



City of Salisbury



CITY COUNCIL AGENDA

April 25, 2016
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION – Rev. Kevin Wackett, Bethany Lutheran Church

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

6:07 p.m. PRESENTATIONS

- Community Organization – Art Institute & Gallery – presented by Executive Director Alison Grice
- 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 21, 2016** Work Session minutes
- **Resolution No. 2623** – approving the appointment of Rose MacGregor to the Sustainability Advisory Committee-Green Team
- **Resolution No. 2624** – approving the appointment of Charles Simms to the Sustainability Advisory Committee-Green Team
- **Resolution No. 2625** – approving the reappointment of Lynn Cathcart to the Board of Zoning Appeals
- **Resolution No. 2626** – authorizing the Police Department to accept possession of a light armored tactical vehicle valued at approximately \$10,000.00 from the Defense Reutilization Marketing Office, 1033 DRMO Program
- **Resolution No. 2627** – accepting a donation from Life Scout Richard Duncan, Boy Scout Troop #185 of St. Frances de Sales, to construct mile marker posts in the City Park
- **Resolution No. 2628** – authorizing the Mayor to enter into a contract with the Governor’s Office of Crime Control and Prevention for the purpose of expending Grant Funds in the amount of \$88,458.00
- **Resolution No. 2629** – authorizing the Mayor to enter into a contract with various private foundations for the purpose of expending Grant Funds in the amount of \$23,000

6:32 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller

- **Change Order #4** - RFP 04-11 Engineering Services for Fitzwater Street Lift Station

- 6:37 p.m. RESOLUTIONS – City Administrator Tom Stevenson
- **Resolution No. 2630** - approving the City’s Action Plan for Community Development Block Grant (CDBG) Funds for CDBG Program Year 2016 and to authorize the Mayor’s signature thereto
- 6:45 p.m. ORDINANCES – City Attorney Mark Tilghman
- **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
 - **Ordinance No. 2385** – 1st reading - appropriating the necessary funds for the operation of the government and administration of the City of Salisbury, Maryland for the period July 1, 2016 to June 30, 2017, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
 - **Ordinance No. 2386*** – 1st reading *-to amend Water and Sewer rates to increase rates by 2% and making said changes effective for all bills dated October 1, 2016 and thereafter unless and until subsequently revised or changed.*
- 7:05 p.m. PUBLIC COMMENTS
- 7:10 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 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 May 9, 2016 Meeting

- Resolution No.____ - Accepting a Grant to Design the Fitzwater Bike Route
- Resolution No.____ - Accepting a Grant for Marina Pump Out Replacements
- Ordinance No. 2385 – 2nd reading - appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2016 to June 30, 2017, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
- Ordinance No. 2386 – 2nd reading - to amend Water and Sewer Rates to decrease sewer only rates and making said changes effective for all bills dated October 1, 2016 and thereafter unless and until subsequently revised or changed

1 CITY OF SALISBURY
2 WORK SESSION
3 March 21, 2016
4

5 Public Officials Present
6

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

7
8 In Attendance
9

10 City Clerk Kimberly R. Nichols, City Attorney Mark Tilghman, City Administrator Tom
11 Stevenson, Assistant City Administrator Julia Glanz, Grants Specialist Theo Williams, Police
12 Chief Barbara Duncan, Fire Chief Rick Hoppes, interested citizens and members of the press.
13 -----

14 On March 21, 2016, Salisbury City Council convened in Work Session at 4:32 p.m. in Room
15 #301 (Council Chambers) of the Government Office Building. The following is a synopsis of
16 the topics discussed in the Work Session:
17

18 **CareFirst HealthCheck presentation**
19

20 CareFirst BlueCross BlueShield (CFBCBS) Account Executive Jean Sewell and Director of
21 State Municipal Business Accounts Mary Penzik joined Council discuss the insurance policy.
22

23 Ms. Penzik reported on CFBCBS’s recent changes in approaching healthcare. The primary care
24 providers’ (PCP) scopes of responsibility have expanded and PCPs now have technological and
25 nurse assistance. This has helped PCPs manage their patients’ care better and control costs. Since
26 inception of the program, CareFirst has realized a 19% reduction in number of hospital
27 admissions and 20% reduction in re-admissions, and 15% fewer days spend in the hospital.
28

29 Below is a summary of Ms. Sewell’s discussion of the City of Salisbury’s health care overview:
30

- 31 • The cost of all claims by the City is currently \$3.7 million, last year \$3.6 million and the
- 32 prior year about \$3.3 million. The City’s costs increased 3.6%, a very good percentage.
- 33 • Total Pharmacy (TP) is \$1.07 million, and out of the \$3.7 million in total costs, almost
- 34 1/3 was related to drugs (pharmacy). This comparison for the prior period shows a 14%
- 35 increase, which is very low compared to other groups because pharmacy is providing
- 36 life-sustaining drugs. For the first time, this year’s TP outpaced Admissions.
- 37 • Total Medical decreased this past year by 1.4% from last year.
- 38 • Pharmacy is now about 30% of total healthcare costs.
- 39 • Last year saw an onslaught of specialty medication that came on the market.
40

41 Ms. Sewell reported the most recent Average Illness Burden Score (AIBS) was .79, with last
42 year at .84. She contributed the City’s successes to the City’s work to promote health awareness,

43 the Wellness Newsletter, people being encouraged to exercise, diet and participate in the
44 Wellness Programs. She stated the City's number is significantly lower than most all other
45 municipalities. Mr. Ireton was concerned that the City continues to reduce the AIBS but the cost
46 does not go down; they have leveled off, but he asked when they would be reduced. Ms. Sewell
47 did not think they would be reduced. She reported 205 employees do not show as having a PCP
48 and emphasized all should have one; however, emergency room use decreased by 24 visits
49 resulting in \$17,000 savings, which she contributed directly to employee education.

50
51 Vice President Mitchell asked about bariatric surgery and Ms. Sewell stated the benefit requires
52 the entire consortium to sign up (Mrs. Mitchell stated she had been informed otherwise). Ms.
53 Sewell would look into the matter. Mrs. Mitchell discussed the standard language change around
54 substance use disorders and asked about the network provider for mental health and substance
55 use disorders to ensure City employees have a sufficient network. She requested a list of the
56 providers listed on the website and when their last contract was signed, as most of them do not
57 participate now in BCBS. She inquired about parity for mental health and substance use, how
58 reimbursement rates for in-patient stay was handled, limitations on number of days, fail first on
59 outpatient before being authorized for inpatient, etc. Ms. Sewell would report back.

60
61 Mr. Stevenson reported on the opportunities for employees to attend disease management/
62 preventive classes during City hours. The City received \$560,000 rebate for savings last year and
63 there will not be a healthcare rate increase this year.

64
65 The presentation was for Council's information only.

66
67 **Authorizing the Mayor to Expend Emergency Solutions Grant (ESG)**

68
69 Community Development Grants Specialist Theo Williams explained both the ESG and JAG are
70 annual appropriations. The City receives an annual allocation of state and federal funds to help
71 combat homelessness through the ESG program administered by the MD Department of Housing
72 and Community Development. The allocation this year represents an 8% decrease from last year
73 as a result of a slight decrease in our homeless numbers between FY13 and FY14.

74
75 Mr. Williams reported the funds are received on behalf of three homeless service agencies:
76 Diakonia, Samaritan Ministries, and Village of Hope. The awarded \$121,102 was distributed as
77 follows: Diakonia: \$71,885; Samaritan Ministries: \$25,555; Village of Hope: \$23,662.

78
79 Council reached unanimous consensus to advance the ESG to legislative agenda.

80
81 **Funds and Accepting Funds from Dept. of Justice's Edward Byrne Memorial Justice**
82 **Assistance Grant (JAG)**

83
84 The Police Department applies for and receives annual grant funding from JAG used for SPD's
85 various technological needs. This year \$27,871 was received, representing an 18% decrease in
86 funding from the previous year, as a result of a drop in crime numbers. The Police Department
87 will use the funds to purchase asset management software for their Procurement Division and

88 Quartermaster's Office, install large monitoring screens and camera controllers for the upgraded
89 video recording system, and replace old, obsolete computers, accessories, and software.

90

91 Council reached unanimous consensus to advance the JAG to legislative agenda.

92

93 **Council Authorizing Mayor's Grant Expenditures**

94

95 Mr. Williams reported the grants approval process takes 2-3 months which forces the SPD to
96 expend funds out of other accounts, sometimes causing accounting problems. Many grants,
97 particularly Police Department grants, cannot afford to wait before expending funds and are
98 forced to expend funds out of their internal accounts or past-year grant accounts. After the grant
99 expenditure is authorized by council and the project account is created, those funds are
100 transferred into the new account. The obstacle is the resolution authorizing the expenditure.

101

102 He proposed the following ways to speed up the process:

103

- 104 • Schedule C added to budget listing grants to be authorized during the year.
- 105 • The schedule will only serve as support as authorized by council when an award
106 letter is received.
- 107 • When the award letter is received the grant account be set up with appropriations.
- 108 • For grants not on Schedule C, a resolution will be placed on the consent agenda.

109

110 Mayor Day suggested that Finance include metrics information on the grants. Mr. Williams said
111 he and Mr. Cordrey had discussed creating a *Financial Health of the Grant Fund* report.

112

113 Council reached consensus to the process recommended by Mr. Williams.

114

115 **Fire Station #2 Utilities Easement**

116

117 Fire Chief Rick Hoppes reported the Fire Department was working with Delmarva Power to bury
118 the electric service feed into the new Station #2 project, and the request was for a new easement
119 for the combined parcels where the new fire station is being built. Delmarva Power prepared the
120 agreement, which allows them to install and maintain the electric equipment to be buried
121 underground and run through the property.

122

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

124

125 **Mayor's Council in Support of People with Disabilities Name Change and Revolving Loan**
126 **Bankers' Review Committee Name Change**

127

128 City Administrator Tom Stevenson reported on the renaming of the *Mayor's Council in Support*
129 *of People with Disabilities* to the *Disability Advisory Committee*.

130

131 Mr. Stevenson also reported on the renaming of the *Revolving Loan Bankers' Review Committee*
132 to the *Revolving Loan Bankers' Review Advisory Committee*.

133

134 Council reached unanimous consensus to rename the *Mayor's Council in Support of People with*
135 *Disabilities* to the *Disability Advisory Committee*, but felt that the *Revolving Loan Bankers'*
136 *Review Advisory Committee* was too lengthy, and suggested the name be the *Revolving Loan*
137 *Advisory Committee*. Mayor Day agreed to the recommendation.

138

139 **CAFO (Confined Animal Feeding Operation)**

140

141 Mr. Heath stated that last month the County Executive reported to the Planning Commission that
142 he was collecting data concerning CAFOs, so there are no recommendations from the Planning
143 Commission. City Council heard from the public twice on the matter, but he wished to wait until
144 after the 3/22/16 Planning Commission meeting to see their results.

145

146 Mr. Ireton stated if Council agrees to write the letter to the County, as requested by the man at
147 the City Council meeting, it should be clear that the City Council has heard the concerns and
148 requests the County to answer them. He stated he did not have a position on the matter but if the
149 man is going to continue asking Council to do something, they must address his questions.

150

151 Mr. Boda understands the residents' concerns about air quality and wanted to ensure they receive
152 answers. He questioned the effect CAFOs had on any future growth plans the City had.

153

154 Ms. Jackson thought the Council should do what is best for the City, as she has also heard
155 concerns from residents about contaminated waterways and air quality.

156

157 Mrs. Mitchell has heard from many residents and discussed the future growth of the Rt. 50
158 /Naylor Mill projects and future costs to the City should the Paleo become contaminated. Her
159 primary concern was water quality because if contaminated, the costs for treatment will rise.

160

161 Mr. Heath had concerns about this type of facility in a designated growth area. Data, procedures
162 and policies must be considered. He would draft a letter with Mayor Day.

163

164 Council reached unanimous consensus to proof the letter once drafted by Messrs. Heath and Day.

165

166 **Motion to convene in Closed Session**

167

168 At 6:12 p.m., Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (5-0) to
169 convene in Closed Session in accordance with the Annotated Code of Maryland 10-508(a)(14).

170

171 **Reconvene in Open Session**

172

173 Upon a motion and seconded by Mrs. Mitchell and Mr. Boda, respectively, and by unanimous
174 vote in favor, (4-0 vote, as Mr. Ireton departed the Closed Session at 6:33 p.m.) the Closed
175 Session was adjourned and Council reconvened in Open Session at 7:11 p.m.

176

177 Mr. Heath reported to the Public that Council had met in Closed Session to discuss the
178 development of Lots 1 & 11.

179

180 **Council discussion**

181

182 Mayor Day reported on a project for consideration requiring a budget amendment and
183 necessitating very quick action concerning a partnership with Wicomico County to combat
184 opioid use in the community. The City would collaborate with the State’s Attorney’s Office,
185 Health Department, and Wicomico County to work towards finding help and solutions.

186

187 Mr. Boda discussed the manufacturing and distribution on heroin in Sussex County. Ms. Jackson
188 said educational programs are needed for children because very young people are using heroin,
189 and a long-term treatment center is needed in Salisbury. The Hudson Center is a detox center and
190 only treats patients for fourteen days.

191

192 Council reached unanimous consensus to advance a budget amendment to form the task force.

193

194 With no further business to discuss, the Work Session was adjourned at 7:19 p.m.

195

196

197

198 _____
City Clerk

199

200

201 _____
Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Sustainability Advisory Committee – GREEN TEAM
Date: April 11, 2016

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

<u>Name</u>	<u>Term Ending</u>
Rose MacGregor	April 2019

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

Attachment

cc: Mayor Day

Julia Glanz

From: Rose Roma MacGregor <romanomad@gmail.com>
Sent: Friday, April 8, 2016 8:51 AM
To: Julia Glanz
Subject: Sby sustainability advisory committee
Attachments: RM_Resume2016.docx

Julia,

Kayce Martin has invited me to apply to be on the city's new green team. I am currently serving on the Bicycle-pedestrian Advisory Committee but am confident I can meet the needs of both groups.

I have had a career in environmental education and conservation. I am an avid outdoors person and activist.

Please find my resume attached.

Best,
Rose MacGregor
443-669-4430

Rose MacGregor

606 Truitt Street, Salisbury, MD 21804
443-669-4430 | romanomad@gmail.com



EDUCATION

M.B.A. Master in Business Administration, Salisbury University (2013)
B.S. Bachelor of Science in Biology, Arizona State University (2005)

EMPLOYMENT HISTORY

M4Reactor (Salisbury, MD)

Instructor and Grant Coordinator

3/2016- current

Identify and apply for grants. Manage grant activities including budgets, time line, implementation, data collection and reporting. Research and prepare curriculum and course offerings relevant to physical computing, entrepreneurship, and small scale manufacturing.

Perdue Farms, Inc (Salisbury, MD)

IT Systems Analyst, Emerging Technology Dept.

7/2014- 3/2016

Secure Intranet site design, development, and administration using Sharepoint Designer 2007 and 2010. Web Design and development using HTML/CSS, Twitter Bootstrap, Javascript, JQuery, Angular, and coldfusion. SharePoint Server 2007 and 2010 administration. Manage permissions, create online forms, sites and workspaces, email and approval workflows, document libraries, and dynamic list data with visual KPIs. Administer and deploy corporate iPads using Airwatch Mobile Device Management (MDM). Visual Basic and SQL programming for Microsoft Access and Excel and Crystal Reports. Kofax Capture document scanning, validation, and export to SharePoint Server document libraries. Manage incoming tickets pertaining to Emerging Technology (mobile and web) in Remedy Incident Management.

Seidel School of Education, Salisbury University (Salisbury, MD)

Assessment Coordinator

9/2013- 12/2013

Graduate Assistant

9/2011 – 5/2013

Implement data collection systems throughout the school using PeopleSoft Data, Select Survey/Class Apps, Custom Access Databases, Excel Spreadsheets with macros and XML outputs, Web Forms and custom dashboards. Provide training, manuals and support to administrators regarding data collection, management, and reporting. Design Posters, Flyers, handouts and other material as needed. Update website using HTML/CSS design elements. Coordinate all aspects of Eastern Shore Senior Games (2012-2014) including planning, budget/supplies, marketing, online registrations, volunteer management, and communications.

BEACON, Salisbury University (Salisbury, MD)

9/2011 – 9/2013

Technical Analyst - Web Developer - Dashboard/Database Specialist

Meet with clients to discuss goals, develop working contracts including budget, timeline, and scope of project. Project manager ensuring project completion in an accurate, detailed and timely manner. Build dynamic business dashboards using SAP Xcelsius software. Link graphical user interfaces to live XML data via web connections, custom Access database design and advanced Excel design. Web design using custom CSS and HTML programming, and graphic design using Photoshop. General technical support and training to 10+ staff members. Provide technical training to clients when necessary.

Ward Museum, Salisbury University (Salisbury, MD)

9/2006-7/2009

Education Program Coordinator

Coordinate, schedule, advertise, and administer all museum education programs and educational events. Annual reporting, budget, and planning for entire education department. Create and maintain an Access database for classes, events, registrations, attendees, and income. Design flyers, postcards, ads, and brochures for various museum departments using Photoshop. Update website using online portal system for the education department as needed.

Other Employment

Calliope Farm and Graden (Salisbury, MD)- Web Administrator, Yoga Instructor, and Harvest Aid 5/2013-current
Wicomico County Board of Education (Salisbury, MD)- Substitute teacher 9/2009 - 6/2011
Assateague State Park (Berlin, MD)- Park Naturalist 10/2005 - 9/2006

CERTIFICATES

- Kripalu CYT 200 hr
- ITIL – pending August 2016

VOLUNTEERISM

- M4Reactor
- Bicycle-Pedestrian Advisory committee
- PAC14 Board of Directors
- 3rd Friday, Downtown Salisbury Committee

REFERENCES

Tunde Oni-Daniel, Director of Information Security Perdue Farms	240-603-8659
Memo Diriker, Dorector BEACON, Salisbury University	410-603-6622
Kevin Justice, Owner, Matice Interactive and Founder of M4Reactor	410-713-0788

1 **RESOLUTION NO. 2623**

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.

6
7

<u>Name</u>	<u>Term Ending</u>
Rose MacGregor	April 2019

8
9
10
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 April _____, 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

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Sustainability Advisory Committee – GREEN TEAM
Date: April 18, 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 Simms	April 2019

Attached you will find information from Charles Simms 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

April 14, 2016

Greetings Mr. Mayor,

I am writing to you to let you know of my interest in joining the Sustainability Advisory Committee. I have looked at the sustainable Maryland website and feel that I could help Salisbury achieve its goal of being certified. While working on my Environmental studies degree at Salisbury University I have received educational experience on sustainability that could help with the completion of several programs from the website. I have volunteered my time and energies at various times and feel that with the knowledge I have received and my ability to finish goals I am the perfect fit for this committee. While looking at the website I did notice that the only program for municipalities was the energy audit. I am surprised that LEED certification isn't available for municipalities. If you feel that you would like to work on LEED certification for city owned buildings as well, I would love to work on that issue also.

Thank you for your time and consideration,

Charles Simms

Charles Simms

32066 Old Ocean City rd. Parsonsburg Md. 21849 Ph. 410)430-7702 csimms1968@yahoo.com

Education: Salisbury University B.A. in Environmental Studies, Minor History

Experience: Clark's Environmental Services Driver 12/2015 to present

I work with various wastewater treatment plants, Chicken processing plants, dog food plants. Human Resources- 410)742-2718

Lowe's Delivery Driver 11/2013 to 8/2015

I have been twice awarded for outstanding customer service.

Driving and delivering product to customer's homes and pull products using Forklifts, Pallet jacks, and hand carts.

Human Resources – 410)546-6300

Cato Gas and Oil Transport Driver 04/2013 to 10/2013

Delivered petroleum products to various stores on the Eastern Shore.

Pete Phoebus- 410)546-1215

Ocean Petroleum Co. Transport Driver 10/2007 to 04/2013

Delivered Petroleum products to various stores in a Tri-State area.

Human Resources – 443)614-5981

Volunteer Experience: I helped create a workshop with other students to build native bee

Boxes, bat boxes, barred owl boxes, blue bird houses, and rain barrels

I received the Governor's Volunteer Service Certificate through the Lower Shore Land Trust.

In my senior seminar class my group worked to bring awareness to Naylor Mill forest by creating a brand, a pamphlet that showed the various plants and animals that live in the forest. We created a website and video and hosted a 5k run 1 mile walk. We worked with the parks and rec group (Mr. Plotts) and gave them all of the information we created for the city's website. We also hosted the Mayor at our class to talk about the projects.

Skills and Course work: I have a class A CDL and TWIC card

1 **RESOLUTION NO. 2624**

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.

6
7 Name Term Ending
8 Charles Simms April 2019
9

10
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 April _____, 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
26
27

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Reappointment to the Board of Zoning Appeals
Date: April 11, 2016

Mayor Day would like to reappoint the following person to the Board of Zoning Appeals for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Lynn Cathcart	April 2019

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

Attachment

cc: Mayor Day

Dear Mayor Day,

4/11/16

I am currently serving on the Board of Zoning Appeals for the City of Salisbury. My term expires soon and I would like to continue serving. I respectfully ask you to consider my reappointment. I believe that my past experience with the City of Salisbury qualifies me for this position. Thank you.

Lynn Cathcart

Lynn Cathcart,

1027 Heron Court

Salisbury, MD 21804

Home: 410-742-5321 Cell: 443-783-0348

Email: lbarncat@comcast.net

Applicant for Board of Zoning Appeals, City of Salisbury,

1990-1995 Manager of doctor office.

1996-2003 Rental property manager.

2003-2007 Member Salisbury City Council, Planning & Zoning Commission, Airport Commission, Library Commission.

2008-present Zoning Appeals Board.

Currently serving on Alter Guild of Asbury Methodist Church and Junior Auxiliary Board of PRMC

1 **RESOLUTION NO. 2625**

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

6
7

<u>Name</u>	<u>Term Ending</u>
Lynn Cathcart	April 2019

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

13
14 ATTEST:

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

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2016

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

City of Salisbury



JAMES IRETON JR.
MAYOR
TOM STEVENSON
CITY ADMINISTRATOR



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



BARBARA DUNCAN
CHIEF OF POLICE

March 11, 2016

TO: Mr. Tom Stevenson
FROM: Colonel David Meienschein
SUBJECT: Resolution – Acquisition of Light Armored Vehicle

In accordance with Resolution 2419, Salisbury Police Department followed the Maryland State Police processes of acquiring a Light Armored Vehicle. MSP is the point of contact agency for the Defense Reutilization Marketing Office program in the State of Maryland. The vehicle is further described as a two axle, four wheeled vehicle without tracks which is mounted on a Dodge Ram truck frame. The vehicle offers a high degree of protection for 4 personnel and an operator contained therein from gunfire and other potentially lethal projectiles. The value of the vehicle is approximately \$10,000.00.

SPD does not have a vehicle with this type of protective capability. This acquisition will be an asset for our agency and community as it will provide a greater degree of protection for our police officers in service to our community. This type of vehicle is frequently used by law enforcement tactical teams in high risk and specialized situations including but not limited to barricaded subject incidents, active assailant scenarios, hostage rescue or situations where our officers and the members of our public are exposed to violence related to gunfire.

Please refer to our current Memorandum of Understanding between DRMO 1033 program and City of Salisbury Resolution 2419.

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

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

Colonel David Meienschein
Assistant Chief of Police

1
2
3 **RESOLUTION No. 2626**

4 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE
5 POLICE DEPARTMENT TO ACCEPT POSSESSION OF A LIGHT ARMORED TACTICAL
6 VEHICLE FROM THE DEFENSE REUTILIZATION MARKETING OFFICE, 1033 DRMO
7 PROGRAM. THE VALUE OF THE VEHICLE IS APPROXIMATELY \$10,000.00.

8 WHEREAS, The Maryland State Police, MSP is the point agency for the DRMO
9 Program and has authorized SPD to take possession of the Light Armored Vehicle; and

10
11 WHEREAS, In accordance with Resolution 2419 and the MOU with the Defense
12 Reutilization Marketing Office, SPD has acquired the Light Armored Vehicle valued at
13 approximately \$10,000.00 and will incorporate the vehicle into its fleet pending final approval of
14 the Mayor and Council; and

15
16 WHEREAS, the vehicle is further described as a two axle, four wheeled vehicle mounted
17 on a Dodge Ram truck frame which offers a high degree of protection for 4 personnel contained
18 therein from gunfire and other potentially lethal projectiles; and

19
20 WHEREAS, SPD does not have a vehicle with this capability in the fleet which provides
21 a greater degree of protection for our police officers in tactical and dangerous situations; and

22
23 WHEREAS, this class of vehicle is frequently used by law enforcement in high risk
24 situations such as but not limited to hostage/barricade incidents; and

25
26 WHEREAS, this vehicle is of great value to police officers and public safety during high
27 risk situations and where the deployment of this vehicle could preserve life and property and is in
28 the best interest of public safety.

29
30
31 NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY
32 OF SALISBURY, MARYLAND that the SPD is authorized to accept and incorporate the
33 aforementioned Light Armored Vehicle into its fleet to be used in accordance with policy and in
34 the best interest of public safety.

35
36 THIS RESOLUTION was duly passed at a meeting of the Council of the City of
37 Salisbury held on _____, 2016, and is to become effective immediately upon
38 adoption.

39
40 ATTEST;

41
42
43
44 _____
45 Kimberly R. Nichols, City Clerk

46 _____
John R. Heath, President
Salisbury City Council

47

48 APPROVED BY ME THIS:

49

50 _____ Day of _____, 2016

51

52

53

54 _____
Jacob R Day, Mayor

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

Memorandum

To: Tom Stevenson, City Administrator

From: Mike Moulds, Director of Public Works 

Date: April 15, 2016

Copy:

Re: Donation of Park Trail Mile Markers – Eagle Scout Project

We are submitting a Resolution for approval to accept a donation from Life Scout Richard Duncan from Troop #185 out of St Francis de Sales. As part of his Eagle Scout Project Mr. Duncan is constructing mile marker posts along the Urban Greenway within the Salisbury City Park.

The fourteen mile markers will be constructed from 4x4 pressure treated lumber at the quarter mile marks and 4x6 pressure treated lumber at the mile marks. The markers will be set four feet above ground. The posts will remain in the woods natural color with the distance routed into each post.

The total value of the materials for this project is approximately \$300.00. The Department of Public Works recommends acceptance of this donation.

Should you have any questions or require any additional information, please do not hesitate to call.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

RESOLUTION No. 2627

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING A DONATION FROM LIFE SCOUT RICHARD DUNCAN, BOY SCOUT TROOP #185 OF ST FRANCES DE SALES. TO CONSTRUCT MILE MARKER POSTS IN THE CITY PARK.

WHEREAS, the opportunity exists for the City to provide for our youth leadership to engage in a service project that will have a positive experience while providing a service intended to benefit our entire community, and

WHEREAS, Life Scout Richard Duncan would like to donate as his Eagle Scout Project, the installation of mile marker posts along the Urban Greenway in the City Park and,

WHEREAS, this project will enhance the experience of City residents and visitors of Salisbury's Urban Greenway Trail by providing trail signage distance markers; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby accept the donation of \$300.00 in materials utilized for the installation of Urban Greenway Trail mile marker posts.

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

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

INTER

OFFICE

MEMO

COMMUNITY DEVELOPMENT

To: The Mayor & Tom Stevenson
From: Theo Williams
Subject: Council Authorization of Grant Expenditures for Safe Streets
Date: 4/20/16

The SPD applied for supplemental funding through the MD Safe Streets program for, originally, 4 automated license plat readers. The SPD received those funds, but as they are supplemental to the normal FY16 allotment, they must be spent or obligated by the end of the fiscal year, 6/30/16. The SPD has received a new estimate for these readers that allows them to purchase 5 as opposed to 4. They will begin the process for this purchase/acquisition once council passes this resolution. Thank you.

**City of Salisbury Maryland
Maryland Safe Streets Initiative - Equipment Program
White Paper Proposal**

Overview of City of Salisbury:

Salisbury is the County Seat for Wicomico County, Maryland, encompassing about 12 square miles within Wicomico County. We have two major highways (Route 50 & 13) intersecting in the center of town. Both are well documented corridors for the vehicular trafficking of illegal drugs, guns, and money to and from the New York, District of Columbia, Baltimore and Richmond, VA metropolitan areas. Salisbury is the metropolitan hub of the Eastern Shore and in fact the next closest city offering a comparable level and diversity of services is Dover, Delaware, which is over an hour's drive north. We are home base to a regional hospital with numerous satellite medical support facilities, a growing state university, two community colleges, public transportation systems, food banks, shelters, mental and behavioral service facilities, and robust commercial districts anchoring both the north and south ends of the city.

According to the national census estimate of 2014 the City of Salisbury's full time, residential population is 32,563. According to the Chamber of Commerce the daytime population is estimated to be approximately 120,000. The median household income in Salisbury is \$37,153.00 compared to the State median income of \$73,538.00. 28.4% of Salisbury's population is below the poverty level compared to the State average of 9.8%. Salisbury has experienced a decline in property values and the closure of several manufacturing companies and retail stores which has led to increased unemployment and a shrinking job market especially for those wage earners who are at or below the poverty level. As of January 2016, the unemployment rate in Salisbury was 10.0% compared to the Maryland average of 5.9% and the national average of 5.7%. In fact, the unemployment rate hit a 10 year high in 2013 at 11.2% and has been nearly twice the state and national average during the same time period and these trends highlight an at risk population.

Problem Statement:

During the period of January - February 2016 compared to January - February 2015 Part I Offences have spiked 23% from 234 to 288 total offences. Armed Robbery has increased 69% from 29 offences in 2014 to 49 offences in 2015. All other Gun Related Offences increased 31% from 55 offences in 2014 to 72 offences in 2015. The City of Salisbury continues to address incidents of gun violence. Since July 1, 2015 SPD officers have seized 35 guns, made 14 gun related arrests. Three of these arrests were connected to our most recent homicide of a 17 year old on August 2, 2015. SPD has also assisted the Wicomico County States Attorney's Office in the prosecution of 22 gun related offenses.

The Thunderguards Motorcycle Gang is known to frequent, hang out, and operate at local bars in the capacity of bouncers, guest bar tenders and bar keeps which effectively converts the bar into a club house for the Outlaw Motorcycle Gangs. We now have verified intelligence indicating that the Pagans OMG out of Delaware are forming an alliance with the Thunderguards here in Salisbury. This alliance formation is due to increased enforcement pressure targeting Pagan and related OMG activities in Delaware so the illegal activity is now being displaced into Salisbury. Zoe Pound is a documented Haitian Gang with a history of violent behavior. To date the Zoe Pound gang has remained under the law enforcement radar in Salisbury. What is known is that Zoe Pound gang sets are becoming more prevalent in Salisbury. Gang intelligence on various Blood gang sets include; G-Shine, 9 Tre, and TTP (Tree Top Piru).

It is not uncommon for these different gang sets to collaborate for the purposes of furthering their illicit drug enterprise. These different gang sets will also clash with each other when they are not collaborating and this usually results in violent confrontations and serious assaults that often involve gun play. There are several feeder type gangs which are being focused on by law enforcement. The intelligence on the active gangs in Salisbury has shown that the feeder style gangs consist of elementary and middle school aged juveniles. These juveniles are mentored and directed by older gang members and eventually they are assimilated into the one of the operational Blood sets as the juveniles make their way to adulthood. Some of these younger feeder gangs have been identified as ABM or All Bout Money and TOP or Thugs on Point.

Project Narrative:

Since 2009 The Salisbury Police Department has received Grant funding through GOCCP for The Safe Streets initiative and has adopted the security integration model of multi-agency collaboration with federal, state, local law enforcement, DJS, Parole and Probation and community partners. The City of Salisbury's community policing strategy will provide for a safe community and improve the quality of life for all of its citizens and enforce the law with equity and impartiality. SPD conducts thorough investigations of all crimes, assist in reducing crime through strategic deployment. Presently, SPD Officers participate on monthly "Top 25" offender reviews with the States Attorney's Office, allied police Departments, and other partners. Officers also twice per month attend Heat Team and attend meetings and discuss crime trends and offender contacts, with the Division of Parole and Probation and the Department of Juvenile Service.

Although our philosophy is that the Safe Streets and Community Policing initiative is everyone's responsibility we have four (4) police officers specifically assigned to address concerns that may require more time to focus in on more in depth problems that an officer assigned to other areas of the department may not have the ability to resolve. A critical component to this process is ensuring that our officers have the most up to date and effective gear and equipment possible in order to maximize their effectiveness.

It is well known among the criminal justice community that those that commit serious offences, traffic guns, and deal in illicit activity drugs are nearly always in violation of the law in many other ways such as operating stolen vehicles, switched license plates, suspended vehicle registration, suspended operator driver's license, just to name a few. We are requesting funding for this technology to assist us in identifying and enforcing these underlying issues that will assist in our efforts to apprehend offenders who utilize vehicles to further their criminal enterprise.

SPD requests that funding be awarded so that we may be able to purchase four (4) Digital Automatic License Plate Reader Technology (ALPR) systems. ALPR system's cutting-edge capabilities include reading plates at a rate of up to 1,800 per minute using two cameras mounted to the exterior of a patrol vehicle, aimed license-plate high. The reads are at least 96% accurate, but reading is only one of the benefits of ALPR. The system instantaneously compares each plate number to a database of suspect plates, immediately alerting the patrolling officer if there is a match and presenting a photo of the suspect vehicle on the in-car computer.

Summary:

The Salisbury Police Department wishes to purchase (4) ELSAG Automatic License Plate Reader (ALPR) Systems from Selex ES (or one of their vendors). ALPR Systems have proven to be a valuable tool for Law Enforcement with the system's ability to constantly scan a large number of license plates and compare them to multiple databases at a high rate of speed. The systems have the ability to identify stolen/wanted vehicles, vehicles involved in Missing Persons cases, suspended registrations, suspended/revoked drivers, etc.

The Salisbury Police Department had (2) ALPR Systems from a different company and the Department was impressed with the capabilities of an ALPR System; however, the actual ALPR Systems on the Department's vehicles were problematic and have now reached their "end of life". The Salisbury Police Department would like to purchase these (4) new systems from Selex ES based on the fact that they are a proven company that is used by the majority of Agencies in Maryland to include the Maryland State Police. Additionally, the ELSAG ALPR Systems have the ability to automatically obtain the "HotLists" and to automatically upload the Department's license plate reads to the Maryland Coordination and Analysis Center (MCAC). This is a huge benefit to not only the Salisbury Police Department but to the entire State of Maryland in that the information obtained from the ELSAG ALPR Systems will be available to all Law Enforcement Agencies in Maryland.

Priority 1.

The Total cost for four (4) ELSAG Plate Hunter M5-2 Units = \$68,850.00 to be purchased prior to June 30, 2016.

Priority 2.

Warranty for (4) Units for (4) years = \$19,608.00 to be purchased prior to June 30, 2016.

1 **Resolution No. 2628**

2 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING
3 THE MAYOR TO ENTER INTO A CONTRACT WITH THE GOVERNOR’S OFFICE OF
4 CRIME CONTROL AND PREVENTION FOR THE PURPOSE OF EXPENDING GRANT
5 FUNDS IN THE AMOUNT OF \$88,458.

6 WHEREAS, the City of Salisbury applied for funds through the Governor’s Office of
7 Crime Control and Prevention’s Safe Streets Grant Program (MDSS-2016-1506); and

8 WHEREAS, the Governor’s Office of Crime Control and Prevention has awarded the
9 City of Salisbury funds in the amount of \$88,458.00; and

10 WHEREAS, these funds are to be used to purchase (5) ELSAG Automatic License Plate
11 Reader (ALPR) Systems with Maintenance Agreements; and

12 WHEREAS, the City of Salisbury must enter into a grant agreement with Governor’s
13 Office of Crime Control and Prevention defining how these funds must be expended; and

14 WHEREAS, § 7-29 of the Salisbury City Charter forbids the Mayor from entering into a
15 contract that requires an expenditure not authorized by the City Council;

16 NOW, THEREFORE BE IT RESOLVED THAT, the Council of the City of Salisbury,
17 Maryland does hereby authorize Mayor Jacob R. Day to enter into a grant agreement with
18 Governor’s Office of Crime Control and Prevention, budget the requisite funds, and expend the
19 awarded funds accordingly.

20 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
21 Council of the City of Salisbury, Maryland held on April 25, 2016, and is to become effective
22 immediately.

23
24 ATTEST:

25
26
27 _____
28 Kimberly R. Nichols
29 CITY CLERK

John R. Heath
CITY COUNCIL PRESIDENT

30
31
32 APPROVED BY ME this _____ day of _____, 2016.

33
34
35 _____
36 Jacob R. Day
37 MAYOR
38

INTER

OFFICE

MEMO

COMMUNITY DEVELOPMENT

To: The Mayor & Tom Stevenson
From: Theo Williams
Subject: Council Authorization of Grant Expenditures for Substance Use Speaker
Date: 4/20/16

The City of Salisbury has applied for funding to three different private foundations to fund the proposed Opioid Addiction Prevention Speaker. They are as follows:

CFES: \$3,000
Perdue: \$10,000
Henson: \$10,000
Total: \$23,000

The total projected cost of hosting this speaker is \$24,000. The difference between the total grant funding applied for and the project cost will be paid for by the \$5,000 from the recently passed budget amendment. If we receive the total funding requested, we will either put the remaining \$4,000 back into the General Fund or utilized for other prevention initiatives.

This resolutions serves only to provide the city with authorization to expend these funds and for the Mayor to enter into any necessary grant agreements, MoUs, etc. No account will be created in Munis until we have received the award notifications. Only upon receiving those notifications will we budget any funds.

1 **Resolution No. 2629**

2 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING
3 THE MAYOR TO ENTER INTO A CONTRACT WITH VARIOUS PRIVATE
4 FOUNDATIONS FOR THE PURPOSE OF EXPENDING GRANT FUNDS IN THE
5 AMOUNT OF \$23,000.

6 WHEREAS, the City of Salisbury applied for funds through the Community Foundation
7 of the Eastern Shore, Henson Foundation, and Perdue Foundation; and

8 WHEREAS, these foundations are projected to award the City of Salisbury funds in the
9 aggregate amount of \$23,000; and

10 WHEREAS, these funds are to be used for a Opioid Addiction Prevention Speaker, as
11 part of the city's youth substance use prevention initiative; and

12 WHEREAS, the City of Salisbury must enter into grant agreements with these
13 foundations, defining how these funds must be expended; and

14 WHEREAS, this resolution shall serve as authorization to expend grant funds up to
15 \$23,000 for the purpose of this initiative; and

16 WHEREAS, § 7-29 of the Salisbury City Charter forbids the Mayor from entering into an
17 contract that requires an expenditure not authorized by the City Council;

18 NOW, THEREFORE BE IT RESOLVED THAT, the Council of the City of Salisbury,
19 Maryland does hereby authorize Mayor Jacob R. Day to enter into a grant agreement with the
20 above-referenced foundations, budget the requisite funds, and expend the awarded funds
21 accordingly.

22 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
23 Council of the City of Salisbury, Maryland held on April 25, 2016, and is to become effective
24 immediately.

25
26 ATTEST:

27
28
29 _____
30 Kimberly R. Nichols
31 CITY CLERK

John R. Heath
CITY COUNCIL PRESIDENT

32
33
34 APPROVED BY ME this _____ day of _____, 2016.

35
36
37 _____
38 Jacob R. Day
39 MAYOR

City of Salisbury



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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*

COUNCIL AGENDA – Award of Bids

April 25, 2016

- | | |
|--|-------------|
| 1. Change Order #4 | \$34,820.00 |
| RFP 04-11 Engineering Services for Fitzwater Street Lift Station | |

City of Salisbury



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

Council Agenda

April 25, 2016

TO: Mayor and City Council

SUBJECT: Change Order #4 to RFP 04-11
Engineering Services for Fitzwater Street Lift Station

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #4 in the amount of \$34,820.00 for RFP 04-11 Engineering Services for Fitzwater Street Sewage Lift Station. The original contract was awarded to George, Miles & Buhr, LLC in February 2011 for work to include: a feasibility study; recommendation for proposed upgrades/replacement; preparation of construction drawings and specifications for bidding; project schedule; cost estimate; permit acquisitions; associated survey and stake out; and finally, bidding and construction phase services. Change order #4 provides for a redesign of the pump station in anticipation of its relocation across the street, to the corner of Pearl and Fitzwater. This relocation is necessary to accommodate the potential development that may occur on the Marina parcel, upon successful execution of a Land Disposition Contract between the City of Salisbury and Salisbury Development Group. Additional details can be found within the attached departmental memo.

For Change Order #4 to RFP 04-11, funds are available in the following project account:

96112-513020-55011 Engineering/Architectural Svcs for Fitzwater Lift Station

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #4 as noted above to George, Miles & Buhr, LLC, in the amount of \$34,820.00.

Sincerely,

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

City of Salisbury



MARYLAND



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

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

To: Jennifer L. Miller, Assistant Director of Internal Services – Procurement
From: Michael S. Moulds, P.E., Director of Public Works *MSM*
Date: April 12, 2016
Re: Contract No. RFP 04-11 Engineering Services for Fitzwater Street Sewage Lift Station
Change Order No. 4

Change Order No. 4 for Contract No. RFP 04-11 Engineering Services for Fitzwater Street Sewage Lift Station includes the design work necessary to relocate the pump station. The potential developer of the Marina has requested that the pump station be relocated away from the Marina property. The potential developer has provided space on a parcel on the corner of Pearl Street and Fitzwater Street. An easement will be provided to the City in the future for the pump station. The design revisions include soil testing of the new site and redesign of the associated gravity sewer and force main. The change order includes preparing revised construction drawings and specifications. The design scope of work is detailed in the attached letters dated March 16, 2016 and April 5, 2016.

Please process Change Order No. 4 which results in a net increase of \$34,820.00. Funding is available in the following FY12 Bond account: 96112-513020-55011. The change order does not include a time extension.

Office of Community Development

MEMO

To: Tom Stevenson

From: Deborah Stam

**Subject: Resolution Authorizing the Mayor to Submit the
2016 CDBG Action Plan to HUD**

Date: April 15, 2016

The Community Development Department has completed the 2016 Community Development Block Grant (CDBG) Action Plan. The total amount of CDBG funding that has been awarded to the City for the 2016 program year is \$290,447, which is a 2.7% decrease from the amount that was received for PY 2015. For the 2016 Action Plan, the following projects have been recommended for funding by the CDBG Review Committee and approved by the Mayor:

Administration (20%)	\$58,089
Salisbury Neighborhood Housing Services – Closing Cost / Down Payment Assistance Grants	\$100,000
Habitat for Humanity of Wicomico County – Housing Construction (707 East Church Street)	\$37,650
Telamon Corporation – Financial Education & Housing Counseling	\$43,500
City of Salisbury – Low-Mod Neighborhood Sidewalk Construction Program	<u>\$51,208</u>
Total	<u>\$290,447</u>

The draft of the 2016 CDBG Action Plan was made available for public review beginning on Friday, March 18, 2016. The Action Plan was posted on the City website under the Community Development Department section, and a hard copy of the plan was available for review at the Wicomico County Library. The 30-day public comment period will end on Monday, April 18, 2016. To date no written comments have been received.

The first public hearing for the 2016 CDBG funding round was conducted on Wednesday, January 27, 2016. This hearing provided all of the agencies that had submitted an application for CDBG funds the opportunity to give a verbal presentation on their project to the CDBG Review Committee. Once the presentations on the 2016 applications had been made, and the Review Committee members had had the opportunity to ask questions of the agency representatives, the floor was opened up to the public for comments on the housing and community development needs of Salisbury.

The second CDBG public hearing was conducted on Wednesday, April 13, 2016. This hearing presented residents with a status report on all of the previously funded CDBG projects that are still open, and an overview of the projects that are proposed for funding in the 2016 Action Plan. Following the status report / overview the floor was opened up to the public for comments on the housing and community development needs of Salisbury.

Attached is the Resolution to approve the 2016 CDBG Action Plan for the City of Salisbury, and to authorize the Mayor to submit said plan to HUD for their review and approval. Please forward this information to the City Council so that this item may be placed on their agenda for the April 25, 2016 legislative meeting. Thank you for your assistance.



Deborah J. Stam
Community Development Director

Attachment
CC: Ginny Hussey
Julia Glanz

1
2
3
4 **RESOLUTION NO. 2630**
5
6

7 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE THE
8 CITY'S ACTION PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
9 FUNDS FOR CDBG PROGRAM YEAR 2016 AND TO AUTHORIZE THE MAYOR'S
10 SIGNATURE THERETO.
11

12 WHEREAS, the Maryland State Office of the U.S. Department of Housing & Urban
13 Development (HUD) has determined that the City of Salisbury qualifies as an "entitlement
14 community"; and
15

16 WHEREAS, the City of Salisbury is, therefore, entitled to receive Community
17 Development Block Grant (CDBG) funds directly from HUD upon HUD's approval of the City's
18 annual Action Plan; and
19

20 WHEREAS, the Council of the City of Salisbury wishes the City to receive this annual
21 allotment of CDBG funds from HUD, in order that various community development projects
22 may be completed.
23

24 NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Salisbury,
25 Maryland does hereby authorize the Mayor to submit this CDBG 2016 Action Plan to HUD for
26 review and approval.
27

28 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
29 Council of the City of Salisbury, Maryland held on April 25, 2016, and is to become effective
30 immediately.
31
32
33

34 _____
35 Kimberly R. Nichols
36 CITY CLERK
37

John R. Heath
CITY COUNCIL PRESIDENT

38
39 APPROVED BY ME THIS

40 _____ day of April, 2016.
41
42
43
44

45
46 _____
47 Jacob R. Day
48 MAYOR
49



*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**

1
2
3 **ORDINANCE 2383**

4 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND GRANTING A UTILITY
5 EASEMENT TO DELMARVA POWER & LIGHT COMPANY ACROSS CITY OWNED
6 PROPERTY ON BROWN STREET IN SALISBURY, MARYLAND.

7 WHEREAS, the City of Salisbury owns the new Salisbury Fire Station # 2 located on Brown
8 Street; and

9
10 WHEREAS, the City of Salisbury is constructing a new fire station; and

11
12 WHEREAS, the construction project includes burying electric facilities on the City owned site;
13 and

14
15 WHEREAS, Delmarva Power has requested that the City enter into a Utility Easement
16 Agreement, attached hereto, that allows Delmarva Power the right to construct, operate and
17 maintain the infrastructure in association with the new Salisbury Fire Station # 2 property.

18
19 NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
20 SALISBURY, MARYLAND, that the City of Salisbury allows Delmarva Power & Light
21 Company to construct, operate and maintain infrastructure within the new Salisbury Fire Station
22 # 2 property and that the Mayor is authorized to execute the Utility Easement Agreement.

23
24 BE IT FURTHER ORDAINED that this ordinance shall take effect from the date of its final
25 passage.

26
27 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
28 Salisbury held on the ___ day of _____, 2016, and thereafter, a statement of the substance
29 of the Ordinance having been published as required by law, was finally passed by the Council on
30 the ___ day of _____, 2016.

31
32
33 ATTEST

34
35 _____
36 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

37
38
39 Approved by me this ___ day of _____, 2016

40
41 _____
42 Jacob R. Day, Mayor

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 R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ___ day of _____, 2016.

1 Jacob R. Day, Mayor

ORDINANCE NO. 2385

AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA, AND STORM WATER FUNDS.

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 to fund operations of the City of Salisbury, Maryland.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital Projects.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule C – Anticipated Grant Expenditures are hereby appropriated for the grants listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$.9432 per \$100 of assessed valuation of all real property, and at \$2.21 per \$100 of assessed valuation for all personal property, subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2016 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended;
- 3) That all fees adopted by this ordinance and all other fees currently in effect shall remain so unless changed at a future date by the Salisbury City Council.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at ____ PM on _____, 2016 in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance shall take effect upon final passage.

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71

THIS ORDINANCE was introduced and read at a special meeting of the Council of the City of Salisbury held on the _____, 2016, and having been published as required by law, in the meantime, was finally passed by the Council on the _____ day of _____, 2015.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS _____ day of _____, 2016.

Jacob R. Day, Mayor

72 **Schedule A - Operating Budget Appropriations**

73

74

1)	General Fund – for the general municipal purposes of the City of Salisbury:	
	City Council / City Clerk	244,925
	Development Services	406,050
	Mayor's Office/Community Promotions	1,064,037
	Internal Services	793,211
	City Attorney	270,000
	Information Technology	377,620
	Planning & Zoning	175,832
	Municipal Buildings	239,935
	Police	12,058,168
	Fire	8,331,833
	Building Permits	394,046
	Housing and Community Development	772,006
	Public Works	
	Resource Management	338,419
	Engineering	1,486,391
	Traffic Control	642,191
	Streets and Lighting	2,008,150
	Sanitation	1,981,002
	Fleet Management	535,809
	Carpenter Shop	134,944
	Recreation and Culture	1,712,626
	Debt Service & Other Uses	<u>3,992,270</u>
	Total	37,959,465

75

2)	Parking Authority Fund – for the special assessment district known as the Parking Authority	
	Total	742,695

76

77

3)	Water Fund - for operations of the water department (including \$ 520,984 for redemption of bonds and payment of interest)	
	Total	4,667,212

78

79

4)	Sewer Fund - for the operations of the sewer department (including \$ 4,020,265 for redemption of bonds and payment of interest)	
	Total	12,618,235

80

81

5)	Marina Fund – for the operations of the enterprise known as the City Marina	
	Total	114,316

82

6)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund	
	Total	689,000

83

	Grand Total	\$56,790,923
--	-------------	--------------

Schedule B – Capital Project Appropriations (1 of.3)

General Capital Projects

		Funding Sources					
Project Description	Project Amount	Bond Issuance	Grants	Donations/ In Kind	Transfer/ Pay Go	Funds on Hand	Funds On Hand/ Transfer Source
Spine Rail Trail	150,000	150,000					
Community Centers	1,000,000	500,000		500,000			
Visitor Center / Educational Building	380,000			380,000			
Riverwalk Amphitheater	50,000				50,000		
Skate Park	705,780		664,000	41,780			
Zoo New Australian Wildlife Exhibit	80,000			80,000			
Riverside Circle	175,000	175,000					
Service Center Facility Plan Phase 1	102,000	102,000					
Total General Capital Projects	2,642,780	927,000	664,000	1,001,780	50,000	0	

Schedule B – Capital Project Appropriations (2 of 3)

Water Sewer Capital Projects

Project Description	Project Amount	Funding Sources					Funds On Hand/ Transfer Source
		Bond Issuance	Grants	Donations/ In Kind	Transfer/ Pay Go	Funds on Hand	
Replace Distribution Piping and Valves	80,000				80,000		
Restore Park Well Field	157,500				157,500		
Restore Paleo Well Field	194,700				194,700		
Omnisite for Lift Stations	44,800				44,800		
Rehabilitation of City Park fountain	26,500				26,500		
Meters for unmetered City facilities	30,000				30,000		
Replace Park Well #2A w/ Park Well #2B Engineering	15,000				15,000		
Replace Park Well #2A w/ Park Well #2B Construction	100,000				100,000		
Park Water Treatment Plant High Service Pumps	103,800				103,800		
Finished Water Storage Park Water Treatment Plant	86,500				86,500		
Lemmon Hill Standpipe	178,000	178,000					
Fitzwater Street Lift Station - Phase II	2,690,000	2,690,000					
Belt Filter Press Rehabilitation	357,000	357,000					
Total Water Sewer Capital Projects	4,063,800	3,225,000	0	0	838,800	0	

Schedule B – Capital Project Appropriations (3 of 3)

Parking Fund Capital Projects

	Project Amount	Funding Sources					
Project Description		Bond Issuance	Grants	Donations/ In Kind	Transfer/ Pay Go	Funds on Hand	
Parking Garage Façade and Landscaping Improvements	200,000	200,000					
Total Parking Fund Capital Projects	200,000	200,000					

Storm Water Fund Capital Projects

	Project Amount	Funding Sources					
Project Description		Bond Issuance	Grants	Donations/ In Kind	Transfer/ Pay Go	Funds on Hand	
Total Maximum Daily Load Compliance Schedule	325,355		250,000		75,355		
Total Storm Water Fund Capital Projects	325,355	0	250,000		75,355		

Schedule C Anticipated City Fiscal Year 2017 Expenditures from Grant Funding

Grant Name	Previous Year Allocation	Start Date	End Date	Funding Source	Funding Department or Agency
Community Development Dept.					
FFY16 Emergency Solutions Grant	\$ 121,108	10/1/2016	7/30/2018	State	Dept. of Housing and Community Development
PY16 Community Development Block Grant*	\$ 290,447	7/1/2016	N/A	Federal	U.S. Dept. of Housing and Urban Development
Salisbury Police Department					
FY17 Bulletproof Vest Partnership	\$ 21,049	7/1/2016	6/30/2017	State	Governor's Office of Crime Control & Prevention
FFY17 Circuit Court Drug Court	\$ 6,000	10/1/2016	9/30/2017	County	Wicomico Circuit Court Adult Drug Treatment Court
FY17 Eastern Shore Information Center	\$ 25,000	6/1/2016	5/31/2017	State	Maryland State Police
FFY16 Edward Byrne Memorial JAG	\$ 27,871	10/1/2016	9/30/2019	Federal	U.S. Department of Justice
FY17 Gun Violence Reduction Initiative	\$ 34,500	7/1/2016	6/30/2017	State	Governor's Office of Crime Control & Prevention
FFY17 MD Highway Safety	\$ 9,100	10/1/2016	9/30/2017	State	Maryland Highway Safety Office
FY17 Safe Streets Program	\$ 208,000	7/1/2016	6/30/2017	State	Governor's Office of Crime Control & Prevention
FFY17 U.S. Marshals' Program	\$ 27,000	10/1/2016	9/30/2017	Federal	U.S. Marshals Service
Total	\$ 770,075				

* The amount of funding listed for Program Year 2016 CDBG funds is the actual amount, not the previous year's.

This schedule serves to authorize the Mayor to expend grant funds for these programs up to the amounts listed and to enter into any necessary agreements or contracts.

1 **ORDINANCE NO. 2386***

2
3 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO AMEND
4 WATER AND SEWER RATES TO INCREASE RATES BY 2% AND MAKING SAID
5 CHANGES EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2016 AND THEREAFTER
6 UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.
7

8 WHEREAS, the water and sewer rates must be revised in accordance with the proposed
9 Fiscal Year 2017 Budget of the City of Salisbury and the appropriations thereby made and
10 established for purposes of the Water and Sewer Departments.
11

12 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF
13 THE CITY OF SALISBURY THAT the following water and sewer rate schedule shall be
14 adopted by the City of Salisbury:
15

16 A. Water and Sewer Rate Schedules:
17

18 Schedule I Metered Water Changes – In City Rates
19

20 Residential and Small Commercial

21 Minimum Charge \$19.89 / quarter
22 Commodity Charge \$2.97 / thousand gallons
23

24 Commercial

25 Customer Charge \$372.17 / quarter
26 Commodity Charge \$1.72 / thousand gallons
27

28 Large Commercial/Industrial

29 Customer Charge \$575.17 / quarter
30 Commodity Charge \$1.38 / thousand gallons
31

32 Schedule II Metered Water Changes – Outside City Rates
33

34 Residential and Small Commercial

35 Minimum Charge \$39.78 / quarter
36 Commodity Charge \$5.94 / thousand gallons
37

38 Commercial

39 Customer Charge \$744.33 / quarter
40 Commodity Charge \$3.46 / thousand gallons
41

42 Large Commercial/Industrial

43 Customer Charge \$1,150.35 / quarter
44 Commodity Charge \$2.78 / thousand gallons
45
46

47	Schedule III	Metered Water Charges – Wor-Wic Community College and Urban Service	
48		District Rates	
49			
50		Residential and Small Commercial	
51		Minimum Charge	\$29.82 / quarter
52		Commodity Charge	\$4.46 / thousand gallons
53			
54		Commercial	
55		Customer Charge	\$558.26 / quarter
56		Commodity Charge	\$2.59 / thousand gallons
57			
58		Large Commercial/Industrial	
59		Customer Charge	\$862.76 / quarter
60		Commodity Charge	\$2.08 / thousand gallons
61			
62	Schedule IV	Sewer Charges – In City Rates	
63			
64		Residential and Small Commercial	
65		Minimum Charge	\$49.12 / quarter
66		Commodity Charge	\$7.36 / thousand gallons
67			
68		Commercial	
69		Customer Charge	\$927.95 / quarter
70		Commodity Charge	\$4.28 / thousand gallons
71			
72		Large Commercial/Industrial	
73		Customer Charge	\$1,431.40 / quarter
74		Commodity Charge	\$3.43 / thousand gallons
75			
76	Schedule V	Sewer Charges – Outside City Rates	
77			
78		Residential and Small Commercial	
79		Minimum Charge	\$98.26 / quarter
80		Commodity Charge	\$14.74 / thousand gallons
81			
82		Commercial	
83		Customer Charge	\$1,855.88 / quarter
84		Commodity Charge	\$8.55 / thousand gallons
85			
86		Large Commercial/Industrial	
87		Customer Charge	\$2,862.80 / quarter
88		Commodity Charge	\$6.87 / thousand gallons
89			
90	Schedule VI	Sewer Charges – Wor-Wic Community College and Urban Service District Rates	
91			
92		Residential and Small Commercial	
93		Minimum Charge	\$73.70 / quarter
94		Commodity Charge	\$11.06 / thousand gallons

95			
96		Commercial	
97		Customer Charge	\$1,391.91 / quarter
98		Commodity Charge	\$6.41 / thousand gallons
99			
100		Large Commercial/Industrial	
101		Customer Charge	\$2,147.09 / quarter
102		Commodity Charge	\$5.16 / thousand gallons
103			

104 Schedule VII Sewer Charges – Sewer Only Customers

105	106	107	108	109	110	111	112	113
				Rate	Number of fixtures	Quarterly In City Rate	Quarterly Outside City Rate	Quarterly Urban Service District Rate
110	1	One to two fixtures				\$62.83	\$125.66	\$ 94.25
111	2	Three to five fixtures				\$94.25	\$188.50	\$141.37
112	3	Six to twenty fixtures				\$135.46	\$270.91	\$203.18
113								
114		For every five fixtures over twenty				\$55.86	\$111.71	\$ 83.78

116 Schedule VIII Commercial and Industrial Activities

117	118	119	120	121	122	123	124
						Annual In City Rate	Annual Outside City Rate
121	1)	For each fire service				\$373	\$746
122							
123	2)	For each standby operational service				\$373	\$746
124							

125 B. Definitions:

126 Residential and Small Commercial Customers – These customers have average water utilization
127 of less than 300,000 gallons in a quarter.

129 Commercial Customers – These customers have average water utilization of 300,000 gallons to
130 600,000 gallons per quarter.

132 Large Commercial/Industrial – These customers have average water utilization over 600,000
133 gallons per quarter.

135 Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4
136 to get average quarterly water utilization.

137
138
139
140

141 C. Calculation of Bills:
142 For Residential and Small Commercial Customers – The minimum charge for both water and
143 sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per
144 quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the
145 commodity charge will be applied for each 1,000 gallons used and the minimum charge will not
146 be applied.

147
148 For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive
149 a customer charge for both water and sewer. Then for each thousand gallons used the
150 appropriate commodity charge will be applied.

151
152 AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was
153 introduced at a meeting of the City Council held on _____ the ____ day of _____, 2016
154 and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the ____
155 day of _____, 2016 and is to become effective with bills dated October 1, 2016 and after.

156
157
158 **ATTEST:**

159
160 _____
161 Kimberly R. Nichols, City Clerk

160 _____
161 John R. Heath, President
162 Salisbury City Council

163
164
165
166
167
168 APPROVED BY ME THIS ____ day of _____, 2016.

169
170 _____
171 Jacob R. Day, Mayor
172