



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**June 13, 2016**  
**Government Office Building**

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

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION – Pastor Martin Hutchison of Community of Joy – Church of the Brethren

6:05 p.m. PLEDGE OF ALLEGIANCE

6:07 p.m. PRESENTATION

- Community Organization –City of Salisbury Summer Youth Program

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:22 p.m. CONSENT AGENDA – Assistant City Clerk Diane Nelson

- **April 26, 2016** Budget Session minutes
- **Resolution No. 2637** – Reappointing George J. Mengason to the Zoo Commission for term ending May 2019
- Approving Manufacturing Exemption for Delmarva Printing, Inc. for equipment purchased in 2015
- Approving Manufacturing Exemption request for AHPHARMA, Inc. for equipment purchased in 2013 and 2014

6:25 p.m. AWARD OF BIDS – Senior Buyer – Procurement & Parking Michael Lowe

- Contract 108-16 – Park WTP Aeration Unit Replacement
- Contract RFP 11-16 – Engineering Construction Services for Main Street Masterplan Phase 2
- Declaration of Surplus – Salisbury Fire Station #2
- Declaration of Surplus – SFD Ambulances A16-2 and A2

6:40 p.m. RESOLUTIONS – City Administrator Tom Stevenson

- **Resolution No. 2638** - accepting a donation from the Greater Salisbury Committee for a Summer Youth Work Program

6:42 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2388** – 2<sup>nd</sup> reading- to amend Chapter 2.14 Administration and Personnel of the Salisbury City Code to change the name of the Department of Neighborhood Services & Code Compliance to Housing and Community Development Department effective July 1, 2016
- **Ordinance No. 2389** – 1<sup>st</sup> reading- pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the annotated code of Maryland for the purpose of amending section 17.105.040.d, development standards in the riverfront redevelopment multi-use district #2
- **Ordinance No. 2390** – 1<sup>st</sup> reading- approving an amendment of the FY 2016 General Fund budget to appropriate funding for the Summer Youth Work Program
- **Ordinance No. 2391** – 1<sup>st</sup> reading- approving an amendment of the Fiscal Year 2016 Budget and the City's Capital Project Fund Budget to reallocate funding for the Main Street Masterplan Project
- **Ordinance No. 2392** – 1<sup>st</sup> reading- approving a budget amendment of the FY2016 General Fund to appropriate funds for attorney fees

6:55 p.m. PUBLIC COMMENTS

7:00 p.m. ADJOURNMENT

**Copies of the agenda items are available for review in the City Clerk's Office, Room 305 - City/County Government Office Building, 410-548-3140 or on the City's website [www.salisbury.md](http://www.salisbury.md)**

**City Council meetings are conducted in open session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland 10-508(a), by vote of the City Council.**

**Proposed agenda items for June 20, 2016 Special Meeting (Council Meeting for June 27, 2016 has been cancelled)**

- Ordinance No. 2390- 2<sup>nd</sup> Reading- Summer Youth Program
- Ordinance No. 2391-2<sup>nd</sup> Reading- Budget Amendment- Main Street Masterplan
- Ordinance No. 2392- 2<sup>nd</sup> Reading- Budget Amendment- City Attorney payment
- Award of Bids- Main Street Masterplan

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1 CITY OF SALISBURY  
2 BUDGET WORK SESSION  
3 APRIL 26, 2016  
4

5 Public Officials Present  
6

7 Council President John “Jack” R. Heath Council Vice-President Laura Mitchell  
8 Councilman James Ireton, Jr. (left 11:30 a.m.) Councilman Muir Boda  
9 Councilwoman April Jackson

10  
11 Public Officials Not Present  
12

13 Mayor Jacob R. Day

14  
15 In Attendance  
16

17 City Clerk Kim Nichols, City Administrator Tom Stevenson, Assistant City Administrator Julia Glanz  
18  
19

20 The City Council convened in Budget Work Session at 8:30 a.m. in Conference Room 306 of the  
21 Government Office Building to discuss budget concerns and requests with the following departments:  
22 Police, Fire, City Council, City Clerk, City Attorney, Development Services, Mayor’s Office, Human  
23 Resources, Government Office Building, Public Works, and Water & Sewer.  
24

25 **Police Department**

26 Police Chief Barbara Duncan joined Council and reviewed the goals and priorities of the Salisbury Police  
27 Department. The following are the related questions and discussion from Council:  
28

- 29 ➤ Animal Control - Most calls have a 20-minute response time. SPD responds to calls out in the  
30 County, and the County reciprocates. The goal is to respond within the 20-minute mark more  
31 consistently. They receive many after-hours calls, which effect the response time.
- 32 ➤ Street Patrol - More officers will be on Bike patrol as squads are becoming fully staffed.
- 33 ➤ Vehicles - There are no vehicles included in this budget. In 2010, the City was behind on the  
34 vehicle schedule with five years or more between the purchase of vehicles, and vehicles were  
35 costing more to maintain than to purchase new. In 2011, six vehicles were purchased. In 2012, no  
36 vehicles were purchased. In 2013, 7 vehicles were purchased. In 2014, 13 vehicles were  
37 purchased. One vehicle was purchased in 2015; five vehicles in 2016. They have more on order.  
38 In order to balance the budget they will not receive vehicles this year, but will receive more next  
39 year. Vehicles were requested this year, but removed at the Mayor level.
- 40 ➤ Chief Duncan reported legislative agendas for the next fiscal year included curfew, nuisance and  
41 no smoking in public parks.
- 42 ➤ Size of police vehicles
- 43 ➤ Radio replacements
- 44 ➤ Cooperation with the County and getting on the same channels. Talks are ongoing.
- 45 ➤ Briefly discussed the agreement with Wicomico County Humane Society and the new director
- 46 ➤ Training account is funded below that of last year
- 47 ➤ Building and Maintenance – have requested an additional \$40,000 in addition to the \$80,000  
48 funded. All equipment operates as it should but the chiller is a concern and will require replacing.
- 49 ➤ Alternatives to the belts and uniforms that SPD officers wear.
- 50 ➤ Funding for psychological testing

51 ➤ Funds for working with the Youth

52  
53 (Council recessed at 9:30 a.m. and reconvened at 9:45 a.m.)

54  
55 **Fire Department**

56 Fire Chief Rick Hoppes joined Council at the table and handed out the attached booklet for Council's  
57 reference during his presentation. The following is a synopsis of Chief Hoppes and Council's discussion:

- 58  
59 ➤ Departmental priorities and goals  
60 ➤ Discussed turnout times for: EMS (goal is within 60 seconds); Career Officers (goal is within 90  
61 seconds of dispatch); Volunteers (goal is within 4 minutes of dispatch)  
62 ➤ Capital Project Requests (requested two replacement Engine/Pumper Apparatus – one removed at  
63 Mayoral level). The volunteers will provide one of the apparatus and would pay the first payment  
64 of the second one. Also requested back driveway work for Station 16.  
65 ➤ Essential items (Buildings – requested an increase of \$14,700 and Mayor funded \$10,000;  
66 Vehicles – requested an increase of \$51,000 and Mayor funded \$41,000)  
67 ➤ All other requested Capital Project requests were fully funded at the Mayor's level  
68 ➤ Essential items – Employee Incentive Program (requested \$50,000 but Mayor funded \$25,000)  
69 ➤ Calls per day and times per day  
70 ➤ Essential items  
71 ➤ Requested funding the recognition banquet for volunteers  
72 ➤ Turnout gear on schedule  
73 ➤ Volunteer numbers  
74 ➤ Tax differential  
75 ➤ Career Ladder (CL) vs. Employee Incentive Program (EIP) - Mr. Stevenson explained the EIP  
76 was essentially a CL. The Fire Department's initiative has not yet been vetted through H/R, and  
77 the Chief was asked to use the \$25,000 provided in the Mayor's Proposed Budget as an initiative  
78 for the first half of FY17, allowing time to work with H/R to properly structure the CL. Plans  
79 include structuring the Ladder in the FY18 Budget for all departments. Mrs. Mitchell disagreed  
80 with funding the CL for only half the year preferring it to wait until fully funded. Mr. Heath  
81 indicated H/R should be involved in this process. Chief Hoppes reasoned it was proposed as an  
82 incentive/stipend because if it is given as a salary, it is harder to remove should the need arise.  
83 ➤ Placed on the revisit list: two firefighter units, peak demand on ambulance, and incentive program

84  
85 **City Council**

86 City Clerk Kim Nichols presented the City Council's budget. Topics of discussion included:

- 87  
88 ➤ City Council training/travel accounts  
89 ➤ Council travel account has never been sufficiently funded to allow Council to attend all available  
90 events and receive reimbursement for mileage  
91 ➤ Now that all of the Council members are very active and attend most all of the meetings, and there  
92 are three new members, the budget needs to be increased

93  
94 **City Clerk**

95 Mrs. Nichols reviewed the goals and essential items with Council. Discussion included:

- 96  
97 ➤ New digital recorders needed for recording Council meetings

- 98           ➤ Records retention process and possibly utilizing an intern for the summer to assist Assistant Clerk  
99           Nelson  
100          ➤ Facility at City Yard used for storing records in loft and ground level warehouse area  
101

### **City Attorney**

102 City Attorney Mark Tilghman joined Council and discussed the following:  
103

- 104
- 105           ➤ Billings will go over budget and Administration has been informed of the status
  - 106           ➤ The City is consuming more legal services through Neighborhood Services, Police Department,  
107           Procurement, and Finance
  - 108           ➤ Timeliness of billings and receiving legislation
  - 109           ➤ Is \$270,000 realistic? Last year there was a moratorium in the last two months of the fiscal year?
  - 110           ➤ The Poplar Hill Avenue case court decision
  - 111           ➤ Litigation regarding the SPD and Procurement issues
  - 112           ➤ PIA requests required many hours of red-lining documents to ensure confidentiality
  - 113           ➤ There has been an overall increase in demand for services
  - 114           ➤ There is a \$7,000 increase in this years' budget- unsure this is the correct amount
  - 115           ➤ Difficulties with putting a metric in and setting goals
  - 116           ➤ Placed City Attorney funding amount on revisit list
- 117

118 (Council recessed at 11:15 a.m. and reconvened at 11:30 a.m.)  
119

### **Development Services**

120 Business Development Specialist Laura Kordzikowski and SWED Executive Director Dave Ryan joined  
121 Council and reviewed the goals and priorities of the department, and the following was discussed:.  
122

- 123
- 124           ➤ FY17 – Mayor moved the majority of Community Promotions out of the Mayor's Budget into the  
125           appropriate department (SWED now parked in Business Development, SNHS now parked in  
126           NSCC - Housing and Community Development.)
  - 127           ➤ Mayor proposed a Visitors Welcome Center across the street from the GOB
  - 128           ➤ Mayor initially cut SWED funding from \$50,000 to \$45,000, and asked for the \$5000 increase
  - 129           ➤ Mr. Ryan requested \$55,000 for SWED funding
  - 130           ➤ Proposed partnership with Arts and Entertainment District for a contractual position to handle  
131           events with health Insurance provided per a monthly stipend of \$469.70.
  - 132           ➤ With the merge of Community Development and Neighborhood Services, Community  
133           Development's copier will be utilized in the Visitors Center.
  - 134           ➤ Electric for Visitors Center should be increased, but amount is unknown at this point
  - 135           ➤ Internet access (\$3,000)
- 136

137 (Council recessed for lunch at 12:05 and reconvened at 12:40 p.m.)  
138

### **Mayor's Office**

139 Mr. Stevenson presented the goals and objectives for the Mayor's Office. Mr. Cordrey reported the  
140 reduction in operating is contributable to the A&E transfer.  
141

### **Human Resources**

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143 Human Resources Manager joined Council at the table to discuss the Human Resources proposed budget  
144 and goals.  
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- Defensive driving class for all new hires (improves City’s Risk Management and provides discount on personal auto insurance)
- City turnover rate to be kept below 3%
- CPR and defibrillator training classes through LGIT
- Citywide Employee Recognition Program
- Educating employees on City’s healthcare, Wellness Program, and Primary Care physicians
- MD’s Healthiest Businesses competition

**Public Works**

Public Works Director Mike Moulds and Deputy Director Amanda Pollack joined Council at the table to discuss the goals and priorities of the Public Works Department. Primary discussion topics included:

- Rail trail
- Organic waste composting program
- Tide gauge at Marina to be able to predict potential flooding
- Spine trail, Riverside Circle, City Park enhancements, standpipe, street sweeping program expansion (adding a new position- MEO-2)
- Capital Outlay items – street sweeping, blacktop patching and paving, progress in catching up on Curb, Gutter and Sidewalk new work and repairs
- New Recycle truck, Sanitation vehicle, and excavator
- GIS maintenance elements and Public Works’ John O’Brien’s progress
- Stormwater fund
- Germania Circle project did not move forward; City needs to notify the residents
- Public Works personnel committee brought solutions to their requests when they met with Council
- Various projects and upgrades
- Rate studies for water & sewer fees
- Essential items including pavement marking existing streets, Riverwalk landscaping plan, demolition of recyclables building (building is in bad shape), HVAC replacement in Service Garage, requested 40 hour/week for Engineering Staff so they will be on the same 40 hour week as the rest of Public Works, and administrative reclassifications.
- New street sweeper position, schedule of street paving

**Final Comments**

President Heath reported that the Budget Summary would be presented as the first item at the next Budget Work Session on Tuesday, May 3.

Mr. Stevenson discussed the certification to administer *Narcam* by Fire and Police Department City employees. Mrs. Mitchell suggested training City employees which are in contact with the public and work near the City streets. The Health Department provides free training to groups and individuals.

With nothing further to discuss, the Budget Work Session adjourned at 2:40 p.m.

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

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

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INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Assistant City Administrator  
**Subject:** Reappointment to the Salisbury Zoo Commission  
**Date:** May 26, 2016

---

Mayor Day would like to reappoint the following person to the Salisbury Zoo Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
George J. Mengason	May 2019

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

Attachment

cc: Mayor Day

# GMJ

May 25, 2016

Jacob Day, Mayor  
City of Salisbury  
125 North Division Street  
Salisbury, MD 21801

Dear Mayor Day,

As a charter member of the Zoo Commission for thirty seven years, I would like to request a reappointment to the commission.

I have been a strong supporter of the zoo in helping with the projects and fundraising. I also was chairman of the 50<sup>th</sup> anniversary of the zoo, which raised \$39,000.

I very much would look forward to an additional term to help continue in making the finest "small zoo" in America.

Thank you for your consideration of my request.

Sincerely,

A handwritten signature in black ink that reads "George J. Mengason". The signature is written in a cursive style with a large initial "G" and "M".

George J. Mengason

1 **RESOLUTION NO. 2637**

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

6  
7 

<u>Name</u>	<u>Term Ending</u>
George J. Mengason	May 2019

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

13  
14 ATTEST:

15  
16  
17 \_\_\_\_\_  
18 Kimberly R. Nichols  
19 CITY CLERK

\_\_\_\_\_

John R. Heath  
PRESIDENT, City Council

20  
21  
22 APPROVED BY ME THIS

23  
24 \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

JACOB R. DAY  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Director of Internal Services   
**Date:** 5/17/16  
**Re:** Manufacturing Exemption for equipment purchased 2015 Delmarva Printing, Inc.

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I am recommending that Delmarva Printing, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2015 as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2015 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$ 6,097. The exemptions will be applied to City Property Tax years 2017-2021 as shown in the schedule provided herein. Attached please find copies of the calculations and manufacturing exemption applications.

**City of Salisbury  
Finance Department  
Exemption Recommendation to City Council**

Company: Delmarva Printing  
 Address: 2110 Windsor Drive

Requested By: Gary Crescenze, President  
 Date of Request: 5/16/2016

Description of Mfg.: Manufacturing/Printing

Equipment Year 2015

New Equipment See Listing \$ 85,386.00

**Total** \$ 85,386

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2017	2016	1	76,847	1,568
	2018	2017	2	68,309	1,393
	2019	2018	3	59,770	1,219
	2020	2019	4	51,232	1,045
	2021	2020	5	42,693	<u>871</u>

**Total Value of Exemption:** \$ 6,097

# City of Salisbury



**KEITH CORDREY**  
DIRECTOR INTERNAL SERVICES

**MARYLAND**

**FINANCE DEPARTMENT**

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

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

Business Name: Delmarva Printing, Inc. MD Department ID#: D12054342  
Mailing Address: 2110 Windsor Drive, Salisbury MD 21801  
Contact Name: Gary Crescenze Phone No.: (410) 912-0980

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2015.
3. Address of Manufacturing / R & D operation. 2110 Windsor Dr. Salisbury, MD 21801
4. Date Manufacturing / R & D operation began in Salisbury. 2007
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature Gary Crescenze Date 5/10/10

Email address gary@delmarvaprinting.com

# Annual Report and Personal Property Return

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION

301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.maryland.gov • (410) 767-1170 • (888) 246-5941 within Maryland

## 2016

**Form 1**  
**Page 1 of 4**

Date Received  
by Department

	ID#	Filing		ID#	Filing
Type of Business	Prefix	Fee	Type of Business	Prefix	Fee
<input checked="" type="checkbox"/> Domestic Stock Corporation	(D)	\$300	<input type="checkbox"/> Domestic Limited Liability Company	(W)	\$300
<input type="checkbox"/> Foreign Stock Corporation	(F)	\$300	<input type="checkbox"/> Foreign Limited Liability Company	(Z)	\$300
<input type="checkbox"/> Domestic Non-Stock Corporation	(D)	- 0 -	<input type="checkbox"/> Domestic Limited Partnership	(M)	\$300
<input type="checkbox"/> Foreign Non-Stock Corporation	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Partnership	(P)	\$300
<input type="checkbox"/> Foreign Insurance Corporation	(F)	\$300	<input type="checkbox"/> Domestic Limited Liability Partnership	(A)	\$300
<input type="checkbox"/> Foreign Interstate Corporation	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership	(E)	\$300
<input type="checkbox"/> SDAT Certified Family Farm	(A,D,M,W)	\$100	<input type="checkbox"/> Domestic Statutory Trust	(B)	\$300
<input type="checkbox"/> Real Estate Investment Trust	(D)	\$300	<input type="checkbox"/> Foreign Statutory Trust	(S)	\$300

CHECK ONE

Name of Business **DELMARVA PRINTING INC**

Mailing Address  
**2110 WINDSOR DRIVE  
SALISBURY, MD 21801**

**Check here  
if this is a  
change of  
address**

Email Address

DEPARTMENT ID NUMBER		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
ID# PREFIX	<b>D</b> 1 2 0 5 4 3 4 2	26-0614299	
DATE OF INCORPORATION OR FORMATION	STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE	
07-26-2007	MD	323100	
TRADING AS NAME			

Type or Print Department ID Number Here  
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### SECTION I

- A. Is any business conducted in Maryland? YES Date began: 08-07-2007  
(Yes or No)
- B. Nature of business conducted in Maryland: MANUFACT/PRINTING
- C. Does the business own, lease or use personal property located in Maryland? YES If No, skip SECTION II.  
(Yes or No)

### ONLY CORPORATIONS COMPLETE ITEM D

D. Names and addresses of officers and names of directors (type or print):

#### OFFICERS

Names	Addresses
President <u>GARY L CRESCENZE</u>	<u>525 YACHT CLUB DR 3 BERLIN MD 21811</u>
Vice-President _____	_____
Secretary <u>JEFFREY A MIDDOUR</u>	<u>PO BOX 1936 MIDDLEBURG VA 20118</u>
Treasurer <u>JEFFREY A MIDDOUR</u>	<u>PO BOX 1936 MIDDLEBURG VA 20118</u>

#### DIRECTORS

Names	Names
<u>GARY L CRESCENZE</u>	<u>SHARON A GRAMSKY</u>
<u>JEFFREY A MIDDOUR</u>	_____
<u>WILLIAM C CONTARINO</u>	_____
<u>DAVID B COFFIN</u>	_____

INCLUDE DEPARTMENT ID NUMBER ON CHECK  
PLEASE STAPLE CHECK HERE

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

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

Table with 4 columns: Year Acquired / Original Cost, 2015 (85386), 2014, 2013 (2995), 2012 (8816), 2011, 2010, 2009, 2008 & prior (1192790)

TOTAL COST \$ 1289987

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

Table with 4 columns: Year Acquired / Original Cost, 2015, 2014, 2013, 2012 & prior

TOTAL COST \$ 0

(7) Non-farming livestock \$ 0 (Book Value) \$ 0 (Market Value)

(8) Other personal property Total Cost \$ 0 File separate schedule giving a description of property, original cost and the date of acquisition.

(9) Property owned by others and used or held by the business as lessee or otherwise Total Cost \$ 176578 File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

(10) Property owned by the business but used or held by others as lessee or otherwise Total Cost \$ 0 File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during prior year in Maryland \$ 2302894 If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

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

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

D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? [X] yes [ ] no If yes, is that property reported on this return? [X] yes [ ] no

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? [ ] yes [X] no If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland during the prior year? [X] yes [ ] no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

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

ALICE PENNINGTON BELL NAME OF FIRM/OTHER THAN TAXPAYER, PREPARING THIS RETURN 04-06-2016 SIGNATURE OF PREPARER DATE 301-932-7957 APBELL@VERIZON.NET PREPARER'S PHONE NUMBER E-MAIL ADDRESS

GARY L CRESCENZE PRESIDENT PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE X SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE (410) 912-0980 BUSINESS PHONE NUMBER E-MAIL ADDRESS

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-334-3028  
Fax: 410-548-3192

JACOB R. DAY  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Director of Internal Services *KAC*  
**Date:** 5/17/16  
**Re:** Manufacturing Exemption for equipment purchased 2013 and 2014– AHPHARMA, Inc

---

I am recommending that AHPharma, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2013 and 2014 as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2013 and 2014 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$ 9,060 for 2013 equipment purchases and \$ 132 for 2014 equipment purchases. The exemptions will be applied to City Property Tax years 2016-2020 as shown in the schedule provided herein. Attached please find copies of the calculations and manufacturing exemption applications.

# City of Salisbury



MARYLAND

KEITH CORDREY  
DIRECTOR INTERNAL SERVICES

FINANCE DEPARTMENT

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

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

Business Name: AHPharma, Inc. MD Department ID#: D11431574

Mailing Address: 116 West Chestnut Street, Salisbury MD, 21801

Contact Name: Michael Barnas Phone No.: 443-260-2499

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2014.
3. Address of Manufacturing / R & D operation. 116 West Chestnut Street, Salisbury MD, 21801
4. Date Manufacturing / R & D operation began in Salisbury. 07/31/2006
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature  Date 7/2/15

Email address BARNAS@AHPHARMA.COM

## City of Salisbury

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

#### Item 5 – Description of Manufacturing/Research & Development Processes and Assets

AHPharma, Inc. is an agricultural & food safety product development firm. At its corporate office in Salisbury Maryland, AHPharma utilizes rapid prototyping through the use of a production quality 3D printer – the Stratasys, Fortus 400mc. The process begins with an idea or a simple 2D sketch. This initial sketch or idea is then designed on a powerful CAD computer using Solidworks, a 3D CAD program, until a digital-model is complete. Once the digital model has been designed, a tangible prototype can be built on the 3D printer. Small to medium sized parts can be built in under 24 hours, while some of the smallest objects take only 20-30 minutes to finish printing. After the printer completes the print job, the part is taken out and any support material is removed via washing tank bath or physical break-away action. The finished part can then be tested out in the field to see which changes, if any, need be made. This process repeats until the prototype is finalized and perfected. Finally, if the goal is to take the product to market, a mold or other manufacturing tool is built. Once complete, this mold or tool is used to produce high-quantities of product at a significantly lower cost than 3D printing. Products that have been created in the AHPharma office include, but are not limited to: AviLighting (an energy efficient LED that is used to illuminate the feed & water areas of a poultry facility), BIM (biofilm imaging monitor used for post sanitation inspection), and the AviWeigh (an advanced poultry scale/data logger that provides real time data & statistics on poultry performance) – see attached pictures.

Other areas of business include high-level animal research that is performed on a contractual basis. In order to deliver consistent and accurate results to its customers, AHPharma, Inc. employs several pieces of equipment. First, a feed mixer is used to combine specific ingredients in a generic feed when testing additives or other food based products. Feed mixtures are often very precise, which requires accurate gram scales to measure the exact inputs of nutrients, minerals, etc. The bulk of AHPharma's research equipment is used on a company-owned farm in Tyaskin MD. This facility is used to replicate a modern, commercial poultry operation in order to test products in a realistic setting for genuine, and accurate results. Required equipment includes, cages, feed deliver systems (augers), water delivery systems (PVC piping), HVAC, exhaust fans, electronic automation devices (timers, relays, etc.).

#### Raw materials used

- ABS-M30i – a biocompatible plastic that can be used to produce end-user parts for medical, agricultural, or other biocompatible/food safe purpose. AHPharma uses ABS-M30i to produce prototypes that can be used in food safety, or any other product that comes in contact with an animal or human. One example would be a button type object that is affixed to a nipple drinker in poultry houses to allow chickens to more easily obtain a drink of water.
- ULTEM9085 – one of the strongest plastics in the 3D printing industry. Often used in military & industrial application. ULTEM is flame retardant and extremely pressure tolerant. AHPharma employs ULTEM to build strong plastic molds for low-pressure over molding as a substitute for expensive steel molds.
- SR-30 & ULTEM Support Material – both support materials are used to provide a base for model material when 3D printing. To overcome the limitations of gravity, support material is used as a soluble, or break away base upon which the model material is affixed. Support material allows

# City of Salisbury



**KEITH CORDREY**  
DIRECTOR INTERNAL SERVICES

**MARYLAND**

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

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

Business Name: AHPHARMA, INC. MD Department ID#: D11431574  
Mailing Address: 116 WEST CHESTNUT ST. SALISBURY, MD 21801  
Contact Name: MIKE BARNAS Phone No.: 443. 260. 2499

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2013.
3. Address of Manufacturing / R & D operation. 116 W. CHESTNUT ST.
4. Date Manufacturing / R & D operation began in Salisbury. 7/31/06
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

### Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31<sup>st</sup> of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature  Date 1/5/16

City of Salisbury

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

Item 5 – Description of Manufacturing/Research & Development Processes and Assets

AHPharma, Inc. is an agricultural & food safety product development firm. At its corporate office in Salisbury Maryland, AHPharma utilizes rapid prototyping through the use of a production quality 3D printer – the Stratasys, Fortus 400mc. The process begins with an idea or a simple 2D sketch. This initial sketch or idea is then designed on a powerful CAD computer using Solidworks, a 3D CAD program, until a digital-model is complete. Once the digital model has been designed, a tangible prototype can be built on the 3D printer. Small to medium sized parts can be built in under 24 hours, while some of the smallest objects take only 20-30 minutes to finish printing. After the printer completes the print job, the part is taken out and any support material is removed via washing tank bath or physical break-away action. The finished part can then be tested out in the field to see which changes, if any, need be made. This process repeats until the prototype is finalized and perfected. Finally, if the goal is to take the product to market, a mold or other manufacturing tool is built. Once complete, this mold or tool is used to produce high-quantities of product at a significantly lower cost than 3D printing. Products that have been created in the AHPharma office include, but are not limited to: AviLighting (an energy efficient LED that is used to illuminate the feed & water areas of a poultry facility), BIM (biofilm imaging monitor used for post sanitation inspection), and the AviWeigh (an advanced poultry scale/data logger that provides real time data & statistics on poultry performance) – see attached pictures.

Raw materials used

- ABS-M30i – a biocompatible plastic that can be used to produce end-user parts for medical, agricultural, or other biocompatible/food safe purpose. AHPharma uses ABS-M30i to produce prototypes that can be used in food safety, or any other product that comes in contact with an animal or human. One example would be a button type object that is affixed to a nipple drinker in poultry houses to allow chickens to more easily obtain a drink of water.
- ULTEM9085 – one of the strongest plastics in the 3D printing industry. Often used in military & industrial application. ULTEM is flame retardant and extremely pressure tolerant. AHPharma employs ULTEM to build strong plastic molds for low-pressure over molding as a substitute for expensive steel molds.
- SR-30 & ULTEM Support Material – both support materials are used to provide a base for model material when 3D printing. To overcome the limitations of gravity, support material is used as a soluble, or break away base upon which the model material is affixed. Support material allows someone with a 3D printer to create just about any shape without concern of symmetry, balance, draft, pull, etc.

Depreciation Schedule:

Asset ID	Property Description	Date of Acquisition	Tax Cost	Tax Current Depreciation	Tax End Depr	Tax Net Book Value
R/D	Tank for 3-D Printer	9/13/13	\$12,254.98	\$2,451.00	\$2,451.00	\$9,803.98
R/D	Program for 3-D Printer	8/26/13	\$4,754.76	\$1,452.84	\$1,452.84	\$3,301.92

R/D	3-D Printer (Stratasys, Inc.)	7/18/13	\$125,215.18	\$25,043.04	\$25,043.04	\$100,172.14
<b>Grand Total:</b>			<b>\$142,224.92</b>	<b>\$28,946.88</b>	<b>\$28,946.88</b>	<b>\$113,278.04</b>

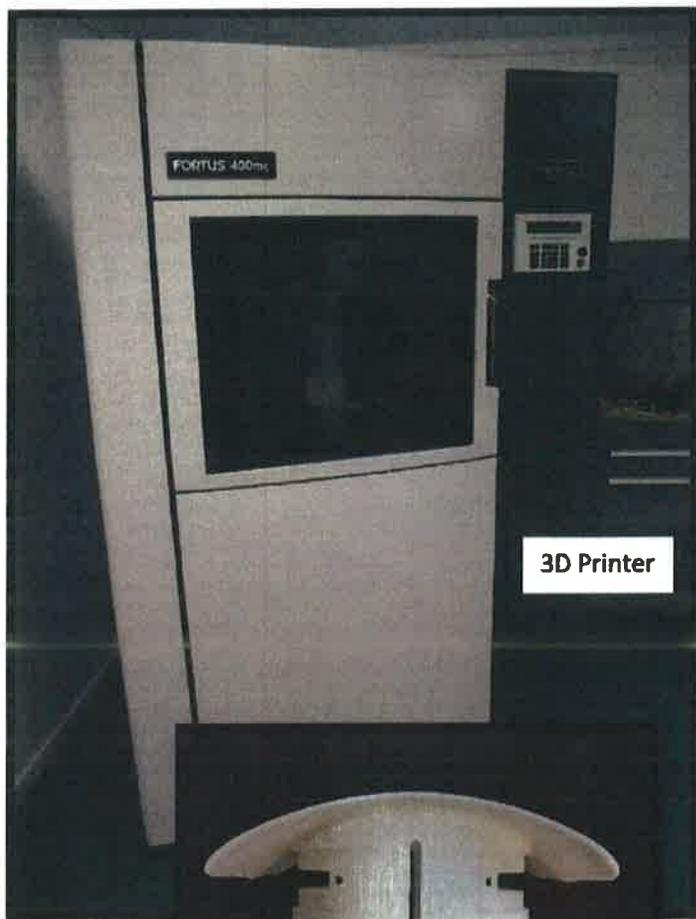
**Purpose for Equipment:**

**Tank for 3-D Printer – washing station that is used to remove support material from a 3-D printed object. Support material provides a base upon which model material is laid to build the actual 3-D model. After the print is complete, this support material must be removed in a washing station to reveal the final 3-D printed model.**

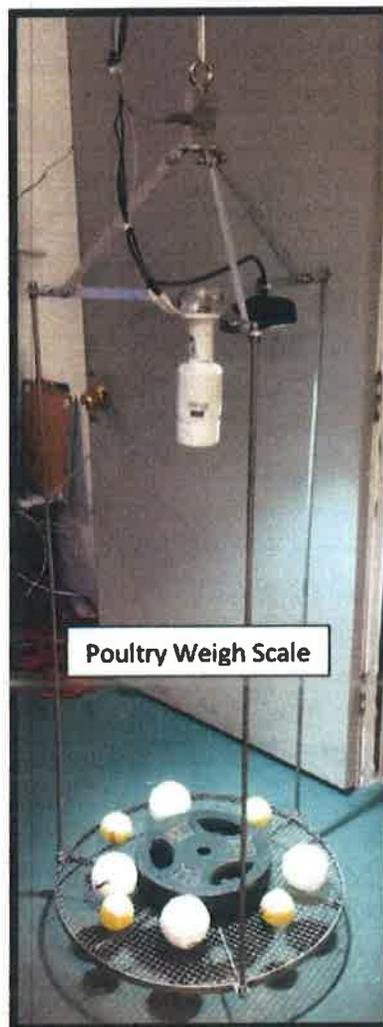
**Program for 3-D Printer – a proprietary application that allows a user to manage the 3-D printer queue and system settings. Other programs include 3-D processing applications to convert standard CAD files to a printable format for the Stratasys 3-D printer.**

**3-D Printer (Stratasys, Inc.) – a Fortus 400mc, production quality 3-D printer. Used to build tangible models of prototypes for testing/discovery purposes. Prototypes are refined through physical testing, evaluation, and examination of the model.**

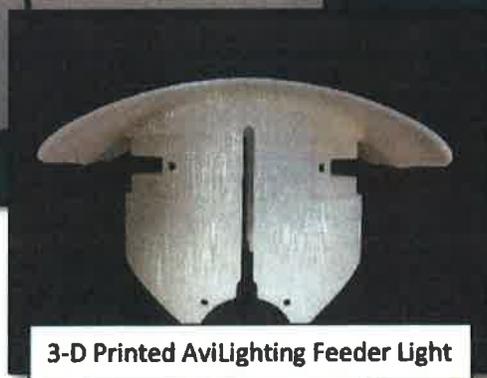
Pictures:



3D Printer



Poultry Weigh Scale



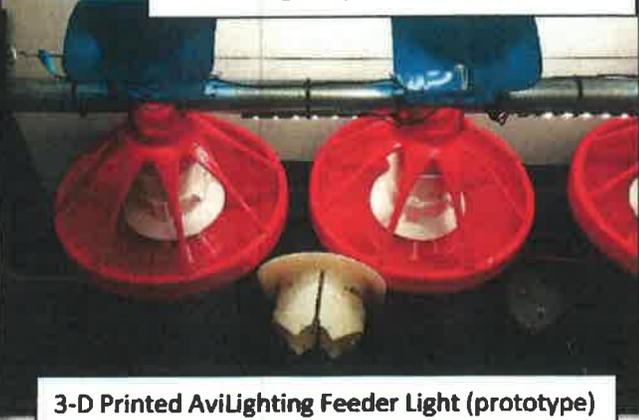
3-D Printed AviLighting Feeder Light



Final AviLighting Feeder Lights (molded)



3-D Printed BIM (biofilm imaging monitor)



3-D Printed AviLighting Feeder Light (prototype)

City of Salisbury  
 Finance Department  
 Exemption Recommendation to City Council

Company:                   Alpharma, Inc.  
 Address:                   116 West Chestnut St.

Requested By:             Mike Barnas  
 Date of Request:         12/8/2015

Description of Mfg.:     Agricultural and Food safety project development

Equipment Year         2013

New Equipment

Stratasys Inc 3-D Printer	\$	125,215
Software for 3-D Printer	\$	4,755
Tank for 3-D Printer	\$	12,255
		142,225
Total	\$	142,225

<b>Exemption Value</b>	<b><u>City Property</u> <u>Tax Year</u></b>	<b><u>State</u> <u>Return</u></b>	<b><u>Year of</u> <u>Exemption</u></b>	<b><u>Deprec.</u> <u>Value</u></b>	<b><u>Am't of</u> <u>Exemption</u></b>
	2016	2015	1	128,003	\$ 2,330
	2017	2016	2	113,780	\$ 2,071
	2018	2017	3	99,558	\$ 1,812
	2019	2018	4	85,335	\$ 1,553
	2020	2019	5	71,113	\$ 1,294
<b>Total Value of Exemption:</b>					<b>\$ 9,060</b>

City of Salisbury  
Finance Department  
Exemption Recommendation to City Council

Company:                   Alpharma, Inc.  
Address:                   116 West Chestnut St.

Requested By:           Mike Barnas  
Date of Request:       12/8/2015

Description of Mfg.:   Agricultural and Food safety project development

Equipment Year         2014

New Equipment

Dell Computer for 3-D Printer	\$	2,068
		2,068
Total	\$	2,068

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2016	2015	1	1,861	\$ 34
	2017	2016	2	1,654	\$ 30
	2018	2017	3	1,448	\$ 26
	2019	2018	4	1,241	\$ 23
	2020	2019	5	1,034	\$ 19
	<b>Total Value of Exemption:</b>				<b>\$ 132</b>

# City of Salisbury



JACOB R. DAY  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190 Procurement  
Fax: 410-548-3192 Procurement

KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

**MARYLAND**

## **COUNCIL AGENDA – Award of Bids**

**June 13, 2016**

- |   |              |
|---|--------------|
| 1. Contract 108-16<br>Park WTP Aeration Unit Replacement                                      | \$299,000.00 |
| 2. Contract RFP 11-16<br>Engineering Construction Services for Main Street Masterplan Phase 2 | \$225,656.00 |
| 3. Declaration of Surplus<br>Salisbury Fire Station #2  | \$ 0.00      |
| 4. Declaration of Surplus<br>SFD Ambulances A16-2 and A2                                      | \$ 0.00      |

**The following item is INFORMATION ONLY and does not require  
Council Approval per Resolution 2506**

- |   |              |
|---|--------------|
| 5. Contract 107-15<br>Change Order #2<br>WWTP BNR/ENR Upgrade | \$134,233.79 |
|---|--------------|

# City of Salisbury

JACOB R. DAY  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR



**MARYLAND**

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda

**May 23, 2016**

TO: Mayor and City Council

SUBJECT: Award of Bid  
Contract 108-16  
Park WTP Aeration Unit Replacement

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit bids for Contract 108-16 Park WTP Aeration Unit Replacement. The scope of work for this bid solicitation will furnish all of the labor, materials and equipment necessary for the replacement of two (2) new forced draft aerators.

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of two (2) vendors submitted a bid by the due date and time of Wednesday, February 17, 2016 at 2:30 p.m.

Vendor	Total Bid
M2 Construction	\$299,000.00
Clean Venture	\$389,000.00

Both bid responses were determined to be responsive and responsible, and M2 Construction was the apparent low bidder. The Department of Public Works conferred with MDE on the solution proposed by M2 Construction, and recommends awarding Contract 108-16 to said vendor. There are sufficient funds to cover this purchase in project account 97010-513026-50014.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award Contract 108-16 Park WTP Aeration Unit Replacement to M2 Construction in the amount of \$299,000.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Miller".

Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Jennifer Miller, Asst. Director of Internal Services – Procurement  
From: Michael Moulds, Director of Public Works  
Date: May 26, 2016  
Re: Contract 108-16 Park WTP Aerator Replacement

---

Salisbury Public Works recently advertised a bid for the Park Water Treatment Plant Aerator Replacement. The aerator replacement includes demolition of the existing aerators, purchasing of two new forced draft aerators, piping modification, installing the two new units, filter media, and mounting the new blower motors within the aerator house. Additionally, two equipment pads will be included for the new blower motor locations and electrical wiring to the existing electrical box. During the work, the existing railing, doors, and wooden louvers will be removed and reinstalled.

Bids were opened on Wednesday, February 17, 2016 at 2:30 p.m. for Contract 108-16, Park WTP Aerator Replacement. Two (2) responses to this contract were received, as summarized below:

Company	Total Bid
M2 Construction	\$299,000
Clean Venture Inc	\$389,000

The bid review period was extended to June 19<sup>th</sup>, 2016 to allow SPW to review the specific replacement plan proposed by the low bidder with exceptions.

SPW reviewed the bids in accordance with the contract documents. M2 Construction is the lowest responsive and responsible bidder. SPW recommends awarding the contract to M2 Construction in the amount of \$299,000.00. There is funding available from the FY15 bond issue for the Aerator Replacement project in account number 97010-513026-50014.

Please issue a Purchase Order to M2 Construction in the amount of \$299,000.00 for the scope of work specified in Contract 108-16.

Tony Fascelli  
Project Engineer

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

# City of Salisbury

JACOB R. DAY  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR



**MARYLAND**

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190 Procurement  
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KEITH A. CORDREY  
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER  
ASST. DIRECTOR OF INTERNAL  
SERVICES

## Council Agenda

**May 23, 2016**

**TO:** Mayor and City Council

**SUBJECT:** Award of Contract – RFP 11-16  
Engineering Construction Services for Main Street Masterplan Phase 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit proposals for RFP 11-16 Engineering Construction Services for Main Street Masterplan Phase 2. This solicitation sought proposals from qualified and experienced firms to provide construction administration and inspection services for the first stage of the Main Street Masterplan construction, East Main Street from Route 13 to N. Division Street.

The Procurement Department followed standard proposal solicitation practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of four (4) vendors submitted a bid by the due date and time of Tuesday, March 15, 2016 at 2:30 p.m.

A selection committee was convened and each vendor was evaluated according to the criteria specified in the proposal document, then ranked on a scale of 0 (unacceptable) to 4 (superior):

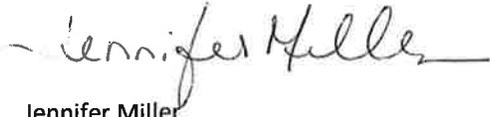
<b>Weighting Factor</b>	<b>Criterion</b>
35%	Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services. Experience administering high profile street reconstruction projects in areas with businesses and residential units.
30%	Price and billable rates.
25%	Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
10%	Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

Vendor	Rank	Evaluation Score	CA Services	Inspection Services	Total	Inspection Hourly Rate (Normal/OT)
KCI Technologies	1	3.48	\$86,000	\$105,248	\$191,248	\$50.60/\$50.60
A. Morton Thomas & Assoc.	2	3.08	\$48,904	\$173,480	\$222,384	\$70.00/\$85.00
George, Miles & Buhr	3	2.60	\$279,415	\$170,085	\$449,500	\$85.00/\$128.00
Rauch, Inc.	4	1.99	\$140,000	\$120,000	\$260,000	\$75.00/\$100.00

KCI Technologies was determined by the evaluation committee to have presented the best value proposal due to their proposed approach, experience with the type of work requested and a favorable reference.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award RFP 11-16 Engineering Construction Services for Main Street Masterplan Phase 2 to KCI Technologies., in the amount of \$225,656.00, which will provide for construction administration, inspection and OT inspection. There are sufficient funds to cover this purchase in project account 98116-513020-48022.

Sincerely,



Jennifer Miller  
Assistant Director of Internal Services – Procurement and Parking



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Jennifer L. Miller, Assistant Director of Internal Services – Procurement  
From: Michael S. Moulds, P.E., Director of Public Works *MSM*  
Date: May 16, 2016  
Re: RFP 11-16 Main Street Masterplan Construction Services

---

Salisbury Public Works recently advertised a Request for Proposals for Engineering Construction Services for the Main Street Masterplan Phase 2. The Construction Services RFP is to provide an Engineer to act as the Owner's representative and coordinate Construction Administration Services with the Owner and the Contractor. Additionally, the Engineer will provide a full time Inspector at the site. The Construction Services scope includes chairing the pre-construction meeting and monthly progress meetings and issuing minutes, reviewing the schedule, reviewing and responding to Requests for Information, proposed change orders and work change directives, reviewing monthly partial payment applications, reviewing and acting on submittals and testing, developing a punch list, preparing record drawings and preparing recommendations of Substantial Completion and Final Acceptance. The Construction Services scope also includes organizing informational meetings with business owners and residents, hosting a project website to convey information about schedule and traffic patterns, and developing press releases.

Four (4) firms submitted proposals to RFP 11-16 Main Street Masterplan Construction Services on March 15, 2016 at 2:30 p.m.: A. Morton Thomas & Associates, KCI Technologies, George, Miles & Buhr, and Rauch, Inc. Each evaluator on the selection committee ranked the respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 35% Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services. Experience administering high profile street reconstruction projects in areas with businesses and residential units.
- 30% Price and billable rates.
- 25% Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
- 10% Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

The rating scale is from zero to four with zero being unacceptable and four being superior. After completing a detailed independent review, the selection committee then met to compare individual rankings and to develop a composite ranking of each firm. The proposed contract costs and the composite rankings are provided below:



City of  
**Salisbury**  
Jacob R. Day, Mayor

Consultant	Construction Administration Services	Inspection Services	Total Construction Services	Inspection Hourly Rate (Normal Hours / Overtime Hours)	Composite Score	Ranking
KCI Technologies	\$86,000	\$105,248	\$191,248	\$50.60 / \$50.60	3.48	1
A. Morton Thomas & Associates	\$48,904	\$173,480	\$222,384	\$70.00 / \$85.00	3.08	2
George, Miles & Buhr	\$279,415	\$170,085	\$449,500	\$85.00 / \$128.00	2.60	3
Rauch, Inc.	\$140,000	\$120,000	\$260,000	\$75.00 / \$100.00	1.99	4

The selection committee believes that KCI Technologies presented the best team to successfully complete this project due to their clear understanding of the scope of work and successful completion of similar projects. KCI will staff the project out of their Dover, DE office and their proposed Inspector lives in Salisbury. KCI presented a comprehensive plan to convey information to the public.

Please issue a Purchase Order to KCI Technologies in the amount of \$225,656.00 for the scope of work specified in RFP 11-16. In addition to the Construction Services lump sum price of \$191,248, the Purchase Order will include 680 hours of additional inspection at the hourly rate of \$50.60/hour. By adding 520 hours, the Contractor can work a 50 hour work week (10 hours per week over the 52 week contract). Additionally, this provides for 160 hours of additional inspection which will be used for unforeseen circumstances, work during evenings or overnight, work on City holidays or work on Saturdays. Funds are available in the account 98116-513020-48022.

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

# City of Salisbury



JACOB R. DAY  
MAYOR

M. THOMAS STEVENSON, JR.  
CITY ADMINISTRATOR

JULIA GLANZ  
ASSISTANT CITY ADMINISTRATOR

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

**MARYLAND**

## COUNCIL AGENDA

**June 13, 2016**

TO: Mayor and City Council

SUBJECT: Declaration of Surplus

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to declare the existing Fire Station #2 as surplus. This property is located at 801 Brown Street and is being replaced by new Fire Station #2 on Brown and Naylor Streets. Additional details are noted in the department memo.

Upon declaration of surplus, as approved by Council, the Procurement Department will award a contract for demolition of the old Fire Station building.

Sincerely,

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

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



*From the Office  
of the  
Fire Chief*

RECEIVED

MAY 13 2016

PURCHASING DEPT.  
SALISBURY, MARYLAND

**Date:** 11 May 2016

**To:** Jennifer Miller, Deputy Director of Internal Services - Procurement

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

**Subject:** Declaration of Surplus Property

The construction of the new Fire Station 2 on Brown and Naylor Streets is approximately eighty (80%) per cent complete. Upon completion of the construction, and acceptance of the new facility, the department will relocate its operations from the current fire station to the new building. It is our intention to completely vacate the building and cease its use as an operating fire station.

Pursuant with City Code and Policy I am submitting this information to you so that you may proceed with declaring the facility as surplus property. The intent is to demolish the building and return the land to the Morris Family in accordance with a previously entered into land swap agreement. This request is ahead of an award of bid for demolition and needs to be a ratified before the award of bid can be made. The property should be available for demolition or about 01 July 2016.

Should you have questions or require additional information please feel free to contact me immediately.

# 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

**June 13, 2016**

TO: Mayor and City Council

SUBJECT: Declaration of Surplus

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to declare two ambulances, A16-2 and A2 as surplus (see departmental memo for additional details regarding each unit). Three new ambulances were ordered in November 2015 (Contract 103-16) from Atlantic Emergency Services and were recently delivered in late May 2016. As such, the two noted ambulances (A16-2 and A2) have been decommissioned and readied for Council's approval to be declared surplus. Once approved, the Procurement Department will work with the Salisbury Fire Department to dispose of the vehicles via an online auction sale.

Sincerely,

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

Jennifer Miller

Asst. Director of Internal Services – Procurement and Parking



*From the Office of the  
Fire Chief*

**Date:** 11 May 2016

RECEIVED  
MAY 11 2016  
PURCHASING DEPT.  
SALISBURY, MARYLAND

**To:** Jennifer Miller, Deputy Director of Internal Services, Procurement

**From:** Richard A. Hoppes, Fire Chief

RECEIVED  
MAY 13 2016  
PURCHASING DEPT.  
SALISBURY, MARYLAND

**Subject:** Surplus Equipment – Ambulance A16-2 & A2

The Department has equipment (described below) that is immediately available for declaration as surplus property. By City Code, only the Council can authorize such a declaration. As such I am requesting that Council’s authorization to declare these apparatus as surplus property and asking for permission to dispose of each in compliance with City code and/or policy.

The equipment is described as follows:

Unit Identification:	Ambulance 16-2
Unit Description:	2003 Ford E-450 / Wheeled Coach Ambulance
VIN:	1FDXE45F02HB15637
Motor:	7.3L Power Stroke Turbo Diesel
Transmission:	44E Automatic OD
Mileage:	73,745
Condition:	Fair

RECEIVED  
MAY 13 2016  
PURCHASING DEPT.  
SALISBURY, MARYLAND

Unit Identification:	Ambulance 2
Unit Description:	2013 International Terrastar / Horton Ambulance
VIN:	1HTJSSKK1EH485625
Motor:	International MaxxFace
Transmission:	Allison – 1000 series Automatic
Mileage:	41,040
Condition:	Very Good

The declaration of surplus is pursuant to the delivery of our new ambulances. All useful equipment has been removed from the old units and placed in service on the new units or returned to the supply depot of the SFD for future use in another capacity.

Should you have questions or require additional information please feel free to contact me immediately.

cc: File

**Council Agenda**  
**June 13, 2016**

TO: Mayor and City Council

SUBJECT: Change Order #2  
Contract 107-15 WWTP BNR/ENR Upgrade

Per Resolution 2506, which is specific to Contract 107-15, change orders in the amount of \$100,000 to \$150,000 are authorized to be approved by the Mayor and a City Council member selected by the President of the City Council. Once approved, the City Council shall be notified in writing within two business days following the approval of the Change Order. Lastly, all Change Orders shall be placed on the agenda of the next legislative meeting.

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Public Works Department on May 13 to review and process Change Order #2 for Contract 107-15 WWTP BNR/ENR Upgrade (BNR = Biological Nutrient Removal/ ENR = Enriched Nutrient Removal). This Change Order increases the contract cost by \$134,233.79 to address thirteen miscellaneous items. However, the total net change to the contract (which takes into account the deduction of Change Order #1 in the amount of -\$97,071) is \$37,162.79. A synopsis of the work specified in Change Order #2 is included in the attached departmental memo, however both the Department of Public Works and the Procurement Office have a 139-page document detailing the changes.

Change Order #2 was approved on May 25 by Mayor Jacob R. Day and City Council President John R. Heath, and notification of the approval was sent to the Administrative Office on May 27, 2016 requesting that such be forwarded to the City Council. The inclusion of this Change Order at tonight's legislative meeting is informational in nature, with no further approval required, and will serve to fulfill the requirement of Public Notification as defined in Resolution 2506.

Sincerely,



Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Jennifer L. Miller, Assistant Director of Internal Services – Procurement  
From: Michael S. Moulds, P.E., Director of Public Works  
Date: May 13, 2016  
Re: Contract 107-15 WWTP BNR/ENR Upgrade  
Change Order No. 2

Change Order No. 2 for Contract 107-15, the WWTP BNR/ENR Upgrade, is enclosed for review. The change order addresses thirteen miscellaneous items throughout the WWTP, as summarized below.

<b>PCO #</b>	<b>Description</b>	<b>Amount</b>
PCO3	Elevation conflicts with 8" potable water and 15" storm drain	\$ 7,738.00
PCO4	8" gate valve re-use and installation	\$ 2,032.00
PCO5	Replace existing catch basin #3	\$ 10,360.00
PCO7	Steel plate in Secondary Flow Distribution box	\$ 4,335.00
PCO8	Credit to eliminate a 6" and 10" plug valve	\$ (3,400.00)
PCO9	Credit for Electrical upgrades	\$ (19,911.00)
PCO11	Additional risers on 12" storm drain manhole	\$ 5,746.00
PCO12	Primary Clarifier Scum Box platform modifications	\$ 3,451.00
PCO16	Generator panel power feed modifications	\$ 1,240.00
PCO18	Painting in Solids building control room	\$ 1,797.00
PCO19	Force Account Work to test pit the 20" and 16" RAS lines	\$ 3,363.79
PCO20	New ductile iron Return Activated Sludge (RAS) pipe to replace PVC pipe	\$ 113,485.00
PCO21	Solids Building modifications	\$ 3,997.00
<b>Total – Change Order No. 2</b>		<b>\$ 134,233.79</b>

The most significant item from Change Order No. 2 was the installation of the Return Activated Sludge (RAS) pipe. The design planned for reusing an existing pipe for the RAS piping, however, after the pipe was uncovered with a test pit, it was determined that the pipe material was PVC. The records from the previous upgrade had incorrectly identified the pipe material. The RAS pipe is a critical component in the process. Public Works and the WWTP staff strongly support the need for ductile iron for this piping.



City of  
**Salisbury**  
Jacob R. Day, Mayor

The recommendation for approval of Change Order No. 2 from GHD, the Construction Manager, is attached. The full change order proposal is referenced in the attached letter and is available for review at Public Works.

After the City's review and approval of this change order, it will be sent to the Maryland Department of the Environment (MDE) for funding agency approval. The grants and loans for the WWTP contract include 5% contingency on the construction contract. Pending approval of this change order, the net contract amount increase with all change orders to date will be \$37,162.79 or 0.07% of the total contract. Therefore, Public Works recommends funding this change order with the contingency allowance in the grants and loan. The breakdown of the change order amount by funding source shown below is an estimate and will be finalized upon MDE approval.

Please process Change Order No. 2 which results in an increase of \$134,233.79. The contract time is unchanged. The specific project accounts for this change order are as follows:

Account Number	Original Contract Amount	Revised Contract Amount (approved COs to date)	Change Order No. 2	Revised Contract Amount thru CO No. 2
Loan 97020-513026-29031	\$ 29,244,970.00	\$29,188,367.90	<b>\$78,271.72</b>	\$29,266,639.62
BNR Grant 97020-513026-29026	\$ 11,780,236.00	\$11,757,434.02	<b>\$31,531.52</b>	\$11,788,965.54
BRF/ENR Grant 97020-513026-29027	\$ 9,124,794.00	\$9,107,127.08	<b>\$24,430.55</b>	\$9,131,557.63
Total	\$ 50,150,000.00	\$50,052,929.00	<b>\$134,233.79</b>	\$50,187,162.79

Funding is available in the accounts listed above.

Per Resolution No. 2506, this change order falls under Tier 3 for change orders between \$100,000 and \$150,000. The required approvals are the Assistant Director of Internal Service, Procurement & Parking, the Mayor and the City Council President. Once approved, please place this on the next legislative agenda for the City Council for public informational purposes.

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INTER

OFFICE

# MEMO

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## *OFFICE OF THE MAYOR*

**To:** All City Council Members  
**From:** Tom Stevenson  
**Subject:** Summer Youth Work Program  
**Date:** June 2, 2016

---

Attached please find a resolution that will have the effect of accepting a \$10,640.00 donation from the Greater Salisbury Committee to help support a Summer Youth Work Program.

The funds provided will allow the program to be up and running before the City's FY17 contribution is available.

The program will offer job readiness skills to young people who may not otherwise received the necessary exposure to succeed in the workplace.

The goal is to have at least 10 students in the program to work with Public Works and develop useful job competences.

C.c. Julia Glanz

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**RESOLUTION NO. 2638**

**A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND  
ACCEPTING A DONATION FROM THE GREATER SALISBURY  
COMMITTEE FOR A SUMMER YOUTH WORK PROGRAM.**

WHEREAS, the Council of the City of Salisbury supports the acceptance of a donation for a Summer Youth Work Program, and

WHEREAS, donations assist with the cost to hire youth to work for the City; and

WHEREAS, the Greater Salisbury Committee has offered to make a donation to the City Parks in the amount of \$10,640.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby accept the donation of \$10,640 for the Summer Youth Work program.

This resolution was introduced, read and passed at the regular meeting of the Salisbury City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2016.

**ATTEST:**

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

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

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

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

# Memo

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

---

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

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

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



32 ~~neighborhood services and code compliance~~ Housing and Community Development Department  
33 shall be appointed by the mayor with the advice and consent of a majority of the full council and  
34 shall serve continuously unless terminated pursuant to Section SC2-10. The compensation for the  
35 director shall be determined by a majority of the full council. All subordinate personnel shall be  
36 appointed as provided in Section SC3-4.C of the City Charter.

37

38 2.14.030 - Powers and duties of director and department.

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

45

46 2.14.040 - Director responsible to mayor—Inspections—Issuance of warrants for violations.

47 The director of the ~~department of neighborhood services and code compliance~~ Housing and  
48 Community Development Department shall be responsible and report directly to city  
49 administrator under the authority of the mayor. The ~~department of neighborhood services and~~  
50 ~~code compliance~~ Housing and Community Development Department shall make all necessary  
51 inspections to determine whether the housing or zoning codes have been or are being violated.  
52 The director of ~~department of neighborhood services and code compliance~~ the Housing and  
53 Community Development Department shall promptly and faithfully execute or secure the

54 issuance of all writs (warrants) for any violations of the various codes mentioned above and shall  
55 attend any court having the enforcement of any such violations.

56

57 2.14.050 - Department procedure—Hearings.

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

63

64 2.14.060 - Establishment of rules and regulations—Recommendations to mayor.

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

75

76 2.14.070 - Assignment of additional duties.

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

84

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

87

88 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of  
89 Salisbury held on the 23 day of May, 2016 and thereafter, a statement of the substance of the  
90 ordinance having been published as required by law, in the meantime, was finally passed by the  
91 Council on the \_\_\_ day of \_\_\_\_\_, 2016.

92

93 ATTEST:

94

95

96

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

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

98

99

100

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

102

103

104

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



# City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT  
P.O. BOX 870  
125 NORTH DIVISION STREET, ROOMS 203 & 201  
SALISBURY, MARYLAND 21803-4860  
410-548-4860  
FAX: 410-548-4955



JACOB R. DAY  
MAYOR

BOB CULVER  
COUNTY EXECUTIVE

TOM STEVENSON  
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG  
DIRECTOR OF ADMINISTRATION

May 25, 2016

**TO:** Tom Stevenson, City Administrator  
**FROM:** John F. Lenox, AICP, Director, Salisbury/Wicomico Planning & Zoning   
**SUBJECT:** **PUBLIC HEARING – Text Amendment – To amend the parking provisions of the Riverfront Redevelopment Multi-Use District #2 – Planning Commission Recommendation**

## I. INTRODUCTION.

On May 19, 2016, the Salisbury Planning Commission held a public hearing on a request by Mayor Jacob R. Day for the above-noted text amendment relative to the parking provisions of Riverfront Redevelopment Multi-Use District #2. (See Attachment A.)

## II. RECOMMENDATION.

The Salisbury Planning Commission forwarded a **Favorable** recommendation to the Mayor and Council for the proposed amendment.

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

## III. BACKGROUND.

The Commission noted that Riverfront Redevelopment Multiuse District #2 (RRMU2) is located on the west side of the Wicomico River with road frontage along Fitzwater Street. As shown in Attachment #3 of the Staff Report, the entirety of the Riverfront Redevelopment District #2 is located within the currently established City Parking District. The proposed Zoning Amendment would include language in the District Development Regulations to mirror that which has been successfully applied in the Central Business District.

The stated purpose of this District is “to promote the development and redevelopment of lands along the Wicomico River south of West Main Street with a mixture of uses and activities which are either dependent upon or appropriate to the waterfront”. It is further intended to “complement and strengthen the function of the waterfront with certain recreation, shopping, business and residential uses”. A Certificate of Design and Site Plan Approval from the Planning & Zoning Commission is required for all new development.

Attachments



# City of Salisbury – Wicomico County

DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

P.O. BOX 870

125 NORTH DIVISION STREET, ROOMS 203 & 201

SALISBURY, MARYLAND 21803-4860

410-548-4860

FAX: 410-548-4955



BOB CULVER  
COUNTY EXECUTIVE

JACOB R. DAY  
MAYOR

TOM STEVENSON  
CITY ADMINISTRATOR

R. WAYNE STRAUSBURG  
DIRECTOR OF ADMINISTRATION

## **STAFF REPORT**

### MEETING OF MAY 19, 2016

**CASE NO.:** #SP-1605

**APPLICANT:** Mayor Jacob R. Day

**REQUEST:** **PUBLIC HEARING – Text Amendment - To amend Section 17.105.040.D - to amend the parking provisions in the Riverfront Redevelopment Multi-Use District #2.**

#### I. **REQUEST:**

Mayor Jake Day has submitted a request to amend the text of the Riverfront Redevelopment Multi-Use District #2. Specifically, it is proposed to amend the on-site parking requirements so as to be consistent with those for the adjacent Central Business District.

The Code currently requires the following regarding parking in the RRMU District #2:

#### **17.105.040 Development Standards.**

*Minimum standards for development in the Riverfront Redevelopment Multi-use District shall be as follows:*

*D. Parking. Parking shall be provided in accordance with Chapter 17.196.*

It is proposed to mirror the language of the Central Business District by adding to Paragraph D the following phrase:

*“... except where governed by the established parking tax district regulations.”*

In accordance with the requirements of Section 17.228 of the Salisbury Municipal Code, the Planning Commission must hold a Public Hearing on proposed Text Amendments to the Code. The Commission must forward a recommendation (within six months) to the City Council. The City Council must also hold a public hearing before granting final approval to Code text amendments.

## II. BACKGROUND:

The Riverfront Redevelopment Multiuse District #2 (RRMU2) is located on the west side of the Wicomico River with road frontage along Fitzwater Street (Attachment #1). This District contains well established private uses including Chesapeake Marine and the River's Edge Apartments. It also includes the City Marina, two municipally owned and operated parking lots, and an undeveloped City parcel abutting the Marina and the parking lot (Attachment #2). The City is currently in an Exclusive Negotiating Period with a potential developer for the undeveloped parcel.

The stated purpose of this District is "to promote the development and redevelopment of lands along the Wicomico River south of West Main Street with a mixture of uses and activities which are either dependent upon or appropriate to the waterfront". It is further intended to "complement and strengthen the function of the waterfront with certain recreation, shopping, business and residential uses". A Certificate of Design and Site Plan Approval from the Planning & Zoning Commission is required for all new development.

Immediately adjacent to this District is the Brew River Restaurant, located just across the boundary of the Central Business District (CBD). The Commission granted approval to Brew River on August 19, 1999. This approval capitalized upon the riverfront location, adjacency to the Riverwalk, and availability of the shared parking at the municipal facility. These plans were all subject to the negotiated Land Disposition Agreement transferring property from the City to the developer.

Strict adherence to standard zoning parcel-by-parcel parking requirements was not an issue with Brew River as the CBD code contains exception language for properties otherwise located within an "established parking tax district". Section 10.20 of City Code establishes a Parking District in a defined area in and adjacent to Downtown, to enable the acquisition, development, and maintenance of common City Parking Facilities (Attachment #3).

As shown, the entirety of the Riverfront Redevelopment District #2 is located within the currently established City Parking District. The proposed Zoning Amendment would include language in the District Development Regulations to mirror that which has been successfully applied in the Central Business District.

## III. DISCUSSION:

The remaining undeveloped land within the Riverfront Redevelopment District is owned by the City of Salisbury. The transfer and/or private development of City property requires a contract approved by the Mayor and Council in the form of a Land Disposition Agreement. This is the same process followed earlier with the successful Brew River development. The Land Disposition process provides assurance that support amenities will be provided, appropriate to the use in the specific location.

## IV. RECOMMENDATION:

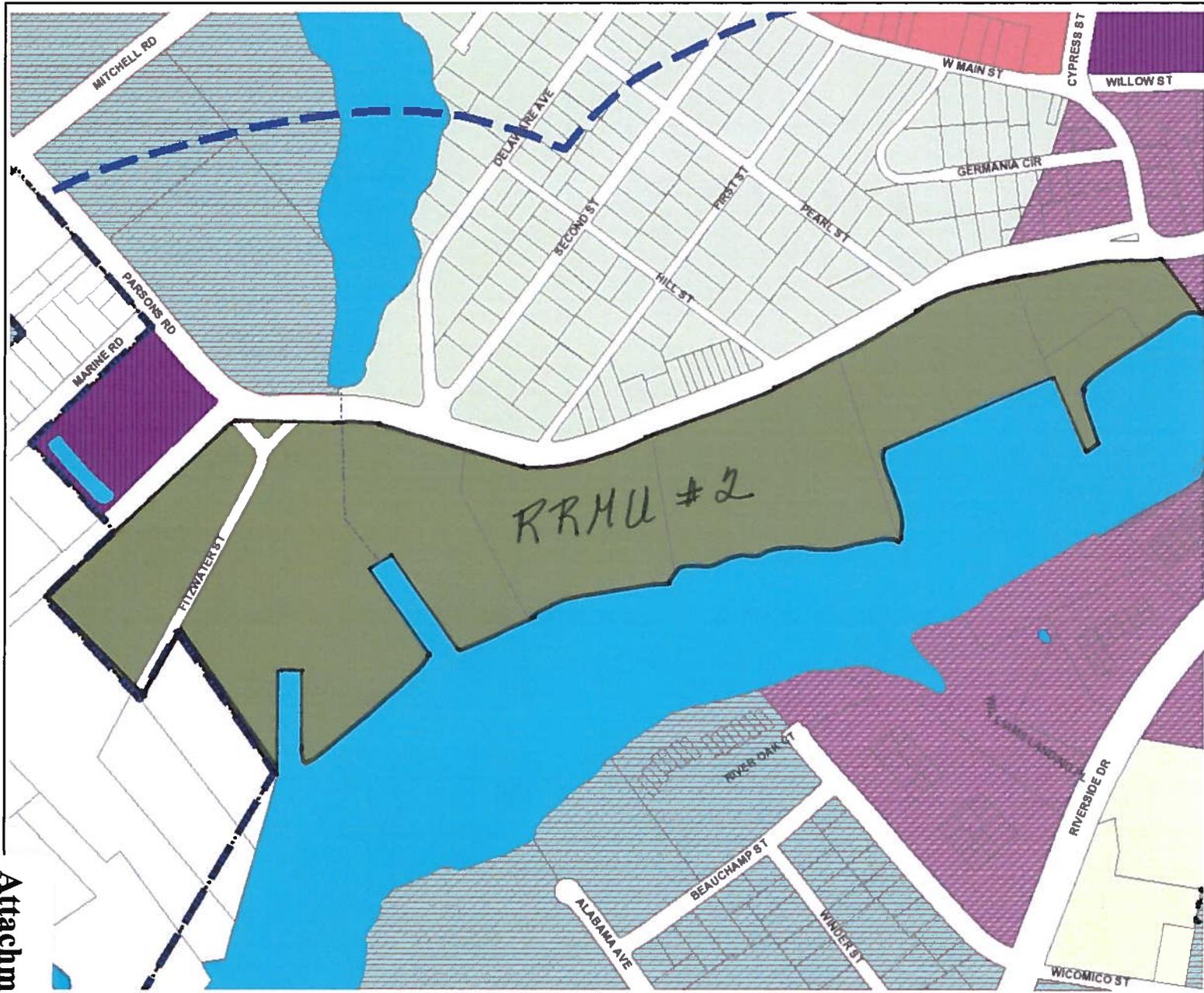
It is recommended that the Commission forward a **Favorable** recommendation to the Mayor and Council regarding the proposed Zoning Text amendment. The concept of shared parking is well established in portions of the downtown and riverfront, and is specifically consistent

with the intent and purpose of this particular District. Shared parking enables the most efficient development of properties connected by common vehicular and boat access, sidewalks, the Riverwalk, and open space. All such plans would continue to require approval of a Certificate of Design and Site Plan Approval from the Planning & Zoning Commission, as well as the Mayor and Council through the Land Disposition Agreement.

COORDINATOR: Jack Lenox  
DATE: May 19, 2016

# CITY OF SALISBURY

## Salisbury Zoning



- Paleochannel
- Wethead Protection Area
- Streams
- Water Bodies
- Street Numbers
- Municipal Areas
- CAD
  - Delmar
  - Fullband
  - Hebron
  - Mardela
  - Pittsville
  - Salisbury
  - Sharptown
  - Willards
- Railroads
- Parcels
- Critical Area
- Historic Districts
  - Dist\_Name
  - Camden Historic District
  - Downtown Historic District
  - Newtown Historic District
- Salisbury Zoning
  - CITY\_ZON
  - College & University
  - Conservation
  - CBD
  - LBI
  - General Commercial
  - Reg Comm
  - MUNR
  - Select Commercial
  - Hospital
  - Ind
  - Ind Park
  - L Ind
  - Neighborhood Business
  - OSH
  - OSR
  - PDD
  - PRD
  - R - 5
  - R - 5 A
  - R - B
  - R - B A
  - R - 10
  - R - 10 A
  - Riverfront Redevelopment
- Street Centerlines

102 ft

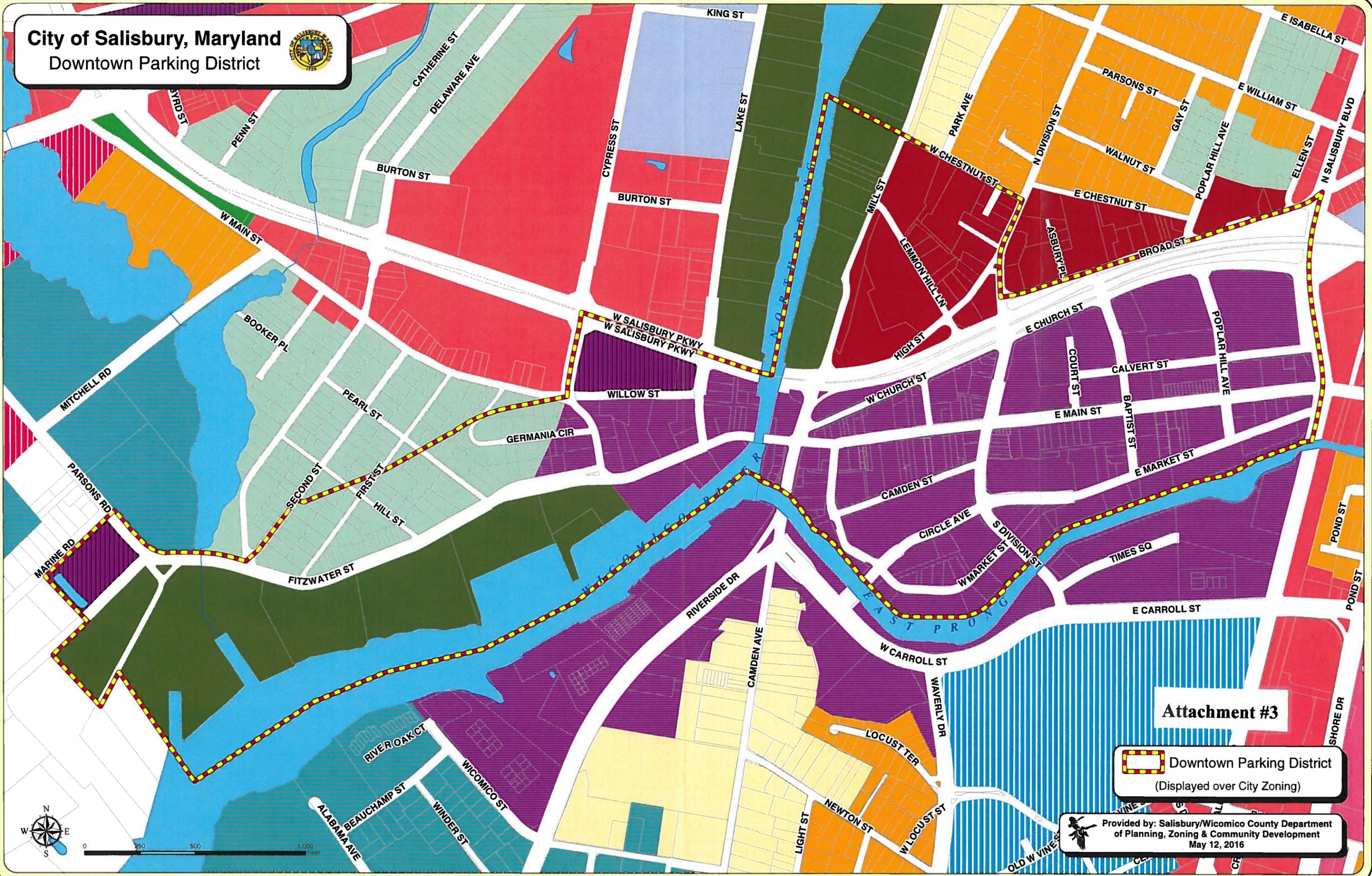
## RRMU #2 Zoning District

Attachment #1



Attachment #2

**City of Salisbury, Maryland**  
Downtown Parking District



**Attachment #3**

 Downtown Parking District  
(Displayed over City Zoning)

Provided by: Salisbury/Wicomico County Department  
of Planning, Zoning & Community Development  
May 12, 2016

# City of Salisbury



**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND, PURSUANT TO CHAPTER 17.228 OF TITLE 17, ZONING OF THE SALISBURY MUNICIPAL CODE AND SECTION 4.04 OF ARTICLE 66B OF THE ANNOTATED CODE OF MARYLAND FOR THE PURPOSE OF AMENDING SECTION 17.105.040.D, DEVELOPMENT STANDARDS IN THE RIVERFRONT REDEVELOPMENT MULTI-USE DISTRICT #2**

**WHEREAS**, the ongoing application, administration and enforcement of Title 17, Zoning of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation, and amendments that will keep Title 17 current; and

**WHEREAS**, the Mayor and City Council may amend Title 17, Zoning, of the Salisbury Municipal Code, pursuant to the authority granted by Article 66B of the Maryland Annotated Code and in accordance with specific provisions of Chapter 17.228, Amendments and Rezoning, of Title 17, Zoning; and

**WHEREAS**, Mayor Jacob R. Day submitted a request to amend the text of Section 17.105.040.D Development Standards in the Riverfront Redevelopment Multi-Use District #2 to appropriately recognize its inclusion in the established Parking Tax District; and

**WHEREAS**, a Public Hearing on the proposed amendment was held by the Planning Commission in accordance with the provisions of Chapter 17.228, of Title 17, Zoning, of the Salisbury Municipal Code on May 19, 2016; and

**WHEREAS**, the Planning Commission did recommend approval of the proposed text amendment to Section 17.105.040.D.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND**, that Title 17, Zoning, of the Salisbury Municipal Code is hereby amended as follows:

**AMEND SECTION 17.105.040.D, DEVELOPMENT STANDARDS, BY ADDING THE FOLLOWING:**

- D. **Parking.** Parking shall be provided in accordance with Chapter 17.196, **EXCEPT WHERE GOVERNED BY THE ESTABLISHED PARKING TAX DISTRICT REGULATIONS.**

**AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY, MARYLAND,** that this Ordinance shall take effect from and after the date of its final passage, but in no event until ten (10) days after the date of the Council’s Public Hearing, and

**THE ABOVE ORDINANCE** was introduced at a meeting of the Council on the \_\_\_\_ day of \_\_\_\_\_, 2016, and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Kim Nichols  
City Clerk

\_\_\_\_\_  
John “Jack” Heath, President  
Salisbury City Council

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

\_\_\_\_\_  
Jacob R. Day  
Mayor of the City of Salisbury

**ORDINANCE NO. 2389**

**AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND, PURSUANT TO CHAPTER 17.228 OF TITLE 17, ZONING OF THE SALISBURY MUNICIPAL CODE AND SECTION 4.04 OF ARTICLE 66B OF THE ANNOTATED CODE OF MARYLAND FOR THE PURPOSE OF AMENDING SECTION 17.105.040.D, DEVELOPMENT STANDARDS IN THE RIVERFRONT REDEVELOPMENT MULTI-USE DISTRICT #2**

**WHEREAS**, the ongoing application, administration and enforcement of Title 17, Zoning of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation, and amendments that will keep Title 17 current; and

**WHEREAS**, the Mayor and City Council may amend Title 17, Zoning, of the Salisbury Municipal Code, pursuant to the authority granted by Article 66B of the Maryland Annotated Code and in accordance with specific provisions of Chapter 17.228, Amendments and Rezoning, of Title 17, Zoning; and

**WHEREAS**, Mayor Jacob R. Day submitted a request to amend the text of Section 17.105.040.D Development Standards in the Riverfront Redevelopment Multi-Use District #2 to appropriately recognize its inclusion in the established Parking Tax District; and

**WHEREAS**, a Public Hearing on the proposed amendment was held by the Planning Commission in accordance with the provisions of Chapter 17.228, of Title 17, Zoning, of the Salisbury Municipal Code on May 19, 2016; and

**WHEREAS**, the Planning Commission did recommend approval of the proposed text amendment to Section 17.105.040.D.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND**, that Title 17, Zoning, of the Salisbury Municipal Code is hereby amended as follows:

**AMEND SECTION 17.105.040.D, DEVELOPMENT STANDARDS, BY ADDING THE FOLLOWING:**

- D. **Parking.** Parking shall be provided in accordance with Chapter 17.196, **EXCEPT WHERE GOVERNED BY THE ESTABLISHED PARKING TAX DISTRICT REGULATIONS.**

**AND BE IT FURTHER ORDAINED BY THE CITY OF SALISBURY, MARYLAND,** that this Ordinance shall take effect from and after the date of its final passage, but in no event until ten (10) days after the date of the Council’s Public Hearing, and

**THE ABOVE ORDINANCE** was introduced at a meeting of the Council on the \_\_\_\_ day of \_\_\_\_\_, 2016, and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

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

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

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

\_\_\_\_\_  
Jacob R. Day  
Mayor of the City of Salisbury

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INTER

OFFICE

# MEMO

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*OFFICE OF THE MAYOR*

**To:** Tom Stevenson, City Administrator  
**From:** Julia Glanz, Asst. City Administrator  
**Subject:** Budget Amendment- Summer Youth Work Program  
**Date:** June 2, 2016

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Attached you will find a budget amendment for the Summer Youth Work Program. This program was funded in the FY17 budget to provide ten job opportunities and job readiness skills to young people. The City is partnering with the Greater Salisbury Committee to help with fundraising efforts. GSC has donated \$10,640 to make sure the program is running before the City receives FY17 funds. Once these funds are accepted they will go into surplus. This budget amendment is moving these donated funds from surplus into the appropriate Public Works account.

Feel free to contact me if you have any questions.

ORDINANCE NO. 2390

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2016 GENERAL FUND BUDGET TO APPROPRIATE FUNDING FOR THE SUMMER YOUTH WORK PROGRAM

WHEREAS, the City has established a pilot program geared at employing ten youth ages 16-24, who are either in or out of school; and

WHEREAS, the youth will be working in varying jobs within the Public Works Department; and

WHEREAS, the City believes that investing in our youth will provide future opportunities to help make them successful; and

WHEREAS, the Greater Salisbury Committee has donated funds to the City for the Summer Youth Work Program; and

WHEREAS, the City's FY 2016 budget has not been amended to include an appropriation to expend the \$10,640.

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 Salaries Part-Time (45000-501006) by \$8,000
- 2) Increase FICA (45000-502010 ) by \$ 640.00
- 3) Increase Uniforms (45000-502080) by \$ 2,000
- 4) Increase Current Year Surplus (01000- 469810) by \$ 10,640

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

ATTEST:

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

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

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

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



City of  
**Salisbury**  
 Jacob R. Day, Mayor

To: Thomas Stevenson, Jr., City Administrator  
 From: Michael S. Moulds, P.E., Director of Public Works *MSM*  
 Date: May 31, 2016  
 Re: Budget Amendment – Main Street Masterplan

The Public Works Department is requesting consideration for a budget amendment to reallocate funding for the Main Street Masterplan project. Additional funding is required for the construction of the initial phase of the Main Street Masterplan from Route 13 to Division Street.

Public Works recommends reallocating Street Maintenance program funds from FY16 in the amount of \$277,826.95. The streets identified in the FY16 CIP have already been funded from this account.

Public Works recommends reallocating funding sources within two (2) bond pools as discussed below. These actions do not require bond amendments since we are not adding a new project to an existing bond pool.

The FY 2011 bond included the East Main Street Sewer and the Wastewater Treatment Plant Upgrade projects. The WWTP Upgrade portion of the FY 2011 bond was for design and construction of the Corrective Action Plan items. The remaining funding is unused. Public Works recommends reallocating the unused WWTP design and construction funds to the East Main Street Sewer funding so that it can be used for the sewer construction in East Main Street. Additionally, the unallocated funds in that bond pool would be moved to the East Main Street Sewer project.

The FY 2014 bond included funding for Riverwalk, Main Street Masterplan and Germania Circle. The Riverwalk Reconstruction work was able to be completed under budget. The Germania Circle funding is remaining from the contract with a vendor to prepare a Hazard Mitigation grant application. Public Works recommends reallocating the unused Riverwalk and Germania Circle funds to the Main Street Masterplan project so that it can be used for construction of the initial phase. Additionally, the unallocated funds in that bond pool would be moved to the Main Street Masterplan project.

The total funding reallocation is summarized below:

WWTP Design	\$114,153.08
WWTP Construction	\$4,753.14
FY11 bond unallocated	\$14,914.55
Germania Circle Consultants	\$81,787.12
Riverwalk Construction	\$190,107.91
FY14 bond unallocated	\$4,345.48
FY16 Street Maintenance Program	\$277,826.95
<b>Total for Main Street Masterplan</b>	<b>\$687,888.23</b>

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

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ORDINANCE NO. 2391

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FISCAL YEAR 2016 BUDGET AND THE CITY'S CAPITAL PROJECT FUND BUDGET TO REALLOCATE FUNDING FOR THE MAIN STREET MASTERPLAN PROJECT.

WHEREAS, Ordinance No. 2107 appropriated funds for the FY 2011 budget and Ordinance No. 2140 authorized the City to sell bonds per the FY 2011 budget; and

WHEREAS, Ordinance No. 2140 included bond funding for East Main Street Sewer and the Wastewater Treatment Plant Upgrades; and

WHEREAS, Public Works is seeking to move unused funds from the Wastewater Treatment Plant Upgrade to the East Main Street Sewer; and

WHEREAS, Ordinance No. 2243 appropriated funds for the FY 2014 budget and Ordinance No. 2273 authorized the City to sell bonds per the FY 2014 budget; and

WHEREAS, Ordinance No. 2273 included bond funding for Riverwalk, Main Street Masterplan and Germania Circle; and

WHEREAS, Public Works is seeking to move unused funds from the Riverwalk and Germania Circle to the Main Street Masterplan; and

WHEREAS, Ordinance No. 2332 appropriated funds for the FY 2016 budget which included funds for the Street Maintenance Program; and

WHEREAS, Public Works is seeking to move unused funds from the Street Maintenance Program to the Main Street Masterplan project.

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

- |     |  |                      |
|-----|--|----------------------|
| 1)  | Decrease WWTP Design by \$114,153.08                         | (96112-513020-55511) |
| 2)  | Decrease WWTP Construction by \$4,753.14                     | (96112-513026-55511) |
| 3)  | Decrease FY11 bond unallocated by \$14,914.55                | (96112-513026-99999) |
| 4)  | Increase East Main Street Sewer by \$133,820.77              | (96112-513026-55009) |
| 5)  | Decrease Germania Circle Consultants by \$81,787.12          | (98114-513400-33150) |
| 6)  | Decrease Riverwalk Construction by \$190,107.91              | (98114-513026-48015) |
| 7)  | Decrease FY14 bond unallocated by \$4,345.48                 | (98014-456110)       |
| 8)  | Increase Main Street Masterplan Construction by \$276,240.51 | (98114-513026-33170) |
| 9)  | Increase Transfer In General Fund by \$277,826.95            | (98114-469313-33170) |
| 10) | Increase Main Street Masterplan Construction by \$277,826.95 | (98114-513026-33170) |

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's FY 16 General Fund Budget be and hereby is amended as follows:

- |     |   |                |
|-----|---|----------------|
| 11) | Decrease FY16 Street Maintenance Program by \$277,826.95    | (31000-534318) |
| 12) | Increase Transfers General Capital Projects by \$277,826.95 | (91001-599109) |

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

**ATTEST:**

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

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

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

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

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**INTER**

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**OFFICE**

# MEMO

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## Internal Services Dept

**To:** Tom Stevenson, City Administrator  
**From:** Keith Cordrey, Dir of Internal Services  
**Subject:** FY 16 Budget Amendment - Legal Services  
**Date:** 6/8/16

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The Salisbury Finance Department respectfully requests to increase by \$38,000 the amount budgeted for the "City Attorney (17000-513301) account by increasing the budgeted revenue in account "Current Year Surplus".

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

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ORDINANCE NO. 2392

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2016 GENERAL FUND TO APPROPRIATE FUNDS FOR ATTORNEY FEES.

WHEREAS, the City of Salisbury has projected the amount of Attorney Fees expected for FY 2016; and

WHEREAS, the City of Salisbury's projection indicates an increase of \$38,000 is needed in the FY 16 appropriations for 17000-513301 City Attorney in order to meet the projected requirements for legal fees for the remainder of FY 2016.

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 amended as follows:

- 1) Increase Current Year Surplus (01000-469810) by \$38,000
- 2) Increase City Attorney (17000-513301) by \$38,000.00

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

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

**ATTEST:**

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

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

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

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