



CITY OF SALISBURY CITY COUNCIL AGENDA

November 14, 2016
Government Office Building

6:00 p.m.
Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:03 p.m. CITY INVOCATION – Pastor Bill Cropper of The Uprising Church at St. Paul’s

6:05 p.m. PLEDGE OF ALLEGIANCE

6:07 p.m. PROCLAMATION – presented by Mayor Jacob R. Day

- 2016 Small Business Saturday

6:12 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:14 p.m. CONSENT AGENDA – City Clerk Kimberly R. Nichols

- October 10, 2016 Regular Meeting Minutes
- October 17, 2016 Work Session Minutes
- October 17, 2016 Closed Session Minutes (separate envelope)
- October 24, 2016 Regular Meeting Minutes
- **Resolution No. 2690** – approving the appointment of Billy Earl Amos to the Human Rights Advisory Committee for term ending November 2020
- **Resolution No. 2691** – approving the appointment of Maureen McNeill to the Human Rights Advisory Committee for term ending November 2020
- **Resolution No. 2692** – approving the appointment of Chalarra Sessoms to the Human Rights Advisory Committee for term ending November 2020
- **Resolution No. 2693** – approving the appointment of Reverend John Wright to the Human Rights Advisory Committee for term ending November 2020
- **Resolution No. 2694** – approving the appointment of Amy Zaprowski to the Human Rights Advisory Committee for term ending November 2020
- **Resolution No. 2695** – approving the appointment of Dillon Prochnicki to the Human Rights Advisory Committee for term ending November 2020

- **Resolution No. 2696** – approving the appointment of JoAnn Morissette to the Election Board for term ending November 2022
- **Resolution No. 2697** – approving the appointment of Jonathan C. Pilchard to the Central City District Commission for term ending November 2018

6:20 p.m. AWARD OF BIDS – Assistant Director of Internal Services – Procurement & Parking
Jennifer L. Miller

- Award of Bid - Public Works – Contract 110-17 – Belt Filter Press Rehabilitation
- Award of Bid - Public Works – Contract 105-17 – Recycling Collection Truck
- Award of Bid - Public Works – Contract 102-17 – Lemmon Hill Standpipe Rehabilitation
- Award of Bid - Public Works – Change Order #4 to Contract 102-17 - Coty Cox Branch Flood Relief and Drainage Improvements
- Award of Bid - Administration – RFP 07-16 Legal Services
- Declaration of Surplus & Award of ENP - Administration- RFP13-15 Re-bid Disposition and Development of Parking Lot #10

6:30 p.m. RESOLUTIONS – City Administrator Tom Stevenson

- **Resolution No. 2681** - proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as “West Salisbury School – West Road Annexation”
- **Resolution No. 2682** - proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as “West Salisbury School – West Road Annexation” and approving the annexation plan
- **Resolution No. 2698** - accepting the submission of RFP 13-15 Re-bid from Salisbury Development Group, LLC for the redevelopment of Municipal Parking Lot #10

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

- **Ordinance No. 2402** – 2nd reading- approving an amendment of the FY17 Budget to appropriate funds for street maintenance
- **Ordinance No. 2403** -1st reading- approving an amendment of the FY17 General Fund Budget to appropriate funding back to the Downtown Visitor Center
- **Ordinance No. 2404**- 1st reading – approving a budget amendment of the FY17 General Fund and the Capital Project Fund in order to appropriate funds for a Radio Communication System

6:55 p.m. PUBLIC COMMENTS

7:00 p.m. Motion to Convene in Closed Session

RECONVENE IN OPEN SESSION / REPORT OUT / ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 - City/County Government Office Building, 410-548-3140 or on the City's website

www.salisbury.md

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

Proposed agenda items for November 28, 2016 Meeting

- Swearing in of SYCC
- Resolution No. ____ - adoption of Poplar Hill By-Laws
- Ordinance No. 2403- 2nd Reading-approving an amendment of the Fy17 General Fund Budget to appropriate funding back to the Downtown Visitor Center
- Ordinance No. 2404- 2nd Reading – approving a budget amendment of the FY17 General Fund and the Capital Project Fund in order to appropriate funds for a Radio Communication System
- Ordinance No. ____ - 1st Reading - Pinehurst Elementary Restricted Parking
- Ordinance No. ____ - 1st Reading - Fairview Lane Restricted Parking
- Ordinance No. ____ - 1st Reading- Budget Amendment- FD Insurance Repairs Claim
- Resolution No. ____ - Naylor Mill Park Deed Transfer
- Resolution No. ____ - Farlow Fields Affordable Housing Capacity Fee Waiver
- Resolution No. ____ - appointing Brian Soper to the Board of Zoning Appeals
- Resolution No. ____ - appointing Roger Mazzullo to the Traffic & Safety Advisory Committee

Posted: 11/10/16

rev. 11/14/16 (*award of bids)

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

OCTOBER 10, 2016

4 **PUBLIC OFFICIALS PRESENT**

5
6 Council President John “Jack” R. Heath
7 Councilman Muir Boda

Mayor Jacob R. Day
Councilwoman April Jackson

8
9 **PUBLIC OFFICIALS NOT PRESENT**

10
11 James Ireton, Jr.

12 **IN ATTENDANCE**

13
14
15 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, City Attorney Mark Tilghman

16 *****

17
18 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

19
20 The City Council met in regular session at 6:00 p.m. in Council Chambers. After calling the
21 meeting to order, Council President Heath asked for a moment of silent meditation; thereafter, the
22 Pledge of Allegiance was recited.

23
24 **PROCLAMATIONS** – presented by Mayor Jacob R. Day

25
26 • **Dysautonomia Awareness Month**

27
28 Mayor Day presented the proclamation to proclaim the month of October 2016 as
29 “Dysautonomia Awareness Month”. Crystal Caldwell received the proclamation on behalf
30 of Dysautonomia International.

31
32 • **Cancer Survivors Day**

33
34 Mayor Day invited Amanda Jarmon forward to join him at the podium, presented the
35 proclamation to her that proclaimed October 10, 2016 as “Cancer Survivors Day” in the
36 City of Salisbury, and offered her a gift bag from the City.

37
38 **ADOPTION OF LEGISLATIVE AGENDA**

39
40 Mrs. Jackson moved and Mr. Boda seconded to approve the legislative agenda as presented.

41
42 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

43
44 The Consent Agenda consisting of the following items was approved on a unanimous vote in favor
45 on a motion by Mr. Boda that was seconded by Ms. Jackson:

- **Resolution No. 2671** - approving the reappointment of Cindy Pilchard to the Ethics Commission for term ending October 2020
- **Resolution No. 2672** - approving the reappointment of Neill Carey to the Ethics Commission for term ending October 2020
- **Resolution No. 2673** - approving the appointment of Ryan Daniher to the Sustainability Advisory Committee – Green Team for term ending October 2019
- **Resolution No. 2674** - approving the reappointment of Nancy Nyquist to the Marina Committee for term ending October 2018
- **Resolution No. 2675** – approving the appointment of Dorothy Carol Smith to the Friends of Poplar Hill Mansion Board of Directors for term ending October 2019
- **Resolution No. 2676** – approving the appointment of Elizabeth Wolfe to the Friends of Poplar Hill Mansion Board of Directors for term ending October 2019
- **Resolution No. 2677** – approving the appointment of Hsin Cheu to the Friends of Poplar Hill Mansion Board of Directors for term ending October 2019
- **Resolution No. 2678** – approving the appointment of Eugenie Shields to the Friends of Poplar Hill Mansion Board of Directors for term ending October 2019
- **Resolution No. 2679** – approving the appointment of Sharon Murphy to the Friends of Poplar Hill Mansion Board of Directors for term ending October 2019
- **Resolution No. 2680** – authorizing the Mayor to execute an inter-governmental agreement with Shore Transit

47

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

49

- **Ordinance No. 2401** – 2nd reading - creating a bike route which will run along West Isabella Street from the intersection at Rte. 50 to the intersection at Delaware Avenue

52

53 Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance
54 No. 2401 for second reading.

55

56 Mayor Day thanked the City’s first responders, City employees, Council members and neighbors
57 for their response and assistance and recovery in reference to the historic storm and flooding in
58 Salisbury the weekend of October 1, 2016. He reported most all the condemnations have been
59 lifted.

60

61 With no Public Comments or further business to discuss, President Heath adjourned the Legislative
62 Session at 6:17 p.m.

63

64 _____

65 City Clerk

66

67 _____

68 Council President

1 CITY OF SALISBURY
2 WORK SESSION
3 OCTOBER 17, 2016
4

5 Public Officials Present
6

Council President John R. “Jack” Heath Mayor Jacob R. Day (arrived 4:35 p.m.)
Councilman Muir Boda Councilman James Ireton, Jr. (arrived 4:58 p.m.)
Councilwoman April Jackson

7 In Attendance
8

9 City Clerk Kimberly R. Nichols, City Administrator Tom Stevenson, Assistant City
10 Administrator Julie Glanz, Building, Permits and Inspections Director Bill Holland, Police Chief
11 Barbara Duncan, interested citizens and members of the press.
12 -----

13 On October 17, 2016, Salisbury City Council convened in Work Session at 4:30 p.m. in
14 Council Chambers, Room #301 of the Government Office Building.
15

16 **West Salisbury Elementary School/Annexation**
17

18 Building Permits and Inspections Director William Holland joined Council to discuss the West
19 Salisbury Elementary Schools annexation request. He reported this was slightly different from
20 other annexations the City has been involved in because there will be no concept development
21 plan presented or fiscal impact statement, as there will be no impact to the City. Mr. Holland
22 reported the information was being provided for Council’s review prior to scheduling the
23 annexation for a Public Hearing at Legislative Session.
24

25 Council reached unanimous consensus to advance the annexation to legislative session.
26

27 **Proclamation**
28

29 Mayor Jacob R. Day presented the proclamation to Jaycees President Jess Kling proclaiming
30 October 16 – 22, 2016 as Jaycee Week in the City. He expressed appreciation for the many
31 contributions the organization has made to the Community over the past 76 years.
32

33 **Toy Gun Discussion**
34

35 Police Chief joined Council at the table to discuss toy guns in the City. She reported the Police
36 Department confiscated an average of seven (7) BB or Air Soft toy-type guns per year over the
37 past six (6) years and have confiscated eight (8) toy guns so far this year.
38

39 City Attorney Tilghman reported that the sale of BB guns and pellet guns could not be prohibited
40 in the City because Maryland does not regulate these types of weapons – they allow the Federal
41 government to regulate. Maryland does prohibit the sale of traditional B.B., paint ball or pellet
42 firing air guns to minors. The Federal law. Mr. Tilghman stated that the sale of these types of

43 weapons cannot be prohibited, but the use of them can be regulated, and Federal law stipulates
44 the provisions of the section supersedes any provision of state or local laws or ordinances.

45

46 Mr. Heath noted there were two separate issues at hand. The original request was to identify
47 methods of distinguishing toy guns from real guns for safety purposes. Mr. Tilghman informed
48 Council that the Federal government defines “toy”, and pellet guns and BB guns are not toys.
49 Federal law also regulates toy gun markings, and all toy guns are required to comply.

50

51 Mr. Boda explained that the toy gun discussion surfaced from residents who were concerned that
52 toy guns could be bought off shelves in stores. They look real and children can walk around
53 neighborhoods with them. If a child points a toy gun at an officer, how does the officer decide
54 whether it is real or not?

55

56 After further discussion it was agreed that more research should be done, and public service,
57 advocacy, and educational sessions with citizens and stores should be on going. Mayor Day
58 suggested discussing this topic with our Congressmen or Senators.

59

60 **Recess**

61

62 At 5:18 p.m., President Heath called for a recess until 6:00 p.m. at which time Council would
63 reconvene for the scheduled Closed Session.

64

65 **Open Session**

66

67 Council reconvened at 6:00 p.m. Mr. Boda moved, Ms. Jackson seconded, and the vote was
68 unanimous to convene in Closed Session.

69

70 **Reconvene in Open Session**

71

72 At 7:27 p.m., upon a motion and seconded by Mr. Ireton and Ms. Jackson, and approved by
73 unanimous vote in favor, the Closed Session was adjourned and Council reconvened in Open
74 Session.

75

76 President Heath reported to the Public that Council had met in Closed Session for the purpose of
77 discussing a personnel matter. Ms. Jackson moved, Mr. Boda seconded and the motion to
78 adjourn the Open Session was closed by unanimous vote in favor.

79

80

81

82 _____
City Clerk

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84

85 _____
Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

OCTOBER 24, 2016

4 **PUBLIC OFFICIALS PRESENT**

5
6 *Council President John “Jack” R. Heath*
7 *Councilman Muir Boda*
8 *Councilwoman April Jackson*

Mayor Jacob R. Day
Councilman James Ireton, Jr.

9
10 **IN ATTENDANCE**

11
12 *City Clerk Kimberly R. Nichols, City Attorney Mark Tilghman, NAACP Wicomico County Chapter*
13 *President Mary Ashanti, Delegate Carl L. Anderton, Jr., Delmar Deputy Mayor Thomas "Bunky"*
14 *Luffman, and Brittany Finmore, City Attorney Mark Tilghman*

15 *******
16

17 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

18
19 *The City Council met in regular session at 6:00 p.m. in Council Chambers. After calling the*
20 *meeting to order, Council President Heath invited Pastor Chris Martin to the podium to deliver the*
21 *City Invocation; thereafter, the Pledge of Allegiance was recited.*

22
23 **PROCLAMATION** – presented by Mayor Jacob R. Day

24
25 • **Municipal Government Works Month**

26
27 *Mayor Day presented the proclamation to proclaim the month of November 2016 as*
28 *“Municipal Government Works Month” to promote awareness and interest of the citizens in*
29 *the employees and what they do to help keep the City of Salisbury running smoothly.*

30
31 **ADOPTION OF LEGISLATIVE AGENDA**

32
33 *Mr. Boda moved and Mr. Ireton seconded to approve the legislative agenda as presented.*

34
35 *Mr. Boda moved to amend the legislative agenda by striking the words “Resolution No. 2687” from*
36 *the last item on the consent agenda. Ms. Jackson seconded, the motion was unanimously approved,*
37 *and the legislative agenda, as amended, was approved by unanimous vote in favor.*

38
39 **DISCUSSION OF VACANT COUNCIL POSITION**

40
41 *On a motion and seconded by Ms. Jackson and Mr. Ireton, respectively, and by unanimous*
42 *consensus in favor, President Heath discussed the vacant Council position, Council’s advertising of*
43 *the vacancy and receipt of the three (3) qualified candidates, unanimous selection of the individual,*
44 *and timeline in which the Council followed.*

46 **ELECTION OF NEW COUNCIL MEMBER**

47
48 *President Heath called for a motion to nominate R. Hardy Rudasill to fill the vacant District 5*
49 *Council position. Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve*
50 *Mr. Rudasill for the position.*

51
52 **ADMINISTRATION OF OATH OF OFFICE**

53
54 *President Heath invited Mr. Rudasill and Circuit Court Clerk Mark Bowen to the podium for the*
55 *administration of Mr. Rudasill's Oath of Office. Mr. Heath then invited Mr. Rudasill to join Council*
56 *at the table.*

57
58 *Ms. Jackson commented that it was history in the making to have the first African-American male*
59 *on Salisbury City Council.*

60
61 **ELECTION OF NEW COUNCIL VICE-PRESIDENT**

62
63 *President Heath read the following rules to adhere to in the election of the new Vice-President:*

- 64
65 *1. Any Council member may be nominated for Vice-President (except Mr. Heath)*
66 *2. A Council member may nominate himself or herself – no second is needed*
67 *3. After nominations are received, nominations will be closed*
68 *4. The vote will be called in order of nomination*
69 *5. When voting, the first to receive three (3) votes will be elected Council Vice-President. Council*
70 *members can only vote once and can vote for themselves*

71
72 *Mr. Ireton moved to accept the rules, Ms. Jackson seconded, and the motion was unanimously*
73 *approved.*

74
75 *Mr. Heath called for nominations for Vice-President; Ms. Jackson nominated Mr. Boda; Mr. Ireton*
76 *seconded the motion; and the vote was unanimous to approve Mr. Boda as the new Vice-President.*

77
78 *Mr. Ireton commented that it was remarkable that a Council representative was serving from the*
79 *Decatur Avenue area.*

80
81 *President Heath asked Mr. Boda to exchange seats with Mr. Rudasill to sit on his left hand side.*

82
83 **CONSENT AGENDA** – *presented by City Clerk Kim Nichols*

84
85 *The Consent Agenda, consisting of the following items, was approved on a unanimous vote in favor*
86 *on a motion by Mr. Ireton that was seconded by Ms. Jackson:*

87

- *September 19, 2016 Work Session Minutes*
- *September 26, 2016 Regular Meeting Minutes*
- *October 3, 2016 Work Session Minutes*
- **Resolution No. 2683** - *declaring that Paleramo, LLC is eligible to receive Enterprise Zone benefits for property located at 601 E Main Street, Salisbury, MD*
- **Resolution No. 2684** - *declaring that A & M Family Group, LLC is eligible to receive Enterprise Zone benefits for property located at 1135 S Salisbury Blvd, Salisbury, MD*
- **Resolution No. 2685** - *declaring that Farmers and Planters Company is eligible to receive Enterprise Zone benefits for property located at 210 Mill Street, Salisbury, MD*
- **Resolution No. 2686** - *to change the Employee Handbook Sections 0102 Equal Employment Opportunity, 0301 Wages and Hours, 0509 Military Leave for Training and Weekend Drill Obligations, 0610 Sexual Harassment*
- *Approving the Manufacturing Exemption request for Delmarva Printing and Design, Inc. for their equipment purchased in 2015*

88
89 **AWARD OF BIDS** – *presented by Assistant Director of Internal Services – Procurement & Parking*
90 *Jennifer L. Miller*

91
92 *The Award of Bids, consisting of the following items, was unanimously approved on a motion by*
93 *Mr. Boda and seconded by Ms. Jackson:*

- *Award of Bid – Public Works Contract 109-17, HEIL Rear Loader*
- *Award of Bid – Parking Division Contract 108-17, Multi-space Pay-by-Plate Parking meters*
- *Declaration of Surplus – Salisbury Police Department – Duty Weapon*
- *Declaration of Surplus – Salisbury Police Department - Bicycles*

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100 **RESOLUTIONS** – *presented by City Attorney Mark Tilghman*

- **Resolution No. 2688** – *providing a Payment in Lieu of Taxes (PILOT) to the development of Gatehouse Market and Lofts located at 401 W. Main Street*

101
102
103
104
105 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution*
106 *No. 2688 as presented.*

- **Resolution No. 2689** – *granting a conservation easement to the Maryland Environmental Trust and Lower Shore Land Trust, Inc. across City owned property on Naylor Mill Road and Jersey Road in Salisbury, MD*

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112 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Resolution*
113 *No. 2689 as presented.*

114
115 **ORDINANCES** – *presented by City Attorney Mark Tilghman*

- 116
117 • **Ordinance No. 2402** – 1st reading – approving an amendment of the FY17 Budget to
118 appropriate funds for street maintenance

119
120 *On a motion and seconded by Mr. Boda and Ms. Jackson, respectively, and approved by*
121 *unanimous vote in favor, Ordinance No. 2402 was approved for first reading.*

122
123 **PUBLIC COMMENTS**

124
125 *President Heath invited Delegate Carl L. Anderton, Jr. to the podium, and Delegate Anderton*
126 *provided the following comments:*

- 127
128 • *Congratulated Councilman Rudasill and Council Vice-President Boda on their new*
129 *positions and encouraged Mr. Rudasill to become active in Maryland Municipal League*
130 • *Introduced Brittany Finmore, who is replacing Delmar Deputy Mayor Thomas "Bunky"*
131 *Luffman*
132 • *Delmar Deputy Mayor Thomas "Bunky" Luffman has been appointed by Governor Hogan to*
133 *work with Intergovernmental Affairs*

134
135 *NAACP Wicomico County Chapter President Mary Ashanti was invited to the podium and spoke*
136 *about the following:*

- 137
138 • *Pleased to see history being made in Salisbury*
139 • *Thanked the Council members for their service*

140
141 *With no further Public Comments or further business to discuss, President Heath adjourned the*
142 *Legislative Session at 6:47 p.m.*

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*CITY OF SALISBURY, MARYLAND
CLOSED SESSION*

OCTOBER 17, 2016

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TIME & PLACE: 6:00 p.m., Government Office Building – Room 301
PURPOSE: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the public body has jurisdiction; or any other personnel matter affecting one or more specific individuals
VOTE TO CLOSE: Unanimous (4-0)
CITATION: Annotated Code of Maryland §10-508(a)(1)
PRESENT: Council President John “Jack” R. Heath, Mayor Jacob R. Day (arrived 6:11 p.m.), Councilman Muir Boda, Councilwoman April Jackson, Councilman James Ireton, Jr., Raymond Sander, Hsin Cheu, R. Hardy Rudasill, and City Clerk Kimberly Nichols

The City Council convened in Work Session in Room 301 in the Government Office Building at 4:30 p.m.; at 6:00 p.m. President Heath called for a motion to convene in Closed Session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the public body has jurisdiction; or any other personnel matter affecting one or more specific individuals in accordance with the Annotated Code of Maryland §10-508(a)(1). Thereafter, Council convened in Closed Session on a motion by Mr. Boda, which was seconded by Ms. Jackson and approved on a 4-0 vote in favor.

At 7:27 p.m., the Closed Session adjourned on a motion by Mr. Ireton, which was seconded by Ms. Jackson and approved by a 4-0 vote in favor. Council immediately reconvened in Open Session in Council Chambers. President Heath then reported that while in Closed Session Council had discussed a personnel matter.

Thereafter, upon a motion to adjourn by Ms. Jackson and seconded by Mr. Boda, the Open Session was adjourned by unanimous vote in favor.

City Clerk

Council President

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Human Rights Advisory Committee
Date: October 17, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Billy Earl Amos	November 2020

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

Attachment

cc: Mayor Day

WILLIAM EARL AMOS, JR.

1538 Anchors Way, Salisbury, Maryland, 21801
Voice: 469-855-7680/ Email: bamos99@gmail.com

October 12, 2016

Dear Nancy Talbot:

Please allow this correspondence to serve as my request to serve on this new and exciting Human Rights Advisory committee.

William Earl Amos, Jr.

William Earl Amos, Jr.

WILLIAM EARL AMOS, JR.

1538 Anchors Way, Salisbury, Maryland, 21801
Voice: 469-855-7680/ Email: bamos99@gmail.com

COMMUNITY SERVICE

September 2014

Trustee-Wilson United Methodist Church

Member of the Board of Trustees dedicated to overseeing the infrastructure of the Church.

Universal Life Church

Ordained Minister 2006

Kairos Ministry Music and preaching prison ministry.

PROFESSIONAL EXPERIENCE

AMOSUBIQUIMEDIA

March 1999-Present

AmosUbiquiMedia

Owner. The company now performs political consulting, IRS and debt negotiation, business consulting, artist management, music and book publishing, asset protection as well as the development of business and personal finance/legal strategies.

DRO

March 2007-July 2010

Debt Reduction Specialist-Manager

The position required me to hire and supervise agents who consult with persons and entities in debt and fashion financial solutions. This job required no travel.

GEORGE S. MAY

August 2005-March 2007

Executive Analyst

My function was to sell and provide business consulting services. This job required travel 6 days a week. I went on sabbatical when my parents got ill.

QUARIUS TECHNOLOGIES, INC.

October 2005-August 2006

CFO/Legal Counsel

I served as CFO and GC for a high tech renewable energy company. The company was sold.

AMOSYSYSTEMS, LLC

December 1999- Present

General Counsel/ CFO/Sales Director

I served as GC and CFO for legal and accounting purposes. I was responsible for all phases of marketing, follow up and closing of electronic vaulting clients. I now serve part time.

ADVISOR ONE

March 1995- December 1999

Owner/Operator

I served as sales, marketing and legal counsel providing financial and infrastructure consulting for infrastructure providers.

ATTORNEY

AMOS, DECARO & THOMPSON

March 1991 March 1995

Managing Partner

I served as managing partner with the firm's concentration in business law, real estate and estate planning.

NORTHWESTERN MUTUAL

March 1986-march 1991

Advanced Underwriter

I served an agency force of 60 in the areas of advanced underwriting, specializing in Qualified and Non Qualified Deferred Compensation, Estate Planning and Business Planning.

EDUCATION

University of Maryland (Government and Politics Degree)

University of Baltimore (J.D. Degree)

Fellow- Life Insurance Training Institute

Formal Spanish Lessons-Conversational Spanish

My law license is retired in Maryland

References

Pastor Dean Perdue, Wilson United Methodist Church

Lillian Solerno Attorney, White House

Senator James Mathias

Rev. Grady Shytles

Jeb Stuart Syler, MBA

Lisa Callaghan, Tarrant County, Texas Assistant District Attorney

Mike Pretl, retired attorney

1 **RESOLUTION NO. 2690**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Human Rights Advisory Committee for the term ending as
5 indicated.

6
7 Name Term Ending
8 Billy Earl Amos November 2020
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 November _____, 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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Human Rights Advisory Committee
Date: October 17, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Maureen McNeill	November 2020

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

Attachment

cc: Mayor Day

Maureen McNeill

507C South Boulevard
Salisbury, Maryland 21801

410.603.0384
m_e_mcneill@hotmail.com

October 13, 2016

Ms. Nancy Talbott
City of Salisbury
125 North Division Street, Room 304
Salisbury, Maryland 21801-4940

Dear Ms. Talbott:

As a citizen and parent, it is heartening to see the City of Salisbury create a Human Rights Advisory Committee. I've attached my résumé in hopes Mayor Day will consider appointing me to serve.

It's also encouraging to see the proposed composition of the committee. What I'd bring to the table isn't a depth of experience with discrimination, but rather a sharp, analytical mind and a growing awareness of the doors that have opened to me that were closed to others. I would like to become an advocate for human rights beyond conversation and social media.

Much of what I know about my own biases I learned from my (now adult) children. They challenged my assumptions about nearly everything – for which I will be ever grateful. As I came to know and love their friends, I saw more clearly the receptions they received in our community: from the transgender girl who wore a dress and heels to a special occasion to the DI teammates from Sudan, China, Korea and Egypt.

Another helpful influence was the author of two books about personal leadership. Among Mark Sasscer's Ten Principles is this: Be Curious rather Than Judgmental. Working with Mark on those books, first as a ghost writer, then as a co-author was transformational. I still strive to be curious and leave judgment behind.

It would be a privilege and an honor to serve. Please contact me if I can be helpful in any way.

Sincerely,



MANAGEMENT PROFILE

Fund Development:

- Fundraiser, successful in vibrant and depressed economies, experienced in securing high 6-figure individual and corporate gifts, foundation grants and planned gifts
- Director of Development for \$8.5 million nonprofit organization, managing Development and Community Relations programs and an array of fundraising endeavors that produces \$1 million in annual revenue
- Innovator and coordinator of a university outreach team that raised \$1.6 million endowment

Team Leadership:

- Seasoned and successful leader of a team of development and public relations professionals and volunteers, from board members to the “mailing committee”
- Consensus builder among diverse teams to develop and deliver successful programs
- Educator and writer on leadership, mission-based culture and organizational communications

Communication:

- Accomplished author of books, proposals and award-winning articles for television and newspaper
- Agile and effective public speaker with a talent for developing relationships with participants
- Experienced negotiator and facilitator of panel discussions and workshops

EXPERIENCE

Director of Development Coastal Hospice & Palliative Care, Salisbury, MD *Named Non-Profit of the Year by 4 regional organizations* 2007 to present

Achievements still in progress:

- Empowered Board to launch Coastal Hospice at the Ocean capital campaign without external consultant or additional FTEs; \$3.5 million of \$5 million goal raised to date
- Introduced successful innovations to long-standing fundraising and community relations program, updating outreach and giving programs, from web site and social media to Speakers Bureau and ads
- Developed reporting system that measures and has improved effectiveness of events and appeals

Writer 2004 to present

Collaborated with Mark Sasscer, CEO, Leadquest Consulting, LLC, on two books, the third is in progress

- The Change Agent (as ghost writer) published in 2007
- Accountability Now! published in 2010

Owner/Writer/Nonprofit Consultant m²power Salisbury, MD 2004 to 2007

- Led four nonprofit Boards of Directors in board development, creating and launching winning strategic plans.
- Wrote grant proposals and articles for Advancement team at the University of Maryland Eastern Shore

Lecturer: Communication Arts Salisbury University (SU) Salisbury, MD 2002; 2004 to 2007

Feature Writing, Writing for Broadcast, Advanced Public Speaking

Director, Corporate and Foundation Relations Salisbury University (SU) Salisbury, MD 1998 to 2004

- Led teams of faculty, staff, board members, community leaders and students to develop proposals – from budget development to measurable outcomes

Maureen McNeill, CFRE*

410.603.0384

m_e_mcneill@hotmail.com

- Created and led partnership of outreach organizations in creating a \$1.6 million endowment in 2 years
- Wrote grant proposals and negotiated \$3.4 million in endowment, capital and program fund gifts.

Related Experience

- Eastern Shore Correspondent for the Baltimore *Sun* and Maryland Public Television (MPT)
- Emmy award (DC Chapter): "Poverty in Maryland: Breaking the Cycle" for MPT. June 1996.
- Finalist: Outstanding Achievement in the International Competition for Television, Film and Video Communication. "Poverty in Maryland." New York Festivals. 1995
- Managing Editor/ Assignment Editor, WBOC-TV
- Editor, Salisbury News & Advertiser

EDUCATION

Bachelor of Arts, *cum laude*, The Catholic University of America. English Literature

PROFESSIONAL DEVELOPMENT

Bbcon15 2015 Blackbaud Annual Conference: Crafting a Practical Digital Advocacy Strategy

AFP Maryland 2014: Latest Trends in Giving; Hiding in Plain Sight (Data Mining)

Maryland Governor's Grants Office 2013, 2015: New Grants Managers Toolkits; From the Source; OMB and Federal Funders; America's Fiscal Future

Partnership for Philanthropic Planning 2012: Ethical Issues in Estate and Gift Planning; Effective Gift Acceptance Policies; Motivating Donors in the *New Normal*; Reaching New Heights with Your Legacy Society; Getting the Most ROI from your Planned Giving; Outside Counsel; Planned Giving Triggers

University of Maryland University College Nonprofit Management Masters Program 2012: Nonprofit and Association Issues; Graduate Library Research

Maryland Association of Nonprofit Organizations 2012: Fundraising Regulations

Center on Philanthropy at Indiana University 2008: Planned Giving: Getting the Proper Start

COMMUNITY SERVICE

Member City of Salisbury Ethics Commission (term: 2015-2019)

Secretary Women's Fund, Community Foundation of the Eastern Shore, 2012 to present

Editorial Board Member The Daily Times, 2014

Board Member Kids of Honor 2004 to 2009, 2013 to 2014

Legislative Committee Hospice & Palliative Care Network of Maryland 2012 to present

Liturgical Minister St. Francis de Sales Parish 1996 to 2009

Secretary, School Board St. Francis de Sales School 2002 to 2005

President, Home School Association (equivalent of PTA), St. Francis de Sales School 2002

REFERENCES

"She embodies a 'here to serve' attitude. Maureen is a role model to others in her professionalism and demeanor. She fosters good relationships on behalf of Coastal Hospice." Alane K. Capen, President, Coastal Hospice & Palliative Care, 410.742.8732 (Current supervisor)

"I couldn't ask for a better collaborator and communicator than Maureen McNeill. I value her clear thinking and analysis and her creative flair as a writer." Mark Sasscer, CEO at Leadquest Consulting, LLC, 443.664.2474 (co-Author/ Collaborator)

"Maureen's excellent communication and interpersonal skills allowed her to build and nourish community relationships with confidence and ease." Sonya M. Sperry, Legislative Assistant, Rep. William R. Keating (D-MA), 202.731.1374 (Former employee)

**Applying to renew this credential*

1 **RESOLUTION NO. 2691**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Human Rights Advisory Committee for the term ending as
5 indicated.

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<u>Name</u>	<u>Term Ending</u>
Maureen McNeill	November 2020

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

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14 ATTEST:

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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

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Human Rights Advisory Committee
Date: October 19, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Chalarra Sessoms	November 2020

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

Attachment

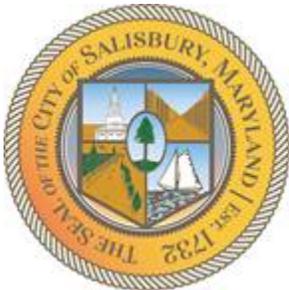
cc: Mayor Day

Nancy Talbott

From: Jacob Day
Sent: Wednesday, October 19, 2016 10:49 AM
To: Nancy Talbott
Subject: FW: Resume for Consideration for Human Rights Advisory Committee

Jacob R. Day

Mayor
City of Salisbury
125 North Division St.
Salisbury, MD 21801
Phone : 410-548-3100



www.salisbury.md

From: Chalarra Sessoms [mailto:casessoms.dst@gmail.com]
Sent: Monday, September 05, 2016 3:13 PM
To: Jacob Day <jday@ci.salisbury.md.us>
Subject: RE: Resume for Consideration for Human Rights Advisory Committee

Good afternoon,

You are most welcome. Enjoy your day as well.

Have a great and productive week.

Chalarra

On Sep 5, 2016 2:21 PM, "Jacob Day" <jday@ci.salisbury.md.us> wrote:

Chalarra,
Thank you so much. We are working on this as we speak! Hope you're having a great Labor Day weekend.

Jake

From: Chalarra Sessoms [casessoms.dst@gmail.com]
Sent: Wednesday, August 17, 2016 11:29 PM
To: Jacob Day
Subject: Resume for Consideration for Human Rights Advisory Committee

Mayor Day,

It was a pleasure meeting with you on Tuesday. We appreciate the time you took to have a dialogue with us about continued growth in the City of Salisbury. As a resident, consumer, and public servant of the City, the issues and progress mean a great deal to me.

I have attached my resume for your review in consideration for a member of the newly formed Human Rights Advisory Committee.

Thanks for your time.

Chalarra

--

Chalarra A. Sessoms, LCSW-C

Chair, Physical and Mental Health Committee

Chair, Program Planning and Development

Princess Anne Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

"Without community service, we would not have a strong quality of life. It's important to the person who serves as well as the recipient. It's the way in which we ourselves grow and develop. " -

Dr. Dorothy Height

CHALARRA A. SESSOMS, LCSW-C

605 Camden Avenue • Salisbury, MD 21801 • (443) 523-6552 • casessoms.dst@gmail.com

SUMMARY OF QUALIFICATIONS

18 years of solid experience providing social work services. Excellent interpersonal, listening and communication skills. Ability to work independently and handle pressure. Sound ability to keep sensitive information confidential. Knowledge of human behavior, assessment, counseling, and case management. Proven ability to work with clients from rural and urban settings. Strong team building, organizational, and time management skills.

SOCIAL WORK EXPERIENCE

Wraparound Maryland, Inc., *Clinical Director*, Salisbury, MD, Aug. 2015-Present

- Provide Clinical Supervision to Care Coordinators and Case Managers in Mental Health Case Management Program in Wicomico, Somerset, and Baltimore City.
- Monitor Plans of Care.
- Serve as Co-Chair for Multi-Disciplinary Team meetings in Wicomico County for youth and families.
- Provide presentations to agencies regarding mental health case management.
- Work closely with the local core service agency and Beacon Health Options to ensure youth and families receive services.
- Plan and lead group supervision bi-weekly meetings with staff.
- Provide Continuous Quality Improvement for the agency.
- Assist in writing grant proposals.
- Lead in hiring essential staff.
- Serve as Field Instructor for Student Intern from Wilmington University, UMES, and Salisbury University

Wicomico County Health Department, *Child and Adolescent Coordinator*, Salisbury, MD, Apr. 2012-July 2015

- Served as Services Coordinator for Wicomico and Somerset Counties within Core Service Agency.
- Reviewed documents to approve or deny medical necessity for various services in the public mental health system.
- Assisted families in navigating the public mental health system.
- Worked closely with Mental Hygiene Administration and ValueOptions in providing assistance to individuals and agencies.
- Presented and participated in fairs within the communities to increase awareness of community resources, best practices, and needs of special populations.
- Monitored grants and audited programs as directed by the Office of Health Care Quality, ValueOptions, and Behavioral Health Administration.
- Compiled data, evaluated data, and produced reports.
- Participated in Multi-Disciplinary Team meetings to serve youth and families in need of support in Wicomico and Somerset Counties.

- Served on several committees throughout Maryland to increase better outcomes for consumers.
- Worked on committees to develop conferences.

Nanticoke Health Services, *Clinical Social Worker*, Seaford, DE

Aug. 2010-Apr. 2012

- Provided individual therapy to adolescents in a high school wellness center.
- Completed progress notes in a timely manner.
- Provided crisis intervention to students.
- Referred students and families to community services.
- Developed treatment plans.
- Utilized DSM-IV-TR to diagnose adolescents.
- Collaborated with school staff and administration.
- Created bulletin boards to address adolescent issues.
- Developed and implemented anger management curriculum.
- Co-facilitated a Grief/Bereavement Group.
- Administered Guidelines for Adolescent Preventive Services as an assessment tool.
- Organized events to address adolescent issues.
- Provided mentoring for a new master's level social worker.

Riverside Shore Memorial Hospital, *Program Therapist*, Accomac, VA

July 2010-Sept. 2010 contracted with PremierCare, Inc. from Aug. 2007-June 2010

- Provided group therapy to patients in an outpatient geriatric, therapeutic program.
- Provided individual therapy to patients dealing with psychiatric disorders and chronic medical conditions.
- Administered case management services to patients.
- Completed progress notes in a timely manner.
- Developed treatment plans.
- Completed diagnostic testing.
- Collaborated with physicians, nurses, social workers and families.
- Managed 2 mental health technicians.
- Led weekly treatment team meetings with nurse, medical director, therapist, and marketing coordinator.
- Coordinated discharge planning for patients.
- Worked closely with local nursing homes.

Charlottesville City Schools, *School Social Worker*, Charlottesville, VA

Aug. 2002-June 2007

- Provided school social work services for 3 elementary schools (Pk-4).
- Served 5 years as representative for CSA's Family Assessment and Planning Team.
- Developed new policies and procedures for Family Assessment and Planning Team (FAPT) to follow, approved monies of the services from FAPT process.
- Mentored 2 master's level school social workers.
- Coordinated and supervised teachers for homebound and tutorial

instruction.

- Demonstrated knowledge about national, state, and local special education law-IDEA and ensured compliance during special education eligibility meetings.
- Collaborated with principals, psychologists, speech therapists, teachers, school counselors, special education coordinators, and therapeutic behavioral specialists.
- Provided parents with information about services in the community to meet their families' needs.
- Assisted homeless children and families with resources and school entrance.
- Interviewed parents and developed sociocultural assessments for special education eligibility meetings and made recommendations to families.
- Made presentations in the community as needed about various topics

Charlottesville Department of Social Services, *Foster Care and Prevention Social Worker*, Charlottesville, VA

May 2000-July 2002

- Provided case management to 22 children and their families.
- Served 2 years as an agency representative for Family Assessment and Planning Team.
- Testified in court proceedings.
- Worked collaboratively with lawyers, probation officers, parents, foster children, and therapists.
- Provided excellent record keeping and documentation.

Region Ten Community Services Board, *Clinician*, Charlottesville, VA

Sept. 1999-May 2000

- Provided time limited clinical work with children and families.
- Formulated diagnostic impressions of children.
- Conducted regular home visits.
- Completed assessments.
- Developed service plans to address identified needs and goals.

City of Richmond Department of Social Services, *Foster Care Social Worker*, Richmond, VA Sept. 1998-May 1999

- Developed and implemented foster care service plans.
- Presented information and testified in Juvenile Domestic & Relations Court.
- Collaborated with probation officers, lawyers, educators, therapists, and families.
- Counseled children and families.
- Demonstrated excellent case documentation skills.

Eastern Shore Community Services Board, *In-home Clinician*,

Nassawadox, VA Jan. 1998-July 1998

- Counseled up to 5 families and their children that were at risk of their children being removed from their homes.
- Referred families to community agencies.
- Developed and monitored behavior plans for children at home and school.

- Created biopsychosocial assessments to address family needs.

Eastern Shore Community Services Board, *Therapeutic Behavioral Specialist*, Nassawadox, VA

July 1997-Jan. 1998

- Provided therapeutic activities for children diagnosed as emotionally disturbed.
- Co-facilitated a grief group for children.
- Monitored behavior plans for clients at home and school.

TEACHING AND CONSULTING EXPERIENCE

Salisbury University, *Social Work Adjunct Faculty, Basic Interviewing: Skills and Techniques 310 Hybrid*, Salisbury, MD Aug. 2013-January 2014

Salisbury University, *Social Work Adjunct Faculty, Introduction to Social Work I 320/620 Hybrid*, Salisbury, MD

Jan. 2013-May 2013

Dove Pointe, Inc., *Part-time Social Work Consultant*, Salisbury, MD

Aug. 2011-February 2012

Salisbury University, *Social Work Adjunct Faculty, Human Behavior in the Social Environment 300/610 Hybrid*, Salisbury, MD

Aug. 2011-Jan. 2012

LEADERSHIP SKILLS

Mental Health Association of the Lower Shore, Board President 2016,
Member since 2013

The Lower Shore LGBTQ Coalition, Inc. Co-founder, Past Co-Chair, Steering Committee, Board Member-Treasurer May 2013-Present,
Presented at True Colors Conference at University of Connecticut-Storrs, March 2015, March 2016

Children's Mental Health Awareness Event, Chair, 2014, 2016

Multi-Disciplinary Team Meeting (Wicomico), Co-Chair, May 2014-June 2016

Delta Sigma Theta Sorority, Inc., Princess Anne Alumnae Chapter, Chair,
Physical and Mental Health Committee, G.E.M.S. **Co-Chair** and Committee Member, **Chair**, Program Planning and Development, Member of Executive Board, 2014-2017

PFLAG Salisbury, Board Member, 2015-Present

EDUCATION

Master of Social Work, Clinical Social Work, Virginia Commonwealth University, Richmond, VA, degree granted Summa Cum Laude 4.0/4.0 GPA
Phi Kappa Phi, National Honor Society VCU Chapter May 2000

Bachelor of Science, Psychology, Minor Human Services Counseling, Old Dominion University, Norfolk, Virginia, degree granted Cum Laude
Golden Key International Honour Society ODU Chapter May 1997

LICENSES AND PROFESSIONAL ORGANIZATIONS

Licensed Social Work Supervisor, Maryland, November 2012
Licensed Certified Social Worker-Clinical, Maryland, Jan. 2011
Licensed Clinical Social Worker, Delaware, Inactive Status, June 2010
Licensed Clinical Social Worker, Virginia, Inactive Status, Sept. 2005
Certified School Social Worker, Virginia, Expired

Mental Health Association of the Lower Shore, Board President
Eastern Shore School Mental Health Coalition, Member

SKILLS

- Geriatric Depression Scale, Mini Mental Status Exam, MOCA, Trail Making Skills Test, BASC-2, Vineland-II Adaptive Behavior Scales, Conners' Parent Rating Scale, ABAS-II, CAFAS, and PECFAS, GAPS
- Microsoft Word, Excel, PowerPoint, Internet, Electronic Medical Records.

SPECIAL TRAINING

ARC-Attachment, Self-regulation, and Competency Training-August 22 and August 23, 2013
Youth Mental Health First Aid Instructor
Core Mental Health First Aid Instructor
Hearing Distressing Voices Trainer

1 **RESOLUTION NO. 2692**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Human Rights Advisory Committee for the term ending as
5 indicated.

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7 Name Term Ending
8 Chalarra Sessoms November 2020
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11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on November _____, 2016.

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14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
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22 APPROVED BY ME THIS
23
24 _____ day of _____, 2016
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27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Human Rights Advisory Committee
Date: October 19, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Reverend John Wright	November 2020

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

Attachment

cc: Mayor Day

Dear Mayor Day,

To begin, thank you so very much for meeting with the PALS group today. In the midst of what I am sure is a day filled with crises, you were very kind to take the time for that meeting. I can assure you that it meant a lot to those intrepid folks who have been members of PALS for so long that they felt heard.

As you suggested, this is an official letter to request that I be considered for a position on the newly forming Human Rights Committee.

I have been the Minister at the Unitarian Universalist Fellowship at Salisbury for the past eight years. As you may know, Unitarian Universalists have been involved in social justice work from the very beginning of our denominational history. Ours was the first denomination to ordain women, and our first openly gay minister “came out” in 1968. PBS is currently showing a documentary about the work of 2 Unitarians who worked to save Jews during World War II. They are 2 of only 5 Americans named “Righteous Among the Nations” by the World Holocaust Remembrance Center in Jerusalem. Unitarians were the largest contingent of ministers to respond to Rev Martin Luther King's appeal to join him in Selma. Susan B Anthony, Dorothea Dix, Oliver Wendell Holmes, and Henry Bergh (founder of the ASPCA) were all either Unitarians or Universalists (the 2 denominations merged in 1961). There were, and still are, a host of other Unitarian Universalists supporting human rights initiatives, including the Black Lives Matter.

Personally, I have been active with the Salisbury chapter of PFLAG (acting as Board Secretary), the LGBTQ Coalition of the Lower Shore, SURJ (Showing Up for Racial Justice) and the Interfaith Alliance for Creation Stewardship (an interfaith group committed to environmental work). Each year our congregation holds a “National Coming Out Day” celebration (last year in collaboration with Faith Lutheran Church), a UN Sunday, and a Human Rights Sunday, as well as other social justice Sundays throughout the year. Additionally, as pointed out today at your meeting with PALS, I was the organizer for the first 2 years of the Peace in the Park event. I've also participated in immigration rights demonstrations in Arizona, and counter-protests both here in Salisbury and in Columbus, Ohio against the Westboro Baptist Church.

I believe in social justice, but more deeply, I believe that each person has the right to be treated fairly and that they should feel heard when they believe they are not.

Therefore, I hope you will consider me for a position on the human rights committee. Again, thank you so much for your time today.

If there are any other questions you might have, or if there is any further information I can provide, please feel free to contact me. My cell number is 410-726-1390, and my e-mail is either revjohn3449@gmail.com or minister@uufs.net.

With gratitude,
Rev John Wright
Unitarian Universalist Fellowship at Salisbury
2812 Old Ocean City Rd
Salisbury MD 21801

1 **RESOLUTION NO. 2693**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Human Rights Advisory Committee for the term ending as
5 indicated.

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<u>Name</u>	<u>Term Ending</u>
Reverend John Wright	November 2020

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

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14 ATTEST:

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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

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Human Rights Advisory Committee
Date: October 21, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Amy Zaprowski	November 2020

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

Attachment

cc: Mayor Day

Nancy Talbott

From: Jacob Day
Sent: Thursday, October 20, 2016 9:35 PM
To: Nancy Talbott
Subject: FW: Human Rights Advisory Commission

Let's use THIS version for Amy. Thanks Nancy!

From: Amy Zaprowski [a.zaprowski@comcast.net]
Sent: Thursday, October 20, 2016 9:14 PM
To: Jacob Day
Subject: Human Rights Advisory Commission

Hi Jake,

I hope that all is well with you and yours and that you have been able to enjoy the past couple of gorgeous days! I'm mailing you because I would LOVE to be on The Human Rights Advisory Commission. I have witnessed so much unfortunate bullying over the years and it's heart breaking. My oldest daughter struggled fitting in through school and was just treated horribly because of her sexuality. Of course we were there for her and she had the support that she needed at home and in her family, but I couldn't help like feeling like we were throwing her to the wolves every morning when she left for school. It's not a great feeling...

I would love to be able to give back and be a part of this for the city. I've been fighting for my daughter's and friends rights for as long as I can remember. I know that I was supposed to submit a resume and letter of interest, but I have been a stay at home mom for years! I haven't had an actual job in about 7 years. I worked at the hospital as a patient call back representative. I've been a hair stylist for 25 years. I have had several surgeries and unfortunately am not able to stand all day. I still do friends, neighbors, and family and that's enough! I worked in the daycare room at the YMCA here for 7 years, but that was over 10 years ago now. I've been involved in every PTA at every school, every grade my girls have been in. I helped coach Pinehurst's Jump rope team for a couple of years. Girl scouts, done it... I also travel with my husband. He's a Geology Prof. at SU. When he takes his students on trips I have gone along and been "mom" for everyone. The cool mom of course... I've also taught with him at Wor Wic for the Summer Scholars program. We did that for a few years when the girls were younger. So I've done a little of this, a little of that and I'm just not great resume material...

I have been involved with JLNA for 12 years, I fight every single day to keep my neighborhood safe. (Along with some other wonderful neighbors.) We see it all here on Johnson's Lake! Let's see, I was part of the very first Crime Task Force, I've helped Jim campaign, and I know a lot of awesome people in Salisbury. I really am at a place where I would love to be able to give back, and my girls are at an age where I can do so. If by being on this commission I help just one person then it will be win, win for everyone.

I hope that you will consider me for the Human Rights Advisory Commission. Hope to hear from you soon & give that sweet little girl a squeeze for me!

Amy Zaprowski

301 New York Ave.
Salisbury, MD 21801

410-603-1390

Amy Zaprowski

301 New York Ave, Salisbury, MD, 21801 (H) 443-944-9554 (C) 410-603-1390 a.zaprowski@comcast.net

Professional Summary

By trade, I've been a Hairstylist for 25 years. After some fairly major surgeries to both my back and shoulder, I was left unable to stand and do hair all day. We moved to Salisbury in 2001 from Bethlehem, PA where my husband received his PhD in Geology from Lehigh University. He was invited down to SU for an interview and we fell in love with it here. Our children were young: 3 and 15 months. I did not want them growing up in daycare. So while I worked at the YMCA in daycare, they came with me. It was wonderful! Shortly after my back surgery, my surgeon suggest finding another job. All the bending, lifting ect was not doing me any favors. I worked for EMS for a short time. My step mother was dying of breast cancer and I needed time off for yet another surgery and they did not want to hold my position while I recovered.

I have not returned to the workforce because it has been my first priority to make sure that I was here for my children always. Our youngest is graduating high school in May and will be going to college following in her sister's footsteps.

So I'm finding myself with some time to actually think about me. When I read about the Human Rights Advisory Committee, I thought that would be perfect for me right now! So while my resume may not be the strongest in the bunch, I can guarantee you that I have plenty of life experience, a lot of compassion and am looking forward to serving on this committee.

Skills

- Flexible schedule
- Team player
- Organized
- Reliable
- 28 WPM typing speed
- I am the mother of 2 teenage daughters. I have a LOT of different skills!

Work History

Mid Shore Delmarva YMCA
Schumaker Dr., Salisbury, MD
Day care provider
Oct. 2001-Jun 2007

- I cared for children while parents used the facilities, helped register and sign people in who were running 5K's, and met a whole lot of great people.

E.M.S.

East Carroll St., Salisbury, MD
Patient Callback Representative
Aug 2008-Feb 2009

- Called emergency room patients to make sure they were OK, had their follow up appointments and ask them some quick questions about the care that they received.
- Communicated with individuals of all ethnic and cultural backgrounds on a daily basis.
- Received and resolved hundreds of calls each week regarding complaints and problems.
- Maintained equipment and inventory records.
- Gathered information and filed reports to resolve complaints.
- Trained all new personnel.

1 **RESOLUTION NO. 2694**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Human Rights Advisory Committee for the term ending as
5 indicated.

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<u>Name</u>	<u>Term Ending</u>
Amy Zaprowski	November 2020

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

13
14 ATTEST:

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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

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Human Rights Advisory Committee
Date: October 31, 2016

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Dillon Prochnicki	November 2020

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

Attachment

cc: Mayor Day

Nancy Talbott

From: Dillon Prochnicki <prochnickidillon@gmail.com>
Sent: Saturday, October 29, 2016 10:07 AM
To: Nancy Talbott
Subject: Letter of Interest in joining Salisbury Human Rights Advisory Committee.

10/29/16

Dear Mrs. Talbott,

Today I am writing to you to express my interest in joining the Human Rights Advisory Committee for the City of Salisbury. I feel that I can bring a lot to the table (which I will elaborate on in the next paragraph) and can be a valuable resource.

I believe that I would add an interesting perspective as I am a gay high school student. I also lack the proclivity to romanticize the issues facing Salisbury, as I am a recent transplant from the Washington D.C. area. Despite my limited time in Salisbury, I am interested in helping my community in any way I can. As a proud and concerned gay kid, I was among the founding members of Wicomico High School's Gay-Straight Alliance. We strive to create awareness and start a dialogue about LGBTQ+ issues. We hope to make it known that words like the pejorative f-word, or any hateful words for that matter, should not be used. Personally I hear the word fag at least once a day, whether it is in the classroom (and the teacher does practically nothing about it), or in the hallway where education is the only means of change. I feel that I would be effective in transmitting the human rights issues faced by my peers to the committee. From what I've heard from my peers, neighbors, and teachers, Salisbury has come a long way in the last decade, but there is still work to do. I would like to help to provide insight on how to communicate the issues regarding human rights to my peers, who are the future citizens of Salisbury. I agree with Frederick Douglass that "It is easier to build strong children than to repair broken men". If we can lead the still developing teens down a path of consideration and mindfulness then maybe some day we won't need a human rights advisory committee.

Most Enthusiastically,

Dillon Prochnicki

Post Script.

[Click Here for my \(extremely brief\) resume](#)

Dillon Prochnicki (240) 507-3091 prochnickidillon@gmail.com

140 Truitt Street

Salisbury, Maryland

21804

Education

Wicomico High School

2016-Present

Experience

Founding member Wicomico High School Gay Straight Alliance 2016-Present

- **I am a founding member of a GSA dedicated to promoting awareness and starting a discussion about LGBTQ+ rights.**

Volunteer Poplar Springs Animal Sanctuary Poolesville, Maryland

- **As a volunteer at Poplar Spring I was tasked with nurturing, feeding, and cleaning up after the animals.**

Achievements

- **Winner National Geography Bee, North Bethesda Middle School**
- **Academic Honor roll and/or Straights A's every term**
- **French Honors Society**

Interests

- **Alpine Skiing**
- **Classical Music and Opera**
- **History, particularly World War 2**
- **Politics and Government**

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Election Board
Date: October 24, 2016

Mayor Day would like to appoint the following person to the Election Board for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
JoAnn Morissette	November 2022

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

Attachment

cc: Mayor Day

JoAnn K. Morissette
107 New York Avenue
Salisbury, MD 21801
Tele: 802-558-1074
E-Mail: jamorissette@gmail.com

October 20, 2016

City of Salisbury
Attn: Mayor Jacob Day

Re: Board of Elections

Dear Mayor Day,

I understand there is a vacancy on the Board of Elections for which I would like to apply.

As to a resume, I had a 37-year career at National Life Insurance Company (now "National Life Group") in Montpelier, Vermont. I began at age 18, and retired at age 55; as much as we will always miss our family and friends in our beloved Vermont, Doug and I have no regrets about moving to Salisbury in 2011.

My career took me from a part-time senior high school internship "customer service admin. floater", to the Law Department as a Legal Secretary, Legal Assistant, Sr. Legal Assistant, Paralegal, Sr. Paralegal, Director of Legal Services and then to the Marketing Department as a Key Accounts Rep. I worked with every aspect of The Business, bottom-to-top, including the various Boards of Directors.

Since moving to Salisbury, I have slowly become active in neighborhood and city happenings, doing as much as I can to help out JLNA as VP, dog-walker, child-care provider, taxi, landscaper...good neighbor.

Doug and I have two children, Karlyn who lives in New Hampshire with her husband Victor and their two puppies, and Matthew who lives in New Jersey with his wife Sarah and their son James. I like to travel, which takes me through and to opposite ends of the United States - very fortunate !!

Thank you for this potential opportunity, and I look forward to hearing back from you.

Sincerely,


JoAnn Morissette

1 **RESOLUTION NO. 2696**

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

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<u>Name</u>	<u>Term Ending</u>
JoAnn Morissette	November 2022

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

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13 ATTEST:

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17 Kimberly R. Nichols
18 CITY CLERK

John R. Heath
PRESIDENT, City Council

19
20
21 APPROVED BY ME THIS

22
23 _____ day of _____, 2016

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Central City District Commission
Date: October 31, 2016

Mayor Day would like to appoint the following person to the Central City District Commission:

<u>Name</u>	<u>Term Ending</u>
Jonathan C. Pilchard	11/2018

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

Attachment

cc: Mayor Day
Jennifer Miller



September 28, 2016

Jonathan Clayton Pilchard
118 East Main Street
Salisbury, Maryland 21801

The Honorable Mayor Jacob Day
125 North Division Street
Salisbury, Maryland 21801

VIA: Email

RE: Letter of Intent – Appointment to Central City District Commission

To the Hon. Mayor Day,

In an effort to serve the community for which I have been a member of for a quarter century, I wish to inform you that I intend to seek a position to serve on the Central City District Commission, with your consent and appointment. I feel I am well suited for this position based on my background in accounting and derivative and alternative investments trading. Furthermore, I am a young and ambitious entrepreneur who lives and works in downtown Salisbury. I can see the potential our fine city has and I wish to do my part in helping it achieve that potential. It is for this reason I respectfully submit to you this letter of intent to serve on the Central City District Commission. Thank you for your time and consideration!

Very Truly Yours,

A handwritten signature in black ink that reads 'Jonathan Clayton Pilchard'. The signature is written in a cursive, flowing style with large loops and a long tail.

Jonathan Clayton Pilchard

JONATHAN CLAYTON PILCHARD

118 EAST MAIN STREET, SALISBURY, MARYLAND 21801
(443) 359-0916 JPILCHARD@GMAIL.COM

PERSONAL STATEMENT

A detailed, analytical Accounting Professional with demonstrated experience in general accounting functions, excelling at financial statement development and reporting, as well as regulatory compliance; Exhibits superior analytical skills with expertise in investments and portfolio management; Effective collaborator and consummate professional, working with business managers to resolve variances, refine forecasts, and identify opportunities for process improvements; Excellent communicator and presenter who works well with individuals at all levels of an organization; Possesses exceptional academic qualifications, including a Bachelor of Business Administration in Management from James Madison University (2012) and a Bachelor of Science in Accounting from Salisbury University (2015).

SELECTED HIGHLIGHTS

Led day-to-day accounting functions of three separate business entities, and delivered exceptional results.

Improved methods for handling all residential and commercial accounts receivable, accounts payable, inventory, and independent subcontractor payroll for floor covering business unit.

Engaged in and expertly performed general accounting consultations for entrepreneurs and small businesses owners, including the development of pro forma financial statements

Maintained strict compliance with Financial Industry Regulatory Authority, Securities and Exchange Commission, and the accounting principles generally accepted in the United States.

Integrated software solutions to more efficiently manage accounts payable, general bookkeeping, and independent subcontractor payroll for residential and commercial real estate business units.

EDUCATION

Salisbury University, Salisbury, MD: 2015

Bachelor of Science – Accounting

Awards/Honors: Dean's List

James Madison University, Harrisonburg, VA: 2012

Bachelor of Business Administration – Management

CORE COMPETANCIES

General Ledger Functions	Payroll	US GAAP
Cash Flow Projections	Portfolio Management	Financial Services
Accounting & Tax Software	Investments	Consulting

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS	Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Publisher) / Bloomberg BNA: Tax & Accounting/ Sage 50 / Sage Businessworks / QuickBooks Online / Quickbooks Desktop / Quickbooks ProAdvisor Certified /RFMS / ThinkOrSwim / IB Workstation/ TradingView / Adding Machine
HONORS & AWARDS	•CPA Candidate •Dean's List – Salisbury University •Ratcliff Foundation Entrepreneurship Contest – Second Round Contestant
ORGANIZATIONS	•Maryland Association of CPAs (MACPA) •American Institute of CPAs (AICPA)
INTERESTS	Entrepreneurship / Derivatives & Alternative Investments/ Politics / Environmental Science

PROFESSIONAL EXPERI-

Honest Oysters of Maryland, LLC

Salisbury, Maryland

2016 – Present

Chief Financial Officer

Directly responsible for the flawless execution of all financial, managerial, marketing, and compliance functions.

Created and implemented numerous systems within the financial department that significantly increased productivity, accuracy and efficiency of accounting practices.

Addressed complex problems as they arose and developed strategic solutions.

Osman Diaz Capital Partners, LLC

Salisbury, Maryland

2016 – Present

Manager, Derivatives Specialist

Expertly manage a diverse portfolio of exchange-traded derivative securities, ranging from equity and ETF option and spread contracts to index, energy, and interest rate futures contracts.

Orchestrate all day-to-day operational and financial compliance, reporting, and record-keeping.

Maintain strict compliance with Financial Industry Regulatory Authority (FINRA), Securities and Exchange Commission (SEC), and the accounting principles generally accepted in the United States.

Currently organizing and executing procedures to wind-up operations

Blackacre Holdings, LLC

Salisbury, Maryland

2015 – Present

Manager

Oversee a growing portfolio of business interests and marketable investments.

Engage in and expertly perform general accounting consultations for entrepreneurs and small business owners, including the development of pro forma and compiled financial statements.

Ensure the best possible results for all financial, managerial, marketing, operations and compliance functions

S. Lee Smith, Jr., Inc. T/A Value Carpet One

Salisbury, Maryland

2012 – Present

Senior Accountant

Lead day-to-day accounting functions of three separate business entities, and deliver exceptional results.

Improved methods for handling all residential and commercial accounts receivable, accounts payable, inventory, and independent subcontractor payroll for floor covering business unit.

Integrated software solutions to more efficiently manage accounts payable, general bookkeeping, and independent subcontractor payroll for residential and commercial real estate business units.

Perform compliance functions for independent subcontractors while under strict deadlines and heavy workload.

ADarchy, LLC

Salisbury, Maryland

2012 – Present

Member

Develop and maintain a captivating website and web space for e-commerce and client interactions.

Ensure success for all financial, managerial, marketing, operations and compliance functions, including development of partnership tax returns and financial statements.

Detailed Professional & Academic References Available upon Request

1 **RESOLUTION NO. 2697**

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

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7

<u>Name</u>	<u>Term Ending</u>
Jonathan C. Pilchard	11/2018

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

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14 ATTEST:

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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

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28 Jacob R. Day
29 MAYOR, City of Salisbury



COUNCIL AGENDA – Award of Bids

November 14, 2016

- | | |
|--|--------------|
| 1. Award of Bid – Public Works
Contract 110-17
Belt Filter Press Rehabilitation | \$309,000.00 |
| 2. Award of Bid – Public Works
Contract 105-17
Recycling Collection Truck | \$136,757.00 |
| 3. Award of Bid – Public Works
Contract 102-17
Lemmon Hill Standpipe Rehabilitation | \$ 83,750.00 |
| 4. Award of Bid – Public Works
Change Order #4 to Contract 102-17
Coty Cox Branch Flood Relief and Drainage Improvements | \$ 36,400.00 |
| * 5. Award of Bid – Administration
RFP 07-16 Legal Services | \$ N/A |
| 6. Declaration of Surplus & Award of ENP – Administration
RFP 13-15 Re-bid Disposition and Development of Parking Lot #10 | \$ N/A |



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Asst. Director of Internal Services – Procurement & Parking Division
Date: November 14, 2016
Subject: Award of Bid
Contract 110-17 Belt Filter Press Rehabilitation

The City of Salisbury Internal Services Department – Procurement Division received a request from the Department of Public Works to approve a purchase requisition for the rehabilitation of two belt filter presses at the Wastewater Treatment Plant. Alfa Laval Inc. is the Original Equipment Manufacturer of this name brand best press (Klampress®) and most of the replacement parts are proprietary or patented. Other vendors cannot offer Alfa Laval replacement parts. Therefore, repairs and refurbishment of said belt press can only be made by Alfa Laval as a sole source provider of parts and services.

Per Section SC16-3 “General Policy of Competitive Bidding, Exceptions” of the City of Salisbury Charter, competitive bidding procedures performed by the City of Salisbury are not necessary or appropriate in the following circumstance:

“(3) Contracts for professional services or for personal services requiring special training and skill.”

The Procurement Division has obtained a Sole Source justification letter from Alfa Laval, which describes in detail their relationship to Klampress® and that of OEM replacement parts. The total cost for the reconditioning of the two belt presses, including parts, labor for removal/installation and inbound/outbound freight charges, is \$309,000. There are sufficient funds in “96317-513026-55018 Belt Filter Press” (an FY17 CIP project account) to make this purchase.

The Procurement Division requests Council’s approval to award Contract 110-17 Belt Filter Press Rehabilitation to Alfa Laval Inc., in the amount of \$309,000.

Thank you,

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: October 25, 2016
Re: Sole Source – Belt Filter Press Rehabilitation

The FY17 budget includes funding for rehabilitation of the two (2) Belt Filter Presses at the Wastewater Treatment Plant per the attached CIP sheet. The presses are the Klampress manufactured by Ashbrook. Ashbrook is now part of the Alfa Laval, Inc. company. Attached is a letter from Alfa Laval, Inc. which notes that they are the sole source provider for replacement parts.

Please approve Alfa Laval as a sole source provided for the rehabilitation of the belt filter presses.



October 25, 2016

CITY OF SALISBURY
SALISBURY WASTEWATER TREATMENT PLANT
1142 MARINE ROAD
SALISBURY, MD 21801

Attention: Amanda Pollack

Reference: Request for Quote
Sole Source Documentation

Ms. Pollack,

All parts are provided and many exclusively manufactured by Alfa Laval Inc the Original Equipment Manufacturer of your equipment. Alfa Laval Inc is the Original Equipment Manufacturer of the Klampress®, Winklepress®, and Aquabelt®. Thus, we are the sole source provider for O.E.M. replacement parts.

Alfa Laval Inc continues to develop and bring technology to our industry. Due to the sensitive nature of Alfa Laval Inc's technology our equipment and most replacement parts are either proprietary or patented, as each is designed specifically for your equipment, the application, and expected use; therefore, others cannot legally manufacture our equipment or offer Alfa Laval replacement parts.

Constant investment in research and development, a commitment to quality, and improving our new equipment and our equipment currently in operation around the world, allows Alfa Laval to bring the latest developments in technology to our industry and clients. This includes patented or proprietary items such as chicanes, wedge adjustments, cylinders, hydraulic systems, bearing housings, rollers, steering and tension systems, and so on. An illustration of this commitment is our quality assurance program; Alfa Laval is the only manufacturer within our specific industry which is certified to ISO 9001 quality standards.

Thank you for requesting this information and the opportunity to fully explain our commitment. If you have any questions I can be reached 1-800-547-7273 or direct line 609-841-3885.

Sincerely,

ALFA LAVAL, INC

Derek Francis
PPS, Regional Manager
Derek.Francis@alfalaval.com



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Asst. Director of Internal Services – Procurement & Parking Division
Date: November 14, 2016
Subject: Award of Bid
Contract 105-17 Recycling Collection Truck

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to purchase a Recycling Collection Truck through Houston Freightliner utilizing a cooperative purchasing program, HGACBuy.

Per Section SC 16-3 “General Policy of Competitive Bidding, Exceptions” of the City of Salisbury Charter, competitive bidding procedures performed by the City of Salisbury are not necessary or appropriate in the following circumstance:

“(9) Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract.”

This Charter designation, therefore, allows the City of Salisbury to participate in cooperative purchasing activities, such as HGACBuy. The Houston-Galveston Area Council (H-GAC) is a unit of local government and a political subdivision of the State of Texas. All products offered through HGACBuy have been awarded by virtue of a public competitive process. The contracts awarded by the H-GAC Board are then made available to local governments nationwide through the HGACBuy Cooperative Purchasing Program. The City of Salisbury has previously purchased items utilizing this program through the execution of an Interlocal Contract, which sets out the conditions, requirements and processes of the procurement.

The Procurement Division has verified the contract pricing, terms and conditions with a representative from HGACBuy (Contract #s HT06-16 and RH08-16), and there are sufficient funds in account 32062-577025 (Recycling - Vehicles) to purchase the requested truck.

The Procurement Department requests Council’s approval to award Contract 105-17 to Houston Freightliner, in the amount of \$136,757.00.

Sincerely,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking



MEMORANDUM

To: Jennifer Miller, Asst. Director of Internal Services
From: Michael S. Moulds, P.E., Director of Public Works
Date: October 21, 2016
Re: Acquisition of Department of Public Works Vehicles

The Salisbury Department of Public Works has funds allocated in the FY 2017 budget to purchase a replacement Recycling Collection Truck in the amount of \$178,600.00. The City has secured the funding in these amounts for the purchase and the Department is prepared to proceed with the acquisition of this vehicle.

In the Salisbury Charter, Article XVI, Purchase and Sales; City Property Inventory of the City Charter, Section 16-3 General Policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes. The Department of Public Works is proposing to utilize the HGAC cooperative bid contract #HT06-16 for this purchase.

We would like to request that a Purchase Transaction be initiated with Houston Freightliner to complete the procurement of the recycling collection truck for \$136,757.00. Funding for the vehicle is available in the FY2017 budget account #32062-577025.

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

Michael S. Moulds, PE
Director of Public Works

10/21/16
Date



Helping Governments Across the Country Buy

PO Box 22777 • 3555 Timmons Ln. • Houston, Texas 77227-2777 • 1-800-926-0234

CONTRACT PRICING VERIFICATION

TO:
Jennifer Miller

FROM:
Loleta Chappel

COMPANY:
City of Salisbury

DATE:
10/20/2016

PHONE NUMBER:
410-548-3190

RE: Price Verification: HT06-16 Medium and Heavy Trucks & Trucks Bodies & RH08-16 Refuse Handling Equipment

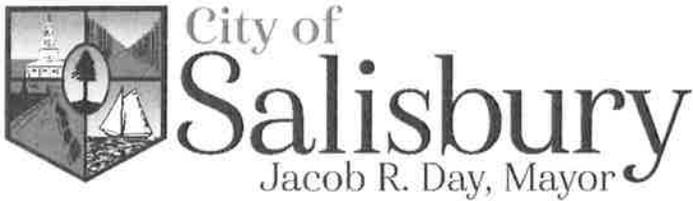
REFERENCE: Contract Pricing Worksheet dated 10/20/2016

I have reviewed the pricing worksheet provided through HT06-16 Medium and Heavy Trucks & Trucks Bodies & RH08-16 Refuse Handling Equipment . Our review verifies the pricing worksheet(s) provided is in compliance with the contract. When you are ready please make your Purchase Order out to the vendor and send a copy of the Purchase Order and all the HGACBuy Product Pricing Worksheet information to me by email loleta.chappel@h-gac.com or fax 713-993-4548 and also please send a copy of the Purchase Order to the vendor.

Please advise if we can assist further in this matter.

*****This is not an HGACBUY Order Confirmation Letter*****

Thank You
Loleta Chappel
Procurement Services Specialist
Cooperative Purchasing
Direct: 713-993-2486
Fax: 713-993-4548
loleta.chappel@h-gac.com
www.HGACBUY.org



To: Mayor and City Council
From: Jennifer Miller
Asst. Director of Internal Services – Procurement & Parking Division
Date: November 14, 2016
Subject: Award of Bid
Contract 102-17 Lemmon Hill Standpipe Rehabilitation

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Public Works Department to solicit bids for Contract 102-17 Lemmon Hill Standpipe Rehabilitation. This contract called for the surface preparation of the standpipe prior to application of a protective coating to the interior and exterior surfaces. Additionally, the new City logo will be applied to the exterior. The attached memo from the Department of Public Works also discusses how the lead paint on the standpipe will be addressed.

The Procurement Department followed standard competitive bidding 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 five (5) vendors submitted a bid by the due date and time of October 24, 2016 at 2:30 p.m.:

<u>Vendor</u>	<u>Base Bid</u>	<u>Add Alternate 106</u>	<u>Add Alternate 107</u>	<u>Total</u>
Manolis Painting	\$80,750	\$3,000	\$61,320	\$145,070
Pro Coat, LLC	\$155,700	\$21,200	\$16,000	\$192,900
Bay Town Painting	\$145,000	\$10,000	\$80,000	\$235,000
Horizon Brothers Painting Corp.	\$191,900	\$22,000	\$73,900	\$287,800
Worldwide Industries Corp.	\$303,570	\$14,100	\$114,100	\$431,770

Manolis Painting (from Baldwin, MD) was the lowest responsive and responsible bidder, and reference checks yielded favorable replies. The Department of Public Works wishes to award a contract to Manolis Painting in the amount of \$83,750.00, which will include all work as noted above plus Add Alternate 106, which is the use of Fluoropolmyer Urethane Exterior Finishes in lieu of the finish specified in the base bid. Funds are available in the Lemmon Hill project account 96217-513026-50029.

The Procurement Department requests Council’s approval to award Contract 102-17 to Manolis Painting in the amount of \$83,750.

Thank you,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works
Date: October 31, 2016
Re: 102-17 Lemmon Hill Standpipe Rehabilitation

Salisbury Public Works recently advertised for bids for Lemmon Hill Standpipe Rehabilitation. The scope of services included surface preparation, and application of protective coatings, City Logo and SBY lettering. The existing paint on the exterior of the standpipe contains 9.08% lead. The contractor is responsible for obtaining an independent sampling and analysis to determine background soil lead concentration of the grass plot surrounding the standpipe prior to the start of work and again at the conclusion. The Contractor shall be EPA certified for lead paint work, is responsible for disposal of all surface preparation media, abatement of lead in the soil above the baseline concentration as determined by sampling, and all overspray during painting.

Five firms submitted bids for the rehabilitation work on October 24, 2016 at 2:30 p.m.: Manolis Painting, Bay Town Painting, Pro Coat LLC, WorldWide Industries Corp., and Horizon Brothers Painting Corp. (copy of bid tab attached). Manolis Painting submitted the lowest bid for both the base bid and the base bid plus add alternates with a base bid of \$80,750.00 and add alternate total of \$64,320.00. The contractor's references which included painting a water tank for Howard County, and Ground Storage Tanks for Anne Arundel County were called. Each reference was complementary of the work performed and would hire the contractor again.

Please issue a Purchase Order to Manolis Painting in the amount of \$83,750.00 for the work specified in the Invitation to Bid 102-17 Scope of Work base bid for \$80,750.00 and the add alternate of \$3,000.00 to upgrade exterior finish to Fluoropolymer Urethane. Funds are available in the account 96217-513026-50029.

Amanda H. Pollack, P.E.
Deputy Director of Public Works



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Asst. Director of Internal Services – Procurement & Parking Division
Date: November 14, 2016
Subject: Award of Bid
Change Order #4 to RFP 07-12
Coty Cox Branch Flood Relief and Drainage Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #4 in the amount of \$36,400.00 for RFP 07-12 Coty Cox Branch Flood Relief and Drainage Improvements. This Change Order would provide for additional inspection services and a time extension. Additionally, this current change order will serve to correct a typographical error in Change Order #3, whereas inspection hours were noted to have been increased to 1,130 hours rather than by 1,130 hours.

Funds are available in the following project account:

98114-513020-70041 Engineering/Architectural for Coty Cox Flood Relief

The Department of Internal Services, Procurement Division, requests Council's approval to process Change Order #4 as noted above to A. Morton Thomas & Association, Inc., in the amount of \$36,400.00.

Thank you,

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 *AP for MM*
Richard D. Baldwin, Project Engineer
Date: October 17, 2016,
Re: RFP 07-12 Coty Cox Branch Flood Relief and Drainage Improvements
Change Order No. 4

Through RFP 07-12 Engineering Design for Coty Cox Branch Flood Relief and Drainage Improvements, A. Morton Thomas & Associates, Inc. (AMT) was contracted by the City to provide design, bidding, and construction administration services for the Coty Cox Branch drainage improvements. Under the Scope of Work, paragraph 2.3 instructs the Vendor to “include the cost of providing the following Construction Phase Services for the West Isabella Street upgrades as well as all other improvements to Coty Cox Branch.” Paragraphs 2.3.1 through 2.3.9 list pre-construction meeting, shop drawing review, RFI’s, change orders, progress meetings, substantial completion punch list, review of red-line markups, review of payment requests, and inspection services.

The Coty Cox Branch project was bid and awarded for concurrent construction of West Isabella Street Water Main Replacement by a single contractor (Contract No. 116-15). A previous change order increased to the scope of on-site inspection to include construction of West Isabella Street Water Main Replacement.

Change Order No. 4 is to increase the total number of on-site inspection hours by 560 to cover the additional time required by the construction contractor due to unforeseen difficulties. AMT has held the \$65/hour rate for an Inspector per their original agreement as outlined in their Supplemental Engineering Services correspondence dated December 28, 2015. A time extension of 119 days is included to accommodate final review of red-line drawings and execution of a balancing change order necessary to changes in site conditions and Force Account Work.

Please process Change Order No. 4 for:

1. Increase on-site inspection hours by 560.
2. Increase contract time 119 days to accommodate final review of red-line drawings and execution of a balancing change order necessary to changes in site conditions and Force Account Work.

Funds for this change order are available in account 98114-513020-70041

Please note wording on change order #3 increased inspection hours to 1,130 and should have been to increase by 1,130 hours (to a total of 1,389.5)



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Asst. Director of Internal Services – Procurement & Parking Division
Date: November 11, 2016
Subject: Award of Bid
RFP 07-16 Legal Services

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Administrative Department to solicit proposals for RFP 07-16 Legal Services.

The Procurement Division followed standard competitive bidding 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 three (3) vendors submitted a proposal by the due date and time of Friday, August 19, 2016 at 2:30 p.m. A four-person evaluation committee comprised of City of Salisbury employees reviewed the vendor proposals and ranked each on a scale of zero (unacceptable) to four (superior) according to the evaluation criteria established in the RFP and which is detailed in the attached departmental memo.

Cockey, Brennan & Maloney, P.C., was determined by the evaluation committee to have presented the best proposal due to their experience and resources (qualifications), clear understanding of the work required (duties) and a competitive hourly rate fee schedule. Upon Council approval of award, the Procurement Office and the Administration will execute a contract to specify the start date of services, the term of the agreement and various other details necessary for a smooth transition into a service arrangement with the firm.

The Procurement Department requests Council's approval to award RFP 07-16 to Cockey, Brennan & Maloney, P.C. An exact award amount is not specified at this time, since the services will be on an as-needed basis and are expected to be on or after January 1, 2017. However, the funding for legal services is budgeted in account 17000-513301 City Attorney (the FY17 budget for City Attorney services is \$270,000).

Sincerely,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



To: Jennifer Miller
 Asst. Director of Internal Service – Procurement & Parking

From: Tom Stevenson
 City Administrator

Date: November 10, 2016

Re: Recommendation for Award
 RFP 07-16 Legal Services.

The City of Salisbury recently advertised a Request for Proposals (RFP) for Legal Services. This RFP solicited proposals from qualified attorneys or law firms to provide comprehensive legal service and representation to the Mayor, City Council, all City departments and quasi-judicial and advisory boards and commissions, for the City of Salisbury.

Three (3) firms submitted proposals to RFP 07-16 by the August 19, 2016 2:30 p.m. deadline. A selection committee of four (4) ranked the proposals. Each member of the Selection Committee independently ranked the four respondents based on the evaluation criteria established in the RFP. The criteria and weighting factor are below:

<u>Weighting</u>	<u>Criterion</u>
30%	Experience, ability and resources of the attorney(s) listed in the Offeror's proposal related to the Section III, Item 1. (Qualifications)
30%	Experience and ability of the attorney(s) listed in the Offeror's proposal as related to Section III, Item 2. (Duties)
25%	Hourly Rate Fee Schedule
10%	Experience providing similar representation and services, with emphasis on services proved to governmental bodies or specifically, municipal governments.
5%	Quality and completeness of proposal.

The proposal rating scale is from 0 – 4 with 0 being unacceptable and 4 being superior. After completing a detailed independent review, the Selection Committee then met to compare individual rankings and to develop a composite ranking for each firm. The composite score of the selection committee and the proposal rankings are below:

<u>Vendor</u>	<u>Rank (Result)</u>
Cockey, Brennan & Maloney, PC	1 st
Seidel, Baker & Tilghman	2 nd
Hall & Long, PA	3 rd

The overall best composite score was Cockey, Brennan and Maloney, PC.

The Selection Committee believes Cockey, Brennan & Maloney, PC presented a clear understanding of the scope of work and is qualified to successfully provide the services requested. Therefore, I recommend award of RFP 07-16 to Cockey, Brennan & Maloney, PC. The terms and conditions of a contract shall be negotiated once the award is made.

To: Mayor and City Council
From: Jennifer Miller
 Asst. Director of Internal Services – Procurement & Parking Division
Date: November 14, 2016
Subject: Declaration of Surplus & Award of ENP
 RFP 13-15 Re-bid Disposition and Development of Parking Lot #10

In June 2016, the City of Salisbury Procurement Division issued a solicitation for redevelopment proposals of Parking Lot #10, at the request of the Administrative Department. This parking lot is located between Salisbury Blvd and Poplar Hill Avenue in downtown Salisbury, and is bordered on the north by Court Street and on the south by Calvert Street. It is currently used as a public parking lot with 245 spaces, 168 of which are permit-only and 72 are metered.

The Procurement Department issued a bid solicitation on June 30, 2016 and received two proposals by the due date and time of Friday, August 19, at 11:00 am. The proposals received were from Salisbury Development Group and Devreco, LLC. An evaluation committee was formed, comprised of City of Salisbury staff members that reviewed each proposal and scored them on the following criteria:

Weighting Factor	Criterion
25%	The scope and quality of the preliminary development plan for the property which will consist of a description of all proposed uses and the type of development proposed.
25%	The potential of the proposed development to have a positive impact on the City (including but not limited to incremental tax revenues, overall holistic benefit to the City, etc) and the extent to which the proposal is harmonious with the objectives of the City of Salisbury Downtown Revitalization goals for housing, jobs and commercial considerations.
20%	The demonstrated financial and legal capability of the Offeror to implement and complete the proposed development plan in accordance with the timetable established by the City in the LDC.
20%	The Offeror's experience in planning, financing, constructing, marketing and managing projects similar in size and scope to the proposed project.
10%	The monetary value offered for the property.

Each weighting factor received a score from 0 (unacceptable) to 4 (superior), and when weighted, resulted in the following overall score:

Offeror	Score
Salisbury Development Group	3.48
Devreco, LLC	2.41



City of
Salisbury
Jacob R. Day, Mayor

As a result of a favorable recommendation from the evaluation committee in regards to the development proposal received from Salisbury Development Group, the Administrative Department wishes to secure a declaration of surplus for Parking Lot #10 from City Council.

Thank you,

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

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



To: Jennifer Miller, Asst. Director of Finance- Procurement Division
From: Julia Glanz, Asst. City Administrator
Subject: Lot 10 Surplus
Date: 11/8/16

A developer has expressed interest in the acquisition and redevelopment of municipal Lot #10 in Downtown Salisbury. This municipal parking lot consists of approximately 245 spaces on 2.86 acres of land. These parcels are bounded on the East by U.S. Route 13, the West by Poplar Avenue, the North by East Church Street and the South by Calvert Street. In our effort to ensure all interested parties have an equal opportunity to submit a redevelopment proposal to the City for Lot #10, the Mayor completed a solicitation of proposals from qualified real estate development firms.

I am submitting this information to you to proceed with declaring Lot #10 as surplus property pursuant to the receipt and selection of a qualified proposal from a real estate developer with interest in acquiring this property for redevelopment. Council approval of the award of bid should authorize the City to enter into an Exclusive Negotiation Period (ENP) with the real estate developer selected for this project.

Should you have any questions or require additional information, please contact the Mayor's Office.



City of
Salisbury
Jacob R. Day, Mayor

Memorandum

To: Tom Stevenson, City Administrator
Cc: Julia Glanz, Assistant City Administrator
From: William T. Holland *[Signature]*
Date: November 2, 2016
Subj: West Salisbury School – West Road Annexation

Attached is the West Salisbury School Annexation packet which includes Resolution 2681 introducing the annexation and Resolution 2682 establishing the West Salisbury School – West Road Annexation public hearing for December 12, 2016. There are several items that are not part of this annexation package, such as, an Annexation Plan, a Fiscal Impact Memo and Letter of Intent. The reason being, the Wicomico County Board of Education is requesting the annexation to demolish an existing school and rebuild the school to current standards. Therefore, a Fiscal Impact Memo isn't required in this particular annexation.

Let me know if you have any questions.

BOARD OF EDUCATION OF WICOMICO COUNTY



JOHN E. FREDERICKSEN, PH.D.
SUPERINTENDENT OF SCHOOLS

P.O. Box 1538
2424 NORTHGATE DRIVE
SALISBURY, MD 21802-1538

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JOSEPH R. OLLINGER
JOHN PALMER
RONALD O. WILLEY

January 19, 2016

Mr. William T. Holland
Director of Building, Permitting & Inspections
City of Salisbury
125 N. Division Street, B13
Salisbury, Maryland 21801

RE: West Salisbury Elementary School – Annexation
Parcel #255

Dear Mr. ^{Bill}Holland:

Per our meeting on January 14, 2016, it is our understanding that the City of Salisbury is requiring Annexation for public water and sewer connections for the replacement West Salisbury Elementary School project. Please see the attached signed Petition for Annexation. In addition attached is a check for the required \$25,000 Annexation fee per Resolution 1470.

Thank you for your time, any questions, please contact me at 410-677-5926.

Sincerely,

Leisl Ashby, AIA, CCS, NCARB
Director of Facility Services | **Planning & Construction**
Wicomico County Public Schools

cc: Joe Vignale, WCPS
Matthew Auchey, WCPS
File

Encl: Signed Petition for Annexation & \$25,000 fee

p:_facilities\16_westsby es_projects\1116300_replacement school\annexation\wse_petitionannexation_ltr.docx

CITY OF SALISBURY

PETITION FOR ANNEXATION

To the Mayor and Council of the City of Salisbury:

I/We request annexation of my/our land to the City of Salisbury.

Parcel(s) # WEST SALISBURY ELEMENTARY SCHOOL
255

Map # 29

SIGNATURE (S)

Donald L. Fitzgerald

Donald L. Fitzgerald
President, Wicomico County Board of Education

Monique Westal

1-15-16

Date

1-15-14

Date

Date

Date

5-15-19

City of Salisbury



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

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

MARYLAND



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

CERTIFICATION

WEST SALISBURY ELEMENTARY SCHOOL – WEST ROAD ANNEXATION

This is to certify that I have verified the petitions for the annexation and that to the best of my knowledge the persons having signed the petition represent at least 25% of the registered voters residing in the area to be annexed and are the owners of at least 25% of the assessed valuation of real property located in the area to be annexed.

Leslie C. Sherrill
Surveyor

Date: 2/22/2016

West Salisbury Elementary – West Road Certif.



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

March 18, 2016

Liesl Ashby
Wicomico County Board of Education
2424 Northgate Drive, Suite 100
Salisbury, MD 21801

**RE: ANNEXATION ZONING – West Salisbury Elementary School –West Road
Annexation – West Road and Adventist Drive – 14.27 acres; M-29; G-19; P-255.**

Dear Mrs. Ashby:

The Salisbury Planning Commission at its March 17, 2016, meeting, forwarded a **FAVORABLE** recommendation to the Mayor and City Council for this property to be zoned **R-8 Residential** upon annexation. The Commission also found that the proposed zoning is consistent with the Wicomico County Zoning, and the Comprehensive Plan recommendation for Medium density residential development in this area.

If you have any questions concerning this matter, please don't hesitate to contact Gloria Smith or myself at 410-548-4860.

Sincerely,

John F. Lenox, AICP
Director

Salisbury/Wicomico Planning & Zoning

cc: Mike Moulds, Director of City Public Works Department
Bill Holland, Director of Building, Permits, and Inspections Department
Assessments



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

TOM STEVENSON
CITY ADMINISTRATOR

BOB CULVER
COUNTY EXECUTIVE

R. WAYNE STRAUSBURG
DIRECTOR OF ADMINISTRATION

STAFF REPORT

MEETING OF MARCH 17, 2016

NAME: West Salisbury School – West Road Annexation

APPLICANT: The City of Salisbury - Referral

LOCATION: Northwestern side of the City of Salisbury, on the easterly side of West Road and the southerly side of Adventist Drive.
Tax Map #29, Parcel #255, Grid #19

REQUEST: Annexation Zoning – 14.27 acres

I. BACKGROUND DATA:

A. Introduction.

The City Administration has referred the West Salisbury School – West Road annexation located on the northwesterly side of Salisbury to the Planning Commission for review and recommendation of an appropriate zoning designation. The property is located on the easterly side of West Road and the southerly side of Adventist Drive and consists of 14.27 acres. (See Attachments #1 and 2.)

Under the procedures established by the Mayor and City Council in 1987, the zoning classification of the area will be included in the resolution that annexes the property to the City. Prior to this policy, annexations were conducted by resolution and the zoning category established by a separate ordinance on a separate time schedule. This policy now puts the zoning classification and annexation on the same schedule.

B. Area Description.

This annexation area consists of one parcel 14.27 acres in size and that is developed with an elementary school, parking and related amenities. (See Attachment #2.)

II. ZONING ANALYSIS.

A. Existing Zoning.

The annexation area and the adjoining County area (south and east) is zoned R-8 Residential. (See Attachments #3 and 4.)

B. Zoning History.

The proposed annexation area was zoned R-10 Residential by the County on April 1, 1968. In 1993 the R-10 District was deleted and replaced with R-8 Residential zoning. During the most recent Comprehensive Rezoning in September 2004, the area remained zoned R-8 Residential.

C. County Plan.

Wicomico County's Comprehensive Plan was adopted on February 3, 1998. This site is located within the area designated as "Metro Core".

The Draft County Comprehensive Plan designates this area as "Medium-density Residential".

D. Zoning for Annexed Areas.

1. Introduction.

Current City policy requires that all areas to be annexed shall be submitted to the Salisbury-Wicomico Planning Commission for review and recommendation of an appropriate zoning district. The Zoning Code does not establish specific procedures for zoning lands to be annexed to the City of Salisbury. The classification of future City areas, therefore, is conducted consistent with local adopted plan recommendations and Maryland Annexation Law.

2. Adopted Plans.

The Planning Commission is a jointly established agency for both the City of Salisbury and Wicomico County. One of its basic charges is to prepare and recommend various plans guiding the long-range development of both jurisdictions.

The information below summarizes the legal status of the plans currently in effect for Wicomico County and the City of Salisbury.

- a. The Salisbury Comprehensive Plan - The Salisbury City Council adopted the current Comprehensive Plan on July 12, 2010. That document includes land use policies for all lands within the Corporate Limits as well as a Municipal Growth Element addressing growth areas outside the Corporate Limits.

The Land Use Map of the City Plan designates this area as a “Medium-density residential”.

- b. The Wicomico County Comprehensive Plan - The Wicomico County Council adopted its Plan on February 3, 1998. The Land Use Map of the County Comprehensive Plan designates this area as “Metro Core.” The Draft 2014 County Plan designates this area as “Medium density residential”.

3. Maryland Law.

House Bill 1141 made two changes to Annexation Procedures that became effective October 1, 2006. They are:

1. **The Five-Year Rule.** First, the rule is applied solely on zoning. In the past, the five-year rule could be applied whenever a proposed new zoning classification was substantially different from the use envisioned “in the current and duly adopted master plan.” The reference to the master plan is now gone and the issue becomes the degree of change from the current county zoning classification to the proposed municipal classification following the annexation. When the zoning change is from one residential zone to another, “substantially different” is now defined as a density change. The five-year rule will not kick in for a density change unless the proposed zoning is more dense by 50 percent. For example, if the current zoning permits 1 unit per acre, the new zoning can be subject to the five-year rule if it permits anything more than 1.5 units per acre. As before, a municipality may obtain a waiver from the county to avoid the five-year wait until the new zoning classification applies.
2. **Annexation Plans Required.** An annexation plan is required that replaces the “outline” for the extension of services and public facilities prior to the public hearing for an annexation proposal. This section contains no additional language for the content of the annexation plan to be adopted, but does require it to be consistent with the municipal growth element for any annexations that begin after October 1, 2009 (unless extended for up to two six-month periods). The Plan must be provided to the county and the State (the Maryland Department of Planning) at least 30 days prior to the hearing.

III. DEVELOPMENT SCENARIO.

A. Proposed Use.

As previously noted, the property is developed with an elementary school. The property is proposed for redevelopment with the same use.

B. Access.

The property currently has three access points on West Road and two on Adventist Drive. Upon redevelopment, the plan indicates two access points on West Road and one on Adventist Drive.

C. Configuration and Design

The annexation area is square in shape but adjoins the existing City boundary along West Road for a portion of the property frontage. The remainder of West Road cannot be annexed to avoid creating a County enclave on Queen Avenue.

VI. ZONING RECOMMENDATION.

A. Recommendation.

The specific purpose of the Planning Commission's review is to make a zoning recommendation for the annexation area that is currently zoned R-8 Residential in the County.

The adopted Salisbury Comprehensive Plan designates this area as "Medium density residential zoning is proposed for the property upon annexation to the City. The text of the R-5, R-8 and R-10 Residential Districts is included as **Attachment #5**. The District permits uses such as single-family dwellings, firehouses, parks and playgrounds, and schools of general instruction inherently.

Staff recommends that the Planning Commission forward a **Favorable** recommendation to the Mayor and City Council for this property to be zoned **R-8 Residential** upon annexation.

The Commission's recommendation should include a determination that the proposed zoning is consistent with the Wicomico County Comprehensive Plan recommendation for Medium density residential development in this area.

B. Estimated Development Impacts.

Development impacts usually pertain to a proposal for a residential development. This site is developed with an educational facility and proposed for redevelopment as the same. Development impacts were omitted from this report.

COORDINATOR: Gloria Smith, Planner
DATE: March 3, 2016



Attachment #1



**BECKER
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GROUP**
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ENGINEERING

2000 West 10th Street
Portland, OR 97201
Phone: 503.251.1900
Fax: 503.251.1901
www.beckermorgan.com

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SCHOOL**
1251 WEST ROAD
SALISBURY, SHERMAN
COUNTY, OREGON

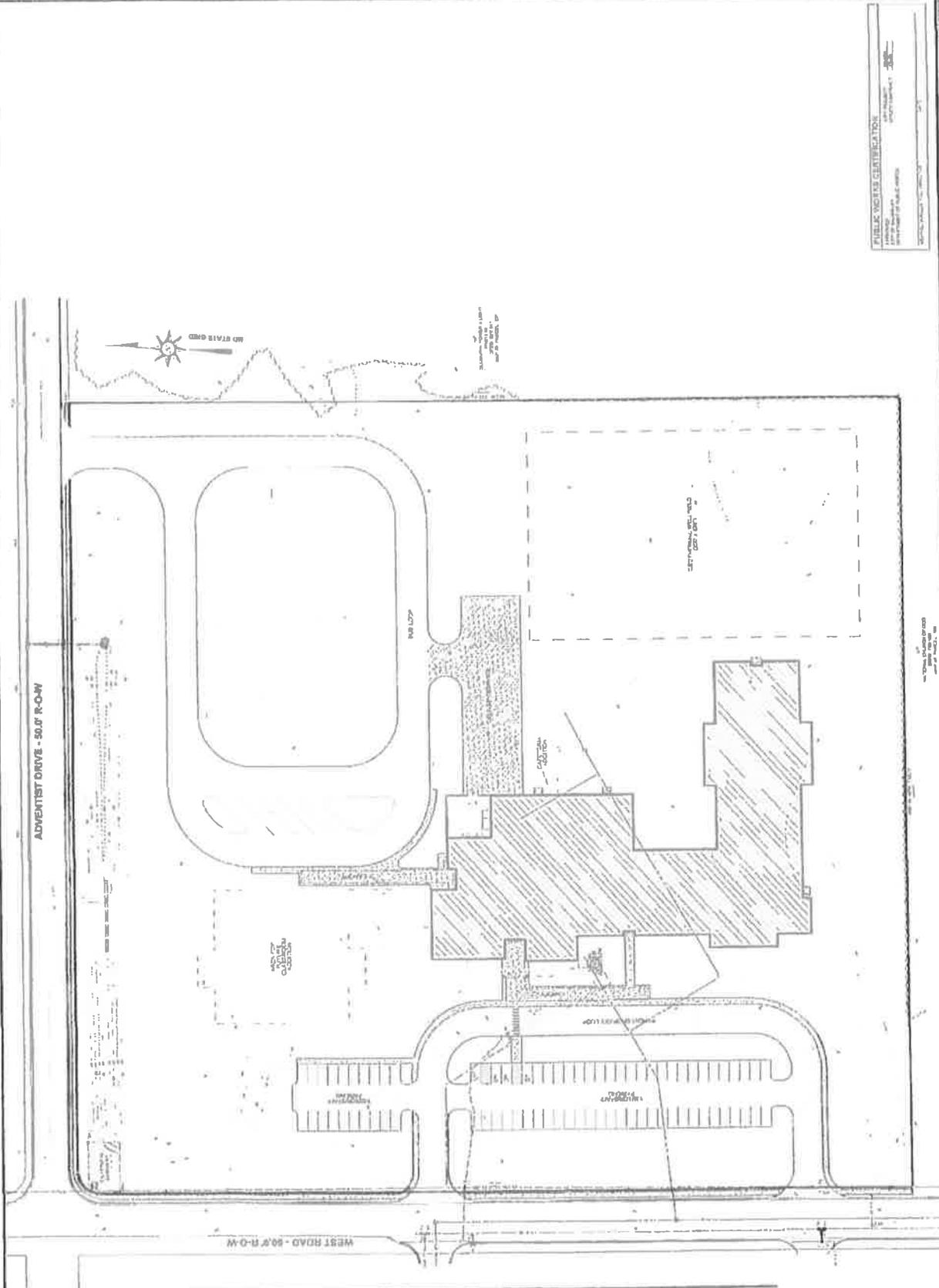
**SITE & LAYOUT
PLAN**



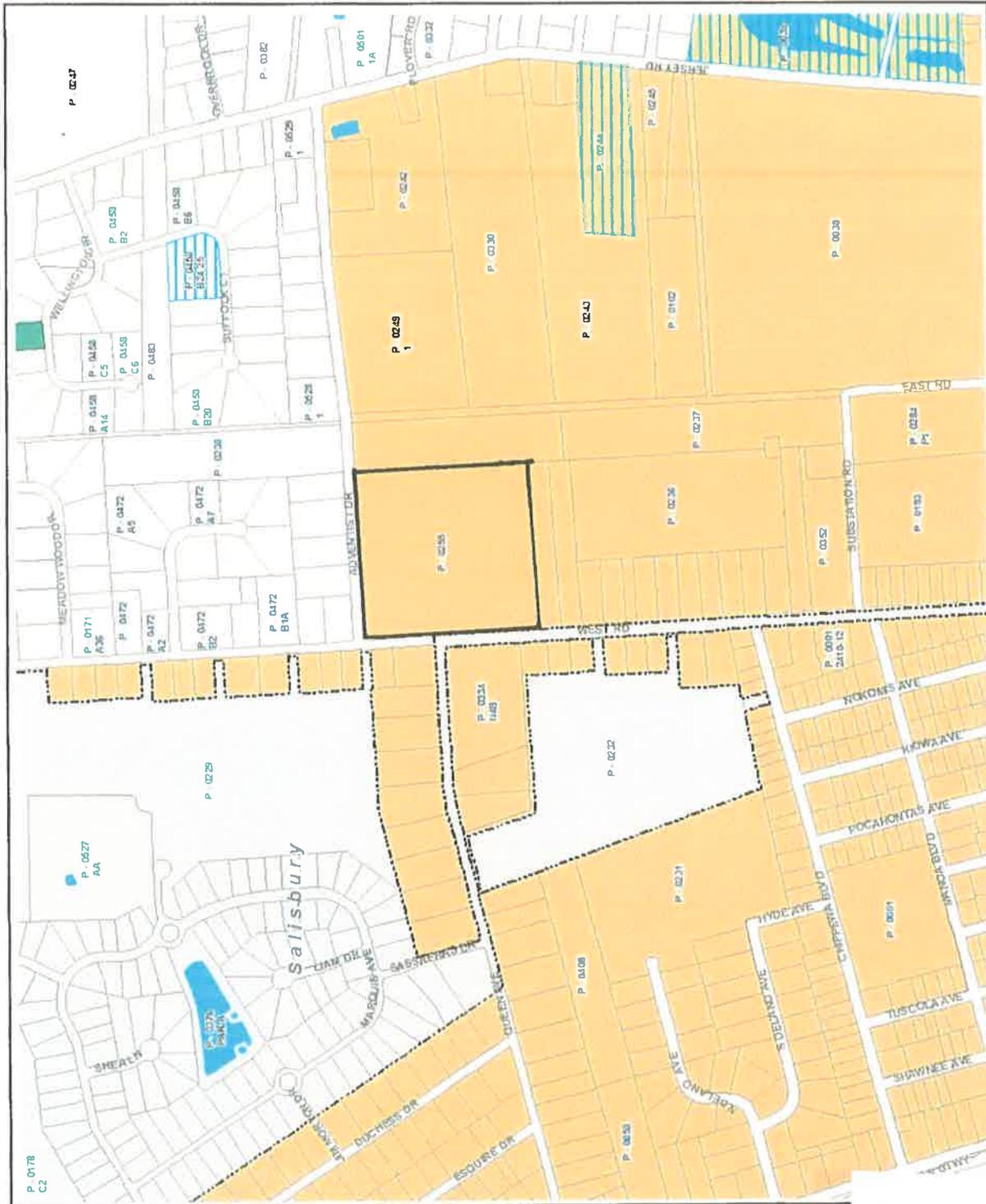
PROJECT NO.	20110112
DATE	11.14.11
SCALE	1"=40'
DESIGNED BY	W.M.
CHECKED BY	W.M.

C-201

PUBLIC NOTICE CERTIFICATION
I hereby certify that the above information is true and correct to the best of my knowledge and belief.
DATE: 11/14/11
BY: W.M.



WICOMICO COUNTY ZONING MAP

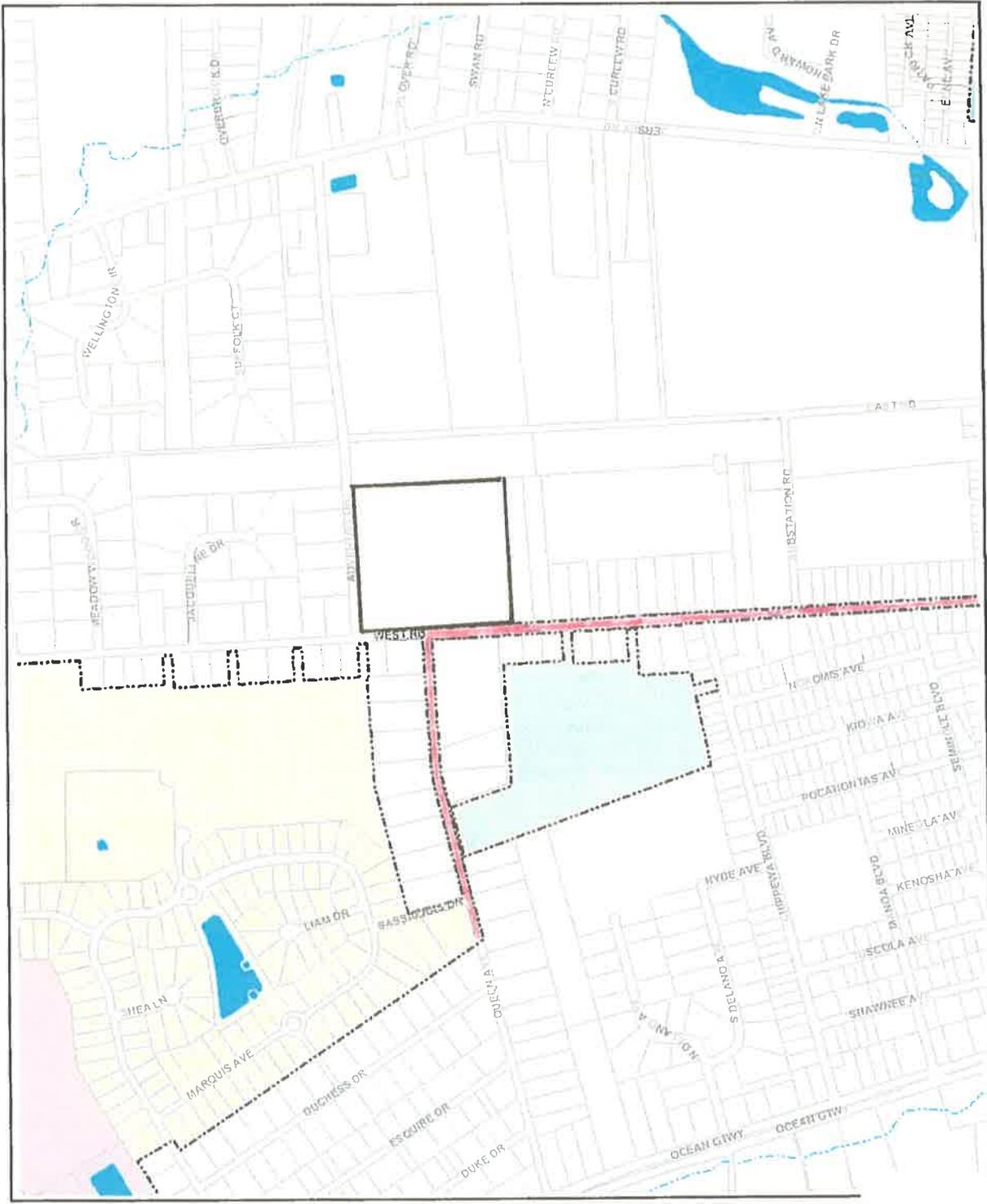


<ul style="list-style-type: none"> Bridges Chesapeake Bay, Critical Area Historic Districts 8000 ft Turning Radius Airport Overlay District Neighborhood Preservation District Salisbury Critical Area Wicomico County Boundary Wicomico SDE Railroads Building Permits Wicomico SDE Airport_Runways_Taxways Wicomico SDE Municipal_Areas Wicomico BZA Activity Parcels Municipal Names Street Centerlines Water Bodies Wicomico Zoning 	<ul style="list-style-type: none"> A - 1 Agricultural - Rural Airport Business Park C - 1 Select Commercial C - 2 General Commercial C - 3 Regional Commercial CID Corporate Industrial District I - 1 Light Industrial I - 2 Heavy Industrial LB - 1 Light Business & Institutional LB - 2 Light Business & Residential R - 8 Residential R - 15 Residential R - 20 Residential R - 30 Residential REC Residential, Educational & Cultural TT Town Translational VC Village Conservation Municipality
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Salisbury Zoning

- Water Bodies
- Streams
- Head Protection Area
- Parcels
- Railroads
- Municipal Areas
- Salisbury BZA Cases
- CITY_ZON
- College & University
- Conservation
- CBD
- LBI
- General Commercial
- Reg Comm
- KOUR
- Select Commercial
- Hospital
- Ind
- Ind Park
- Land
- Neighborhood Business
- OSB
- OSR
- FOD
- PRD
- R-5
- R-5 A
- R-8
- R-8 A
- R-10
- R-10 A
- Riverfront/ReDevelopment
- Street Centerlines

CITY OF SALISBURY



Chapter 17.156

R-5, R-8 AND R-10 RESIDENTIAL DISTRICTS

Sections:

17.156.010	Purpose.
17.156.020	Permitted uses.
1.7156.030	Uses permitted by Special Exception.
17.156.040	Uses permitted by Ordinance Permit.
17.156.050	Accessory uses and structures.
17.156.060	Development standards.

17.156.010 Purpose.

- A. The purpose of the R-5, R-8 and R-10 Residential Districts is to preserve the character of both newly planned and established single-family residential areas in order to promote and to enhance the quality of life and environmental attributes which are an essential part of the city. The uses permitted in these districts are limited primarily to single-family residential, with two-family dwellings and selected nonresidential uses which provide a service to the residents of an area or which, by their nature, require a residential environment. Apartment developments, therefore, are incompatible because they generate an undue concentration of population and increased traffic which alter the predominantly single-family residential character of these areas.
- B. The R-5, R-8 and R-10 Residential Districts encompass the majority of the residential areas of the City which either are or will be served by municipal utilities, including public water, sanitary sewer and storm drains. (Prior Code Section 150-21)

17.156.020 Permitted uses.

Permitted uses shall be as follows (As Amended 10/23/2000 by Ordinance #1786):

- A. Cultivation of land;
- B. Dwellings;
 1. Single-family detached.
- C. Firehouse;
- D. Park and playground, public and private, in accordance with Chapter 17.220;
- E. School of general instruction in accordance with Chapter 17.220. (Prior Code section 150-22.)

17.156.030 Uses permitted by Special Exception.

Uses permitted by Special Exception shall be as follows (As Amended 10/23/2000 by Ordinance #1786):

- A. Cemetery, on a minimum tract of ten acres;

- B. Church and other place of worship, in accordance with Chapter 17.220; (Amended 3/13/2000 by Ordinance #1752)
- C. Day-care facilities for the elderly and handicapped;
- D. Non-accessory offices on church owned properties contiguous to existing religious structures for use by non-profit organizations.
- E. Studio (R-5 and R-8 Districts only - Added 12/16/02 by Ordinance #1866).

17.156.040 Uses permitted by Ordinance Permit.

Uses permitted by Ordinance Permit by the City Council shall be as follows:

- A. Day-care center or nursery school, in accordance with Chapter 17.220;
- B. Utility substation, in accordance with Chapter 17.220. (Prior Code Section 150-24.)

17.156.050 Accessory uses and structure.

Accessory uses and structures shall be as follows:

- A. Cloister or clerical housing on the same lot with a church or other place of worship, meeting lot area and/or standards required for each individual use;
- B. Home occupation;
- C. Home office;
- D. Family day-care home;
- E. Private garages and other accessory uses normally associated with a residential use, such as but not limited to detached home workshop, swimming pool, cabana, greenhouse, private studio and boathouse, all of which shall be incidental to the use of the property as a residence;
- F. Storage of recreational vehicles and boats on residential lots, limited to two in any combination, in back of the front building setback line, where such recreation vehicles and boats are for the use and enjoyment of the resident thereon;
- G. Other accessory uses and structures clearly incidental to, customary to and associated with the permitted use. (Prior Code Section 150-25)

17.156.060 Development standards.

Development standards for the R-5, R-8 and R-10 Residential Districts shall be as follows:

- A. Minimum Lot Requirements. All lots hereafter established shall meet the following minimum requirements:

1. All lots except for two-family dwellings:

District	Lot Area (square feet)	Interior Lot Width (feet)	Corner Lot Width (feet)
R-5	5,000	50	65
R-8	8,000	60	75
R-10	10,000	70	85

Item #2 deleted 4/9/07 by Ordinance # 2031.

- B. Minimum yard and setback requirements shall be as follows:
 1. Front: twenty-five (25) feet;
 2. Rear: thirty (30) feet;
 3. Side: ten feet each; two required.
- C. Height Limitations.
 1. The height limitation for principal buildings and structures shall be thirty-five (35) feet.
 2. The height limitation for accessory buildings and structures shall not exceed twenty (20) feet.
- D. Parking shall be provided in accordance with Chapter 17.196.
 1. No motor vehicle, whether operable or inoperable, shall be parked in the front yard of any residence unless the same shall be positioned in a driveway or designated parking area with continuous access to a public street. [Amended 9/12/05 by Ord. #1952.]
 2. No outside storage of trucks or vans used in the conduct of business shall be permitted.
- E. No more than one principal use shall be permitted on an individual lot.
- F. Accessory Buildings and Structures.
 1. No part of any accessory building or structure shall be located closer than five feet to a rear and side property line. On a corner lot, no accessory building shall be located closer than twenty-five (25) feet to the curblines of an abutting street.
 2. No accessory building or structure shall occupy more than fifty (50) percent of the required rear yard or side yard area.
 3. Swimming pools may be constructed in the rear yard or in a side or front yard on a corner lot, no closer than twenty-five (25) feet to any curblines or property line if no curblines exist; provided, that the combined total coverage of a swimming pool and all accessory buildings or structures, including those allowed to project into yards, shall not occupy more than seventy-five (75) percent of the required rear or side yard.

- G. **Signs.** All signs shall be in accordance with the provisions of Chapter 17.216 for an R-5 district.
- H. **Landscaping or Screening.**
 - 1. Either landscaping or screening shall be provided for all uses in accordance with the provisions of Chapter 17.220.
 - 2. In addition to the requirements of Chapter 17.220, all areas shall be landscaped as defined in Section 17.04.120 and maintained in accordance with Section 17.220.080.
- I. **Related Requirements.**
 - 1. The provisions of Chapter 17.04, Article IV, where applicable, shall apply to all uses and structures relative to vision at intersections, height exceptions, yard exceptions, fences and walls, airport height limitations and historic or religious monuments, markers or shrines.
 - 2. Projections into yards may be allowed in accordance with the provisions of Chapter 17.04, Section 17.04.230. (Ord. 1599 section 16 (part), 1995; Prior Code Section 150-26)

RESOLUTION NO. 2681

A RESOLUTION of the City of Salisbury proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as “West Salisbury School – West Road Annexation” beginning for the same at a point on the Corporate Limit, said point lying on the easterly right of way line of West Road at its intersection with the extended northerly right of way line of Queen Avenue.

WHEREAS the City of Salisbury has received a petition to annex dated January 15, 2016, signed by at least twenty-five percent (25%) of the persons who are resident registered voters and of the persons who are owners of at least twenty-five percent (25%) of the assessed valuation of the real property in the area sought to be annexed binding upon the Corporate Limit of the City of Salisbury to be known as “West Salisbury School – West Road Annexation” beginning for the same point on the Corporate Limit, said point lying on the easterly right of way line of West Road at its intersection with the extended northerly right of way line of Queen Avenue; and

WHEREAS the City of Salisbury has caused to be made a certification of the signatures on said petition for annexation and has verified that the persons signing the petition represent at least twenty-five percent (25%) of the persons who are eligible voters and property owners owning twenty-five percent (25%) of the assessed valuation of real property in the area to be annexed, all as of February 22, 2016, and, as will more particularly appear by the certification of Leslie C. Sherrill, Surveyor, of the City of Salisbury, attached hereto; and

WHEREAS it appears that the petition dated January 15, 2016, meets all the requirements of the law; and

WHEREAS the public hearing is scheduled for December 12, 2016, at 6:00 p.m.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY THAT

31 it is hereby proposed and recommended that the boundaries of the City of Salisbury be changed so
32 as to annex to and include within said City all that parcel of land together with the persons residing
33 therein and their property, contiguous to and binding upon the Corporate Limit of the City of
34 Salisbury on the easterly right of way line of West Road at its intersection with the extended
35 northerly right of way line of Queen Avenue, and being more particularly described on Exhibit "A"
36 attached hereto and made a part hereof.

37 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, THAT the annexation of the
38 said area be made subject to the terms, conditions and agreements in Exhibits A-C attached hereto
39 and made a part hereof.

40 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, that the zoning for the
41 annexed property shall remain classified as R – 8 Residential under the zoning laws of Wicomico
42 County.

43 AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, that the Council hold a public
44 hearing on the annexation hereby proposed on December 12, 2016, at 6:00 p.m. in the Council
45 Chambers at the City-County Office Building and the City Administrator shall cause a public notice
46 of time and place of said hearing to be published not fewer than two (2) times at not less than
47 weekly intervals, in at least one newspaper of general circulation in the City of Salisbury, which said
48 notice shall specify a time and place at which the Council of the City of Salisbury will hold a public
49 hearing on the Resolution, which date shall be no sooner than 15 days after the final required date
50 of publication specified above.

51 AND BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY, THAT this
52 resolution shall take effect upon the expiration of forty-five (45) days following its final passage,
53 subject, however, to the right of referendum as contained in the Local Government Article of the
54 Maryland Code.

55

56 The above Resolution was introduced, read and passed at the regular meeting of the Council
57 of the City of Salisbury held on the _____ day of _____, 2016, having been duly
58 published as required by law in the meantime a public hearing was held on the ___ day of _____,
59 2016, and was finally passed by the Council at its regular meeting held on the ___ day of
60 _____, 2016.

61

62 _____
63 Kimberly R. Nichols,
64 City Clerk

John R. Heath,
Council President

65

66

67 APPROVED BY ME this ___ day of _____, 2016.

68

69

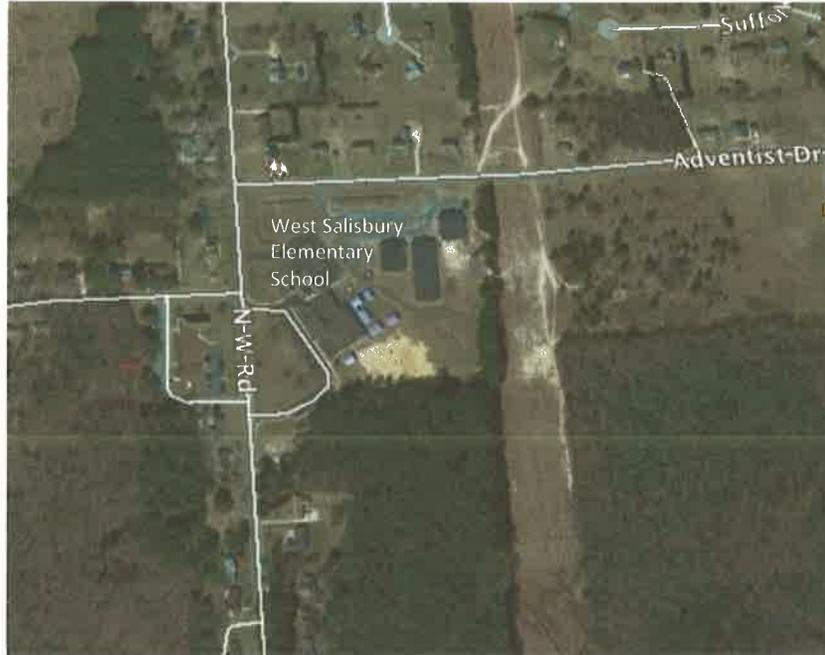
70

71 _____
72 Jacob R. Day,
73 Mayor

EXHIBIT "A"

WEST SALISBURY SCHOOL – WESTROAD ANNEXATION

A CERTAIN AREA OF LAND, contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as "West Salisbury School – West Road Annexation" beginning for the same at a point on the Corporate Limit, said point lying on the easterly right of way line of West Road at its intersection with the extended northerly right of way line of Queen Avenue X 1,197,980.30, Y 205,556.06; thence by and with the easterly line of the said West Road South three degrees ten minutes fifty-nine seconds East (S3°10' 59" E) four hundred eighty-six decimal four, seven (486.47) feet to a point at the southwest corner of the parcel being annexed X 1,198,007.31, Y 205,070.34; thence North eighty-six degrees forty-eight minutes fifty-eight seconds East (N 86°48' 58" E) seven hundred sixty-two decimal seven, zero (762.70) feet to a point X 1,198,768.83, Y 205,112.70; thence North three degrees eleven minutes two seconds West (N03°11' 02" W) eight hundred six decimal zero, three (806.03) feet to a point on the southerly right of way line of Adventist Drive X 1,198,724.07, Y 205,917.48; thence by and with the said line of Adventist Drive South eighty-six degrees forty-nine minutes fifty-one seconds West (S86°49' 51" W) seven hundred forty-two decimal six, nine (742.69) feet to a point at the beginning of a curve X 1,197,982.52, Y 205,876.42; thence with said curve to the left having a radius of twenty decimal zero, zero (20.00) feet and a length of thirty-one decimal four, two (31.42) feet, a chord bearing of South forty-one degrees forty-nine minutes twenty-six West (S 41° 49' 26" W) a chord distance of twenty-eight decimal two, nine (28.29) feet to a point on the easterly right of way line of West Road X 1,197,963.65, Y 205,855.34; thence by and with the said line of West Road South three degrees ten minutes fifty-nine East (S 03° 10' 59" E) a distance of two hundred ninety-nine decimal seven, five (299.75) feet to the point of beginning and containing 14.113 acres, being the lands of Wicomico County, Maryland, Parcel 255 shown on Tax Map 29. All bearings and coordinates are referenced to the Maryland State Coordinate System, 1927 datum.



1.3 Property Description

Attachment 1 shows the survey of the Property. The site, the location of the existing elementary school, is 14.12 acres in size

1.4 Existing Zoning

The Property is now zoned R-8, Residential under the Wicomico County Code.

2.0

LAND USE PATTERN PROPOSED FOR THE AREA TO BE ANNEXED

2.1 Comprehensive Plan

The City of Salisbury adopted the current Comprehensive Plan in 2010. The Annexation Property is located within the City's designated municipal growth area.

The Comprehensive Plan's goal as it pertains to annexations is as follows: "To encourage the orderly growth and expansion of the City of Salisbury by annexing selected areas and by providing public services to newly developing areas without overburdening these facilities while continuing to maintain a high level of services to existing developments and residents of the City".

3.7 Stormwater Management: Stormwater management is governed by the Maryland Stormwater Management regulations administered locally.

3.8 Waste Collection Non-residential development in the City is served by independent waste haulers.

4.0 HOW DEVELOPMENT OF THE ANNEXED PARCEL WOULD RELATE TO EXISTING/PLANNED LAND USE DEVELOPMENT, STREETS, PUBLIC FACILITIES AND SERVICES, OPEN SPACES AND NATURAL AREAS.

This annexation allows the Property to connect to municipal water services and will continue to relate to the area as an essential public asset to the Salisbury community.

The added sidewalks, streetlights, pedestrian crosswalks, and street trees will contribute to the safety, convenience, and civic beauty of the neighborhood.

The Petition will achieve LEED credit points as required by the State of Maryland's High Performance School definition in COMAR, Title 23.03.01 using the rating system established by the United States Green Building Council's LEED 2009 for Schools New Construction and Major Renovations, and obtain LEED Silver Certification to meet requirements of the Maryland Green Building Council High Performance Green Building Program.

EXHIBIT "C"

West Salisbury School – West Road Annexation

ANNEXATION AGREEMENT

THIS AGREEMENT is made this ___ day of _____, 2016, by and between the City of Salisbury, a municipal corporation of the State of Maryland (hereinafter, “the City”), and the Board of Education of Wicomico County (hereinafter, “the Owner”) with the principal address of 2424 Northgate Drive, Salisbury, Maryland 21802.

RECITALS

WHEREAS, the Owner is the record owner of certain real property, of 14.1125 acres in size, located in Wicomico County, Maryland, (hereinafter, “the Property”), and more particularly described in Attachment “A-1” attached hereto and made a part hereof; and

WHEREAS, the Owner desires to replace the West Salisbury Elementary School with a new public elementary school and associated site improvements and obtain municipal water services in addition to the already provided sewer services;

WHEREAS, the Property is not presently within the corporate boundaries of the City and is therefore ineligible to receive certain municipal services, including the water services, that the Owner desires to obtain for the Property; and

WHEREAS, the Owner desires that the City annex the Property and the City desires to annex the Property, provided that certain conditions are satisfied; and

WHEREAS, pursuant to the authority contained in the Local Government Article, subtitle 4 of the Annotated Code of Maryland, the Owner and the City have agreed that the following conditions and circumstances will apply to the annexation proceedings and to the Property.

WITNESSETH:

1. WARRANTIES AND REPRESENTATIONS OF CITY:

- A. The City of Salisbury, the Salisbury-Wicomico County Planning Commission and staff will be guided by this Agreement throughout the review of development plans which may be required by City codes and regulations including stormwater management, forest conservation, utility, or entrance improvement plans to ensure that the provisions of this Agreement are specifically implemented. Any approval which may be granted to these plans by any commission, board, body, or by the Public Works Department or agent of the City shall be in substantial compliance with the terms and conditions of this Agreement.

- B. The parties understand and agree that the City's herein provided covenant of support is not intended, nor could it be construed, to legally prohibit the City from enacting such future ordinances or charter provisions or engineering standards or amendments deemed necessary to protect the public health, safety and welfare of the residents of the City, nor from applying such ordinances or charter provisions to the development of the Property, provided such application does not operate to divest prior approvals, nor interfere with the Owner's vested rights to any greater extent than the impact of such ordinances and charter resolutions upon other similarly-situated properties within the City's boundaries.

2. WARRANTIES AND REPRESENTATIONS OF THE OWNER:

- A. This Agreement constitutes the formal written consent to annexation by the Owner as required by the Local Government Article of the Maryland Code, Section 4-403 (b)(1) and (2). The Owner acknowledges that it will receive a benefit from annexation and agrees, as a bargained-for condition and circumstances applicable to the annexation, that it waives and completely relinquishes any right to withdraw its consent to annexation from the date of execution of this Agreement by all parties. The Owner further agrees that it will not petition the Annexation Resolution to referendum and that, in the event of a referendum in which it is permitted to vote, that it shall vote in favor of the Annexation Resolution.

- B. The Owner warrants and represents that it have the full authority to sign this Agreement and is in fact the sole owner of the real property encompassed in the annexation area and more particularly described in Attachment "A-1", and that there is no action pending against it involving it that would in any way affect its right and authority to execute this Agreement.

- C. The Owner warrants and represents that it has the full power and authority to sign this Agreement and Consent and is, in fact, collectively the sole owner of not less than Twenty-five Percent (25%) of the assessed valuation of the real property within the annexation area.

3. **APPLICATION OF CITY CODE AND CHARTER**

From and after the effective date of the Annexation Resolution implementing this Agreement, all provisions of the Charter and Code of the City shall have full force and effect within the Property except as otherwise specifically provided herein or to the extent that the Owner as a Body Corporate and Politic is exempt.

4. **MUNICIPAL ZONING**

Upon the effective date of the Annexation Resolution implementing this Agreement and Approval by the Mayor and City Council, the Property will be zoned R-8, Residential.

5. **MUNICIPAL SERVICES**

Upon the effective date of the Annexation Resolution implementing this Agreement, the City will make the Property eligible to receive all applicable municipal services to the extent that the necessary public facilities exist to provide such services. Any allocation of capacity and/or services will be made by the City according to adopted allocation plans which may be in effect at the time the Owner makes request for such capacity and/or services.

6. **STANDARDS AND CRITERIA**

Should any environmental, engineering, or other similar standard or criteria specifically noted in this Agreement be exceeded by any local, State, or Federal standard, criteria or regulation, which may be adopted subsequent to the execution of this Agreement, the newer stricter standard, criteria or regulation shall apply.

7. **CITY BOUNDARY MARKERS**

The Owner will fund and install City Boundary Markers at the boundary lines to the newly enlarged City boundaries resulting from this annexation and will provide receipt of such work completed to the City within 90 days of the completion of the West Salisbury Elementary replacement school project. The Owner agrees that failure to comply with this provision will subject the Owner to payment of a fee to the City of Salisbury made payable at end of the 90-day period in amount of \$5,000.00 or the cost for the City's surveyor to complete the work, whichever is more.

8. DEVELOPMENT CONSIDERATIONS

- A. **Costs and Fees:** The Owner agrees that it will pay the costs of annexation to the City, including but not limited to the City's costs for legal fees, planning, and other consulting fees in connection with the preparation of this Agreement and/or the necessary annexation resolution and related documents, for publication of any required notices, and for any other cost or expense reasonably related, in the City's sole judgment, to the annexation.
- B. The Owner and City agree that the Property will be developed consistent with the regulations of the zoning district classification referenced in the Annexation Resolution.
- C. **Contribution to Area Improvement:** In order that the Annexation Property is connected with and contributes to the improvement of the neighborhood sidewalk system and pedestrian accessibility generally, the Owner agrees to install pedestrian crosswalks at the intersections of West Road and Queen Avenue and West Road and the Wesley Temple Church driveway meeting the standards and specifications of the City Department of Public Works which may include necessary signage and enhanced lighting. The Owner agrees further to install sidewalks along the full length of the property's public road frontage on West Road and Adventist Drive meeting the standards and specifications of the City Department of Public Works. The Owner agrees streetlights along the full length of the property's public road frontage on West Road as part of the construction and along Adventist Drive within one (1) year after project completion meeting the standards and specifications of the City Department of Public Works.
- D. **Community / Environmental Design:** The Owner agrees to provide landscaping in accordance with its standards and practices and will make every effort to provide an aesthetically pleasing palette of planting to enhance the neighborhood which will include planting deciduous shade street trees along the full frontage of the Property with West Road as part of the construction and along Adventist Drive within one (1) year after project completion with the spacing, location, species and size to be determined in coordination with the City's Department of Public Works as agreed upon by the Owner.
- E. The Owner further agrees to achieve LEED credit points as required by the State of Maryland's High Performance School definition in COMAR, Title 23.03.01 using the rating system established by the United States Green Building Council's LEED 2009 for Schools New Construction and Major Renovations, and obtain LEED Silver Certification to meet requirements of the Maryland Green Building Council High Performance Green Building Program.
- F. The parties acknowledge and agree that the obligations set forth herein on the part of both parties pertain to the Property, unless otherwise expressly stated herein.

9. RECORD PLAT:

The Owner will provide the City with a copy of the final record plat for any development of the Property.

10. **MISCELLANEOUS:**

- A. The obligations of the parties hereto set forth herein are contingent upon the adoption of an Annexation Resolution effecting the annexation of the Property by the Mayor and City Council of the City of Salisbury and shall be void in the event the City fails to effect such annexation or such annexation is invalidated by referendum or otherwise.
- B. The use of singular verb, noun and pronoun forms in this Agreement shall also include the plural forms where such usage is appropriate; the use of the pronoun "it" shall also include, where appropriate "he" or "she" and the possessive pronoun "its" shall also include, where appropriate, "his" "hers" and "theirs."
- C. From time to time after the date of this Annexation Agreement, the parties, without charge to each other, will perform such other acts, and will execute, acknowledge and will furnish to the other such instruments, documents, materials and information which either party reasonably may request, in order to effect the consummation of the transactions provided for in this Agreement.
- D. This Agreement, which includes all exhibits, schedules and addenda hereto, each of which is incorporated in this Agreement by this reference, shall be recorded among the Land Records of Wicomico County and shall run with the land and be binding upon and inure to the benefit of the parties, their heirs, successors and assigns, and embodies and constitutes the entire understanding, representations, and statements, whether oral or written, are merged in this Annexation Agreement. The parties may renegotiate the terms hereof by mutual agreement, subsequent to the effective date of any Annexation Resolution adopted by the City pursuant hereto, provided that neither this Agreement nor any provisions hereof may be waived, modified or amended unless such modification is in writing and is signed by the party against whom the enforcement of such waiver, modification or amendment is sought, and then only to the extent set forth in such instrument.
- E. The parties hereto acknowledge that, in entering into this Agreement, neither party has been induced by, nor has relied upon, nor included as part of the basis of the bargain herein, any representations or statement, whether express or implied, made by any agent, representative or employee, which representation or statement is not expressly set forth in this Agreement.
- F. This Agreement shall be construed according to its plain meaning without giving regard to any inference or implication arising from the fact that it may have been drafted in whole or in part by or for any one of the parties hereto.
- G. This Agreement, its benefit and burden, shall be assignable, in whole or in part, by the Owner without the consent of the City or of its elected officials, employees or agents, to any purchasers or contract purchasers of the property or any party thereof. However, the Owner will not transfer or pledge as security for any debt or obligation, any interest in all or part of the Annexation Area, without first obtaining the written consent and

acknowledgement of the transferee or pledge to the Annexation Agreement and to the complete observance hereof. The Owner shall provide the City with copies of all documents of transfer or assignment, including exhibits when the documents are fully executed, regardless of recordation.

- H. The captions in any Agreement are inserted for convenience only, and in no way define, describe or limit the scope of intent of this Agreement or any of the provisions hereof.
- I. The laws of the State of Maryland shall govern the interpretation, validity, and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect. Any suit to enforce the terms hereof or for damages or other remedy for the breach or alleged breach hereof shall be brought exclusively in the Courts of the State of Maryland in Wicomico County and the parties expressly consent to the jurisdiction thereof and waive any right that they might otherwise have to bring such action in or transfer or remove such action to the courts of any other jurisdiction.
- J. All notices and other communications under this Agreement shall be in writing and shall be sent either by first class mail, postage prepaid, or by personal delivery, addressed to the parties as provided below. Notice shall be deemed given on the date delivered or attempted to be delivered during normal working hours on business days.

IF TO THE CITY: Thomas Stevenson, City Administrator
125 North Division Street
Salisbury, Maryland 21801

WITH A COPY TO: S. Mark Tilghman, City Attorney
110 N. Division St.
Salisbury, Maryland 21803

IF TO THE OWNER: Donald Fitzgerald, President
Board of Education of Wicomico County
2424 Northgate Drive
Salisbury, Maryland 21802

WITH A COPY TO: Leisl Ashby, Director of Facility Services
Board of Education of Wicomico County
2424 Northgate Drive
Salisbury, Maryland 21802

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

WITNESS:

THE CITY OF SALSIBURY, MARYLAND

By: _____

WITNESS/ATTEST:

OWNER:

By: _____

APPROVED AS TO FORM:

S. Mark Tilghman, City Attorney

STATE OF MARYLAND

COUNTY OF _____, to wit:

I HEREBY CERTIFY, that on this _____ day of _____, _____, before me, a Notary Public in and for the State aforesaid, personally appeared _____, who has been satisfactorily proven to be the person whose name is subscribed to the within instrument, who acknowledged himself to be a duly elected official of the City of Salisbury, a municipal corporation of the State of Maryland, and that said official, being duly authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation as such official.

WITNESS my hand and notarial seal.

Notary Public (SEAL)

My Commission Expires: _____

I HEREBY CERTIFY, that on this _____ day of _____, _____, before me, a Notary Public in and for the State aforesaid, personally appeared _____, who has been satisfactorily proven to be the person whose name is subscribed to the within instrument, who acknowledged himself to be Member of Tri-County Council for the Lower Eastern Shore of Maryland., and that, being duly authorized so to do, he executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation as a Member.

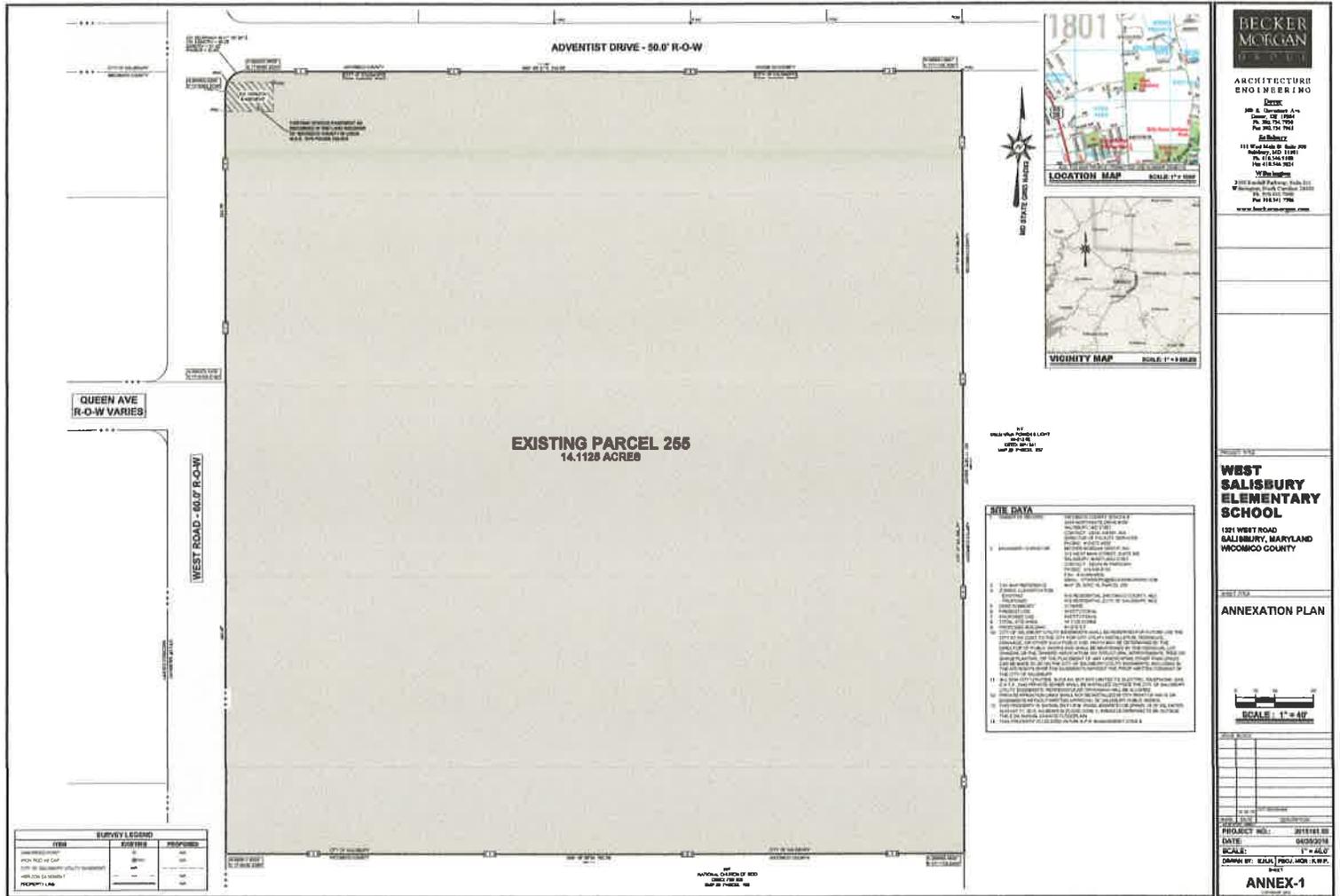
WITNESS my hand and notarial seal.

Notary Public (SEAL)

My Commission Expires: _____

I HEREBY CERTIFY that the foregoing instrument was prepared by or under the supervision of an attorney duly admitted to practice before the Court of Appeals of Maryland.

_____, City Attorney



BECKER MORGAN
ARCHITECTURE ENGINEERING
 200 E. Chesapeake Ave
 Salisbury, MD 21860
 Tel: 410.734.7000
 Fax: 410.734.7043
 E-Mail: info@beckermorgan.com
 111 West Main St. Suite 200
 Salisbury, MD 21860
 Tel: 410.544.4300
 Fax: 410.544.4301
 Website: www.beckermorgan.com

WEST SALISBURY ELEMENTARY SCHOOL
 1321 WEST ROAD
 SALISBURY, MARYLAND
 WICOMCO COUNTY

ANNEXATION PLAN

SCALE: 1" = 40'

PROJECT NO.: 04050218
 DATE: 04/20/18
 SCALE: 1" = 40'
 DRAWN BY: EJA/JMO/MON/KWP
 SHEET NO. 04050218-1
ANNEX-1

Attachment 1

RESOLUTION NO. 2682

A RESOLUTION of the City of Salisbury proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as “West Salisbury School – West Road Annexation” beginning for the same at a point on the Corporate Limit, said point lying on the easterly right of way line of West Road at its intersection with the extended northerly right of way line of Queen Avenue.

WHEREAS the City of Salisbury is considering the annexation of a parcel of land contiguous to and binding upon the Corporate Limit of the City of Salisbury beginning for the same point on the Corporate Limit, said point lying on the easterly right of way line of West Road at its intersection with the extended northerly right of way line of Queen Avenue, and being more particularly described on Exhibit “A” attached hereto and made a part hereof; and

WHEREAS the City of Salisbury is required to adopt an annexation plan for the proposed area of annexation pursuant to the Local Government Article (formerly Article 23(A) Section 19(O)) of the *Maryland Annotated Code*; and

WHEREAS the public hearing is scheduled for December 12, 2016, at 6:00p.m.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY THAT an annexation plan for the “West Salisbury School – West Road Annexation,” as set forth in Exhibit “B” attached hereto and made a part hereof, is adopted for that area of land located and binding upon the easterly right of way line of West Road as it intersection with the extended northerly right of way line of Queen Avenue, said parcel being contiguous to and binding upon the corporate limit of the City of Salisbury.

AND BE IT FURTHER RESOLVED BY THE CITY OF SALISBURY, THAT the Council hold a public hearing on the annexation plan hereby proposed on December 12, 2016 at 6:00p.m.in the Council Chambers at the City-County Office Building and the City Administrator shall cause a public notice of time and place of said hearing to be published not fewer than two(2) times at not less than

30 weekly intervals, in a newspaper of general circulation in the City of Salisbury, which said notice
31 shall specify a time and place at which the Council of the City of Salisbury will hold a public hearing
32 on the Resolution.

33 The above Resolution was introduced and read and passed at the regular meeting of the
34 Council of the City of Salisbury held on the _____ day of _____, 2016, having
35 been duly published as required by law in the meantime a public hearing was held
36 on _____, 2016, and was finally passed by the Council at its regular meeting held on
37 the ___ day of _____ 2016.

38

39

40 _____
41 Kimberly R. Nichols,
42 City Clerk
43

John R. Heath,
Council President

44 APPROVED BY ME this ___ day of _____, 2016.

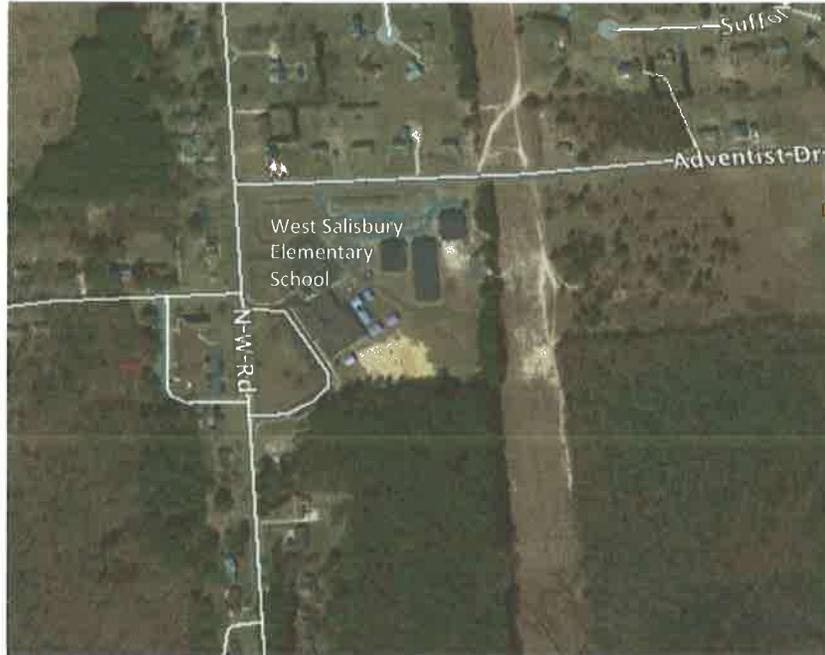
45

46 _____
47 Jacob R. Day,
48 Mayor
49

EXHIBIT "A"

WEST SALISBURY SCHOOL – WESTROAD ANNEXATION

A CERTAIN AREA OF LAND, contiguous to and binding upon the Corporate Limit of the City of Salisbury to be known as "West Salisbury School – West Road Annexation" beginning for the same at a point on the Corporate Limit, said point lying on the easterly right of way line of West Road at its intersection with the extended northerly right of way line of Queen Avenue X 1,197,980.30, Y 205,556.06; thence by and with the easterly line of the said West Road South three degrees ten minutes fifty-nine seconds East ($S3^{\circ}10' 59'' E$) four hundred eighty-six decimal four, seven (486.47) feet to a point at the southwest corner of the parcel being annexed X 1,198,007.31, Y 205,070.34; thence North eighty-six degrees forty-eight minutes fifty-eight seconds East ($N 86^{\circ}48' 58'' E$) seven hundred sixty-two decimal seven, zero (762.70) feet to a point X 1,198,768.83, Y 205,112.70; thence North three degrees eleven minutes two seconds West ($N03^{\circ}11' 02'' W$) eight hundred six decimal zero, three (806.03) feet to a point on the southerly right of way line of Adventist Drive X 1,198,724.07, Y 205,917.48; thence by and with the said line of Adventist Drive South eighty-six degrees forty-nine minutes fifty-one seconds West ($S86^{\circ}49' 51'' W$) seven hundred forty-two decimal six, nine (742.69) feet to a point at the beginning of a curve X 1,197,982.52, Y 205,876.42; thence with said curve to the left having a radius of twenty decimal zero, zero (20.00) feet and a length of thirty-one decimal four, two (31.42) feet, a chord bearing of South forty-one degrees forty-nine minutes twenty-six West ($S 41^{\circ} 49' 26'' W$) a chord distance of twenty-eight decimal two, nine (28.29) feet to a point on the easterly right of way line of West Road X 1,197,963.65, Y 205,855.34; thence by and with the said line of West Road South three degrees ten minutes fifty-nine East ($S 03^{\circ} 10' 59'' E$) a distance of two hundred ninety-nine decimal seven, five (299.75) feet to the point of beginning and containing 14.113 acres, being the lands of Wicomico County, Maryland, Parcel 255 shown on Tax Map 29. All bearings and coordinates are referenced to the Maryland State Coordinate System, 1927 datum.



1.3 Property Description Attachment 1 shows the survey of the Property. The site, the location of the existing elementary school, is 14.12 acres in size

1.4 Existing Zoning The Property is now zoned R-8, Residential under the Wicomico County Code.

2.0 LAND USE PATTERN PROPOSED FOR THE AREA TO BE ANNEXED

2.1 Comprehensive Plan The City of Salisbury adopted the current Comprehensive Plan in 2010. The Annexation Property is located within the City’s designated municipal growth area.

The Comprehensive Plan’s goal as it pertains to annexations is as follows: “To encourage the orderly growth and expansion of the City of Salisbury by annexing selected areas and by providing public services to newly developing areas without overburdening these facilities while continuing to maintain a high level of services to existing developments and residents of the City”.

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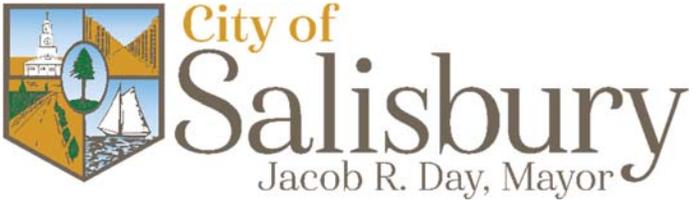
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This annexation allows the Property to connect to municipal water services and will continue to relate to the area as an essential public asset to the Salisbury community.

The added sidewalks, streetlights, pedestrian crosswalks, and street trees will contribute to the safety, convenience, and civic beauty of the neighborhood.

The Petition will achieve LEED credit points as required by the State of Maryland's High Performance School definition in COMAR, Title 23.03.01 using the rating system established by the United States Green Building Council's LEED 2009 for Schools New Construction and Major Renovations, and obtain LEED Silver Certification to meet requirements of the Maryland Green Building Council High Performance Green Building Program.



MEMORANDUM

To: City Council
From: Tom Stevenson, City Administrator
Subject: Lot 10 Exclusive Negotiation Period (ENP)
Date: 11/8/16

The City's Charter and Municipal Code authorize the City of Salisbury to make available at public sale surplus and/or underused city owned property for the purpose redevelopment. The property should be developed in such a way that will raise the City's tax base and be in the best overall interest of the citizens of Salisbury.

Taking into consideration the results of a Request for Proposals to redevelop Municipal Parking Lot #10, attached please find a resolution that will have the effect of authorizing the Mayor to enter into an Exclusive Negotiation Period (ENP) with Salisbury Development Group, LLC.

Should you have any questions or require additional information, please contact the Mayor's Office.

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RESOLUTION NO. 2698

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, FOR THE PURPOSE OF ACCEPTING THE SUBMISSION OF RFP 13-15 RE-BID FROM SALISBURY DEVELOPMENT GROUP, LLC FOR THE REDEVELOPMENT OF MUNICIPAL PARKING LOT # 10.

WHEREAS, the Mayor and City Council have determined that there is surplus City-owned property that should be redeveloped, and that there is a strong public need for increased infill development in the City; and

WHEREAS, the City of Salisbury declared Municipal Parking Lot #10 surplus property on November 14, 2016; and

WHEREAS, the City of Salisbury, pursuant to SC 16-8 et seq. and Chapter 2.36 of the City Code, has the right to offer at public sale surplus property and make awards in the best interest of the City; and

WHEREAS, City-owned surplus or unused property should be developed, not only in consideration of the highest bid price but in consideration of the type of development proposed, and such development should require a commitment from the purchaser to develop such property in a manner which will raise the City's tax base and be in the best interest of the citizens of the City of Salisbury; and

WHEREAS, the City has determined that it is in the best interest of the citizens of the City to sell the City's surplus property known as Municipal Parking Lot # 10; and

WHEREAS, the City of Salisbury advertised for proposals for the purchase of and redevelopment of the aforementioned surplus property three times from June 30, 2016 to July 2, 2016 and responses were due by August 19, 2016; and

WHEREAS, two responses were received; and

WHEREAS, the City of Salisbury is selecting Salisbury Development Group, LLC's proposal as the winning proposal; and

WHEREAS, the City of Salisbury is in agreement to sell Municipal Parking Lot # 10 \$50,000 to Salisbury Development Group, LLC following the execution of a Disposition Agreement with terms acceptable to the City on or before May 14, 2017, as finally approved by the City Solicitor.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Salisbury, in regular session on the ____ day of _____ 2016, that the proposal submitted by Salisbury Development Group, LLC dated August 10, 2016, for RFP 13-15 Re-Bid Disposition and Development of Municipal Lot #10 is selected as the winning proposal on the condition that the parties, on or before May 14, 2017, execute a Disposition Agreement with such terms and conditions as may be approved by the City and the City Solicitor; the purchase price shall be \$50,000.

BE IT FURTHER ENACTED AND RESOLVED that this Resolution does not create a Disposition Agreement, that the award shall be conditional upon the successful execution of a Disposition Agreement, and that the Mayor is hereby authorized to execute the said Disposition Contract.

AND BE IT FURTHER ENACTED AND RESOLVED that this Resolution will take effect from and after its passage.

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THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this 14th day of November 2016 and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols
CITY CLERK

John R. Heath
PRESIDENT, City Council

APPROVED by me this _____ day of _____, 2016.

Jacob R. Day
MAYOR, City of Salisbury

ORDINANCE NO. 2402

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY17 BUDGET TO APPROPRIATE FUNDS FOR STREET MAINTENANCE.

WHEREAS, the City of Salisbury contracted work at the request of Salisbury University to install sidewalk along the north side of Power Street; and

WHEREAS, the City of Salisbury Engineering Division of the Public Works Department utilized the Citywide Concrete Contract to perform the sidewalk work; and

WHEREAS, Salisbury University reimbursed the City for actual expenses to install the sidewalk; and

WHEREAS, the Engineering Division budget should be increased to accommodate these efforts.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City’s Fiscal Year 2017 budget and Engineering Division Street Maintenance budget be and are hereby amended as follows:

- 1. Increase the Miscellaneous Revenue (01000-456911) account by \$21,752.75
- 2. Increase the Street Maintenance (31000-534318) budget by \$21,752.75

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 the 24th day of October, 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 14th day of November, 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

Office of the Mayor

To: City Council
From: Laura Kordzikowski
Subject: Budget Amendment
Date: November 14, 2016

Since the Grand Opening of the Downtown Visitor Center on August 19, 2016, the Office of Business Development has been selling merchandise to the public, including t-shirts, hats, water bottles, and calendars.

During the period of August 19, 2016 – October 13, 2016, the Downtown Visitor Center sold \$754.56 worth of merchandise. We would like to periodically transfer these funds from the General Fund to the Department's Marketing account (11600-555512)

cc: Mayor Day
Tom Stevenson
Kim Nichols

Attachments

ORDINANCE NO. 2403

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2017 GENERAL FUND BUDGET TO APPROPRIATE FUNDING BACK TO THE DOWNTOWN VISITOR CENTER

WHEREAS, the City has received unanticipated revenue from the sale of merchandise at the Downtown Visitor Center

WHEREAS, the City believes that re-investing these funds back into the department; and

WHEREAS, the City has received \$754.56 from merchandise sold during the period of August 19, 2016 to October 13, 2016; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2017 General Fund Budget be and hereby is amended as follows:

- 1) Increase Marketing by \$754.56 (11600-555512)

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

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
From: Tom Stevenson, City Administrator
Subject: Radio Communications Agreement
Date: November 14, 2016

Attached please find an ordinance that will have the effect of amending the budget to supply funds for a partnership with Wicomico County in their new Radio Communications Agreement with Motorola. Funding for the Motorola contract is required in the amount of \$1,432,838.13. The attached amendment transfers \$500,000 in salary savings due to unexpected vacancies and \$425,448.13 from surplus. The remainder of \$507,390 will be funded by reallocation of existing bond proceeds, however several months may be required for bond counsel to complete this task, so the attached ordinance temporary authorizes the transfer of \$507,390 using surplus so the contract can be awarded timely. This transfer will be reversed when the legislation is brought to reallocate the bond proceeds.

Funding Summary:

Budget Amendment	500,000.00
Reallocation of Bond Proceeds	507,390
Surplus	425,448.13
Total	1,432,838.13

Feel free to contact me with any questions or concerns.

Attachment:

CITY OF SALISBURY, MARYLAND

RADIO COMMUNICATIONS SYSTEM REPLACEMENT

EXECUTIVE OVERVIEW



MOTOROLA SOLUTIONS

AGING MISSION CRITICAL INFRASTRUCTURE

The City of Salisbury, Maryland (City) and its Police Department are quickly approaching the need to upgrade their current voice radio communications system to a new "standards-based" APCO Project 25 (P25) architecture. Over the years the City has made strategic investments in their legacy system to augment its capabilities, increase performance and sustain operability. This network was originally contracted between the City and Motorola in 1996. For over 20 years, this integrated asset has provided the City and its Police Department with a reliable, mission-critical voice communications network for first responders. This deployment has further empowered the City to maintain day-to-day police operations while simultaneously protecting sworn officers, civilians and volunteers.

Now, due to the age and primary technology of the system, key components are scheduled to become unavailable beginning in 2018. Additionally, many surrounding partners including Wicomico County and the State of Maryland are implementing P25 systems. To maintain the highest level of interoperability, the City of Salisbury also needs to upgrade their current technology.



PLANNING AND SAVINGS

In early 2015, Motorola presented the City with two options to accomplish the system upgrade; build their own stand alone system or join the new Wicomico County system being planned at the time. Subsequently, a communications consultant was hired to perform a needs analysis and to develop options for accomplishing the upgrade.

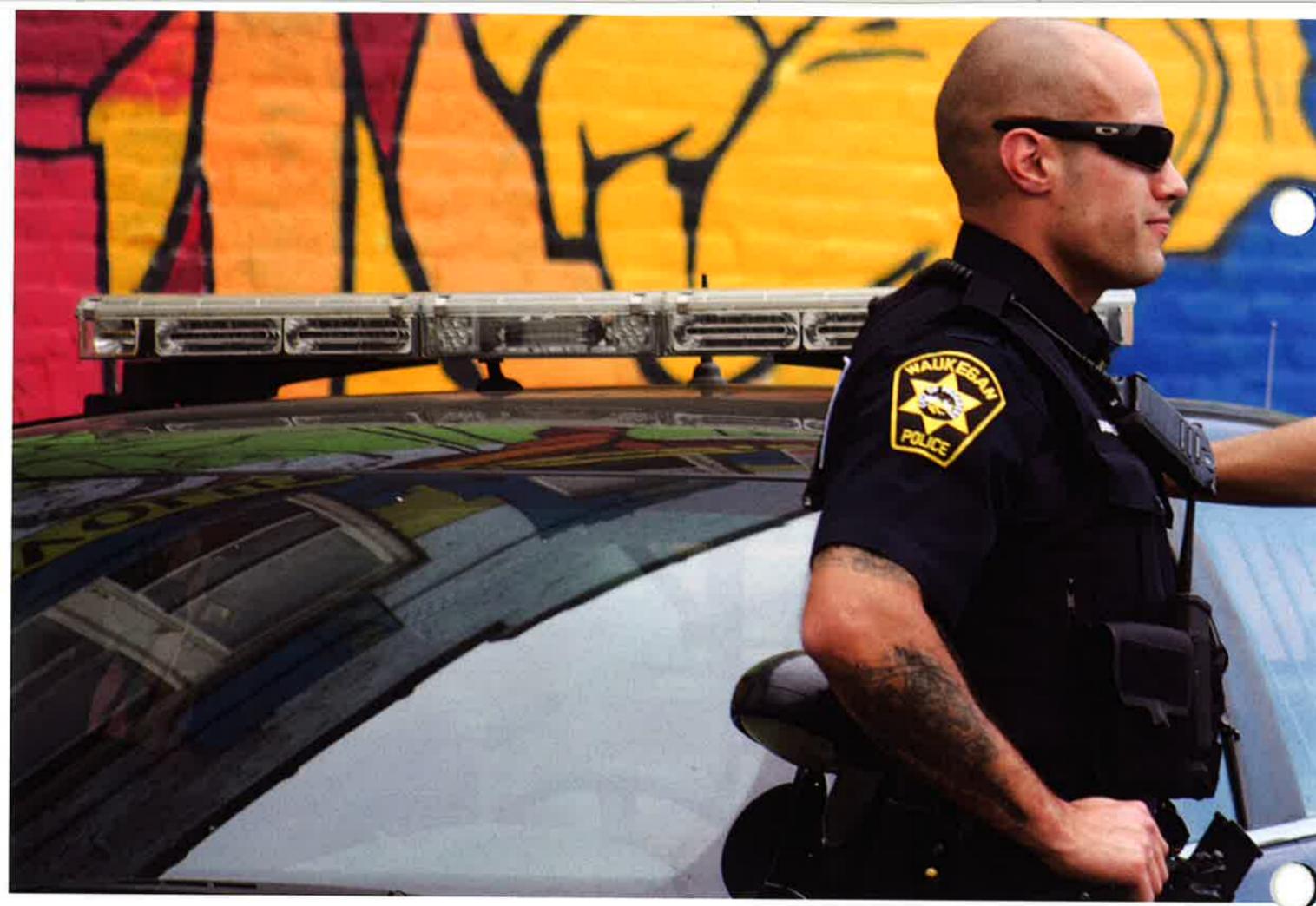
In June of 2016, Wicomico County contracted with Motorola to build its new P25 Public Safety Radio System. The system will be very robust and include eight simulcasted transmitter sites throughout the County. Four of these sites will serve the Salisbury area providing a very high level of in-building radio coverage for First Responders. The system is also equipped with many features for both voice and data. The option to encrypt voice communications for sensitive Salisbury Police operations is also available.

This presented the City with the option of having the County infrastructure become the basis for accomplishing a replacement of the current radio system. The City will realize a large savings in both Capital costs and on-going operational expense as compared to building and maintaining their own infrastructure.

Wicomico County issued a competitively bid RFP for their new system. Motorola was the successful bidder and the contract was awarded to Motorola for \$12.4M. Motorola is extending the same discount levels on equipment and services to the City that were offered to Wicomico County on this large project.

This proposal and associated costs are based on the City contracting with Motorola by mid-November 2016 and Motorola shipping equipment to the field in December of 2016. This timing coincides with the current plan for Wicomico County and allows Motorola to pass along the savings associated with a unified deployment and sharing of system integration resources. If the City is not able to contract with Motorola in November 2016, then Motorola will need to submit a new proposal based on a completely standalone deployment resulting in an increased cost to the City.





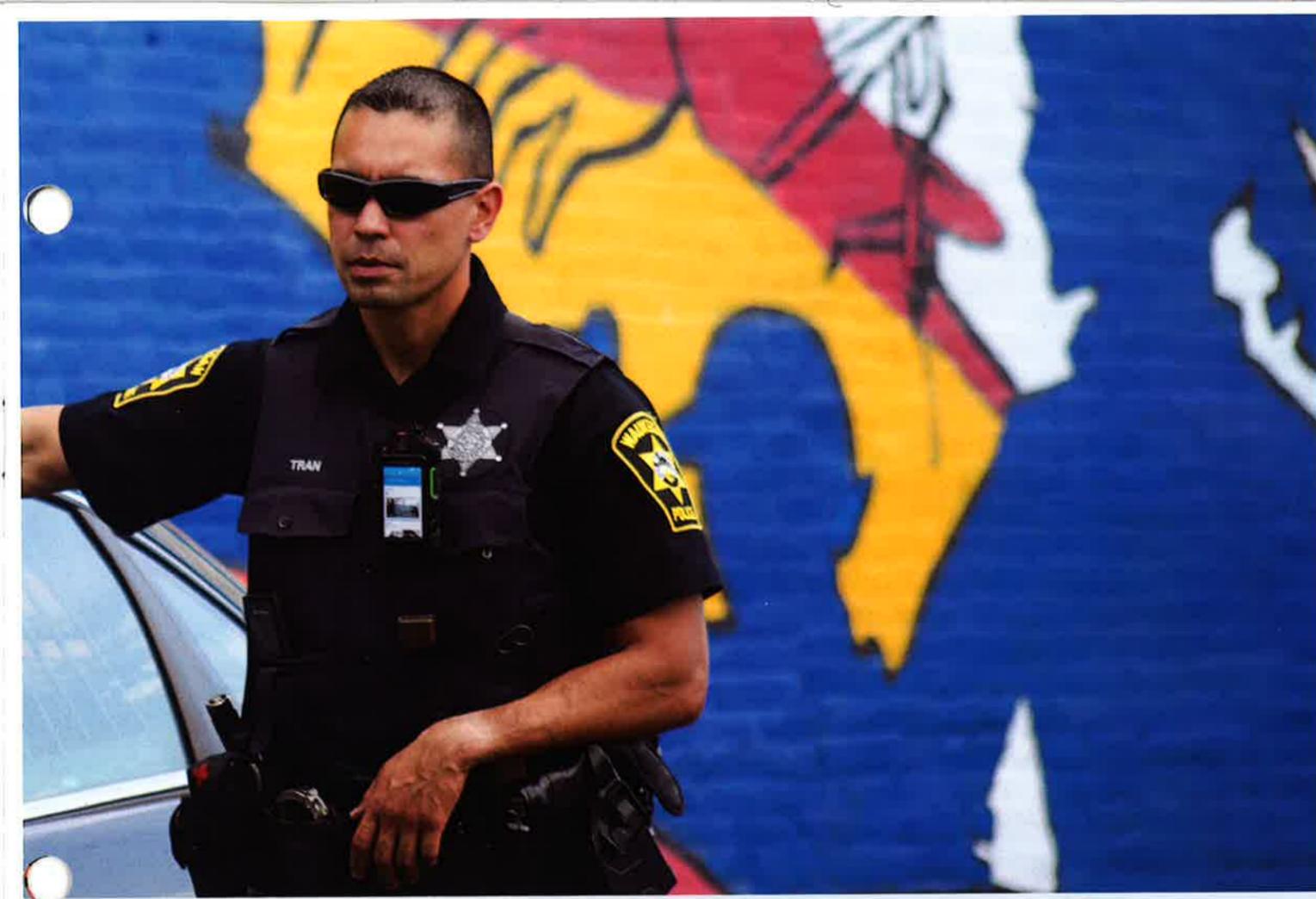
SALISBURY POLICE DEPARTMENT

Motorola has included new IP based Dispatch Consoles for Salisbury PD. The consoles have many features which will assist Salisbury PD in daily law enforcement operations. For example, if an officer is in trouble, they can press an emergency button on their radio and an automatic emergency alert appears to the dispatcher. Using integrated GPS on the officer's radio, his or her location can be sent to the console operator who can take appropriate measures.

If desired, Wicomico County 911 and Salisbury PD could act as backup dispatch centers for each other based on the new system design.

Motorola has included the software upgrades for the existing Salisbury PD radios that were purchased a few years ago. As a result, Salisbury Police will have direct interoperability on their radios with Wicomico County Sheriff, MD State Police and many other State and Federal agencies, Delaware State Police, Fruitland Police and Delmar Police agencies

Backup up radio consolettes are also included in the unlikely event that the console operation is interrupted. This ensures that the dispatcher can continue to communicate with officers in the field over the radio network.

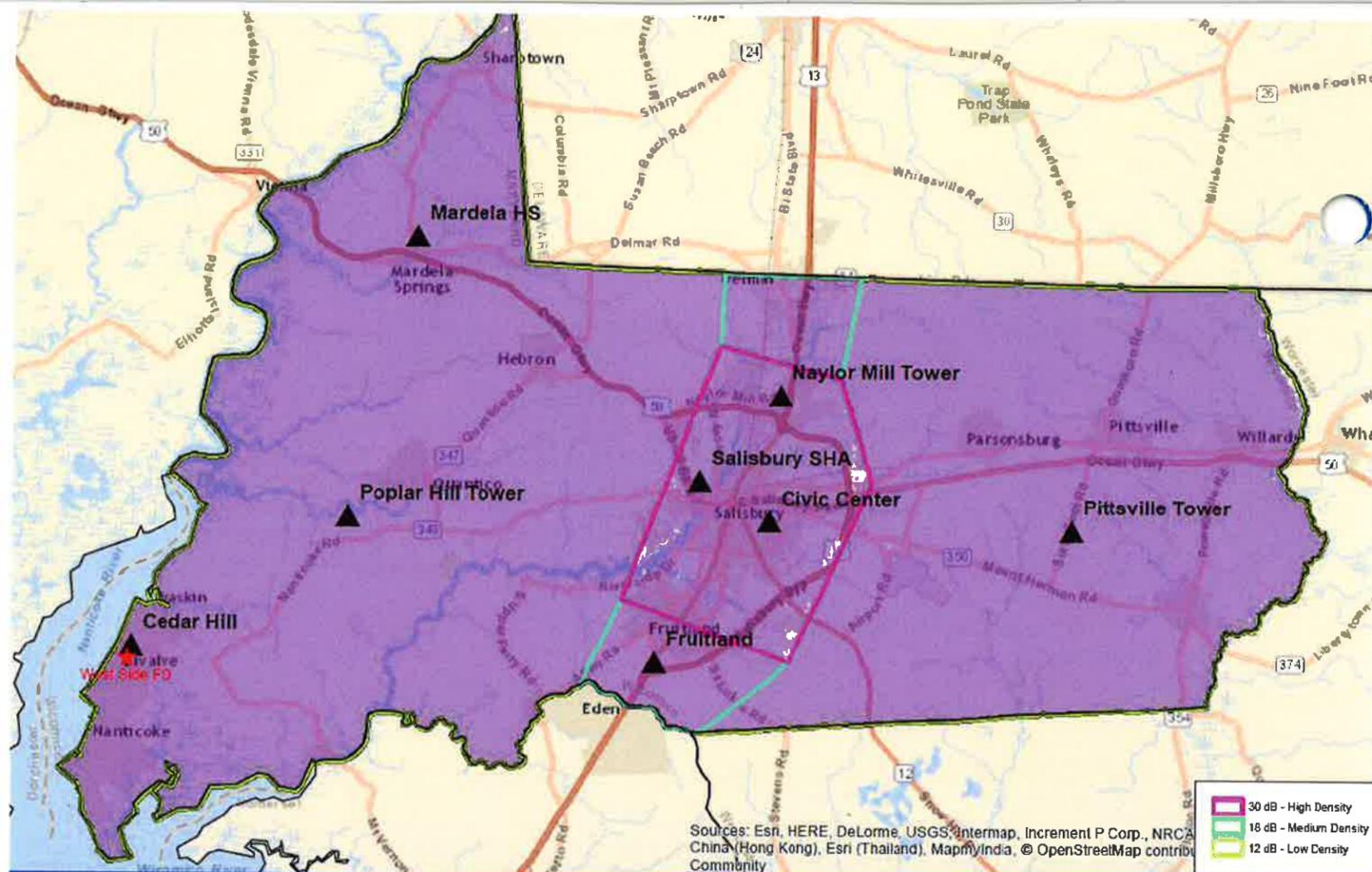


ADDITIONAL CHANNELS

Motorola designed the County infrastructure to accommodate the City of Salisbury. The City will be adding two channels to the Wicomico County radio sites. The combined system will be a 10 Channel (18 Talkpath) system. The City will have access to all channels which will more than triple the capacity of the current City system.

“ The coverage provided greatly exceeded our contract requirements; the Sheriff's Office has the capacity and features it needs for everyday operations and special operations such as SWAT calls and working the racetrack; volunteers were able to use their existing portable radio to the end of their useful life... ”

— DALE WAGONER, Henry County Deputy Administrator



After working with the Motorola Site Development team, we were quickly convinced that to protect the integrity of the system and build a top-notch communication system, it would be in our best interest to do a turnkey acquisition.

As a result, we have enjoyed two years of seamless coverage, no lightning strikes, and no power issues. I would highly recommend this approach to anyone buying a Motorola System.

D. TERRY HALL
Director of Communications, York County, VA

PUBLIC SAFETY RADIO COVERAGE

Coverage is the most important component for a public safety radio system. Today, the City operates a single radio site which provides coverage to all of Salisbury. Today, the current system lacks adequate in-building and on-street coverage in many areas of the City.

The County radio system was designed with a very high level of radio coverage to portable users operating in-buildings. There are a total of eight sites covering the County with four of the sites providing coverage in the Salisbury area. The radio sites are designed for simulcast which means all the sites activate at the same time immediately reaching users across the entire coverage area. This will greatly improve communications for City users. It will greatly benefit Salisbury PD by ensuring that critical communications get through thus improving officer safety and improving law enforcement activities for Salisbury's citizens.



LIFECYCLE AND MAINTENANCE SUPPORT

Motorola has included a one year warranty for the City's new radio system. The warranty will begin at the time of project acceptance or beneficial use. Based on the preliminary schedule, system acceptance is planned for late 2017.

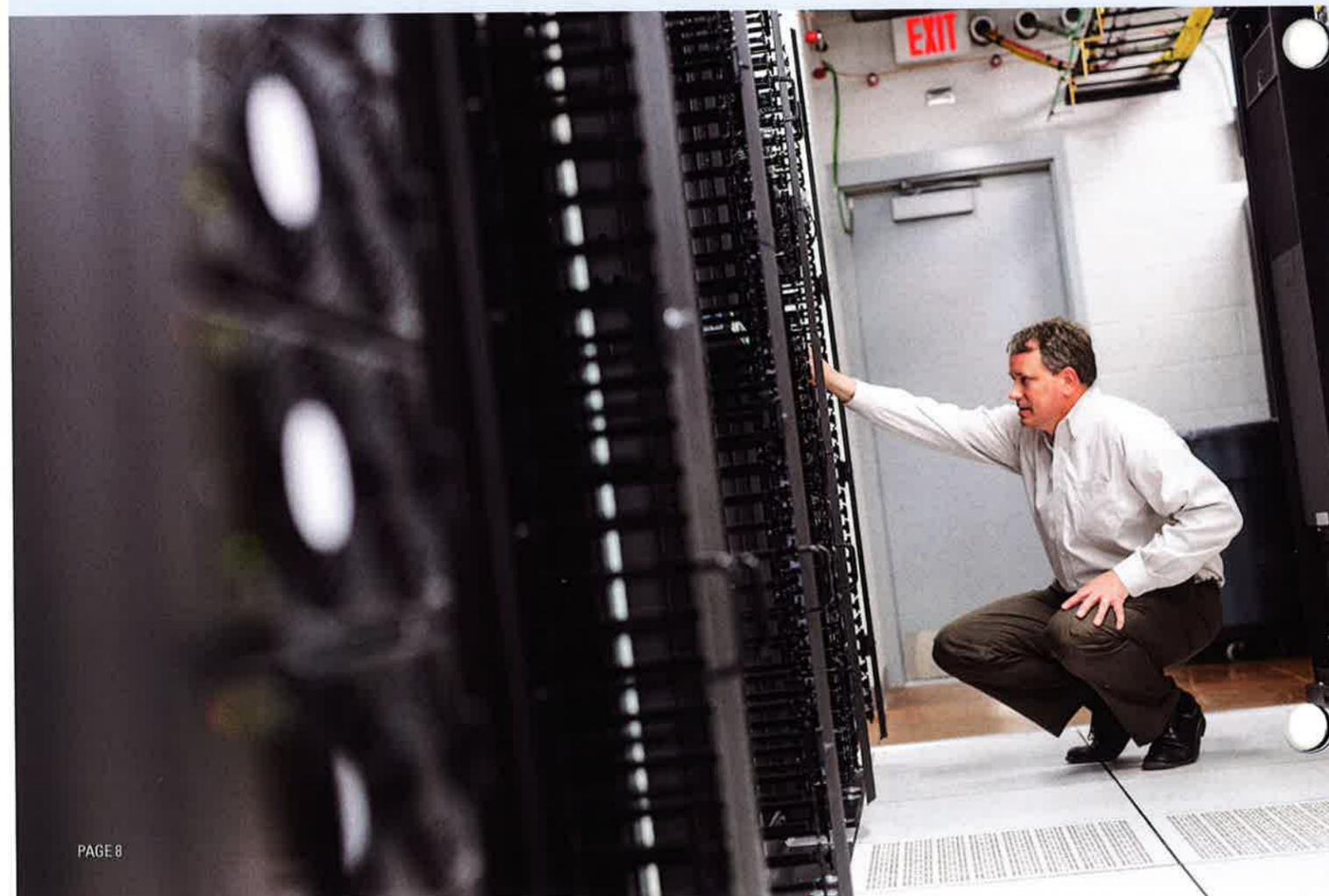
After the warranty period, the city will need to plan for lifecycle and maintenance services to support the system. The City's lifecycle services program will need to match the County's lifecycle plan since they are the same network. The City will be responsible for the Dispatch Consoles, subscriber radios and the channels that are being added to the County system.

The City's existing system is more of a hardware based, circuit switched network. The new system will be more similar to the City's IT network. And much like an IT network, you will want to ensure that you are receiving the most value for your investment by accessing all features of your ASTRO 25 system, as well as reinforcing the system's security posture. It is more critical than ever that the City's system is optimized and running the latest software to ensure the longevity of your technology investment.

Periodic, planned upgrades should be a part of the City's planning and budgeting when considering total cost of ownership over many years. This includes items like major platform software releases, security patches, servers and routers and other third party component upgrades.

Motorola has a complete program for lifecycle management called Software Maintenance Agreement (SMA). With the purchase of a new system, a large capital outlay or forklift type of upgrade can be avoided in the years to come through periodic upgrades that function like an operational expense. Motorola's SMA Service is a lifecycle plan that safeguards and enhances ASTRO 25 operations and system components through continuous, scheduled software updates. In order to help ensure the City can access all appropriate system and software features and enhancements; the SMA also includes software updates for all components of the system including embedded third party components, product programming software, as well as commercial operating system (OS) patch updates. In addition, Motorola integrates all third-party OEM updates and pre-tests and certifies functionality and compatibility, mitigating risk to your system operation. Just like your IT network, updating a P25 network is crucial. Regular updates can guarantee commercial software remains within the OEM support coverage and may provide operational enhancements for new and previously purchased features.

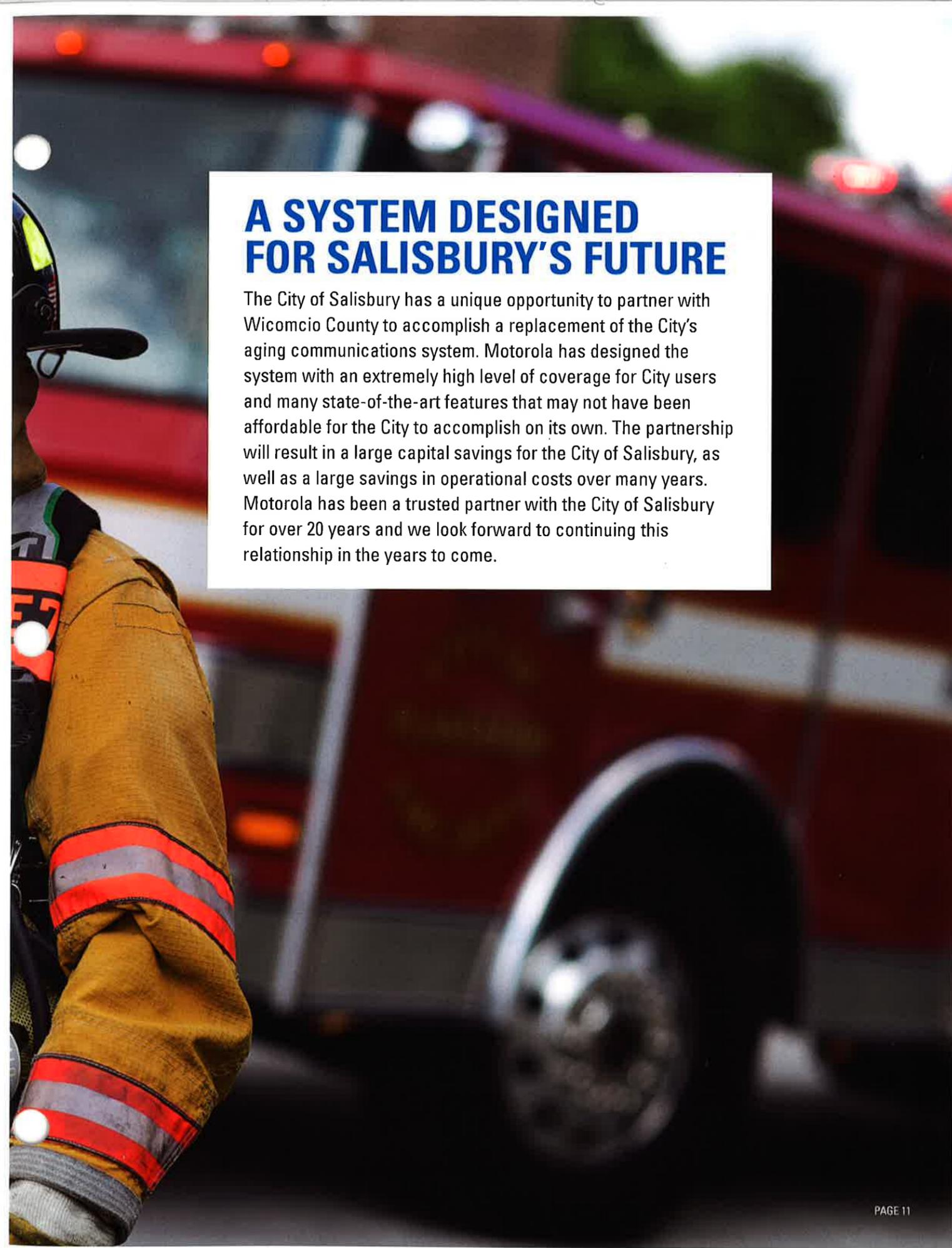
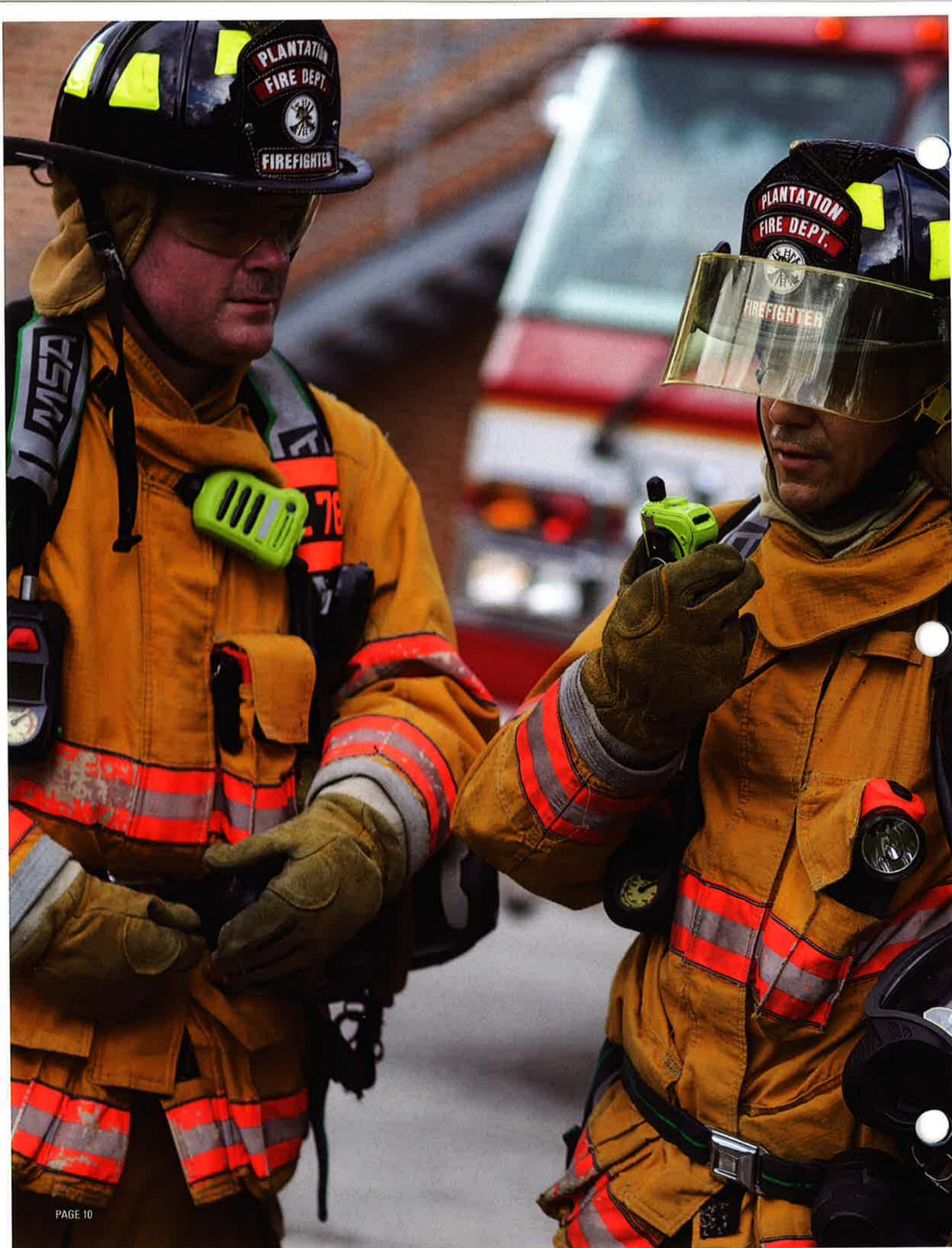
The cost for a mission critical system maintenance plan and a software maintenance agreement projected over five years has been included in Motorola's proposal.



Teltronic
////////////////

**Service Partner Teltronic, Inc.,
Salisbury, Maryland**

Teltronic of Salisbury is Motorola's fully authorized service center for ASTRO 25 systems. Together with Motorola's support, they will continue to provide services to the City of Salisbury with the same quality demonstrated over many years.



A SYSTEM DESIGNED FOR SALISBURY'S FUTURE

The City of Salisbury has a unique opportunity to partner with Wicomico County to accomplish a replacement of the City's aging communications system. Motorola has designed the system with an extremely high level of coverage for City users and many state-of-the-art features that may not have been affordable for the City to accomplish on its own. The partnership will result in a large capital savings for the City of Salisbury, as well as a large savings in operational costs over many years. Motorola has been a trusted partner with the City of Salisbury for over 20 years and we look forward to continuing this relationship in the years to come.

SAFER CITIES. THRIVING COMMUNITIES.



MOTOROLA SOLUTIONS

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ORDINANCE NO. 2404

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET ADMENDMENT OF THE FY2017 GENERAL FUND AND THE CAPITAL PROJECT FUND IN ORDER TO APPROPRIATE FUNDS FOR A RADIO COMMUNICATION SYSTEM.

WHEREAS, the City of Salisbury has been informed by Motorola that parts for the existing communication system will be difficult to procure; and

WHEREAS, the City of Salisbury has determined a new Radio Communication System is needed; and

WHEREAS, the City of Salisbury has an opportunity to piggy back with Wicomico County on the purchase of a new system; and

WHEREAS, the City of Salisbury has received a quotation from Motorola for a new Radio Communication System in the amount of \$1,432,838.13; and

WHEREAS, the City of Salisbury's projections conclude there is more than \$500,000 in budgeted salaries that will not be required due to unexpected vacancies; and

WHEREAS, the City of Salisbury has determined \$500,000 of the expected savings in Police Department Salaries should be used to fund part of the new Radio Communication System; and

WHEREAS, the City of Salisbury has determined an additional \$ 425,448.13 required to fund the new Radio Communication System should be funded using surplus.

WHEREAS, the City of Salisbury has determined the remainder of \$507,390 required to fund the new Radio Communication System should be funded using available bond proceeds; and

WHEREAS, this ordinance will authorize the temporary use of surplus until the reallocation can be completed by bond counsel.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT THE City's Fiscal Year 2017 General Fund Budget be amended as follows:

General Fund

- 1) Decrease Police Department by \$500,000
- 2) Increase Current Year Surplus (01000-469810) by 425,448.13
- 1) Increase Current Year Surplus (01000-469810) by 507,390
- 2) Increase Debt Service and Other Uses by \$ 1,432,838.13

General Capital Project Fund

- 1) Increase Transfer In - General Fund (98017-469313-48033) by \$ 1,432,838.13
- 2) Increase Capital Outlay - Radios (98117-577031-48033) by \$ 1,432,838.13

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

3
4 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
5 Salisbury held on this ____ day of _____ 2016, and thereafter, a statement of the substance of
6 the Ordinance having been published as required by law, was finally passed by the Council on the
7 ____ day of _____, 2016.

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11 **ATTEST:**

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13 _____
14 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

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17
18 APPROVED BY ME THIS ____ day of _____, 2016.

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20 _____
21 Jacob R. Day, Mayor
22