.

. He is familiar with combination county fire department systems, and, perchance, a graduate of Salisbury State University, and familiar with the County and City. Chief Iacona is known for his superior public administration skills and working to bridge governmental/fire and EMS services concerns.

IV. COST

Because this is proposed as a sole source study, we can offer you the savings from not doing a full blown proposal. The County also benefits from a 20% discount in overhead rates as a result of our new independence.

Phase I..... \$30,000

Phase II..... \$20,000

Much of the baseline information needed for Phase 2 will have been collected in Phase 1, which is why the cost of Phase 2 can be lower. Cost of Phases 1 and 2 include all travel, and a presentation or multiple presentations to County leadership (and anyone desired) on one day at either the draft or final report stage of each phase.

Phase III. Option: Facilitation/Mediation of Agreement

We estimate this would be charged on an hourly basis. We estimate the cost would be about \$5000, including two trips, and Dr. Cohen @ \$150/hr for 28 hours.

V. TIMELINE AND DELIVERABLES

Phase 1 can be completed in 4 months. We would submit a draft report for review in 3 months, allot 2 weeks for County and City review, and then another 2 weeks to finalize the report

Phase 2 would likely take another 2 months depending on the extent of issues to be considered and the cooperative efforts between stakeholders. TriData will work with Wicomico County and stakeholder groups until they are satisfied with the agreements or acknowledge that the process has reached its limits.

Payment Schedule

Phase 1

- \$5,000 upon project initiation (mainly to fund the initial on-site visits and s and triage review)
- \$12,500 per two months
- \$5, 000 upon delivery of final report

Phase 2

- \$8,000 per two months
- \$4,000 upon delivery of final report

Phase3

- Option billed bi-weekly as costs incurred

ORDINANCE NO. 2370

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE
FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR CONSULTING SERVICES
TO EVALUATE FIRE SERVICES SYSTEM FEES AND PLANS.

WHEREAS, the City desires to engage a fire services consultant to estimate the associated cost of fire
services; and

WHEREAS, the City believes that investing in the consulting services is necessary to reach
an acceptable agreement with the county for their reimbursement to the city for County's share of
fire services provided by the City; and

WHEREAS, the City has received a proposal estimating the fees for the required services to
be \$30,000; and

WHEREAS, the City and county have agreed to split the cost of the services; and

WHEREAS, the City's FY 2016 budget does not contain an appropriation sufficient to cover this
purchase.

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 \$ 15,000
- 1) Increase Fire Department by \$15,000

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury
held on this ____ day of _____ 2016, 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 _____, 2016.

Jacob R. Day, Mayor

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Budget Amendment- New Year's Eve
Date: January 13, 2016

Attached please find a budget amendment that is needed to move donations made to support New Year's Eve Salisbury (NYESBY) to the correct account from the general fund. These donations were accepted on December 14, 2015 and January 11, 2016 by the City Council. This budget amendment will help with the costs of the band, party favors, portable restrooms facilities, and staff and support. This year's event was BIGGER. BRIGHTER. SPARKLIER. LOUDER.

Unless you or the Mayor have additional questions, please advance this memorandum and resolution of support to the City Council for approval.

Attachment: Ordinance-Budget Amendment-New Year's Eve

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ORDINANCE NO. 2371

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE
FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR A NEW YEAR'S EVE
EVENT

WHEREAS, the City desires to facilitate and support the Downtown New Year's Eve celebration
event; and

WHEREAS, the City believes that investing in this event will support economic activity
Downtown; and

WHEREAS, the City has received \$7,500 in pledges for contributions for the event; and

WHEREAS, the City's FY 2016 budget has not been amended to include an appropriation to expend
the \$7,500 contributed.

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 Donations (01000- 469400) by \$ 7,500
- 1) Increase Promotions New Year's Eve Event (12500 569209) by \$7,500

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury
held on this ____ day of _____ 2016, 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 _____, 2016.

Jacob R. Day, Mayor