



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**May 23, 2016**  
**Government Office Building**

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**6:00 p.m.**  
**Room 301**

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION – Pastor Bill Littleton of Washington United Methodist Church

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

6:07 p.m. PRESENTATION

- Community Organization –Adult Literacy Program – presented by Andrea Berstler, Executive Director, Wicomico Public Libraries

6:22 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:24 p.m. CONSENT AGENDA – Assistant City Clerk Diane Nelson

- **April 18, 2016** Closed Session minutes (separate envelope)
- **April 25, 2016** Council Meeting minutes
- **May 2, 2016** Work Session minutes
- **May 9, 2016** Council Meeting minutes
- **Resolution No. 2633** – to combine the Recycling Advisory Committee and the Sustainability Advisory Committee (Green Team) into one advisory committee that retains the title of the Sustainability Advisory Committee
- **Resolution No. 2634** – to establish a Youth Development Advisory Committee
- **Resolution No. 2635** – approving the appointment of James Buss to the Sustainability Advisory Committee – GREEN TEAM for the term ending May 2019
- **Resolution No. 2636** – approving the initial appointment of individuals to the Youth Development Advisory Committee for the term ending May 2019

6:30 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking  
Jennifer L. Miller

- Contract 119-16 – Beaverdam Creek Tidal Dam and Spillway Reconstruction
- Change Order #8, Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction

6:40 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2385** – 2<sup>nd</sup> 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\*** – 2<sup>nd</sup> 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.
- **Ordinance No. 2387** – 2<sup>nd</sup> reading- approving an amendment of the FY 2016 General Fund Budget to appropriate funding a transfer to Capital Projects Fund to be used for demolition and curbing required for Fire Station 2
- **Ordinance No. 2388** – 1<sup>st</sup> reading - to amend Chapter 2.14 Administration and Personnel of the Salisbury City Code to change the name of the Department of Neighborhood Services & Code Compliance to Housing and Community Development Department effective July 1, 2016

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](http://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 June 13, 2016 Meeting**

- Resolution No. \_\_\_\_ - Marina- Land Disposition Contract
- Ordinance No. \_\_\_\_ - Riverfront Redevelopment Zoning District-Parking Change
- Ordinance No. 2388 - 2<sup>nd</sup> reading - to amend Chapter 2.14 Administration and Personnel of the Salisbury City Code to change the name of the Department of Neighborhood Services & Code Compliance to Housing and Community Development Department effective July 1, 2016

Posted: 5/20/16 **rvsd: Ordinance No. 2386 is now correct in the packet**

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**APRIL 25, 2016**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

*Mayor Jacob R. Day*  
*Councilman James Ireton, Jr.*

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11 **PUBLIC OFFICIALS NOT PRESENT**

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13 *Council Vice President Laura Mitchell*

14  
15 **IN ATTENDANCE**

16  
17 *City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Assistant City Administrator*  
18 *Julia Glanz, Public Works Director Mike Moulds, Assistant Director of Internal Services –*  
19 *Procurement & Parking Jennifer L. Miller, Internal Services Director Keith Cordrey,*  
20 *Community Development Director Deborah Stam, City Attorney Mark Tilghman, interested*  
21 *citizens and members of the press*

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

24  
25 *The City Council met in regular session at 6:02 p.m. in Council Chambers. Council President*  
26 *John “Jack” R. Heath called the meeting to order and invited Rev. Kevin Wackett from Bethany*  
27 *Lutheran Church to deliver the invocation. Thereafter, the Pledge of Allegiance was recited.*

28  
29 *Mr. Heath welcomed Girl Scout Troop #865 to the Council Meeting.*

30  
31 **PRESENTATIONS**

- 32  
33 • **Art Institute & Gallery (AI&G)**  
34 *AI&G Executive Director Alison Grice was invited to the podium to speak about the*  
35 *AI&G, located in Downtown Salisbury. The Arts deliver a one billion dollar impact with*  
36 *\$49 million generated in state and local revenues. Ms. Grice discussed the educational*  
37 *opportunities the AI&G offers those in the community, the many exhibits displayed, and*  
38 *the community engagement that is direct result of participating in the many aspects of the*  
39 *Arts offered by the AI&G. The new goal of the AI&G is \$20,000. These funds will assist*  
40 *in purchasing a new computer and graphics software for the SU Interns.*  
41  
42 • **Salisbury Substance Abuse Community Center (SSACC)**  
43 *SSACC Executive Director Beth Olsen reported SSACC is part of the solution to the*  
44 *addiction problems and provides a safe welcoming facility for twelve-step meetings. 800*  
45 *to 1,000 times per week someone enters the SSACC building seeking recovery. 25% of the*  
46 *people coming to SSACC are under the age of thirty-five, 15% are under the age of*

47 *twenty-five. 25 – 30% are only in active addiction from 0 to 4 years. There is a direct*  
48 *correlation between going to meetings and staying sober.*

49  
50 *Ms. Olsen discussed the many different meetings taking place in SSACC. There are 38*  
51 *meetings per week, times 52 weeks per year, which total almost 2,000 meetings per year,*  
52 *and open 365 days per year. She discussed the free Naloxone training available once per*  
53 *quarter in cooperation with the Health Department. The next training will be held on*  
54 *Saturday, May 14, 2016 and so far, 56 people have been trained in the use of Naloxone.*

55  
56 *We can help by spreading the word that there is help and hope, and is free for the asking.*  
57 *No records are kept, no identification or insurance cards are requested, and they are not*  
58 *taking attendance. Volunteers are needed, and SSACC brochures and meeting schedules*  
59 *are in need of being displayed.*

60  
61 *To help or receive help, call 410-749-9482 or email [director@ssacc.org](mailto:director@ssacc.org)*

62  
63 **ADOPTION OF LEGISLATIVE AGENDA**

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65 *Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to adopt the legislative*  
66 *agenda as presented.*

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

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70 *The Consent Agenda was unanimously approved on a motion and seconded by Mr. Ireton and*  
71 *Ms. Jackson, respectively:*

- 72
- **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
  - **Resolution No. 2614** – authorizing the Mayor to enter into a contract with the US Department of Justice’s Bureau of Justice Assistance for the purpose of expending grant funds in the amount of \$27,871

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

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

- Change Order #4 RFP 04-11 Engineering Services - Fitzwater Street Lift Station - \$34,820.00*

**RESOLUTION** – presented by 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

*Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Resolution No. 2630.*

**ORDINANCES** – presented by City Attorney Mark Tilghman

- Ordinance No. 2383** – 2<sup>nd</sup> reading - granting a utility easement to Delmarva Power & Light Company across City owned property on Brown Street in Salisbury, Maryland  
*On a motion and seconded by Mr. Ireton and Ms. Jackson, respectively, and by unanimous vote in favor, Ordinance No. 2383 was approved for second reading.*
- Ordinance No. 2384** – 2<sup>nd</sup> reading - approving an amendment of the FY 2016 General Fund Budget to appropriate funding for services required in development of Lots 1 & 11  
*Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2384 for second reading.*
- 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  
*Mr. Ireton moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2385 for first reading. The Public Hearing for the FY17 Budget, Water & Sewer Rates, and Constant Yield Tax Rate will be held on May 9, 2016.*
- 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.

117 *Ms. Jackson moved and Mr. Ireton seconded to approve Ordinance No. 2386 for first*  
118 *reading.*

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120 *Ordinance No. 2386 for first reading was approved on a 3-1 vote. Ms. Jackson, Mr.*  
121 *Ireton and Mr. Heath voted “aye” and Mr. Boda cast the “nay” vote.*

122  
123 **PUBLIC COMMENTS**

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125 *One member of the Public provided information:*

- 126  
127
  - 127 • *The City needs to place money into low income poverty areas in order to empower the*
  - 128 *distressed community*
  - 129 • *There are no recreation centers, community centers, or playgrounds*
  - 130 • *There are kids playing in the streets*
  - 131 • *We need to empower children*
  - 132 • *We need counseling, vocational and tutoring so as not to make children dependent on the*
  - 133 *system*
  - 134 • *We need to come together with non-profit organizations*
  - 135 • *We need to create programs for PC Operators, electricity, and plumbers*
  - 136 • *We need to know how to tap into resources , teach then finance*
  - 137 • *Asked the Council, Christian Community and non-profits to come to the table*

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139 **ADJOURNMENT**

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141 *There being no further business to discuss, President Heath adjourned the Legislative Session at*  
142 *7:00 p.m. on a motion and seconded by Mr. Ireton and Ms. Jackson, and approved by*  
143 *unanimous vote in favor.*

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CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
APRIL 18, 2016

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*TIME & PLACE:* 5:45 p.m., Government Office Building – Room 301  
*PURPOSE:* to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter affecting one or more specific individuals  
*VOTE TO CLOSE:* 4-1 (James Ireton, Jr. cast the “nay” vote)  
*CITATION:* Annotated Code of Maryland §10-508(a)(1)  
*PRESENT:* Council President John “Jack” R. Heath, Mayor Jacob R. Day, Council Vice-President Laura Mitchell, Councilman Muir Boda, Councilman James Ireton, Jr. (left 5:57 p.m.), Councilwoman April Jackson, City Administrator Tom Stevenson, Assistant City Administrator Julia Glanz, City Attorney Mark Tilghman, and City Clerk Kimberly R. Nichols

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*The City Council convened in Work Session in Room 301 in the Government Office Building at 4:32 p.m. Council President Heath called for a motion to convene in Closed Session in accordance with the Annotated Code of Maryland §10-508(a)(1). Following a motion and seconded by Mrs. Mitchell and Ms. Jackson, respectively, and by 4-1 vote to approve (Mr. Ireton cast the “nay” vote), Council convened in Closed Session.*

*At 5:58 p.m. the Closed Session adjourned on a motion by Mrs. Mitchell which was seconded by Mr. Boda and approved by a 4-0 vote in favor (Mr. Ireton departed the meeting at 5:57 p.m.).*

*Council immediately convened in Open Session whereby President Heath then reported that while in Closed Session Council had discussed a personnel matter.*

*Thereafter, the Open Session was adjourned at 5:59 p.m.*

\_\_\_\_\_  
*City Clerk*

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*Council President*

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CITY OF SALISBURY  
WORK SESSION  
MAY 2, 2016

Public Officials Present

Vice President Laura Mitchell  
Councilwoman April Jackson  
Councilman James Ireton, Jr.

Mayor Jacob R. Day  
Councilman Muir Boda

Public Officials Not Present

Council President John “Jack” R. Heath

In Attendance

City Clerk Kimberly R. Nichols, City Attorney Mark Tilghman, Assistant City Administrator Julia Glanz, interested citizens and members of the press.

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On May 21, 2016, Salisbury City Council convened in Work Session at 4:33 p.m. in Room #301 (Council Chambers) of the Government Office Building. The following is a synopsis of the topics discussed in the Work Session:

**Salisbury Treatment & Addiction Recovery Team Task Force (START)**

Mayor Jacob R. Day discussed the establishment of the Salisbury Treatment & Addiction Recovery Team Task Force (START) (the substance treatment/addictions recovery team), being a direct response to the rising numbers of drug overdoses locally connected mostly to opioids.

START will exist for nine months, investigate, and recommend actions that the Mayor and Council should consider in order to reduce opioid use and addiction, and will advise the City on the next steps. The identity of people participating will be protected. Some of the organizations included are Peninsula Regional Medical Center, the Wicomico County Health Department, the Salisbury Fire Department, the Salisbury Police Department, the Salisbury Substance Abuse Community Center, the Lower Shore Clinic, Salisbury University, Wor-Wic Community College, Jake’s Foundation, Hudson Health, Salisbury Area Chamber of Commerce, Community Foundation of the Eastern Shore, Joseph’s House, Wicomico County State’s Attorney’s Office, Stop the Violence, and Caring & Sharing.

Council reached unanimous consensus to proceed with the establishment of START. The Task Force will submit its recommendations to Mayor and Council by February 2, 2017.

**Disbanding the Recycling Committee**

Assistant City Administrator Julia Glanz discussed a resolution to combine the Recycling Advisory Committee and the Sustainability Advisory Committee. The current Recycling

44 Committee has one member, and has not met for quite some time. The Sustainability Advisory  
45 Committee has asked to begin focusing on recycling along with the other larger sustainability  
46 issues, and thus, the Recycling Committee is no longer needed.

47

48 Council reached consensus to advance the resolution to legislative agenda. Councilman Ireton  
49 did not agree with combining the two committees.

50

### 51 **Creation of a Youth Development Advisory Committee**

52

53 Mayor Day reported that the legislation in the packet would establish the Youth Development  
54 Advisory Committee. Over the past year, the City has hosted multiple public conversations about  
55 crime through the lens of a proposed juvenile curfew, where alternatives to curfew were  
56 proposed. He indicated this is an opportunity for the City to acknowledge that, in the face of  
57 declining crime and arrests we are experiencing rising juvenile arrests. Throughout the past  
58 election, every candidate addressed the desire and concern to serve our young people in the City,  
59 and realize additional guidance on the discussed curfew is needed.

60

61 Curfew remains a secondary public desire compared to the other activities undertaken as a City  
62 such as investment in community centers. The committee will be empowered to address the issue  
63 and charged to produce a recommendation concerning curfew.

64

65 Each Council member discussed the following comments:

66

67 Mrs. Mitchell:

- 68 • The title (first paragraph) of the resolution is not the entire description that is usually  
69 published
- 70 • In section 1D, Quorum – in the City Park Committee where they have varying numbers,  
71 they placed in the by-laws “the quorum shall be 51% of those presently appointed”.
- 72 • Line 83 – strike the first word (“these”) and insert “this”
- 73 • Curfew is not our first choice, but at the time it was the only thing on table because the  
74 City could not afford the Community Center
- 75 • Her take-away from the curfew meetings was the agreement to do this until we figure out  
76 something better

77

78 Mr. Boda:

- 79 • Including a representative from the Board of Education. (Mayor Day responded that in  
80 his initial outreach to the Board of Education the incoming Superintendent has agreed to  
81 serve)
- 82 • He attended every meeting held on the curfew and depending on the location of the  
83 meeting, there were some groups in opposition and other groups supporting the curfew.
- 84 • Knocking on doors asking if there was support for the curfew resulted in a 50/50 support,  
85 which makes the decision more difficult.

86

87 Ms. Jackson:

88 • She likes that the youth are able to interact and have some voice in what goes on in the  
89 City. They have been shut out for so long, and how do we know what they want if we  
90 don't ask them?  
91

92 Mr. Ireton:

- 93 • What have we done on all the work that was done on the curfew? Will that be folded into  
94 this committee, and start again?
- 95 • Should we expect curfew legislation before this is started? What are we telling the  
96 public?
- 97 • Concerned that with a group like this only required to meet six times per year, the hard  
98 question does not get answered
- 99 • The public is not supposed to answer the question; Council is supposed to

100

101 Council reached unanimous consensus to advance the legislation to legislative agenda.  
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103 **Adjournment**

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105 With no further business to discuss, the Work Session was adjourned at 5:06 p.m.  
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\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President

1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**MAY 9, 2016**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

*Mayor Jacob R. Day*  
*Councilman Muir Boda*  
*Councilwoman April Jackson*

10  
11 **IN ATTENDANCE**

12  
13 *City Clerk Kimberly R. Nichols, Assistant City Administrator Julia Glanz, Assistant Director of*  
14 *Internal Services – Procurement & Parking Jennifer L. Miller, Internal Services Director Keith*  
15 *Cordrey, City Attorney Mark Tilghman, interested citizens and members of the press*

16 \*\*\*\*\*

17 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

18  
19 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*  
20 *John “Jack” R. Heath called the meeting to order and invited Rev. Theresa Langdon from Faith*  
21 *Evangelical Lutheran Church to deliver the invocation. Thereafter, the Pledge of Allegiance was*  
22 *recited.*

23  
24 **COMMUNITY ORGANIZATION PRESENTATIONS**

25  
26 **Maryland Department of Commerce**

27 *Representative Mindie Burgoyne joined Council at the podium to speak about the Maryland*  
28 *Department of Commerce. She explained the purpose of the Department of Commerce is to*  
29 *provide outreach to local businesses, assist local governments with development issues, visit*  
30 *businesses and assist with anything involving economic development. They work closely with the*  
31 *City’s Business Development Specialist, Laura Kordzikowski, and SWED Director Dave Ryan.*  
32 *The local office has the ability to fast-track communication between the State and/or Federal*  
33 *governments about business development issues and can step in and get the information needed.*

34  
35 *The goal of Maryland Department of Commerce is to touch base with 200 companies this year.*  
36 *Covering Worcester, Wicomico and Somerset Counties, Salisbury is at least 50% of the region.*  
37 *For more information or assistance, call the office at 410-718-0094.*

38  
39 **Law Enforcement Torch Run**

40 *Sgt. Hitty from Salisbury Police Department joined Council to discuss the Maryland Torch Run,*  
41 *composed of State, Federal and Local law enforcement agencies who come together every year,*  
42 *March through June, to sell t-shirts and hats to raise money for the MD Special Olympics, with*  
43 *all proceeds from the sales going directly to MD Special Olympics participants. Last year, in the*  
44 *State of Maryland, about \$2.3 million was raised through the program. This year, one of the*  
45 *events is the 5K Torch run, which will be held on June 6 at 1:00 p.m. at Salisbury University.*

47 **WeHeartSBY Proclamation**  
48 *Mayor Day invited Derek and Katie Weaver to the podium to receive the WeHeartSBY*  
49 *Proclamation and proclaimed May 9, 2016 as WeHeartSBY Day in Salisbury, Maryland.*  
50

51 **Certificates of Recognition**

52 *Mayor Day presented Certificates of Recognition to the following winners of the WeHeartSBY*  
53 *awards:*

- 54 • *2016 Nonprofit Award/Help and Outreach Point of Entry, Inc. (HOPE)*
- 55 • *2016 Performing Artist/Salisbury Community Players*
- 56 • *2016 Visual Artist/Stephen DiCarlo, owner of SMDI Photography (not present)*
- 57 • *2016 Green Award/Martin Hutchinson, pastor of Community of Joy Church of the*  
58 *Brethren and founder of Camden Community Garden*
- 59 • *2016 Innovator/Greg Bassett, editor and founder of the Salisbury Independent*  
60 *(not present)*
- 61 • *2016 Coolest Cop Award/Officer 1<sup>st</sup> Class William “Bull” Hudson*
- 62 • *2016 Public Servant Award/City of Salisbury Parking Enforcement Officer Dee*  
63 *Kelley*
- 64 • *2016 Import Award/Andrea Berstler, Executive Director of Wicomico County*  
65 *Library*
- 66 • *2016 Unsung Hero Award/Julie Messick, City of Salisbury 3<sup>rd</sup> Friday Volunteer*
- 67 • *2016 WeHeartSBY Award/Matt Drew, Founder of Bike-SBY*

68  
69 **Drinking Water Week Proclamation**

70 *Mayor Day presented a proclamation proclaiming May 8-14, 2016 as Drinking Water Week in*  
71 *Salisbury, Maryland. The City received a first place award for the second year in a row from the*  
72 *Maryland Rural Water Association’s Toasting the Tap Water Tasting Competition for MD’s Best*  
73 *Drinking Water, marking the second time the City has received the award two years in a row.*  
74

75 **ADOPTION OF LEGISLATIVE AGENDA**

76  
77 *Mrs. Mitchell moved, Ms. Jackson seconded, and the vote was unanimous to adopt the legislative*  
78 *agenda as presented.*  
79

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

81  
82 *The Consent Agenda was unanimously approved on a motion and seconded by Mr. Boda and*  
83 *Mrs. Mitchell, respectively:*  
84

- *March 21, 2016 Closed Session Minutes*
- *March 28, 2016 Council Meeting Minutes*
- *April 11, 2016 Council Meeting Minutes*
- *April 18, 2016 Work Session Minutes*
- *April 19, 2016 Budget Session Minutes*
- **Resolution No. 2631** – *authorizing the Mayor to sign the grant agreement and accept a*  
*grant of \$32,000.00 from the Maryland Department of Transportation Maryland Bikeways*  
*Program for the design of a bike route on West Main Street, Fitzwater Street and Parsons Road*

- **Resolution No. 2632** – accepting grant funds awarded through the Maryland Department of Natural Resources from the Clean Vessel Act Program, Waterway Improvement Fund in the amount of \$9,685 for a replacement sewage pumpout facility at the Port of Salisbury Marina

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

87

88 The Award of Bids, consisting of the following items, was unanimously approved on a motion by  
89 Mrs. Mitchell and seconded by Mr. Ireton:

90

- Declaration of Surplus – 324 Poplar Hill Avenue - \$0.00

92

93 **PUBLIC HEARING ON MAYOR’S PROPOSED FY 17 BUDGET, WATER & SEWER**  
94 **RATES & CONSTANT YIELD TAX RATE** – presented by City Attorney Mark Tilghman

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96 City Clerk Nichols swore in two members of the public wishing to speak during the Public  
97 Hearing. Mr. Tilghman presented Ordinance No. 2385.

98

- **Ordinance No. 2385** - 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

104 At 6:27 p.m. Mr. Heath opened the Public Hearing on Ordinance No. 2385, Ordinance  
105 No. 2386 and the Constant Yield Tax Rate.

106 The following comments were received concerning the Proposed FY17 Budget:

- Property owners and managers in Salisbury appreciate the opportunity to work with the City
- Alarmed to learn there would be a 100% increase in rental registration fees
- Understand the running the government comes with a price and SAPOA members want to pay our share
- Asked Council to consider some sort of compromise in terms of such a huge increase all at once
- The increase is dramatic
- The history of landlord licensing in Salisbury goes back to Mayor Tilghman’s administration, when it was stated the main purpose was for the City to establish a data base of registration. It was not created to generate revenue but merely a \$5 to \$10 fee to cover the cost of implementing it.
- The presumption is that the landlords pay for this, but the tenants pay for this
- When landlord costs and expenses go up, rents go up
- These costs are being born by the segment of our population (renters) who can least afford it
- Please reconsider this increase

124 The public hearing closed at 6:33 p.m.

- 125 • **Ordinance No. 2386** - to amend water and sewer rates to decrease sewer only rates and  
126 making said changes effective for all bills dated October 1, 2016 and thereafter unless  
127 and until subsequently revised or changed

128 Mr. Tilghman then presented Ordinance No. 2386.

129 At 6:38 p.m., Mr. Heath re-opened the Public Hearing to invite anyone else from the  
130 audience wishing to speak on the proposed Budget to come forward to the podium. There  
131 were no further requests to speak, and Mr. Heath immediately closed the Public Hearing.

132 **ORDINANCE** – presented by City Attorney Mark Tilghman

133

- 134 • **Ordinance No. 2387** - approving an amendment of the FY 2016 General Fund Budget to  
135 appropriate funding a transfer to Capital Projects Fund to be used for demolition and  
136 curbing required for Firestation 2

137

138 Ordinance No. 2387 for first reading was approved on a motion and seconded by Mr.  
139 Boda and Ms. Jackson, respectively, and by unanimous vote in favor.

140

141 **COMMENTS**

142

143 Mayor Day stated that Council and Administration did everything they could

144

145 **ADJOURNMENT**

146

147 There being no further business to discuss, President Heath adjourned the Legislative Session at  
148 6:42 p.m.

149

150

151 \_\_\_\_\_  
City Clerk

152

153

154 \_\_\_\_\_  
Council President

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**INTER**

**OFFICE**

**MEMO**

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Assistant City Administrator JG  
**Subject:** Combining Recycling Advisory Committee and the Sustainability Advisory Committee  
**Date:** April 28, 2016

---

Attached you will find a resolution to combine the Recycling Advisory Committee and Sustainability Advisory Committee (Green Team) into one advisory committee which will retain the name of Sustainability Advisory Committee. The Recycling Advisory Committee was formed in 2007 and it currently has no members. Due to the Sustainability Advisory Committee's broad mission that encompasses the Recycling Committee's mission it will be more successful for the Sustainability Advisory Committee to focus on these matters. The Sustainability Advisory Committee will lead the charge to help the City of Salisbury achieve and maintain Sustainable Maryland Certification, help develop policies addressing sustainability, assist with identifying grant opportunities, implement programs and assist with educational opportunities for staff and community leaders. There will be no changes to the structure of the Sustainability 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



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INTER

OFFICE

MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Assistant City Administrator JG  
**Subject:** Youth Development Advisory Committee  
**Date:** April 28, 2016

---

Attached you will find a resolution to create a Youth Development Advisory Committee. Over the past year, the City has hosted multiple public conversations about crime through the lens of a proposed juvenile curfew. During these meeting alternatives were also proposed. This committee will be charged with advising the Mayor on creating more opportunities for young people to be successful, making recommendations on development and programming for the City's investment in community centers, providing policy guidance and much more. This committee will be made up of key stakeholders in the community, along with young people between the ages of 16-24.

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

Attachment:

RESOLUTION NO. ~~\_\_\_\_\_~~. 2634

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO ESTABLISH A  
YOUTH DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Salisbury seeks to provide services to and representation of all residents;  
and

WHEREAS, the City hosted a series of public conversations about crime through the lens of a  
proposed juvenile curfew; and

WHEREAS, the City of Salisbury has seen a 16% decline in arrests in the first quarter of 2016  
and a corresponding 13% increase in juvenile arrests during the same period; and

WHEREAS, the City would like to create more opportunities for young people to be successful,  
safe and productive in Salisbury; and

WHEREAS, youth ages 16 to 24, who are not in school and not employed are considered  
“disconnected” or “disaffected” youth; and

WHEREAS, the City currently has an estimated population of 7,875 in this age range; and

WHEREAS, City of Salisbury has an estimated population of at least 500 disaffected youth; and

WHEREAS, the City seeks to establish a “Youth Development Advisory Committee” in order to  
provide advice to the City regarding its activities and contributions to the creatingion of  
opportunities for youth; and

WHEREAS, this Committee would make recommendations to the Mayor on development and  
programming for the City’s investment in community centers; and

WHEREAS, this Committee would provide policy guidance to the Mayor on youth issues,  
including curfew; and

WHEREAS, the City finds value in providing employment, supportive services, and educational,  
volunteer, and athletic opportunities for our disaffected youth.

NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that the Youth  
Development Advisory Committee is hereby established and will abide by the following By-  
Laws:

By-Laws of the City of Salisbury Youth Development Advisory Committee

Section 1. Membership

- a. The Youth Development Advisory Committee (“the Committee”) shall consist of no  
less than fifteen (15) members and no more than twenty-five (25) members. The  
Members shall be authorized and appointed by the Mayor. Membership may include  
municipal staff, elected officials, volunteers, members of community boards and

- 35 commissions, citizens, and representatives from service providers and community  
36 organizations. Anyone ages sixteen (16) and older may serve on this Committee. The  
37 membership shall include at least two (2) individuals aged sixteen to twenty-four; at  
38 least three (3) representatives of governmental or non-profit agencies that provide  
39 services directly to disaffected youth; [at least one \(1\) representative from the Board of](#)  
40 [Education](#); and at least (2) members of the local business community. Members shall  
41 serve three (3) year terms.
- 42 b. The Committee will meet at least six (6) times a year.
  - 43 c. At the first meeting a Chair and Vice Chair will be nominated and elected. The  
44 Chairperson shall preside at all meetings and work with the City staff member  
45 assigned to support this committee with setting the agenda. The Vice Chairperson  
46 shall preside over the meetings in the event that the Chairperson is absent.
  - 47 d. For any and all formal recommendations made by the Committee to the Mayor, a  
48 quorum must be present. [A quorum shall be at least 51% of those members appointed.](#)
  - 49 e. Members shall make every effort to attend all meetings. In the event that a member is  
50 absent from three meetings in any calendar year without either a pre-arranged excuse  
51 or an emergency, they may be recommended for removal.

## 52 Section 2. Purpose

- 53 a. To make recommendations to the Mayor on the development of and programming for  
54 City-wide community center(s).
- 55 b. To provide independent, programmatic oversight of the proposed community centers, the  
56 programs and activities run by or funded by the City out of the community centers, and  
57 any other City-operated or funded youth development or employment programs.
- 58 c. To make recommendations to the Mayor concerning policies, programs, or funding  
59 opportunities that will: (1) increase the number of employment opportunities for youth;  
60 (2) decrease the rate of arrest and incarceration of youth; (3) increase the mental, social,  
61 and physiological health of youth; and (4) increase opportunities for youth to complete  
62 educational, vocation, or workforce development programs and courses.
- 63 d. To provide guidance on any curfew legislation and alternatives.
- 64 e. To identify and work with community partners to find more opportunities for the  
65 Summer Youth Work Program.

## 66 Section 3. Outcomes

67 The Committee shall evaluate, in part, the success of the City's programs and its own  
68 recommendations based upon the following indicators:

- 69 1. The number of youth ages 16 to 24 actively engaged in City-run or City-funded youth  
70 development or employment programs.
- 71 2. An estimated number of youth, regardless of age, utilizing the City-wide community  
72 center(s) and its programs.
- 73 3. The Unemployment Rate of youth ages 16 to 24, as determined by the U.S. Census  
74 Bureau or another reliable source.

- 75 4. To the best of the Committee’s ability, the number of youth ages 16 to 24 who are not  
76 in the labor force or not employed *and* not enrolled in an educational institution,  
77 vocational program, or workforce development program.  
78 5. The high school drop-out rate, as determined by the Wicomico County Board of  
79 Education.  
80 6. The educational attainment of youth ages 20-24, as determined by the U.S. Census  
81 Bureau or another reliable source.  
82 7. The arrest rate of youth ages 16-24, as determined by the Salisbury Police  
83 Department.  
84 8. The incarceration rate of youth ages 16-24, as determined by the Wicomico County  
85 Circuit Court, the Wicomico State’s Attorney’s Office, and/or the Wicomico County  
86 Department of Corrections.

87 This Committee shall acknowledge that some of this data may only be available for the  
88 previous calendar year and/or may only be an estimate. These indicators shall serve to  
89 supplement the intangible benefits and outcomes of the City’s programs and the Committee’s  
90 recommendations.

91 Section 4. City Council Liaison

92 One member of the City Council shall act as liaison to the Youth Development Advisory  
93 Committee and regularly attend meetings. They shall report to the full City Council on any  
94 recommendations made by the Committee and any other pertinent information.

95 Section 5. City Staff Liaison

- 96 a. The Director of Housing and Community Development or their designee may be  
97 designated by the Mayor to serve as the City’s advisor and liaison to the Youth  
98 Development Advisory Committee. That person or his/her designee shall be  
99 responsible for taking notes at the Committee’s meetings.  
100 b. The Police Chief or their designee may be designated by the Mayor to serve as a  
101 liaison to the Youth Development Advisory Committee.  
102

103 NOW, THEREFORE BE IT RESOLVED, by the Salisbury City Council that the Youth  
104 Development Advisory Committee is created.

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

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111

112 ATTEST;

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115 \_\_\_\_\_

116 Kimberly R. Nichols, City Clerk

117

\_\_\_\_\_

John R. Heath, President

Salisbury City Council

118

119 | APPROVED BY ME THIS: \_\_\_\_\_ ~~d~~ay of \_\_\_\_\_, 2016.

120

121 \_\_\_\_\_

122 Jacob R. Day, Mayor

123

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INTER

OFFICE

# MEMO

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*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:** May 6, 2016

---

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

<u>Name</u>	<u>Term Ending</u>
James Buss	May 2019

Attached you will find information from James Buss 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

## Julia Glanz

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**From:** James Buss <JJBUSS@salisbury.edu>  
**Sent:** Thursday, May 5, 2016 11:28 AM  
**To:** Julia Glanz  
**Subject:** Green Team--Sustainability Committee  
**Attachments:** Short CV James Buss.docx

Hello Julia,

I spoke with Kacey Martin about joining the city's Green Team. I am the Director of the Honors Program at SU (soon to be Dean of the new Honors College). My background is as a historian of Native American and Environmental history. I would love to participate in whatever way you need. Although relatively new to Salisbury (3years), I live in the city (on College Ave) and want to become more actively engaged. I've attached a short resume with this email.

Thanks,

Jim

James Buss, PhD  
Director, Thomas E. Bellavance Honors Program  
Salisbury University  
Salisbury, MD 21801  
(410)546-6902

## JAMES JOSEPH BUSS

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1101 Camden Ave  
Thomas E. Bellavance Honors Program  
Salisbury University  
Salisbury, MD 21875

jjbuss@salisbury.edu  
Cell (405) 618-7063

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### EDUCATION

- Ph.D., Purdue University (2007)
  - United States History (emphasis on Native American Studies and Environmental History)
- M.A., Bowling Green State University (2002)
  - Policy History (emphasis on land use and annexation issues in Ohio and Indiana)
- B.A., Bowling Green State University (1999)
  - History

### ACADEMIC EXPERIENCE

2013-present	Director, Thomas E. Bellavance Honors Program Associate Professor of History Salisbury University
2011-2013	Associate Professor and Chairperson of History Department Director, University Honors Program Oklahoma City University
2008-2011	Assistant Professor of History, Oklahoma City University
2007-2008	Visiting Instructor, Bowling Green State University

### OTHER EXPERIENCE

- Conference Organizer, Maryland Collegiate Honors Council Annual Meeting, Salisbury, March 6-7, 2015
- Committee Member, Assessment and Evaluations Committee, National Collegiate Honors Council, term expires 2017
- Treasurer, Northeast Regional Honors Council, July 2014-present
- Executive Committee, Maryland Collegiate Honors Council, March 2014-present
- Secretary, American Society for Ethnohistory, October 2013-present
- Local Arrangements Chairperson and Conference Co-Coordinator, Annual Meeting of the American Society for Ethnohistory, Indianapolis, IN, October 8-12, 2014
- National History Day District Coordinator, Oklahoma City and Norman, Districts 4&11, fall 2009-May 2013
- Program Committee, 33<sup>rd</sup> Annual Meeting of the Society for Historians of the Early American Republic, Philadelphia, July 14-17, 2011
- Consultant and Researcher, Pioneer Settlement Addition, Sauder Historical Village, Archbold, OH, May 2004-fall 2009. (Pioneer Settlement Opened August 22, 2009 and received a 2010 National Merit Award from American Association of State and Local History)
- Intern, Center for Policy Analysis and Public Service, Bowling Green State University, Bowling Green, Ohio, August 2000-August 2001
- Project Director, "Research on the Road: Ohio's Involvement in the Civil War," Traveling High School History Program, Ohio Humanities Council Grant in conjunction with The Piatt Castles Inc., West Central Ohio Region, spring 2000-fall 2001

- Assistant Curator, Piatt Castles Inc. Historical Homes, West Liberty, Ohio, August 1999-August 2001

#### TEACHING AWARDS

- Honorary Faculty Inductee, Phi Eta Sigma Freshman Honor Society, Salisbury University, August 21, 2014 (one faculty member chosen campus-wide by previous year's freshman class).
- Honored Faculty Member of the Year, Native American Society, 5<sup>th</sup> Annual Oklahoma City University Powwow, April 9, 2011.
- Distinguished Honors Professor of the Year, Oklahoma City University Honors Program, 2010-2011.
- Excellence in Teaching Award for Full-Time Faculty (one award granted campus-wide), Center for Excellence in Teaching and Learning, Oklahoma City University, 2009-2010 Academic Year.

#### PUBLICATIONS (Books)

- Co-editor with C. Joseph Genetin-Pilawa, *Beyond Two Worlds* (Albany, NY: SUNY Press, October 2014).
- *Winning the West with Words: Language and Conquest in the Lower Great Lakes* (Norman: University of Oklahoma Press, October 2011).

#### PUBLICATIONS (Book Chapters)

- "Mapping Native Networks: Intimate Relationships of Trade in Early Nineteenth Century America," in *Between Two Worlds*, eds. C. Joseph Genetin-Pilawa and James Joseph Buss (Albany: SUNY Press, October 2014).
- "The Politics of Indian Removal on the Wyandot Reserve, 1817-1843," in *Contested Territories: Native Americans and Europeans in the Lower Great Lakes, 1750-1850*, eds. Melissa Rinehart and Charles Beatty Medina (Lansing: Michigan State University Press, 2012).
- "American Indian Policy" Chapter in *Governing America: Major Policies and Decisions of Federal, State, and Local Government*, eds Paul J. Quirk and William Cunion (5,000 word chapter, Facts on File, 2011).

#### PUBLICATIONS (Articles)

- "Appealing to the Great Spirit: Foundational Fictions and Settler Histories in Middletown America," *Middle West Review* (forthcoming 2016)
- "'They found and left her an Indian': Gender, Race, and the Whitening of Young Bear," *Frontiers: A Journal of Women Studies*, Special Issue on Intermarriage and American Indians 29:2/3 (2008): 1-35.
- "The 'Monster Bank' Game—or Buss's B.U.S.," Lesson Plan, Organization of American Historians, *Magazine of History* (May 2005).
- "Lessons on the Market Revolution: What's a Body to Do? A Series of Personal Dilemmas," co-authored with John Larson and John Van Atta, Organization of American Historians, *Magazine of History* (May 2005).

#### BOOK REVIEW ESSAYS (in)

*American Historical Review, Ethnohistory, American Indian Culture and Research Journal, Journal of Urban History, The Chronicles of Oklahoma, Indiana Magazine of History, Journal of Illinois History, The Northwest Ohio Quarterly, H-AmIndian, and H-Indiana.*

## PROFESSIONAL CONFERENCE PRESENTATIONS

- Panelist, “Decolonizing Native Delegation Photographs and the Legacies of Smithsonian Collecting and Cataloguing Practices,” *Native American and Indigenous Studies Association*, Washington, DC, June 4-6, 2015.
- “Imagined Worlds and Archival Realities: (Re)Reading *myaamia* History in the Archive,” *Society for Historians of the Early American Republic*, July 17-20, 2014.
- “Confined in Time and Defined by Gender: Marked Landscapes and the Violence of Settler Colonialism in *myaamionki*,” *Native American and Indigenous Studies Association*, May 28-31, 2014.
- “Appealing to the Great Spirit: Foundational Fictions and Narratives of Resistance in Middletown America,” *American Society for Ethnohistory*, New Orleans, LA, September 11-15, 2013.
- “From the Hoosier Heartland to NBC’s *Parks and Recreation*: Portable Narratives of Displacement and Montpelier, Indiana’s Indian Statue,” *American Society for Ethnohistory*, Springfield, MO, November 8-10, 2012.
- Chair and Commenter, “Indian Territory’s Civil Wars,” *51<sup>st</sup> Western History Association*, Oakland, October 13-16, 2011.
- Chair and Commenter, “Race and the Progress of Dispossession,” *33<sup>rd</sup> Society for Historians of the Early American Republic*, Philadelphia, July 14-17, 2011.
- “‘A Melancholy but Necessary Duty’: Narratives of Anti-Conquest in Late Nineteenth-Century County Histories,” *Critical Ethnic Studies and the Future of Genocide: Settler Colonialism/Heteropatriarchy/ White Supremacy*, University of California at Riverside, March 10-12, 2011.
- “Mapping Native Networks: Wyandot Strategies of Negotiation during the Era of Indian Removal,” *American Society for Ethnohistory*, Ottawa, Canada, October 13-15, 2010.
- “A Muddled Middle Ground: Intimate Relationships of Trade in Early Nineteenth Century America,” *American Society for Ethnohistory*, New Orleans, October 1-4, 2009.
- “‘I Will Never Unloose My Hold’: The Politics of Religion and Removal on the Wyandot Reserve,” *Society for Historians of the Early American Republic*, Springfield, IL, July 18, 2009.
- “Capturing the Lake Monster: Race, Science, and the Politics of Removal,” *2007 American Society for Ethnohistory*, Tulsa, November 7-9, 2007. (Panel organizer for panel, “Local Narratives on the National Stage: The Influence of Regional Action on Discussions of Federal Indian Policy.”)
- “‘The long looked for storm . . . is now commencing its ravages on our nation’: Race, Religion, and the Politics of Removal,” *47<sup>th</sup> Western History Association*, Oklahoma City, October 3-7, 2007.
- “‘Led by a touch of romantic feeling’: Constructing Indian History through George Winter’s Artwork,” *McNeil Center for Early American Studies-Brownbag Series*, Philadelphia, February 16, 2005.

## INVITED PUBLIC PRESENTATIONS

- “It’s Turtles All the Way Down: Medicine River and the Works of Thomas King,” Let’s Talk About It Oklahoma, Yukon (Oklahoma) Public Library, Spanish Grove Retirement Community, April 8, 2013.
- “From the Hoosier Heartland to NBC’s *Parks and Recreation*: Research Notes from a Historian on the Go,” Keynote Address for the *2013 Pembroke Undergraduate Research and Creativity Forum* at the University of North Carolina at Pembroke, April 3, 2013.

- 7 Minute Interview about *Winning the West with Words: Language and Conquest in the Lower Great Lakes*, C-Span 2, Book TV, May 5, 2012.
- “A Tale of Two Jeffersons/A Tale of Two Americas,” Let’s Talk About It Oklahoma, Yukon (Oklahoma) Public Library, Spanish Grove Retirement Community, March 11, 2012.
- “From Berry Gordy to Jay-Z: Race and Rock and Roll,” Black History Month Lecture Series, Ralph Ellison Library, Oklahoma City, Oklahoma, February 22, 2012. (Public Lecture)
- 30 Minute Interview about *Winning the West with Words: Language and Conquest in the Lower Great Lakes*, National Public Radio, KGOU affiliate, November 24, 2011 (Thanksgiving Edition).
- “‘Which of these articles has your father broken?’: Historical Interpretation on the Middle Ground,” Historic Southern Indiana Symposium “1811: The Year of Decision,” Vincennes University, Vincennes, Indiana, June 25, 2011.
- “Lessons in Leadership from the Eighteenth Century: Three Case Studies,” Center for Student Leadership Workshop on Cultural Diversity in Leadership, Oklahoma City University, October 9, 2010.
- “Usable Heroes and Forgettable Villains: Abraham Lincoln, Jefferson Davis, Stephen Douglas and the Coming of the Civil War,” Oklahoma Humanities Council, Let’s Talk About It Series, Oklahoma City, September 14, 2010. (Public Lecture)
- “Black Identity in America: 2<sup>nd</sup> Annual Black History Month Forum,” Oklahoma City University, Black Student Association, February 19, 2010. (Panelist)
- “The Making and Remaking of Blackness (and Whiteness),” Black History Month Lecture Series, Ralph Ellison Library, Oklahoma City, Oklahoma, February 3, 2010. (Public Lecture)
- “‘Dirt to Eat’: The Perils of Progress and the Dust Bowl,” Oklahoma Humanities Council, Let’s Talk About It Series, Oklahoma City, September 29, 2009. (Public Lecture)
- Invited Participant, Clements Center for Southwest Studies: Southern Methodist University, Manuscript Workshop for Cathleen Cahill’s “Federal Fathers and Mothers: The United States Indian Service,” 1869-1933, Dallas, Texas, September 29, 2009.
- Early American Dissertation Writing Group, Bowling Green State University, August 7, 2009. (Guest Scholar)
- “Indian Removal in the Old Northwest Territory,” Graduate Student Summer Seminar, CIC–American Indian Studies Consortium, Indiana State Library, Indianapolis, June 19, 2009. (Guest Scholar)
- “Pioneering: An American Birthright?” and “Hiding in Plain View: Indian Removal in the Great Lakes,” for *The Contested Frontier: Making and Remaking the American West, 1815-1848*, Florida Humanities Council Teacher Workshop, University of South Florida–St. Petersburg Campus, January 14, 2009. (Guest Speaker and Workshop Facilitator)
- “Student Assessment as Self Assessment,” Part of Assessment Week at Oklahoma City University, Office of Institutional Research, November 3, 2008.
- “‘They Found and Left her an Indian’: Gender, Race, and the Whitening of Young Bear,” *Department of History, Works-in-Progress*, Purdue University, October, 12, 2006.

#### MANUSCRIPT REFEREE AND REVIEWER

- University of Oklahoma Press
- *Journal of American History*
- *The William and Mary Quarterly*

1 **RESOLUTION NO. 2635**

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>
8 James Buss	9 May 2019

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 May \_\_\_\_\_, 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

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INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Assistant City Administrator  
**Subject:** Appointments to the Youth Development Advisory Committee  
**Date:** May 23, 2016

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Mayor Day would like to appoint the following people to the Youth Development Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Bishop Jesse Abbott	May 2019
Gaylena Bivens	May 2019
Joann Blackmon	May 2019
Tom Brown	May 2019
Mandel Copeland	May 2019
Alexis Dashfield	May 2019
Zach Davis	May 2019
Aaron Deal	May 2019
Debbie Donaway	May 2019
Mike Dunn	May 2019
Harlan Eagle	May 2019
Tom Evans	May 2019
Kim Gillis	May 2019
Amber Green	May 2019
Terry Greenwood	May 2019
Donna Hanlin	May 2019
Dr. Ray Hoy	May 2019
Michele Hughes	May 2019
Josh James	May 2019
Erica Joseph	May 2019
Kevin Lindsay	May 2019
Matt Maciarelo	May 2019
Jermichael Mitchell	May 2019
Kathleen Momme	May 2019
Walt Moore	May 2019

Bryan Murfree	May 2019
Pamela Patey	May 2019
Jennifer Shahan	May 2019
Erin Sheehan	May 2019
Robby Sheehan	May 2019
Lisa Simone	May 2019
Jessica Sims	May 2019
Jim Thomas	May 2019
Mark Thompson	May 2019
Major Vic Tidman	May 2019
Ed Urban	May 2019
Robert Williams	May 2019

Please forward this memo 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

1  
2  
3 **RESOLUTION NO. 2636**

4 BE IT RESOLVED, by the City of Salisbury, Maryland that the following  
5 individuals are appointed to the Youth Development Advisory Committee, for the term  
6 ending as indicated.

7	<u>Names</u>	<u>Term Ending</u>
8	Bishop Jesse Abbott	May 2019
9	Gaylena Bivens	May 2019
10	Joann Blackmon	May 2019
11	Tom Brown	May 2019
12	Mandel Copeland	May 2019
13	Alexis Dashield	May 2019
14	Zach Davis	May 2019
15	Aaron Deal	May 2019
16	Debbie Donaway	May 2019
17	Mike Dunn	May 2019
18	Harlan Eagle	May 2019
19	Tom Evans	May 2019
20	Kim Gillis	May 2019
21	Amber Green	May 2019
22	Terry Greenwood	May 2019
23	Donna Hanlin	May 2019
24	Dr. Ray Hoy	May 2019
25	Michele Hughes	May 2019
26	Josh James	May 2019
27	Erica Joseph	May 2019
28	Kevin Lindsay	May 2019
29	Matt Maciarelo	May 2019
30	Jermichael Mitchell	May 2019
31	Kathleen Momme	May 2019
32	Walt Moore	May 2019
33	Bryan Murfree	May 2019
34	Pamela Patey	May 2019
35	Jennifer Shahan	May 2019
36	Erin Sheehan	May 2019
37	Robby Sheehan	May 2019
38	Lisa Simone	May 2019
39	Jessica Sims	May 2019
40	Jim Thomas	May 2019
41	Mark Thompson	May 2019
42	Major Vic Tidman	May 2019
43	Ed Urban	May 2019
44	Robert Williams	May 2019

45

46 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
47 Council of the City of Salisbury, Maryland held on May \_\_\_\_\_, 2016.

48  
49 ATTEST:

50  
51  
52 \_\_\_\_\_  
53 Kimberly R. Nichols  
54 CITY CLERK

\_\_\_\_\_

John R. Heath  
PRESIDENT, City Council

55  
56  
57 APPROVED BY ME THIS  
58  
59 \_\_\_\_\_ day of \_\_\_\_\_, 2016

60  
61  
62 \_\_\_\_\_  
63 Jacob R. Day  
64 MAYOR, City of Salisbury

# 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**

**May 23, 2016**

- |  |              |
|--|--------------|
| 1. Contract 119-16<br>Beaverdam Creek Tidal Dam and Spillway Reconstruction                          | \$586,900.00 |
| 2. Change Order #8<br>Contract A-07-14<br>Street Improvements – Curb, Gutter & Sidewalk Construction | \$109,274.98 |

# 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

**May 23, 2016**

TO: Mayor and City Council

SUBJECT: Award of Bid  
Contract 119-16  
Beaverdam Creek Tidal Dam and Spillway Reconstruction

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit bids for Contract 119-16 Beaverdam Creek Tidal Dam and Spillway Reconstruction. The scope of work for this bid solicitation will furnish all of the labor, materials and equipment necessary for repair of existing Beaverdam Creek Dam and installation of a new permanent dam and spillway upstream of the existing dam.

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of two (2) vendors submitted a bid by the due date and time of Tuesday, May 10, 2016 at 2:30 p.m.

Vendor	Total Bid
Rehak's Contracting, LLC	\$586,900.00
Murtech, Inc.	\$782,417.00

Both bid responses were determined to be responsive and responsible, and Rehak's Contracting, LLC. was the apparent low bidder. The Department of Public Works performed several reference checks and performed cost estimation analysis on select tasks to confirm bid pricing. There are sufficient funds to cover this purchase in project account 98116-513026-48301.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award Contract 119-16 Beaverdam Creek Tidal Dam and Spillway Reconstruction to Rehak's Contracting, LLC., in the amount of \$586,900.00.

Sincerely,

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

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking



MARYLAND

JACOB R. DAY  
MAYOR

M. THOMAS STEVENSON, JR  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

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

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

To: Jennifer Miller, Asst. Director of Internal Services – Procurement  
From: Michael Moulds, Director of Public Works  
Date: May 11, 2016  
Re: Contract 119-16 Beaverdam Creek Tidal Dam and Spillway Reconstruction

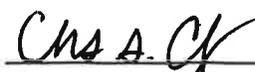
Salisbury Public Works recently advertised a bid for the Beaverdam Creek Tidal Dam and Spillway Reconstruction. The reconstruction includes the furnishing of all labor, materials, and equipment necessary for repair of the existing Beaverdam Creek Dam and installation of a new permanent dam and spillway upstream of the existing dam as indicated on the Contract Drawings. Additionally, the reconstruction involves repairs and/or replacement to any property or landscaping damaged as a result of construction during this project. Work within the waters of the Beaverdam Creek may not begin until June 15, 2016 due to trout stocking in this part of the creek.

Bids were opened on Tuesday, May 10, 2016 at 2:30 p.m. for Contract 119-16, Beaverdam Creek Tidal Dam and Spillway Reconstruction. Two (2) responses to this contract were received, as summarized below:

Company	Total Bid
Rehak's Contracting, LLC	\$586,900.00
Murtech, Inc.	\$782,417.00

SPW reviewed the bids in accordance with the contract documents. Rehak's Contracting, LLC is the lowest responsive bidder. Additionally, SPW has called multiple references and all have had a positive response to the work completed by Rehak's Contracting, LLC. SPW recommends awarding the contract to Rehak's Contracting, LLC in the amount of \$586,900.00. There is funding available for the Beaverdam Creek Tidal Dam and Spillway Reconstruction project in account number 98116-513026-48301.

Please issue a Purchase Order to Rehak's Contracting, LLC in the amount of \$586,900.00 for the scope of work specified in Contract 119-16.

  
Christopher S. Glasing  
Project Engineer

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

# 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  
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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda

**May 23, 2016**

TO: Mayor and City Council

SUBJECT: Change Order #8 to Contract A-07-14  
Street Improvements – Curb, Gutter & Sidewalk Construction

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to process Change Order #8 in the amount of \$109,274.98 for Contract A-07-14 Street Improvements – Curb, Gutter & Sidewalk Construction. Sidewalk construction is necessary for the following projects or areas:

- To accompany work as part of the 2016 Street Program
- South Division Street (near Salisbury University)
- Power Street (near Salisbury University)

Funds are available in the accounts noted below, with the expectation for reimbursement from Salisbury University for the work on Power Street (\$30,000):

31000-534318	\$65,000.00
98102-513026-10008	<u>\$44,274.98</u>
	\$109,274.98

The Department of Internal Services, Procurement Division, requests Council's approval for Change Order #8 as noted above to Malone and Phillips, Inc., in the amount of 109,274.98.

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 Miller, Assistant Director of Internal Services - Procurement Division  
From: Michael S. Moulds, Director of Public Works *MSM*  
Date: May 3, 2016  
Subject: Change Order No. 8 - Contract No. A-7-14  
P.O. 02150099  
Citywide Concrete Program

The Public Works Department of the City of Salisbury has been contacted by the Wicomico County Public Works Department and Salisbury University regarding the creation of ADA-compliant sidewalk paths along South Division & Power Street in the proximity of Salisbury University. This is for the purposes of creating a safe pedestrian pathway for students and residents as they attempt to negotiate this stretch of public infrastructure that carries heavy amounts of vehicular traffic.

The Citywide Concrete Program and South Division Street Corridor Funds are recommended to be used for the sidewalk on Division Street. Salisbury University will be reimbursing the City of Salisbury for the sidewalk to be constructed on Power Street, the ideal timeline would be during the summer when the area is less active.

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division process Change Order #8, in the amount of \$109,274.98. This contract is a yearly contract and is utilized as funds are made available for requested projects. This request does include a time extension to allow for the processing of the change order as well as the extra time to perform the work. There is funding available from the projects are listed below.

- |  |                         |                    |
|--|-------------------------|--------------------|
| 1. Concrete work associated with the additional work done under the 2016 Street Program. | 31000-534318.....       | \$35,000.00        |
| 2. Construction of sidewalk Adjacent to South Division Street in area of University.     | 98102-513026-10008..... | \$44,274.98        |
| 3. Construction of sidewalk on Power Street in area of University.                       | 31000-534318.....       | <u>\$30,000.00</u> |
|  |                         | \$109,274.98       |

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 – Appropriations for Grant-Funded 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 was held at 6:05 PM on May 9, 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.

THIS ORDINANCE was introduced and read at a special meeting of the Council of the City of Salisbury held on April 25, 2016, and having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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**ATTEST:**

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jacob R. Day, Mayor

71 **Schedule A - Operating Budget Appropriations**

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1)	General Fund – for the general municipal purposes of the City of Salisbury:		
	City Council / City Clerk	244,925	244,925
	Development Services	406,050	415,886
	Mayor's Office/Community Promotions	1,064,037	1,063,787
	Internal Services	793,211	794,211
	City Attorney	270,000	275,000
	Information Technology	377,620	367,027
	Planning & Zoning	175,832	174,832
	Municipal Buildings	239,935	219,935
	Police	12,058,168	11,969,578
	Fire	8,331,833	9,142,080
	Building Permits	394,046	394,046
	Housing and Community Development	772,006	907,398
	Public Works		
	Resource Management	338,419	359,995
	Engineering	1,486,391	1,402,525
	Traffic Control	642,191	629,365
	Streets and Lighting	2,008,150	2,008,150
	Sanitation	1,981,002	1,981,002
	Fleet Management	535,809	535,809
	Carpenter Shop	134,944	134,944
	Recreation and Culture	1,712,626	1,712,626
	Debt Service & Other Uses	3,992,270	3,883,879
	Total	37,959,465	38,617,000

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

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3)	Water Fund - for operations of the water department (including \$ 520,984 for redemption of bonds and payment of interest)		
	Total	4,667,212	4,599,625

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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	12,544,906

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

81

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

82

	Grand Total	<del>56,790,923</del>	57,307,542
--	-------------	-----------------------	------------

**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					
<b>Total General Capital Projects</b>	<b>2,642,780</b>	<b>927,000</b>	<b>664,000</b>	<b>1,001,780</b>	<b>50,000</b>	<b>0</b>	

**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	100,000	100,000					
Fitzwater Street Lift Station - Phase II	2,690,000	2,690,000					
Belt Filter Press Rehabilitation	357,000	357,000					
<b>Total Water Sewer Capital Projects</b>	<b>3,985,800</b>	<b>3,147,000</b>	<b>0</b>	<b>0</b>	<b>838,800</b>	<b>0</b>	

**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					
<b>Total Parking Fund Capital Projects</b>	<b>200,000</b>	<b>200,000</b>					

**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		
<b>Total Storm Water Fund Capital Projects</b>	<b>325,355</b>	<b>0</b>	<b>250,000</b>		<b>75,355</b>		

**Schedule C City Fiscal Year 2017 Appropriations for Grant-Funded Expenditures**

Grant Name	Appropriation	Start Date	End Date	Funding Source	Funding Department or Agency
<b>Housing &amp; Community Development Dept.</b>					
FFY16 Emergency Solutions Grant	145,000	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
<b>Salisbury Police Department</b>					
FY17 Bulletproof Vest Partnership	25,000	10/1/2016	9/30/2019	Federal	Dept. of Justice
FY17 Body Armor for Local Law Enforcement	9,200	7/1/2016	6/30/2017	State	GOCCP
FFY17 Circuit Court Drug Court†	12,000	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	40,000	10/1/2016	9/30/2019	Federal	U.S. Department of Justice
FY17 Gun Violence Reduction Initiative†	51,000	7/1/2016	6/30/2017	State	Governor's Office of Crime Control & Prevention
FFY17 MD Highway Safety†	24,000	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†	30,000	10/1/2016	9/30/2017	Federal	U.S. Marshals Service
<b>Total</b>	<b>859,647</b>				

\* The amount of funding listed for Program Year 2016 CDBG funds is the actual amount awarded.

† These awards require a match, totaling \$15,000, to be transferred from account number \_\_\_\_ - \_\_\_\_

*This schedule serves to appropriate funds up to the amount listed and authorize the Mayor to expend grant funds for these programs up to the appropriation. Accounts will only be budgeted up to the amount included in the award letter. Awards that exceed the appropriation will require further council action. This also serves to authorize the Mayor to enter into any necessary agreements, contracts, or memoranda.*



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				
	1	One to two fixtures	\$62.83	\$125.66	\$	94.25		
	2	Three to five fixtures	\$94.25	\$188.50	\$	141.37		
	3	Six to twenty fixtures	\$135.46	\$270.91	\$	203.18		
		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			
	1)	For each fire service	\$373	\$746			
	2)	For each standby operational service	\$373	\$746			

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.

128  
129 Commercial Customers – These customers have average water utilization of 300,000 gallons to  
130 600,000 gallons per quarter.

131  
132 Large Commercial/Industrial – These customers have average water utilization over 600,000  
133 gallons per quarter.

134  
135 Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4  
136 to get average quarterly water utilization.

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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.

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157  
158 **ATTEST:**

159  
160 \_\_\_\_\_  
161 Kimberly R. Nichols, City Clerk

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

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168 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2016.

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170 \_\_\_\_\_  
171 Jacob R. Day, Mayor  
172



*From the Office  
of the  
Fire Chief*

**To:** Tom Stevenson, City Administrator

**Date:** 02 May 2016

A handwritten signature in black ink, appearing to be "RH", written over the "From:" field.

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

**Subject:** Budget Amendment for Fire Station 2 Demolition and Sidewalks

The fire department has the need to demolish the old fire station located at Brown and Naylor Streets (Old Fire Station 2) and subsequently make repairs and restore the curb and gutters around the property to return it to the Morris family following the construction of the new fire station and in accordance with the land swap agreement previously entered into by the City.

It has been determined that the costs of demolishing the fire station is \$33,920.00 and the costs for the curb and gutter work is \$20,000.00 making the total needed to complete these projects \$53,920.00.

It has also been determined that the funds used for the above improvements must be from City funds and not from tax exempt bond proceeds. There are no available City funds, not from bond proceeds, in the General Capital Projects Fund available for the demolition and curbing improvements and there is not an appropriation in the General Fund supporting the transfer of funds from the General Fund to the General Capital Projects fund. Therefore a request for a budget amendment must be proffered.

The attached budget amendment is provided for Council consideration to approve a budget amendment of the FY16 budget in the amount of \$53,920.00 from the general fund surplus (01000-469810) to the general fund Capital Project Fund (91001 599109).

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

Attachment: Budget Amendment Ordinance - Building Account - FY16

cc: File

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

ORDINANCE NO. 2387

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDING A TRANSFER TO CAPITAL PROJECTS FUND TO BE USED FOR DEMOLITION AND CURBING REQUIRED FOR FIRESTATION 2.

WHEREAS, the Fire Department has a need for \$33,920 to complete demolition of old Fire Station 2; and

WHEREAS, the Fire Department has a need for \$20,000 to complete sidewalk work connected with Fire Station 2; and

WHEREAS, the funds used for the above improvements must be from City funds and not from tax exempt bond proceeds; and

WHEREAS, there is no available City funds, not from bond proceeds, in the General Capital Projects Fund available for the demolition and curbing improvements; and

WHEREAS, there is not an appropriation in the General Fund supporting the transfer of funds from the General Fund to the General Capital Projects fund; and

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 Available (01000-469810) by \$ 53,920
- 1) Increase Transfers-General Capital Project Fund (91001 599109) by \$ 53,920

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

Project	Account	Type	Amount
Old Fire Station2 Demo & Curb	Transfer in General Fund	Increase	53,920
Old Fire Station2 Demo & Curb	Construction	Increase	53,920

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 9 day of May 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 \_\_\_\_\_, 2015.

Jacob R. Day, Mayor

# Memo

To: Tom Stevenson  
From: Susan Phillips, Director NSCC  
Date: May 18, 2016  
Re: NSCC Name Change

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Attached you will find the final draft of an ordinance changing the name of the Department of Neighborhood Services & Code Compliance to the Housing & Community Development Department.

This change will take effect with the passage of the fiscal year 2017 budget.

Unless you or the mayor has any questions please forward this information to the city council for review and consideration.



33 determined by a majority of the full council. All subordinate personnel shall be appointed as provided in  
34 Section SC3-4.C of the City Charter.

35

36 2.14.030 - Powers and duties of director and department.

37 Under the authority of the mayor and the direct supervision of the city administrator, the director of  
38 ~~the department of neighborhood services and code compliance~~ Housing and Community Development  
39 Department is directed to enforce the city's housing and zoning codes and to carry out and perform all  
40 functions of the city as provided by such housing and zoning codes. ~~The department of neighborhood~~  
41 ~~services and code compliance~~ Housing and Community Development Department shall have all the  
42 power and authority necessary to carry out its duties.

43

44 2.14.040 - Director responsible to mayor—Inspections—Issuance of warrants for violations.

45 The director of the ~~department of neighborhood services and code compliance~~ Housing and  
46 Community Development Department shall be responsible and report directly to city administrator under  
47 the authority of the mayor. ~~The department of neighborhood services and code compliance~~ Housing and  
48 Community Development Department shall make all necessary inspections to determine whether the  
49 housing or zoning codes have been or are being violated. The director of ~~department of neighborhood~~  
50 ~~services and code compliance~~ the Housing and Community Development Department shall promptly and  
51 faithfully execute or secure the issuance of all writs (warrants) for any violations of the various codes  
52 mentioned above and shall attend any court having the enforcement of any such violations.

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54 2.14.050 - Department procedure—Hearings.

55 The director of the ~~department of neighborhood services and code compliance~~ Housing and  
56 Community Development Department shall follow such procedures, including conducting formal or  
57 informal hearings for persons alleged to have violated either the housing or zoning codes, as shall best  
58 promote efficient administration, justice and good order and shall not be inconsistent with law or the  
59 Charter of the city.

60

61 2.14.060 - Establishment of rules and regulations—Recommendations to mayor.

62 The director of the ~~department of neighborhood services and code compliance~~ Housing and  
63 Community Development Department shall establish such rules and regulations as shall, from time to  
64 time, be necessary to the performance of the duties and functions of the ~~department of neighborhood~~  
65 ~~services and code compliance~~ Housing and Community Development Department pursuant to this  
66 chapter. The director of the ~~department of neighborhood services and code compliance~~ Housing and  
67 Community Development Department shall recommend necessary changes which he deems desirable in  
68 the provisions of this chapter; other provisions of law; the Charter; the housing and zoning codes; and  
69 ordinances or resolutions affecting the ~~department of neighborhood services and code~~  
70 ~~compliance~~ Housing and Community Development Department for submission to and approval by the  
71 mayor.

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73 2.14.070 - Assignment of additional duties.

74 In addition to its duties as provided in Sections 2.14.030 and 2.14.040 of this chapter,  
75 the ~~department of neighborhood services and code compliance~~ Housing and Community Development  
76 Department shall oversee the applications for and administration of Community Development grants  
77 and perform any and all other duties which may be assigned to it by the mayor, in writing or otherwise,  
78 and the ~~department of neighborhood services and code compliance~~ Housing and Community  
79 Development Department shall have all power and authority necessary to carry out such additional  
80 assigned duties.

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83 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF  
84 SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

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86 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on  
87 the \_\_\_\_\_ day of \_\_\_\_\_, 2016 and thereafter, a statement of the substance of the ordinance

88 having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_  
89 day of \_\_\_\_\_, 2016.

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91 ATTEST:

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95 \_\_\_\_\_  
Kimberly R. Nichols, City Clerk

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John R. Heath, City Council President

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98 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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103 \_\_\_\_\_  
Jacob R. Day, Mayor

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