



CITY OF SALISBURY SPECIAL MEETING AGENDA

June 20, 2016
Government Office Building

4:30 p.m.
Room 301

Times shown for agenda items are estimates only.

4:30 p.m. CALL TO ORDER

4:31 p.m. WELCOME/ANNOUNCEMENTS

4:32 p.m. ADOPTION OF LEGISLATIVE AGENDA

4:34 p.m. ORDINANCES – City Attorney Mark Tilghman

- **Ordinance No. 2390** – 2nd reading- approving an amendment of the FY 2016 General Fund budget to appropriate funding for the Summer Youth Work Program
- **Ordinance No. 2391** – 2nd 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** – 2nd reading- approving a budget amendment of the FY2016 General Fund to appropriate funds for attorney fees

4:50 p.m. AWARD OF BIDS – Senior Buyer – Procurement & Parking Michael Lowe

- Contract 100-16 Main Street Masterplan Construction Phase 2

5:00 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.ci.salisbury.md.us

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.

The June 27, 2016 City Council Meeting has been cancelled.

INTER

OFFICE

MEMO

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

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 13th day of June 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
Total for Main Street Masterplan	\$687,888.23

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:

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|-----|--|----------------------|
| 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 13th day of June 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

INTER

OFFICE

MEMO

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

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 13th day of June 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

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

MARYLAND

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

COUNCIL AGENDA – Award of Bids

June 20, 2016

- | | |
|--|----------------|
| 1. Contract 100-16
Main Street Master Plan Construction Phase 2 | \$4,637,756.08 |
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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 20, 2016

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 100-16
Main Street Master Plan Construction Phase 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit bids for Contract 100-16 Main Street Master Plan Construction Phase 2. The scope of work for this bid solicitation will furnish all labor, materials and equipment necessary for the construction of Phase 2 of Main Street Master Plan. This phase will extend along Main Street from Route 13 to N. Division Street and includes replacement of water and sewer mains, pavement replacement and all streetscape improvements.

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. One (1) vendor submitted a bid by the due date and time of Thursday, March 24, 2016 at 2:30 p.m.

Vendor	Total Bid
Corrado Construction Company	\$6,484,938.82

Corrado Construction Company was deemed to be a responsible bidder, and their bid proposal was determined to be responsive. However, the bid amount surpassed the project's available budget of \$4,070,220.00. Section 2.32.050.C.1.d "Procedure for Competitive Bidding" of the Salisbury Code of Ordinances states that in the event only one responsible bidder has submitted a responsive bid, the procurement may be negotiated with the sole bidder. The Department of Public Works coordinated a scope modification (details are in the attached department memo) to reduce the cost of the work to \$4,637,756.08. Pending approval of a budget amendment, whose first reading was June 13 and second reading is June 20, there will be sufficient funds in the accounts noted in the department memo.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award Contract 100-16 Main Street Master Plan Construction Phase 2 to Corrado Construction Company in the amount of \$4,637,756.08.

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: June 13, 2016
 Re: 100-16 Main Street Masterplan Construction Phase 2 Award of Bids

Please process the Award of Bids for the Construction of the Main Street Masterplan Phase 2. The construction limits are on East Main Street from Route 13 to Division Street. The work includes replacement of existing water mains, sewer mains, and storm drains, implementation of Best Management Practices for stormwater, and streetscape improvements including sidewalks, landscaping, street lights and streetscape amenities. This project also includes the full depth pavement replacement (curb to curb) of Main Street. Finally, the project includes the installation of conduits to provide for Broadband cables.

Bids were opened on Thursday, March 24, 2016 at 2:30 p.m and are valid for 120 days. One bid was received. Corrado Construction Company was the lowest, responsive, responsible bidder with a total base bid of \$6,484,938.82.

The construction estimate and available budget was \$4,070,220.00. Since the bid was higher than the estimate, the scope has been negotiated. The scope modifications include removing the Silva Cell units and providing topsoil tree pits, simplifying the traffic control plan phasing and details, creating a contingent item for dewatering, providing a staging area in Lot 10, and allowing a 50 hour work week. The dewatering contingent item is included in the contract price. If dewatering is not needed during utility construction, then it can be removed from the contract via a change order. The alternative for landscape up-lighting is included in the contract price. The final, negotiated contract price is \$4,637,756.08.

Public Works recommends Salisbury City Council award this contract to Corrado Construction Company in the amount of \$4,637,756.08. Funds are available in the following accounts:

<u>Account</u>	<u>Amount</u>
96216-513026-50020	\$772,500.00
96316-513026-55017	\$750,000.00
98116-513026-48024	\$350,200.00
98116-513026-48022	\$1,931,142.97
98116-513026-48023	\$146,024.88
98114-513026-33170*	\$554,067.46
96112-513026-55009*	\$133,820.77
Total	\$4,637,756.08

* Note: Pending approval of budget amendment with first reading on June 13, 2016 and second reading on June 20, 2016.

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