



City of Salisbury



CITY COUNCIL AGENDA

March 14, 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 David Hudson of Living Stones Church

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

6:07 p.m. COMMUNITY ORGANIZATION PRESENTATION

- Telamon - Housing and Financial Literacy - presented by Operations Coordinator Rosa Rodriguez and Case Manager Fritz Jeudy

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:22 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **February 1, 2016** Closed Session minutes
- **February 1, 2016** Work Session minutes
- **February 16, 2016** Special Meeting minutes
- **February 16, 2016** Work Session minutes
- **February 22, 2016** Regular Meeting minutes
- **March 7, 2016** Work Session minutes
- **Resolution No. 2600** – approving and adopting the stated objectives of the twenty (2015-2035) year Envision Salisbury Master Plan
- **Resolution No. 2601** – approving and adopting the stated recommendations of the 2016 Salisbury Zoo Master Plan
- **Resolution No. 2602** – authorizing the Capacity Fee of the City's Comprehensive Connection Charge be waived for a development known as Riverview Commons, located at 150 West Market Street
- **Resolution No. 2603** – Approving a MOU with the Department of Justice Office on Violence Against Women
- **Resolution No. 2604** – approving the appointment of Charles Ryan Weitzel to the Sustainability Advisory Committee - GREEN TEAM for the term ending December 2019
- **Resolution No. 2605** – approving the appointment of Matthew Auchey to the Ethics Commission for the term ending February 2020
- **Resolution No. 2606** – Appointing Jeremy Kirkendall to the Bicycle Pedestrian Advisory Committee

- **Manufacturers Exemption Request** - K&L Microwave, Inc.

6:27 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller

- Change Order #1, Contract RFP 110-15, Riverwalk Repairs – Phase 2
- Change Order #1, Contract A-22-16, Citywide Milling and Paving
- Declaration of Surplus, City-owned Real Property
- Declaration of Surplus, Port of Salisbury Marina

6:45 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2374** – 2nd reading - approving a budget amendment of the FY16 Fire Department Budget to transfer insurance funds received by the City to the Fire Department Operating Budget from the General Fund for revenue received for repairs performed on Engine 16-1
- **Ordinance No. 2375** – 2nd reading - approving a budget amendment of the FY16 Fire Department Budget to transfer funds from the City to the Fire Department Operating Budget from the General Fund
- **Ordinance No. 2376** – 2nd reading - approving an amendment of the FY 16 Budget to appropriate funds for traffic equipment repairs and maintenance
- **Ordinance No. 2377** – 2nd reading - approving an amendment to the schedule of maximum towing and storage fees
- **Ordinance No. 2378** – 2nd reading - to amend Chapter 15.24.1620 Determination of Functional Family of the Salisbury City Code to amend the requirements of Functional Family
- **Ordinance No. 2379** – 2nd reading - to amend Chapter 17.04.120 Zoning definitions of the Salisbury City Code to amend the requirements of Functional Family

7:10 p.m. PUBLIC COMMENTS

7:15 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 March 28, 2016 Meeting

- Proclamation- We Heart SBY
- Certificates for We Heart SBY winners
- Fair Housing Month Proclamation-presented to Shore Housing Resource Board
- Resolution No.____- Accepting a Donation from the Zoo Commission
- Resolution No.____- Accepting a Donation from Girl Scout Troop 634
- Resolution No.____- Acquisition of Forfeited Motor Vehicle
- Ordinance No.____-1st Reading- Budget Amendment- Fitzwater Lift Station and Paleo Well No. 3
- Ordinance No.____- 1st Reading- Budget Amendment- Brass Casings

1 CITY OF SALISBURY
2 WORK SESSION
3 FEBRUARY 1, 2016
4

5 Public Officials Present
6

7 Council President John “Jack” R. Heath Mayor Jacob R. Day
8 Council Vice-President Laura Mitchell Councilman Muir Boda
9 Councilman James Ireton, Jr. (*lft. 7:00 p.m.*) Councilwoman April Jackson

10
11 In Attendance
12

13 Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, City Attorney Mark
14 Tilghman, Public Works Director Mike Moulds, and Community Development Director Deborah
15 Stam

16 -----
17 On February 1, 2016 the Salisbury City Council convened in Work Session at 5:55 p.m. in
18 Council Chambers, Room 301 of the Government Office Building.
19

20 **Report Out – February 1, 2016 Closed Session**
21

22 President Heath reported that Council had just met in Closed Session to discuss disposition of
23 two development projects and disposition of sale of surplus real estate.
24

25 **Waiving Central Line Fees for Habitat Property – 423 Coles Circle**
26

27 City Administrator Stevenson requested Council approval to waive Central System Line Water
28 (\$2,165.01) and Sewer (\$2,831.16) Fees, and Water (\$4,160.00) and Sewer (\$3,320.00) Tap Fees
29 totaling \$12, 476.17 for a Habitat for Humanity property located at 423 Coles Circle adjacent to
30 the Habitat property at 425 Coles Circle which recently had the same fees waived by Council. In
31 both cases, the Comprehensive Connection Charge (\$3,533.00) for Capacity Fees was not and
32 will not be waived.
33

34 Discussion topics included:

- 35 • Uniformity of Waiver – list of fees, not amounts
- 36 • Waiver Policy for all organizations sponsoring owner occupied, low income housing for
37 City neighborhoods
- 38 • Line item Mayor’s budget with Mayoral authority to waive up to set amount per property
39 according to Waiver Policy – Mayor to coordinate with organizations for annual
40 budgeting purposes
- 41 • Exceptions to Waiver Policy would require case by case Council approval
42

43 After discussion, there was Council consensus to advance this item to legislative session.
44

45 **Fair Housing Language**
46

47 Community Development Director Stam provided an update on the status of the Fair Housing
48 Legislation which Council approved for First Reading at the December 14, 2015 Meeting while
49 simultaneously holding the Public Hearing which yielded no public comment; the legislation

50 would amend the Zoning Ordinance /Zoning Code in order to clarify the City’s commitment to
51 Fair Housing by adding language to amend/expand the definition and requirements of
52 “Functional Family” as it pertains to disabled individuals so that the City would be in
53 compliance with State and Federal laws as recommended by the consultant completing the City’s
54 2014 Analysis of Impediments to Fair Housing (AI). Although Council approved the legislation
55 for first reading, additional questions were raised with further discussion planned at a subsequent
56 Work Session.

57
58 City Solicitor Tilghman summarized his findings as follows after researching Fair Housing Law,
59 State Regulations, and the Americans with Disabilities Act (ADA) in conjunction with *affording*
60 *disabled persons reasonable accommodations to meet the definition and requirements of*
61 *“Functional Family:”*
62

- 63 • City has to afford disabled persons:
 - 64 ○ reasonable accommodations in order to be able to apply any City rules applicable
 - 65 to a Single Family, to a “Functional Family” as well
 - 66 ○ reasonable accommodations to comply with Federal and State Law
 - 67
- 68 • Clustering of Houses/Density in Neighborhoods
 - 69 ○ Courts have ruled both ways regarding clustering issues but have held that
 - 70 clustering of houses could be limited if proven the house would alter the character
 - 71 of the neighborhood as well as not be in the best interest of the handicapped
 - 72 resident(s)
 - 73 ○ Could argue in Court if the size of the house interferes with traffic, but may still
 - 74 have to accommodate some size dwelling since Maryland law automatically
 - 75 recognizes/qualifies homes for developmentally challenged/disabled individuals
 - 76 as Single Family Homes
 - 77
- 78 • Fair Housing Law provides exception to disapprove individuals deemed dangerous (i.e.
79 criminal history, history of violence, etc.)
80

81 Based on research, Mr. Tilghman recommended the City plan to make reasonable
82 accommodations for disabled persons, giving discretion to the board making the decision on the
83 “Functional Family” application; the application should be amended to include sufficient
84 gathering of information to determine if an individual is deemed dangerous.
85

86 After discussion which included obtaining a new application if the composition of “Functional
87 Family” changes at a specific dwelling and the minuscule frequency of receiving “Functional
88 Family” applications, Council reached consensus to advance the ordinances to legislative session
89 for second reading.
90

91 **Presentation of City Management System**

92

93 Mayor Day provided an overview of the City Management System which was designed with
94 goal setting sessions and metrics discussions in mind, highlighting how he, the City and
95 Assistant City Administrators and Department Heads would be working together to move the
96 City forward using tools developed since respective terms began, and how the Council would be
97 kept informed of their aggregate progress. Discussion followed and a copy of the presentation is
98 attached as part of the minutes.

99 **Boards and Commissions Recommendations**

100
101 Mayor Day provided an overview of current City Boards and Commissions, which included
102 those with fiduciary responsibility and/or supervision of enterprise funds, those with quasi-
103 judicial responsibility or a measure of independence, and those with a Council representative
104 which operate as advisory bodies to the Mayor.
105

106 Mayor Day presented for Council consideration, comments and suggestions, the renaming of
107 several bodies for uniformity in naming, the addition of several new advisory bodies to the
108 Mayor inclusive of a Council representative, and the creation of task forces to advise the Mayor.
109 Task forces would be short-term, task-oriented bodies created by the Mayor to operate for six
110 months or less inclusive of a minimum of one Council member, Staff member, and non-
111 government official. A copy of the presentation is attached as part of the minutes.
112

113 Discussion topics included:

- 114 • Specific Committees needing attention
 - 115 ○ Community Development Block Grant (CDBG) Advisory Committee (current)
 - 116 ○ Youth Development Advisory Committee (proposed)
 - 117 ○ Economic Development Advisory Committee (proposed)
 - 118 • Diversity/Attendance/Meeting Frequency/Training in conjunction with
119 appointments/boards/commissions
 - 120 • Recycling Committee omitted in error/Revolving Loan Banker’s Review Advisory
121 Committee-better name?
 - 122 • Possible topic/focus duplication on boards and commissions
 - 123 • Task Forces
 - 124 ○ Proposed - Salisbury Treatment & Addiction Recovery Team © Laura Mitchell
 - 125 ○ Policy for *creation/public notice* of a new task force
 - 126 ○ How appointed – by Mayor or Council (Work Session Consensus or Consent
127 Agenda/Agenda vote at Council Meeting)
 - 128 ○ Composition-Council member/Staff member/Experts relevant to the topic
- 129

130 After discussion, there was Council consensus to move forward with Mayor-recommended
131 editorial changes for uniformity in names of boards and commissions, as well as development of
132 legislation relevant to the CDBG, Youth Development, and Economic Development Advisory
133 Committees.
134

135 The Work Session adjourned at 7:22 p.m.
136
137

138 _____
139 Assistant City Clerk
140

141 _____
142 _____
143 Council President

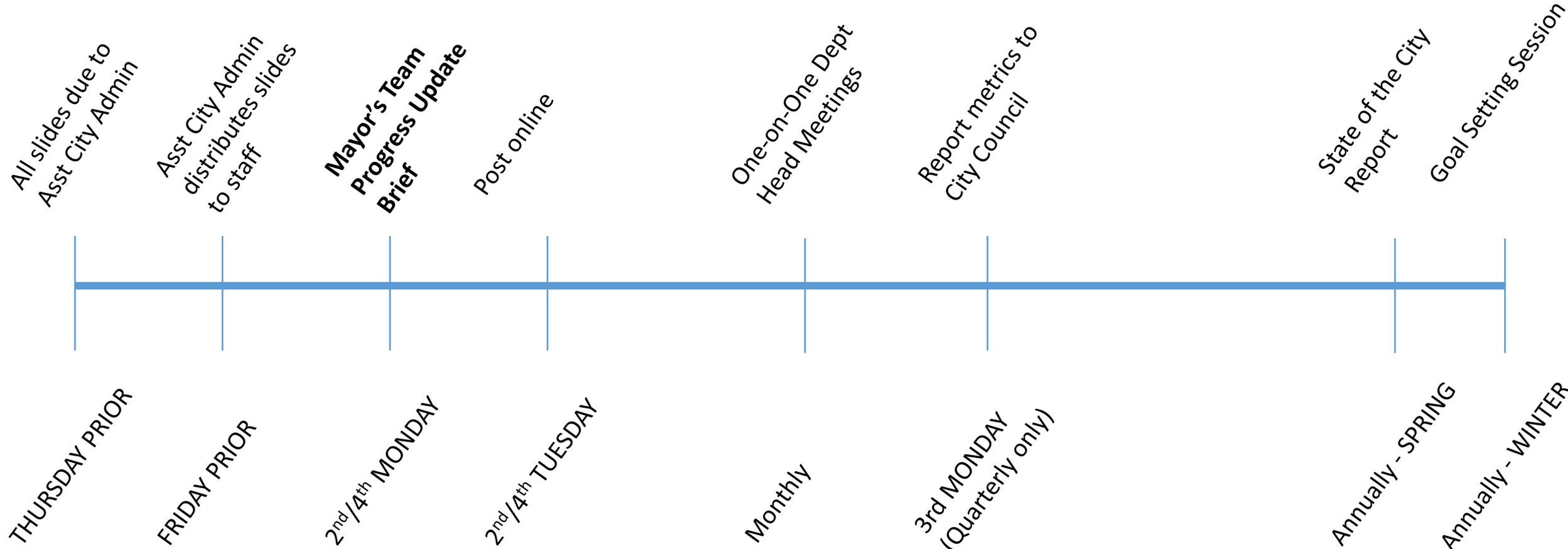
resultSBY

Explanatory Materials

Topics

- Battle Rhythm
- People
- Governing Documents
- Goals & Metrics
- Role of Data & Maps
- Relationship to Budgeting Process
- Archiving

Battle Rhythm



Battle Rhythm

- **Mayor's Team Progress Update Brief (PUB)**
 - **Frequency:** 2nd, 4th Monday 10am
 - **Purpose:** Update Mayor on Critical Metrics, Identify any Legislative/ Budget Needs, Emergency Issues, Items for Synchronization, Decisions
 - **Structure:**
 - Department Head Briefings: Metrics, Legislative, Budget, Emergency
 - Assistant City Administrator: Grants/Awards, Boards/Commissions
 - City Administrator: Synchronization, Task Forces
 - Mayor: Decisions
- **Department Head One-on-One Meetings (1-on-1)**
 - **Frequency:** Once Monthly
 - **Purpose:** Discuss project and program plans, staffing issues, detail

People

- **Committees/Boards/Commissions**
 - **Purpose:** Codified, established quasi-judicial role or advisory role to Mayor
- **Task Forces**
 - **Purpose:** Ad-hoc staff and community team to develop project plan or program plan for presentation to the Mayor and Council
- **Responsible Party**
 - **Purpose:** Department Head or Executive lead on project, program or metric
- **Assistant City Administrator**
 - **Purpose:** Tracks follow-up, supervises timeline, manages legislative items, manages PUB slides

Governing Documents

- **resultSBY Goals & Metrics Paper**
 - **Purpose:** Articulate goals, strategies, metrics and shared vision/values
- **Program & Project Plans**
 - **Purpose:** Articulate plans and resources for achieving identified goals
- **Mayor's Team PUB Reports**
 - **Purpose:** Communicate monthly progress to Mayor for decisions, and public and Council for information
- **Quarterly Reports**
 - **Purpose:** Communicate to public and Council quarterly progress on Critical Metrics
- **State of the City Presentation**
 - **Purpose:** Communicate to public and Council annual achievements and progress on Critical Metrics

Goals & Metrics

- **Pillars**
 - **Purpose:** Categories most important for achieving our vision for Salisbury
- **Goals**
 - **Purpose:** Specific desired result toward Salisbury's vision
- **Strategies**
 - **Purpose:** Techniques and unique methods we will use to achieve our goals
- **Metrics**
 - **Purpose:** Critical data that will be collected to determine success toward our goals
- **Projects & Programs**
 - **Purpose:** Tactics, capital projects and operations that will be utilized to execute our strategies

Role of Data & Maps

- **Data**
 - **Characteristics:** All Metrics must be quantifiable
- **Maps**
 - **Characteristics:** Ideally, all data will be geographically traceable and communicated in very clear choropleth maps that can be shared publicly and archived

Relationship to Budgeting Process

- **CIP**

- **Purpose:** Project plans from the resultSBY Goals & Metrics document will be used to inform the Capital Improvements Plan

- **Budget**

- **Purpose:** Program plans from the resultSBY Goals & Metrics document will be used to inform the Fiscal Year Operating Budget

Archiving

- **Web**
 - **Purpose:** All plans, PUB reports, quarterly reports and State of the City reports will be publicly presented on the city web site. Ideally, data would be presented graphically, mapped and through interactive rather than static presentation.
- **Server**
 - **Purpose:** All plans, PUB Reports, slide decks, quarterly reports and State of the City reports should be archived on the server for historical reference



City Boards and Commissions

Issues for Consideration



COMMISSIONS

Fiduciary responsibility and/or supervision of enterprise funds

- Marina Commission
- Central City District Commission
- Zoo Commission



BOARDS

Quasi-judicial responsibility or a measure of independence

- Housing Board of Adjustments & Appeals
- Building Board of Adjustments and Appeals
- Board of Zoning Appeals
- Ethics Board
- Elections Board
- Historic District (~~Commission~~) Board



ADVISORY COMMITTEES

Advisory bodies to the Mayor, inclusive of Council representative

- Bicycle & Pedestrian Advisory Committee
- Parks & Recreation Advisory Committee
- Traffic & Safety Advisory Committee
- Sustainability Advisory Committee (~~Green Team~~)
- Revolving Loan Banker's Review **Advisory** Committee
- Accessibility & Empowerment Advisory Committee (Mayor's Council in Support of People with Disabilities)



ADVISORY COMMITTEES

Advisory bodies to the Mayor, inclusive of Council representative

- ***CDBG Advisory Committee***
- ***Youth Development Advisory Committee***
 - Community Center guidance, Youth Civics Council, education issues
- ***Economic Development Advisory Committee***
 - Business Development Specialist support, SWED/Chamber/County integration, small business support, LaunchSBY/entrepreneurship integration



TASK FORCES

Short-term (no more than 6 month), task-oriented, inclusive of no less than 1 council member, no less than 1 staff and no less than 1 non-government official, created without legislation by Mayor

- ***START – Salisbury Treatment & Addiction Recovery Team © Laura Mitchell***

1 **CITY OF SALISBURY, MARYLAND**

2
3 **SPECIAL MEETING**

FEBRUARY 16, 2016

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Councilman Muir Boda*

Mayor Jacob R. Day
Councilman James Ireton, Jr.

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11
12 *Council Vice-President Laura Mitchell*
13 *Councilwoman April Jackson*

14
15 **IN ATTENDANCE**

16
17 *City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director*
18 *Keith Cordrey, City Attorney Mark Tilghman, and interested citizens.*

19
20 *****
21
22 *The City Council convened in a Special Meeting in Conference Room #306 on February 8, 2016.*
23 *Council President Heath called the meeting to order at 4:30 p.m.*

24
25 **ADOPTION OF LEGISLATIVE AGENDA**

26
27 *Mr. Boda moved, Mr. Ireton seconded and the vote was unanimous to approve the legislative*
28 *agenda as presented.*

29
30 **ORDINANCE 2372** – presented by City Attorney Mark Tilghman

- 31
32 • *Ordinance No. 2372 – 2nd reading / PUBLIC HEARING - to authorize Joy*
33 *Bromley/Bundles of Joy, Inc. to expand an existing day care center to the adjoining*
34 *property at 1405 South Division Street in a Neighborhood Business District as required*
35 *by title 17, section 17.84.030a of the Salisbury Municipal Code.*

36
37 *Mr. Ireton moved and Mr. Boda seconded to approve Ordinance No. 2372 for second*
38 *reading, followed by the presentation of Ordinance No. 2372 by Mr. Tilghman.*

39
40 *At 4:34 p.m., Mr. Heath opened the Public Hearing, and since no requests were received,*
41 *the Public Hearing was immediately closed.*

42
43 *Ordinance No. 2372 for second reading, as presented, was unanimously passed.*

44
45 **PUBLIC COMMENTS**

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The following comments were provided by one member of the public:

- *Ordinance Permit requirements for Commercial Zoning District needs changing*
- *It is a difficult process*
- *Mayor Day stated that he and Mr. Lenox will address the legislation and return to Work Session with recommendations*

With no further business to discuss, on a motion by Mr. Boda, which was seconded by Mr. Ireton and approved on a unanimous vote in favor, President Heath adjourned the Special Meeting at 4:36 p.m.

City Clerk

Council President

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CITY OF SALISBURY
WORK SESSION
FEBRUARY 16, 2016

Public Officials Present

Council President John R. “Jack” Heath Mayor Jacob R. Day
Councilman Muir Boda Councilman James Ireton, Jr.

Public Officials Present

Council Vice-President Laura Mitchell
Councilwoman April Jackson

In Attendance

City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Internal Services Director Keith Cordrey, Grants Specialist Theo Williams, Assistant Director of Internal Services – Procurement & Parking Jennifer Miller, Building, Permits and Inspections Director Bill Holland, Public Works Director Mike Moulds, interested citizens and members of the press.

On February 16, 2016, Salisbury City Council convened in Work Session at 4:37 p.m. in Conference Room #306 of the Government Office Building, following the adjournment of the Special Meeting. The following is a synopsis of the topics discussed in the Work Session:

MOU with Life Crisis Center and Telamon for OVW Application

Grants Specialist Theo Williams joined Council at the table and explained he would be applying to the Department of Justice (DOJ) Office of Violence Against Women’s FY2016 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The grant provides for three (3) years of funding for personnel costs to operate a transitional housing program for victims of domestic violence. This program would allow the Life Crisis Center to operate a transitional housing program whereby the City of Salisbury would donate one piece of real property acquired through receivership, and the rest of the funds would be used for personnel costs, rent and utility stipends, and mandatory travel expenses.

Council reached unanimous consensus to advance the resolution to legislative session.

Resolution to Award Authority for RFP 0-16 Energy Supply Services

Assistant Director of Internal Services – Procurement & Parking Jennifer Miller explained Procurement was soliciting competitive bids for the next electricity supply and have teamed up with Wicomico County to put out a competitive solicitation since the current contract expires May 31, 2016. The two-step solicitation process is as follows: Step one – review qualifications, data and vendor “Electricity Purchase Agreement”. Only vendors meeting the evaluative criteria for selection will be asked to proceed to the next step. Step two - Price proposal and proposed

44 term of contract. Due to energy price fluctuations there is a very narrow window of opportunity
45 (six hours or less) to respond with a price acceptance. The proposed resolution would authorize
46 Administration to sign a contract in lieu of an award approved at a legislative meeting. This
47 process was used for the previous energy supply procurement in 2014.

48
49 Mr. Ireton asked if Council could attend the proposals and asked for Procurement to obtain as
50 much renewable energy as possible. Mr. Heath explained the process fell under Administration
51 and Council should not be involved.

52
53 After discussion, Council reached consensus (2-1) to advance the resolution to legislative
54 agenda. Mr. Ireton indicated he did not have enough information to advance the legislation.

55
56 **EDU Incentive Approval for Riverview Commons**
57 Public Works Director Mike Moulds reported the owner of Riverview Commons at 150 West
58 Market Street requested consideration for approval of an EDU incentive.

59
60 Council reached unanimous consensus to approve the incentive.

61
62 **West Salisbury Elementary Annexation**

63
64 Building, Permits and Inspections Director Bill Holland reported the City received an annexation
65 petition for West Salisbury Elementary School. This is an introduction to the annexation in
66 which he will introduce the proposed concept plan, annexation and receive Council's approval to
67 move forward with further work on the annexation.

68
69 Council reached unanimous consensus to proceed with the annexation.

70
71 **Capital Improvement Plan (CIP)**

72
73 Mayor Day presented the CIP for FY17–21 and highlighted changes such as new investment in
74 cultural amenities and recreational spaces, designed to improve the quality of life of the citizens.

75
76 Internal Services Director Keith Cordrey provided the overview and highlights on the CIP, which
77 prioritizes the need for transportation, storm water management, and water & sewer systems. The
78 current framework focuses on what is feasible to fund, with \$1.6 million is the limit of what has
79 been determined that can be funded from the General Fund. He reported the Water & Sewer
80 funding by funding source from revenues was \$6.6 million, \$14.5 million from bonded debt,
81 \$100,000 from lease, with a total of \$21.2 million. He added that the City has done some debt
82 avoidance in the past two years in the Water & Sewer Fund. In the FY15 Budget, \$7 million was
83 funded using funds on hand. Last year the City funded \$3.2 million from funds on hand of the
84 total \$14.2 funded. There was \$10.2 million of \$11.2 million projects that were financed in cash

85
86 City Administrator Tom Stevenson and Mayor Day reported on Police vehicles, GOB
87 maintenance, the Rail Trail Project (from Downtown Master Plan), Community Centers,
88 Riverwalk Amphitheatre, North end property for possible EMS station, Skate Park- Phase II,
89 Engineering for Riverside Circle, Lemmon Hill Standpipe (and possibly naming it after Mr.

90 Trader), City Service Center facility- Phase I, Main Street Master Plan, East Main Street /
91 Division Street Upgrades, new recycling truck, new sanitation vehicle, and a new excavator.

92

93 The proposed CIP was for Council information and discussion, and will be advanced to the next
94 legislative agenda for approval.

95

96 **Temple Hill, Court Plaza & Kay Avenue Annexation**

97

98 Mr. Holland, Sperry Van Ness Senior Advisor Chris Davis, Jakubiak Town & City Planning
99 President Chris Jakubiak, and Architect Keith Fisher (Fisher Architecture) joined Council to
100 discuss the proposed annexation. Mr. Holland presented the annexation and explained the next
101 phase would involve going before the Planning Commission to get the property rezoned. The
102 concept plan will consist of a 600-bed student housing facility, ground-level multi-purpose
103 building, 500-car parking garage, and a 7,500 square-foot business management office.

104

105 Mr. Fisher remarked on the site's close proximity to Salisbury University (SU). Wesley Dr. will
106 provide a strong visual and physical connection to the university. Urban design elements such as
107 pedestrian, bicycle connections, visual connections, and quality of architecture came out through
108 the staff review and will be included in the plan.

109

110 Two members of the public from Salisbury University provided the following public comments:

111

- 112 • The concept plans look good, but wanted to state that there is no agreement with SU.
- 113 • In the last six months, three different developers have proposed housing options to SU.
114 A growing enrollment is not anticipated due to remaining flat for four years.
- 115 • They will receive about 10,000 applications to fill about 2,000 spots at SU
- 116 • SU has the capacity to grow but until they are able to work with the State and University
117 System of MD to financially help, their goal is to hold steady with about 8,600 students.

118

119 Council reached unanimous consensus to proceed with the annexation.

120

121 **Tow Fee Revision Ordinance**

122

123 Mr. Stevenson presented the ordinance to adjust the fee for police initiated tows from \$160 to
124 \$200 and would remove the reference of an adjustment of fees based on the Motor Fuel Price
125 Index to be considered from time to time as necessary.

126

127 Council reached unanimous consensus to advance the legislation to an upcoming agenda.

128

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

130

131 _____

132 City Clerk

133

134 _____

135 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

FEBRUARY 22, 2016

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Council Vice-President Laura Mitchell*
9 *Councilman Muir Boda*

Mayor Jacob R. Day
Councilwoman April Jackson
Councilman James Ireton, Jr.

10
11 **IN ATTENDANCE**

12
13 *City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, Assistant City*
14 *Administrator Julia Glanz, City Attorney Mark Tilghman, Internal Services Director Keith*
15 *Cordrey, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller,*
16 *Community Development Director Debbie Stam, Public Works Director Mike Moulds, Fire Chief*
17 *Rick Hoppes, interested citizens and members of the press*

18 *******

19 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

20
21 *The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President*
22 *Heath called the meeting to order, and following a moment of silence, the Pledge of Allegiance*
23 *was recited.*

24
25 **COMMUNITY ORGANIZATION PRESENTATION**

- 26
27 • *Women Supporting Women*
28 *President Heath invited Women Supporting Women Executive Director Alaina Van*
29 *Gelder, Director of Community Relations Emily Rantz, Fire Chief Rick Hoppes and Fire*
30 *Department Acting Lieutenant Aaron Colegrove to the podium. Ms. Rantz reported the*
31 *Salisbury Fire Department has donated more than \$11,000 in five years to Women*
32 *Supporting Women and thanked them for their support. The organization is the only local*
33 *breast cancer organization and it is great that a local organization support them.*

34
35 *Ms. Van Gelder spoke about the free services offered to the local community. Chief*
36 *Hoppes reported the check, donated to Women Supporting Women, was for \$1,264.*

37
38 **ADOPTION OF LEGISLATIVE AGENDA**

39
40 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to adopt the legislative*
41 *agenda as presented.*

42
43 **CONSENT AGENDA** – *presented by City Clerk Kim Nichols*

44
45 *The Consent Agenda was unanimously approved on a motion and seconded by Mr. Boda and*
46 *Mrs. Mitchell, respectively:*

- *January 19, 2016 Work Session minutes*
- *January 25, 2015 Regular Meeting minutes*
- *February 1, 2016 Special Meeting minutes*
- *February 8, 2016 Regular Meeting minutes*
- **Resolution No. 2591** – *to authorize the City Administrator and the Director of Internal Services to act on behalf of the City in executing a contract for the supply of electricity*
- **Resolution No. 2592** – *approving the appointment of Teresa Cropper-Cornish to the Building Board of Adjustments and Appeals for the term ending February 2020*
- **Resolution No. 2593** – *approving the reappointment of Richard H. Parsons to the Marina Committee for the term ending February 2017*
- **Resolution No. 2594** – *approving the reappointment of Paul Graf Youngk III to the Marina Committee for the term ending February 2017*
- **Resolution No. 2595** – *approving the reappointment of Laurie S. Andrews to the Mayor’s Council in Support of People with Disabilities for the term ending December 2018*
- **Resolution No. 2596** – *approving the appointment of N. Eugene Malone, Jr. to the Revolving Loan Bankers’ Review Committee for the term ending February 2019*
- **Resolution No. 2597** – *approving the reappointment of William Turner to the Revolving Loan Bankers’ Review Committee for the term ending February 2019*
- **Resolution No. 2598** – *authorizing the Mayor to enter into a MOU with the Life Crisis Center and Telamon Corporation for the purpose of applying for Office of Violence Against Women’s FY16 Transitional Housing Assistance Grants for Victims of sexual assault, domestic violence, dating violence, and stalking*

48

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

51

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

54

55 • *Change Order #3, Contract RFP 07-12, Coty Cox Branch Flood*
 56 *Relief and Drainage Improvements* \$88,070.00

57

58 • *Change Order #7, Contract A-07-14, Street Improvements- Curb,*
 59 *Gutter & Sidewalk Construction* \$ 8,600.00

60

61 **RESOLUTION** – *presented by City Administrator Tom Stevenson*

62

63 • *Resolution No. 2599 – adopting a Capital Improvement Plan for the five-year period*
 64 *FY 17-21*

65

66 *Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous to approve*
 67 *Resolution No. 2599 as presented.*

68

69 **ORDINANCES**

70

- **Ordinance No. 2373** – *2nd reading- to abandon an area of land being the unimproved*

roadbed of Birch Street between Cypress Street and Lake Street

Mrs. Mitchell moved, Mr. Ireton seconded and the vote was unanimous to approve Ordinance No. 2373 for second reading.

- **Ordinance No. 2374** – 1st reading - *approving a budget amendment of the FY16 Fire Department Budget to transfer insurance funds received by the City to the Fire Department Operating Budget from the General Fund for revenue received for repairs performed on Engine 16-1*

Ms. Jackson moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2374 for first reading.

- **Ordinance No. 2375** – 1st reading - *approving a budget amendment of the FY16 Fire Department Budget to transfer funds from the City to the Fire Department Operating Budget from the General Fund*

Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Ordinance No. 2375 for first reading.

- **Ordinance No. 2376** – 1st reading - *approving an amendment of the FY Budget to appropriate funds for traffic equipment repairs and maintenance*

Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2376 for first reading.

- **Ordinance No. 2377** – 1st reading - *approving an amendment to the schedule of maximum towing and storage fees*

Ms. Jackson moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2377 for first reading.

- **Ordinance No. 2378** – 1st reading - *to amend Chapter 15.24.1620 Determination of Functional Family of the Salisbury City Code to amend the requirements of Functional Family*

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2378 for first reading.

- **Ordinance No. 2379** – 1st reading - *to amend Chapter 17.04.120 Zoning definitions 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. 2379 for first reading.

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One member of the public passed around a copy of the Paleo Channel and provided the following comments:

- *Five subdivisions in the County has expressed concerns to Wicomico County regarding the “capos” or large industrial concentrated animal feeding operations that are starting to transition into the Eastern Shore area specifically.*
- *This has significant impact on the City of Salisbury because it deals with the Paleo Channel and aquifer, and could damage this water resource.*
- *If we lose this resource (quality of Paleo Channel) there will be no recovery.*
- *Several months ago, the Delmarva Poultry had a Work Session with County Council.*
- *He continues to wait for the opportunity to meet with them.*
- *He has been advised there will be a public meeting at the Civic Center concerning this, involving the City of Salisbury, Wicomico County and State of Maryland.*
- *In 1997, a RI65 investigation was requested by the City of Salisbury relative to water quality, and ANDREASEM DC and Smith in Annapolis conducted the study.*
- *Advanced Land and Water, Inc. from Eldersburg, MD. conducted a study in 2013.*
- *The County Executive has requested a study be completed by local hydro geologist John Hynes.*
- *If these large industrial operations enter in mass into the County, the potential impact on the City’s water source needs to be recognized.*
- *Requested the City provide a letter to the County Executive and President of the County Council outlining any concerns with respect to the information he provided*

ADJOURNMENT

Council President Heath adjourned the Legislative Session at 6:43 p.m.

City Clerk

Council President

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CITY OF SALISBURY
WORK SESSION
MARCH 7, 2016

Public Officials Present

Council President John R. “Jack” Heath Mayor Jacob R. Day
Council Vice President Laura Mitchell Councilman Muir Boda
Councilman James Ireton, Jr.

Public Officials Not Present

Councilwoman April Jackson

In Attendance

City Clerk Kimberly R. Nichols, Assistant City Administrator Julia Glanz, Public Works Director Mike Moulds, Zoo Director Ralph Piland, Police Chief Barbara Duncan, interested citizens and members of the press.

On March 7, 2016, Salisbury City Council convened in Work Session at 5:30 p.m. in the Council Chambers of the Government Office Building following the adjournment of the Closed Session. President Heath reported that Council had met in Closed Session to discuss employee benefits. The following is a synopsis of the topics discussed in the Work Session:

Presentation – Eagle Scout Project- Park Mile Markers – presented by Rich Duncan

Troop 185 Life Scout Rich Duncan joined Council at the podium and proposed his project for the City Park. The mile marker posts would be installed along the Green Way, a three (3) mile loop along the City Park which runs from Snow Hill Road on the west side of the park to Beaglin Park Drive on the east side of the park. The Green Way is a good running trail but lacks mile markers. Mr. Duncan will use a router to place the miles on thirteen (13) six-foot long posts, which will be sunk in concrete eighteen (18) to twenty-four (24) inches in the ground.

Mrs. Mitchell asked if Mr. Duncan had considered providing a GPS in conjunction with the markers so that people could use an app on their phone. Mayor Day thought the project would be a very useful addition to the Park, and the GPS connection could be considered once the markers were installed. Mr. Boda wished Mr. Duncan luck with the project and President Heath noted that Eagle Scout was quite the accomplishment.

Acquisition of Forfeited Motor Vehicle

Police Chief Barbara Duncan reported on a criminal case from July 2015 in which a vehicle was later forfeited. The vehicle will need a replacement battery, rotor and brake repair, and some fender work. Valued at \$1,950.00, Chief Duncan remarked the Chrysler 300M could be used as a covert vehicle in Police operations.

43 Council reached unanimous consensus to advance the legislation to legislative agenda.

44

45 **Budget Amendment – Brass Casings**

46

47 Chief Duncan reported the Police Department routinely gather the brass casings from the
48 firearms range and salvage the brass. The request was for the funds, for \$1,269.60, to be placed
49 in the Police Department- Small Tools budget (account 21021-546009) to use to obtain
50 additional tools for firearms and to purchase service weapons for new officers.

51

52 Council reached unanimous consensus to advance the ordinance to legislative agenda.

53

54 **Accepting Donation from Zoo Commission**

55

56 Public Works Director Mike Moulds reported the Salisbury Zoo Commission recently received a
57 donation from Mr. and Mrs. Don Ward of Millsboro, Delaware for the construction of the Red
58 Wolf holding enclosure. The enclosure has been constructed and the Zoo Commission would like
59 to donate it to the City of Salisbury to benefit the Salisbury Zoo, with a value of \$13,495.00.

60

61 Council reached unanimous consensus to advance the resolution to legislative agenda.

62

63 **Accepting Donation from Girl Scout Troop 634**

64

65 Mr. Moulds reported on Girl Scout Troop 634's request to donate a library to the City of
66 Salisbury to be placed near the community garden at the Boundless Playground to benefit the
67 citizens of the City of Salisbury. The library would be valued at \$200.00.

68

69 Council reached unanimous consensus to advance the resolution to legislative agenda.

70

71 **Budget Amendment for Fitzwater Lift Station and Paleo Well No. 3**

72

73 Mr. Moulds reported the budget amendment was needed to transfer funds. When the original
74 Ordinance No. 2287 was prepared which approved the project for the Paleo Well No. 3 using
75 existing bond funds from FY12 GOB transfer from North Division Street Sewer. It was
76 determined that the project was no longer needed, and has been canceled. The project was
77 originally associated when the bond was done with the Fitzwater Lift Station. The bond counsel
78 suggested that instead of re-writing the change, the North Division Street Sewer could be
79 transferred through a budget to the Fitzwater Lift station, then use lawsuit proceeds originally
80 allocated for that, and transfer to the fund for Paleo Well No. 3. This exercise will avoid the bond
81 counsel's time and effort to re-write the bond.

82

83 Council reached unanimous consensus to advance the ordinance to legislative agenda.

84

85 **Public Comments**

86

87 One member of the public provided the following comments:

88

- 89 • Asked Council to write a letter to Wicomico County addressing his concern for the
- 90 health of the citizens of the City and County if the proposed industrial CAFO (Confined
- 91 Animal Feeding Operation) is built on Naylor Mill Road and West Road
- 92 • These ten (10) large chicken houses are proposed directly on top of the Paleo Channel
- 93 • Wicomico County has the authority to protect the Paleo Channel
- 94 • There are five (5) subdivisions close to the proposed CAFO site on Naylor Mill Road
- 95 • Over 400 individuals have expressed their concern for the health of their water
- 96 • If the water quality declines it is not recoverable
- 97 • Another facility has been earmarked for the Rockawalkin Village area comprising of
- 98 eight (8) chicken houses
- 99 • Rockawalkin Village has about 125 households, and the residents are alarmed
- 100 • The owner of one the proposed CAFOs lives in Virginia and the other lives in New
- 101 York City

102
103 President Heath asked City Clerk Nichols to add the subject for discussion to an upcoming Work
104 Session.

105
106 Mr. Ireton requested a legal update on the recent Court of Special Appeals decision regarding the
107 Poplar Hill Avenue zoning case. Mr. Boda whether the changes suggested in the City's new
108 branding should be discussed for implementation.

109
110 There being no further business to discuss, the Work Session adjourned at 5:56 p.m.

111
112 _____
113 City Clerk

114
115 _____
116 Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Twenty Year Envision Salisbury Master Plan, 2015-2035
Date: March 3, 2016

Attached please find a resolution approving and adopting the objectives of the Twenty Year Envision Salisbury Master Plan, 2015-2035. Many of the proposed projects have been completed or are in the process of moving forward. This is a guiding document concerning desirable future recommendations for growth for the City, specifically in the Downtown core.

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

Attachment: Resolution Approving and Adopting the Stated Objectives of the Twenty Year Envision Salisbury Master Plan, 2015-2035

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Salisbury Zoo Master Plan
Date: March 3, 2016

Attached please find a resolution approving and adopting the recommendations of the Salisbury Zoo Master Plan. Salisbury Zoo enhancements would likely increase tourism and the local economy.

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

Attachment: Resolution Approving and Adopting the Stated Recommendations of the 2016 Salisbury Master Plan

1 **RESOLUTION NO. 2601**

2
3 **A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND APPROVING AND**
4 **ADOPTING THE STATED RECOMMENDATIONS OF THE 2016 SALISBURY ZOO**
5 **MASTER PLAN**
6

7 WHEREAS, the Salisbury Zoo Master Plan (SZMP) is an official statement of the
8 Salisbury Zoo Commission, setting forth recommendations concerning desirable future
9 development; and
10

11 WHEREAS, the vision of the Salisbury Zoo is to promote an expansion that will increase
12 its value to the City of Salisbury; and
13

14 WHEREAS, this expansion will enhance the sense of community pride for the citizens of
15 Salisbury, as well as an improved cultural, and educational experience to citizens, tourists and
16 students; and
17

18 WHEREAS, the increased amount of visitors, from Salisbury and surrounding locales, to
19 the Salisbury Zoo, will provide increased economic potential for the local economy; and
20

21 WHEREAS, the Salisbury Zoo Master Plan provides an outline of the potential
22 improvements available to the current experience, while maintaining the free cost of admission;
23

24 NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Salisbury,
25 Maryland that the Salisbury Zoo Master Plan is adopted.
26

27
28 THIS RESOLUTION was duly passed at a meeting of the Council of the City of
29 Salisbury held on _____, 2016, and is to become effective immediately upon
30 adoption.
31

32
33 **ATTEST:**
34

35 _____
36 Kimberly R. Nichols, City Clerk
37

38 _____
39 John R. Heath, President
40 Salisbury City Council
41

42 APPROVED BY ME THIS: _____ Day of _____, 2016.
43

44 _____
45 Jacob R. Day, Mayor

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

City of Salisbury



MARYLAND



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

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

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works *MM*
Date: January 27, 2016
Re: Riverview Commons, 150 West Market Street- Capacity Fee Waiver

Attached is a letter from the owner of Riverview Commons, 150 West Market Street dated January 21, 2016. The letter requests consideration for a Capacity Fee waiver for the redevelopment of the property. The current use of the property is retail. The owner seeks to redevelop to a restaurant with retail space. The restaurant portion will use more water and generate more sewer than the previous use, therefore Public Works would typically assess Capacity Fees. Per Ordinance No. 2258, the owner is seeking a Capacity Fee waiver as part of the Equivalent Dwelling Unit (EDU) Incentive Area. This is the fourth request for an EDU allocation under Ordinance No. 2258. There is a current balance of 284.2 EDUs (of the initial 300) available.

As per Ordinance No. 2258, Public Works has evaluated the eligibility of this project for the EDU Incentive Area. The project meets the following criteria:

1. The project location is within the Central Business Zoning District.
2. The project within the Central Business Zoning District constitutes revitalization of an existing building.
3. The project is not eligible for a capacity fee waiver for public sponsored or affordable housing.
4. The project complies, or will comply, with all applicable Zoning and Building Code criteria, as confirmed by Building, Permits and Inspections.
5. The project is consistent with the adopted Comprehensive Plan of the City of Salisbury, the project was approved by the Planning Commission on 12/19/2013.
6. The project complies, or will comply, with all requirements of the Salisbury Historic District Commission defined by letter dated 5/22/2013 from the Salisbury Historic District Commission.

Public Works has evaluated the number of EDUs in the request and has found the amount to be consistent with MOE's flow projection guidelines for the proposed use.

Attached is a Resolution for consideration to waive the Capacity Fees associated with the redevelopment of 150 West Market Street. Public Works has reviewed the waiver request and recommends approval. The request meets the criteria outlined in Ordinance No. 2258.

If this EDU waiver is approved, then it will be valid for two years from the date of the Resolution. Additionally, the EDU Incentive Area will have 279.2 EDUs remaining for other projects.

Unless you or the Mayor has further questions, please forward a copy of this memo, request letter and Resolution to the City Council.

**Riverview Commons, LLC
P.O. Box 282
Salisbury, MD 21803
410-749-4821**

DATE: January 21, 2016

TO: Mr. Michael Moulds, Director
Department of Public Works
City of Salisbury
125 N. Division St., Rm. 202
Salisbury, MD 21801

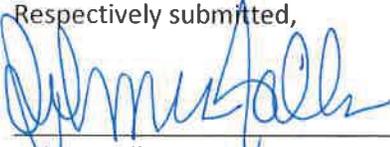
RE: EDU Waiver Request
Riverview Commons
150 Market Street
Salisbury, MD 21801

Mr. Moulds,

Please consider this our request for an EDU fee waiver for the above referenced project. The project meets the criteria as set forth in Ordinance 2258 by the City of Salisbury; and is an eligible project within the EDU Incentive Area. We estimate the total EDU's needed for the entire project to be Five (5).

Thank you for your consideration with this matter.

Respectively submitted,

 1.22.16

Palmer Gillis
Riverview Commons, LLC

1 RESOLUTION NO. 2602

2
3 A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND
4 AUTHORIZING THE CAPACITY FEE OF THE CITY'S COMPREHENSIVE
5 CONNECTION CHARGE BE WAIVED FOR A DEVELOPMENT KNOWN AS
6 'RIVERVIEW COMMONS' LOCATED AT 150 WEST MARKET STREET.
7

8 WHEREAS, the Owner of Riverview Commons has requested a waiver of the
9 Capacity Fee for the redevelopment of their property; and
10

11 WHEREAS, the proposed redevelopment is located inside the City Limits and the
12 Central Business District; and
13

14 WHEREAS, the City seeks to encourage development and redevelopment in the
15 Central Business District; and
16

17 WHEREAS, the City seeks to reduce the capacity fees for eligible development and
18 redevelopment in the Central Business District by means of an Equivalent Dwelling Unit
19 (EDU) Incentive Area; and
20

21 WHEREAS, the proposed redevelopment of 150 West Market Street requires five
22 (5) Equivalent Dwelling Units of water and sewer service; and
23

24 WHEREAS, the Capacity Fee for five Equivalent Dwelling Units is \$17,665; and
25

26 WHEREAS, the City Council approved a Capacity Fee waiver process under
27 Ordinance No. 2258 for redevelopment in the Central Business District; and
28

29 WHEREAS, the Director of Public Works reviewed the request and has determined
30 that the project is eligible for the Capacity Fee waiver; and
31

32 WHEREAS, the Mayor reviewed the request and supports sending the request to the
33 City Council; and
34

35 WHEREAS, if approved, the EDU allocation for the Capacity Fee waiver is valid
36 for two years from the time of the signing of this Resolution; and
37

38 WHEREAS, the property owner has the option to request an extension of the
39 allocation for two one-year terms if approved in writing by the Public Works Director prior
40 to expiration of the term; and
41

42 WHEREAS, the allocated EDUs are assigned to the redevelopment of 150 West
43 Market Street and cannot be transferred by the recipient.
44

45 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,
46 Maryland approves the waiver of five Equivalent Dwelling Units of Capacity Fee for the
47 redevelopment of 150 West Market Street.
48

49 THIS RESOLUTION was introduced and duly passed at a meeting of the Council
50 of the City of Salisbury, Maryland held on _____, 2016 and is to become effective
51 immediately upon adoption.

52

53 ATTEST:

54

55

56 _____
57 Kimberly R. Nichols
58 CITY CLERK

59 _____
60 John R. Heath
61 PRESIDENT, City Council

58

59

60 APPROVED by me this _____ day of _____, 2016

61

62

63 _____
64 Jacob R. Day
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Julia Glanz
From: Theo Williams
Subject: MoU Betwixt the City, Life Crisis Center, and Telamon for OVW Application
Date: February 1st, 2016

The City of Salisbury will be applying to the Office of Violence Against Women's FY2016 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. These funds are for up to \$350,000 to operate a transitional housing program over the course of three years. The City of Salisbury will act as a pass-through entity. The City's share of the grant funds will cover the administration of and grant reporting for the program. The majority of the funds will go to the Life Crisis Center, which will be operating the program. A small amount of funds will be going to Telamon Corporation, which will be offering financial and literacy courses and counseling for members of the program. A transitional housing program lasts between six and twenty-four months, after which the clients will need the skills to live independently.

The City of Salisbury intends to donate a property that it will acquire through receivership to the Life Crisis Center. This property will be owned and operated by the Life Crisis Center to house a family fleeing domestic violence. The OVW funds cannot be utilized for capital or legal expenditures. Thus, the City will utilize at least \$20,000 from its Community Development Project Initiative to rehab the property and bring it up to code. The Life Crisis Center will also be offering rental and utility subsidies/vouchers to privately house additional individuals and families fleeing domestic violence, paid for through the OVW grant funds.

The OVW application requires the parties to the grant application enter into a MoU before applying for this application. Council must authorize the Mayor to enter into this MoU as it requires the Mayor to expend funds. If you do not have any questions, please forward this information to council.

1 RESOLUTION NO. 2603

2 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE
3 MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE
4 LIFE CRISIS CENTER AND TELEAMON CORPORATION FOR THE PURPOSE OF
5 APPLYING FOR OFFICE OF VIOLENCE AGAINST WOMEN'S FY2016 TRANSITIONAL
6 HOUSING ASSISTANCE GRANTS FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC
7 VIOLENCE, DATING VIOLENCE, AND STALKING.

8 WHEREAS, the City of Salisbury desires to protect its citizens from sexual assault,
9 domestic violence, and stalking and decrease the rate of homelessness in our area; and

10 WHEREAS, the City acknowledges that these two missions are interrelated and that the
11 Salisbury area lacks an adequate supply of transitional and affordable housing; and

12 WHEREAS, the Life Crisis Center desires to operate a transitional housing program to
13 serve victims of domestic violence who struggle to secure housing; and

14 WHEREAS, the Life Crisis Center lacks the initial costs of starting this program, namely
15 the capital costs of acquiring and renovating a property; and

16 WHEREAS, the City of Salisbury has a mechanism for acquiring vacant and unutilized
17 properties and has an increasing supply of such properties; and

18 WHEREAS, the City desires to encourage responsible and diligent ownership of these
19 properties; and

20 WHEREAS, the City desires to increase the number of responsible residents and
21 homeowners; and

22 WHEREAS, the Telamon Corporation will be providing financial and housing literacy
23 courses and counseling to participants in the proposed transitional housing program; and

24 WHEREAS, the Office of Violence Against Women (OVW), of the U.S. Department of
25 Justice, is soliciting applications for grant funding in the amount of \$350,000, to be spent
26 operating the program for the initial three years; and

27 WHEREAS, the OVW requires the parties to this application to enter into a
28 Memorandum of Understanding (MOU); and

29 WHEREAS, § SC7-29 forbids any office or department from entering into a contract that
30 involves the expenditure of funds not appropriated by council.

31 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,
32 Maryland authorizes the Mayor to sign the attached MOU, approves the expenditure as laid out
33 in the MoU, and supports the City of Salisbury's application to the OVW.

34 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
35 Council of the City of Salisbury, Maryland held on the 22nd day of February, 2016 and is to be
36 effectively immediately upon adoption.

37 ATTEST:

38

39

40 _____
41 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

42

43

44 APPROVED BY ME THIS _____ day of _____, 2016

45

46

47

48 _____
49 Jacob R. Day, Mayor

50

51

52

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3100

Fax: 410-548-3102

JACOB DAY
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Memorandum of Understanding

between

City of Salisbury

and

Life Crisis Center

and

Telamon Corporation

This Memorandum of Understanding (MOU), is made this ____ day of _____, 2016 by and between the City of Salisbury, Maryland, a municipal corporation of the State of Maryland (City), and Life Crisis Center, Inc., a non-profit agency with its principal office address of P.O. Box 387, Salisbury, Maryland 21803, and Telamon Corporation, a non-profit agency with its principal office address of PO Box 33315, Raleigh, North Carolina 27606;

WHEREAS, THE CITY OF SALISBURY, LIFE CRISIS CENTER, INC., and TELAMON CORPORATION have come together to collaborate and to make an application for the Office of Violence Against Women (OVW) FY16 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking program; and

WHEREAS, the entities listed below have agreed to enter into a collaborative agreement in which THE CITY OF SALISBURY will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the entities herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Violence against Women on or before February 24, 2016.

(I) Description of Partner Agencies

The City of Salisbury is a municipal corporation of the state of Maryland. The City of Salisbury exists to ensure the highest possible quality of life for its citizens. In partnership with its citizens and employees, it provides safe, livable and diverse neighborhoods.

The Life Crisis Center, Inc., is a non-profit, 501(c)(3) agency based out of Salisbury, MD. The Life Crisis Center is the lead agency on the Lower Shore assisting victims of domestic violence, sexual assault, and other forms of family and relationship abuse. The Life Crisis Center offers a variety of services, including counseling, therapy, legal services, and operates the region's 211 line. The Center also runs a crisis shelter for women and their families fleeing domestic violence and abuse.

The Telamon Corporation is a non-profit, 501(c)(3) agency based out of Raleigh, NC. The Telamon Corporation is located in twelve states; its Maryland office is located in Salisbury, MD. The Telamon Corporation is a HUD approved housing counseling agency. Among the services that Telamon offers is to operate a housing and financial literacy course in English, Haitian Creole, and Spanish.

(II) History of Relationship

This application will be the first direct collaboration between the three parties. The City of Salisbury's Police Department has frequently referred victims of domestic violence to the Life Crisis Center. Furthermore, the Telamon Corporation has applied to receive funding from the City of Salisbury's share of the FY2016 Community Development Block Program. This application and proposed program will serve as an opportunity for the three entities to work directly and intimately together. The entities will continue and strengthen this collaboration beyond the grant award period.

The City of Salisbury desires to protect its citizens from sexual assault, domestic violence, and stalking and decrease the rate of homelessness in the area. The City acknowledges that these two missions are interrelated and that the Salisbury area lacks an adequate supply of transitional and affordable housing. The Life Crisis Center provides short-term crisis shelter to victims, giving them a safe haven from their abusers. Low-income individuals and their families, however, are at a risk of high housing cost-burden and homelessness after leaving the crisis shelter. The City of Salisbury desires to mitigate these risks by donating real property and financial assistance to the Life Crisis Center to create a transitional housing program. Neither the City of Salisbury nor the Life Crisis Center have the capacity to offer intensive housing counseling services. Telamon Corporation, as a HUD certified counseling agency, will offer housing and financial counseling to members of the transitional housing program to prepare them for independent, permanent housing.

(III) Development of Application

The City's creation in Fiscal Year 2016 of a Community Development Project Fund to conduct revitalization projects in Salisbury's neighborhoods, coupled with the City's receivership powers, has brought renewed concern to address blighted and vacant properties in the City. The City's increasingly large supply of real property, acquired both through donation and receivership, enables the City to effect real change in its neighborhoods. The City is desirous of transitioning these properties from delinquent to responsible owners. The Life Crisis Center will be a responsible owner of residential property and ensure that its clients care for the property as tenants. Furthermore, the Telamon Corporation's housing and financial counseling will increase individuals' knowledge of rental agreements and homeownership. Securing transitional housing for victims of domestic violence also prevents an increase in the local homeless population, reduces the public cost associated with policing, emergency shelters, and healthcare. Creating a local transitional housing program for victims of domestic violence, sexual assault, etc. serves the aims and mission of all three entities.

As the agency which shall be operating this proposed program, the Life Crisis Center developed the majority of the program framework and assisted in writing the application. The City of Salisbury, as the main applicant, handled most of the application process and wrote the majority of the application. The City of Salisbury is also intending to donate a piece of real property and funds to rehabilitate the property upon successful receipt of this grant. The Telamon Corporation has adapted its existing housing counseling program to fit the unique needs of clients in this transitional housing program.

(IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the entities as follows:

The parties to this memorandum agree that each agency will be responsible for the following roles and contributions in furtherance of creating and operating a transitional housing program for victims of domestic violence, sexual assault, stalking, and dating violence:

- 1) The City of Salisbury will provide a suitable parcel of improved residential real property, that the City acquires or possesses, to Life Crisis Center to operate as a site for its proposed transitional housing program for victims of domestic violence, sexual assault, stalking, and dating violence; and the City will also donate at least \$20,000 to pay for the legal expenses associated with transferring the property and for capital improvements to the property in order to make the property habitable and safe.
- 2) The Life Crisis Center will provide assistance to victims of domestic violence, dating violence, sexual assault, and stalking including: operation and management of the transitional housing program, case management, group and/or individual therapy, legal services, and other support services.
- 3) The Telamon Corporation will provide housing and financial literacy assistance to victims of domestic violence, dating violence, sexual assault, and stalking including: weekly group courses offered in English, Spanish, and Haitian Creole, individual housing and financial counseling, and other financial and housing literacy services.
- 4) The City of Salisbury and the Life Crisis Center will collaborate in the following manner: The City of Salisbury will handle all the grant management and reporting for this program. The Life Crisis Center will submit for disbursement of funds to the City of Salisbury, which in turn will submit for reimbursement to the Office of Violence against Women of the US Department of Justice. The Life Crisis Center will maintain the aforementioned property in accordance with the City of Salisbury's property maintenance code.
- 5) The City of Salisbury and the Telamon Corporation will collaborate in the following manner: The City of Salisbury will handle all the grant management and reporting for this program. The Telamon Corporation will submit for reimbursement of funds to the City of Salisbury, which in turn will submit for reimbursement to the Office of Violence against Women of the US Department of Justice.
- 6) The Life Crisis Center and the Telamon Corporation will collaborate in the following manner: The Life Crisis Center and the Telamon Corporation will work collaboratively to prepare clients in the transitional housing program to secure independent, permanent housing.

(V) Timeline

The roles and responsibilities described above are contingent on the City of Salisbury receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be 10/01/2016 through 09/30/2019.

(VI) Commitment to Partnership

- 1) The collaboration service area includes the City of Salisbury and Wicomico County.
- 2) The partners agree to collaborate and provide transitional housing, case management, financial and housing literacy counseling, and other supportive services to victims of domestic violence, sexual assault, stalking, and dating violence pursuant to the program narrative of the grant application attached to this agreement.
- 3) Compensation for non-lead partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.
- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.
- 5) The City reserves the right to terminate this MOU, with or without cause, upon providing all parties with thirty (30) days written notice.

(VII) Governing Law

This MOU and the performance thereof shall be governed, interpreted, construed, and regulated by the laws of the State of Maryland.

(VII) Waiver

The failure of either party hereto to enforce any of the provisions of this MOU, or the waiver thereof in any instance shall not be construed as a general waiver or relinquishment on its part of any such provision, but the same shall nevertheless be, and remain in full force and effect.

(IX) Rules of Construction

The captions or headings in this MOU are strictly for convenience and shall not be considered in interpreting this MOU or as amplifying or limiting any of its content. Words in this MOU which import the singular connotation shall be interpreted as plural, and words which import the plural connotation shall be interpreted as singular, as the identity of the parties or objects referred to may require.

(X) Relationship of the Parties

The relationship between the City of Salisbury, Life Crisis Center and Telamon Corporation shall not be that of partners or joint ventures, and nothing contained in this MOU shall be deemed to constitute a

partnership between them for any purposes. The City, Life Crisis Center and Telamon Corporation in performing any of their obligations herein, shall be independent contractors or independent entities and shall discharge their contractual obligations at their own risk subject, however, to the terms and conditions hereof.

(XI) Severability

If any term, covenant or condition contained herein is, to any extent, held invalid or unenforceable in any respect under the laws governing this MOU, the remainder of this MOU shall not be affected thereby, and each term, covenant or condition of this MOU shall be valid and enforceable to the fullest extent permitted by law.

(XII) Counterparts

This MOU may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this MOU to be effective on the date first set forth above.

Witness:

Directors:

By _____

Jacob R. Day
Mayor, City of Salisbury

Date _____

By _____

Michele Hughes
Executive Director, the Life Crisis Center, Inc.

Date _____

By _____

Jennifer Shahan
Maryland State Director, Telamon Corporation

Date _____

Authorized Organizational Representatives:

By _____

Thomas Tengman

City of Salisbury

Date _____

By _____

The Life Crisis Center

Date _____

By _____

Telamon Corporation

Date _____

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Sustainability Advisory Committee – GREEN TEAM
Date: February 24, 2016

Mayor Day would like to appoint the following person to the Sustainability Advisory Committee – GREEN TEAM:

<u>Name</u>	<u>Term Ending</u>
Charles Ryan Weitzel	February 2019

Attached you will find information from Charles Ryan Weitzel 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

RECEIVED
FEB 19 2016

February 12, 2016
Charles Ryan Weitzel
300 Monticello Ave
Salisbury, MD 21801

Hon. Jacob Day
Mayor
125 N. Division St., Room 304
Salisbury, MD 21801

Dear Mayor Day:

I am writing to express my interest in serving on the City of Salisbury's newly established committee, The Green Team. As our City seeks to become Sustainable Maryland Certified, I would like to serve in any capacity I can.

I have ten years of experience in green infrastructure; specifically in the fields of residential retrofitting and remodeling. In the past two years, part of my business' focus has moved into new construction work as well, specifically that of Code Compliance for the IECC 2015 Energy Codes. I conduct these 3rd Party compliance verifications for builders and HVAC professionals in the City of Salisbury, Wicomico County and the surrounding areas including Delaware.

My experience with home-owners, home-builders, and home-buyers gives me the ability to see all sides of the issues changing the way we think about our buildings. This industry is moving faster than it ever has before and if we want to keep pace, it's important that everyone have an understanding of what is at stake, the requirements to do better, and the means to fulfill them.

In my opinion, if there is one thing that must come from Salisbury's Green Team, it is education. My hope is that we can bring together people from all industries in our area to lay down a platform upon which we can have open and civil discussions about what is best for our community and the ways in which we can all work together to make it possible.

Sincerely,

Charles Ryan Weitzel

Charles Ryan Weitzel

300 Monticello Avenue, Salisbury, MD 21801

(347) 371-1672 – RyanFLCMD@aol.com

Objective

Seeking a position on the Salisbury Green Team to serve local community.

Summary

Forward thinking Home Performance Contractor focused on increasing efficiency, comfort, and safety in existing and new construction. Experience working with contractors, as well as home and business owners. Committed to environmentally friendly work practices and project design with an emphasis on cost-effective solutions.

Qualification Highlights

- Ten years of experience in Green Construction
- 3rd party verifier of IECC and IRC Compliance

Experience

Weatherization Technician, 2005-2006

FLC Energy – Houston, TX

Assisted a crew-chief to perform weatherization and energy retro-fits on existing homes.

Crew Chief, 2006-2009

FLC Energy – Staten Island, NY

Maintained paperwork and directed installer to perform weatherization and energy retro-fits on existing homes. Performed energy audits on existing single-family houses. Performed lighting audits on existing commercial properties under 5000sf.

Field Manager, 2009-2012

FLC Energy – Staten Island, NY

Oversaw energy efficiency retro-fits and weatherization work of six crews. Continued to work in field and maintain past duties.

Regional Manager, 2013-Present

FLC Energy – Salisbury, MD

Oversee day-to-day operations in Maryland and Delaware. Oversee projects from

implementation to final inspection. Negotiate contracts with home owners, contractors, and Non-profits.

Education

- College Of Staten Island, 2010 – 2013
- Wor-Wic Community College 2014 – Present

Certifications

- Building Performance Institute: Building Analyst #5007174
- Building Performance Institute: Envelope Specialist #5007174
- RESNET HERS Rater: #8308667
- Certified Mold Remediator : #7334-2013-9231
- EPA Lead Renovator: R-I-18357-15-00252

Awards and Affiliations

- Dean's List, 2010-Present
- International Student Affairs Network, 2011-13

Memberships

- The Optimist Club of Salisbury, General Member, 2013-Present
- United Needs and Abilities, General Board Member, 2013 Present

1 **RESOLUTION NO. 2604**

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

<u>Name</u>	<u>Term Ending</u>
Charles Ryan Weitzel	December 2019

6
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11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on February _____, 2016.

14
15 ATTEST:

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

John R. Heath
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2016

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Ethics Commission
Date: February 12, 2016

Mayor Day would like to appoint the following person to the Ethics Commission for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Matthew Auchey	February 2020

Attached you will find information from Matthew Auchey 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

Matthew Auchey

716 Camden Ave., Salisbury, MD 21801 | 443.735.3839 | mauchey@gmail.com

February 7, 2016

Mayor Jacob Day
City of Salisbury
125 N. Division St.
Salisbury, MD. 21801

Dear Mayor Jacob Day:

I am writing to you in regards to the vacancies on the Historic District Commission. I would love the opportunity to meet with you to learn about potentially filling one of these voids.

Being an architect, historic homes have always held a special place in my heart. This past February, my family was lucky enough to purchase a historic home within the Camden Neighborhood. Obviously, by owning a historical home in the area, our family has a desire to help maintain the beautiful neighborhood.

I am hoping that my background in architecture, as well as residential construction will allow me to provide needed expertise to the already diverse group. Thank you in advance and I look forward to meeting with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Auchey', with a stylized flourish at the end.

Matthew Auchey, AIA, LEED AP, MBA

Matthew E. Auchey, AIA, LEED® AP, MBA

Objective To obtain a position on the Historic District Commission

Education Spring 2010 - 2015 York College of Pennsylvania York, Pa
Master of Business Administration

- Business Concentration - Magna Cum Laude

Fall 1998 – 2003 Temple University Philadelphia, Pa
Bachelor of Architecture

- Five Year Professional Program (Accredited) - Architectural Dean's List
- Attended Temple University Rome Arch Program Spring 2002 Rome, Italy

Work experience November 2015 – Present Wicomico County Board of Ed. Salisbury, Md
Facilities Planner

- Oversee planning of new school buildings
- Maintain/prepare capital Budget

January 2015 – November 2015 G.M.B. Architects/Engineers Salisbury, Md
Project Architect

- Oversee all facets of projects, Main contact for Owner and Consultants
- Contracts, programming, construction admin, construction documents

Nov. 2014 – December 2014 Charter Homes & Neighborhoods Lancaster, Pa
Director of Product Production

- Managed internal production staff as well as outside consultants
- Scheduled and oversaw production of new product design
- Responsible for analyzing design efficiency and cost effectiveness

January 2011 – October 2014 Charter Homes & Neighborhoods Lancaster, Pa
Neighborhood Strategy Manager

- Oversaw efficiency and profitability of all neighborhoods
- Managed neighborhood analytics and statistics

March 2010 – January 2011 Charter Homes & Neighborhoods Lancaster, Pa
Personal Builder

- Managed home building process – oversaw all sub-contractors
- Scheduled all aspects of construction

Sept 2006 – Dec 2009 BartonPartners Architects Norristown, Pa
Project Coordinator

May 2003 – Sept 2006 Bernardon Haber Holloway Downingtown, Pa
Intern Architect / Designer II

Accreditations and licenses Licensed Architect in PA and MD
LEED Accredited Professional

Skills / Attributes Proficient in Microsoft Applications, Adobe Photoshop and AutoCAD
Self Learner, Motivated, Team Player, Professional, Enthusiastic and a Leader

1 **RESOLUTION NO. 2605**

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

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6

<u>Name</u>	<u>Term Ending</u>
Matthew Auchey	February 2020

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

12
13 ATTEST:

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16 _____
17 Kimberly R. Nichols
18 CITY CLERK

John R. Heath
PRESIDENT, City Council

19
20
21 APPROVED BY ME THIS

22
23 _____ day of _____, 2016

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Bicycle Pedestrian Advisory Committee
Date: March 1, 2016

Mayor Day would like to appoint the following person to the Bicycle Pedestrian Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Jeremy Kirkendall	March 2018

Attached you will find information from Jeremy Kirkendall 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

RECEIVED
FEB 24 2016

Jeremy Kirkendall
421 Parkview Court
Unit D
Salisbury, MD 21804
jjkirkendall@gmail.com

February 22, 2016

Mayor Jake Day
City of Salisbury
125 N. Division Street
Salisbury, MD 21801

Dear Mayor Day,

I recently attended a meeting with the Bicycle-Pedestrian Advisory Committee and learned that they have an opening in the Committee, which I am interested in filling. I am a bicycling enthusiast and would like to support its growth in Salisbury with my experience related to bicycle and pedestrian planning and improvements. I was heavily involved with the Montgomery County Bicycle and Pedestrian Priority Areas project, including field verification and mapping existing or potential improvements and helping with public meetings.

By increasing bicycle and pedestrian infrastructure I believe Salisbury will see a more active and healthy population, attract and retain more residents, and encourage new business opportunities. Salisbury is one of the few cities I've seen with enough room to implement these improvements and I look forward to helping achieve those goals.

Thank you for your time and consideration.

Sincerely,

Jeremy Kirkendall



Jeremy Kirkendall, GISP, CFM

Salisbury, MD 21804
jjkirkendall@gmail.com
443.617.2145

Employment History

GIS Analyst II

LJT & Associates

Wallops Island, VA

March 2015-Present

- Bicycle and pedestrian advisor for Safety Awareness Committee
- Organized walking, running, and bicycling activities on base
- GIS systems administrator for NASA's Wallops Flight Facility
- Voting member of NASA Agency-wide GIS Working Group
- Collected field data for asset management through mobile GIS apps
- Created maps for various facility projects and planning purposes

GIS Analyst

Stantec

Laurel, MD

July 2009-March 2015

- Identified existing bicycle and pedestrian features and recommended potential improvements using mobile GIS apps
- Introduced Montgomery County to Vision Zero project with a goal of zero traffic-related deaths
- Helped with public outreach meetings that collected public feedback on maps
- Established a relationship with County, State, and Federal Government officials

Skills

- ESRI ArcGIS 10.3.1
- ArcGIS Online
- Portal for ArcGIS
- TerraGo Edge
- ArcCollector

Education

- Bachelor of Science in Geography
Concentration: Earth and Atmospheric Science
Minor: Mathematics
Salisbury University, Salisbury, MD

December 2008

Certifications/Affiliations

- GIS Professional (GISP), GIS Certification Institute
- Temporary Traffic Control Manager, Maryland State Highway Administration
- Certified Floodplain Manager, The Association of State Floodplain Managers
- Member, Maryland State Geographic Information Committee

1 **RESOLUTION NO. 2606**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Bicycle and Pedestrian Advisory Committee, for the term
5 ending as indicated.

6
7

<u>Name</u>	<u>Term Ending</u>
8 Jeremy Kirkendall	9 March 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 February _____, 2016.

13
14 ATTEST:

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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

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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: 2/25/16
Re: Manufacturing Exemption for equipment purchased 2014– K & L Microwave

I am recommending that K & L Microwave 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 for the 2014 purchases. Over the next five years they will benefit from this exemption by a total savings of \$ 13,229 for 2014 equipment purchases in personal property tax. The exemptions will be applied to City Property Tax years 2015-2019 as shown in the schedule provided herein. Attached please find copies of the calculations, property tax returns and manufacturing exemption applications. K & L Microwave has previously been granted exemptions for equipment purchased in 2002, 2003, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, and 2013.

City of Salisbury
Internal Services -Finance Department
Exemption Recommendation to City Council

Company: K&L Microwave
 Address: 2250 Northwood Drive

Requested By: Larry Albright
 Date of Request: 1/29/2016

Description of Mfg.: Manufacture of RF and microwave filters and duplexers

Equipment Year 2014

New Equipment Amount per Tax Return \$ 171,031

Total \$ 171,031

Exemption Value	City Property <u>Tax Year</u>	State <u>Return</u>	Year of <u>Exemption</u>	Deprec. <u>Value</u>	Amount of <u>Exemption</u>
	2016	2015	1	153,928	\$ 3,402
	2017	2016	2	136,825	\$ 3,024
	2018	2017	3	119,722	\$ 2,646
	2019	2018	4	102,619	\$ 2,268
	2020	2019	5	85,516	\$ 1,890
	Total Value of Exemption:				<u><u>\$ 13,229</u></u>

Received previous exemptions in 2002, 2003, 2005, 2006, 2007, 2008, 2009,2010,2011, 2012, and 2013

City of Salisbury



MARYLAND

KEITH CORDREY
DIRECTOR INTERNAL SERVICES

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

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

Business Name: K&L Microwave, Inc. MD Department ID#: F01560291

Mailing Address: 2250 Northwood Drive - Salisbury, MD 21801

Contact Name: Larry Albright - Controller Phone No.: 410-749-2424 (3105)

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. 2250 & 2300 Northwood Drive
4. Date Manufacturing / R & D operation began in Salisbury. 08/01/1983
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31st of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-3154.

Preparer's Signature *Larry Albright* Date 1/29/2016

Email address lalbright@klmicrowave.com



K&L Microwave, Inc.
2250 Northwood Drive
Salisbury, Maryland 21801
Phone: 410-749-2424
Fax: 410-749-1598

January 29, 2016

K&L Microwave, Inc. (K&L) is located at 2250 Northwood Drive in the City of Salisbury, Maryland. K&L designs, manufactures, and markets RF and microwave filters, duplexers, and sub-assemblies. As of January 1, 2015, there were 205 manufacturing/R&D employees and 30 administrative employees working in Salisbury Maryland. We currently operate from three different buildings within Salisbury Maryland. Two are manufacturing locations for different product lines including a Machine Shop and the third is where we house our Plating Shop.

Most of the orders that K&L receives are unique and require specific engineering design requirements. K&L's engineers respond quickly to new requirements and requests for quotes using sophisticated software tools. The design centers are equipped with the latest versions of CAD/CAM software and are supported by the local area network (LAN) allowing for transfer of data quickly to the various areas so sales and manufacturing can respond to a customer's needs and/or requirements.

The filters start with basic metal which is machined into housing by the Company's Machine Shop. The shop has CNC milling machines, lathes, and other machinery used to transform the raw metal into the specific housing based on customer's specs for a particular filter. The machines are programmed through geometry transfer from CAD workstations, followed by graphic manipulation on CAM workstations.

The machined parts are then plated in our Brown Street Plating facility to ensure that it will meet all electrical specifications. Within the Company's Plating Shop, the plating capabilities include copper, silver, nickel, and tin over a broad range of base metals such as aluminum, copper, brass, and stainless steel.

Once housings are plated, the production assembly process is completed by soldering various components such as wires, resistors, circuit boards, and computer chips into the housing. The filters are then tuned by technicians and engineers to customer's specifications and then tested and shipped. Some of the circuit boards are manufactured by a chemical film process within the company. Chips are also sized within the Company by cutting large ceramic discs into small pieces then electrically tuned. Higher specifications are required each day due to the new electronic equipment that is released/required in the communication & military markets. Tremendous pressure has been put on the existing communications & military infrastructure to handle and do more with less.

As mentioned above, once the microwave filters have been produced, they are tested for frequency and power levels using automated network analyzers, and environmental conditions are checked using the Company's environmental test lab equipment and chambers, which represents the balance of our purchases for 2014. All our microwave filters have to meet commercial and governmental specifications based on the customer's specifications. Over 80% of our products are utilized in a military/defense environment. Total additions for manufacturing equipment is \$171,031. We are requesting manufacturing exemption for those assets as well getting reimbursed for prior exemptions approved the City Council.

Sincerely,


Larry Albright
Controller

2014 ADDITIONS

Sys#	A/C	Prop. Tax Acq. Date	Co. Asset #	Property Type	Class	Location	Description	2014 Additions
G/L Asset Acct No = 2130								
003578	A	10/20/2014	123759	P	ME	MFA	E5071C ENA NETWORK ANALYZER	45,415.00
003579	A	11/21/2014	123138-B	P	ME	ENV TEST	VR9500 - VIBRATION VIEW CONTROLLER	11,500.00
003574	A	01/10/2014	123669-A	P	ME	Mshop- MEX TRS	SPINDLE UPGRADE - MAZAK HCN-400 HORIZONTAL	18,028.31
003581	A	11/06/2014	123767	P	ME	MACHINE SHOP	HAAS CNC VERTICAL MACHINING CTR	74,739.00
003582	A	1231/2014	123755	P	ME	MACHINE SHOP	NATIONAL HYDRAULIC SHEARING DEVICE	21,349.32
TOTAL 2014 ADDITIONS								171,031.63
Per Report								171,031.00

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

2015 Form 1 continued Page 3 of 4

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

Table with 4 columns: Year, Cost, Year, Cost. Rows for 2014, 2013, 2012, 2011 and 2007 and prior.

TOTAL COST \$ 13952218

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

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

TOTAL COST \$ 0

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

8 Other personal property Total Cost \$ 41544

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

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

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2014 in Maryland: \$ 29,499,557

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

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

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

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

F. Has the business disposed of assets or transferred assets in or out of Maryland during 2014? [X] yes [] no

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

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

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN
SIGNATURE OF PREPARER
DATE

Michele M. Garigliano Vice President/General Manager
PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE 6/11/2015

PREPARER'S PHONE NUMBER
E-MAIL ADDRESS

410-749--2424 BUSINESS PHONE NUMBER
mgarigliano@klmicrowave.com E-MAIL ADDRESS

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: 410-548-3190
Fax: 410-548-3192

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA – Award of Bids

March 14, 2016

- | | |
|--|--------------|
| 1. Change Order #1
Contract RFP 110-15
Riverwalk Repairs – Phase 2 | \$260,672.00 |
| 2. Change Order #1
Contract A-22-16
Citywide Milling and Paving | \$260,000.00 |
| 3. Declaration of Surplus
City-owned real property | \$ 0.00 |
| 4. Declaration of Surplus
Port of Salisbury Marina | \$ 0.00 |

City of Salisbury



MARYLAND

JACOB DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR



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

March 14, 2016

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract 110-15
Riverwalk Repairs – Phase 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #1 in the amount of \$260,672 for Contract 110-15 Riverwalk Repairs – Phase 2. This contract was awarded to Murtech, Inc. in June 2015. If approved, these additional funds would be expended for replacement of the iron railing along the entire Riverwalk, and the removal and replacement of 400' of concrete sidewalk.

For Change Order #1 to Contract 110-15, funds are available in the following project account:

98114-513026-48015 Riverwalk Repairs

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #1 as noted above to Murtech Inc., in the amount of \$260,672.

Sincerely,

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

City of Salisbury



MARYLAND



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, Asst. Director of Internal Services – Procurement
From: Michael Moulds, Director of Public Works *MSM*
Date: February 29, 2016
Re: Contract 110-15 Riverwalk Repairs Phase 2 – Change Order No. 1

Change Order No. 1 to the Riverwalk Repairs Phase 2 contract is to replace the railing along the entire length of the Riverwalk. The contract provides for removal of the railing during construction and reinstalling the same railing. After removal of the railing from the south side of the Riverwalk, the condition was evaluated. Due to the deteriorated conditions in the existing railing, it is recommended to be replaced. The proposed railing is a 42-inch tall, aluminum railing with a black Kynar coating which comes with a 15 year warranty. Per the attached letter from GMB dated February 26, 2016, the design engineer recommends the railing rehabilitation.

Additionally, Change Order No. 1 provides for additional concrete surface removal and replacement along a section of the Riverwalk that did not need rehabilitation. This area was noted on the Construction Plans for a bid alternate to replace the surface if funding was available. At the time of bid award, the alternate was not accepted. In order to have a consistent appearance on the final surface of the Riverwalk, it is recommended to proceed with removal and replacement of the concrete sidewalk in this section. The area is 400 feet long.

Please process Change Order No. 1 in the amount of \$260,672. There is funding available from the FY12 bond issue for the Riverwalk project in account number 98114-513026-48015. The contract time will be increased by 75 days to allow for the manufacturing and installation of the rails.

City of Salisbury



MARYLAND

JACOB DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR



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

March 14, 2016

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract A-22-16
Citywide Milling and Paving

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #1 in the amount of \$260,000 for Contract A-22-16 Citywide Milling and Paving. This contract that was awarded to Chesapeake Paving and Sealing, Inc. in September 2015 was a one-year contract, with the City reserving the right to renew the contract for two (2) one-year terms, contingent upon mutual agreement between the City and the contractor. This change order would provide for additional milling and paving work to streets as noted in the FY16 budget.

For Change Order #1 to Contract A-22-16, funds are available in the following account:

31000-534318 Street Maintenance

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #1 as noted above to Chesapeake Paving, in the amount of \$260,000.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Miller".

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

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Asst. Director of Internal Services – Procurement
From: Michael Moulds, Director of Public Works
Date: February 10, 2016
Re: Contract A-22-16, Citywide Milling and Paving – Change Order No. 1

The City of Salisbury has contracted with Chesapeake Paving & Sealing for our Citywide Milling and Paving for fiscal year 2016. This is the first year Chesapeake Paving has had the Citywide contract and their effort and results have been very good and the pricing was well below the Public Works Engineers Estimate. The streets on this change order will be milled and paved in the spring of 2016 and were included in the adopted FY2016 budget.

Change Order No. 1 to the Citywide Milling and Paving contract is for \$260,000 to increase quantities to allow for additional work to be completed. This change order does not include a time extension.

There is funding available from the Citywide Paving budget and is available in account number:

31000-534318(Street Maintenance).....\$260,000.00

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 DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Council Agenda

March 14, 2016

TO: Mayor and City Council

SUBJECT: Declaration of Surplus

The City of Salisbury has acquired several properties via tax sale and/or donation:

- 220 Records Street
- 114 Tilghman Street
- 141 Second Street
- 806 N. Division Street
- 527 Wailes Street
- 524 E. Isabella Street
- 709 W. Isabella Street

Pursuant to Chapter 2.36 of the Salisbury, Maryland, Code of Ordinances, City-owned real property such as these must first be deemed surplus by the Director of Procurement, then make a recommendation to City Council as to the sale of disposition of such real property. If approved by Council, the Director of Procurement will invite proposals for development or prepare an advertisement for auction sale. There is also the option of listing the property with a realtor, with a contingency noting these additional actions as well. Council will then have the final say as to the acceptance or rejection of offers received, before anything is finalized.

It is my understanding that the Administration does not wish to retain these properties, and believes that their sale would encourage residential and economic development. Given this need to serve the best interest of the City of Salisbury, it is my recommendation that these properties are deemed surplus, and to request Council's approval to declare them surplus.

Sincerely,

Jennifer Miller

Asst. Director of Internal Services – Procurement and Parking

Memo

To: Jennifer Miller
From: Susan Phillips
Date: February 11, 2016
Re: Surplus Request Memo

I am requesting the surplus of the following properties:

- 220 Records Street – this property was purchased by the city at tax sale
- 114 Tilghman Street – this property was purchased by the city at tax sale
- 141 Second Street – this property was purchased by the city at tax sale
- 806 N. Division Street – this property was donated to the city by the property owner
- 527 Wailes Street – this property was donated to the city by the property owner
- 524 E. Isabella Street – this property was donated to the city by the property owner
- 709 W. Isabella Street – this property was purchased by the city directly from the owner

Please let me know if you require any further information or have any questions.

City of Salisbury



MARYLAND

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR



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

March 14, 2016

TO: Mayor and City Council

SUBJECT: Declaration of Surplus
RFP #09-16 Disposition and Development of the Port of Salisbury Marina

On January 22, 2016, the Procurement Office received a proposal from Salisbury Development Group, LLC, in response to the above-named solicitation. February 1, 2016, the City Council approved an Exclusive Negotiation Period (ENP) with the developer, and since then there have been several meetings to discuss the proposed development and sale/lease terms. At this time, the Mayor and Administration feel confident about the progress of the discussions and have requested that this property be deemed surplus by the Director of Procurement and then formally declared surplus by City Council.

Assuming that the disposition of the Marina to a private entity for the purpose of economic development is in the best interest of the City of Salisbury, the Procurement Department recommends that the Port of Salisbury Marina (as referenced in the RFP document) is deemed surplus, and also requests Council's approval to declare the property as surplus.

Sincerely,

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



*From the Office
of the
Fire Chief*

To: Tom Stevenson, City Administrator

Date: 04 February 2016

 **From:** Richard A. Hoppes, Chief of the Department

Subject: Budget Amendment Item (Insurance Reimbursement for Repairs)

The Salisbury Fire Department respectfully requests approval of a budget amendment for reimbursement of \$7,200.06 to the FY2016 Fire Department budget, Vehicles' account 24035-534308 for proceeds received from insurance claims for repairs to FD apparatus.

The City's insurance carrier, Local Government Insurance Trust, issued a check for repairs to Engine 16-1 in the amount of \$7,200.06 that was deposited into City of Salisbury's general fund. This insurance claim was filed due to damage Engine 16-1 received, while responding to a fire alarm on 8/26/2015. Engine 16-1 was repaired and the invoices paid against PO #02160188-01 in the amount of \$7,164.06. The final portion of the invoice of \$36.00, was paid straight from account 24035-534308 - Vehicles.

Reimbursement of these funds will replenish the Fire Department's vehicles repair account 24035-534308 and bring this account back in line with the submitted FY2016 budget. These funds will assist the department in maintaining our vehicles, as to operate as efficiently as possible, while continuing to provide the high level of services expected by the community.

Thank you in advance for your time and consideration on this request. I look forward to working with you to complete this most important business and ask that you contact me if you have need for further information a 410-548-3120 X 103 or at rhoppes@ci.salisbury.md.us . Unless you or the Mayor have additional questions, please advance the cover memorandum and resolution of support to the City Council for approval.

Attachment: Budget Amendment Ordinance – Insurance Claim Replacement - FY16

cc: File

**This is a Department Specific Communication Intended for Internal Use Only
Unauthorized Use is Strictly Prohibited**

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ORDINANCE NO. 2374

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2016 FIRE DEPARTMENT BUDGET TO TRANSFER INSURANCE FUNDS RECEIVED BY THE CITY TO THE FIRE DEPARTMENT OPERATING BUDGET FROM THE GENERAL FUND FOR REVENUE RECEIVED FOR REPAIRS PERFORMED ON ENGINE 16-1.

WHEREAS, damage was done to Engine 16-1 while performing legitimate City of Salisbury Fire Department duties; and

WHEREAS, the Fire Department has paid for the repairs to Engine 16-1 out of the FY2016 Fire Department Operating Budget; and

WHEREAS, the City has received a total of \$ 7,200.06 from insurance proceeds for repairs to Engine 16-1; and

WHEREAS, the insurance proceeds are to be used to replenish the fire department budget accounts and to bring them back in line with planned FY2016 budget expense projections for the remainder of the fiscal year.

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2016 budget be and is hereby amended as follows:

- 1) Increase the General Fund Revenue – Insurance proceeds account (01000-456935) by \$7,200.06
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$7,200.06

AND 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 the 22 day of February, 2016, and after a statement of the substance of the Ordinance was published as required by law, the ordinance was finally passed by the Council on the ____ day of _____, 2016.

ATTEST:

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



*From the Office
of the
Fire Chief*

To: Tom Stevenson, City Administrator

Date: 04 February 2016

 **From:** Richard A. Hoppes, Chief of the Department

Subject: Budget Amendment Item - Vehicles

The Salisbury Fire Department respectfully requests approval of a budget amendment for \$51,000.00 to the FY2016 Fire Department budget, Vehicles' account 24035-534308 to cover the current and expected costs for repairs to FD apparatus for the remainder of FY2016.

The Salisbury Fire Department strives to keep a well maintained and in-service fleet. An evaluation of the vehicle repairs account expenditures over the last five (5) years indicates that the average expense to repair our fleet has been \$150,493.86. Over this same period of time the department requests were to fund this account in the amount of \$120,000.00 based on trying to hold level funding year after year. During the FY2016 Budget process, the Vehicles' account 24035-534308 was reduced by \$20,000.00 from the requested amount. Now that the Department is half way through FY2016 and there is a current and projected short fall in the 24035-534308 – Vehicle account of \$51,000.00.

This request is to more adequately fund this account based on historical use and to finish the FY with a well maintained and repaired fleet. Without these funds the department will be forced to defer repairs and place some units out of service (dependent on the severity of the repair need). These funds will replenish the Fire Department's vehicles repair account 24035-534308 and bring this account back in line with the submitted FY2016 budget needs.

Thank you in advance for your time and consideration on this request. I look forward to working with you to complete this most important business and ask that you contact me if you have need for further information a 410-548-3120 X 103 or at rhoppes@ci.salisbury.md.us . Unless you or the Mayor have additional questions, please advance the cover memorandum and resolution of support to the City Council for approval.

Attachment: Budget Amendment Ordinance - Vehicles Account - FY16

cc: File

**This is a Department Specific Communication Intended for Internal Use Only
Unauthorized Use is Strictly Prohibited**

ORDINANCE NO. 2375

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2016 FIRE DEPARTMENT BUDGET TO TRANSFER FUNDS FROM THE CITY TO THE FIRE DEPARTMENT OPERATING BUDGET FROM THE GENERAL FUND.

WHEREAS, during the FY2016 budget process, the Fire Department's budgeted amount for Vehicles' account 24035-534308 was reduced by \$20,000.00; and,

WHEREAS, the Fire Department has the need to maintain its fleet by performing regular maintenance and repairs; and,

WHEREAS, the Fire Department has reviewed the expense records from the last five years; and,

WHEREAS, the average annual expense for vehicle repairs and maintenance has been \$150,493.86; and,

WHEREAS, to keep vehicles in service, the Fire Department is projecting a shortfall of funds in the Vehicles' account 24035-534308 for the remainder of FY2016;

NOW, THEREFORE BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2016 budget be and is hereby amended as follows:

- 1) Increase the General Fund Revenue account by \$51,000.00
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$51,000.00

AND 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 the 22 day of February, 2016, and thereafter, a statement of substance of the Ordinance having been published as required by law, was finally passed by the Council on the ___ day of _____, 2016.

ATTEST:

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

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: Thomas Stevenson, Jr., City Administrator
From: Michael Moulds, Director of Public Works *M. Moulds*
Date: February 12, 2016
Re: Budget Amendment – Traffic Signal Repair

Salisbury Public Works requests a budget amendment to move funds to an operating account from miscellaneous revenue. Due to an accident, a traffic signal was damaged at the corner of East Main Street and North Division Street. The Traffic Division promptly repaired the traffic signal. The insurance company for the individual responsible for the accident is reimbursing the City for actual expenses in the amount of \$3,486.08. Public Works requests that the insurance proceeds be transferred to the Traffic Division account for Equipment Repair and Maintenance.

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

ORDINANCE NO. 2376

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY16 BUDGET TO APPROPRIATE FUNDS FOR TRAFFIC EQUIPMENT REPAIRS AND MAINTENANCE.

WHEREAS, as a result of a traffic accident, a City of Salisbury owned traffic signal was damaged at East Main Street and North Division Street; and

WHEREAS, the City of Salisbury Traffic Division of the Public Works Department made the necessary emergency repairs to the traffic signal; and

WHEREAS, the insurance agency for the individual responsible for the accident is reimbursing the City for actual expenses; and

WHEREAS, the Traffic Division budget should be increased to accommodate these efforts.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City’s Fiscal Year 2016 budget and Traffic Division Equipment budget be and are hereby amended as follows:

- 1. Increase the Miscellaneous Revenue (01000-456911) account by \$3,486.08
- 2. Increase the Traffic Equipment (22000-534302) budget by \$3,486.08

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 the 22 day of February, 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 _____, 2016.

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: All City Council Members
From: Tom Stevenson
Subject: Police Initiated Tows
Date: February 10, 2016

Attached, please find an ordinance that will have the effect of adjusting the fee for police initiated tows and removing the reference of an adjustment of said fees based on the Motor Fuel Price Index.

C.c. Julia Glanz

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ORDINANCE NO. 2377

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT TO THE SCHEDULE OF MAXIMUM TOWING AND STORAGE FEES

WHEREAS, Chapter 5.64 – TOWING COMPANIES has been adopted by the Mayor and City Council; and

WHEREAS, Chapter 5.64 calls for the fees and charges for the Police Directed Tows and the related storage of towed vehicles to be established by ordinance from time to time; and

WHEREAS, the City has determined that the Tow Fees should not solely be influenced by the Motor Fuel Price Index as published by the U.S. Department of Labor as stated in Ordinance No. 2189 when said fees were last re-established. ; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT SCHEDULE OF MAXIMUM TOWING AND STORAGE FEES BE MODIFIED AS FOLLOWS:

- 1) the fee for “Accident Vehicle Tow” is hereby ~~updated~~ amended from \$160.00 to \$200.00.
- 2) the “Automatic Annual Fee Adjustment” ~~shall is~~ hereby be deleted from the schedule of fees last amended by Ordinance No. 2189.

AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, 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 22 day of February 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 _____, 2016.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President of the
City Council of Salisbury

APPROVED BY ME THIS ____ day of _____, 2016.

Jacob R. Day, Mayor

Office of Community Development

MEMO

To: Tom Stevenson

From: Deborah Stam

Subject: Ordinances to Amend the Salisbury City Code to Amend the Definition and Requirements of Functional Family in Consideration of Disabled Individuals.

Date: December 2, 2015

During the completion of the City's 2014 Analysis of Impediments to Fair Housing (AI), it was determined by the consultant that it would be beneficial for us to make some minor changes to the City's Zoning Ordinance / Zoning Code in order to clarify our commitment to fair housing. These changes involve additional language that should be added to the "Definitions" section of the Zoning Code. It is my understanding that the Mayor's Office will be sponsoring this legislation.

These proposed changes have been reviewed by Jack Lenox, Director of Planning, Zoning & Community Development, and Mark Tilghman, City Attorney. Mr. Tilghman has created the attached ordinances to amend Chapter 15.24.1620 and Chapter 17.04.120 of the Salisbury City Code to amend the definition and requirements of 'Functional Family'.

As these Ordinances represent a change to the City's Zoning Code, they were required to be approved by the Salisbury - Wicomico County Planning and Zoning Commission. At the Planning and Zoning Commission meeting conducted on November 19, 2015, the ordinances were discussed and a Public Hearing for the text amendment was held. No objections were received during the public hearing, and the text amendment was approved by the Commission.

Please forward these documents to the City Council so that this item may be placed on the agenda for first reading at the Council meeting on December 14, 2015, and for second reading and passage at the Council meeting on December 28, 2015.


Deborah J. Stam
Community Development Director

Attachments

CC: Julia Glanz
Ginny Hussey
Jack Lenox
Gloria Smith

1 | **ORDINANCE NO. 2378**

2
3 AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER
4 15.24.1620 DETERMINATION OF FUNCTIONAL FAMILY OF THE SALISBURY
5 CITY CODE TO AMEND THE REQUIREMENTS OF FUNCTIONAL FAMILY.
6

7
8 WHEREAS, the ongoing application, administration and enforcement of the
9 Salisbury Municipal Code, demonstrates a need for periodic review, evaluation and
10 amendment; and

11 WHEREAS, Chapter 15.24.1620, entitled Determination of Functional Family, of
12 the Salisbury City Code currently does not give consideration to disabled individuals; and

13 WHEREAS, the Fair Housing Act directs that reasonable accommodations be
14 made with regard to the housing needs of individuals with disabilities; and

15 WHEREAS, by correcting this subsection, the City will be better aligned with the
16 Federal Fair Housing Standards Act, the Americans with Disabilities Act and Maryland
17 State law.

18 NOW, THEREFORE, be it enacted and ordained by the City Council of the City
19 of Salisbury, that section 15.24.1620 of the City of Salisbury City Code, be amended as
20 follows:

21
22 Article XXIX

23 15.24.1620 Determination of functional family.

24 | 1. Upon application of a group of not more than four persons, the dDepartment of
25 | nNeighborhood sServices and eCode eCompliance shall make a determination of whether

26 a “functional family” exists. Each of the following criteria shall be met:

- 27 A. Share a permanent personal bond and commitment to one another;
- 28 B. Not dependent upon or supported by someone who does not maintain legal
29 domicile at the particular dwelling unit and reside therein (not including
30 any alimony or child support payments made to or for the benefit of any
31 members of the group);
- 32 C. Maintain legal domicile at the particular dwelling unit;
- 33 D. Share a single household budget;
- 34 E. Share in the repair and maintenance of the dwelling unit and its grounds, if
35 any;
- 36 F. Prepare and eat meals together on a regular basis;
- 37 G. Share in legal ownership or tenancy of the dwelling unit, as evidenced on a
38 deed or lease.

39 2. In the case of an application by persons who are disabled pursuant to the terms of
40 the Americans with Disability Act, the Department of Neighborhood Services and Code
41 Compliance shall make a determination of whether a “functional family” exists under
42 15.24.1620(1). When making that determination, the Department of Neighborhood
43 Services and Code Compliance shall make any necessary and reasonable
44 accommodations, including the modification of conditions required by subsection (1) of
45 this section and the allowance of more than four unrelated individuals in the same
46 household, when necessary to comply with applicable federal and state laws regarding
47 fair housing and persons with disabilities.

48

49 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY COUNCIL OF
50 THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon
51 final passage.

52
53

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

55 | Salisbury held on the 22 day of February, 20165 and thereafter, a

56 | statement of the substance of the ordinance having been published as required by law, in

57 | the meantime, was finally passed by the Council on the _____ day of _____,

58 | 20165.

59

60 ATTEST:

61
62

63 | _____

64 | _____
65 | Kimberly R. Nichols, City Clerk

-~~John R. Heath~~John R. Day, City
Council President

66
67
68

69 | Approved by me, this _____

70

71 | day of _____, 20165.

72
73

74

75

76 | _____
Jacob R. Dayames Ireton, Jr., Mayor

77

26 | 15.24.1620(1) as a “functional family.” and
27 | 2. A group of four or more disabled persons (as defined by the Americans
28 | with Disability Act), who are approved by the Department of Neighborhood Services and
29 | Code Compliance pursuant to Section 15.24.1620(2).

30

31 | AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY COUNCIL OF
32 | THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon
33 | final passage.

34

35

36 | THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
37 | Salisbury held on the 22 day of February, 2016 and thereafter, a statement of the
38 | substance of the ordinance having been published as required by law, in the meantime,
39 | was finally passed by the Council on the ____ day of _____, 2016.

40

41 | ATTEST:

42

43

44

45 | _____
46 | Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

46

47

48 | Approved by me, this _____

49

50 | day of _____, 2016.

51

52

53

54

55 | _____
56 | Jacob R. Day, Mayor

56