



City of Salisbury



CITY COUNCIL AGENDA

April 11, 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 – Rev. John Wright, Unitarian Universalist Fellowship at Salisbury

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

6:07 p.m. PRESENTATIONS

- Community Organization - Pinwheels for Protection – presented by Courtney Geiser
- Proclamation – We Heart SBY
- Certificates of Recognition – We Heart SBY Award Recipients

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:27 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **March 7, 2016 Closed Session minutes** (separate envelope)
- **March 14, 2016 Closed Session minutes** (separate envelope)
- **Resolution No. 2618** – to rename the Mayor’s Council in Support of People With Disabilities to the Disability Advisory Committee
- **Resolution No. 2619** – to rename the Revolving Loan Bankers’ Review Committee to the Revolving Loan Advisory Committee
- **Resolution No. 2620** – accepting an endowment fund grant from the Community Foundation of the Eastern Shore for the Salisbury Park Bandstand
- **Resolution No. 2621** – authorizing the Mayor to enter into a MOU with certain parties to apply for the Department of Justice’s FY16 Adult Drug Court Grant Program
- **Resolution No. 2622** – declaring that Quality Linen Service is eligible to receive Enterprise Zone benefits for property located at 1751 Westwood Drive in Salisbury, Maryland

6:32 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2380** – 2nd reading - approving an amendment of the FY16 General Fund Budget to appropriate funding for a community outreach addiction team and youth substance use prevention initiative

- **Ordinance No. 2381** – 2nd reading - approving an amendment of the FY15 Water and Sewer Capital Projects Budget to reallocate funding for the Fitzwater Street Lift Station and Paleo Well #3 projects
- **Ordinance No. 2382** – 2nd reading - approving a budget amendment of the FY16 General Fund Budget to appropriate the funds received from the recovery and recycling of brass shell casings at the Salisbury Police range to purchase service weapons
- **Ordinance No. 2383** – 1st reading - granting a utility easement to Delmarva Power & Light Company across City owned property on Brown Street in Salisbury, Maryland
- **Ordinance No. 2384** – 1st reading - approving an amendment of the FY 2016 General Fund Budget to appropriate funding for services required in development of Lots 1 & 11

6:55 p.m. PUBLIC COMMENTS

7:00 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 - City/County Government Office Building, 410-548-3140 or on the City's website

www.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 April 25, 2016 Meeting

- Resolution No. ____ - Acquisition of Light Armored Vehicle
- Resolution No. ____ - Authorizing the Mayor to Sign the CDBG
- Ordinance No. 2383 - 2nd Reading - granting a utility easement to Delmarva Power & Light Company across City owned property on Brown Street in Salisbury, Maryland
- Ordinance No. 2384 - 2nd Reading - approving an amendment of the FY 2016 General Fund Budget to appropriate funding for services required in development of Lots 1 & 11

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Resolution to Rename the Mayor's Council in Support of People with Disabilities
Date: March 6, 2016

Attached please find a resolution approving the name change of the Mayor's Council in Support of People with Disabilities to the Disability Advisory Committee. The proposed name change is in line with the Mayor Day's Boards and Commissions Recommendation he discussed with Council at the February 1, 2016 Work Session. This name change was recommended by the members of the current Mayor's Council in Support of People with Disabilities.

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

Attachment: Resolution to Rename the Mayor's Council in Support of People with Disabilities to the Disabilities Advisory Committee

1 RESOLUTION NO. 2618

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO RENAME THE
4 MAYOR’S COUNCIL IN SUPPORT OF PEOPLE WITH DISABILITIES TO THE
5 DISABILITY ADVISORY COMMITTEE
6

7
8 WHEREAS, citizens with disabilities deserve an equitable opportunity to participate in,
9 benefit from and relish the opportunities that the community provides, such as housing,
10 employment, transportation, communications, education and entertainment; and
11

12 WHEREAS, there currently exists a committee entitled “The Mayor’s Council in Support
13 of People with Disabilities;” and
14

15 WHEREAS, this committee serves as a resource for the Mayor and the City of Salisbury
16 relative to issues involving the City’s continuing ADA (Americans with Disabilities Act)
17 compliance and/or concerns thereof, expressed by its citizens; and
18

19 WHEREAS, the Mayor’s Council in Support of People With Disabilities exists as a
20 means by which the people with disabilities of Salisbury can formally and efficiently express
21 concerns relative to accessibility and accommodations; and
22

23 WHEREAS, the aforementioned committee will continue to advise and assist with
24 developing and maintaining a depository of related information for all concerned citizens; and
25

26 WHEREAS, it shall also continue to assist the Mayor, through advocacy, education, and
27 referral, with developing a broad appreciation, and understanding of the attributes of people with
28 disabilities, and

29 WHEREAS, the City believes that the name of the committee should be changed to better
30 reflect the duties of the committee.
31

32 NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that The
33 Mayor’s Council in Support of People with Disabilities is hereby renamed, the Disability
34 Advisory Committee.
35

36 THE ABOVE RESOLUTION was introduced, read and duly passed at a meeting of the Council
37 of the City of Salisbury held on the ____day of _____, 2016, and is to become effective
38 immediately upon adoption.
39
40

41 ATTEST:

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43 _____

44 Kimberly R. Nichols, City Clerk

45

46

John R. Heath, City Council
President

47 Approved by me this _____ day of _____, 2016.

48

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50 _____

51 Jacob R. Day, Mayor

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Resolution to Rename the Revolving Loan Bankers' Review Committee
Date: March 16, 2016

Attached please find a resolution approving the name change of the Revolving Loan Bankers' Review Committee. The proposed name change is in line with the Mayor Day's Boards and Commissions Recommendation he discussed with Council at the February 1, 2016 Work Session. This name change will better reflect the duties of the committee. The proposed name change is the Revolving Loan Advisory Committee.

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

Attachment

1 RESOLUTION NO. 2619

2 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO RENAME THE
3 REVOLVING LOAN BANKERS’ REVIEW COMMITTEE TO THE REVOLVING LOAN
4 ADVISORY COMMITTEE

5
6 WHEREAS, there currently exists a committee entitled the “Revolving Loan Bankers’
7 Review Committee;” and

8
9 WHEREAS, the Revolving Loan Bankers’ Review Committee consists of four (4)
10 members; and

11
12 WHEREAS, the Revolving Loan Bankers’ Review Committee members are employed by
13 Banks having local offices in the City; and

14
15 WHEREAS, this committee works to support the development of the local economy; and

16
17 WHEREAS, the Revolving Loan Bankers’ Review Committee members have
18 commercial lending experience, and subsequently review revolving loans submitted to the City;
19 and

20
21 WHEREAS, these members are appointed by the Mayor with the consent of the City
22 Council, in order to serve four (4) year terms; and

23
24 WHEREAS, the City believes that the name of the committee should be changed to better
25 reflect the duties of the committee.

26
27 NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that the
28 Revolving Loan Bankers’ Review Committee is hereby renamed, the Revolving Loan Advisory
29 Committee.

30
31 THE ABOVE RESOLUTION was introduced, read and duly passed at a meeting of the Council
32 of the City of Salisbury held on the ____day of ____, 2016, and is to become effective
33 immediately upon adoption.

34
35 ATTEST:

36
37 _____
38 Kimberly R. Nichols, City Clerk

39 _____
40 John R. Heath, City Council
President

41 Approved by me this _____ day of _____, 2016.

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44 _____

45 Jacob R. Day, Mayor

46

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: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works *MSM*
Date: March 28, 2016
Re: Bandstand repairs – CFES endowment

The Community Foundation of the Eastern Shore administers a Salisbury Park Bandstand & Bridge Designated Endowment Fund. The Bandstand is in need of annual maintenance work. Public Works recently obtained Vendor quotes to perform maintenance on the Bandstand including replacing two broken windows and painting all interior and exterior masonry walls, all interior floors, all interior wood walls, stairs and access doors, the interior and exterior of eight first floor window frames, the interior and exterior of four metal entry doors and metal door frames, and second floor fascia, ceiling, soffit beams, handrails, floor, columns, access door, and band boards. The work is classified as maintenance and therefore falls within the permitted activities of the Deed of Easement for the City Park Historic Easement.

The work will be performed for a total price of \$15,900. As of December 31, 2015, the Bandstand Endowment Fund had \$37,935 of income available for grants, therefore there is adequate funding to complete this project.

Attached is a Resolution for consideration to accept the endowment from the Community Foundation of the Eastern Shore to perform maintenance work on the Bandstand. Unless you or the Mayor has further questions, please forward a copy of this memo to the City Council.

1 RESOLUTION NO. 2620

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING AN
4 ENDOWMENT FUND GRANT FROM THE COMMUNITY FOUNDATION OF THE
5 EASTERN SHORE FOR THE SALISBURY PARK BANDSTAND.

6
7 WHEREAS, the Council of the City of Salisbury has the responsibility for
8 maintenance of the Bandstand in the City Park; and

9
10 WHEREAS, the Community Foundation of the Eastern Shore administers a
11 Salisbury Park Bandstand & Bridge Designated Endowment Fund; and

12
13 WHEREAS, the Salisbury Department of Public Works obtained Vendor quotes to
14 perform routine maintenance on the Bandstand; and

15
16 WHEREAS, the routine maintenance includes painting and replacing broken
17 windows; and

18
19 WHEREAS, the total cost of the maintenance work is \$15,900; and

20
21 WHEREAS, the Endowment Fund has adequate income available for grants to be
22 used for Bandstand maintenance.

23
24 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,
25 Maryland does hereby accept the endowment fund grant from the Community Foundation
26 of the Eastern Shore for the Salisbury Park Bandstand valued at \$15,900.

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

31
32 ATTEST:

33
34
35 _____
36 Kimberly R. Nichols
37 CITY CLERK

John R. Heath
PRESIDENT, City Council

38
39
40 APPROVED by me this _____ day of _____, 2016

41
42
43 _____
44 Jacob R. Day
45 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Julia Glanz
From: Theo Williams
Subject: Mayor Enter into MoU for Drug Court Grant
Date: March 29, 2016

In order to apply for the DOJ's FY16 Adult Drug Court Discretionary Grant Program, the applicant (the City of Salisbury) and "key drug court team members" must enter into a MoU specific to the proposed grant. The members of the MoU are:

The City of Salisbury, MD;
The Circuit Court of Wicomico County;
The Wicomico County State's Attorney's Office;
The Maryland Office of the Public Defender;
The Division of Parole and Probation of the Maryland
Department of Public Safety and Correctional Services;
The Wicomico County Health Department;
AND
Telamon Corporation.

The proposed grant application will support a number of new enhancements to the Wicomico Circuit Court Drug Court, including transitional housing stipends, workforce development training, eligible participant risk assessment software, electronic monitoring stipends, a random call-in system, graduation incentives, and SPD OT for home visits. In total, this grant will amount to \$300,000 to be spent over three years. The Maryland Office of Problem Solving Courts had previously received funding to support enhancements to local drug courts, including Wicomico's. Part of these funds were to support SPD OT for home visits. During the grant period (FY12-FY14), SPD had between 18k and 20k for OT. Currently, those funds have dropped off to 6k. This grant will increase the amount available to the FY12-FY14 levels of

funding. As a federal grant, we will also receive administrative cost reimbursements to cover the grants specialists' salary. I would be happy to answer any questions that council may have, via e-mail or otherwise. Additionally, Lindsay Tayman, the Drug Court Coordinator, and myself will be available to answer questions at the council legislative session on 4/11/15.

1 RESOLUTION NO. 2621

2 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE
3 MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH
4 CERTAIN PARTIES TO APPLY FOR THE DEPARTMENT OF JUSTICE’S FY16 ADULT
5 DRUG COURT GRANT PROGRAM.

6
7 WHEREAS, the City of Salisbury (the city) desires to reduce the level of substance use in
8 its community and reduce recidivism rates; and

9
10 WHEREAS, the Wicomico County Adult Drug Treatment Court (the court) accomplishes
11 both of these objectives; and

12
13 WHEREAS, the Department of Justice’s Bureau of Justice Assistance (BJA) has solicited
14 application for the FY16 Adult Drug Court Discretionary Grant Program; and

15
16 WHEREAS, the city is interested in increasing the amount overtime pay available to
17 police officers to conduct home visits for participants in the court; and

18
19 WHEREAS, the court is interested in enhancing its capabilities to support participants
20 through their term with the court; and

21
22 WHEREAS, these enhancements shall include transitional housing stipends, workforce
23 development training, risk-assessment software; and

24
25 WHEREAS, the aforementioned grant program offers up to \$300,000 to expend over
26 three years for these purposes; and

27
28 WHEREAS, the grant application requires the lead applicant and other specific entities to
29 enter into a MoU before submitting the application; and

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

33
34 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,
35 Maryland authorizes the Mayor to sign the attached MOU, approves the expenditure as laid out
36 in the MoU, and supports the City of Salisbury’s application to the BJA.

37
38 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
39 Council of the City of Salisbury, Maryland held on the 11nd day of April, 2016 and is to be
40 effectively immediately upon adoption.

43 ATTEST:

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45 _____

46 Kimberly R. Nichols, City Clerk

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48

John R. Heath, President
Salisbury City Council

49 APPROVED BY ME THIS _____ day of _____, 2016

50

51 _____

52 Jacob R. Day, Mayor

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

A Memorandum of Understanding

Among

The City of Salisbury, MD;
The Circuit Court of Wicomico County;
The Wicomico County State's Attorney's Office;
The Maryland Office of the Public Defender;
The Division of Parole and Probation of the Maryland
Department of Public Safety and Correctional Services;
The Wicomico County Health Department;
AND
Telamon Corporation.

This Memorandum of Understanding (MoU), is made this 11th day of April, 2016 by and between the City of Salisbury, Maryland, a municipal corporation of the State of Maryland (the city); the Circuit Court of Wicomico County (the court), located at 101 N. Division St., Salisbury, MD 21801; the Wicomico County State's Attorney's Office, located at 309 E Main St., Salisbury, MD 21801; the Maryland Office of the Public Defender, with its principle office at 6 Saint Paul St., Suite 1400, Baltimore, MD 21202; the Division of Parole and Probation of the Maryland Department of Public Safety and Correctional Services, with its principal office at 6776 Reisterstown Road, Baltimore, MD 21215, and Telamon Corporation, a non-profit agency with its principal office address of PO Box 33315, Raleigh, North Carolina 27606; (the parties);

WHEREAS, the above referenced agencies have come together to collaborate and to make an application for the US Department of Justice (DOJ) Bureau of Justice Assistance's (BJA) FY16 Adult Drug Court Discretionary Grant program (the grant); and

WHEREAS, the entities listed above 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 BJA on or before April 19th, 2016; and

WHEREAS, the parties, absent Telamon Corporation, and along with the Wicomico County Department of Corrections, the Wicomico County Sheriff, the City of Fruitland Police Department, the Town of Delmar Police Department, and the Salisbury Barrack of the Maryland State Police, entered into a MoU to create the Wicomico County Adult Drug Treatment Court on September 23, 2005; and it has been amended and updated several times since.

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

(I) Application

The City of Salisbury shall act as lead applicant for the grant, and if awarded funds, act as the fiscal agent for this program. As such, the city shall be responsible for compliance with and to the requirements of 2 CFR 200, 28 CFR 66, and any other applicable rules, regulations, or laws, be they federal, state, or local. The city shall be primarily responsible for reporting through the BJA's Performance Measurement Tool (PMT), OJP's Grants Management System (GMS), and any other reporting requirements that DOJ outlines.

The Circuit Court of Wicomico County shall assist the City of Salisbury in applying for the grant and shall offer any and all assistance as required by the city in order to complete the grant application. Should funds be awarded to the city, the court shall be a sub-recipient of funds from the city and its relationship shall be governed by 2 CFR §§ 200.330, 200.331, 200.332 and any other applicable rules, regulations, or laws. The court shall be responsible for any reporting requirements that are laid out in the sub-recipient agreement with the city, which shall be entered into upon the city receiving the award.

Telamon Corporation shall assist the City of Salisbury in applying for the grant and shall offer any and all assistance as required by the city in order to complete the grant application. Should funds be awarded to the city, in order to ensure participant confidentiality and streamline communication between Telamon and the court, Telamon Corporation shall be a sub-recipient of the court. This relationship shall be governed by any agreement entered into between Telamon and the court, should they decided to do so, upon the city receiving the award. The city will ensure Telamon is abiding by all applicable rules, regulations, and laws.

The other parties to this agreement will have no responsibilities for the application process and shall not be receiving any funds from the grant and thus will not act as sub-recipients, contractors, or subcontractors for the purposes of 2 CFR 200.

(II) Awarding of Funds

Should the City of Salisbury receive an award notice, or non-award notice, from the BJA, the city shall let the parties to this agreement know, in a reasonable time, that such a notice has arrived. Should the city be awarded funds from the grant, the city shall enter into a grant agreement with BJA for the purposes of this program. Other agreements, as laid out in (I) shall be entered into after the grant agreement with BJA has been fully executed. Regardless of when the city enters into further agreements with the other parties, the grant period will begin on the date determined by the BJA in the grant agreement.

(III) Roles, Responsibilities, and Duties

Contingent upon receiving an award of funding, the parties agree to the following:

The City of Salisbury shall be responsible for the management of the grant as laid out in (I) and shall provide police officers to conduct home visits to the residences of the participants of the Wicomico Adult

Drug Court. As the city has not allocated, nor has ever allocated, funding for such visits, nor is this part of the duties of its police officers, these visits shall be offered to police officers as overtime, to be paid for through the award.

The Circuit Court of Wicomico County shall be responsible for implementing all of the enhancements specified in the program narrative, excluding law enforcement home visits and workforce development training. For any enhancements that the court does not implement itself, the court shall contract out to a third-party. The process for choosing a third-party shall occur according to competitive procurement standards. The relationship between the court and the third-party shall be that of a sub-contractor and they shall abide by the standards laid out in Appendix II of 2 CFR 200 and any other applicable rules, regulations, or laws.

Telamon Corporation shall provide workforce development training through its Food and Service Training and other programs as needed. In order to ensure that the participants in the Wicomico Adult Drug Treatment Court are receiving training specific to their needs and their capabilities, and to ensure their privacy and confidentiality, Telamon shall be a sub-recipient of the court.

The remaining four (4) parties to this agreement shall provide services as laid out in the MoU entered into on September 23rd, 2005, which created the Wicomico Adult Drug Treatment Court. The aforementioned MoU, and the roles, responsibilities, and duties contained therein, are incorporated into this MoU by reference. These four parties acknowledge that the proposed enhancements are projected to increase, but not exceed, the court's case load to its full capacity of fifty (50) participants.

(IV) Timeline

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

(V) Commitment to Partnership

- 1) The collaboration service area includes the City of Salisbury and Wicomico County.
- 2) Compensation for non-lead partners' contribution to this project will be provided as outlined in the attached budget detail worksheet.
- 3) We, the undersigned have read and agree with this MoU. Further, we have reviewed the proposed project and approve it.
- 4) The city reserves the right to terminate or amend this MoU, with or without cause, upon providing all parties with thirty (30) days written notice. All other parties to this agreement shall have the same right.

(VI) Non-Supplanting of Funds

All parties to this MoU affirm that no funds awarded by the BJA shall supplant non-federal funds.

(VII) Governing Law

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

(VIII) Waiver

The failure of any 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 parties 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 parties 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.

Jacob R. Day, Mayor
City of Salisbury, Maryland

Date

The Honorable Kathleen L. Beckstead, Administrative Judge
Wicomico County Circuit Court

Date

The Honorable Leah J. Seaton, Associate Judge

Date

Wicomico County Circuit Court

Melissa Johnson, Court Administrator
Wicomico County Circuit Court

Date

Lindsay Tayman, Drug Court Coordinator
Wicomico County Circuit Court

Date

Matthew A. Maciarelo, State's Attorney
Wicomico County State's Attorney's Office

Date

Paul B. DeWolfe, Public Defender for the
State of Maryland

Date

?, Acting Director of the Division of Parole and Probation
Maryland Department of Public Safety and Correctional Services

Date

Lori Brewster, Health Officer
Wicomico County Health Department

Date

Jennifer Shahan, Maryland Director
Telamon Corporation

Date

INTER

OFFICE**MEMO**

Office of the Mayor

To: City Council
From: Laura Kordzikowski
Subject: Enterprise Zone Eligibility – Quality Linen Service– 1751 Westwood Drive
Date: March 21, 2016

Attached is a copy of the application requesting Enterprise Zone designation for Quality Linen Service from Richard Smith. I have reviewed this application and, to the best of my knowledge, this establishment meets all of the qualifications to be so designated. This property is located within the boundaries of the City's Enterprise Zone, and this company has invested more than \$50,000 in the property and/or has hired two or more full time employees since locating in the Enterprise Zone.

I recommend that the City Council adopt the attached resolution designating Quality Linen Service located at 1751 Westwood Drive, eligible to receive the benefits of the Enterprise Zone.

As a reminder, companies that are declared eligible for enterprise zone benefits are able to receive both income tax and property tax benefits for ten years. The purpose of this program is to encourage industries to locate in areas identified as enterprise zones and to reinvest in such properties.

cc: Mayor Day
Tom Stevenson
Kim Nichols

Attachments



City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

P.O. BOX 870

125 NORTH DIVISION STREET, ROOMS 203 & 201

SALISBURY, MARYLAND 21803-4860

410-548-4860

FAX: 410-548-4955



JACOB R. DAY
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

BOB CULVER
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

March 21, 2016

TO: Laura Kordzikowski

FROM: John F. Lenox, AICP, Director of Planning & Zoning 

SUBJECT: Quality Linen Service – 1751 Westwood Drive

At your request, this department has reviewed the Quality Linen Service request for Enterprise Zone designation. The subject site is located on County Tax Map #28, Parcel #263, Lot #2E on the easterly side of Westwood Drive, in Westwood Commerce Park Planned Development District #2.

The Westwood Commerce Park Planned Development District #2 permits uses permitted inherently and by special exception in the Light Industrial District of the Salisbury Municipal Code. Therefore, laundry and linen services, wholesale merchandising and warehousing, offices and office buildings, and a variety of manufacturing and assembly operations are permitted uses in the district.

Tax map and Planning Office records indicate this site contains 2.38 acres of land, which exceeds the 1.5 acre minimum lot area required by the Code for sites in Westwood Commerce Park.

If any additional information is needed, please do not hesitate to call.

Department of Public Works

Inter Office Memorandum

To: Mike Moulds, Director of Public Works
From: Rick Baldwin
Subject: Enterprise Zone Qualifications – Fisher Architecture
Date: March 16, 2016

Review of Public Works criteria for Enterprise Zone designation of Quality Linen Services located at 1751 Westwood Drive, Salisbury, Maryland.

- Quality Linen Services located at 1751 Westwood Drive is currently in compliance with the City's sewer use requirements specifically Chapter 13.12 of the City of Salisbury Code of Ordinances. In addition Quality Linen Services has an approved site plan in compliance with City sewer use requirements for their proposed construction.
- Quality Linen Services located at 1751 Westwood Drive is in compliance with state and local storm water management codes and regulations for the date built. In addition Quality Linen Services has an approved site plan in compliance with state and local storm water management codes and regulations for their proposed construction.

Laura Kordzikowski

From: Connie Klaverweiden
Sent: Wednesday, March 16, 2016 3:54 PM
To: Laura Kordzikowski
Cc: Keith Cordrey
Subject: FW: Enterprise Zone Qualifications - Quality Linen Service
Attachments: 20160314133221.pdf

Laura,

This business (QLS LLC) is up to date on all taxes.

Connie Klaverweiden
Revenue Clerk II
Department of Internal Services/ Finance Division
City of Salisbury
125 N. Division Street, Room 103
Salisbury, MD 21801
410-548-3110



www.salisbury.md

From: Keith Cordrey
Sent: Monday, March 14, 2016 1:31 PM
To: Connie Klaverweiden
Cc: Laura Kordzikowski
Subject: RE: Enterprise Zone Qualifications - Quality Linen Service

Connie please use this application vs. the one emailed earlier since a couple of pages did not scan in the previous.

From: Keith Cordrey
Sent: Monday, March 14, 2016 1:31 PM
To: Connie Klaverweiden
Cc: Laura Kordzikowski
Subject: Enterprise Zone Qualifications - Quality Linen Service

Please respond to Laura's inquiry attached.

Keith Cordrey
Director of Internal Services

City of Salisbury
125 N. Division St. Room 103
Salisbury, MD 21801
410-334-3028



www.salisbury.md

INTER

OFFICE

MEMO

Office of Business Development

To: Mike Moulds, Jack Lenox, Bill Holland, and Keith Cordrey
From: Laura Kordzikowski
Subject: Enterprise Zone Qualifications – Quality Linen Service
Date: March 11, 2016

I have received a request from Quality Linen Service located at 1751 Westwood Drive, that they be deemed qualified to receive Enterprise Zone benefits. In order to receive such designation, it is necessary that they meet certain criteria. I am requesting that your departments help me in processing their application by helping me to determine if they meet the necessary criteria.

Public Works

Does this business meet the limitations of the City's Sewer Use Ordinance?

Does this business meet State and local storm water management codes and regulations?

Planning & Zoning

Does this business meet the zoning code?

Does this business comply with subdivision regulations?

Building, Permits & Inspections

Does this business meet the building code (or did it at the time of construction)? **YES**

Does this business meet all permit requirements? **YES**

Finance

Is this business up to date on their taxes?

Please answer the questions above under the heading for your department and return to my office by 3/18/2016. Your assistance is appreciated. If you have any questions, please let me know.

cc: Mayor Day

City of Salisbury

JACOB DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR



MARYLAND

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3100
Fax: 410-548-3102

March 11, 2016

Mr. Richard Smith
Quality Linen Service
1751 Westwood Drive
Salisbury MD 21801

Dear Richard Smith:

I have received your request for enterprise zone designation for Quality Linen Service located at 1751 Westwood Drive, Salisbury MD. I will begin processing this request immediately. I will be back in touch if I need further information, and to let you know when this matter will be brought before the City Council and the County Council for approval.

If you have any questions in the meantime, please let me know. My phone number is 410-677-1915.

On behalf of the Mayor and the City Council, I would like to express our appreciation for your interest in investing in our community.

Very truly yours,

A handwritten signature in black ink, appearing to read "Laura Kordzikowski".

Laura Kordzikowski
Business Development Specialist – City of Salisbury

cc: Mayor Day



City of Salisbury Enterprise Zone Program Information And Qualification Application

Application

Applying For:

Income Tax Credit Real Property Tax Credit Both

General Information

Today's Date: 3-08-16

Name of Firm: QLS LLC

Contact Person: RICHARD SMITH

Title: PRESIDENT

Mailing Address: 1751 WESTWOOD DR
SALISBURY MD 21801

Street Address (if different):

Telephone Number: 443-783-7267

E-Mail Address: dickyja@aol.com

Property Information

Address of Property for Which Enterprise Benefits are sought:
1751 WESTWOOD DR
SALISBURY MD 21801

Property Tax # (10 digit - if available): _____

Name of Property Owner: QLS LLC

Address of Property Owner: 1751 WESTWOOD DR SALISBURY MD 21801

Approximate Size of Property: 2.38 Acres

Approximate Size of Existing Building: 10,000 Square Feet

Current Base Assessment Price: \$ 640,700

Information on Applicant Business

Is Company Located in Enterprise Zone now: Yes No

Is Company relocating from another place?: Yes No

If yes, where was previous location?: _____

Is Company a new, start up business?: Yes No

Headquarters location: 1751 WESTWOOD DR SALISBURY MD 21801

Submit Application to:
Business Development Specialist - City of Salisbury
125 North Division Street, Room 104
Salisbury, MD 21801
410-677-1915 | info@citylivingsalisbury.com



**City of Salisbury
Enterprise Zone Program Information And Qualification Application**

Describe the Company's primary and secondary products or services that are, or will be, produced at the facility in the Enterprise Zone:

COMMERCIAL LAUNDRY

Business NAICS Code (if available): 812332

Proposed Project – Real Property Tax Credit

Proposed Project Is: New Construction Rehabilitation

Project Starting Date: 1-15-16

Anticipated Completion Date: 5-15-16

Description of Project:

ENLARGE PRODUCTION FACILITY FROM APPROXIMATELY 10,000 SQ FT TO APPROXIMATELY 30,000 SQ FT

Cost of Project: \$ > \$1,000,000

Proposed Project – State Income Tax Credit

Current Number of Employees in the Zone:

Total: _____ Full Time: _____ Part Time: _____

New Jobs Created in the Zone:

Total: _____ Full Time: _____ Part Time: _____

Creation Date: _____

Hourly Wage for Typical New Job (without benefits): \$ _____/hour

Additional Cost of Benefits Provided (Per New Employee): \$ _____/hour

Please include a list of all hired employees, the date of hire, how many hours a week they work, and what their wages are.

Signatures

Signature of Person Completing This Form: 

Typed Name: RICHARD SMITH

Title: PRESIDENT

Date: 3-08-16

How did you hear about this opportunity:

DAVE RYAN - EXECUTIVE DIRECTOR
SALISBURY - WICOMED ECONOMIC DEVELOPMENT

Submit Application to:
Business Development Specialist – City of Salisbury
125 North Division Street, Room 104
Salisbury, MD 21801
410-677-1915 | info@citylivingsalisbury.com

City of Salisbury

JACOB DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR



MARYLAND

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3100
Fax: 410-548-3102

March 11, 2016

Mr. Richard Smith
Quality Linen Service
1751 Westwood Drive
Salisbury MD 21801

Dear Richard Smith:

I have received your request for enterprise zone designation for Quality Linen Service located at 1751 Westwood Drive, Salisbury MD. I will begin processing this request immediately. I will be back in touch if I need further information, and to let you know when this matter will be brought before the City Council and the County Council for approval.

If you have any questions in the meantime, please let me know. My phone number is 410-677-1915.

On behalf of the Mayor and the City Council, I would like to express our appreciation for your interest in investing in our community.

Very truly yours,

Laura Kordzikowski
Business Development Specialist – City of Salisbury

cc: Mayor Day

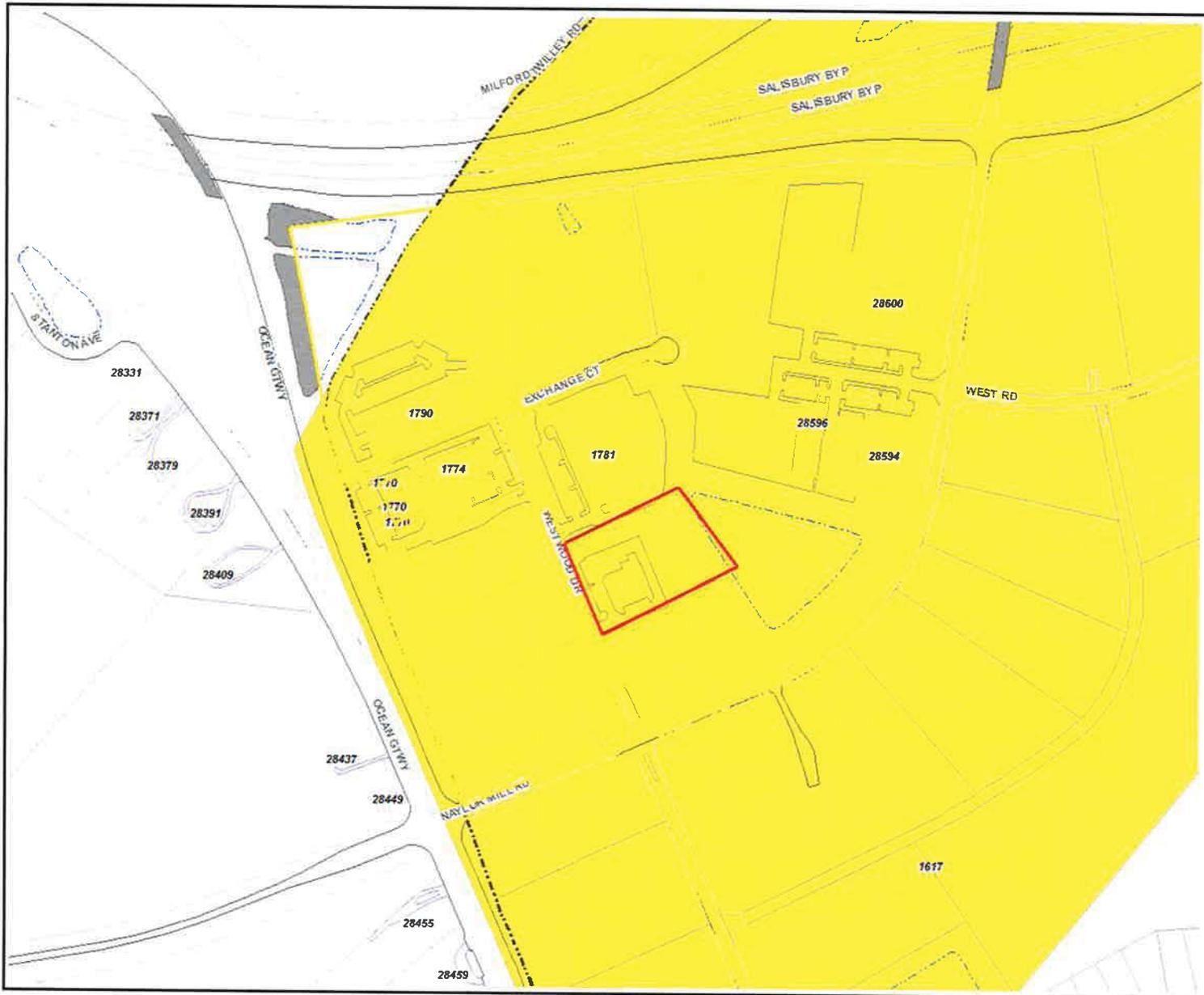
Real Property Data Search (w4)

Guide to searching the database 

Search Result for WICOMICO COUNTY

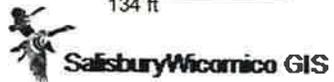
View Map	View GroundRent Redemption	View GroundRent Registration								
Account Identifier: District - 09 Account Number - 094725										
Owner Information										
Owner Name:	QLS LLC	Use: COMMERCIAL Principal Residence: NO								
Mailing Address:	1751 WESTWOOD DR SALISBURY MD 21801-	Deed Reference: /03794/ 00272								
Location & Structure Information										
Premises Address:	1751 WESTWOOD DR SALISBURY 21801-0000	Legal Description: BL E LOT 2-2.38 AC 1751 WESTWOOD DR WESTWOOD COMMERCE PARK								
Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	
0028	0018	0263		0000	1A	E	2	2015	Plat Ref: 0014/0804	
Special Tax Areas:			Town: SALISBURY							
			Ad Valorem:							
			Tax Class:							
Primary Structure Built	Above Grade Enclosed Area	Finished Basement Area	Property Land Area	County Use						
2011	9,505 SF		2.3800 AC	000000						
Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation				
		LIGHT MANUFACTURING	METAL							
Value Information										
		Base Value	Value As of 01/01/2015	Phase-in Assessments						
				As of 07/01/2015	As of 07/01/2016					
Land:		285,200	315,200							
Improvements		352,800	325,500							
Total:		638,000	640,700	638,900	639,800					
Preferential Land:		0			0					
Transfer Information										
Seller: WINDSOR DEVELOPMENT L L C			Date: 01/05/2015			Price: \$1,025,000				
Type: ARMS LENGTH IMPROVED			Deed1: /03794/ 00272			Deed2:				
Seller: WESTWOOD DEVELOPMENT LLC			Date: 08/14/2008			Price: \$293,700				
Type: ARMS LENGTH VACANT			Deed1: /02959/ 00185			Deed2:				
Seller:			Date:			Price:				
Type:			Deed1:			Deed2:				
Exemption Information										
Partial Exempt Assessments:		Class	07/01/2015	07/01/2016						
County:		000	0.00							
State:		000	0.00							
Municipal:		000	0.00 0.00	0.00 0.00						
Tax Exempt:			Special Tax Recapture:							
Exempt Class:			NONE							
Homestead Application Information										
Homestead Application Status: No Application										

CITY OF SALISBURY



- Streams
- Water Bodies
 - DisplayValue
 - 1
 - 2
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 - 4
 - 5
 - 6
 - 7
- Edge of Pavement
- Driveways
 - LAYER
 - X-DRIVEWAY
- Parking
 - LAYER
 - X-CL-PARK
 - X-PARK-PAVED
 - X-PARK-UNPAVED
- Wicomico.SDE.Wicomico_Addresspoints
- Municipal Areas
 - CAD
 - Delmar
 - Fruitland
 - Hebron
 - Mardela
 - Pittsville
 - Salisbury
 - Sharptown
 - Willards
- Railroads
- Bridge
- ROW
- Parcels
 - Salisbury - Wicomico Enterprise Zone
 - Fruitland Enterprise Zone
- Street Centerlines
- Wicomico County Boundary

134 ft



1751 Westwood

RESOLUTION NO. 2622

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND DECLARING THAT Quality Linen Service IS ELIGIBLE TO RECEIVE ENTERPRISE ZONE BENEFITS FOR PROPERTY LOCATED AT 1751 Westwood Drive, SALISBURY MD.

WHEREAS the City of Salisbury, Maryland and Wicomico County created an Enterprise Zone on June 6, 1983 for the purpose of encouraging economic development of the area encompassed within the boundaries of such zone; and

WHEREAS the Enterprise Zone was created under authority granted by the State of Maryland; and

WHEREAS the State Code permits certain benefits to be extended to businesses that locate or expand in the Enterprise Zone provided that they meet certain standards; and

WHEREAS, the City of Salisbury and Wicomico County have also established certain standards, which must be met in order for a business to be deemed eligible to receive Enterprise Zone benefits; and

WHEREAS, Quality Linen Service meets the standards set forth in the State Code and in local regulations to be eligible to receive Enterprise Zone benefits; and

WHEREAS, Richard Smith, representing Quality Linen Service has requested that the company be designated as eligible for Enterprise Zone benefits because of its investment of more than \$50,000 at their property located in the zone at 1751 Westwood Drive;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that Quality Linen Service be designated as eligible to receive the benefits of the Enterprise Zone effective upon the adoption of this resolution.

The above Resolution was introduced and read and passed at the regular meeting of the Salisbury City Council on the _____ day of _____, 2016.

Kimberly R. Nichols
CITY CLERK

John R. Heath
PRESIDENT, City Council

APPROVED by me this
_____ day of _____ 2016.

Jacob R. Day
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: All City Council Members
From: Tom Stevenson
Subject: Community Outreach and Addiction Team/Youth Substance Use Prevention
Date: March 23, 2016

Attached, please find an ordinance that will have the effect of amending the FY16 General Fund budget. The funds shown within will be used to support the States Attorney's forthcoming Community Outreach and Addiction Team initiative and a Youth Substance Use Prevention project.

C.c. Julia Glanz

ORDINANCE NO. 2380

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR A COMMUNITY OUTREACH ADDICTION TEAM AND YOUTH SUBSTANCE USE PREVENTION INITIATIVE.

WHEREAS, the City desires to facilitate and support the reduction of substance use and

WHEREAS, the City believes that investing in a Community Outreach and Addiction Team will benefit the City; and

WHEREAS, the City has estimated \$35,000 is needed for such a program; and

WHEREAS, the City also has estimated that \$5,000 is needed to fund a youth substance use prevention initiative; and

WHEREAS, the City's FY 2016 budget does not include an appropriation to suitable to fund the \$40,000 required for the aforementioned.

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

- 1) Increase Current Year Surplus (01000-469810) by \$ 40,000
- 1) Increase Police Department by \$40,000

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28 day of March 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



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

MARYLAND

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 3, 2016
Re: Budget Amendment – Fitzwater Lift Station and Paleo Well No. 3

The Public Works Department is requesting consideration for a budget amendment to reallocate the funding source between two projects. The Fitzwater Lift Station Renovation project and Paleo Well No. 3 project have been designed and are at the stage to be advertised for construction bids. The FY15 Budget Ordinance No. 2287 noted that these two projects would be funded as follows:

Paleo Well No. 3:

Existing Bonds \$1,950,000 – FY12 GOB transfer from N. Division St Sewer
Funds on Hand \$900,000 – Lawsuit Proceeds
Total \$2,850,000

Fitzwater Lift Station:

Funds on Hand \$2,810,000 – Lawsuit Proceeds
Total \$2,810,000

The Finance Director and Public Works staff discussed the funding reallocation with bond counsel. Since the Fitzwater Lift Station project is already part of the FY 12 GOB and the Paleo Well No. 3 project is not part of the FY12 GOB, it is recommended to transfer the unused FY12 GOB funds from the North Division Street sewer project to the Fitzwater Lift Station project. The equivalent amount of lawsuit proceeds that were allocated to the Fitzwater Lift Station would then be transferred to the Paleo Well No. 3 project. These actions do not require bond amendments since we are not adding a new project to an existing bond pool.

All remaining funds in the North Division Street sewer project would be transferred to Fitzwater Lift Station since this is a multi-phased project. The budget amendment ordinance to perform these actions is attached. The proposed funding with the budget amendment would result in the following:

Paleo Well No. 3:

Funds on Hand \$1,950,000 – Lawsuit Proceeds transfer from Fitzwater PS
Funds on Hand \$900,000 – Lawsuit Proceeds
Total \$2,850,000

Fitzwater Lift Station:

Existing Bonds \$1,950,000 – FY12 GOB transfer from N. Division St Sewer Construction

Existing Bonds \$46,354.92 – FY12 GOB transfer from N. Division St Sewer Engineering

Funds on Hand \$860,000 – Lawsuit Proceeds

Total \$2,856,354.92

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

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ORDINANCE NO. 2381

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2015 WATER AND SEWER CAPITAL PROJECTS BUDGET TO REALLOCATE FUNDING FOR THE FITZWATER STREET LIFT STATION AND PALEO WELL #3 PROJECTS.

WHEREAS, Ordinance No. 2287 identified the funding sources for Capital Project Appropriations in the City's FY 2015 budget; and

WHEREAS, the funding source for a portion of the Paleo Well #3 project was identified as existing bonds; and

WHEREAS, the Paleo Well #3 project is not a named project in the bond pool and the Fitzwater Lift Station project is a named project in the bond pool; and

WHEREAS, at the advice of bond counsel, the Finance Director and Public Works Director recommend reallocating the funding sources such that the Paleo Well #3 project does not need to be added to the bond pool.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2015 Water and Sewer Capital Projects Budget be and hereby is amended as follows:

- 1) Decrease N Division Sewer Construction by \$1,950,000.00(96112-513026-55012)
- 2) Decrease N Division Sewer Engineering by \$46,354.92 (96112-513020-55012)
- 3) Increase Fitzwater PS Construction by \$1,686,354.92 (96112-513026-55011)
- 4) Increase Fitzwater PS Engineering by \$310,000.00 (96112-513020-55011)
- 5) Decrease Fitzwater PS Construction by \$1,950,000.00 (97010-513026-55011)
- 6) Increase Paleo Well No 3 Construction by \$1,950,000.00(97010-513026-49040)

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28 day of March 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

Jack Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2016.

1 Jacob Day, Mayor



JACOB R. DAY
MAYOR
TOM STEVENSON
CITY ADMINISTRATOR

MARYLAND

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

BARBARA DUNCAN
CHIEF OF POLICE

January 4, 2016

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

The members of the Salisbury Police Department are required to complete firearms training and officer recertification yearly. The ammunition utilized during the training has brass casings which are collected and stored. When the storage bins are full the officers transport the brass casings to Delmarva Recycling Inc., and they pay us the fair market value for the brass.

The monies collected for the brass casings are forwarded to the City and deposited in the General Fund. I am requesting a Budget Amendment to recognize that this revenue has been received by the City and to increase the Police Department budget (Small tools Acct: 21021-546009) in the same amount to purchase service weapons for new officers.

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

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

David Meienschein
Assistant Chief of Police

ORDINANCE NO. 2382

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY16 GENERAL FUND BUDGET TO APPROPRIATE THE FUNDS RECEIVED FROM THE RECOVERY AND RECYCLING OF BRASS SHELL CASINGS AT THE SALISBURY POLICE RANGE TO PURCHASE SERVICE WEAPONS.

WHEREAS, members of the Salisbury Police Department have retrieved, stored and recycled the brass shell casings from all firearms training at the Salisbury Police Range; and

WHEREAS, the recycling of these brass shell casings through Delmarva Recycling, Inc. has produced a monetary return for the efforts put forth; and

WHEREAS, Delmarva Recycling, Inc. has paid the City \$1,269.60 which was placed in the General Fund; and

WHEREAS, the Salisbury Police Department has use for the funds received from the recycled brass shell casings in the Small Tools Account (21021-546009) which is used, in part, to purchase service weapons for new police officers.

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

- 1) Increase General Fund Revenue (Delmarva Recycling Account) by \$1,269.60
- 2) Increase the Police Department budget by \$1,269.60

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28 day of March 16, 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



*From the Office
of the
Fire Chief*

To: Tom Stevenson, City Administrator

Date: 10 March 2016

A handwritten signature in blue ink, appearing to be "R. Hoppes", written over the "From:" field.

From: Richard A. Hoppes, Chief of the Department

Subject: Utilities Easement Request for Fire Station # 2

The Salisbury Fire Department is working with Delmarva Power to bury the electric service feed into the new Fire Station # 2 project. This is a request for a new easement for the now combined land parcels where the new fire station is being constructed.

Delmarva Power prepared the attached Utility Easement Agreement. The agreement has been reviewed by the City's legal department and follows language previously used for easement agreements from other City owned projects. The agreement allows Delmarva Power to install and maintain the electric equipment that will be buried underground and running through the property.

Unless you or the Mayor have further questions, please forward a copy of this memo, the ordinance, and the Utility Easement Agreement to the City Council for their consideration.

Attachments: Utilities Easement Ordinance_Fire Station 2
City Salisbury UEA - Brown Street Firehouse
Utilities Easement_ Exhibit A

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

Tax Parcel No.: 1418, Map 0104
Wicomico County, Md.

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

UTILITY EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT, made this _____ day of _____, 2016, between THE CITY OF SALISBURY, a Municipal Corporation of the State of Maryland, (“Grantor”) and DELMARVA POWER & LIGHT COMPANY, a corporation of the State of Delaware and the Commonwealth of Virginia (“Delmarva”),

WITNESSETH:

WHEREAS, Grantor is the owner of land located in the State of Maryland, the County of Wicomico, which land abuts on Brown Street, Salisbury, and is recorded in the Land Records for Wicomico County, Maryland in Liber 3796, Folio 413, Liber 3796, Folio 425, Liber 3796, Folio 419, Liber 3796, Folio 407, Liber 1205, Folio 841, Liber 3801, Folio 372 and Liber 3801, Folio 377.

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

1. Delmarva shall have the right to install, operate, maintain, add to, extend, relocate and remove its ELECTRIC (X), GAS (_), COMMUNICATION (X), and other appropriate facilities, and accessories and appurtenances thereto to extend Delmarva’s systems and to provide services to Delmarva’s service areas; including any other cables, conduits, fiber optic cables and wires on, over, under and across Grantor’s land which may become necessary to provide such services as shown on Exhibit “A” attached hereto and made a part hereof and designated as a 5,491.17 +/- square feet Easement Area.
2. The facilities installed pursuant to this agreement shall remain the property of Delmarva and all maintenance, repairs and removals of said facilities shall be the responsibility of Delmarva.
3. Delmarva shall have the right to trim, remove, and/or otherwise maintain all trees and underbrush located 15 feet on each side of the centerline of Delmarva’s facilities.
4. Delmarva shall have the rights of ingress, egress and regress to and over Grantor’s land as necessary for the enjoyment of the rights granted herein.

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

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

Name: Lori Van Hoy
Title: Real Estate Representative

AREA INTENTIONALLY LEFT BLANK

WITNESS our hands and seals the day and year aforesaid.

THE CITY OF SALISBURY

WITNESS:

By: _____ (SEAL)

Name: _____

Title: _____

STATE OF COMMONWEALTH OF

)

COUNTY OF

) SS

)

BE IT REMEMBERED, That on the ____ day of _____, 2016, personally came before me, a notary public, the within named Grantor, _____ party(ies) to this indenture and known to me personally to be such, and acknowledged said Agreement to be his/her act of said individual(s) or the act and deed of the corporation or partnership for which he/she signed.

My commission expires: _____

Notary Public

Seal/Stamp Here
Notary

Print Name: _____

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator JG
Subject: Budget Ordinance- Lot 1 & 11 Urban Planning Study
Date: April 4, 2016

Attached please find a budget ordinance approving the City to use \$50,000 of surplus money as a contribution to DEVRECO for services for planning of the design of public infrastructure for Lots 1 & 11. This is funding for our continued support of the redevelopment of Lots 1 & 11.

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

Attachment

ORDINANCE NO. 2384

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR SERVICES REQUIRED IN DEVELOPMENT OF LOTS 1 & 11.

WHEREAS, the City has determined that there is a need to increase development in the downtown area of the City; and

WHEREAS, the City should continue to encourage and work with developers to create additional, quality mixed-use structures incorporating housing, retail and a parking garage; and

WHEREAS, the City entered into a Disposition Contract to sell Lots 1 & 11 to DEVRECO, LLC, with development requirements for the lots; and

WHEREAS, DEVRECO, LLC has requested a financial contribution from the City for an additional urban planning study and redesign for Lots 1 and 11 to best utilize that area for public infrastructure; and

WHEREAS, the City desires to facilitate and support the planning required for the development of Lots 1 and 11; and

WHEREAS, \$50,000 is required as a contribution to services for planning of the design and public infrastructure required in the development of Lots 1 and 11; and

WHEREAS, the City's FY 2016 budget does not include an appropriation for the \$50,000 needed.

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

- 1) Increase Current Surplus Available (01000-469810) by \$50,000
- 2) Increase Planning and Zoning by \$50,000

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ___ day of _____ 2016, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ___ day of _____, 2016.

ATTEST:

Kimberly R. Nichols, City Clerk

John "Jack" R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ___ day of _____, 2016.

1 Jacob R. Day, Mayor