



CITY OF SALISBURY CITY COUNCIL AGENDA

May 9, 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. Theresa Langdon of Faith Evangelical Lutheran Church

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

6:07 p.m. PRESENTATIONS

- Community Organization - Maryland Department of Commerce – presented by Representative Mindie Burgoyne
- Law Enforcement Torch Run – SPD Detective Caputo and Sgt. Hitty
- Proclamation - We Heart SBY
- Certificates for We Heart SBY winners

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

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

- **March 21, 2016** Closed Session Minutes (separate envelope)
- **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

- 6:32 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller
- **Declaration of Surplus** – 324 Poplar Hill Avenue
- 6:40 p.m. **PUBLIC HEARINGS – MAYOR’S PROPOSED FY17 BUDGET, WATER & SEWER RATES & CONSTANT YIELD TAX RATE** – City Administrator Tom Stevenson
- **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
 - **Ordinance No. 2386** – 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
 - **Constant Yield Tax Rate**
- 7:00 p.m. ORDINANCE – City Attorney Mark Tilghman
- **Ordinance No. 2387** - 1st 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 Firestation 2
- 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 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 May 23, 2016 Meeting

- Resolution No.____- Disbanding the Recycling Committee
- Resolution No.____- Creation of a Youth Development Advisory Committee
- Resolution No.____- Youth Advisory Committee Appointments
- Ordinance No.____- NSCC Department Name Change to HCDD
- **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 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** – 2nd 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 Firestation 2

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

MARCH 28, 2016

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath* *Mayor Jacob R. Day*
8 *Council Vice President Laura Mitchell* *Councilman Muir Boda*
9 *Councilman James Ireton, Jr.* *Councilwoman April Jackson*

10
11 **IN ATTENDANCE**

12
13 *City Clerk Kimberly R. Nichols, CMC, Assistant City Administrator Julia Glanz, Assistant*
14 *Director Internal Services – Procurement & Parking Jennifer L. Miller, City Attorney Mark*
15 *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. Brian Albert from Bethesda*
21 *United Methodist Church to deliver the invocation. Thereafter, everyone present recited the*
22 *Pledge of Allegiance.*

23
24 **PRESENTATION – Fair Housing Month**

25 *Mayor Day invited Shore Housing Resource Board of Director member Wanda Fields to the*
26 *Podium to receive the Fair Housing Month proclamation. Ms. Fields spoke about the purpose of*
27 *the Shore Housing Resource Board and housing discrimination in the sale or rental of housing*
28 *against anyone because of race, color, religion, sex, national origin, handicap, or familial status.*

29
30 *For information, visit www.shorehousingrb.com or mail to P.O. Box 971, Salisbury, MD 21803.*

31
32 **ADOPTION OF LEGISLATIVE AGENDA**

33
34 *Mr. Boda moved, Mrs. Mitchell seconded, and the vote was unanimous to adopt the legislative*
35 *agenda as presented.*

36
37 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

38
39 *The Consent Agenda was unanimously approved on a motion and seconded by Mrs. Mitchell and*
40 *Ms. Jackson, respectively:*

- 41
- **March 14, 2016 Regular Meeting minutes**
 - **Resolution No. 2607** – accepting a donation of a wolf enclosure from the Salisbury Zoo Commission for the Salisbury Zoological Park
 - **Resolution No. 2608** – accepting a donation of a Lovely Little Library at the Boundless Playground from Girl Scout Troop 634

- **Resolution No. 2609** – approving the appointment of Michael Dyer to the Mayor’s Council in Support of People with Disabilities for term ending March 2018
- **Resolution No. 2610** – approving the appointment of Stephen Hause to the Mayor’s Council in Support of People with Disabilities for term ending March 2018
- **Resolution No. 2611** – approving the reappointment of Susan U. Jones to the Zoo Commission for term ending March 2019
- **Resolution No. 2612** – approving the acquisition of a 2003 Chrysler 300m vehicle forfeited by the Court for Wicomico County, MD to the Salisbury Police Dept.
- **Resolution No. 2613** – authorizing the Mayor to enter into a contract with the MD Department of Housing and Community Development for the purpose of expending grant funds in the amount of \$121,102
- **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

42 **AWARD OF BIDS** – presented by Assistant Director of Internal Services – Procurement & Parking
 43 Jennifer L. Miller
 44

45 The Award of Bids, consisting of the following items, was unanimously approved on a motion by
 46 Mrs. Mitchell and seconded by Ms. Jackson:
 47

- 48 • Contract 116-16, Robins Avenue Lift Station Repairs \$33,000.00
- 49 • Declaration of Surplus, SPF- Bicycles \$.00

50
 51 **RESOLUTION** – presented by Assistant City Administrator Julia Glanz
 52

- 53 • **Resolution No. 2615** – accepting the submission of RFP 04-15 Re-bid from Green Street
 54 Housing, LLC for the redevelopment of Parking Lot 30
 55

56 Mr. Boda moved and Mrs. Mitchell seconded to approve Resolution No. 2615.
 57

58 Mrs. Mitchell moved to amend Resolution No. 2615 by inserting “and that the Mayor is
 59 hereby authorized to execute the said Disposition Contract,” after the word “contract” on Line
 60 50. Mr. Ireton seconded, and the vote to amend the resolution was unanimous.
 61

62 Resolution No. 2615, as amended, was approved by unanimous vote in favor.
 63

- 64 • **Resolution No. 2616** - authorizing the waiver of the building permit fee in connection
 65 with a roof replacement for the Village of Hope structure located at 1001 Lake Street
 66

67 Mrs. Mitchell disclosed that she serves on the Transitional Living Board at the Village of
 68 Hope.
 69

70 Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve
 71 Resolution No. 2616.

72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117

- **Resolution No. 2617** – accepting the submission of RFP 04-16 Bid from Hanna Family Investments for the sale of surplus real property at 1044 South Tower Road and demolition of the abandoned water tower structure

Mr. Boda moved and Ms. Jackson seconded to approve Resolution No. 2617.

Mrs. Mitchell moved to amend Resolution No. 2617 by inserting “and that the Mayor is hereby authorized to execute the said Disposition Contract.” after the word “contract” on Line 44. Mr. Boda seconded, and the vote to amend the resolution was unanimous.

Resolution No. 2617, as amended, was approved by unanimous vote in favor.

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2380 – 1st reading** - approving an amendment of the FY16 General Fund Budget to appropriate funding for a community outreach addiction team and youth substance use prevention initiative

Mrs. Mitchell moved, Ms. Jackson seconded and the vote was unanimous to approve Ordinance No. 2380 for first reading.

- **Ordinance No. 2381 – 1st reading** - approving an amendment of the FY15 Water and Sewer Capital Projects Budget to reallocate funding for the Fitzwater Street Lift Station and Paleo Well #3 projects

Mrs. Mitchell moved, Mr. Ireton seconded, and the vote was unanimous to approve Ordinance No. 2381 for first reading.

- **Ordinance No. 2382 – 1st reading** - approving a budget amendment of the FY16 General Fund Budget to appropriate the funds received from the recovery and recycling of brass shell casings at the Salisbury Police range to purchase service weapons

Ms. Jackson moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance NO. 2382 for first reading.

PUBLIC COMMENTS

One member of the Public provided information on the upcoming First Saturday event and the downtown Easter Egg hunt, to be held on April 2, 2016.

ADJOURNMENT

There being no further business to discuss, President Heath adjourned the Legislative Session at 6:37 p.m. on a motion and seconded by Mrs. Mitchell and Ms. Jackson, and approved by unanimous vote in favor.

118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156

*CITY OF SALISBURY, MARYLAND
CLOSED SESSION
MARCH 21, 2016*

TIME & PLACE: 6:15 p.m., Government Office Building – Room 301
PURPOSE: To discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process
VOTE TO CLOSE: Unanimous (5-0)
CITATION: Annotated Code of Maryland §10-508(a)(14)
PRESENT: Council President John “Jack” R. Heath, Mayor Jacob R. Day, Council Vice-President Laura Mitchell, Councilman Muir Boda, Councilman James Ireton, Jr. (left 6:33 p.m.), Councilwoman April Jackson, Palmer Gillis, Bradley Gillis, City Administrator Tom Stevenson, City Attorney Mark Tilghman, and City Clerk Kimberly R. Nichols

The City Council convened in Work Session in Room 301 in the Government Office Building at 4:30 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)(14). Following a motion and seconded by Mr. Boda and Ms. Jackson, respectively, and by unanimous vote in favor, Council convened in Closed Session at 6:15 p.m.

At 7:15 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 6:33 p.m.).

Council immediately convened in Open Session whereby President Heath then reported that while in Closed Session Council had discussed the development of Lots 1 & 11.

Thereafter, following further business and discussion with Mayor Day, the Open Work Session was adjourned at 7:19 p.m.

City Clerk

Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

APRIL 11, 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, CMC, Assistant City Administrator Julia Glanz, Assistant*
14 *Director Internal Services – Procurement & Parking Jennifer L. Miller, City Attorney Mark*
15 *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. John Wright from Unitarian*
21 *Universalist Fellowship at Salisbury to deliver the invocation. Thereafter, everyone present*
22 *recited the Pledge of Allegiance.*

23
24 **PRESENTATIONS**

25
26 **Community Organization Presentation – Pinwheels for Protection**

27 *Courtney Geiser was invited to the podium to speak about the Pinwheels for Protection*
28 *campaign started under the Life Crisis Center, and designed to raise awareness and break the*
29 *silence surrounding child abuse in our community and beyond. April is Child Abuse Awareness*
30 *Month and the blue pinwheel is nationally recognized as a symbol for Child Abuse Prevention.*

31
32 *Abby Marsh, Director of Legal Services at Life Crisis Center, joined Ms. Geiser at the podium to*
33 *speak about the National Campaign of Pinwheels for Protection. 500 pinwheels were planted by*
34 *the Salisbury Moose Lodge, each representing a child in the community who has suffered child*
35 *abuse. She provided information on upcoming events including the Zumba Glow at Olympia,*
36 *Guest Bartending at Brick Room, Adams Sip & Paint and the 5K at Salisbury Moose Lodge.*
37 *She invited the public to help break the silence that surrounds this issue, and to protect and*
38 *empower children everywhere.*

39
40 *Race applications can be found at www.lifecrisiscenter.org or at www.active.com.*

41
42 **Proclamation**

43 *Mayor Day presented a proclamation proclaiming April 11, 2106 as “Pinwheel Protection Day”*
44 *in Salisbury to Courtney Geiser and congratulated her on another successful Blue Pinwheel*
45 *Campaign and Garden, which acknowledges April as Child Abuse Awareness Month.*

47 **ADOPTION OF LEGISLATIVE AGENDA**

48

49 *Mr. Boda moved, Mrs. Mitchell seconded, and the vote was unanimous to adopt the legislative*
50 *agenda as presented.*

51

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

53

54 *The Consent Agenda was unanimously approved on a motion and seconded by Mrs. Mitchell and*
55 *Ms. Jackson, respectively:*

56

- *March 14, 2016 Regular Meeting minutes*
- **Resolution No. 2607** – *accepting a donation of a wolf enclosure from the Salisbury Zoo Commission for the Salisbury Zoological Park*
- **Resolution No. 2608** – *accepting a donation of a Lovely Little Library at the Boundless Playground from Girl Scout Troop 634*
- **Resolution No. 2609** – *approving the appointment of Michael Dyer to the Mayor’s Council in Support of People with Disabilities for term ending March 2018*
- **Resolution No. 2610** – *approving the appointment of Stephen Hause to the Mayor’s Council in Support of People with Disabilities for term ending March 2018*
- **Resolution No. 2611** – *approving the reappointment of Susan U. Jones to the Zoo Commission for term ending March 2019*
- **Resolution No. 2612** – *approving the acquisition of a 2003 Chrysler 300m vehicle forfeited by the Court for Wicomico County, MD to the Salisbury Police Dept.*
- **Resolution No. 2613** – *authorizing the Mayor to enter into a contract with the MD Department of Housing and Community Development for the purpose of expending grant funds in the amount of \$121,102*
- **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*

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

59

60 *The Award of Bids, consisting of the following items, was unanimously approved on a motion by*
61 *Mrs. Mitchell and seconded by Ms. Jackson:*

62

- 63 • *Contract 116-16, Robins Avenue Lift Station Repairs* \$33,000.00
- 64 • *Declaration of Surplus, SPF- Bicycles* \$.00

65

66 **RESOLUTION** – presented by Assistant City Administrator Julia Glanz

67

- 68 • **Resolution No. 2615** – *accepting the submission of RFP 04-15 Re-bid from Green Street*
69 *Housing, LLC for the redevelopment of Parking Lot 30*

70

71 *Mr. Boda moved and Mrs. Mitchell seconded to approve Resolution No. 2615.*

72

73 Mrs. Mitchell moved to amend Resolution No. 2615 by inserting “and that the Mayor is
74 hereby authorized to execute the said Disposition Contract.” after the word “contract” on Line
75 50. Mr. Ireton seconded, and the vote to amend the resolution was unanimous.

76
77 Resolution No. 2615, as amended, was approved by unanimous vote in favor.

- 78
79 • **Resolution No. 2616** - authorizing the waiver of the building permit fee in connection
80 with a roof replacement for the Village of Hope structure located at 1001 Lake Street

81
82 Mrs. Mitchell disclosed that she serves on the Transitional Living Board at the Village of
83 Hope.

84
85 Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve
86 Resolution No. 2616.

- 87
88 • **Resolution No. 2617** – accepting the submission of RFP 04-16 Bid from Hanna Family
89 Investments for the sale of surplus real property at 1044 South Tower Road and
90 demolition of the abandoned water tower structure

91
92 Mr. Boda moved and Ms. Jackson seconded to approve Resolution No. 2617.

93
94 Mrs. Mitchell moved to amend Resolution No. 2617 by inserting “and that the Mayor is
95 hereby authorized to execute the said Disposition Contract.” after the word “contract” on Line
96 44. Mr. Boda seconded, and the vote to amend the resolution was unanimous.

97
98 Resolution No. 2617, as amended, was approved by unanimous vote in favor.

99
100 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 101
102 • **Ordinance No. 2380 – 1st reading** - approving an amendment of the FY16 General
103 Fund Budget to appropriate funding for a community outreach addiction team and youth
104 substance use prevention initiative

105
106 Mrs. Mitchell moved, Ms. Jackson seconded and the vote was unanimous to approve
107 Ordinance No. 2380 for first reading.

- 108
109 • **Ordinance No. 2381 – 1st reading** - approving an amendment of the FY15 Water
110 and Sewer Capital Projects Budget to reallocate funding for the Fitzwater Street
111 Lift Station and Paleo Well #3 projects

112
113 Mrs. Mitchell moved, Mr. Ireton seconded, and the vote was unanimous to approve
114 Ordinance No. 2381 for first reading.

- 115
116 • **Ordinance No. 2382 – 1st reading** - approving a budget amendment of the FY16
117 General Fund Budget to appropriate the funds received from the recovery and recycling of
118 brass shell casings at the Salisbury Police range to purchase service weapons

119

120 *Ms. Jackson moved, Mrs. Mitchell seconded, and the vote was unanimous to approve*
121 *Ordinance NO. 2382 for first reading.*

122

123 **PUBLIC COMMENTS**

124

125 *One member of the Public provided information on the upcoming First Saturday event and the*
126 *downtown Easter Egg hunt, to be held on April 2, 2016.*

127

128 **ADJOURNMENT**

129 *There being no further business to discuss, President Heath adjourned the Legislative Session at*
130 *6:37 p.m. on a motion and seconded by Mrs. Mitchell and Ms. Jackson, and approved by*
131 *unanimous vote in favor.*

132

133 _____

134 *City Clerk*

135

136 _____

137 *Council President*

1 CITY OF SALISBURY
2 WORK SESSION
3 APRIL 18, 2016
4

5 Public Officials Present
6

Council President John R. “Jack” Heath Mayor Jacob R. Day
Vice President Laura Mitchell (arrived 4:32 p.m.) Councilman Muir Boda (arrived 4:34 p.m.)
Councilman James Ireton, Jr. (left 6:30 p.m.) Councilwoman April Jackson

7
8 In Attendance
9

10 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Assistant City
11 Administrator Julia Glanz, Assistant Fire Chief Darrin Scott, Planning & Zoning Director Jack
12 Lenox, Police Chief Barbara Duncan, Public Work Director Mike Moulds, City Attorney Mark
13 Tilghman (arrived at 4:37 p.m.), and interested citizens and members of the press.
14 -----

15 On April 18, 2016, Salisbury City Council convened in Work Session at 4:32 p.m. in
16 Council Chambers of the Government Office Building. The following is a synopsis of the
17 topics discussed in the Work Session:
18

19 **Accepting a Grant to Design the Fitzwater Bike Route**
20

21 Public Works Director Mike Moulds joined Council at the table to discuss the grant to design the
22 Fitzwater Street Bike Route. He reported this grant was the third grant the City was receiving
23 from the State of Maryland and will be used to plan the design for the improvements for the bike
24 route, which will extend to Pemberton Park. This is the first bike route the City will have on the
25 West Side of the City. There is a lot of activity going on with paving projects and the new Royal
26 Farms on Pemberton Drive, so the timing is very good for this bike route project.
27

28 Council reached unanimous consensus to advance the resolution to legislative agenda.
29

30 **Accepting a Grant for Marina Pump out Replacement**
31

32 Mr. Moulds explained that the City has been granted a Clean Vessel Act Program grant for
33 \$9,685 from the Maryland Department of Natural Resources Waterway Improvement Fund. The
34 grant will fund the replacement of the existing sewage pump out system at the Port of Salisbury
35 Marina. The sewage pump provides a marina service to boaters to pump out their holding tanks
36 at the marina. The grant will fund 100% of the cost of the pump out system, and City staff will
37 install the pump.
38

39 Council reached unanimous consensus to advance the resolution to legislative agenda.
40

41 **Rt. 13/Dagsboro Rd. Annexation**
42

43 Building Permits and Inspections Director William Holland and Annexation Consultant Chris
44 Jakubiak joined Council at the table to discuss the Rt. 13/Dagsboro Road Annexation. Mr.
45 Holland introduced Manager Dave Kuklish and Assistant Project Manager Chris Mondoro from
46 Bohler Engineering, and Ted Donald and Ed Baker from PennTex Ventures. Mr. Holland
47 explained the property to be annexed was located on Rt. 13 North and Dagsboro Road directly
48 across from the State Police Barracks and Chili's Restaurant. The site is on 2.4 acres and within
49 the City's Municipal Growth plan. The applicant has signed the Petition for Annexation and the
50 petitioner has paid the required annexation fee, which is based on the total acreage of the site.
51 This request includes a concept development plan which includes the demolition of an existing
52 convenience store, construction of an 18,875 square ft. retail store and other site improvements.

53 Mr. Mondoro told Council there was interest in placing a retail/grocery store on the parcel. The
54 building would be situated close to Rt. 13 with parking spaces on the side. Water and sewer are
55 accessible along Dickerson Lane and landscaping and streetscaping would be associated with the
56 project. The site is oddly shaped; narrower up on the highway and wider towards the back.
57 Council discussed how to bring large trucks on the site to supply the store.

58
59 The following comments and concerns were discussed:

60
61 Mr. Ireton – concerns with the Dagsboro Road traffic light and Friday night traffic. Mr.
62 Mondoro explained the traffic study has not been done yet, and Mr. Kuklish suggested a right-
63 hand turn lane on Dagsboro Road into the site may be needed, or, a pedestrian crossover and
64 sidewalks. The residential area nearby was noted along with the associated pedestrians. He
65 referred to the Walmart in Cambridge having awnings, and there is no design aesthetic that
66 belongs to Salisbury. Stated that if the City accepts the least of what they will build, then we
67 know that is what they will build. They will build other things if they are asked to do so.

68
69 Mayor Day – noted the lack of design esthetic belonging to Salisbury. We have frequently
70 accepted almost anything - just bring it. Maybe the particular details or architectural esthetics are
71 not going to be of a certain language to Salisbury because it does not exist right now; will get
72 there one day. Meanwhile, we should ask ourselves if there are characteristics that are at higher
73 standards and levels that we should begin to expect on the Rt. 13 Corridor.

74
75 Mrs. Mitchell – has seen some sites where the parking lots are flipped, and parking is in the
76 back. What fronts on the road is attractive and the parking is in the back. It would also move the
77 queuing line back further off Rt. 13, down Dagsboro Road and help with some of that turning.
78 Mr. Boda inserted that may also help with getting trucks out of the lot.

79
80 Mr. Heath – let us keep in mind this is the “Welcome to the City”. Asked Council if anyone was
81 opposed to the annexation. (Mr. Boda – this would improve the gateway to the City, as it is a
82 blight right now. Mr. Ireton – Asked about the location of the dumpsters because when the
83 dumpsters are dumped at 3:00 a.m., residents will call).

84
85 Ms. Jackson – asked Mr. Donald if there were drawings to show off his buildings. He had none,
86 and explained he was concerned with getting an initial approval that the City is interested in the
87 annexation and the project.

88

89 Mr. Donald stated there was a letter of intent signed from a national tenant to occupy the space,
90 and they wished to gauge whether or not they were a welcome addition to the City on this site.
91 He knew that Council could not approve the tenant without its identity being known, but he
92 suggested Council assume that if this was agreeable to them, could we navigate through the
93 process and annex the piece of property? He was not asking for anything definitive at this point,
94 only asking that provided they play by the rules, would the City consider this on this property.
95 He stated they had site plan and landscaping work to do, and many other issues before them. But
96 before they spent the six figures to get through the process, he would like to know that the City
97 would approve the annexation. If the City was not interested, he would like to hear that today
98 before more dollars are spent on the project. He was asking for just a gauge at this point.
99

100 Chris Jakubiak – the Comprehensive Land Use Map shows this parcel being planned for
101 residential, which was a coding error in the production of the GIS map. The adjacent commercial
102 property is also shown as residential. A similar coding error appeared on the Rt. 50 East Corridor
103 near Wor-Wic Community College. These need correcting, but amending the Comprehensive
104 Plan requires a public hearing after recommendation from the Planning Commission.
105

106 Council confirmed being interested in the project and reached unanimous consensus to press
107 forward with the next steps.
108

109 **Acquisition of Light Armored Vehicle**

110
111 Police Chief Barbara Duncan and Lieutenant Jason Yankalunas joined Council to discuss the
112 acquisition of the light armored vehicle.
113

114 Chief Duncan stated this vehicle will be an asset for the Police Department and community as it
115 will provide a greater degree of protection for police officers. This type of vehicle is frequently
116 used by law enforcement tactical teams in high risk and specialized situations. She provided the
117 following reasons for deploying this type of vehicle in the City of Salisbury:
118

- 119 • the City has large capacity areas that the Police Department protects and serves
 - 120 • there are different types of schools inside and just outside the City limits
 - 121 • there are high volume commercial venues in the City
- 122

123 Chief Duncan reported Salisbury’s daytime population totals 100,000 to 130,000 people per day,
124 while the residential population is just over 30,000. The Police serves a variety of needs and
125 situations and they need to be able to use equipment suitable to keep the public and officers safe.
126

127 The vehicle will be used during hostage negotiations, barricaded subjects, active shooter
128 situations, and rescue operations.
129

130 Council reached consensus to advance the legislation to the next legislative agenda. Mr. Ireton
131 was undecided about supporting the vehicle advancing to legislative agenda.
132

133 **General Discussion**

134

135 Mrs. Mitchell reported on the funding Council had discussed to provide the speaker to visit the
136 City high schools and talk to the students. The funding is being pieced together from multiple
137 sources, and has become confusing to have United Way or another agency collect the funds. She
138 noted it was equally convoluted for the City to accept each donation individually and suggested a
139 single resolution to authorize the Mayor to accept the donations and make the expenditure for up
140 to the amount required for the event. She asked this be placed on the April 25, 2016 agenda.

141
142 Council reached unanimous consensus to advance Mrs. Mitchell's suggestion to legislative
143 agenda.

144
145 Mr. Heath reported that Council would meet significantly fewer times during this budget season,
146 compared to previous years. Council would receive their budget packs tomorrow, and have a
147 week to review and highlight questions and concerns only. Mr. Heath told Council he did not
148 intend to go line by line in the budget review.

149
150 Mayor Day invited everyone to the Budget Presentation Press Conference on April 19, 2016 at
151 2:00 p.m.

152

153 **Motion to convene in Closed Session**

154

155 At 5:46 p.m., Mrs. Mitchell moved, Ms. Jackson seconded, and the vote was unanimous to
156 convene in Closed Session to discuss the appointment, employment, assignment, promotion,
157 discipline, demotion, compensation, removal, resignation, or performance evaluation of
158 appointees, employees, or officials over whom this public body has jurisdiction, or any other
159 personnel matter that affects one or more specific individuals as permitted under the Annotated
160 Code Of Maryland §10-508(a)(1).

161

162 Upon a motion and seconded by Mrs. Mitchell and Mr. Boda, respectively, and by unanimous
163 vote in favor, at 5:58 p.m. the Closed Session adjourned (Mr. Ireton left the meeting at 5:57
164 p.m.).

165

166 Thereafter, at 5:59 p.m., Council convened in Open Session and Mr. Heath provided the
167 statement to the public that Council had met in Closed Session to discuss a personnel matter.

168

169 There being no further business to discuss, the Open Session adjourned at 6:00 p.m.

170

171

172 _____
City Clerk

173

174

175 _____
Council President

1 CITY OF SALISBURY
2 BUDGET WORK SESSION
3 APRIL 19, 2016
4

5 Public Officials Present
6

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

Council Vice President Laura Mitchell
Councilwoman April Jackson

10 Public Officials Not Present
11

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

15 In Attendance
16

17 Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, Assistant City Administrator
18 Julia Glanz, and members of the Fire, Neighborhood Services and Code Compliance, Police, and Public
19 Works Department Personnel Committees
20

21
22 The City Council convened in work session at 4:30 p.m. in Conference Room 306 of the Government
23 Office Building to meet with City Personnel Committees to provide staff an opportunity to share concerns
24 regarding *needs not met* in the budget.
25

26 **Police Department Personnel Committee**
27

28 PFC Brandon Caton and PFC Nicholas Amendolagine shared concerns with the Police Department’s
29 salary structure directly contributing to the loss of personnel to other law enforcement agencies.
30 Comparisons to other municipal, county, and state agencies on both Eastern and Western Shores were
31 made at specific benchmarks including starting salary, salary after graduating from the Police Academy,
32 and salary after three years of service with no raise slated at the three-year anniversary date. Thereafter
33 there was a question and answer period by Council.
34

35 **Neighborhood Services and Code Compliance (NSCC) Department Personnel Committee**
36

37 NSCC Code Enforcement Officers Dan Hogg and Duran Holder shared requests for consideration as
38 follows:
39

- 40 • Designate Christmas Eve as a City Holiday
- 41 • Increase the number of Personal Days per year
- 42 • Increase accrual of Annual Leave at both 25 and 30 years of service
- 43 • Increase the City’s health care contribution for retired employees
- 44 • Increase the 457 match
- 45 • Provide *Shoe Allowance* for Code Enforcement Officers
46

47 Thereafter there was a question and answer period by Council during which Council questioned whether
48 it had previously approved the shoe allowance, and Messrs. Hogg and Holder acknowledged that

49 prioritizing the requests would likely be different for each employee given that some have small children,
50 some do/do not have longevity with the City, and some are nearing retirement.

51

52 **Public Works Department Personnel Committee**

53

54 The Public Works Committee was represented by Project Engineer Antonio Fascelli, Traffic
55 Department's Peter Torigoe and Waste Water Department's Mike Shahan who shared aggregate requests
56 for consideration on behalf of the Public Works Department as follows:

57

- 58 • 35 to 40 hr./wk.– uniform for all positions / consideration of four 10-hr. days for designated
59 positions
- 60 • Set *Career Ladders* for all positions
- 61 • Retirement - reexamine short and long-term disability coverage, and uniform contributions/full
62 retirement service year threshold for all City Departments
- 63 • Increase rollover limits for Annual and Compensatory Time
- 64 • Overtime Pay versus Compensatory Time and how administered
- 65 • Compensation for On-Call Status
- 66 • Reopen frozen positions and consider adding positions
- 67 • Possibility of sharing multiple years of *savings of excess funds* equally with City residents and
68 employees

69

70 Thereafter there was a question and answer period by Council during which Council acknowledged the
71 Committee's efforts to offer solutions along with requests for consideration.

72

73 **Fire Department Personnel Committee**

74

75 Acting Lieutenant David Cox and Firefighter/EMT DJ Hoster shared concerns with staffing, disparity in
76 shift schedules and hours, salary compression, overtime hours not paid at time and a half, stipends for
77 professional designations, and opportunities for promotion which all affect the Fire Department's ability
78 to retain employees and to staff shifts at safe levels which ensure maximum safety at all times. Thereafter
79 there was a question and answer period by Council.

80

81 **Final Comments**

82

83 Final comments included having all Personnel Committees meet together next year prior to sharing
84 concerns with Council; committees could share ideas, learn from one another, and *same concerns* could
85 be consolidated for a comprehensive presentation by a City-wide Personnel Committee.

86

87 The Budget Work Session adjourned at 5:06 p.m.

88

89

90

91 _____
Assistant City Clerk

92

93

94

95 _____
Council President

City of Salisbury



JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

MARYLAND

125 NORTH DIVISION ST., RM 202
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

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

To: Tom Stevenson, City Administrator
From: Michael Moulds, Director of Public Works *MSM*
Date: March 28, 2016
Re: Maryland Bikeways Program Grant – Fitzwater Street Bike Route Design

In 2015, Salisbury Public Works applied for a grant from the Maryland Bikeways Program to provide assistance in designing a bike route along Fitzwater Street. The Maryland Department of Transportation (MDOT) / Office of Planning approved this grant in the amount of \$32,000. The Office of Planning and Capital Programming of the Maryland Department of Transportation prepared the attached Grant Agreement after MDOT's review and approval of the design RFP.

The Scope of Work identified within this Grant Agreement includes the design of the bike route which will run along West Main Street from Mill Street to the intersection of Fitzwater Street, along Fitzwater Street to the intersection with Parsons Road and along Parsons Road to the intersection of Pemberton Drive. The design will evaluate the feasibility of providing dedicated bicycle-only lanes versus shared bicycle and motorized vehicle lanes. The design will include preparing construction drawings that show the lane striping, lane markings, bicycle markings on-pavement, bicycle-friendly inlet grates and bike route signage. The design vendor will also be responsible for obtaining public input by presenting the design at a Bicycle and Pedestrian Advisory Committee meeting. The project will add 1.05 miles of bike lanes, and will be the first bike lane project for citizens on the west side of Salisbury.

Please find attached a Resolution to sign the Grant Agreement with MDOT and to accept the Maryland Bikeways Program Grant in the amount of \$32,000.00. The project includes an \$8,000 match of in-kind labor provided by the Public Works Department. The in-kind labor is project management and administration, and includes developing the RFP for the design services. Public Works recommends approval of the grant agreement.

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

1 RESOLUTION NO. 2631

2
3 A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO SIGN
4 THE GRANT AGREEMENT AND ACCEPT A GRANT OF \$32,000.00 FROM THE
5 MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) MARYLAND BIKEWAYS
6 PROGRAM FOR THE DESIGN OF A BIKE ROUTE ON WEST MAIN STREET,
7 FITZWATER STREET AND PARSONS ROAD.

8
9 WHEREAS, the Maryland Department of Transportation has a Maryland Bikeways
10 Program for making pedestrian-and-bicycle-facilities improvements; and

11
12 WHEREAS, the Maryland Department of Transportation Maryland Bikeways Program
13 provides grant funds to support and expedite projects that improve bicycle transportation in the
14 State; and

15
16 WHEREAS, Maryland Department of Transportation and the City of Salisbury have been
17 working together to improve bicycle connectivity throughout the City of Salisbury; and

18
19 WHEREAS, the City of Salisbury desires to design a bike route along West Main Street,
20 Fitzwater Street and Parsons Road; and

21
22 WHEREAS, Ordinance No. 2341 created the bike route along West Main Street,
23 Fitzwater Street and Parsons Road; and

24
25 WHEREAS, Maryland Bikeways Program has awarded a grant in the amount of
26 \$32,000.00 to provide for the design of the bike route along West Main Street, Fitzwater Street
27 and Parsons Road; and

28
29 WHEREAS, the Project will enhance bicycle safety and access to the Maryland Blue
30 Crab Scenic Byway and will improve bicycle circulation in Salisbury.

31
32 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
33 Maryland does hereby authorize the Mayor to sign the attached Grant Agreement dated
34 _____, 2016 accepting the project term and definition of matching funds, for the betterment
35 of the City and its residents, and accepts the grant of \$32,000.00 from Maryland Bikeways
36 Program to design the bike route along West Main Street, Fitzwater Street and Parsons Road.

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

41
42 ATTEST:

43
44 _____
45 Kimberly R. Nichols
46 CITY CLERK

43
44 _____
45 John R. Heath
46 PRESIDENT, City Council

47
48
49
50
51
52
53

APPROVED by me this _____ day of _____, 2016

Jacob R. Day
MAYOR, City of Salisbury

GRANT AGREEMENT

BY AND BETWEEN

THE MARYLAND DEPARTMENT OF TRANSPORTATION

AND

THE CITY OF SALISBURY, MARYLAND

THIS GRANT AGREEMENT executed in triplicate and entered into this _____ day of _____, 201_, by and between the Maryland Department of Transportation (“Department”) and the City of Salisbury, Maryland (“Grantee”).

WITNESSETH:

WHEREAS, the Department has programmed in the FY 2015-2020 Consolidated Transportation Program State Report on Transportation a total of Fifteen Million Three-Hundred Sixty-Nine Thousand Dollars (\$15,369,000) for the Maryland Bikeways Program (“Program”);

WHEREAS, the Department budgeted within the Program Thirty-Two Thousand Dollars (\$32,000) to obtain professional consulting services to prepare construction plans for adding signs and roadway striping for an improved bike route on West Main Street, Fitzwater Street, and Parsons Road in the City of Salisbury, Maryland (the “Project”);

WHEREAS, pursuant to Section 2-602 of the Transportation Article of the Annotated Code of Maryland, it is in the public interest for the State of Maryland to include enhanced transportation facilities for pedestrians and bicycle riders as an essential component of the State’s transportation system;

WHEREAS, the Maryland Bikeways Program was establish and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve bicycle transportation in the State;

WHEREAS, the Grantee has committed Eight Thousand Dollars (\$8,000) in Grantee matching funds;

WHEREAS, the Project will enhance bicyclist safety and access for both residents and visitors throughout Salisbury and connect to major commercial and employment clusters, recreational amenities, and residential neighborhoods;

WHEREAS, the Project is a valuable component of Maryland’s transportation system;

WHEREAS, the Department has supported similar projects in various locations in the State;

WHEREAS, the Department and the Grantee agree that the Project will benefit the parties to this Agreement and will promote the safety, health, and general welfare of the citizens of the State of Maryland;

WHEREAS, Section 2-103(i) of the Transportation Article of the Annotated Code of Maryland (2015 Replacement Volume), authorizes the Secretary of Transportation, to the extent permitted by the State budget, to make grants-in-aid to any person, including political subdivisions of the State of Maryland, for any transportation related purpose;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above recitals are re-affirmed and incorporated herein by reference.
2. The Department hereby grants to the Grantee a sum not to exceed Thirty-Two Thousand Dollars (\$32,000) (“Grant”) to be used by the Grantee for the completion of the Project. The Grantee shall be responsible for all work in connection with the Project, including the following:
 - a. Completing design work for the Project;
 - b. Obtaining public input on the Project;
 - c. Preparation of quarterly status reports and final reports, as requested by the Department; and
 - d. Monitoring and supervising the compliance of all provisions in this Agreement.
3. Notwithstanding anything to the contrary herein, the Grantee’s matching funds contribution may be reduced, provided that the Grantee’s share of the costs may not be reduced below 20% of the Project cost.
4. The Project shall be consistent with relevant design standards and guidelines, including 2012 American Association of State Highway and Transportation Officials (AASHTO) Bicycle Design Guidelines, the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines, the Maryland Manual of Uniform Traffic Control Devices, and the Access Board Advance Notice of Proposed Rulemaking (ANPRM) on Accessibility Guideline for Shared Use Paths.
5. The Grantee shall engage a professional engineer, registered in the State of Maryland, for design services on the Project. The Grantee shall provide to the Department draft design plans for review and comment and final design plans for the Project record. Notwithstanding anything to the contrary herein, the Grantee shall have final rights of approval.
6. The Grantee shall require all contractors and subcontractors, prior to commencement of work on the Project, to secure and keep in force during the term of this

Agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in Maryland, the following insurance coverages:

- a. commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence;
- b. automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence;
- c. workers compensation coverage meeting all statutory requirements.

This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. The Grantee shall have the right to self-insure.

The Department and its agencies, officers, and employees shall be endorsed on the commercial general liability policies, including any excess policies (to the extent applicable), as an additional insured. Coverage will be primary and noncontributory with any other insurance and self-insurance. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice to the Department. Certificates of insurance shall be provided to the Department upon request. All endorsements shall be provided as soon as practicable. Failure to provide insurance as required in this Agreement is a material breach of contract entitling the Department to terminate this Agreement.

7. The Grant represents the maximum financial liability of the Department under this Agreement subject to, limited by and contingent upon the appropriation and availability of funds, as well as the types of liabilities, damage caps, and notice requirements stated in the Maryland Torts Claims Act, currently found at Maryland Annotated Code, State Government, Section 12-101 ("MTCA").

8. The Grantee may use funds only for costs incurred in connection with the Project. Payment of the Grant by the Department shall be made on a reimbursable basis upon the Grantee's submission of invoices for such payment, subject to the following conditions.

All invoices for payment shall include:

- (a) actual expenditures incurred by the Grantee in connection with the Project;
- (b) a certification by the Grantee that all costs charged to the Project are in connection therewith and supported by properly executed records, vouchers, invoices or contracts evidencing the nature and propriety of the charges.

Invoices/requests for reimbursement will be submitted not more frequently than once per month (30 days). Invoices/requests for reimbursement will be reviewed by MDOT to determine (a) that the indicated costs are allowable hereunder and (b) that the invoiced work contributes directly to the accomplishment of the Project. Failure to meet these conditions will result in disallowed costs that will be deducted from the requested reimbursement amount. Payment shall be made by the Department to the Grantee within thirty (30) days of the Department's receipt and approval of the invoice and accompanying certifications. The final invoice may not be paid until the Final Report is submitted. No Project costs incurred prior to the execution of this Agreement will be reimbursed.

9. The Grantee shall comply with all applicable Federal, State and local laws in expending Grant funds and in carrying out the Project, including compliance with the Americans with Disabilities Act of 1990, particularly as it relates to public meetings held in connection with the Project.

10. The term of this Agreement shall commence upon the date first set forth above and shall terminate when all payments of the Grant have been made or on September 29, 2017, whichever is sooner. At its discretion, the Department may elect to extend the term of the Grant by up to six months in consideration of unforeseen project delays.

11. The Department reserves the right to suspend or terminate all or part of the financial assistance herein provided and to terminate this Agreement, in whole or in part, if:

- (a) the Grantee breaches or fails to fulfill any of the terms of this Agreement;
- (b) funds are not appropriated by the General Assembly of Maryland to fund this Grant.

The Grantee acknowledges and agrees that funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the General Assembly and that, except as otherwise provided for herein, the Department shall not be liable for any breach of this Agreement due to the absence of an appropriation. Termination of this Agreement will not invalidate obligations properly incurred by the Grantee prior to the date of termination if such obligations are unable to be canceled. If, upon termination of this Agreement, it is determined by the Department that funds are due to the Department, the Grantee shall promptly remit such amount to the Department within forty-five (45) days following written notification to the Grantee from the Department. The Grantee's agreement to remit any excess Grant funds to the Department shall survive the termination of this Agreement.

12. The Grantee shall maintain separate and complete accounting records which are consistent with generally accepted accounting procedures and accurately reflect all income and expenditures of Grant funds for the Project. Grantee accounting records shall be maintained for a period of three (3) years after the termination of this Agreement. The records of the Grantee must be in sufficient detail to determine the nature of the costs incurred and/or expenditures made by the Grantee for the Project.

13. The Department reserves the right to perform interim and final audits of the Grant provided for under this Agreement. Any final audit shall commence within three (3) years of the

expiration or earlier termination of this Agreement. In connection with any audit undertaken hereunder, the Grantee shall provide access to all records with respect to the Project. Following the completion of any audit undertaken hereunder, the Grantee shall refund to the Department within forty-five (45) days following notification by the Department any Grant payments that are found to be unsupported by acceptable accounting records or not expended in accordance with the terms of this Agreement. The Grantee's covenant to repay any excess Grant payments shall survive the expiration or earlier termination of this Agreement.

14. This Agreement may be modified only by written instrument, executed by the Department and the Grantee.

15. It is understood and agreed that the sole obligation of the Department is the payment to the Grantee the sum of money specified in Section 2 of this Agreement.

16. All payments hereunder by the Department to the Grantee are subject to the budgetary and appropriation requirements of Section 3-216(d)(2) of the Transportation Article of the Annotated Code of Maryland, (2015 Replacement Volume, as amended and supplemented).

17. No right, benefit or advantage inuring to the Grantee under this Agreement may be assigned and no burden imposed on the Grantee hereunder may be delegated or assigned without the prior written approval of the Department.

18. The parties hereby agree that this Agreement shall be construed in accordance with the law of the State of Maryland.

19. The Department and the Grantee certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of:

- (a) age, ancestry, color, creed, marital status, national origin, race or religious or political affiliation, belief or opinion, or sexual orientation;
- (b) sex or age, except when age or sex constitutes a bona fide occupational qualification; or
- (c) the physical or mental disability of a qualified individual with a disability.

Upon the request of the other party, the Department and the Grantee will submit to the other party information relating to its operating policies and procedures with regard to age, ancestry, color, creed, marital status, mental or physical disability, national origin, race, religious or political affiliation, belief or opinion or sex or sexual orientation.

20. The Department and the Grantee shall comply with the State's policy concerning drug and alcohol free workplaces, as set forth in Executive Order 01.01.1989.18 and COMAR 21.11.08, and must remain in compliance throughout the term of this Agreement.

21. It is specifically agreed between the Department and the Grantee that it is not intended by any of the provisions of this Agreement to create in any public entity, or any

member thereof, or in any private entity third party beneficiary status in connection with the performance of the obligations herein.

22. If any provisions of this Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction:

- (a) such provision shall be fully severable;
- (b) this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and
- (c) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

23. This Agreement may be executed in a number of identical counterparts, each of which shall constitute an original and all of which shall constitute, collectively, one agreement.

24. This Agreement shall inure to and be binding upon the parties hereto, their agents, successors and, to the extent an assignment has been approved pursuant to Section 18 of this Agreement, their assigns.

25. Each notice, invoice, demand, request, consent, approval, disapproval, designation or other communications between the parties, to the extent required to be in writing shall be made by United States Mail to the following addressees:

In the case of MDOT:

Ms. Kate Sylvester
7201 Corporate Center Drive
P.O. Box 548
Hanover, MD 21076

In the case of the Grantee:

Ms. Amanda H. Pollack, P.E.
Deputy Director
City of Salisbury, Department of
Public Works
125 N. Division Street, Room 202
Salisbury, MD 21801

The next page is the signature page.

IN WITNESS WHEREOF, the parties here to have executed this Agreement as of the day and year first above written.

WITNESS:

**MARYLAND DEPARTMENT OF
TRANSPORTATION**

By: _____
R. Earl Lewis, Jr.
Deputy Secretary

Date: _____

FUNDS AVAILABLE:

David L. Fleming, Chief Financial Officer
Office of Finance

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Kenneth Hulsey, Assistant Attorney General
Maryland Department of Transportation

WITNESS:

THE CITY OF SALISBURY

By: _____

City of Salisbury



MARYLAND



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

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

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Memorandum

To: Tom Stevenson, City Administrator

From: Mike Moulds, Director of Public Works 

Date: March 28, 2016

Copy:

Re: DNR Waterway Improvement Fund Grant – Salisbury Marina Sewage Pump out Replacement Project

The City has been awarded a Clean Vessel Act Program grant in the amount of \$9,685 from the Maryland Department of Natural Resources Waterway Improvement Fund. The grant will fund the replacement of the existing sewage pump out system at the Port of Salisbury Marina. The pump out system provides a marina service to boaters to be able to pump out their holding tanks.

The grant will fund 100% of the cost of the pump out system. City staff will perform the installation.

Attached is a copy of the Grant Agreement and proposed Resolution.

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



RECEIVED
MAR 17 2016
SALISBURY PUBLIC WORKS
Larry Hogan, Governor

Boyd Rutherford, Lt. Governor
Mark Belton, Secretary
Joanne Throwe, Deputy Secretary

Mr. Michael Moulds
Port of Salisbury Marina
125 North Division Street, Room #202
Salisbury, MD 21801

March 14, 2016

Dear Mr. Moulds:

Thank you for submitting an application to replace the permanent pumpout unit at Port of Salisbury Marina. I am happy to approve the application (copy enclosed), and please accept this letter as approval of your plans to purchase and install a KECO 900-M34 2HP peristaltic permanent pumpout system, and pumpout accessories. The total projected cost is \$9,685.00.

The marina will be eligible for a 100% reimbursement by submitting paid invoices and proof of payments (e.g. copy of canceled checks or credit card statements) to the Maryland Department of Natural Resources.

Please notify me when the project is complete to schedule a final project inspection. In the meantime, enclosed are three blank invoice forms that you may use for the marina's reimbursements. Equipment expenses are reimbursable as you incur them (with proof of payment). Installation expenses are reimbursable only after the final project inspection has been conducted.

If you determine during the course of this project that you need to hire a contractor to help with installation, please contact me before proceeding so that our agreement can be amended. Any plumbing or electrical work must have three competitive bids from Maryland occupational and professionally licensed trades professionals; and all required permits.

As outlined in the terms and conditions, the applicant agrees to charge no more than \$5.00 per pumpout; maintain the pumpout in operating condition for a minimum of ten years; make the pumpout available to the general public during reasonable hours; and notify the Maryland Department of Natural Resources when the pumpout is out of service.

Thank you for providing pumpout service to boaters and for ensuring that your pumpout facilities are properly maintained. I can be reached at 410.260.8772 or Christie.Martinez@maryland.gov if you have any questions.

Sincerely,

Christie Martinez
Boating Services Unit

Enclosures (4)

- 1) Approved grant application copy.
- 2) Three blank reimbursement forms.

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
BOATING SERVICES UNIT
TAWES STATE OFFICE BUILDING
580 TAYLOR AVENUE E-4
ANNAPOLIS, MARYLAND 21401 pumpout@dnr.state.md.us

Date March 7, 2016

MARINE SEWAGE PUMPOUT GRANT APPLICATION

1. MARINA NAME: Port of Salisbury Marina TELEPHONE NUMBER: 410-548-3176

2. NAME & ADDRESS OF PERSON RESPONSIBLE FOR THE PROJECT:

James D. Grindle, P.E.; Senior Project Engineer

Salisbury Public Works; 125 N. Division Street, Room 202; Salisbury, MD 21801

3. MARINA'S LOCATION:

ADDRESS: 506 West Main Street; Salisbury, MD 21801

MAILING ADDRESS (IF DIFFERENT):

BODY OF WATER: Wicomico River COUNTY: Wicomico

4. DESCRIPTION OF PROJECT (NOTE: ALL MARINE SEWAGE PUMPOUT FACILITIES MUST ALSO HAVE THE CAPABILITY TO PROPERLY DISPOSE OF PORTABLE TOILET WASTE):

Replace existing sewage pumpout with a new 2 HP peristaltic pump.

PROPOSED SEWAGE DISPOSAL METHOD: PUBLIC SEWER , HOLDING TANK ,
OTHER (DESCRIBE) _____

5. NUMBER OF WET SLIPS AT MARINA: 39 TYPE & SIZE OF VESSELS TO BE SERVICED:
Motorized and Sailing Vessels up to 40 feet in length

6. PROJECT TIME FRAME: START 4/1/2016 COMPLETE 6/30/2016

7. FUNDING REQUESTED (Maximums: \$15,000, new installations \$16,000, replacements/upgrades)
\$ 9,850.00

8. NAME & ADDRESS TO APPEAR ON REIMBURSEMENT CHECK:

City of Salisbury, Maryland; c/o City of Salisbury Department of Public Works; 125 N. Division Street, Room 202

Salisbury, MD 21801

Federal I.D. # 52-6000806

9. INDIVIDUAL HAVING DAY-TO-DAY RESPONSIBILITY FOR DIRECTION & INSTALLATION OF PROJECT

NAME TBD TITLE Salisbury Public Works Utilities Phone # 410-548-3105

10. TERMS AND CONDITIONS: IN SUBMITTING THIS GRANT APPLICATION TO THE DEPARTMENT OF NATURAL RESOURCES, THE APPLICANT HEREBY ACCEPTS THE TERMS AND CONDITIONS SET FORTH AS FOLLOWS:

A. The applicant will not discriminate against any person on the basis of age, sex, handicap, race, color, creed or national origin, in the use of any property or facility acquired or developed pursuant to this proposal. In addition to pumping out boat holding tanks, all facilities will have the capability to properly dispose of portable toilet waste and the pumping/dumping facility must be made available to the general public during reasonable business hours.

B. The applicant agrees to maintain the pumpout in operating condition, inclusive of necessary maintenance, for a minimum of ten years and will charge no more than \$5.00 per pumpout for the first 50 gallons and an additional ten cents per gallon for every gallon above 50 gallons. The applicant also agrees to notify the Department upon any change in the price charged for a pumpout or in its operating hours. Additionally, if the pumpout is out of service for any reason, other than severe weather, between April 15th and November 15th, the applicant will notify the Department immediately.

C. The applicant understands that he/she will own and be responsible for the pumpout. By providing financial, or other, assistance to the applicant, both the State and federal government assume no liability for the pumpout ds installation or use.

D. The applicant understands and agrees that **this is a reimbursement program** and that, upon being given approval by the Department to proceed, the applicant must pay for the purchase and installation of the facility and no reimbursement will be made for invoices that are not on a proper form and are not accompanied by suitable proofs of payment (including cancelled checks).

E. **The applicant will not purchase or install a pumpout until given specific approval by the Department to do so.** Purchasing and/or installing a facility without specific approval of the Department invalidates the grant agreement. This approval will be predicated on the following:

- the needs of the Department and the availability of funding,
- the receipt of approval to install a pumpout by the Maryland Department of the Environment (MDE),
- the submission, by the applicant, to the Department of copies of all local permits,
- the submission to the Department of a specific proposal for the applicant to purchase and install a pumpout. The proposal must include: 1) the type of equipment to be used (**more than one bid for equipment is encouraged**); 2) a site drawing showing the plans and specifications for the project; and 3) **at least three competitive bids for the installation from contractors licensed to do business in Maryland.** With prior approval, the applicant may utilize in-house labor provided State guidelines and policies are followed (please contact the Department and obtain specific information prior to incurring these expenses). Proper documentation for in-house labor (such as time cards) will be required prior to reimbursement. Clean Vessel Act Grant rules prohibit DNR from reimbursing facility owners for their time spent on the pumpout project.

F. Construction of additional slips or additional on-shore facilities is not authorized by this grant.

G. The pumpout shall be used for the collection of boat sewage only. No bilge or oily waste shall be collected in the pumpout.

H. Plans and specifications for the facility and holding tank, if applicable, shall be submitted and approved by the local Health Department prior to construction of the pumpout.

I. Sewage disposal agreements with local wastewater treatment plants, local sanitary commissions, and/or public works departments, where applicable, shall be submitted to and approved by the local Health Department prior to construction.

J. The marina owner or agent is responsible for the obtaining of and compliance with all permit and health department requirements, state and local codes and the inspection of the project to insure compliance of materials, products, and workmanship with the approved plans and specifications. Periodic inspections and a final inspection may be made by the Department to insure funds are properly spent. These inspections will not include design/engineering adequacy nor State and local code compliance as these items are the responsibility of the installer.

K. Any payment to contractors in excess of the agreed upon price must be approved by the Department prior to payment to be eligible for reimbursement.

L. The Department will provide the marina with a sign which shall be posted in a conspicuous place by the marina owner.

M. The applicant agrees that if the marina is sold, a written agreement will be obtained from the new owner (and subsequent owners) that ensures continued compliance with this agreement. The applicant also agrees that if the marina is sold or transferred, the grant funded pumpout equipment will remain at this location.

N. If the marina owner or agent ceases to maintain this location as an operational pumpout, or does not comply with the above conditions, all monies paid by the Department of Natural Resources will be reimbursed to the Department of Natural Resources by the marina owner or agent.

O. All projects must be in compliance with the Maryland Economic Growth, Resource Protection, and Planning Act of 1992 prior to the reimbursement of any State funds.

11. CERTIFICATION

As the owner of the marina or agent designated to represent this marina, I request that a grant be made available from the Clean Vessel Act and/or the Waterway Improvement Fund within the current grant limits; and that the marina owner or agent will, if necessary; (a) provide without costs to the State of Maryland, all necessary lands, easements, and rights-of-way required for construction and subsequent maintenance of the project, including an approved method for final disposition of sewage if holding tanks are used; (b) hold and save the State of Maryland free from damages that may result from the construction of the project; (c) accomplish, without liability to the State of Maryland, alterations and relocations as required in sewer, and water supply drainage, and other utility facilities; and (d) will assure that the facility will be designed and constructed for handicapped persons pursuant to Section 51, Article 78A, of the Annotated Code of Maryland.

12. It is understood and agreed by the applicant that if the pumpout installation is not complete within one year of the date of application, the application will be null and void. The applicant must then reapply, with no guarantee of acceptance into the program.

13. I certify that I have prepared this application and the above information is complete and true to the best of my knowledge.

(Signature) 

(Name) Michael S. Moulds, P.E.

(Date) March 7, 2016

(Title) Director, City of Salisbury Public Works

DEPARTMENT OF NATURAL RESOURCES - BOATING SERVICES

Approved: _____

BOATING PROGRAM IMPLEMENTATION DIVISION

Grant Officer Assigned: Christie Martinez
Telephone Number: (410) 260-8772

DNR BA 0024
DNR - (06-12)

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

March 7, 2016

Ms. Christie Martinez
Maryland Department of Natural Resources
Boating Services
Tawes State Office Building
580 Taylor, Ave. E-4
Annapolis, MD 21401

Re: Proposal to install a new
Sewage Pumpout for
Port of Salisbury Marina
Salisbury, MD

Dear Christie;

The City of Salisbury, MD Department of Public Works proposes to purchase and install a new Keco Pump and Equipment Model 900-M34 2 HP Peristaltic Pump at the Port of Salisbury Marina Sewage Pumpout Facility. The proposed pump will replace the existing pump.

The new pump will be mounted on an existing elevated concrete pedestal at the current location of the Sewage Pumpout adjacent to the fuel pumps (see the attached drawing). The sewage will be pumped from the Sewage Pumpout through approximately 228 feet of 2" PVC pipe to a City of Salisbury Sewer Manhole located 30 feet north of the Port of Salisbury Marina Office.

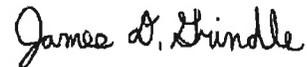
The projected cost of the proposed pump is summarized below:

Keco Pump & Equipment Model 900-M34 2 HP Peristaltic pump for \$ 9,685.

The Pumpout will be open to the general public from 7:00 am - 5:00 pm Monday- Friday and 7:00 am - 7:00 pm Saturday and Sunday.

Please do not hesitate to contact me should have any questions or concerns regarding this proposal.

Regards;



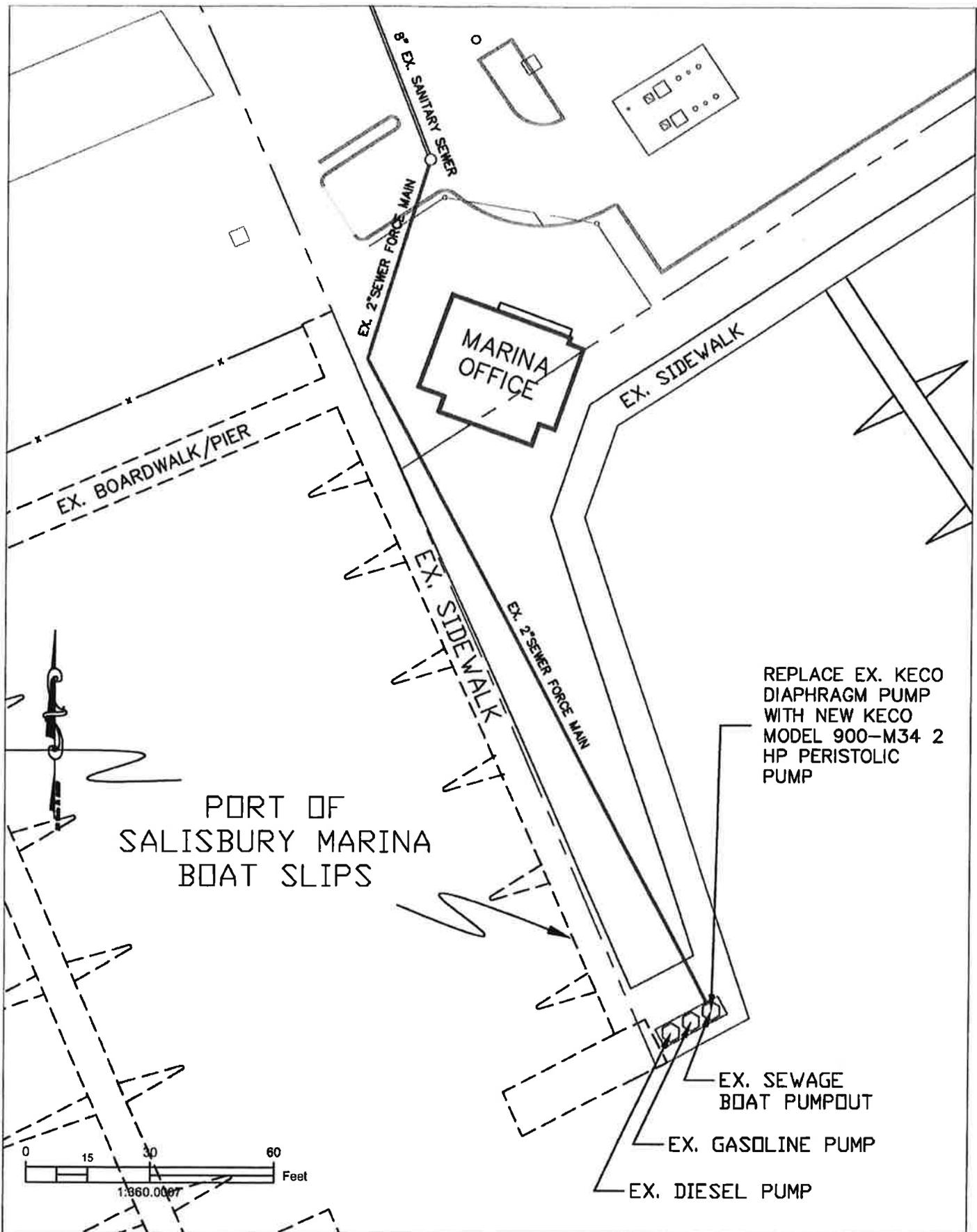
Jim Grindle, P.E.
Senior Project Engineer
Salisbury Public Works

Telephone: 410-548-3170

Facsimile: 410-548-3107

E-Mail: jgrindle@ci.salisbury.md.us

cc: Michael S. Moulds, P.E., SPW Director
Glenn Lay, Port of Salisbury Dockmaster
File Copy



REPLACEMENT SEWAGE PUMPOUT FOR THE PORT OF SALISBURY MARINA

SCALE: 1" = 30'

1 RESOLUTION NO. 2632

2
3 A RESOLUTION OF THE CITY OF SALISBURY MARYLAND ACCEPTING GRANT
4 FUNDS AWARDED THROUGH THE MARYLAND DEPARTMENT OF NATURAL
5 RESOURCES FROM THE CLEAN VESSEL ACT PROGRAM, WATERWAY
6 IMPROVEMENT FUND IN THE AMOUNT OF \$9,685 FOR A REPLACEMENT SEWAGE
7 PUMPOUT FACILITY AT THE PORT OF SALISBURY MARINA.

8
9 WHEREAS, the Maryland Department of Natural Resources has Grant Funds which
10 supports the development, use, and enjoyment of all waters of the State of Maryland for the
11 benefit of the general boating public; and

12
13 WHEREAS, Maryland Department of Natural Resources provides financial support to
14 local governments for capital projects and services for the boating public; and

15
16 WHEREAS, the Port of Salisbury Marina has an existing Sewage Pumpout Facility; and

17
18 WHEREAS, the City of Salisbury desires to replace the Sewage Pumpout Facility at the
19 Salisbury Marina; and

20
21 WHEREAS, the City of Salisbury will coordinate the procurement and installation of the
22 Sewage Pumpout Facility; and

23
24 WHEREAS, the project will provide improvements to benefit the general boating public
25 along the Wicomico River.

26
27 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,
28 Maryland does hereby accept the grant of \$9,685 from the Maryland Department of Natural
29 Resources for the replacement of the sewage pumpout station at the Port of Salisbury Marina.

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

34
35 ATTEST:

36
37 _____
38 Kimberly R. Nichols
39 CITY CLERK

40
41 _____
42 John R. Heath
43 PRESIDENT, City Council

44
45 APPROVED by me this ____ day of _____, 2016

46
47 _____
48 Jacob R. Day
49 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 – Request for Declaration of Surplus

May 9, 2016

1. 324 Poplar Hill Ave.

\$0.00

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 9, 2016

TO: Mayor and City Council

SUBJECT: Declaration of Surplus

The City of Salisbury has acquired an additional property via donation:

- 324 Poplar Hill Avenue

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

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

Sincerely,

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

Memo

To: Jennifer Miller
From: Susan Phillips 
Date: April 28, 2016
Re: Surplus Request Memo

I am requesting the surplus of 324 Poplar Hill Avenue. This property was donated by the former property owner Christine Wolfe, to the City of Salisbury.

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

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 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.

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 April 25, 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.

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.

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 25 day of April, 2016 and duly passed at
154 a meeting of the Council of the City of Salisbury, Maryland held on the ____ day of _____,
155 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



*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. 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 ____ 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 _____, 2015.

Jacob R. Day, Mayor