



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**June 10, 2019**

**Government Office Building**

**6:00 p.m.**

**Room 301**

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Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:02 p.m. CITY INVOCATION – Pastor Dana Stauffer, Fruitland Campus-Emmanuel Wesleyan Church

6:04 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

6:05 p.m. PROCLAMATION – LGBTQ Pride Month - presented by Mayor Jacob R. Day

6:10 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:12 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **May 6, 2019 Work Session Minutes**
- **May 13, 2019 Council Meeting Minutes**
- **May 20, 2019 Work Session Minutes**
- **Resolution No. 2950** – approving the appointment of Lisa Howard to the Sustainability Advisory Committee for term ending
- **Resolution No. 2951**- declaring that Brandon C. Brittingham Realtor, PC is eligible to receive Enterprise Zone benefits for property located at 107 Williamsport Circle, Salisbury, MD

6:16 p.m. RESOLUTIONS – City Administrator Julia Glanz

- **Resolution No. 2952** - to sign a memorandum of understanding with Salisbury University to allow the university to utilize portions of the Plant Street right-of-way to redevelop out of use industrial properties and to provide a safe multi-modal path to the student body and general public
- **Resolution No. 2953**- to adjust city street right of way by exchanging certain sections of land with 500 Riverside Realty, LLC near the intersection of Mill Street, Riverside Drive, Camden Avenue and West Carroll Street
- **Resolution No. 2954**- accepting a donation of three trolley style vehicles and spare parts from Tri-County Council, Shore Transit Division

- **Resolution No. 2955**- accepting a donation of ten fishing poles from Timothy Spies for use at the Adventure Camp at the Salisbury Zoo and other youth programs
- **Resolution No. 2956**- accepting donations from Salisbury Sunrise Rotary Foundation Inc. for the Housing and Community Development Department Neighborhood Walks/ Pop- up Bus Stops

6:26 p.m. FY20 BUDGET ORDINANCES- 2<sup>nd</sup> Reading – presented by City Attorney Mark Tilghman

- **Ordinance No. 2539**- 2<sup>nd</sup> reading- appropriating the necessary funds for the operation of the government and administration of the City of Salisbury for the period July 1, 2019 to June 30, 2020, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and Storm Water Funds
- **Ordinance No. 2540**- 2<sup>nd</sup> reading- to establish that there is no rate change for water and sewer rates. It is effective for all bills dated October 1, 2019 and thereafter unless and until subsequently revised or changed.
- **Ordinance No. 2541**- 2<sup>nd</sup> reading- to set fees for FY2020 and thereafter unless and until subsequently revised or changed

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

- **Ordinance No. 2544**- 2<sup>nd</sup> reading- approving an amendment of the City’s Capital Project Fund Budget to reallocate funding for the Riverside Circle Project
- **Ordinance No. 2545**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2019 General fund to appropriate additional funds for electricity for Street Lighting
- **Ordinance No. 2546**- 1<sup>st</sup> reading- to amend the Salisbury Municipal Code by adding a new Section, Chapter 5.68 concerning Hotel Licensing and Inspection
- **Ordinance No. 2547**- 1<sup>st</sup> reading- creating bicycle facilities on South Boulevard, Carroll Avenue, West Market Street, North Park Drive, South Park Drive, Northwood Drive, Middle Neck Drive and College Avenue in accordance with the Maryland Manual on Uniform Traffic Control Devices, Chapter 9, and as designated by the 2017 Salisbury Bicycle Network Plan

7:10 p.m. AWARD OF BIDS – presented by Procurement Director Jennifer Miller

- ITB 19-123, Riverside Roundabout Construction
- ITB 19-126, Three (3) Ford Police Utility Vehicles
- ITB A-19-111, Body-Worn Cameras and Fleet Cameras (multi-year, renewable contract)
- RFP 19-102, Auditing Services (multi-year, renewable contract)

7:20 p.m. PUBLIC COMMENTS

7:30 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305– City/County Government Office Building, 410-548-3140 or on the City's website [www.salisbury.md](http://www.salisbury.md). City Council meetings are conducted in open session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

**NEXT COUNCIL MEETING – JULY 8, 2019**  
**(June 24, 2019 Meeting has been canceled)**

- **Ordinance No. 2546**- 2<sup>nd</sup> reading- to amend the Salisbury Municipal Code by adding a new Section, Chapter 5.68 concerning Hotel Licensing and Inspection
- **Ordinance No. 2547**- 2<sup>nd</sup> reading- creating bicycle facilities on South Boulevard, Carroll Avenue, West Market Street, North Park Drive, South Park Drive, Northwood Drive, Middle Neck Drive and College Avenue in accordance with the Maryland Manual on Uniform Traffic Control Devices, Chapter 9, and as designated by the 2017 Salisbury Bicycle Network Plan
- Ord. No. \_\_ - 1<sup>st</sup> reading - approving a budget amendment to appropriate 2019 Community Legacy funds awarded for the NFF– amphitheater, Phase 2 Project

Posted: 6-6-19

1 CITY OF SALISBURY  
2 WORK SESSION  
3 MAY 6, 2019  
4

5 Public Officials Present  
6

7 Council President John R. “Jack” Heath  
8 (teleconferenced)  
9 Councilwoman Angela M. Blake

Mayor Jacob R. Day  
Council Vice-President Muir Boda  
Councilwoman April Jackson

10 Public Officials Not Present

11 Councilman James Ireton, Jr.

12 In Attendance  
13

14 City Administrator Julia Glanz, Department of Infrastructure and Development (DID) Director  
15 Amanda Pollack, Project Specialist Will White, Building Official William Holland, City Clerk Kim  
16 Nichols, City Attorney Mark Tilghman, and interested citizens.  
17 -----

18 On May 6, 2019 Salisbury City Council convened in Work Session at 4:30 p.m. in Council  
19 Chambers, Room 301 of the Government Office Building. The following is a synopsis of the topics  
20 discussed in the Work Session.  
21

22 **Eastern Shore Drive Task Force 4/4/19 Meeting Recap**  
23

24 DID Director Amanda Pollack reported DID had worked with Hord Coplan Macht (HCM) to create  
25 the vision plan for Eastern Shore Drive, and had provided three public presentations on the  
26 following dates: April 4, 2019, April 23, 2019, and April 30, 2019.  
27

28 Project Specialist Will White explained the countrywide desire for Complete Streets and Eastern  
29 Shore Drive presented an underutilized development opportunity. He presented the PPT titled, “A  
30 Vision Plan for Eastern Shore Drive, Salisbury, MD, ” attached as part of the minutes.  
31

32 Ms. Pollack said most of the public comments received on April 4, 2019 involved concern for the  
33 impact on the businesses, whether the road could accommodate the traffic and if it could be driven  
34 on. The responses received from the MPO Technical Advisory Committee and the Public Works  
35 and Safety Round Table on April 23, 2019 were very favorable. Mr. White noted traffic studies  
36 determined the street was over designed and underutilized for its capacity, had a lot of wasted  
37 asphalt to be maintained with impervious surfaces flushing into the river.  
38

39 Mr. Boda asked about funding. Ms. Pollack said that DID would apply for grants and move forward  
40 in small increments. Mr. White said the agencies including the DNR (for trees), Storm Water grants,  
41 MD Bikeways, and Transportation Alternatives Program for street reconfiguration. More than a  
42 million dollars would be saved by using the median and existing curb lines.  
43

44 Mr. Boda asked about stormwater infrastructure. Ms. Pollack said the street was crowned with inlets  
45 on the side with storm drainpipes. They would direct drainage towards the center bio retention areas



46 and stormwater features to overflow out to the side pipes, leaving the curb line untouched except for  
47 in the case of major changes such as roundabouts.

48  
49 The presentation was for informational purposes only at this time.  
50

51 **Schumaker Lane Lot 1 Annexation**

52  
53 Building Official Bill Holland presented the annexation request of .40-acres on the westerly side of  
54 Schumaker Lane. The request included no concept development plan since it would become part of  
55 lots 37 through 39 of Greystone subdivision, which has preliminary Planning approval. The request  
56 would go before Planning to approve its zoning the same as the contiguous property.  
57

58 Council reached unanimous consensus for the annexation to proceed.  
59

60 **Resolution to approve a service and equipment lease agreement between the City of Salisbury**  
61 **and the Wicomico County Board of Elections**

62  
63 City Clerk Kim Nichols explained that prior to each election the City approves a lease with the  
64 County Board of Elections to outline the responsibilities regarding the equipment, voting units,  
65 memory sticks, poll books, and the Board of Elections employee compensation.  
66

67 Council reached unanimous consensus to advance the lease to the next consent agenda.  
68

69 **Lot 16 Surplus and Assignment**

70  
71 City Attorney Mark Tilghman explained Lot 16 went out to bid some time ago and had been  
72 surplussed. The City initially planned to keep the area in question. The winning bid needed a piece  
73 of the in order to construct a building on the property, and agreed to fix the access from the bridge  
74 to the Riverwalk. This would not have to go out to bid, as it was essentially a parcel swap.  
75 President Heath asked for any issues with the footbridge going into or ending at the property. Mr.  
76 Tilghman indicated DID had approved it to tie in directly with the Riverwalk.  
77

78 Council reached unanimous consensus to advance the legislation to legislative agenda once they  
79 reviewed the concept plan.  
80

81 **Budget Amendment for Legal Services**

82  
83 Mr. Tilghman indicated the estimated shortfall in legal services was approximately \$89,515.04. The  
84 legal fees contributing to the Company #1 suit totaled approximately \$70,000 thus far.  
85

86 Council reached unanimous consensus to advance the budget amendment to legislative agenda.  
87

88 **Adjournment**

89  
90 With nothing further to discuss, the Work Session adjourned at 5:03 p.m.  
91

92 \_\_\_\_\_  
93 City Clerk  
94

95 \_\_\_\_\_  
96 Council President





A Vision Plan for  
**Eastern Shore Drive**  
Salisbury, MD

April 4, 2019



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# ABOUT HCM

Hord Coplan Macht has offices in Denver, Baltimore and DC Metro with over **280** talented architects, landscape architects, planners and interior designers.

We have award-winning projects in:

- multifamily / mixed-use
- senior housing
- healthcare
- education
- historic preservation
- commercial office
- landscape architecture
- planning
- interior design



METRO  
DC



DENVER  
CO



BALTIMORE  
MD

# AGENDA

01 Why Eastern Shore Drive

02 Context

03 Precinct Analysis

04 Vision Plan

05 Questions



An aerial photograph of a city street grid, showing a mix of residential and commercial buildings, trees, and parking lots. The image is in grayscale, except for the large blue text overlay in the center. The text reads "01 WHY EASTERN SHORE DRIVE ?".

# 01 WHY EASTERN SHORE DRIVE ?



# EASTERN SHORE DRIVE

Desire for Complete Streets

Less Disruptive Conversion

Underutilized Opportunity



EASTERN SHORE DRIVE, Salisbury, MD



# BENEFITS OF STREETS

Offer Balanced Mobility

Environmental & Health

Placemaking/Public Realm



SOUTH STREET, Philadelphia, PA



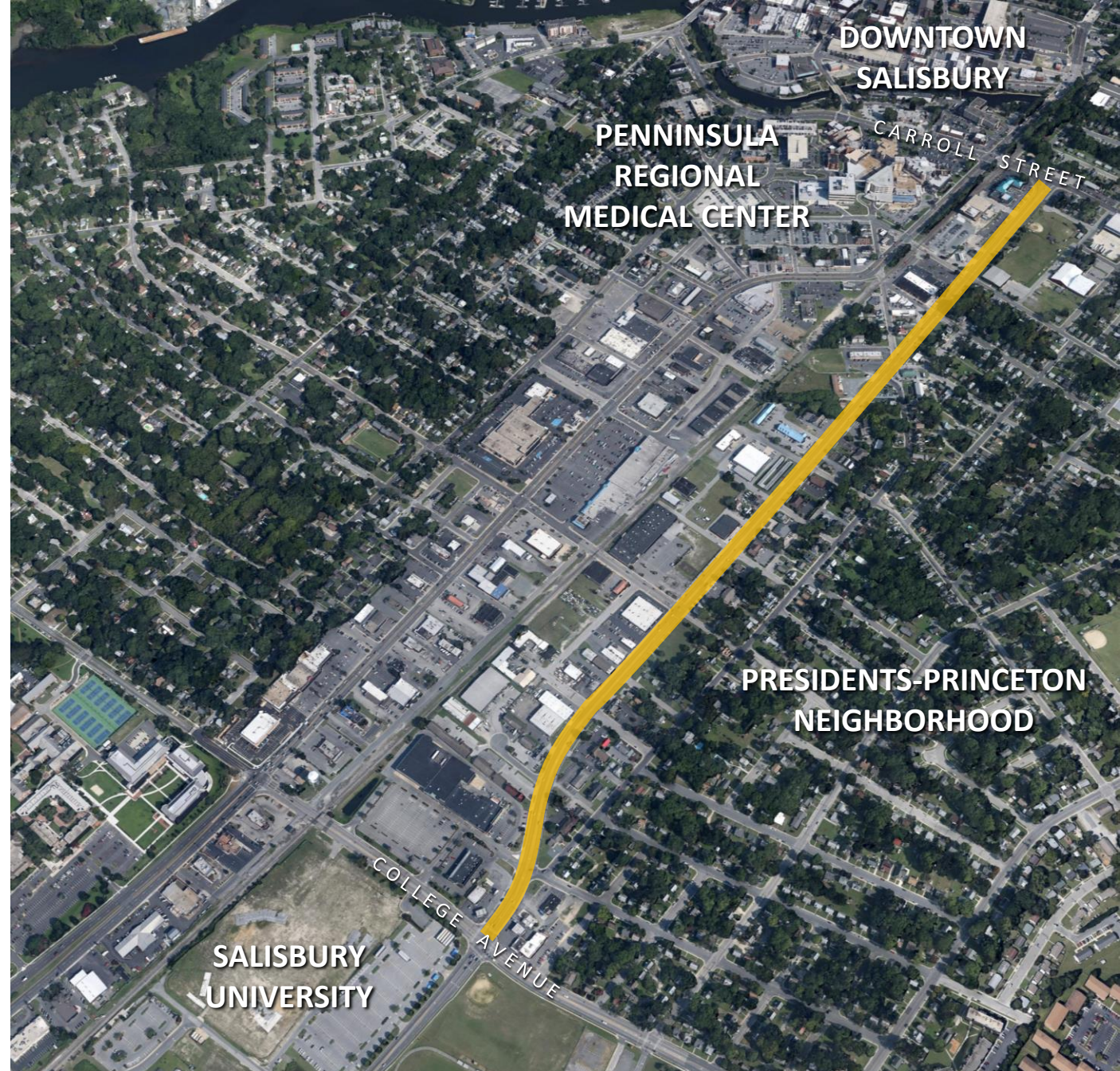


# 02 CONTEXT

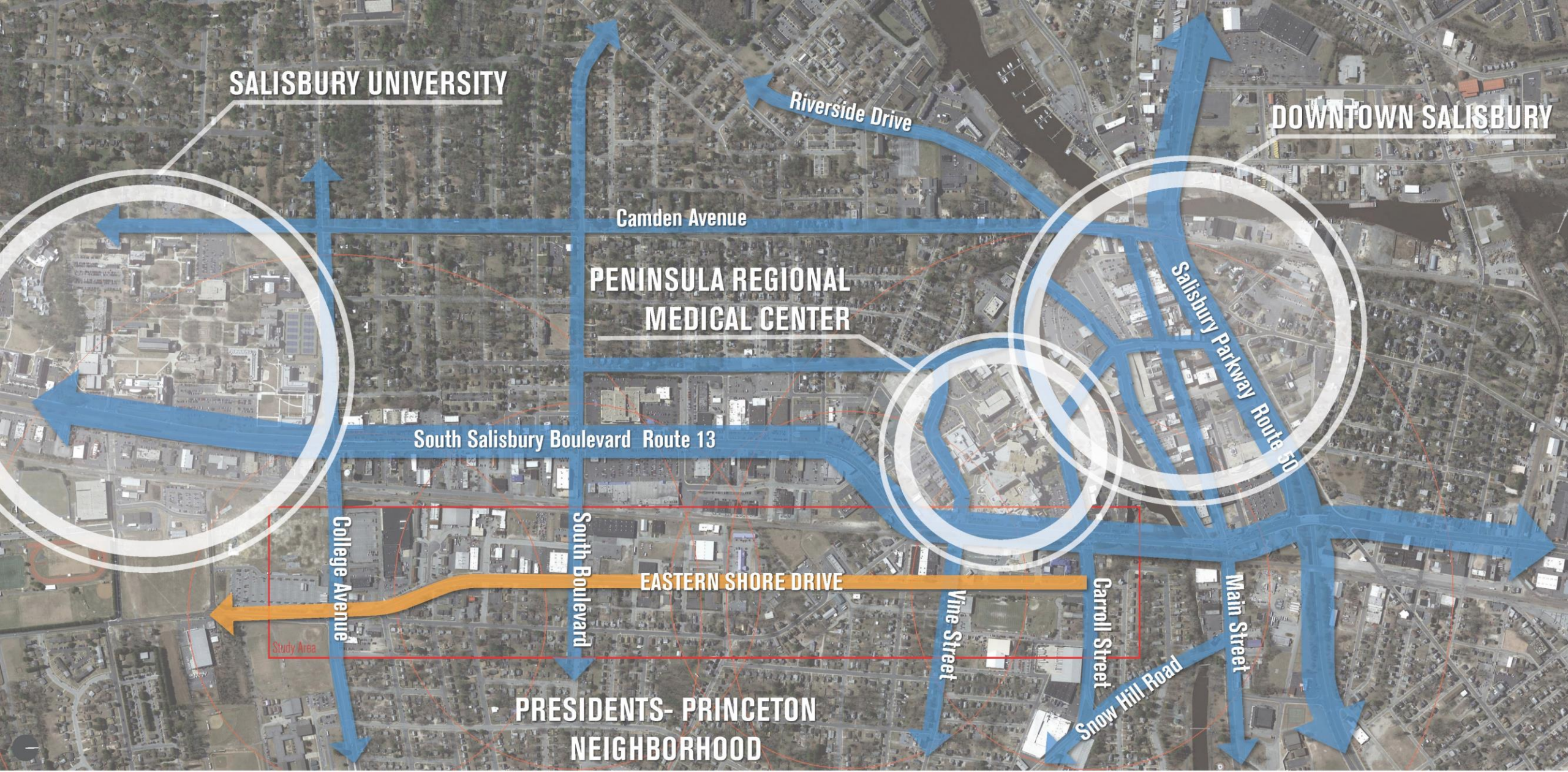


# STUDY AREA

- Length: +/- 1 Mile
- Width: 60' in an 80' ROW
- Topography: Relatively Flat
- Land Use: Predominantly Non-Residential









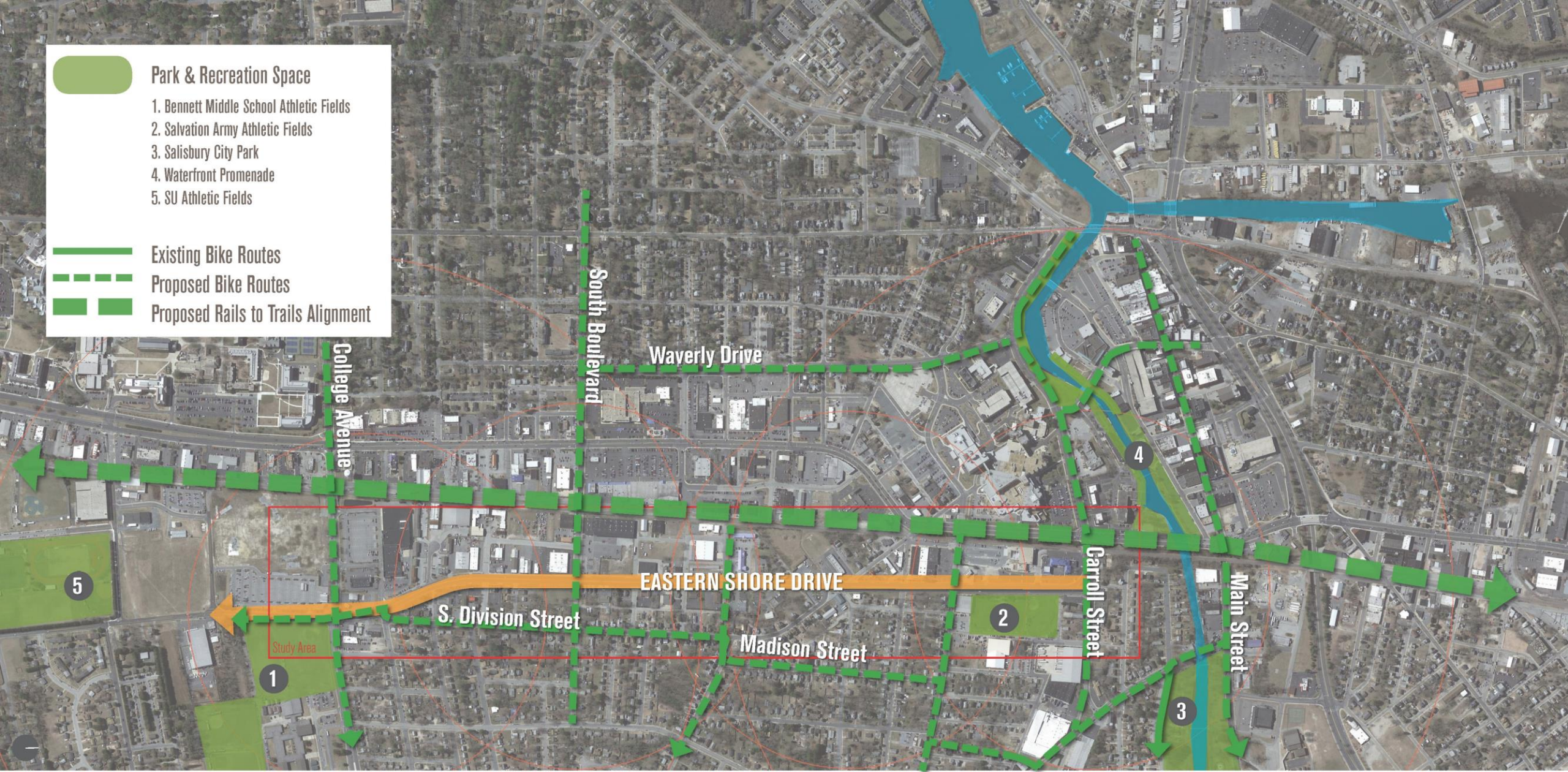
**Park & Recreation Space**

1. Bennett Middle School Athletic Fields
2. Salvation Army Athletic Fields
3. Salisbury City Park
4. Waterfront Promenade
5. SU Athletic Fields

**Existing Bike Routes**

**Proposed Bike Routes**

**Proposed Rails to Trails Alignment**



# OPEN SPACE & BIKE NETWORK

EASTERN SHORE DRIVE VISION PLAN

03.21.19



hord | coplan | macht





### CIRCULATION OBSERVATIONS:

- Good street connection east of Eastern Shore Drive
- Rail line limits access to Route 13
- 4 major intersections



College Ave + Eastern Shore Dr



South Blvd + Eastern Shore Dr



Vine Street

## ANALYSIS: CIRCULATION

EASTERN SHORE DRIVE VISION PLAN

03.21.19





# 03 PRECINCT ANALYSIS





COLLEGE GATEWAY

SOUTH + SHORE

DiMoWa

CARROLL GATEWAY



[A] COLLEGE GATEWAY



[B] SOUTH + SHORE PLAZA



[C] DiMoWa GREEN



[D] CARROLL GATEWAY





**COLLEGE GATEWAY**

SOUTH + SHORE

DiMoWa

CARROLL GATEWAY

OBSERVATIONS:

- Suburban retail setting
- Vibrant shops adjacent to the University
- Wedges of open spaces along curved roadway

OPPORTUNITIES:

- Town-Gown infill placemaking
- Pocket-parks or gateway signs along curved roadway



1. Retail



2. College Ave + Eastern Shore Drive



3. Retail Center (College Square)





### OBSERVATIONS:

- Rational block network with side streets
- Light Industrial with office, service and retail along corridor
- Vacant and large properties

### OPPORTUNITIES:

- Mixed-use infill redevelopment
- South and Eastern Shore- visible intersection







COLLEGE GATEWAY

SOUTH + SHORE

DiMoWa

Division-Monroe-Washington

CARROLL GATEWAY

OBSERVATIONS:

- Eclectic land uses: bakery, motorcycle repair, produce market, multifamily
- Unique triangular street grid pattern
- Irregular and small properties
- Elements of a traditional commercial street

OPPORTUNITIES:

- Celebrate quirkiness-reknit traditional street fabric through placemaking
- Re-establish former street fabric



1. Multifamily



2. Market (Harris' Market)



3. Retail

PRECINCT ANALYSIS

EASTERN SHORE DRIVE VISION PLAN

03.21.19



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COLLEGE GATEWAY

SOUTH + SHORE

DiMoWa

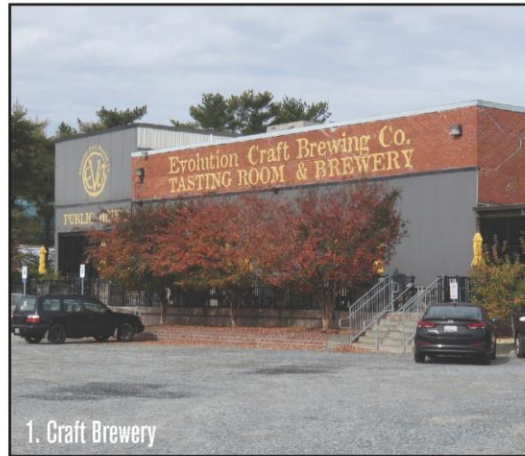
CARROLL GATEWAY

OBSERVATIONS:

- Large blocks- institutional feel
- Proximity to hospital and medical offices
- Terminates on Carroll Street

OPPORTUNITIES:

- Northern gateway
- Fitness and wellness themed open space linking recreation and healthcare land uses







# 03 VISION PLAN

# VISION

Eastern Shore Drive will be transformed into a distinctive street serving the surrounding neighborhoods.

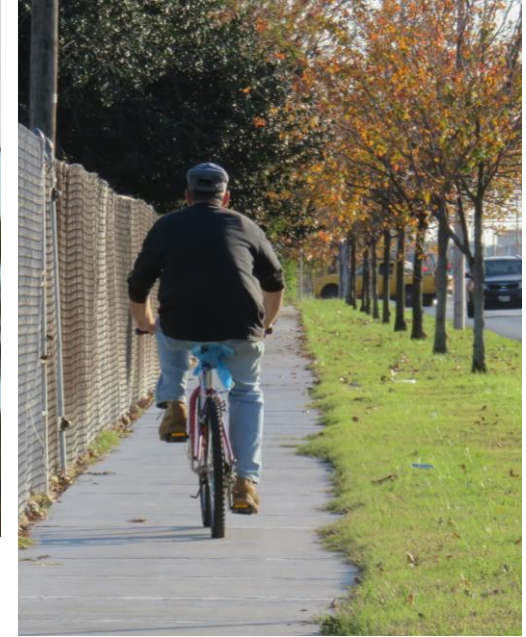
The new Eastern Shore Drive will be a model for walkability, biking and rainwater management.





# Elements

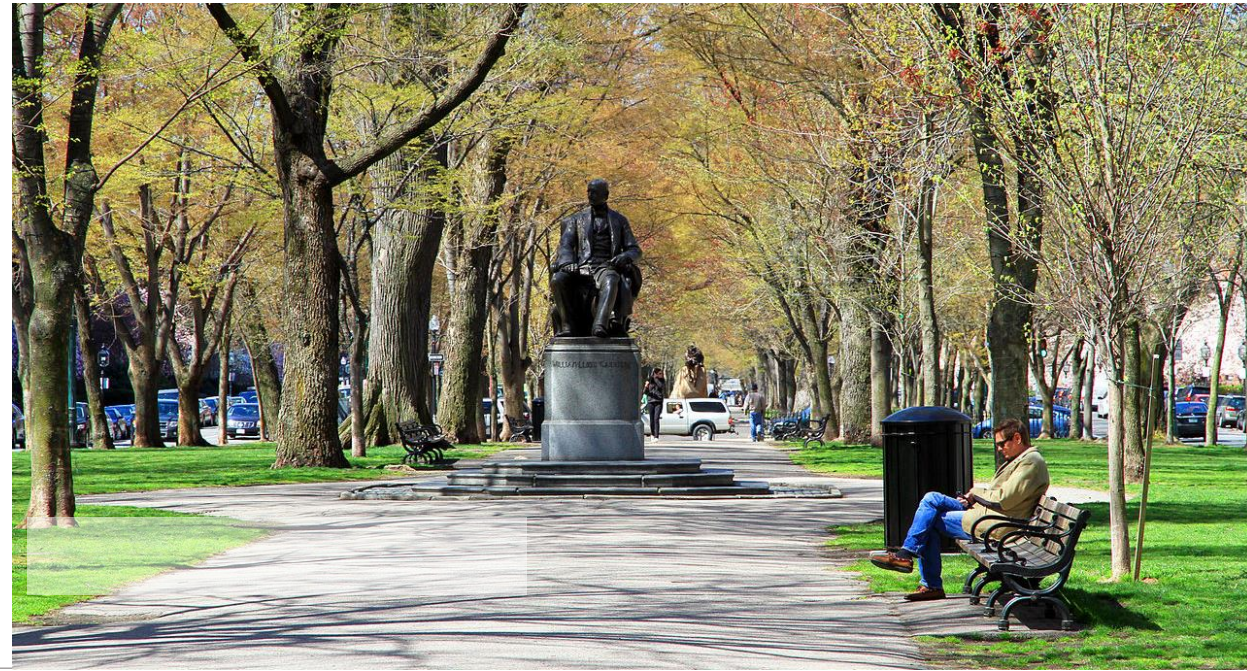
- Useable Median
- Safe Bikeway
- Pedestrian Amenities
- Address Rainwater
- Landscape Enhancements





# PRECEDENT

Commonwealth Avenue  
*Boston, MA*





# PRECEDENT

Allen Street Bikeway  
New York, NY





# PRECEDENT

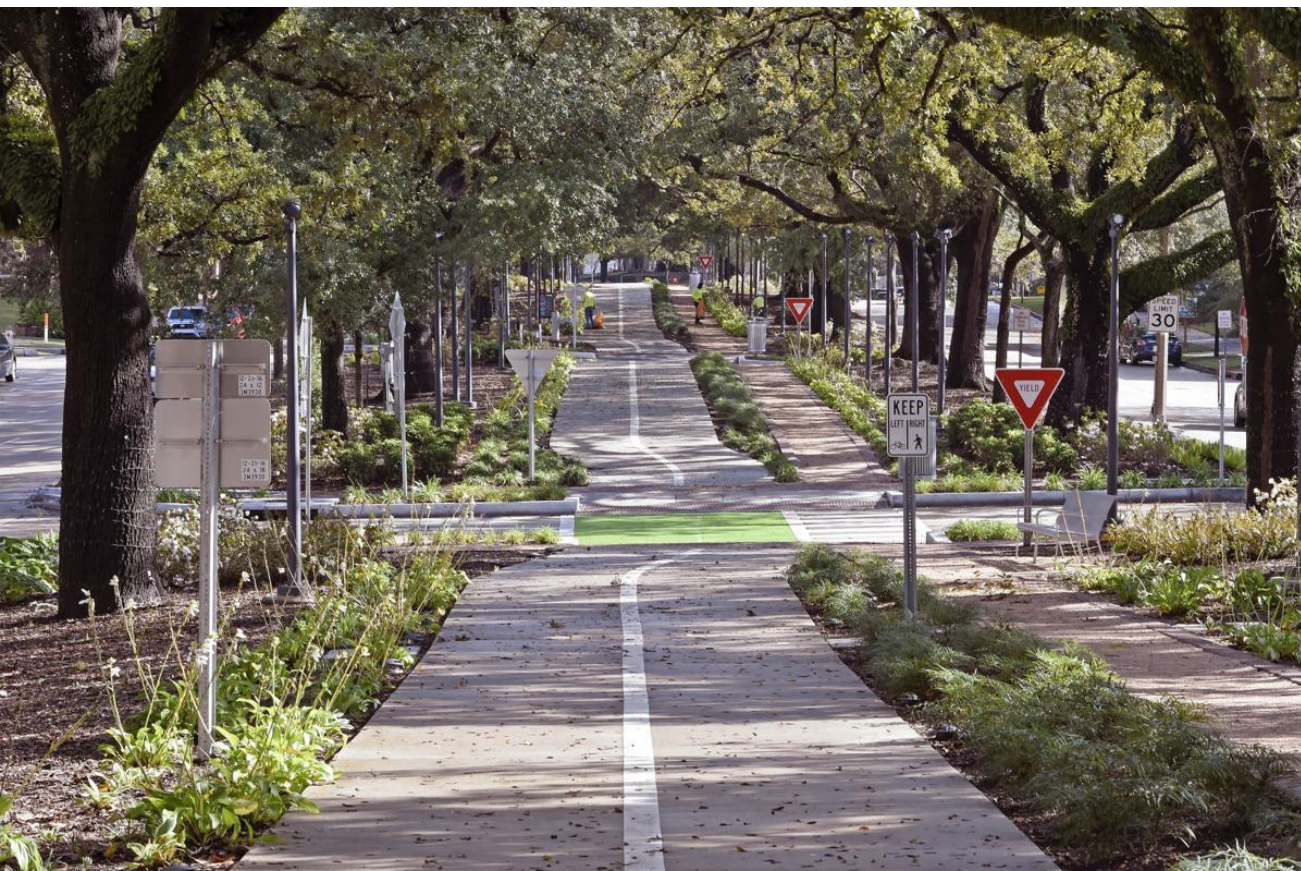
Indianapolis Cultural Trail  
*Indianapolis, IN*





# PRECEDENT

North Boulevard Promenade  
*Baton Rouge, LA*





# PRECEDENT

## Street Proportions

### PRECEDENT STREET PROPORTIONS

<i>Street</i>	<i>Building Face-to-Face</i>	<i>ROW</i>	<i>Cartway Lanes</i>	<i>Median</i>	<i>Sidewalks</i>	<i>Median to ROW Ratio</i>	<i>Cartway to ROW Ratio</i>
Commonwealth Avenue	230	200	70	100	30	0.50	0.35
Allen Street Bikeway	135	135	60	50	26	0.37	0.44
Indianapolis Cultural Trail	70	70	24	24	22	0.34	0.34
North Boulevard	190	160	70	66	30	0.41	0.44

### EASTERN SHORE DRIVE PROPORTIONS

<i>Street</i>	<i>Building Face-to-Face</i>	<i>ROW</i>	<i>Cartway Lanes</i>	<i>Median</i>	<i>Sidewalks</i>	<i>Median to ROW Ratio</i>	<i>Cartway to ROW Ratio</i>
Eastern Shore Drive [EXISTING]	110	80	60	0	20	0	0.75
Eastern Shore Drive [PROPOSED]	110	80	22	38	20	0.48	0.28

# GOALS

Pedestrian and Bicycle Priority

Promote a Healthy Lifestyle



Link Neighborhoods

Strengthen Place

Create Opportunities

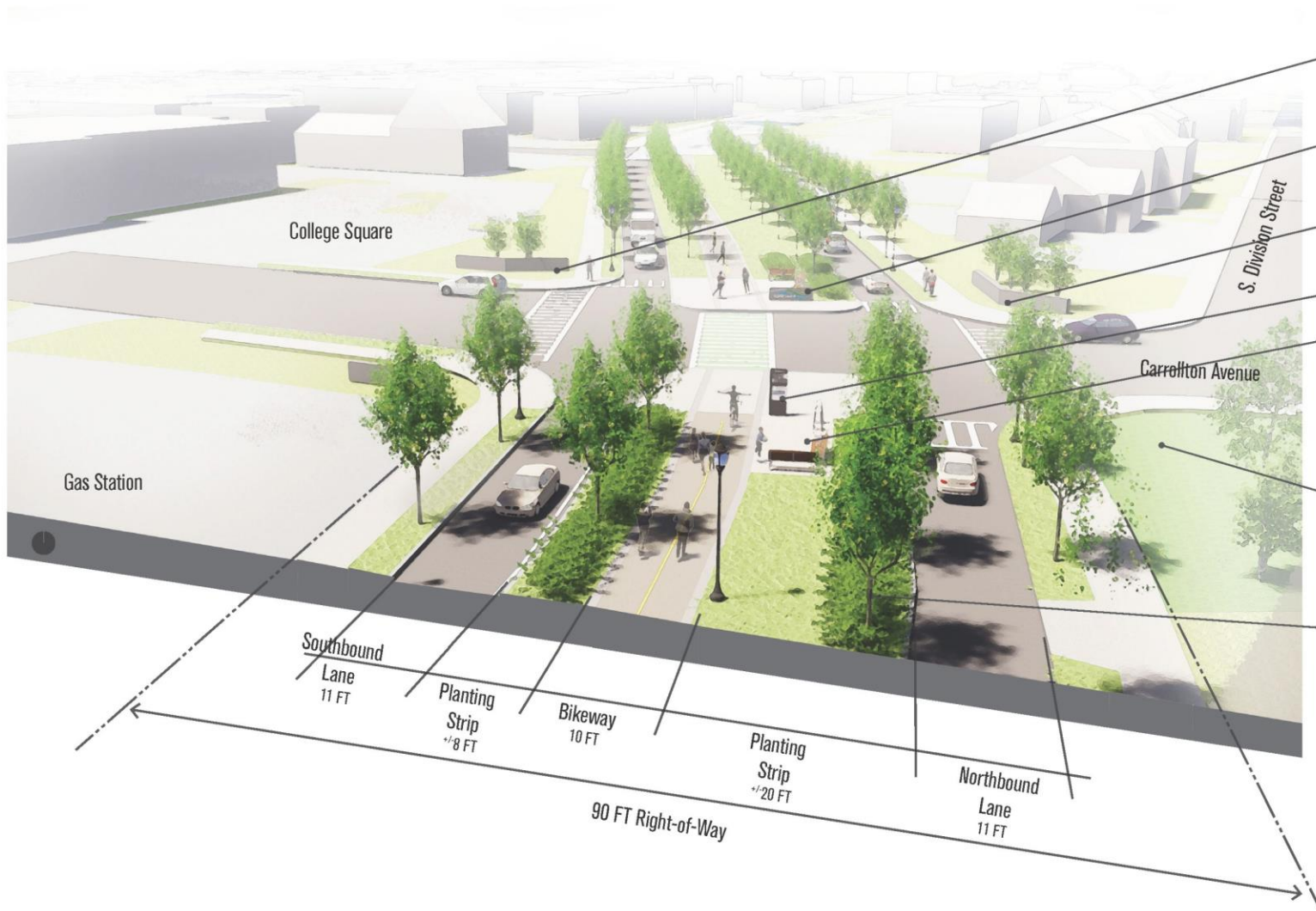




- Potential College Square Monument Sign
- Seating and Bike Racks
- Greenway Monument Sign
- Wayfinding / Info Sign
- Potential Neighborhood Gateway Signage
- Bioretention Planting (SWM)
- Potential Neighborhood Park
- Bikeway Gateway Monument Sign







Potential College Square Monument Sign

Greenway Monument Sign

Potential Neighborhood Monument Sign

Wayfinding / Info Sign

Seating, Bike Racks & Bike Repair Station

Potential Neighborhood Park

Bioretention Planting (SWM)







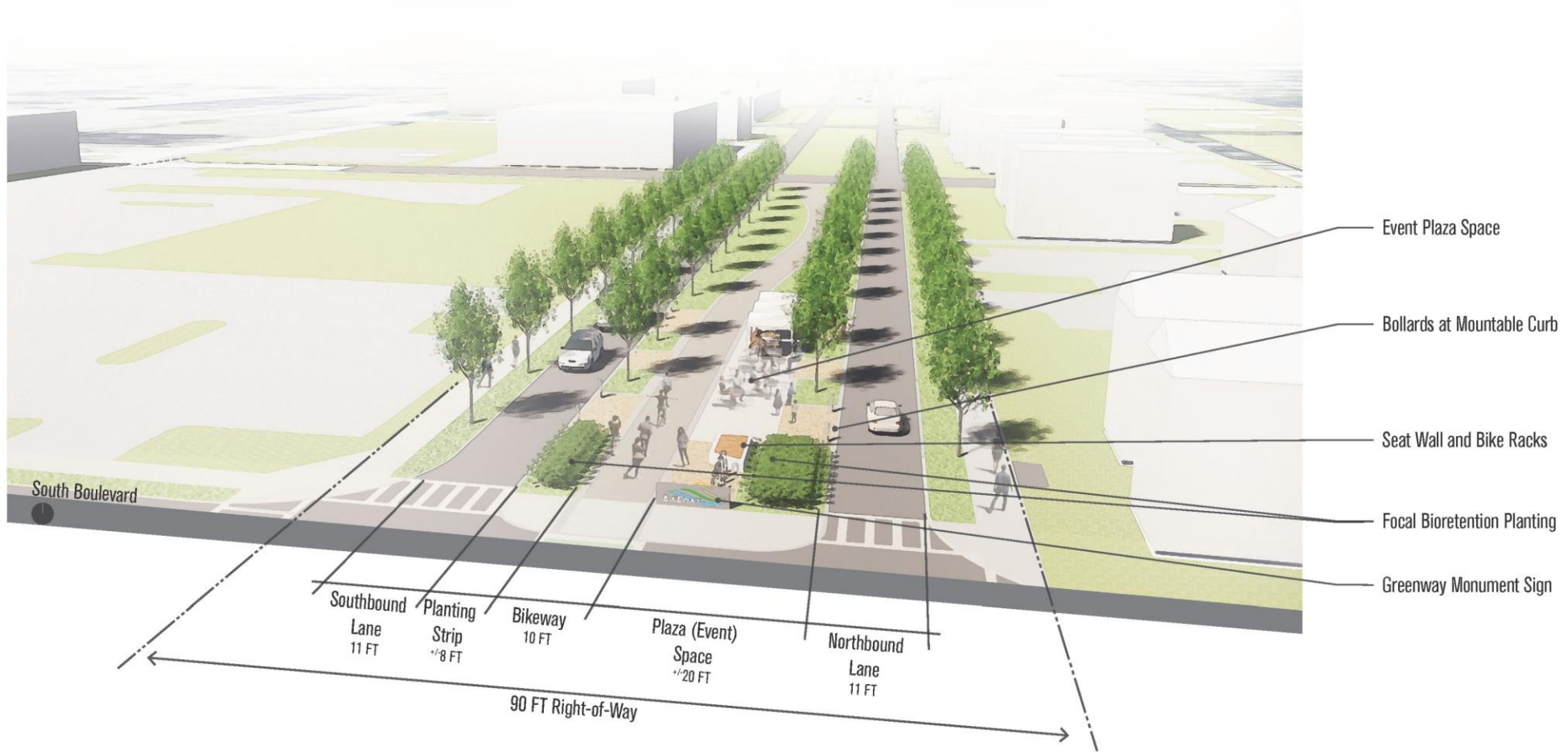
- Wayfinding / Info Sign
- Focal Bioretention Facility (SWM)
- Greenway Monument Sign
- Bollards at Mountable Curb (access for trucks & vendors)
- Bike Rack and Seat Wall
- Event Plaza Space
- Seat Wall or Storage Shed (for flexible furniture)



**[B] SOUTH + SHORE PLAZA**  
**EASTERN SHORE DRIVE VISION PLAN**  
 03.21.19



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# [B] SOUTH + SHORE PLAZA

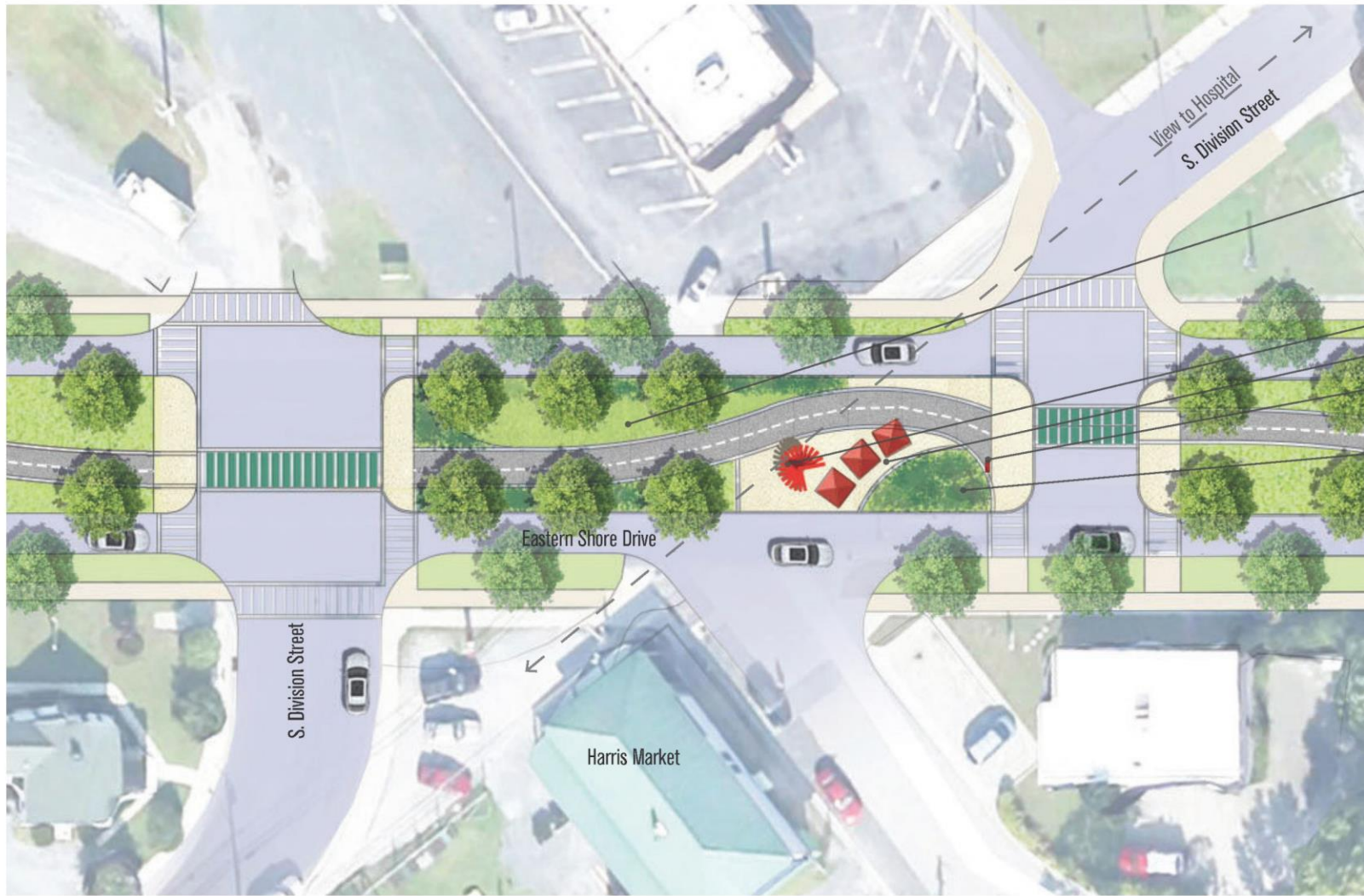
EASTERN SHORE DRIVE VISION PLAN

03.21.19



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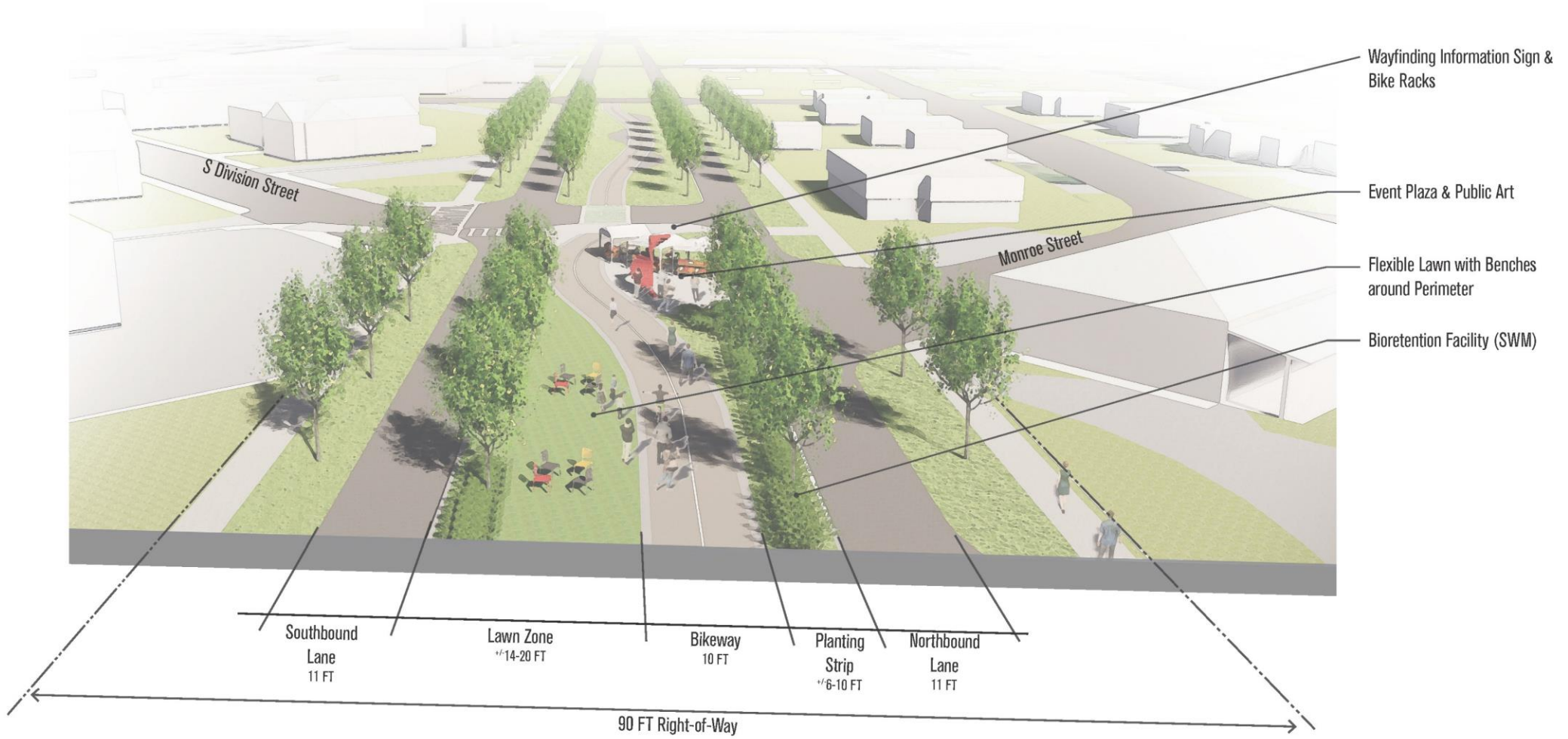
- Flexible Lawn with Benches around Perimeter
- Public Art
- Event Plaza Space
- Wayfinding / Info Sign & Bike Racks
- Bioretention Facility (SWM)



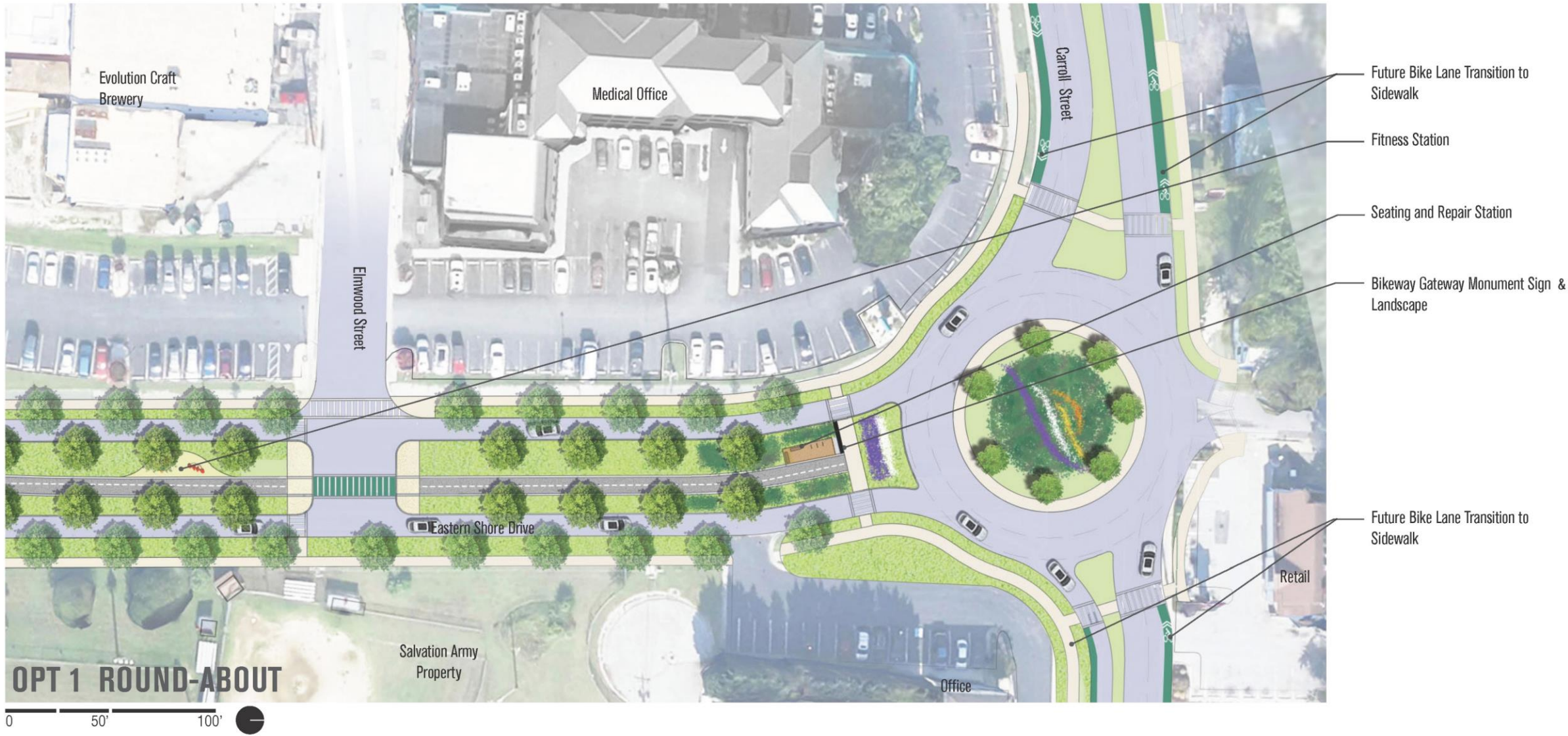
Lawn Precedent











**[C] CARROLL GATEWAY**  
**EASTERN SHORE DRIVE VISION PLAN**  
 03.21.19







Potential Pocket Park & Memorial Garden

Wayfinding Information Sign & Seating and Repair Station

Fitness Station

Retail

**OPT 2 'T' INTERSECTION**







# Questions



Salisbury  
MARYLAND

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1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**MAY 13, 2019**

4  
5 **PUBLIC OFFICIALS PRESENT**

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

*Mayor Jacob R. Day*  
*Councilwoman Angela M. Blake*  
*Councilwoman April Jackson*

10  
11 **IN ATTENDANCE**

12  
13 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Zoo Director Ralph*  
14 *Piland, Department of Infrastructure and Development Director Amanda Pollack, Procurement*  
15 *Director Jennifer Miller, Finance Director Keith Cordrey, Business Development Director*  
16 *Laura Soper, Fire Chief John Tull, Deputy Chiefs Darrin Scott and James Gladwell, EMS*  
17 *Captain Chris Truitt, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested*  
18 *citizens.*

19 \*\*\*\*\*

20 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

21  
22 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*  
23 *John R. Heath called the meeting to order, followed by the Pledge of Allegiance to the flag of the*  
24 *United States of America after calling for a moment of silent meditation.*

25  
26 **PRESENTATIONS**

- 27  
28 • **EMS Week Proclamation** – *Mayor Jacob R. Day presented the Emergency Medical*  
29 *Services (EMS) Week proclamation to proclaim the week of May 19 - May 25, 2019 as*  
30 *Emergency Medical Services Week in the City with the theme “EMS Strong, Beyond the*  
31 *Call” and encouraged the community to observe the week with appropriate programs,*  
32 *ceremonies and activities.*

33  
34 *EMS Captain Chris Truitt accepted the proclamation on behalf of the Fire Department.*  
35 *Chief John Tull reported on Fire Department statistics and the remarkable work the*  
36 *technicians are doing. The SWIFT Program has helped reduce the number of*  
37 *frequent, 9-1-1 users who call for non-emergency transport by 30%. The Fire*  
38 *Department is the first in the area to have certified, EMS bicycles.*

- 39  
40 • **Safe Boating Proclamation** – *Mayor Day presented the proclamation, accepted by*  
41 *Coast Guard Commander Nick Bernstein, Flotilla Command, Salisbury Unit 1201, to*  
42 *proclaim May 18 – May 24, 2019 as National Safe Boating Week in the City of*  
43 *Salisbury. Mayor Day encouraged all boaters to practice safe boating habits and to*  
44 *wear a life jacket at all times while enjoying the beautiful Wicomico River.*

- 45  
46 • **Maternal Mental Health Awareness Day** – *Mayor Day presented the proclamation,*



47 *accepted by Meisha Shockley, to proclaim May 2019 as Maternal Mental Health*  
48 *Awareness Month in the City of Salisbury. Since 10% and 20% of new and expected*  
49 *mothers are affected by depression and mood disorders, Mayor Day encouraged*  
50 *collaboration with local, state and national coalitions, organizations, and agencies that*  
51 *are immensely informed on and devoted to this to facilitate increased awareness and*  
52 *education about perinatal depression.*

53  
54 *Ms. Shockley discussed the Shore Grace Family Wellness, established to help nurture*  
55 *and strengthen families on the Eastern Shore as they transition into life with new babies.*

- 56  
57 • ***Public service presentation*** – *Pierre Medina, President of Haitian Association, joined*  
58 *Council at the podium to discuss the 2020 Census to ensure its success. A program to*  
59 *teach Haitian leaders the importance of being counted in the 2020 Census would begin*  
60 *on May 14, 2019 at Wicomico Presbyterian Church, located at 225 North Division*  
61 *Street in Salisbury. The program, directed by specialists from the US Department of*  
62 *Commerce Census Bureau, would ensure the Haitian population that participation was*  
63 *nothing to fear and they could trust the confidentiality laws.*

#### 64 65 **ADOPTION OF LEGISLATIVE AGENDA**

66  
67 *Mr. Ireton moved and Ms. Jackson seconded to approve the legislative agenda. Mr. Boda*  
68 *motioned to amend the legislative agenda to add Resolution No. 2945 - making a declaration of*  
69 *official intent regarding reimbursement of proceeds from a future borrowing project for*  
70 *expenditures made in connection with two projects identified as roof replacement Fire Station 1*  
71 *and Honeywell Guaranteed Energy Savings Performance Contract after Resolution No. 2944.*  
72 *Ms. Blake seconded, and the motion to amend the legislative was unanimously approved.*

73  
74 *The May 13, 2019 legislative agenda, as amended, was unanimously approved.*

#### 75 76 **CONSENT AGENDA** – *presented by City Clerk Kim Nichols*

77  
78 *The Consent Agenda, consisting of the following items, was unanimously approved on a motion*  
79 *and seconded by Mr. Boda and Ms. Jackson, respectively:*

- 80  
• **April 1, 2019** *Work Session minutes*
- **April 8, 2019** *Regular Meeting minutes*
- **April 16, 2019** *Special Meeting minutes*
- **April 22, 2019** *Regular Meeting minutes*
- **Resolution No. 2938-** *to approve a service and equipment lease agreement between the*  
*City of Salisbury and the Wicomico County Board of Elections*
- **Resolution No. 2939-** *to accept a donation of a bronze statue from the Salisbury Zoo*  
*Commission for the Salisbury Zoological Park*
- **Resolution No. 2940-** *declaring that Northwood Professional Center LLC is eligible to*  
*receive Enterprise Zone benefits for property located at 2324 West Zion Road, Salisbury,*  
*MD*
- **Resolution No. 2941-** *approving the appointment of Melissa Cervantes to the Salisbury*



Zoo Commission for term ending May 2022

- **Resolution No. 2942**- approving the appointment of Elise Trelegan to the Sustainability Advisory Committee for term ending May 2022
- Approving the Manufacturing Exemption request for Clean Air Filters, LLC
- Approving the Manufacturing Exemption request for Machining Technologies, Inc.

81  
82  
83  
84  
85  
86

**AWARD OF BIDS** – presented by Procurement Director Jennifer Miller

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

- RFP 10-15, Change Order #8, WWTP Construction Management and Inspection \$50,000.00
- Declaration of Surplus, SPD Duty Weapons (2) and horse trailers (2) \$ 0.00

87  
88  
89

**RESOLUTIONS** – presented by City Administrator Julia Glanz

- **Resolution No. 2943**- approving a loan to Shamrock Hospitality Group, LLC from the City’s Revolving Loan Fund to assist in the purchase of restaurant equipment at 100 E Main Street, Suite 111, Salisbury, MD

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Resolution No. 2943.

- **Resolution No. 2944**- to surplus City-owned property located between the Riverwalk and the property currently known as Parking Lot #16 and to accept the assignment of the land disposition contract from Davis Simpson Holdings, LLC to BKR Holdings, LLC for the redevelopment of parking lot #16

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Resolution No. 2944.

- **Resolution No. 2945**- making a declaration of official intent regarding reimbursement of proceeds from a future borrowing project for expenditures made in connection with two projects identified as Roof Replacement Fire Station 1 and Honeywell Guaranteed Energy Savings Performance Contract

Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to approve Resolution No. 2945.

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**FY20 BUDGET, WATER & SEWER RATES, FEES, AND CONSTANT YIELD PUBLIC HEARINGS** – presented by City Attorney Mark Tilghman

President Heath asked for everyone in the audience wishing to speak to any of the four (4) Public Hearings to rise to be sworn in by City Clerk Nichols. One individual was sworn in.

116  
117  
118



119 • **Ordinance No. 2539**- *appropriating the necessary funds for the operation of the*  
120 *Government and Administration of the City of Salisbury for the period July 1, 2019 to*  
121 *June 30, 2020, establishing the levy for the General Fund for the same fiscal period and*  
122 *establishing the appropriation for the Water and Sewer, Parking Authority, City Marina*  
123 *and Storm Water Funds*

124  
125 *Mr. Tilghman presented Ordinance No. 2539, and President Heath opened the Public*  
126 *Hearing at 6:42 p.m. The following comments were received from one member of the*  
127 *public:*

- 128
- 129 ➤ *Last year, assessments were up, and for the past two years, taxes have increased by*  
130 *5.43 %. The current rate on a savings account is anywhere from nothing to .5%.*
  - 131 ➤ *This is another instance of increasing taxes for pet projects to benefit Salisbury*  
132 *University students and downtown revitalization.*
  - 133 ➤ *The City is now in the loan business for restaurants, which will probably have one*  
134 *of the highest and quickest mortality rates of any business in the United States. Our*  
135 *tax money will go to that, too.*
  - 136 ➤ *\$3 million in five (5) years for bike paths to connect Salisbury University to*  
137 *downtown. What is the benefit and percentage of use by the residents of Salisbury?*
  - 138 ➤ *Bonds that are going to be issued will have to be paid back with interest.*
  - 139 ➤ *It never ends – it is expanding government beyond belief; quickly and expensively.*
  - 140 ➤ *Downtown revitalization has not worked in the past twenty (20) years. It is the*  
141 *nature of cities and soon the Mall will be out of business because of the internet.*  
142 *Old name department stores are gone and discount stores are coming back. Things*  
143 *change and it is hard to bring them back.*
  - 144 ➤ *Some of our most treasured assets are under siege - wildlife and clean rivers.*
  - 145 ➤ *Look at Frederick’s Riverwalk on the internet and then look at our Riverwalk.*

146  
147 *Mayor Day pointed out that the tax rate has increased 0% - no increase at all.*

148  
149 *At 6:48 p.m., President Heath closed the Public Hearing for Ordinance No. 2539.*

150  
151 • **Ordinance No. 2540**- *to establish that there is no rate change for water and sewer rates. It*  
152 *is effective for all bills dated October 1, 2019 and thereafter unless and until subsequently*  
153 *revised or changed*

154  
155 *Mr. Tilghman presented Ordinance No. 2540, and President Heath opened the Public*  
156 *Hearing at 6:49 p.m. The following comments were received from one member of the*  
157 *Public:*

- 158
- 159 ➤ *Speaker said he reviewed his water bills. On 5/1/16, it started at \$10.13 for water*  
160 *and sewer per 1,000 gallons, and it was \$19 for trash removal. On 11/1/16, it*  
161 *increased 2% for water and sewer, and remained \$19 for trash.*
  - 162 ➤ *On 11/1/17, there was a 7.5% increase plus an additional \$20 increase for trash,*  
163 *which was 90% increased*



- 164           ➤ *On 11/1/18, there was another 5% increase on water and sewer, and another \$10*
- 165           *increase for trash, which was a 28% increase.*
- 166           ➤ *The total amount for trash removal is now \$46.*
- 167           ➤ *Most cities move it out of the Enterprise Fund into the General Fund, and that*
- 168           *means you are not being charged in addition to the taxes you pay. That is what the*
- 169           *City should do.*
- 170           ➤ *The Mayor did have a rate increase anticipated, and did say that he did not need it.*
- 171           *Remember this is an election year.*

172  
173           *At 6:51 p.m., President Heath closed the Public Hearing for Ordinance No. 2540.*

- 174
- 175       • **Ordinance No. 2541**- *to set fees for FY2020 and thereafter unless and until subsequently*
- 176       *revised or changed*

177  
178           *Mr. Tilghman presented Ordinance No. 2541, and President Heath opened the Public*

179           *Hearing at 6:52 p.m. As there were no requests to speak in the Public Hearing, President*

180           *Heath immediately closed the Public Hearing.*

- 181
- 182       • **Constant Yield Tax Rate**

183

184           *Mr. Tilghman reported that Maryland law requires that the City hold a Public Hearing in*

185           *regards to the issue of the Constant Yield Tax Rate. The current rate proposed in the FY20*

186           *Budget proposes an increase in Real Property Tax. For the fiscal year beginning July 1,*

187           *2019 the estimated real property accessible base will increase by 2.85%, from*

188           *\$1,876,927,000 to \$1,929,427,191. If the City of Salisbury maintains the current tax rate of*

189           *.9832 per 100 of assessment, real property tax revenues shall increase by 2.85% resulting in*

190           *\$525,205 of new real property tax revenues. In order to fully offset the effect of increasing*

191           *assessments, the real property tax rate would have to be reduced by \$.9560, the Constant*

192           *Yield Tax Rate. The City of Salisbury not considering reducing its real property tax rate*

193           *enough to fully offset the increased assessments. The City proposes to adopt a real property*

194           *tax rate of \$.9832 per \$100 of assessment. This tax rate is 2.85% higher than the constant*

195           *yield tax rate and will generate \$525,205 in additional property tax revenues.*

196

197           *At 6:54 p.m., President Heath opened the Public Hearing at 6:54 p.m. The following*

198           *comments were received by one member of the public:*

- 199
  - 200           ➤ *Asked if the Council or Mayor were proposing an increase in taxes? President*
  - 201           *Heath responded that the tax rate would remain the same.*
  - 202           ➤ *The .9832 per \$100 was the same. Mr. Boda said if the property value increases,*
  - 203           *you would pay the same rate, but what is owed may be more.*
  - 204           ➤ *Mayor Day reiterated that the property rate would remain the same, but the*
  - 205           *property values, set by the State, may likely increase.*
  - 206           ➤ *Speaker said that the public needed it explained to them so they could understand it.*
  - 207           ➤ *Mayor Day said that the language required by the State confuses the matter even*
  - 208           *more.*
- 209



210            *The Public Hearing was closed at 6:58 p.m. President Heath announced that the second*  
211            *reading for the Budget, Fees and Water & Sewer rates would be on June 10, 2019 at the*  
212            *Legislative Session at 6:00 p.m. in Council Chambers.*

213  
214    **ORDINANCES** – presented by City Attorney Mark Tilghman

- 215  
216        •    **Ordinance No. 2542**- 1<sup>st</sup> reading- approving an amendment of the FY19 Budget to  
217            *appropriate funds for street resurfacing and concrete repair*

218  
219            *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve*  
220            *Ordinance No. 2542 for first reading.*

- 221  
222        •    **Ordinance No. 2543**- 1<sup>st</sup> reading- approving a budget amendment of the FY19 General  
223            *Fund to appropriate funds for attorney fees*

224  
225            *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve*  
226            *Ordinance No. 2543 for first reading.*

227  
228    **ADJOURNMENT**

229  
230    *With no further business to discuss, the meeting was adjourned at 7:01 p.m.*

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*CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
APRIL 22, 2019*

*TIME & PLACE:* 6:35 p.m., Government Office Building – Room 301  
*PURPOSE:* to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State  
*VOTE TO CLOSE:* Unanimous (5-0)  
*CITATION:* Annotated Code of Maryland §3-305(b)(1)  
*PRESENT:* Council President John “Jack” R. Heath, Mayor Jacob R. Day, Council Vice-President Muir Boda, Councilwoman Angela Blake, Councilman James Ireton, Jr., Councilwoman April Jackson, Business Development Director Laura Soper, Dennis Mogan, Kirk Davis, Bret Davis (teleconferenced), City Administrator Julia Glanz, City Attorney Mark Tilghman, and City Clerk Kim Nichols

\*\*\*\*\*

*The City Council convened in Legislative Session in Room 301 in the Government Office Building at 6:00 p.m. At 6:33 p.m., President Heath called for a motion to convene in Closed Session to discuss the appointment or assignment of a person(s) over whom the public body has jurisdiction as permitted under the Annotated Code of Maryland §3-305(b)(4). Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous (5-0) to convene in Closed Session.*

*Council conducted the interview of the three co-owners of the prospective restaurant, to be located downtown and recipient of the City’s Revolving Loan.*

*At 6:50 p.m. upon completion of the interview, Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to adjourn the Closed Session.*

*Council immediately convened in Open Session and President Heath reported that while in Closed Session Council had considered a proposal for a business.*

*Thereafter, with no further business to discuss, the Open Session adjourned at 6:52 p.m.*

---

*City Clerk*

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*Council President*



1 CITY OF SALISBURY  
2 WORK SESSION  
3 MAY 20, 2019  
4

5 Public Officials Present  
6

Council President John R. “Jack” Heath  
Councilwoman Angela M. Blake

Vice President Muir Boda  
Councilman James Ireton, Jr  
Councilwoman April Jackson

7  
8 Public Officials Not Present  
9

10 Mayor Jacob R. Day

11  
12 In Attendance  
13

14 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Department of  
15 Infrastructure and Development (DID) Director Amanda Pollack, Field Operations Transportation  
16 Superintendent William Sterling, Assistant City Clerk Diane Carter, City Attorney Mark Tilghman,  
17 and interested citizens.  
18 -----

19 On May 20, 2019 Salisbury City Council convened in Work Session at 4:32 p.m. in Council  
20 Chambers, Room 301 of the Government Office Building. The following is a synopsis of the topics  
21 discussed in the Work Session.  
22

23 **Capacity Fee Waiver for 206 E. Market Street**  
24

25 DID Director Amanda Pollack with input as needed from Bret Davis of Davis Simpson Holdings LLC  
26 presented the company’s request to Council for a Capacity Fee Waiver for 37 Equivalent Dwelling  
27 Units (EDUs) for the redevelopment of 206 East Market Street also known as the City’s surplussed  
28 Parking Lot #16. Mr. Davis provided an overview of development plans for the property — a four  
29 story building in the existing footprint with key-card parking and possibly retail space on the first  
30 floor, 36 luxury apartments on the upper 3 floors, and a sky deck overlooking the City’s Amphitheater.  
31

32 DID Pollack reported that the waiver of 37 EDUs had a dollar value of \$130, 721 and that Davis  
33 Simpson Holdings met all criteria outlined in the Capacity Fee Waiver Ordinance to be eligible for the  
34 waiver. DID Pollack further reported that the EDU Bank of 300 EDUs established in 2013 for  
35 Downtown/City Development would have 108 remaining after 37 EDUs were assigned to Davis  
36 Simpson Holdings. The remaining EDUs will be available for other projects anticipated in the coming  
37 year.  
38

39 Council reached unanimous consensus to advance this item to Legislative Session.  
40

41 **Budget Amendment to appropriate additional funds for electric for street lighting**  
42

43 Field Operations Transportation Superintendent William Sterling presented his department’s updated  
44 request to amend the FY19 General Fund Budget to fund a shortfall in the Electricity Account to



45 purchase electricity for traffic signals, street lighting and other similar devices; the shortfall was  
46 originally calculated in March of this year as \$145,000 based on last year's budget, but has now been  
47 recalculated to include additional data for FY19 Budget which reduces the shortfall to \$115,000.

48  
49 Superintendent Sterling reported that Field Operations had met with Delmarva Power and Delmarva  
50 Power had agreed to change 5% each year (20-year project life) of the City's sodium vapor lights to  
51 LED lights, with priority given to arterial street lights since converting those lights would yield the  
52 greatest monetary savings. Pole costs would drop roughly from \$40 to \$9/month and result in an  
53 approximate savings of \$30-35,000 per year for 100 poles. Because of the projected cost savings with  
54 converting the lights, Deputy Administrator Andy Kitzrow indicated that by utilizing grant money  
55 available now from the State of Maryland, the City could go beyond the 5% replacement guaranteed  
56 annually by Delmarva Power and within 18 months or less pay for entire light replacement.  
57 Superintendent Sterling said that outside of the Delmarva Power free schedule for light replacement, it  
58 would cost approximately \$300/light to convert lights to LED which then would provide a \$30/light  
59 savings each month.

60  
61 Council reached unanimous consensus to advance this item to Legislative Session.

62  
63 **Council Comments**

64  
65 President Heath announced that the Maryland Municipal League's Annual Summer Conference will be  
66 held this year during the last week in June.

67  
68 With no further business to discuss, the Work Session adjourned at 4:43 p.m.

69  
70 \_\_\_\_\_  
71 Assistant City Clerk

72  
73 \_\_\_\_\_  
74 Council President



## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Laura Baasland, Administrative Assistant  
**Subject:** Appointment to the Sustainability Advisory Committee  
**Date:** June 6, 2019

---

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

<u>Name</u>	<u>Term Ending</u>
Lisa Howard	June 2022

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

Attachment

cc: Mayor Day



# LISA HOWARD

919 Russell Ave. Salisbury, MD 21801 ◊ (443) 880-0731 ◊ lnhoward@salisbury.edu.

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May 29, 2019

Mayor Jake Day  
c/o The Mayor's Office  
City of Salisbury  
125 N. Division Street, Room 304  
Salisbury, MD 21801

Dear Mayor Day,

I am delighted to have the opportunity to apply for the open seat on the City's Sustainability Advisory Committee. While a non-native to Salisbury – having moved here at the age of 9 – I made the conscious decision to remain a Salisbury resident; not only has the downtown area developed offering more opportunities for residents, but I also feel increasingly rooted in the community and connected to the environment each day. Now, having worked, studied, and served in various roles in the City of Salisbury and the surrounding Wicomico area, being an active and engaged citizen has been an important part of my life, as it will be for years to come.

My current position in Salisbury University's Institute for Public Affairs and Civic Engagement affords me the privilege of engaging regularly with the greater Salisbury community, which includes experts and leaders in all areas. For example, as Dr. Sarah Surak's supervisee, I've learned a great deal from her expertise in environmental studies, which initially sparked my motivation to learn more about sustainability. Additionally, this past academic year, I had the pleasure of teaching an AmeriCorps member serving as the City's Sustainability Coordinator. It was humbling to learn how little I knew about my own community's sustainability challenges and initiatives, but I've been deeply inspired by the work of the City of Salisbury's Green Team. In the past year, since the City's zero-waste efforts at National Folk Festival, I have begun to (properly) recycle, and I've started a backyard compost among many other small adjustments to live a more Earth-friendly life. The recent Green Fest event additionally offered an outstanding opportunity for me and other Salisbury locals to learn about pressing environmental issues, and get involved with area non-profits. Realizing there is always more to learn, I sincerely hope to use my professional skills to serve the Sustainability Advisory Committee and continue to learn from others. Above all, I am an ideal candidate for this committee because I am committed, mission-driven, and a proactive professional with a strong desire to apply my enthusiasm and creativity to serve my community.

While my resume provides further details of my responsibilities and accomplishments, I welcome the opportunity to discuss my interests and experience in a personal interview. I look forward to meeting with you at your convenience to discuss how my skillset and experience can contribute to the Green Team's mission. You may reach me by email at lnhoward@salisbury.edu or by phone at (443)-880-0731. Thank you for your time and consideration.

Sincerely,

Lisa Howard



# LISA HOWARD

919 Russell Ave. Salisbury, MD 21801 ◊ (443) 880-0731 ◊ lhoward@salisbury.edu.

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## OBJECTIVE

To sit on the City of Salisbury's Sustainability Advisory Committee and "Green Team."

## SUMMARY OF SKILLS

- ◊ Enthusiastic and passionate about expanding my understanding of sustainability
- ◊ Basic knowledge of sustainability concepts
- ◊ Meticulously organized, flexible, and reliable
- ◊ Highly skilled in creating and editing content for digital and print publication
- ◊ Advanced research capabilities for theoretical and practical application
- ◊ Offers detailed support and coordination for teams and events
- ◊ Maintains positive community relationships
- ◊ Carefully fosters professional partnerships
- ◊ Thrives in both collaborative and independent environments
- ◊ Exceptional written and oral communication

## EDUCATION

*Master of Arts, English*, May 2016

Fulton School of Liberal Arts

Overall GPA: 4.0/4.0

Track: Composition & Rhetoric

Salisbury University, Salisbury, MD

*Bachelor of Arts, English*, May 2014

Fulton School of Liberal Arts

Major GPA: 3.8/4.0 ◊ Overall GPA: 3.4/4.0

Track: Film Studies, minors in Communication and Spanish

Salisbury University, Salisbury MD

## PROFESSIONAL EXPERIENCE

*Lecturer for Institute for Public Affairs and Civic Engagement (PACE)*

2018-Present

Salisbury University, Salisbury, MD

- ◊ Taught curricular and co-curricular courses related to service learning and civic engagement
- ◊ Coordinated applications and curriculum for Presidential Citizen Scholars Program
- ◊ Planned and implemented inaugural New Student Reflection program with PACE team
- ◊ Oversaw long-term student project resulting in RSO: "Food for the Flock"
- ◊ Composed reports for the Fulton Exchange, covering "PACE Happenings"
- ◊ Designed and oversaw civic-engagement student internship with City of Salisbury
- ◊ Developed and mentored independent study in Civic Reflection
- ◊ Managed PACE LLC budget, and coordinated out-of-class experiences

*Lecturer of English*

2016-Present

Salisbury University, Salisbury, MD

- ◊ Planned and designed course content, course materials, and methods of instruction
- ◊ Delivered lectures on academic discourse, writing, rhetoric, and community engagement
- ◊ Maintained regularly scheduled office hours to advise and assist students.
- ◊ Integrated critical, collaborative, and community-engaged pedagogies

*Graduate Teaching Assistant*

2014-2016

Salisbury University, Salisbury, MD

- ◊ Served as co-facilitator in *Teaching Practicum: Introduction to Film*
- ◊ Developed and delivered lectures in *Teaching Practicum: Advanced Composition*
- ◊ Designed and employed lesson plans preparing students for academic discourse
- ◊ Served as Editorial Assistant to research, develop, and edit new course manual

***Marketing and Publishing Intern*** Spring 2013  
 Salisbury Zoological Park, Salisbury, MD  
 ◇ Created, edited, and updated content for digital, print, and audio-visual media  
 ◇ Designed and created content for exhibit and educational signs within park  
 ◇ Coordinated community-wide volunteer projects  
 ◇ Organized and facilitated large-scale fund-raising events

**HONORS, AFFILIATIONS, AND PROFESSIONAL DEVELOPMENT**

***Nonprofit Leadership Alliance Professional Certification*** In Progress  
 ◇ Demonstrating the ten competencies associated with the CNP certification  
***Frontiers of Democracy Conference Attendee*** Summer 2018  
 ◇ Participated in dynamic workshops and discussions related to democratic engagement  
***Civic Learning and Democratic Engagement Meeting Attendee*** Summer 2018  
 ◇ Engaged and networked with Higher Education professionals in the field of Civic Engagement  
***Civic Reflection Train-the-Trainer Training*** Spring 2018  
 ◇ Gained theoretical and practical experience in training new facilitators  
***Civic Reflection Facilitation Training*** Fall 2017  
 ◇ Practiced designing and facilitating Civic Reflection discussions  
***Civic Engagement Across the Curriculum*** Fall 2017  
 ◇ Designed and integrated civic engagement experiences into existing courses  
***Soaring with Online Learning*** Summer 2017  
 ◇ Designed, developed, and delivered courses in a fully online or hybrid environment  
***Maryland Holocaust Educators Network*** Summer 2016  
 ◇ Studied the Holocaust and genocide in a context of teaching social justice  
***Francis Fleming Award*** Spring 2016  
 ◇ Nominated and recognized as the Outstanding Graduate Student  
***Safe Space Workshops*** 2015-Present  
 ◇ Facilitated sensitivity workshops training University students and faculty  
***Computers & Writing Conference*** May 2016  
 ◇ Selected to present research on multimodal writing practices and collective citizenship  
***Delta Sigma Pi*** May 2014  
 ◇ National Spanish Honor Society, Salisbury University Chapter- Omicron Iota  
***Salisbury University Dean's List***  
 ◇ Continuous recognition for academic achievement  
***Sallie Dryden Parker Memorial Award*** 2013-2014  
 ◇ Nominated and recognized for outstanding achievement in Film Studies  
***Salisbury University Student Research Conference*** Spring 2012  
 ◇ Selected to present research on soundtracks in film  
***AmeriCorps*** 2012-2013  
 ◇ Engaged in national project of service learning and professional development



1 **RESOLUTION NO. 2950**

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

6  
7 

<u>Name</u>	<u>Term Ending</u>
Lisa Howard	June 2022

8  
9  
10  
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
12 Council of the City of Salisbury, Maryland held on June \_\_\_\_\_, 2019.

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 \_\_\_\_\_ 2019.

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





**Application for Maryland State Enterprise Zone Certification in  
Salisbury-Wicomico County, Maryland**

This application will determine whether your business, property, or developer is eligible for Maryland Enterprise Zone tax credits. If determined to be eligible, you will receive a letter from the Enterprise Zone Administrator indicating which tax credit(s) you are eligible to receive.

Applying For:

Income Tax Credit

Real Property Tax Credit

Personal Property Tax Credit (Applies only to Focus Area Zones)

**This Section is to be filled by Local Zone Administrators Only**

The Real Property Credit

A ten-year credit against local property taxes is available to companies that locate, expand, or substantially improve business properties in the Enterprise Zone. The property tax credit is equal to 80% of the difference between the base value of the property (the assessment in the year prior to new construction, expansion, or substantial improvement) and the newly assessed value of the property after the investment is made. The property tax credit is 80% for five years. During the last five years, the property tax credit declines 10% annually; the credit is 70%, 60%, 50%, 40%, and 30% respectively. This tax credit is administered to the real property owner in their Property Taxes.

**Necessary Qualifications**

- Applicant must plan to make a capital investment in its property of \$50,000 or more
- Applicant should be mindful of having a base assessment done before commencing work
- Applicant should apply after receiving all required building permits and before or at the beginning of construction.
- Only commercial properties may apply, any portion of the property devoted to residential use may not receive the credit
- In order to receive a property tax credit for the next taxable year (beginning on July 1 when the tax bill is issued), the local Zone Administrator must certify to the Department of Assessments and Taxation the eligibility of a particular business by no later than the end of the preceding calendar year on December 31st.
- The granting of an Enterprise Zone property tax credit is affected by the timing of the completion of capital improvements, the assessment cycle, and how the improvements are assessed. (I.E. the improvement must change the value of the real property)
- The law states that the credit shall be granted to the "owner" of a qualified property. In cases where a lessee make the capital improvements, the lessees should make a contractual provisions with the owner of the qualified property regarding receipt of the property tax credit.

## The State Income Credit

This credit is applied to your state income taxes, and its value is based on the number and type of new employees hired by the business. To receive the credit the business must meet the following:

- Must have hired two or more employees that meet necessary qualifications
- Must have been hired after the date on which the Enterprise Zone was designated or the date on which the business relocated in the Enterprise Zone, whichever is later.
- Must be filling a new position or replacing an employee who was previously certified as economically disadvantaged
- Must have been employed at least 35 hours a week for at least six months
- Must be paid at least 150% of the federal minimum wage throughout his or her employment by a business entity before or during the taxable year for which the entity claims a credit
- Must have spent at least half of his or her working hours in the Enterprise Zone or on activities directly resulting from the business location in the zone
- Must be a new employee or an employee rehired after being laid off by the business for more than one year

There are two types of income tax credits. If the employee is not economically disadvantaged, you may qualify for a one-time credit of \$1,000 per employee. If the employee is economically disadvantaged (as determined by the Maryland Jobs Service), you may take a credit up to \$3,000 of the employee's wages in the first year of employment. The credit is \$2,000 in the second year, and \$1,000 in the third. Once/if you have been certified, you can claim these credits upon filing a Tax Return.

- To be eligible, an applicant must answer all questions in Sections A and B
- If applying for the "Property" tax credit, please complete Section C
- If applying for the "Employment (income)" tax credit, please complete Section D
- If the account is located in Focus Area and you are applying for the "Personal Property" tax credit, please complete Section E



**Section A: Applicant Information**

Name of Business / Developer applying for Enterprise Zone credits:  
Brandon C. Brittingham Realtor PC

Name of Contact Person: Sara Lavdas

Title: CPA

Phone: 410-749-1919

Email: slavdas@trscpa.com

Mailing Address: 1405 Wesley Drive, Salisbury, MD 21801

**Section B: Enterprise Zone Property Information**

Enterprise Zone Property Address: 107 Williamsport Circle, Salisbury, MD 21804

Property Tax Account Number: 13-059748

Property Ownership: Diamond Dudley Properties LLC

Lease:  Own:

**Section C: Enterprise Zone Property Improvements Information**

To be eligible for Enterprise Zone property tax credits, the application must be submitted prior to the project completion date and issuance of User/Occupancy Permits. If the developer or company making property improvements is applying on behalf of the property owner, the property owner must concur with the application by co-signing below. The property tax credits are automatically applied to the property tax bill (i.e., directly awarded to the property owner only). If you are not applying for the property tax credit, this section may be left blank.

Owner of the Real Property: \_\_\_\_\_

Mailing address of property owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

Briefly describe capital improvements plans: \_\_\_\_\_

---

Type of Construction and Costs

Cost of building(s) & land (acquisition): \$ \_\_\_\_\_

New Construction: \$ \_\_\_\_\_

Rehabilitation: \$ \_\_\_\_\_

Cost of new machinery & equipment\*: \$ \_\_\_\_\_

I agree as a condition of certification to provide all data required by the Enterprise Zone Administrator as requested.

Name of Applicant: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Cost of new machinery & equipment is not a part of real property assessment.



**Section D: Enterprise Zone Employment Tax Credit Information**

To be eligible of Enterprise Zone employment tax credits, please complete the following section. Employment tax credits to be applied against State income tax liabilities are available for certain new employees hired in the Enterprise Zone. The requirements for qualified employees can be found on Maryland Department of Commerce Website: <http://commerce.maryland.gov/fund/programs-for-businesses/enterprise-zone-tax-credit>. If you are not applying for the employment tax credit, this section may be left blank.

Federal Employer Identification Number (EFIN): 47-5588521

Unemployment Insurance #: 0061658343 NAICS Code (if available): 531210

Type of Business (i.e., restaurant, retail, financial services, etc.): Real Estate Brokerage

Is business located in the Enterprise Zone now? Yes  No

If yes, since what year: 2017

Is the business relocation from another place? Yes  No

If yes, where was the previous location?: 1405 S. Salisbury Blvd, Salisbury, MD

Is the business a new, start-up? Yes  No

Did the Enterprise Zone benefits affect your decision to locate at this address? Yes  No

If yes, please explain how the Enterprise Zone benefits will assist your business. :

Number of existing employees: 2 both started in October 2018 and were brand new positions

If you are new to the Enterprise Zone, please provide the number of employees before relocating or locating in the Enterprise Zone: 0

If you were already located in the Enterprise Zone, please provide the number of employees as of date of this application in the Enterprise Zone: 2

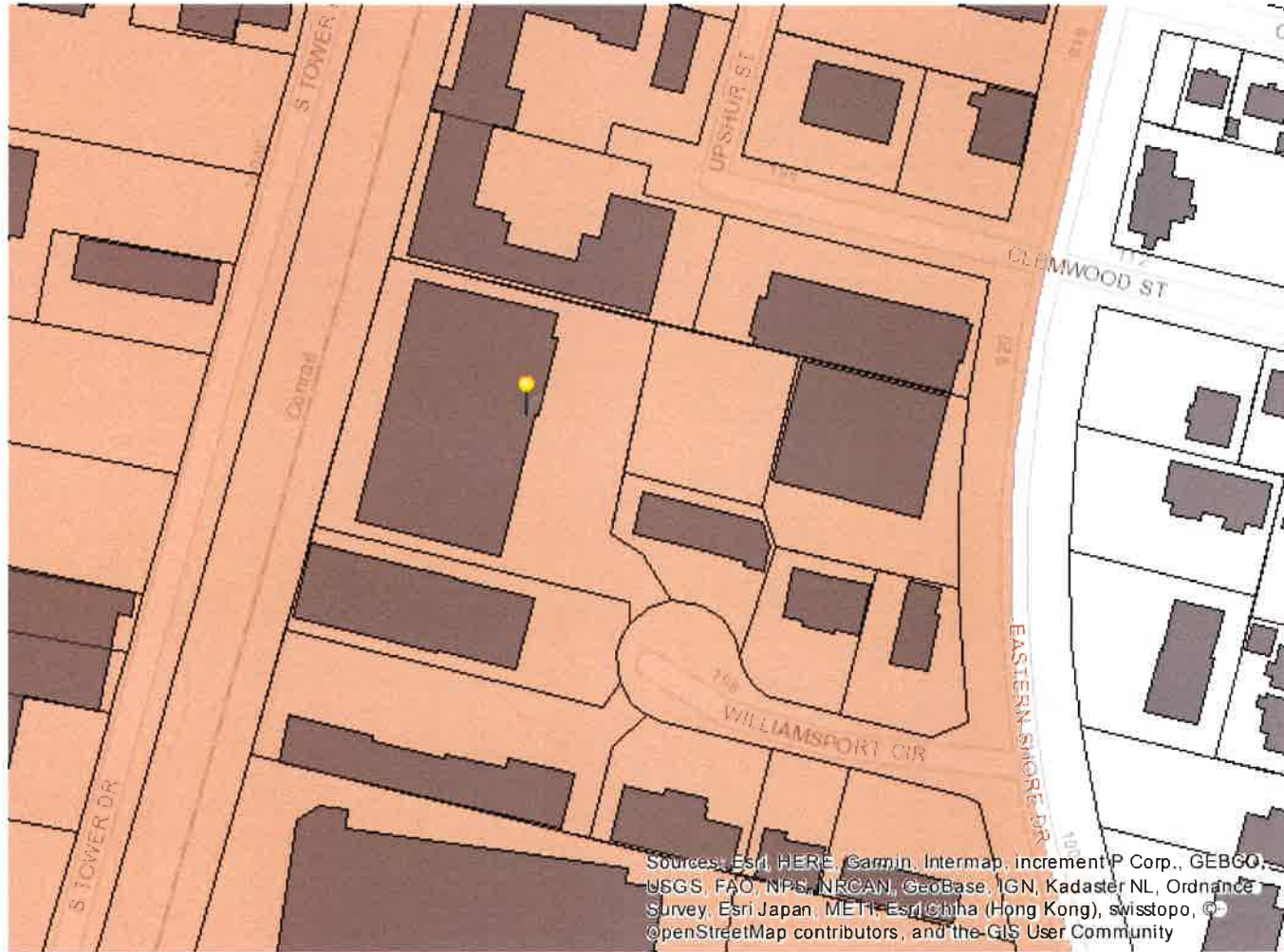
Number of new full-time jobs to be created in the Enterprise Zone in the next 12 months: 1

Number of new part-time jobs to be created in the Enterprise Zone in the next 12 months: \_\_\_\_\_

I agree as a condition of certification to provide all data required by the Enterprise Zone Administrator as requested.

Name of Applicant: Sara A Lavdas Position/Title: CPA

Signature:  Date: 1/11/2019



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community



## Laura Soper

---

**From:** Kay Lundy  
**Sent:** Monday, June 03, 2019 1:59 PM  
**To:** Laura Soper  
**Subject:** RE: Enterprise Zone Request

They only have a water bill that is due 6/17/19

---

**From:** Laura Soper  
**Sent:** Monday, June 3, 2019 1:53 PM  
**To:** Kay Lundy <[klundy@salisbury.md](mailto:klundy@salisbury.md)>; Olga Butar <[obutar@salisbury.md](mailto:obutar@salisbury.md)>; Faith Richardson <[frichardson@salisbury.md](mailto:frichardson@salisbury.md)>  
**Subject:** RE: Enterprise Zone Request

107 Williamsport Circle. They do not own the property, so real property taxes are not as big of a concern in this instance.

---

**From:** Kay Lundy  
**Sent:** Monday, June 03, 2019 1:47 PM  
**To:** Laura Soper; Olga Butar; Faith Richardson  
**Subject:** RE: Enterprise Zone Request

Personal Property taxes are paid. What is the property address so that I can check the other taxes.

Kay Lundy

---

**From:** Laura Soper  
**Sent:** Monday, June 3, 2019 1:44 PM  
**To:** Kay Lundy <[klundy@salisbury.md](mailto:klundy@salisbury.md)>; Olga Butar <[obutar@salisbury.md](mailto:obutar@salisbury.md)>; Faith Richardson <[frichardson@salisbury.md](mailto:frichardson@salisbury.md)>  
**Subject:** RE: Enterprise Zone Request

Great, can you also confirm that they are up to date with their taxes? (City, County, personal property etc)

---

**From:** Kay Lundy  
**Sent:** Monday, June 03, 2019 1:40 PM  
**To:** Olga Butar; Faith Richardson  
**Cc:** Laura Soper  
**Subject:** RE: Enterprise Zone Request

Laura,

Brandon C. Brittingham Realtor PC, is in good standing with SDAT.

Thanks  
Kay Lundy

**From:** Olga Butar  
**Sent:** Monday, June 3, 2019 12:14 PM  
**To:** Kay Lundy <[klundy@salisbury.md](mailto:klundy@salisbury.md)>; Faith Richardson <[frichardson@salisbury.md](mailto:frichardson@salisbury.md)>  
**Cc:** Laura Soper <[lsoper@salisbury.md](mailto:lsoper@salisbury.md)>  
**Subject:** FW: Enterprise Zone Request

Kay and/or Faith,

Could you please assist Laura with the request below.  
Thank you,

Olga Butar  
Assistant Director of Finance - Operations  
City of Salisbury  
125 N. Division St  
Salisbury, MD 21801  
Email: [obutar@salisbury.md](mailto:obutar@salisbury.md)  
Phone: 410-548-3110



[www.salisbury.md](http://www.salisbury.md)

---

**From:** Laura Soper  
**Sent:** Monday, June 3, 2019 12:06 PM  
**To:** Olga Butar <[obutar@salisbury.md](mailto:obutar@salisbury.md)>  
**Subject:** FW: Enterprise Zone Request

Olga,  
Previously, I was sending these Enterprise Zone approvals to Connie to check on the companies applying... now that she's retired, is there someone else I should be sending them to in your department? The applicant below says they've cleared their "Bad Standing" status, so I just wanted to run them through your office again and make sure everything checked out.

Thanks  
Laura

---

**From:** Sara Lavdas [<mailto:slavdas@trscpa.com>]  
**Sent:** Friday, January 25, 2019 1:08 PM  
**To:** Laura Soper  
**Cc:** Arlene Cline; Thomas Hudson; 'brandonbrittingham6@gmail.com' ([brandonbrittingham6@gmail.com](mailto:brandonbrittingham6@gmail.com))'  
**Subject:** RE: Enterprise Zone Request



Thanks Laura, I think the real property taxes and the good standing are both being taken care of, I was unaware of the city personal property tax issue but I will get a check out today. Thanks.

**From:** Laura Soper [<mailto:lsoper@salisbury.md>]  
**Sent:** Friday, January 25, 2019 12:49 PM  
**To:** Sara Lavdas <[slavdas@trscpa.com](mailto:slavdas@trscpa.com)>  
**Subject:** FW: Enterprise Zone Request

Good afternoon Sara,  
We began processing the Enterprise Zone application for Brandon C. Brittingham, and unfortunately the application came back flagged from our Finance office. It appears that Brandon C. Brittingham owes the City 3 years of personal property taxes and is not in good standing with SDAT. We will need them to be in Good Standing before we can move ahead with the Enterprise Zone application.

Thank you  
Laura

---

**From:** Connie Klaverweiden  
**Sent:** Friday, January 25, 2019 12:30 PM  
**To:** Olga Butar; Laura Soper  
**Subject:** RE: Enterprise Zone Request

Laura,

I am not sure who has to qualify (the business at the address or the property owner). Here is the bad news.

Diamond Dudley Properties LLC has not paid any of their real estate taxes this year. They owe in excess of \$18,000.00. I have attached a print-out.

Brandon C. Brittingham Realtor, PC owes the city 3 years of personal property taxes (2017, 2018, & 2019). All bills are past due. The business is not in good standing with SDAT. Print-outs are attached.

**Connie Klaverweiden**  
Revenue Supervisor  
Finance Department  
City of Salisbury  
125 N. Division Street, Room 103  
Salisbury, MD 21801  
410-548-3110



## General Information

**Department ID Number:** D16876773

**Business Name:** BRANDON C. BRITTINGHAM  
REALTOR, PC

**Principal Office:** 1405 SOUTH SALISBURY BLVD.  
SALISBURY MD 21801

**Resident Agent:** WILLIAM T. SMITH, III  
SUITE 102  
ONE EAST MAIN ST.  
SALISBURY MD 21801

**Status:** REVIVED

**Good Standing:** THIS BUSINESS IS IN GOOD  
STANDING

[» Order Certificate of Status](#)

**Business Type:** CORPORATION

**Business Code:** 06 PROFESSIONAL

**Date of Formation/ Registration:** 11/10/2015

**State of Formation:** MD

**Stock Status:** STOCK

**Close Status:** YES

[New Search](#)

[Order Documents](#)

[Privacy and Security Policy](#) | [Accessibility Policy](#)

### FOR FILING AND BUSINESS RELATED QUESTIONS

Maryland Department of Assessments & Taxation

410-767-1184 | Outside the Baltimore Metro Area: 888-246-5941

Maryland Relay: 800-735-2258





Rel 9.0.5 24/7 Support

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Maryland.gov SECURED



Want to **PLAN, START, MANAGE,**  
or **GROW** your business?

▶ **Click HERE!**

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### BRANDON C. BRITTINGHAM REALTOR, PC: D16876773

General Information

Filing History

Annual Report/Personal Property

## Laura Soper

---

**From:** Laura Soper  
**Sent:** Friday, January 25, 2019 12:49 PM  
**To:** Sara Lavdas  
**Subject:** FW: Enterprise Zone Request  
**Attachments:** 20190125123121.pdf

Good afternoon Sara,

We began processing the Enterprise Zone application for Brandon C. Brittingham, and unfortunately the application came back flagged from our Finance office. It appears that Brandon C. Brittingham owes the City 3 years of personal property taxes and is not in good standing with SDAT. We will need them to be in Good Standing before we can move ahead with the Enterprise Zone application.

Thank you  
Laura

---

**From:** Connie Klaverweiden  
**Sent:** Friday, January 25, 2019 12:30 PM  
**To:** Olga Butar; Laura Soper  
**Subject:** RE: Enterprise Zone Request

Laura,

I am not sure who has to qualify (the business at the address or the property owner). Here is the bad news.

Diamond Dudley Properties LLC has not paid any of their real estate taxes this year. They owe in excess of \$18,000.00. I have attached a print-out.

Brandon C. Brittingham Realtor, PC owes the city 3 years of personal property taxes (2017, 2018, & 2019). All bills are past due. The business is not in good standing with SDAT. Print-outs are attached.

**Connie Klaverweiden**  
Revenue Supervisor  
Finance Department  
City of Salisbury  
125 N. Division Street, Room 103  
Salisbury, MD 21801  
410-548-3110





## Laura Soper

---

**From:** Amanda Pollack  
**Sent:** Wednesday, January 23, 2019 4:37 PM  
**To:** Laura Soper  
**Subject:** RE: Enterprise Zone Request

Laura,

This is an existing structure which was built in 1988. When it was built, it met all codes at the time. It currently meets all requirements evaluated by the Infrastructure and Development Department.  
Amanda

---

**From:** Laura Soper  
**Sent:** Friday, January 18, 2019 10:57 AM  
**To:** Amanda Pollack; Anne Roane; Keith Cordrey; Olga Butar  
**Subject:** Enterprise Zone Request

I have received a request from Brandon C. Brittingham Realtor PC located at 107 Williamsport Circle, Salisbury, MD that they be deemed qualified to receive Enterprise Zone benefits (State Income). In order to receive such designation, it is necessary that they meet certain criteria. I am requesting that your departments help me in processing their application by helping me to determine if they meet the necessary criteria.

### Infrastructure & Development

Does this business meet the limitations of the City's Sewer Use Ordinance?

Does this business meet State and local storm water management codes and regulations?

Does this business meet the zoning code?

Does this business comply with subdivision regulations?

Does this business meet the building code (or did it at the time of construction)?

Does this business meet all permit requirements?

### Finance

Is this business up to date on their taxes?

Are they in good standing with SDAT?

Please answer the questions above under the heading for your department and return to my office by 1/25/2019. Your assistance is appreciated. If you have any questions, please let me know.

**Laura Soper**  
Director of Business Development

City of Salisbury  
110 N Division Street  
Salisbury, MD 21801  
(O): 410-677-1916



[www.salisbury.md](http://www.salisbury.md)



RESOLUTION NO. 2951

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND DECLARING THAT BRANDON C. BRITTINGHAM REALTOR, PC IS ELIGIBLE TO RECEIVE ENTERPRISE ZONE BENEFITS FOR PROPERTY LOCATED AT 107 WILLIAMSPORT CIRCLE, SALISBURY MD.

WHEREAS the City of Salisbury, Maryland and Wicomico County created an Enterprise Zone on June 6, 1983 for the purpose of encouraging economic development of the area encompassed within the boundaries of such zone; and

WHEREAS the Enterprise Zone was created under authority granted by the State of Maryland; and

WHEREAS the State Code permits certain benefits to be extended to businesses that locate or expand in the Enterprise Zone provided that they meet certain standards; and

WHEREAS, the City of Salisbury and Wicomico County have also established certain standards, which must be met in order for a business to be deemed eligible to receive Enterprise Zone benefits; and

WHEREAS, Brandon C. Brittingham Realtor, PC meets the standards set forth in the State Code and in local regulations to be eligible to receive Enterprise Zone benefits; and

WHEREAS, Sara Lavdas, representing Brandon C. Brittingham Realtor, PC has requested that the company be designated as eligible for Enterprise Zone benefits because of hiring of two or more new full time employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that Brandon C. Brittingham Realtor, PC be designated as eligible to receive the benefits of the Enterprise Zone effective upon the adoption of this resolution.

The above Resolution was introduced and read and passed at the regular meeting of the Salisbury City Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

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

APPROVED by me this  
\_\_\_\_\_ day of \_\_\_\_\_ 2019.


\_\_\_\_\_  
Jacob R. Day

1 MAYOR, City of Salisbury  
2





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

To: Julia Glanz, City Administrator  
From: Amanda Pollack, P.E., Director of Infrastructure and Development   
Date: May 22, 2019  
Re: Memorandum of Understanding with Salisbury University for use of Plant Street

---

Salisbury Department of Infrastructure and Development received a request from Salisbury University to utilize the Plant Street right-of-way. Plant Street is a fifty foot right-of-way located north of Milford Street and east of the Railroad right-of-way. Plant Street is paved to allow for access to buildings on the street. The ALTA survey is attached for reference.

Salisbury University would like to utilize the Plant Street right-of-way to provide for the ten foot wide Rail Trail bicycle and pedestrian pathway, as well as for vehicular access to buildings, parking and stormwater management. The University is planning improvements to the existing building and will have classrooms located off of Plant Street. Additionally, the right-of-way will have a twelve foot wide service road to the athletic fields.

The attached Memorandum of Understanding details the proposed uses and responsibilities. The Department of Infrastructure and Development recommends adoption of the Memorandum of Understanding and supports the creation of the Rail Trail segment.

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

RESOLUTION NO. 2952

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO SIGN A MEMORANDUM OF UNDERSTANDING WITH SALISBURY UNIVERSITY TO ALLOW THE UNIVERSITY TO UTILIZE PORTIONS OF THE PLANT STREET RIGHT-OF-WAY TO REDEVELOP OUT OF USE INDUSTRIAL PROPERTIES AND TO PROVIDE A SAFE MULTI-MODAL PATH TO THE STUDENT BODY AND GENERAL PUBLIC.

WHEREAS, the City of Salisbury supports redevelopment of several out-of use industrial properties; and

WHEREAS, Salisbury University intends to construct a multi-modal path connecting to and extending the City’s Rail-with-Trail for the betterment of the student population and general public; and

WHEREAS, the path and its associated utility and landscaping improvements will benefit the City as a whole; and

WHEREAS, the Plant Street right-of-way is currently a dead-end, is of little general use, and Salisbury University owns the parcels along the approximate 300 foot length of the easterly border of Plant Street; and

WHEREAS, the City and Salisbury University have jointly developed the attached Memorandum of Understanding that defines the responsibilities of each party in regard to the use of the Plant Street Right-of-Way.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby authorize the Mayor to sign the attached Memorandum of Understanding between the City and Salisbury University and enter for the use/maintenance of Plant Street in connection with the referenced multi-modal path.

THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on \_\_\_\_\_, 2019 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 \_\_\_\_\_, 2019

\_\_\_\_\_  
Jacob R. Day  
MAYOR, City of Salisbury





43 transit the Right-of-Way. A drawing of the site, 2018-02-12, 3D Arts Site Concept (2), is  
44 attached as Appendix A and made a part of this MOU.

45  
46 **SECTION 2. TRANSFER OF MAINTENANCE OF PLANT STREET TO**  
47 **SALISBURY UNIVERSITY**

48  
49 Maintenance of surface and subgrade facilities, to include the Street surface itself, any  
50 underlying subgrade material and appropriate signage shall be the responsibility of SU. City shall  
51 be consulted with regard to signage to ensure that Section 10.04.010 of the City Code  
52 requirements are satisfied. Any new streetlights placed within the Right-of-Way shall conform to  
53 applicable City Standards and become the maintenance responsibility of SU.

54  
55 **SECTION 3. CITY TO RETAIN RIGHT OF ACCESS TO SERVE PUBLIC**  
56 **UTILITIES BENEATH PLANT STREET AS REQUIRED**

57  
58 Maintenance of public utilities running the length of Plant Street will be serviced by the  
59 City as needed up to the standard point where City maintenance ends (up to, but not including  
60 any sanitary sewer clean-outs or water meters). The City will continue to maintain existing  
61 streetlights and electrical lines servicing them, until such a time that the existing lights may be  
62 replaced by SU.

63  
64 Any stormwater treatment facilities that may be installed by SU, will be their  
65 responsibility to maintain.

66  
67 **SECTION 4. THE ISSUANCE OF LICENSES-TO-ENCUMBER (LTE)**

68  
69 The City shall remain the authorizing body to issue LTE's to allow private utilities to  
70 proceed through the Right-of-Way as necessary. However, SU shall be consulted prior to the  
71 issuance of any such LTE to ensure that any facilities constructed by the University will not be  
72 negatively impacted and that the proposed utility is for their benefit.

73  
74 **SECTION 5. CONSTRUCTION OF MULTI-MODAL PATH AND REQUIRED**  
75 **NARROWING OF PLANT STREET**

76  
77 It is jointly understood that the existing width of Plant Street will be narrowed to  
78 accommodate the construction of the multi-modal path. During construction SU will adhere to all  
79 applicable traffic control and safety standards. The City will be provided with final designs of the  
80 multi-modal path before construction so that the City can design the connections of its own path  
81 to that maintained by SU and ensure that the final design does not conflict with the City's rights  
82 in connection with the affected roadway. No construction shall begin until the City approves the  
83 final designs.

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85 **SECTION 6. ACCESS BY GENERAL PUBLIC TO UNIVERSITY MULTI-**  
86 **MODAL PATH**



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As the City desires to establish a multi-modal path running the entirety of the City limits, it is understood that the City will align its path with that constructed by SU to provide a north-south axis throughout the City for use by the students of SU. In return, it is understood that residents of the City of Salisbury and members of the general public will have access to the reasonable and safe usage of the portion of the multi-modal path constructed and maintained by SU.

**SECTION 7. MAINTENANCE OF MULTI-MODAL PATH**

The multi-modal path built by SU on the City’s Plant Street Right-of-Way will be fully funded and maintained by SU. Any connecting or adjacent portions of the City multi-modal path will be funded and maintained by the City. This includes any impervious or pervious surfacing, streetlights, landscaping or signage on the respective paths.

**SECTION 8. ABANDONMENT OR TRANSFER OF THE CITY’S RIGHT-OF-WAY**

In the future, the City shall use its best efforts to only abandon or transfer the Plant Street Right-of-Way in such a manner that all improvements constructed by SU will enter into the legal, deeded possession of SU. Should abandonment or transfer in such a manner not be possible, the City shall retain the Right-of-Way and this Memorandum shall remain in effect.

**SECTION 8. ENTIRE AGREEMENT**

This Agreement represents the parties’ entire agreement with respect to the matters specified herein.

**SECTION 9. GOVERNING LAW AND VENUE**

It is understood that this Agreement shall be governed by and construed under and in accordance with the laws of the State of Maryland. Venue for any actions arising under this Agreement shall be in Wicomico County.

**SECTION 10. SEVERABILITY**

Any provision of the Agreement which is prohibited or unenforceable shall be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions thereof.

THIS AGREEMENT is hereby executed by the duly authorized representatives of the parties as of this \_\_\_ day of \_\_\_\_\_, 2019.

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ATTEST:

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

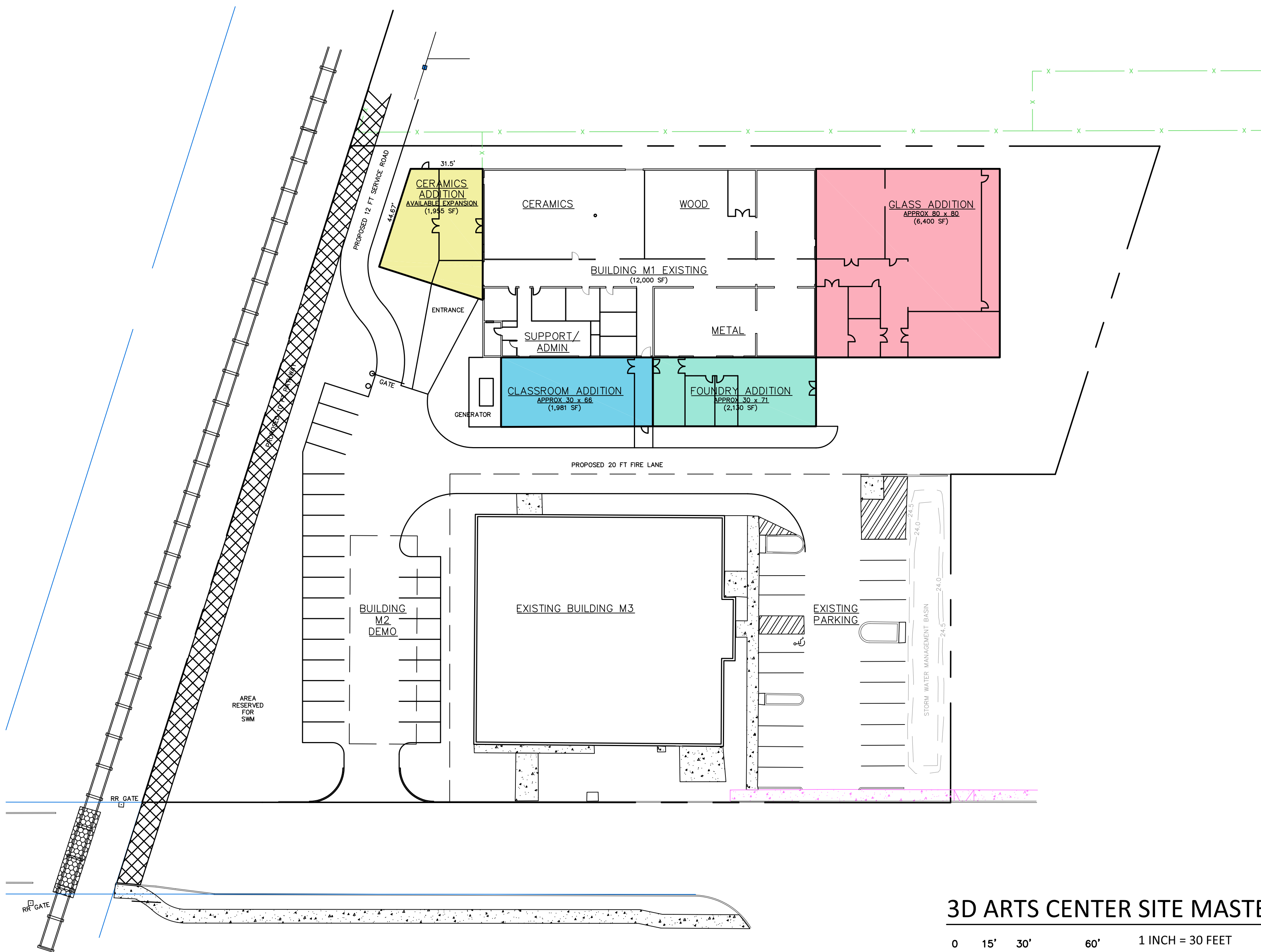
\_\_\_\_\_  
Jacob R. Day  
Mayor  
City of Salisbury

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

\_\_\_\_\_  
Marvin Pyles  
Vice President for Administration and Finance  
Salisbury University



# Appendix A

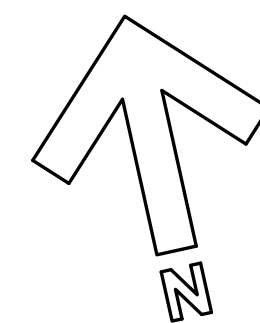


## 3D ARTS CENTER SITE MASTER PLAN



1 INCH = 30 FEET

02.08.18



**LEGEND**

- X — X — = FENCE
- U — = OVERHEAD UTILITY LINE
- ⊙ = GUY WIRE
- ⊕ = UTILITY POLE
- ⊕ = WOODEN LAMP POLE (WITH OR WITHOUT LAMP)
- ⊕ = SANITARY SEWER MANHOLE
- ⊕ = STORM DRAIN MANHOLE
- ⊕ = WATER METER
- ⊕ = WATER VALVE— MUNICIPAL 8"
- ⊕ = GAS VALVE/METER
- N90°00'00"E 414.24'  
(S 101°5'00" W 100.00') = AS SURVEYED
- C—OHL — = OVERHEAD COMMUNICATION LINE
- S — = SANITARY SEWER LINE (FROM PLANS)
- W — = MUNICIPAL WATER LINE (FROM PLANS)
- G — = GAS LINE (FROM FIELD OBSERVATIONS)
- — — = PERIMETER BOUNDARY LINE
- — — = TREE LINE
- — — = CONCRETE
- ⊗ = UTILITY CABLE BOX
- ⊕ = HVAC UNIT
- ☆ = DOWN SPOUTS (DRAIN FROM ROOF)
- = CONCRETE POST FOUND
- = IRON ROD WITH SURVEYORS I.D. CAP FOUND



VICINITY MAP SCALE: 1" = 2000'

**PARCEL 3133. LEGAL DESCRIPTION:**  
Beginning at a point where the north side of Milford Street intersects with the east side of Plant Street, said point is east, 240' plus or minus from Business Route 13, said point is the southwestern corner of the property herein described. Thence from the point of beginning, by and with the east side Plant Street, North 29 degrees, 02 minutes, 00 seconds East 300.00 feet to a concrete post found. Thence leaving Plant Street, South 78 degrees, 02 minutes, 00 seconds East 299.64 feet to the center of a forty inch cherry tree. Thence South 29 degrees, 37 minutes, 00 seconds West 149.94 feet to an iron rod found. Thence North 78 degrees, 02 minutes, 00 seconds West 263.50 feet to an iron rod found with surveyors I.D. cap, passing through an iron rod found at 45.46 feet. Thence South 11 degrees, 59 minutes, 00 seconds West 143.00 feet to the face of the concrete curb on the north side of Milford Street, passing through an iron rod found at the back of curb at 142.36 feet. Thence by and with the face of curb on the north side Milford Street, North 78 degrees, 02 minutes, 00 seconds West 81.60 feet to the point of beginning containing 51,231± square feet, 1.18 acres of land, more or less.

**NOTES:**

- 1) TAX MAP 0117, GRID 15, PARCEL 3133, SALISBURY, WICOMICO COUNTY, MD
- 2) DEED REFERENCE: 1635/57  
PLAT REFERENCE : 594/97
- 3) DISTRICT: 13
- 4) FLOOD INSURANCE RATE MAP FM24045C0253E, DATED AUG. 17, 2015  
FLOOD ZONE "X".
- 5) Email dated Feb. 7, 2017 from Henry Eure, Zoning Administrator, Dept. of Building, Permitting & Inspections, City of Salisbury. Email reads as follows: "The property is located in the College & University zoning district. The maximum allowable height is 50'. Setbacks are 30' in the front, 15' in the rear (except for a boarding house/rooming house or a fraternity or sorority house, and then the setback increases to 30'), and 10' on the side".

To: The Guzey Family Limited Partnership  
Salisbury University  
Chicago Title Insurance Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6, 7, 8, 9, 10a, 11, 13, 14, 17, 19, 20, 21, 22, & 23 of Table A thereof. The field work was completed on MAY 4, 2016

Date of Plat or Map: February 10, 2017  
Date: 2/10/2017 (signed) *Don R. Baumgartner*  
Don R. Baumgartner  
State of Maryland  
Property Line Surveyor  
Registration No. 601 (expires 4-16-2017)

PARCEL 1635  
THE STATE OF MARYLAND, TO THE USE OF  
THE UNIVERSITY OF MARYLAND SYSTEM  
DEED 1189/186  
PLAT 8/11-44 AND 16/426

PARCEL 3133  
THE GUZEY FAMILY  
LIMITED PARTNERSHIP  
DEED 1635/57  
PLAT 594/97  
REFERENCE TO AN  
UNRECORDED SURVEY  
DATED SEP. 25, 2000  
51,231± S.F.  
1.18± ACRES

PARCEL 3134  
LORD FAMILY LLP  
DEED 1727/133  
PLAT 594/97

**TITLE REPORT SUPPLIED BY "CHICAGO TITLE INSURANCE COMPANY", FILE No. 8292T  
EFFECTIVE DATE JANUARY 6, 2017**

SCHEDULE B - PART II, EXCEPTIONS:  
DENOTED ON PLAT: 9

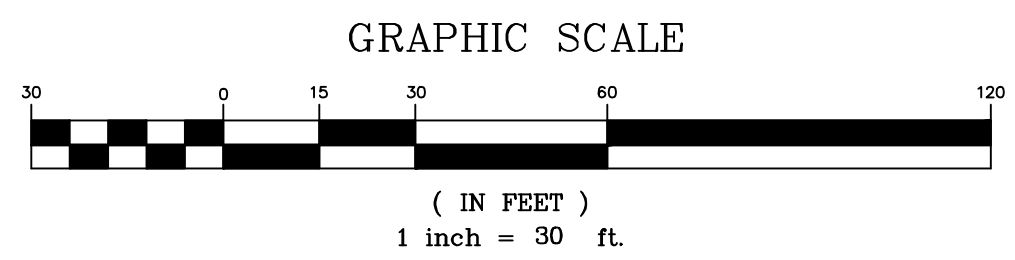
9 Subject to the terms and conditions shown on a plat entitled "Property Survey - Tri-State Engineering and Sales, Inc. and Tri-State Insulation, Inc., et al.," dated August 31, 1965, and recorded among the Land Records of Wicomico County, Maryland, in Liber M.S.B No. 594, Folio 97.

10 Subject to a plat entitled "Proposed County Road - Milford Street," dated October 18, 1961, and recorded among the aforesaid Land Records in Liber No. 501, Folio 67.

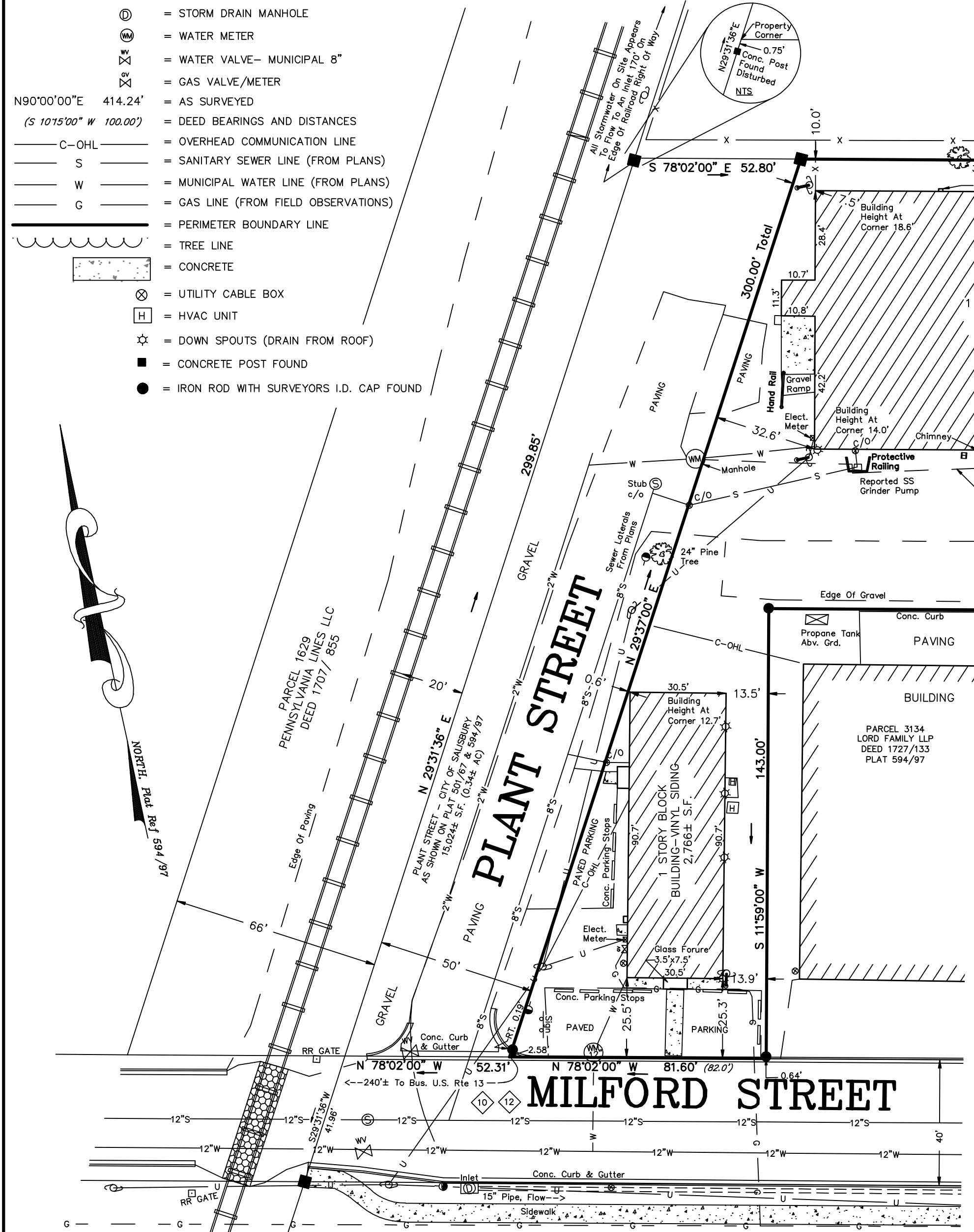
11. Subject to a public utility right-of-way dated September 20, 1965, from tri-State Engineering and Sales, Inc. to the Eastern Shore Public Service Company of Maryland, et al. and recorded among the aforesaid Land Records in Liber J.W.T.S. No. 542, Folio 551.

12 Subject to a deed dated November 30, 1961, from Tri-State Engineering and Sales, Inc., et al. to the County Commissioners of Wicomico County, Maryland, and recorded among the aforesaid Land Records in Liber No. 531, Folio 181 for Milford Street.

13. Subject to the terms and conditions on a plat entitled "Alta-NSPS Land Title Survey for Salisbury University," dated February 10, 2017, by Don R. Baumgartner, Land Surveyor, to be recorded among the Plat Records of Wicomico County, Maryland.



<b>ALTA/NSPS LAND TITLE SURVEY FOR SALISBURY UNIVERSITY</b> 217 MILFORD STREET, SALISBURY, MD 21801	
<b>DR</b> <b>B</b>	<b>DON R. BAUMGARTNER</b> Land Surveyor P.O. Box 773 Salisbury, MD 21803 Tel: 410-742-0077 Email: Don270@verizon.net Maryland: Property Line Surveyor No. 601 Delaware: Professional Land Surveyor No. 553
	JOB NO. 01-001-17 DATE 2/10/2017 FIELD BOOK 40, PAGE 32
BY: DRB	SCALE: 1"=50'







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

To: Julia Glanz, City Administrator  
From: Amanda Pollack, P.E., Director of Infrastructure and Development *AP*  
Date: May 22, 2019  
Re: Resolution for property line adjustment with 500 Riverside Realty, LLC

---

The Department of Infrastructure and Development requests consideration for a property line adjustment to enable the construction of sidewalk for the Riverside Traffic Circle. Lands from the City road right of way are proposed to be swapped with the adjacent property. The property is owned by 500 Riverside Realty, LLC and is located at 500 Riverside Drive. The property line adjustment is described in the attached deed and shown on the attached plat labeled Exhibit A. The land areas in the land swap are summarized below:

Item #	Add to City Right of Way (square feet)	Add to 500 Riverside Realty, LLC (square feet)
1	886	-
2	-	172
3	35	-
4	-	899
Total	921	1,071

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

1 RESOLUTION NO. 2953

2  
3 A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY TO ADJUST CITY  
4 STREET RIGHT OF WAY BY EXCHANGING CERTAIN SECTIONS OF LAND WITH 500  
5 RIVERSIDE REALTY, LLC NEAR THE INTERSECTION OF MILL STREET, RIVERSIDE  
6 DRIVE, CAMDEN AVENUE AND WEST CARROLL STREET.  
7

8 WHEREAS, the City of Salisbury owns all public streets including those which border  
9 the southern and eastern portions of the real property owned by 500 Riverside Realty LLC and  
10 has an existing right of way on the property as shown on a plat entitled "Survey of the Lands to  
11 be Acquired by Spiro Investments, LLC" dated May 1, 2004, made by Becker Morgan Group  
12 recorded in the Land Records of Wicomico County, Maryland in Plat Cabinet No. 14, Folio 620;  
13 and  
14

15 WHEREAS, the City of Salisbury was deeded rights to Mill Street by the State Roads  
16 Commission of Maryland Board of Public Works of Maryland by Deed dated October 20, 1965  
17 and recorded among the Land Records of Wicomico County, Maryland in Liber 620, Folio 155;  
18 and  
19

20 WHEREAS, 500 Riverside Realty, LLC acquired its property, Map 0111, Parcel 1500 by  
21 deed dated January 31, 2017 from Devreco, LLC and is the fee simple owner of the property as  
22 shown by the deed recorded in the Land Records of Wicomico County, Maryland in Liber 4119,  
23 Folio 419 which property abuts the public streets of the City of Salisbury, Maryland namely  
24 Riverside Drive and Mill Street; and  
25

26 WHEREAS, the City of Salisbury does not object to adjusting the property lines between  
27 the two parcels, which involves exchanging very small parcels of land between the affected  
28 properties; and  
29

30 WHEREAS, an adjustment of property lines would allow both property owners to  
31 continue to use their respective properties without negative effects to both property owners; and  
32

33 WHEREAS, the City of Salisbury requested the lot line adjustment and shall be  
34 responsible for all costs associated with preparing the necessary paperwork and all charges  
35 connected to the property line adjustment filing and recording; and  
36

37 WHEREAS, all drafted paperwork shall be approved by the City Solicitor before being  
38 signed by the Mayor.  
39

40 NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury,  
41 Maryland does hereby agree to adjust the street right of way line at 500 Riverside Realty, LLC,  
42 Salisbury, Maryland 21801 by exchanging small sections of land with the adjacent property  
43 owner of 500 Riverside Realty, LLC, Salisbury, Maryland 21801 as shown on the attached Plat  
44 entitled "Lands to be Acquired by the City of Salisbury for a Proposed Traffic Circle" dated  
45 05/14/2019.  
46



47 AND BE IT FURTHER RESOLVED that all paperwork prepared by the City of  
48 Salisbury to effectuate the property line adjustments between the two respective property owners  
49 shall be approved by the City Solicitor before being signed by the Mayor or his designated  
50 representative who shall hereby be authorized to further negotiate, execute and deliver all  
51 documents on behalf of the City of Salisbury in connection with the property line adjustment and  
52 to take any action which is necessary to consummate the transactions described herein.

53  
54 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting  
55 of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2019 and is to  
56 become effective immediately upon adoption.

57 ATTEST:

58  
59  
60  
61 \_\_\_\_\_  
62 Kimberly R. Nichols, City Clerk

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

63  
64 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2019

65  
66  
67  
68 \_\_\_\_\_  
69 Jacob R. Day, Mayor  
70

**THIS DEED ADJUSTING LOT/RIGHT OF WAY LINES and DEED OF TEMPORARY CONSTRUCTION EASEMENT** ("this Deed"), dated \_\_\_\_\_, 2019, is made by and between City of Salisbury, Maryland, a body politic and corporate and a political subdivision of the State of Maryland and 500 Riverside Realty, LLC, a Maryland limited liability company in good standing.

**EXPLANATORY STATEMENT**

A. City of Salisbury, Maryland is in the process of constructing a traffic circle in the area of the intersection of Mill Street, Riverside Drive, Camden Avenue and W. Carroll Street. 500 Riverside Realty, LLC owns a parcel of real property along the southern portion of the Wicomico River, which property extends to the northern portions of Riverside Drive and Mill Street. City of Salisbury, Maryland owns and/or is in control of the public streets bordering said property and has an existing right of way along the public streets onto the property, which needs to be reconfigured.

B. 500 Riverside Realty, LLC acquired its property, Map 0111, Parcel 1500 by deed dated January 31, 2017 from Devreco, LLC and is the fee simple owner of the property as shown by the deed recorded in the Land Records of Wicomico County, Maryland in Liber 4119, Folio 419 which property abuts the public streets of the City of Salisbury, Maryland, namely Riverside Drive and Mill Street.

C. City of Salisbury, Maryland, a body politic and corporate and a political subdivision of the State of Maryland has charge and control over all public streets pursuant to Article XI- Public Ways and Sidewalks of its Charter, including those which border the southern and eastern portions of the real property owned by 500 Riverside Realty, LLC and has an existing right of way on the property as shown on a plat entitled "Survey of the Lands to be Acquired by Spiro Investments, LLC" dated May 1, 2004, made by Becker Morgan Group and recorded among the Land Records of Wicomico County, Maryland in Plat Cabinet No. 14, Folio 620.

D. City of Salisbury, Maryland was deeded rights to Mill Street by the State Roads Commission of Maryland Board of Public Works of Maryland by Deed dated October 20, 1965 and recorded among the Land Records of Wicomico County, Maryland in Liber 620, Folio 155 and as shown on the referenced plat number 32693 entitled *State Roads Commission of Maryland Extension of Mill Street from North of West Main Street to Riverside Drive* dated September 27, 1965.

E. The attached Exhibit "A" (the "Plat") entitled *Lands to be Acquired by the City of Salisbury for a Proposed Traffic Circle dated May 14, 2019*, is incorporated herein by reference and shows the lot/right of way lines that will be altered and/or exchanged between the parties.

F. Pursuant to the aforementioned Plat, the lot/right of way lines of Parcel 1500 belonging to 500 Riverside Realty, LLC are adjusted as shown on the Plat and the City of Salisbury, Maryland's right of way along the Riverside Drive and Mill Street property border is adjusted pursuant to the Plat as well.

G. The attached Plat also contains marked areas whereby 500 Riverside Realty, LLC grants to the City of Salisbury, Maryland a temporary construction easement which will be extinguished upon the completion of the construction of the traffic circle project, which is to occur and which temporary easement area is not further described below, but is shown on the attached Plat and whereby the City of Salisbury, Maryland is granted the authority to enter upon and construct, erect, extend, operate, replace, relocate, and repair the proposed walkways, sidewalks and traffic circle on the real property referenced above and as further shown on the plat.

**NO TITLE SEARCH REQUESTED OR PERFORMED**



**NOW, THEREFORE, WITNESSETH**, that in consideration of the foregoing Explanatory Statement and other good and valuable consideration, there being no actual monetary consideration (\$0.00) paid or to be paid in connection with this Deed, the parties hereto hereby agree to amend the lot/right of way lines of their respective land holdings as outlined below as follows:

**ITEMS TO BE ADDED TO THE CITY OF SALISBURY, MARYLAND RIGHT OF WAY PURSUANT TO THE PLAT**

**ITEM ONE (To Become Part of City of Salisbury Riverside Drive Right of Way)**

Beginning at a point being North 66°49'44" West a distance of 12.24 feet from the intersection of the westerly right of way line of Mill Street and the westerly right of way line of Riverside Drive. Thence (1) by and with the westerly right of way line of the said Mill Street South 66°49'44" East a distance of 12.24 feet to a point at the beginning of a curve on the westerly right of way line of Riverside Drive. Thence (2) with said right of way line and curve to the right, having a radius of 400.00 feet and a length of 100.59 feet, a chord bearing of South 42°47'50" West a chord distance of 100.32 feet to a point. Thence (3) South 49°56'59" West a distance of 63.69 feet to a point. Thence (4) leaving the existing westerly right of way line of Riverside Drive North 39°53'28" West a distance of 4.41 feet to a point. Thence (5) North 50°06'32" East a distance of 88.62 feet to a point at the beginning of a curve. Thence (6) by and with said curve to the left, having a radius of 45.00 feet and a length of 11.35 feet, a chords bearing of North 42°52'57" East a chord distance of 11.32 feet to a point. Thence (7) North 35°27'35" East a distance of 23.52 feet to a point. Thence (8) North 30°37'37" East a distance of 10.00 feet to a point. Thence (9) South 62°07'30" East a distance of 5.00 feet to a point at the beginning of a curve. Thence (10) by and with said curve to the left, having a radius of 109.71 feet and a length of 27.30 feet, a chord bearing of North 20°42'40" East a chord distance of 27.30 feet to the point of beginning. Herein described ITEM ONE containing 886 square feet, more or less.

**ITEM THREE (To Become Part of City of Salisbury Mill Street Right of Way)**

Beginning at a point on the westerly right of way line of Mill Street at the northerly corner of the below mentioned and described ITEM TWO. Thence (1) with a curve to the right, having a radius of 91.42 feet and a length of 33.92 feet, a chord bearing of North 35°15'25" East a chord distance of 33.72 feet to a point. Thence (2) by and with the said line of Mill Street South 35°15'25" West a distance of 33.72 feet to the point of beginning. Herein described ITEM THREE containing 35 square feet, more or less.

**ITEMS TO BE ADDED TO THE PROPERTY OF 500 RIVERSIDE REALTY, LLC PURSUANT TO THE PLAT**

**ITEM TWO (To Become Part of 500 Riverside Realty, LLC Property in Fee Simple)**

Beginning at a point being North 66°49'44" West a distance of 12.24 feet from the intersection of the westerly right of way line of Mill Street and the westerly right of way line of Riverside Drive. Said point being the northwesterly corner of ITEM ONE as described above. Thence (1) by and with the westerly right of way line of the said Mill Street North 67°10'37" West a distance of 11.71 feet to a point. Thence (2) North 35°12'37" East a distance of 34.42 feet to a point at the beginning of a non-tangent curve. Thence (3) by and with said curve to the left, having a radius of 92.50 feet and a length of 25.32 feet, a chord bearing of South 16°54'43" West a chord distance of 25.24 feet to a point of reverse curve. Thence (4) with said curve to the left, having a radius of 110.00 feet and a length of 8.69 feet, a chord bearing of South 11°19'58" West a chord distance of 8.69 feet to the point of beginning. Herein described ITEM TWO containing 172 square feet, more or less.

**ITEM FOUR (To Become Part of 500 Riverside Realty, LLC Property in Fee Simple)**

Beginning at a point being on the westerly right of way line of Mill Street. Thence (1) by and with the said line of Mill Street North 32°45'19" East a distance of 76.91 feet to a point at the northeasterly corner of the land of 500 Riverside Realty, LLC. Thence (2) by and with an extension of the said 500 Riverside Realty, LLC, line North 36°02'52" East a distance of 6.25 feet to a point at the beginning of a non-tangent curve. Thence (3) by and with said curve to the right, having a radius of 102.56 feet and a length of 60.90 feet, a chord bearing of South 26°14'03" West a chord distance of 60.01 feet to a point. Thence (4) South 38°29'42" West a distance of 11.88 feet to a point. Thence (5) North 72°54'17" West a distance of 11.90 feet to the point of beginning. Herein described ITEM FOUR containing 899 square feet, more or less.

BEING portions of the same properties described or referenced in the Explanatory Statement as recorded among the Land Records of Wicomico County, Maryland.

SUBJECT TO ALL covenants, conditions, restrictions, easements, and encumbrances of record.

TOGETHER WITH all improvements thereupon, and the rights, alleys, ways, waters, easements, privileges, appurtenances, and advantages belonging or appertaining thereto.

TO HAVE AND TO HOLD the properties and rights of way hereby conveyed by and between City of Salisbury, Maryland, a body politic and corporate and a political subdivision of the State of Maryland and 500 Riverside Realty, LLC, their successors and assigns, in fee simple, forever.

AND the said City of Salisbury, Maryland, a body politic and corporate and a political subdivision of the State of Maryland and 500 Riverside Realty, LLC do hereby covenant that they have not done nor suffered to be done any act, matter or thing whatsoever to encumber the property hereby conveyed; that they will warrant specially the property granted, and that they will execute such other and further assurances of the same as may be necessary and requisite.

WITNESS the hands and seals of the parties.

WITNESS:

CITY OF SALISBURY, MARYLAND

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

500 RIVERSIDE REALTY, LLC

\_\_\_\_\_  
By:  
Managing Member

STATE OF MARYLAND, (COUNTY) COUNTY, TO WIT:

I HEREBY CERTIFY that on this \_\_\_ day of \_\_\_\_\_, 2019 before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Jacob R. Day, Mayor, and he acknowledged the foregoing Deed to be his act and deed in his official capacity for the City of Salisbury, MD.



AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

STATE OF MARYLAND, (COUNTY) COUNTY, TO WIT:

I HEREBY CERTIFY that on this \_\_\_ day of \_\_\_\_\_, 2019 before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, and he acknowledged the foregoing Deed to be his act on behalf of 500 Riverside Realty, LLC in his capacity as a Managing Member on behalf of the company.

AS WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

**CERTIFICATION**

“The undersigned hereby certify under penalties of perjury that, as defined by Section 10-912 of the Tax-Property Article of the Annotated Code of Maryland, the total payment actually paid to the undersigned, including the fair market value of any property transferred to the undersigned as part of this transfer, was \$0.00.”

500 Riverside Realty, LLC

City of Salisbury, Maryland

\_\_\_\_\_  
By:  
Managing Member

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

I HEREBY CERTIFY that the foregoing Deed was prepared by or under the supervision of an attorney licensed to practice law in the State of Maryland.

\_\_\_\_\_  
S. Mark Tilghman, Esquire  
City Solicitor for City of Salisbury



CITY OF SALISBURY  
DEPARTMENT OF  
INFRASTRUCTURE  
& DEVELOPMENT

EXHIBIT "A"  
LANDS TO BE ACQUIRED  
BY THE CITY OF SALISBURY  
FOR A PROPOSED TRAFFIC CIRCLE

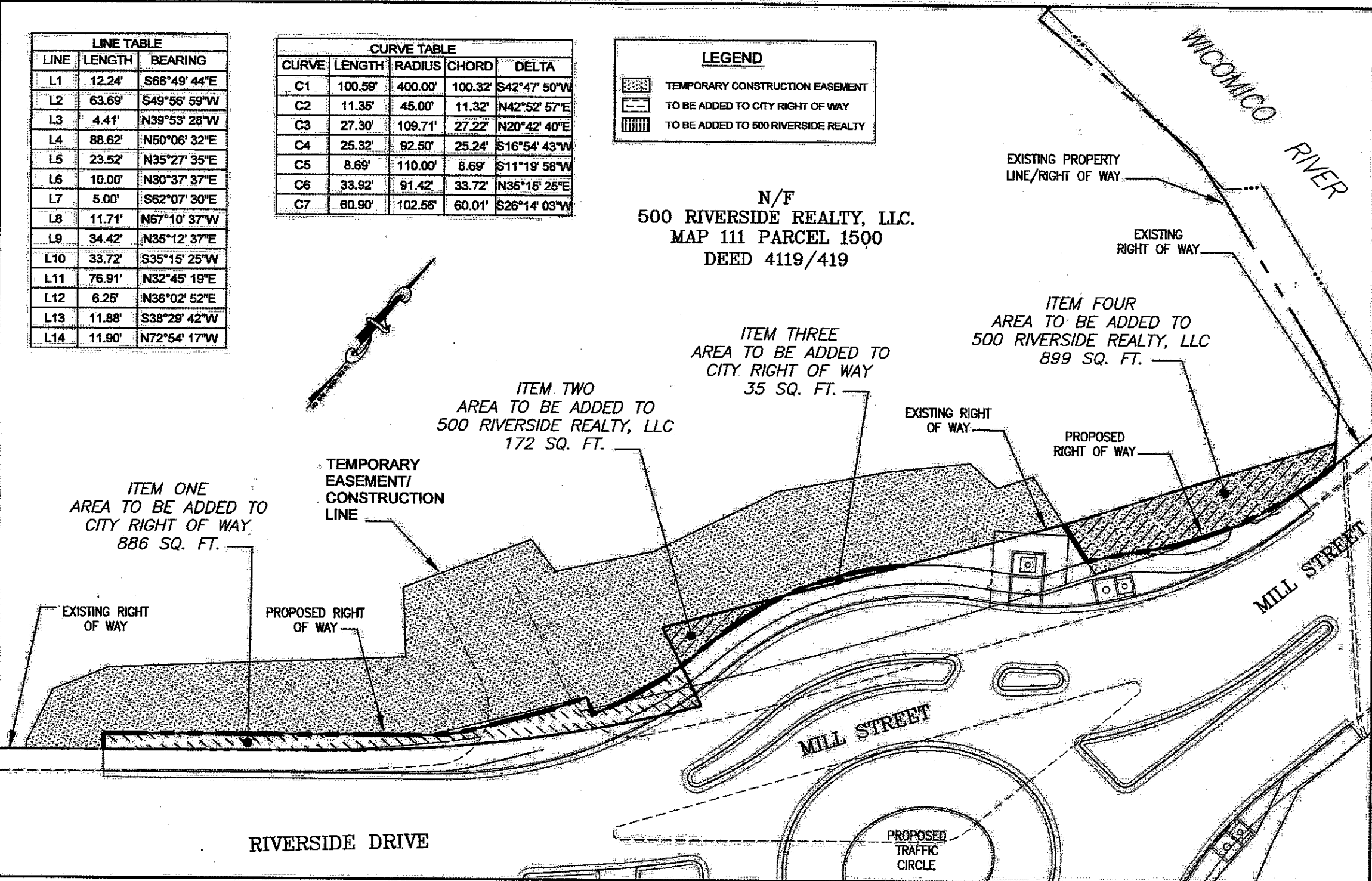
LINE TABLE		
LINE	LENGTH	BEARING
L1	12.24'	S66°49' 44"E
L2	63.69'	S49°56' 59"W
L3	4.41'	N39°53' 28"W
L4	88.62'	N50°06' 32"E
L5	23.52'	N35°27' 35"E
L6	10.00'	N30°37' 37"E
L7	5.00'	S62°07' 30"E
L8	11.71'	N67°10' 37"W
L9	34.42'	N35°12' 37"E
L10	33.72'	S35°15' 25"W
L11	76.91'	N32°45' 19"E
L12	6.25'	N36°02' 52"E
L13	11.88'	S38°29' 42"W
L14	11.90'	N72°54' 17"W

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	DELTA
C1	100.59'	400.00'	100.32'	S42°47' 50"W
C2	11.35'	45.00'	11.32'	N42°52' 57"E
C3	27.30'	109.71'	27.22'	N20°42' 40"E
C4	25.32'	92.50'	25.24'	S16°54' 43"W
C5	8.69'	110.00'	8.69'	S11°19' 58"W
C6	33.92'	91.42'	33.72'	N35°15' 25"E
C7	60.90'	102.55'	60.01'	S26°14' 03"W

**LEGEND**

- TEMPORARY CONSTRUCTION EASEMENT
- TO BE ADDED TO CITY RIGHT OF WAY
- TO BE ADDED TO 500 RIVERSIDE REALTY

N/F  
500 RIVERSIDE REALTY, LLC.  
MAP 111 PARCEL 1500  
DEED 4119/419



DWG. NO. DCA19010  
DATE: 05/14/2019  
SCALE: 1" = 30'  
REVISIONS:  
SHEET 1 OF 1



## MEMORANDUM

**To:** Julia Glanz, City Administrator

**From:** Andy Kitzrow, Deputy City Administrator

**Subject:** Donation of three trolley style vehicles

**Date:** June 6, 2019

---

Tri-County Council, Shore Transit Division is donating three trolley style vehicles (Downtown Trolleys) to the City of Salisbury.

- The City of Salisbury will utilize these trolleys for summer camp field trips at the Salisbury Zoo. This will significantly reduce field trip expenses by eliminating the need to hire a third party bus contractor.
- These will be utilized to during special events like the National Folk Festival to increase transportation services.
- The City of Salisbury will take over the operations and scheduling of the “Downtown Trolley” bus routes during the school year.

1 RESOLUTION NO. 2954

2  
3 AN RESOLUTION OF THE CITY OF SALISBURY ACCEPTING A DONATION OF  
4 THREE TROLLEY STYLE VEHICLES AND SPARE PARTS FROM TRI-COUNTY  
5 COUNCIL, SHORE TRANSIT DIVISION.  
6

7 WHEREAS, the Council of the City of Salisbury supports the acceptance of donations to  
8 improve public services;  
9

10 WHEREAS, the Tri-County Council, Shore Transit Division as obtained permission from  
11 the Maryland Transit Administration to remove three trolley style vehicles from revenue services  
12 and donate them and spare parts to the City of Salisbury as outline in "Exhibit A";  
13

14 WHEREAS, the Salisbury Zoo's request is to utilize these trolleys as transportation  
15 vehicles for their Adventure Camp held during the summer months;  
16

17 WHEREAS, the City of Salisbury plans to take over the operations and scheduling of the  
18 Downtown Trolley routes starting in the Fall 2019;  
19

20 WHEREAS, the Business Development Department's request is to utilize these trolleys  
21 for additional transportation needs during special events in order to increase services and reduce  
22 expenses.  
23

24 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF  
25 SALISBURY, MARYLAND does hereby accept the donation of three trolley style vehicles.  
26

27 THIS ABOVE RESOLUTION was introduced and read and passed at the regular  
28 meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2019 and is  
29 to become effective immediately upon adoption.  
30

31 **ATTEST:**  
32

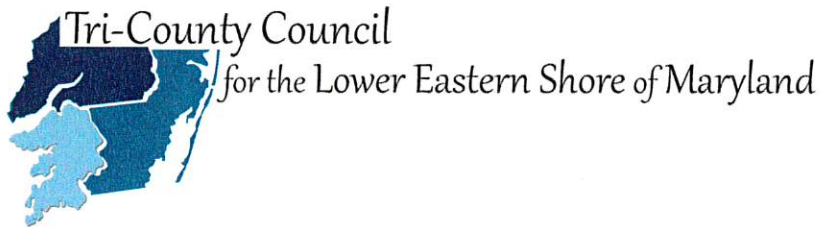
33 \_\_\_\_\_  
34 Kimberly R. Nichols, City Clerk  
35

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council  
36

37  
38 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.  
39

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





SHORE TRANSIT DIVISION  
31901 TRI-COUNTY WAY  
SUITE 133  
SALISBURY, MARYLAND 21804  
PHONE: 443-260-2300  
FAX: 410-677-4895  
WWW.SHORETRANSIT.ORG

May 16, 2019

Mayor Jake Day  
City of Salisbury  
125 North Division Street  
Salisbury, Maryland 21801

Re: Vehicle Donation

Dear Mayor Day,

The Tri-County Council, Shore Transit Division has obtained permission from the Maryland Transit Administration to remove three trolley style vehicles from revenue service.

These vehicles are operational and will be available to you after the last 103 route on May 17, 2019.

2005 Cable Car Concepts Trolley # 270 VIN # 4UZAACBW45CU68917 (in service date 5/1/2006) with 119,033 miles, (speedometer change) 162,083 life miles.

2005 Cable Car Concepts Trolley # 273 VIN # 4UZAACBW35CU68911 (in service date 5/1/2006) with 13,873 miles, (speedometer change) 162,162 life miles.

The third vehicle is not operational (runs but has a door problem) and has been used to supply parts to the operating vehicles listed above.

2005 Cable Car Concepts Trolley # 271 VIN # 4UZAACBW75CU68913 (in service date 5/1/2006) with 117,690 life miles.

These vehicles are being donated to the City of Salisbury in accordance with the TCC Disposal Policy, for no payment, and in "AS IS" condition. Signed titles and speedometer certificates are attached.

Respectfully,

Bradley A. Bellacicco  
Shore Transit Director



Serving Somerset, Wicomico and Worcester Counties





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

## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Andy Kitzrow, Deputy City Administrator  
**Subject:** Donation of Fishing Poles  
**Date:** June 6, 2019

---

Timothy Spies has donated ten fishing poles to the City of Salisbury to be utilized at the Adventure Camp at the Salisbury Zoo and other youth programs.

1 RESOLUTION NO. 2955

2  
3 AN RESOLUTION OF THE CITY OF SALISBURY ACCEPTING A DONATION OF  
4 TEN FISHING POLES FROM TIMOTHY SPIES FOR USE AT THE ADVENTURE CAMP  
5 AT THE SALISBURY ZOO AND OTHER YOUTH PROGRAMS.

6  
7 WHEREAS, the Council of the City of Salisbury supports the acceptance of donations to  
8 improve youth programming;

9  
10 WHEREAS, Timothy Spies wishes to donate ten fishing poles to the City of Salisbury to  
11 be utilized during ongoing enrichment activities at the Salisbury Zoo Adventure Camp and other  
12 youth programs.

13  
14 WHEREAS, the Salisbury Zoo’s request is to utilize these fishing poles during  
15 enrichment activities and field trips during summer camp and other youth programs;

16  
17 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF  
18 SALISBURY, MARYLAND does hereby accept the donation of ten fishing poles valued at  
19 approximately \$100.00 on behalf of the Salisbury Zoo.

20  
21 THIS ABOVE RESOLUTION was introduced and read and passed at the regular  
22 meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_ 2019 and is  
23 to become effective immediately upon adoption.

24  
25 **ATTEST:**

26  
27 \_\_\_\_\_  
28 Kimberly R. Nichols, City Clerk

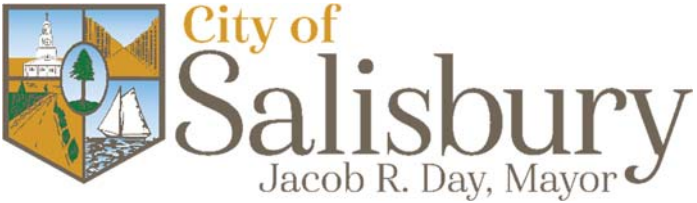
\_\_\_\_\_

John R. Heath, President  
Salisbury City Council

29  
30  
31  
32 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.

33  
34 \_\_\_\_\_  
35 Jacob R. Day, Mayor





## MEMORANDUM

To: Andy Kitzrow  
From: Kevin Lindsay, Neighborhood Relations Manager  
Date: May 20<sup>th</sup>, 2019  
Re: Salisbury sunrise Rotary Foundation Inc. Donation Acceptance

---

Attached please find a resolution accepting a \$150.00 monetary donation from the Salisbury Sunrise Rotary Foundation Inc. in support of the Neighborhood Walks/ Pop Up Bus sponsored by the Housing and Community Development Department.

Neighborhood Walks/ Pop Up Bus is a community engagement activity where the City of Salisbury engages with the community in their neighborhood and provide food and snacks for children and residents in community. The City of Salisbury also touches base with residents to discuss concerns or ideas that residents may have.

Unless you have any questions please forward this for Council's consideration.

1 RESOLUTION NO. 2956

2  
3 A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING DONATIONS FROM  
4 SALISBURY SUNRISE ROTARY FOUNDATION INC. FOR THE HOUSING AND  
5 COMMUNITY DEVELOPMENT DEPARTMENT NEIGHBORHOOD WALKS/ POP-  
6 UP BUS STOPS  
7

8 WHEREAS, the City of Salisbury’s Housing and Community Development Department  
9 participates in Neighborhood Walks/Pop-Up Bus Stops monthly; and  
10

11 WHEREAS, Salisbury Sunrise Rotary Foundation Inc. wishes to donate funds to help  
12 sponsor this program; and  
13

14 WHEREAS, the donation of funds will be used to purchase, refreshments and food used  
15 to feed residents in community; and  
16

17 WHEREAS, funds are already budgeted for this program.  
18

19 NOW, THEREFORE BE IT RESOLVED that the City of Salisbury, Maryland does  
20 hereby accept the donation of funds of One Hundred and Fifty Dollars and Zero cents (\$150.00)  
21 from Salisbury Sunrise Rotary Foundation Inc. for the City’s Neighborhood Walks and Pop-Up  
22 Bus Stops program.  
23

24 THE ABOVE RESOLUTION was introduced, read and duly passed at the regular  
25 meeting of the Council of the City of Salisbury held on this 10th day of June 2019, and is to  
26 become effective immediately upon adoption.  
27

28 **ATTEST:**

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31  
32 \_\_\_\_\_  
33 Kimberly R. Nichols, City Clerk

34 \_\_\_\_\_  
35 John R. Heath, President  
36 Salisbury City Council

37 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.  
38

39 \_\_\_\_\_  
40 Jacob R. Day, Mayor  
41

AS AMENDED ON JUNE 10, 2019  
ORDINANCE NO. 2539

AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2019 TO JUNE 30, 2020, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA, AND STORM WATER FUNDS.

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 to fund operations of the City of Salisbury, Maryland.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital Projects.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule C – Anticipated Grant Expenditures are hereby appropriated for the grants listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$ .9832 per \$100 of assessed valuation of all real property, at \$3.51 per \$100 of assessed valuation for all personal property categorized as utilities, and at \$2.40 per \$100 of assessed valuation for all other personal property subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2019 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended;

AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at 6:00 PM on May 13, 2019 in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance shall take effect upon final passage.



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THIS ORDINANCE was introduced and read at a special meeting of the Council of the City of Salisbury held on the 22<sup>nd</sup> day of April 2019, and having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**ATTEST:**

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

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

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.

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

66 **Schedule A - Operating Budget Appropriations**

67	1)	General Fund – for the general municipal purposes of the City of Salisbury:		
		City Council / City Clerk	242,314	242,314
		Development Services	825,411	825,411
		Mayor's Office/Community Promotions	1,035,165	1,035,165
		Finance	733,238	733,238
		Procurement	271,174	271,174
		City Attorney	354,800	354,800
		Information Technology	555,840	556,653
		Municipal Buildings	285,352	285,352
		Police	13,591,425	13,591,425
		Fire	8,575,533	8,586,989
		Housing and Community Development	1,175,367	1,220,820
		Infrastructure and Development:		
		Building Permits	331,140	331,140
		Engineering	1,157,664	1,157,664
		Planning & Zoning	179,314	179,314
		Field Operations:		
		Resource Management	500,616	516,796
		Traffic Control	1,551,345	1,664,616
		Streets and Lighting	1,029,265	1,029,265
		Sanitation	1,596,669	1,596,669
		Fleet Management	437,886	443,441
		Carpenter Shop	145,697	145,697
		Recreation and Culture	1,893,561	1,896,561
		Debt Service & Other Uses	5,721,548	5,721,548
		Total	42,190,324	42,386,052
68	2)	Parking Authority Fund – for the special assessment district known as the Parking Authority		
		Total	952,791	952,791
69	3)	Water Fund - for operations of the water department (including \$ 412,160 for redemption of bonds and payment of interest)		
70		Total	5,520,198	5,464,095
71	4)	Sewer Fund - for the operations of the sewer department (including \$ 4,432,586 for redemption of bonds and payment of interest)		
72		Total	12,971,470	12,949,067
73	5)	Marina Fund – for the operations of the enterprise known as the City Marina		
74		Total	86,232	86,232
75	6)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund		
76		Total	647,165	647,165
		Grand Total		\$ 62,485,402

**Schedule B – Capital Project Appropriations (1 of 2)**

Project	Amount	Funding Source					
		PayGO General Fund	PayGO Annexation	PayGO Storm Water	Grants	Contribution Inkind	Bond
<b>Public Safety</b>	-						
Self-Contained Breathing Apparatus Replace	844,000	69,000			775,000		
Fire Station - North Side	395,000					395,000	
<b>General Government</b>	-						
Stormwater Utility Network Mapping	60,000			60,000			
Housing Survey / Blight Study	42,900				42,900		
<b>Field Operations</b>	-						
Pathway Paving	20,000		20,000				
Exterior: Siding Repair and Painting	12,500	12,500					
Special Events Pavilions	100,000				100,000		
Zoo Admin Office Space	100,000						100,000
Field Operations Facility Plan - Phase 2	200,000						200,000
Field Operations Facility Plan - Phase 3	125,000						125,000
Jaguar Exhibit - Phase I	15,000					15,000	
<b>I &amp; D</b>	-						
City Park Master Plan Improvements	50,000	-	50,000				
Wayfinding and Signage	10,000	10,000					
Mill Street Bridge Rehabilitation	45,000						45,000
Skatepark Phase 2b	134,000				134,000		
Riverwalk Amphitheater Phase 2	100,000				100,000		
Naylor Mill Road Bridge Replacement	280,000				280,000		
Mill Street Bridge Rehabilitation	180,000				180,000		
Naylor Mill Road Bridge Replacement	70,000						70,000
Bicycle Master Plan Improvements	300,000						300,000
Urban Greenway Improvements	300,000		100,000				200,000
Street Scaping	200,000						200,000
Total Max.Daily Load Compliance Schedule	35,000			35,000			
Beaglin Park Dam Improvements	25,000			25,000			
<b>Total General Fund</b>		<b>91,500</b>	<b>170,000</b>	<b>120,000</b>	<b>1,611,900</b>	<b>410,000</b>	<b>1,240,000</b>



Schedule B – Capital Project Appropriations (2 of2)

Project	Project Amount	Funding Source			
		Transfer PayGO	Grant	Revolving Funds	Reallocate Bond
<b>Water Sewer Capital Projects Fund</b>					
Restore Park Well Field	175,000				175,000
Paleo Fluoride Room Door and Tank Replacement	60,000				60,000
Bathroom Addition	51,000	51,000			0
Chemical Building HVAC	48,000				48,000
WWTP Outfall Inspection and Repairs	78,030				78,030
WWTP Local Limits Study	51,000	51,000			0
Structural Study	50,000	50,000			0
Internal Recycle Pump Replacement	180,000				180,000
Replace Distribution Piping & Valves	100,000				100,000
HV507 Dump Truck	125,000	125,000			
Park Water Treatment Plant Roof Improvements	181,560				181,560
Park Aerator Building Improvements	81,600				81,600
Park Well Field Raw Water Main & Valve Rplc	562,000			562,000	
Southside Pump Station Force Main	100,000			100,000	
<b>Water Sewer Fund Total &gt;&gt;</b>	<b>1,843,190</b>	<b>277,000</b>	<b>0</b>	<b>662,000</b>	<b>904,190</b>
<b>Parking Capital Projects Fund</b>					
Parking Garage Structural Repairs	592,000				592,000
<b>Parking Authority Fund Total</b>	<b>592,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>592,000</b>

**Schedule C City Fiscal Year 2019 Appropriations for Grant-Funded Expenditures**

Schedule C: City Fiscal Year 2020 Appropriations for Grant-Funded Expenditures										
Grant Name	Appropriation					Grant Dates		Funding		
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	CFDA #	Dept/Agency
	Total	Prior Yrs	FY 2020	Amount	Account					
<b>Comcast - Public, Educational &amp; Governmental (PEG) Fees</b>										
FY20 - PEG Fees from Comcast	80,000		80,000	N/A	N/A	7/1/2019	6/30/2020	Private	N/A	Comcast
<b>Housing &amp; Community Development Department</b>										
FY20 - Homeless Solutions Program - Federal Funds (ESG)	20,000		20,000	N/A	N/A	7/1/2019	6/30/2020	Federal	14.231	DHCD
FY20 - Homeless Solutions Program - State Funds	25,000		25,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	DHCD
FY20 - Projects for Assistance Transition-Homelessness (PATH)	25,000		25,000	N/A	N/A	7/1/2019	6/30/2020	Federal	93.150	SAMHSA
FY20 - Community Legacy	150,000		150,000	N/A	N/A	7/1/2019	6/30/2021	State	N/A	DHCD
PY19 - Community Development Block Grant (CDBG)	350,000		350,000	N/A	N/A	7/1/2019	N/A	Federal	14.218	HUD
FY20 - Maryland Heritage Area Authority (MHAA)	50,000		50,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	MHAA / MDP
FY20 - Rural Maryland Prosperity Investment Fund	40,000		40,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	RMC
<b>Infrastructure &amp; Development Department</b>										
FY19 - Transportation Alternatives (TA) - Rails with Trails	722,523		722,523	N/A	N/A	7/1/2019	6/30/2020	State	N/A	MDOT / SHA
FY20 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	255,000		255,000	N/A	N/A	7/1/2019	6/30/2020	State	N/A	MDE / BRF
2019 - National Assoc. of Realtors (NAR) Placemaking Grant	3,300		3,300	N/A	N/A	4/22/2019	4/22/2020	Private	N/A	NAR & CAR
<b>Salisbury Fire Department</b>										
FY17 - Staffing -Adequate Fire & Emergency Response (SAFER)	1,527,738	1,527,738		206,451	91001-599124	9/11/2018	9/30/2022	Federal	97.083	DHS / FEMA
FY20 - Salisbury Wicomico Firstcare Team (SWIFT)	75,000		75,000	N/A	N/A	7/1/2019	6/30/2020	Private	N/A	WiCHD / CareFirst
FY18 - Assistance to Firefighters Grant (AFG)	624,546	624,546		62,454	91001-599124	11/12/2018	11/11/2019	Federal	97.044	DHS / FEMA
FY19 - Port Security Grant (3 projects)	100,000		100,000	25,000	91001-599124	9/1/2019	8/31/2022	Federal	97.056	DHS / FEMA
<b>Salisbury Police Department</b>										
FY17, 18 & 19 - COPS Grant	250,000	250,000	-	128,096	91001-599121					
FY20 - Bulletproof Vest Partnership	25,000		25,000	N/A	N/A	10/1/2019	9/30/2021	Federal	16.607	Dept. of Justice
FY20 - MD Criminal Intelligence Network (MCIN)	600,406	550,406	50,000	30,000	91001-599121	7/1/2019	6/30/2020	State	N/A	GOCCP
FFY20 - Edward Byrne Memorial JAG	26,000		26,000	N/A	91001-599121	10/1/2019	9/30/2022	Federal	16.738	Dept. of Justice
FY20 - Gun Violence Reduction Initiative	39,000		39,000	5,500	91001-599121	7/1/2019	6/30/2020	State	N/A	GOCCP
FFY20 - MD Highway Safety Office - Impaired Driver (DUI)	6,000		6,000	2,000	91001-599121	10/1/2019	9/30/2019	Federal	20.616	US DOT / MHSO
FFY20 - MD Highway Safety Office - Aggressive Driver	4,000		4,000	1,300	91001-599121	10/1/2019	9/30/2019	Federal	20.600	US DOT / MHSO
FFY20 - MD Highway Safety Office - Distracted Driver	3,000		3,000	1,000	91001-599121	10/1/2019	9/30/2019	Federal	20.600	US DOT / MHSO
FY20 - Wicomico County Circuit Court - Drug Court	12,000		12,000	5,800	91001-599121	7/1/2019	6/30/2020	County	N/A	Circuit Court
FY18 - Wicomico County Adult Drug Treatment Court	443,469	443,469	-	24,000	91001-599121	1/1/2019	12/31/2022	Federal	16.585	Dept. of Justice
FFY20 - U.S. Marshals Program	30,000		30,000	14,500	91001-599121	10/1/2019	9/30/2019	Federal	16.111	US Marshals
<b>Total</b>	<b>\$ 5,486,982</b>	<b>\$ 3,396,159</b>	<b>\$ 2,090,823</b>	<b>\$ 506,101</b>						

Some of the Police Dept. grants will require an FY20 match, totaling \$212,196, which will be transferred from account number 91001-599121.

Some of the Fire Dept. grants will require an FY20 match, totaling \$293,905 which will be transferred from account number 91001-599124.

The Infrastructure & Development Dept. has a TA grant that will require a FY20 match of \$180,631. This match will be covered by Capital Improvement Bond funds (Bicycle Master Plan).

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





47 Schedule III Metered Water Charges – Wor-Wic Community College and Urban Service  
48 District Rates  
49

50	Residential and Small Commercial	
51	Minimum Charge	\$33.66/ quarter
52	Commodity Charge	\$5.03/ thousand gallons
53		
54	Commercial	
55	Customer Charge	\$630.13/ quarter
56	Commodity Charge	\$2.92/ thousand gallons
57		
58	Large Commercial/Industrial	
59	Customer Charge	\$973.84/ quarter
60	Commodity Charge	\$2.35/ thousand gallons
61		

62 Schedule IV Sewer Charges – In City Rates  
63

64	Residential and Small Commercial	
65	Minimum Charge	\$55.45/ quarter
66	Commodity Charge	\$8.31/ thousand gallons
67		
68	Commercial	
69	Customer Charge	\$1,047.42/ quarter
70	Commodity Charge	\$4.84/ thousand gallons
71		
72	Large Commercial/Industrial	
73	Customer Charge	\$1,615.69/ quarter
74	Commodity Charge	\$3.87/ thousand gallons
75		

76 Schedule V Sewer Charges – Outside City Rates  
77

78	Residential and Small Commercial	
79	Minimum Charge	\$110.91/ quarter
80	Commodity Charge	\$16.64/ thousand gallons
81		
82	Commercial	
83	Customer Charge	\$2,094.82/ quarter
84	Commodity Charge	\$9.65/ thousand gallons
85		
86	Large Commercial/Industrial	
87	Customer Charge	\$3,231.39/ quarter
88	Commodity Charge	\$7.76/ thousand gallons
89		

90 Schedule VI Sewer Charges – Wor-Wic Community College and Urban Service District Rates  
91

92	Residential and Small Commercial	
93	Minimum Charge	\$83.18/ quarter
94	Commodity Charge	\$12.48/ thousand gallons

95			
96	Commercial		
97	Customer Charge		\$1,571.12/ quarter
98	Commodity Charge		\$7.23/ thousand gallons
99			
100	Large Commercial/Industrial		
101	Customer Charge		\$2,423.53/ quarter
102	Commodity Charge		\$5.83/ thousand gallons
103			

104 Schedule VII Sewer Charges – Sewer Only Customers

105			Quarterly	Quarterly	Quarterly
106			In	Outside	Urban
107			City	City	Service
108					
109					
110	<u>Rate</u>	<u>Number of fixtures</u>	<u>Rate</u>	<u>Rate</u>	<u>District Rate</u>
111	1	One to two fixtures	\$70.92	\$141.84	\$106.38
112					
113	2	Three to five fixtures	\$106.38	\$212.77	\$159.57
114					
115	3	Six to twenty fixtures	\$152.90	\$305.79	\$229.34
116					
117		For every five fixtures over twenty	\$63.05	\$126.09	\$94.57
118					

119 Schedule VIII Commercial and Industrial Activities

120			Annual	Annual
121			In City	Outside
122			<u>Rate</u>	<u>City Rate</u>
123				
124	1)	For each fire service	\$373	\$746
125				
126	2)	For each standby operational service	\$373	\$746
127				

128 B. Definitions:

129 Residential and Small Commercial Customers – These customers have average water utilization  
 130 of less than 300,000 gallons in a quarter.

131  
 132 Commercial Customers – These customers have average water utilization of 300,000 gallons to  
 133 600,000 gallons per quarter.

134  
 135 Large Commercial/Industrial – These customers have average water utilization over 600,000  
 136 gallons per quarter.

137  
 138 Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4  
 139 to get average quarterly water utilization.

140  
 141  
 142  
 143

144 C. Calculation of Bills:  
145 For Residential and Small Commercial Customers – The minimum charge for both water and  
146 sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per  
147 quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the  
148 commodity charge will be applied for each 1,000 gallons used and the minimum charge will not  
149 be applied.

150  
151 For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive  
152 a customer charge for both water and sewer. Then for each thousand gallons used the  
153 appropriate commodity charge will be applied.

154  
155 AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was  
156 introduced at a meeting of the City Council held on April 22, 2019 and duly passed at a meeting  
157 of the Council of the City of Salisbury, Maryland held on the \_\_\_ day of \_\_\_\_\_, 2019 and  
158 is to become effective with bills dated October 1, 2019 and after.

159  
160  
161 **ATTEST:**

162  
163  
164 \_\_\_\_\_  
165 Kimberly R. Nichols, City Clerk

164 \_\_\_\_\_  
165 John R. Heath, President  
166 Salisbury City Council

167  
168 APPROVED BY ME THIS \_\_\_ day of \_\_\_\_\_, 2019.

169  
170 \_\_\_\_\_  
171 Jacob R. Day, Mayor  
172



1 AS AMENDED ON APRIL 22, 2019 AND JUNE 10, 2019  
2 ORDINANCE NO. 2541  
3

4 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET FEES FOR  
5 FY 2020 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR  
6 CHANGED.  
7

8 WHEREAS, the fees charges by the City are reviewed and then revised in accordance  
9 with the adoption of the Fiscal Year 2020 Budget of the City of Salisbury; and  
10

11 WHEREAS, the fees listed in the attached FY 2020 Fee Schedule, Exhibit 1, are an  
12 attempt to identify and list all fees, some of which are revised in accordance with the adoption of  
13 the Fiscal Year 2020 Budget of the City of Salisbury; and  
14

15 WHEREAS, some of the fees may have been inadvertently omitted from the schedule,  
16 any existing fees not listed in the attached FY 2020 Fee Schedule shall remain as currently set  
17 forth in the Salisbury Municipal Code.  
18

19 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF  
20 THE CITY OF SALISBURY THAT the fee amounts included in the attached Exhibit 1 – FY  
21 2020 Fee Schedule - shall be adopted by the City of Salisbury and the amounts set forth therein  
22 shall supersede the corresponding fee amounts prescribed in the Salisbury Municipal Code until  
23 one or more of the said fees are subsequently amended.  
24

25 AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was  
26 introduced at a meeting of the City Council held on the 22<sup>nd</sup> day of April 2019 and duly passed at  
27 a meeting of the Council of the City of Salisbury, Maryland held on the \_\_\_ day of \_\_\_\_\_,  
28 2019 and is to become effective as of July 1, 2019.  
29

30  
31 **ATTEST:**  
32

33  
34 \_\_\_\_\_  
35 Kimberly R. Nichols, City Clerk  
36

37 \_\_\_\_\_  
38 John R. Heath, President  
39 Salisbury City Council  
40

41 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_ 2019.  
42

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

## FY 2020 Fee Schedule

Licenses			
<b>Alarm Company</b>	75	Per year, Per Code 8.040.30	Police Dept
<b>Amusement</b>		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
<b>Transient Merchants and Mobile Vendors</b>	50	Plus \$40 background check performed, Per year, Per Code 5.32.070	Bus Dev
<b>Door to Door Solicitors</b>	50	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
<b>Pool Table</b>		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
<b>Restaurant</b>	75	Per year, Per Code 5.52.060	Finance
<b>Theatre</b>	75	Per year, Per Code 5.60.040	Police
<b>Towing Company</b>			Police Dept
Application Fee	75		
License	75	Per Code 5.64.030	

Misc. Fees (by Finance )			
<b>Return Check Fee</b>	40		
Misc. Fees (by City Clerk)			
<b>Sale of Code Book</b>		Each, Set by Resolution, Per Code 1.04.080	
<b>Financial Disclosure Statement Late Fee</b>	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060	
<b>Circus or Horsemanship Event Fee</b>	75	Per day, Per Code 5.44.010	
<b>Other Exhibitions</b>	5	Per day, Per Code 5.44.010	
<b>Commercial Sound Truck Operation Fee</b>	1	Per Code 8.20.080	
<b>Filing Fee (Mayoral Candidates)</b>	25	SC-8	
<b>Filing Fee (City Council Candidates)</b>	15	SC-8	
<b>Bankrupt, Fire and Close-out sales</b>	5	Per month, Renewal – \$50/month, Per code 5.16.010	

Landlord Licenses and Other Misc. fees (by the HCDD Department)			
<b>Landlord License Fee 1<sup>st</sup> Year</b>	120	Per Code 15.26.050	
<b>Landlord License Unit Registration 1<sup>st</sup> Year</b>	120	Per Code 15.26.040	
<b>Landlord License Fee Renewal</b>		Per Code 15.26.060	
if paid by March 1st	60		
if paid 3/2 - 7/1	125		
if paid > 7/1	255		
<b>Landlord License Unit Registration Renewal</b>		Per Code 15.026.060	
if paid by March 1st	60	per unit	
if paid 3/2 - 7/1	125	For first unit plus \$88 for each additional unit	
if paid > 7/1	255	For first unit plus \$96 for each additional unit	
<b>Administrative Fee for Fines</b>	100		
<b>Fore Closed Property Registration</b>	25	One time fee, Per Code 15.21.040	
<b>Re-inspection Fee</b>	100	On each citation, Per Code 15.27.030	

## FY 2020 Fee Schedule

Vacant Building Registration	200	Per year, Per Code 15.22.040
<b>Vacant Building Registration 1<sup>st</sup> Year, prorated</b>		
<b>If registered/paid:</b>		
<u>7/1-9/30</u>	<u>200</u>	
<u>10/1-12/31</u>	<u>150</u>	
<u>1/1-3/31</u>	<u>100</u>	
<u>4/1-6/30</u>	<u>50</u>	
Historic Application Fee	25	
Change in Occupancy Fee	50	
Change in Use Fee	200	

### Waste Disposal Fees (by Field Operations)

Trash Service	46 56	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	25	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	74	Per can (plus \$4.44 tax), Per Code 8.16.060

### Water/Sewer Misc. Fees (by Water Works)

Water & Sewer Admin Fee (Late Charge)	40 50	Per occurrence, Per Code 13.08.040
Water Turn On Fee	80	For after hours, Per Code 13.08.040
Water Meter Reading Fee	25	Per request, Per Code 13.08.030
Water Turn On Fee	20	Per request, Per Code 13.08.040
Fire Service	746	Annually per property, Per Code 13.08.050
Meter Test		
In City Limits	40	Per request, Per Code 13.08.030
Out of City Limits	50	<b>Per request, Per Code 13.08.030</b>
Water and Sewer Services		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090

### WWTP Pretreatment Program Fees (by Water Works)

<b>Significant Industrial Users: (Per Code 13.12.110)</b>		
IA discharges flow $\geq$ 5% of WWTP flow	8,700	30 units
IB discharges flow $\geq$ 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow $\geq$ 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
<b>Minor Industrial Users: (Per Code 13.12.110)</b>		
IIA-1 discharges flow <sup>3</sup> 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow <sup>3</sup> 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow <sup>3</sup> 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow <sup>3</sup> 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit
<i>Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.</i>		

### Towing Fees

Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)		
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## FY 2020 Fee Schedule

Accident Vehicle Tow	200	
Disabled Vehicle Tow	80	
Emergency Relocation Tow	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	65	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120
Administrative Fee – Accidents and Impounds Only	30	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	30	
Release Fee (After hours only, at tower’s discretion) – Normal business hours defined as M-F, 9am-6pm	55	

### Building Fees (by the Department of Infrastructure and Development)

Building Fees (by the Department of Infrastructure and Development)		
<b>Building Plan Review Fees (Per Code 15.04.030)</b>		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	<del>30</del> 45	
\$3,001 to \$100,000	<del>65</del> 80	
\$100,001 to \$500,000	<del>150</del> 200	
\$500,001 to \$1,000,000	<del>200</del> 250	
\$1,000,001 and Up	<del>250</del> 300	
<b>Building Permit Fees (Per Code 15.04.030)</b>		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3000	<del>40</del> 50	
\$3001 and Up	50	Plus ( <del>.015</del> .0165 * Cost of Construction)
\$100,001 to \$500,000	1,100	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,400	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,000	Plus (\$4 \$6 for each \$1,000 over \$1,000,000)
<b>Fence Permit Fees: (Per Code 15.04.030)</b>		
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	40	
\$3,001 to \$100,000	50	Plus (.015 * Cost of Construction)
<b>Outdoor Advertising Structure Fee (Per Code 17.216.240)</b>	.50	Per SF foot of sign surface per year
<b>Other Building Fees:</b>		
Board of Zoning Appeals	50	County Fee \$100, Per Code 17.12.110
Demo - Residential	<del>75</del> 125	Per Code 15.04.030
Demo - Commercial	<del>125</del> 175	Per Code 15.04.030
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b
Grading	100	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	<del>25</del> 50	Per Code 15.04.030
Occupancy Inspection	50	Per Code 15.04.030
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b
Sidewalk Sign		Set by resolution, Per Code 12.40.020
Sidewalk Café Fee		Set by ordinance, Per Code 12.36.020
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238

## FY 2020 Fee Schedule

Temp Sign	25	Per month, Per Code 17.216.238
Temp Trailer	25	Per month, Per Code 15.36.030b
Tent	40	Per Code 15.04.030
Well	50	Per Code 13.20.020
Zoning Authorization Letter	50	Per Code 17.12.040
Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020
Outdoor Advertising Structure Fee	.50	Per sq ft of sign surface area, Per Code 17.216.240
Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040
Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100
Administrative Fee – renew temporary certificate of occupancy	100	
<b>Annexation Fees:</b>		
<u>Up to five (5) acres</u>	<u>2,000</u>	
<u>Five (5) acres or more but less than ten (10) acres</u>	<u>10,000</u>	
<u>Ten (10) acres or more but less than twenty five (25) acres</u>	<u>25,000</u>	
<u>Twenty five (25) acres or more but less than fifty (50) acres</u>	<u>35,000</u>	
<u>Fifty (50) acres or more</u>	<u>50,000</u>	

### Port of Salisbury Marina Fees (by Field Operations)

<b>Transient</b>		
<i>Slip Fees based on size of vessel</i>	1.00	Per foot per day
Electric 30-amp service	5.00	Per day
Electric 50-amp service	10.00	Per day
<b>Slip Rental – Monthly</b>		
<i>Fees based on size of vessel</i>		
October through April	3.85	Per foot + electric
May through September	5.50	Per foot + electric
<b>Slip Rental – Annual*</b>		
		*Annual rates are to be paid in full up front, electric can be billed monthly
Boats up to and including 30 feet long	1,150	+ electric
Boats 31 feet and longer	49	Per foot + electric
<b>Fuel</b>		
	.40	Per gallon more than the cost per gallon purchase price by the City
<b>Electric Service</b>		
<i>Fees per meter</i>	.40	Per gallon more than the cost per gallon purchase price by the City
Electric 30-amp service	30.00	Per month
Electric 50-amp service	50.00	Per month

### EMS Services

	Resident	Non Resident	
BLS Base Rate	<del>500.00</del> 600.00	<del>575.00</del> 690.00	
ALS1 Emergency Rate	<del>650.00</del> 700.00	<del>750.00</del> 900.00	
ALS2 Emergency Rate	<del>775.00</del> 800.00	<del>875.00</del> 1050.00	

## FY 2020 Fee Schedule

Mileage (per mile)	<del>13.00</del> 14.00	<del>13.50</del> 16.20	
Oxygen	<del>60.00</del> 65.00	<del>60.00</del> 65.00	
Spinal immobilization	<del>120.00</del> 140.00	<del>120.00</del> 140.00	
BLS On-scene Care	<del>175.00</del> 200.00	<del>175.00</del> 200.00	
ALS On –scene Care	450.00	550.00	

Department of Infrastructure and Development		
<b>Storm Water Utility (2306)</b>		
Fee to maintain City storm water facilities per Ordinance 2306	20.00	Per year per Equivalent Residential Unit per Ordinance 2315
<b>Stormwater Utility Credit Application (2306)</b>		
Fee to apply for credit to Stormwater Utility	150.00	Per application
<b>Street Break Permit (Per Code 12.12.020)</b>		
Permit for breaking City public streets and way	25.00	Per break location
<b>Obstruction Permit (Per Code 12.12.020)</b>		
Permit for obstructing City public streets and ways.	10.00	Per location
<b>Water and Sewer Capacity Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Capacity fee for the Developer's share in the cost of growth related infrastructure improvements.	3,533.00	Per Equivalent Dwelling Unit (water \$1,513, sewer \$2,020)
<b>Water and Sewer Facility Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge for Facility Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Facility Fee is the prorated share of the cost of the water and sewer mains based on this project's percentage of the capacity of the proposed infrastructure project.
<b>Reimbursement Administrative Fee (Per Code 13.02.090)</b>		
Administrative fee assessed on Facility Fee for processing	*	0.1 percent of the Facility Fee
<b>Water and Sewer Line Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Line fee is based on the actual costs of the public water and sewer.	*	* Fee amount is project dependent
<b>Central System Line Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Central System Line Fee for water and sewer services connecting directly to the City's Central System.	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
<b>Development Plan Review Fee (1536)</b>		
Fee for review of development plans and traffic control plans	450	Plus \$50 per disturbed acre, \$500 minimum. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
<b>Water and Sewer Inspection Fee (R 1341)</b>		
Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements
<b>Public Works Agreement recording fee (Per County</b>		



## FY 2020 Fee Schedule

<b>Court)</b>		
Recording fee for Public Works Agreements		
For 9 pages or less	60.00	Per request
For 10 pages or more	115.00	Per request
<b>Stormwater Management As-Built recording fee (Per County Court)</b>		
Recording fee for Stormwater Management As-Built.	10.00	Per sheet
<b>Subdivision review fee (1536)</b>		
Fee for Subdivision review	25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
<b>Subdivision recording fee (Per County Court)</b>		
Recording fee for Subdivision plans	10.00	Per page
<b>Resubdivision review fee (1536)</b>		
Fee for Resubdivision reviews	25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
<b>Resubdivision recording fee (Per County Court)</b>		
Recording fee for Resubdivision plans	10.00	Per page
<b>Administrative Fee for Capacity Fee payment Plans (R 2029)</b>		
Administrative Fee for Capacity Fee payment Plans	25.00	
<b>Maps and Copying Fees</b>		
City Street Map	5.00	Ea
Street Map Index	1.00	Ea
Property Maps	3.00	Ea
Sanitary Sewer Utility Maps (400 Scale)	3.00	Ea
Storm Water Utility Maps (400 Scale)	3.00	Ea
Water Main Utility Maps (400 Scale)	3.00	Ea
Sanitary Sewer Contract Drawings	1.00	Ea
Storm Water Contract Drawings	1.00	Ea
Water Main Contract Drawings	1	Ea
Black and White Photocopying (Small Format)	.25	Sq. ft
Black and White Photocopying (Large Format)	.50	Sq. ft
Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

Water Works		
<b>Temporary connection to fire hydrant (Per Code 13.08.120)</b>		
Providing temporary meter on a fire hydrant for use of City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
In City	40.00	Plus charge for water used per current In City rate, \$10 minimum
Out of City	50.00	Plus charge for water used per current Out of City rate, \$10 minimum
<b>Hydrant flow test (Per Code 13.08.030)</b>		
To perform hydrant flow tests		
In City	125.00	Per request
Out of City	160.00	Per request

## FY 2020 Fee Schedule

<b>Fire flush and Fire pump test (Per Code 13.08.030)</b>		
To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Meter tests (Per Code 13.08.030)</b>		
To perform meter tests on ¾" and 1" meters.		
In City	40.00	Per request
Out of City	50.00	Per request
<b>Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)</b>		
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
<b>Water Tapping Fees - In City:</b>		
¾" Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
<b>Water Tapping Fees - Out of City</b>		
¾" Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 ½" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
<b>Sanitary Sewer Tapping Fees - In City:</b>		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
<b>Sanitary Sewer Tapping Fees – Out of City</b>		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
<b>Water Meter Setting Fee (Per Code 13.02.070)</b>		
Water meter setting fee for installation of water meter when tap is done by a contractor.		
<b>Meter Setting Fees - In City:</b>		
¾" Water Meter	400	Per Connection
1" Water Meter	525	Per Connection
1 ½" Water Meter T-10 Meter	785	Per Connection
2" Water Meter - T-10 Meter	905	Per Connection
2" Water Meter - Tru Flo	2030	Per Connection
<b>Meter Setting Fees - Out of City</b>		
¾" Water Meter	495	Per Connection
1" Water Meter	655	Per Connection
1 ½" Water Meter T-10 Meter	980	Per Connection
2" Water Meter - T-10 Meter	1130	Per Connection
2" Water Meter - Tru Flo	2535	Per Connection

## FY 2020 Fee Schedule

Parking Violations, False Alarms, Infractions, Scofflaw (by the Police & Fire Departments)			
<b>Animal Control</b>	50-100		Police Department
<b>False Police Alarms (Per Code 8.040.050)</b>			Police Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	<del>40</del> 50		
4 <sup>th</sup> incident	<del>80</del> 90		
Greater than 4 each incident	<del>120</del> 130		
<b>False Fire Alarms (Per Code 8.040.050)</b>			Fire Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	45		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	135		
<b>Scofflaw</b>			Police Department
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		

Parking Permits and Fees			
	UOM	1-Jul-19 Rate	1-Jul-19 Non Profit Rate
<b>Parking Permits (Per Code 10.04.010)</b>			
Lot #1 - lower lot by library	Monthly	40.00	30.00
Top Lot #1 - upper lot by library	Monthly	40.00	30.00
Lot #4 - behind City Center	Monthly	40.00	30.00
Lot #5 - Market St. & Rt. 13	Monthly	35.00	26.25
Lot #7 & 13 - off Garrettson Pl.	Monthly	10.00	7.50
Lot #9 - behind GOB	Monthly	40.00	30.00
Lot #10 - near State bldg/SAO	Monthly	<del>35.00</del> 40.00	<del>26.25</del> 30.00
Lot #11 - behind library	Monthly	35.00	26.25
Lot #12 - beside Market St. Inn	Monthly	35.00	26.25
Lot #14 - by Holiday Inn	Monthly	25.00	18.75
Lot #15 - across from Feldman's	Monthly	40.00	30.00
Lot #16 - by Avery Hall	Monthly	40.00	30.00
Lot #30 - by drawbridge	Monthly	<del>10.00</del> 15.00	<del>7.50</del> 11.25
Lot #33 - east of Brew River	Monthly	<del>10.00</del> 15.00	<del>7.50</del> 11.25
Lot #35 - west of Brew River	Monthly	<del>10.00</del> 15.00	<del>7.50</del> 11.25
Lot SPS - St. Peters St.	Monthly	40.00	30.00
E. Church St.	Monthly	40.00	30.00
W. Church St.	Monthly	40.00	30.00
Parking Garage	Monthly	40.00	30.00
<b>Transient Parking Options</b>			
Parking Lot #1 (first 2-hrs of parking are FREE)	Hourly	1.00	



## FY 2020 Fee Schedule

Parking Garage	Hourly	1.00	
Parking Meters	Hourly	1.00	
<b>Pay Stations</b>			
For hours 1-2	Hourly	1.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
<b>Miscellaneous Charges (Per Code 10.04.010)</b>			
Replacement Parking Permit Hang Tags	Per Hang Tag	5.00	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5.00	
New Parking Garage Access Card	Per Card	10.00	
Replacement Parking Garage Access Card	Per Card	10.00	

### Fire Prevention Fees (by the Fire Department)

#### Plan review and Use & Occupancy Inspection

<u>Basic Fee</u> – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.		60% of the building permit fee; \$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)
<u>Expedited Fees</u> – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days		20% of the basic fee; \$500 minimum (This is in addition to the basic fee)
<u>After</u> – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum

#### Fire Protection Plan Review and Inspection

**Fire Alarm & Detection Systems** – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.

• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device
• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.
<b>Sprinkler, Water Spray and Combined Sprinkler &amp; Standpipe Systems</b> – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.		
• NFPA 13 & 13R	\$1.50	Per sprinkler head; \$125 minimum
• NFPA 13D	\$75	Per Dwelling
• Sprinkler Counter Permit	\$75	For additions and alterations to existing systems involving less than 20 heads.

## FY 2020 Fee Schedule

<p><b>Standpipe Systems</b> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.</p>	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<p><b>Fire Pumps &amp; Water Storage Tanks</b> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.</p>		
<ul style="list-style-type: none"> <li>• Fire Pumps</li> </ul>	\$.50	Per gpm or rated pump capacity; \$125 minimum
<ul style="list-style-type: none"> <li>• Fire Protection Water Tank</li> </ul>	\$75	Per tank
<ul style="list-style-type: none"> <li>• Witnessing Underground Water Main Hydro Tests</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Witnessing Fire Main Flush</li> </ul>	\$75	
<p><b>Gaseous and Chemical Extinguishing Systems</b> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.</p>	\$1.00	Per pound of extinguishing agent; \$100 minimum; or \$150 per wet chemical extinguishing system
<ul style="list-style-type: none"> <li>• Gaseous and Chemical Extinguishing System Counter Permit</li> </ul>	\$75	To relocate system discharge heads
<p><b>Foam Systems</b> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.</p>	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<p><b>Smoke Control Systems</b> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.</p>	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum
<p><b>Flammable and Combustible Liquid Storage Tanks</b> –</p>	\$.005	Per gallon of the maximum tank capacity; \$75 minimum

## FY 2020 Fee Schedule

This includes review and one inspection of the tank and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.		
<b>Emergency Generators</b> – Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100	
Marinas and Piers	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
<b>Reinspection and Retest Fees</b>		
<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Reinspection and Retest Fees</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Reinspection and Retest Fees</li> </ul>	\$250	
<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> and Subsequent Reinspection and Retest Fees</li> </ul>	\$500	
<b>Consultation Fees</b> – Fees for consultation technical assistance.	\$75	Per hour
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
<b>Assembly Occupancies (including outdoor festivals):</b>		
<ul style="list-style-type: none"> <li>• Class A (&gt;1000 persons)</li> </ul>	\$300	
<ul style="list-style-type: none"> <li>• Class B (301 – 1000 persons)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Class C (51 – 300 persons)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Fairgrounds (&lt;= 9 buildings)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Fairgrounds (&gt;= 10 buildings)</li> </ul>	\$400	
<ul style="list-style-type: none"> <li>• Recalculation of Occupant Load</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Replacement or duplicate Certificate</li> </ul>	\$25	
<b>Education Occupancies:</b>		
<ul style="list-style-type: none"> <li>• Elementary School (includes kindergarten and Pre-K)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Middle, Junior, and Senior High Schools</li> </ul>	\$150	
<ul style="list-style-type: none"> <li>• Family and Group Day-Care Homes</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Nursery or Day-Care Centers</li> </ul>	\$100	
<b>Health Care Occupancies:</b>		
<ul style="list-style-type: none"> <li>• Ambulatory Health Care Centers</li> </ul>	\$150	Per 3,000 sq.ft. or portion thereof
<ul style="list-style-type: none"> <li>• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes</li> </ul>	\$100	Per building; plus \$2.00/patient bed
<ul style="list-style-type: none"> <li>• Detention and Correctional Occupancies</li> </ul>	\$100	Per building; plus \$2.00/bed
<b>Residential:</b>		
<ul style="list-style-type: none"> <li>• Hotels and Motels</li> </ul>	\$75	Per building; plus \$2.00/guest room
<ul style="list-style-type: none"> <li>• Dormitories</li> </ul>	\$2	Per bed; \$75 minimum
<ul style="list-style-type: none"> <li>• Apartments</li> </ul>	\$2	Per apartment; \$75 minimum
<ul style="list-style-type: none"> <li>• Lodging or Rooming House</li> </ul>	\$75	Plus \$2.00/bed
<ul style="list-style-type: none"> <li>• Board and Care Home</li> </ul>	\$100	Per building; plus \$2.00/bed
<b>Mercantile Occupancies:</b>		
<ul style="list-style-type: none"> <li>• Class A (&gt; 30,000 sq.ft.)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Class B (3,000 sq.ft. – 30,000 sq.ft.)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Class C (&lt; 3,000 sq.ft.)</li> </ul>	\$75	
<b>Business Occupancies</b>	\$75	Per 3,000 sq.ft. or portion thereof
<b>Industrial or Storage Occupancies:</b>		
<ul style="list-style-type: none"> <li>• Low or Ordinary Hazard</li> </ul>	\$75	Per 5,000 square feet or portion thereof
<ul style="list-style-type: none"> <li>• High-Hazard</li> </ul>	\$100	Per 5,000 square feet or portion thereof
<b>Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)</b>	\$45	Per 10,000 sq.ft. or portion thereof
<b>Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)</b>	\$100	Per acre or portion thereof



## FY 2020 Fee Schedule

Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof
Marinas and Piers	\$100	Per facility; plus \$1.00/slip
Mobile Vendor	\$35	
Unclassified Inspection	\$75	Per hour or portion thereof
Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 <sup>nd</sup> Reinspection	\$100	
• 3 <sup>rd</sup> Reinspection	\$250	
• 4 <sup>th</sup> and Subsequent	\$500	
<b>Water Supply</b>		
Witnessing Fire Main Flush	\$75	
<del>Witness Fire Hydrant Protection Flow Test (in-City)</del>	<del>\$125</del>	
Fire Protection Flow Test (out-of-City)	<u>\$160</u>	

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ORDINANCE NO. 2544

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE CITY'S CAPITAL PROJECT FUND BUDGET TO REALLOCATE FUNDING FOR THE RIVERSIDE CIRCLE PROJECT.

WHEREAS, Ordinance No. 2394 authorized the City to sell bonds in FY17 which appropriated funds for various capital projects; and

WHEREAS, the FY17 bond includes funding for Riverside Circle, Spine Rail Trail and the Aquatic Harvester; and

WHEREAS, the Department of Infrastructure and Development is seeking to move unused funds from the Spine Rail Trail, the Aquatic Harvester and the interest revenue from the bond pool to the Riverside Circle project to provide the funding necessary for construction of the Riverside Circle project.

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

Project Description	Account Description	Account	Amount
<b>Revenues:</b>			
None	Interest Revenue	98017-456110-42003	42,225.38
<b>Expenditures:</b>			
Aquatic Harvester	Vehicle	98117-577025-48036	-133,189.10
Spine Rail Trail	Construction	98117-513026-33118	-500.00
Riverside Circle	Construction	98117-513026-42003	175,914.48

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THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 28<sup>th</sup> day of May 2019, 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 \_\_\_\_\_ 2019.

**ATTEST:**

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

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

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APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_ 2019.

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

1 AS AMENDED ON MAY 28, 2019  
2 ORDINANCE NO. 2545  
3

4 AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT  
5 OF THE FY2019 GENERAL FUND TO APPROPRIATE ADDITIONAL FUNDS FOR ELECTRICITY  
6 FOR STREET LIGHTING .  
7

8 WHEREAS, the Traffic Control Branch has determined additional budgeted funds are required  
9 to maintain street lighting through the end of FY2019; and  
10

11 WHEREAS, the City of Salisbury has determined there is insufficient funds available in other  
12 accounts to transfer to cover the amount required.  
13

14 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
15 SALISBURY, MARYLAND, THAT THE City's Fiscal Year 2019 General Fund Budget be amended  
16 as follows:  
17

- 18 1) Increase Current Year Surplus (01000-469810) by ~~\$145,000.00~~ \$115,000.00  
19 2) Increase Department of Field Operations – Traffic Control (22000-556201) by  
20 ~~\$145,000.00~~ \$115,000.00  
21

22 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of  
23 its final passage.  
24

25 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of  
26 Salisbury held on this 28<sup>th</sup> day of May 2019, and thereafter, a statement of the substance of the  
27 Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_  
28 day of \_\_\_\_\_, 2019.  
29

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31 **ATTEST:**  
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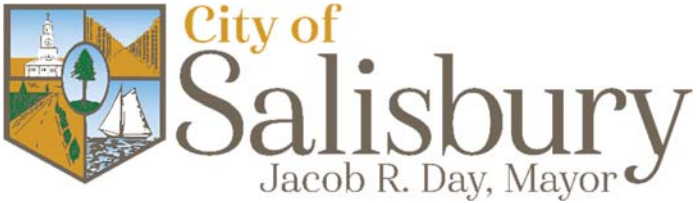
33 \_\_\_\_\_  
34 Kimberly R. Nichols, City Clerk  
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\_\_\_\_\_   
John R. Heath, President  
Salisbury City Council  
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38 APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.  
39

40 \_\_\_\_\_  
41 Jacob R. Day, Mayor  
42





## MEMORANDUM

**To:** Julia Glanz,  
**From:** John W. Tull, Fire Chief  
**Subject:** Hotel Licensing Ordinance  
**Date:** May 29, 2019

---

Attached you will find a proposed ordinance that will authorize the City to amend the Salisbury Municipal Code by adding a new section – Chapter 5.68 concerning Hotel Licensing and Inspection. There does not currently exist a provision in the City Code in connection with ensuring that hotel establishments within the City are inspected and comply with the City of Salisbury’s applicable fire safety codes in order to protect the public’s health and safety.

If you should have any questions or comments, please do not hesitate to contact me.



47 **5.68.030 – Application for license-Contents.**  
48

49 A. An application for a hotel license pursuant to this chapter shall be made in writing and  
50 signed on a form supplied by the Business Development Director. The applicant shall in the  
51 application agree to conform to all provisions of this chapter and other ordinances and other  
52 applicable codes within the City governing hotels; and  
53

54 B. Every person, subject to the provisions of this section, shall upon application for an  
55 annual license, submit proof of an inspection and approval conducted by the City Fire Marshall  
56 to ensure compliance with the City’s fire prevention code.  
57

58 **5.68.040 – Conditions for a hotel license.**  
59

60 A license provided under this chapter shall not be issued to a person for the construction,  
61 location or operation of a hotel unless the person and hotel location is in compliance with all  
62 applicable City laws and regulations, including payment of all City real property and personal  
63 property taxes.  
64

65 **5.68.050 – Operation of a hotel without a valid license.**  
66

67 A. Misdemeanor- A person who operates a hotel without a valid hotel license required  
68 under this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject  
69 to a fine of not less than \$200.00 nor more than \$500.00 for each offense, or imprisonment for  
70 not more than ninety (90) days, or both. The party aggrieved shall have the right of appeal as is  
71 provided under the general laws of the State. Where the act or omission is of a continuing  
72 nature, conviction for the one offense shall not be a bar to a conviction for a continuation of the  
73 offense subsequent to the first or any succeeding conviction.  
74

75 B. Municipal infraction- A person, who operates a hotel without a valid hotel license or  
76 otherwise violates any provision of this chapter, shall be guilty of a municipal infraction and  
77 shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense. Each day  
78 a violation continues shall be considered a separate offense. The City Fire Marshall is authorized  
79 and designated by Council to authorize the persons within his department to act as enforcement  
80 officers for the purpose of preparing and carrying out the requirements for issuing and serving  
81 municipal infractions.  
82

83 C. Nothing herein contained shall prevent the City of Salisbury, Maryland from taking  
84 such other lawful action as is necessary to prevent or remedy any violation of the provisions of  
85 this chapter.  
86

87 **5.68.060- License fee.**  
88

89 A license fee of fifty dollars (\$50.00) shall be charged and collected for each hotel license  
90 issued pursuant to this chapter. New licensing fees shall be set by Resolution or as part of the  
91 annual approved yearly City budget.  
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**5.68.070 – Nonrefundable fee.**

License fees shall be non-refundable and non-transferable.

**5.68.080 – Expiration of license.**

Hotel licenses issued pursuant to this chapter shall expire on the 31<sup>st</sup> day of December following the date of issuance.

Underlined language shows language added to the Code

THIS ORDINANCE was introduced and read at a meeting of the City Council held on \_\_\_\_ day of \_\_\_\_\_ 2019 and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the \_\_\_\_ day of \_\_\_\_\_, 2019 and is to become effective as of \_\_\_\_\_, 2019.

**ATTEST:**

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

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

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2019.

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



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

To: Julia Glanz, City Administrator  
From: Amanda Pollack, P.E., Director of Infrastructure and Development  
Date: May 21, 2019  
Re: Ordinance to construct bicycle facilities on selected City Streets

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Salisbury Department of Infrastructure and Development is in the process of implementing the Salisbury Bicycle Network Plan which was adopted by Council via Resolution No. 2712 on December 13, 2016. Each year, an ordinance is requested to support the construction of a series of Bicycle facilities across the City to create a bike network as envisioned in the plan.

The attached ordinance includes bicycle facilities on Carroll Avenue, West Market Street, North Park Drive, South Park Drive, South Boulevard, Northwood Drive, Middle Neck Drive and West College Avenue. Each of these facilities would consist of dedicated facilities wherever possible, with shared lanes being placed when street width was not sufficient for some form of dedicated facility type.

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





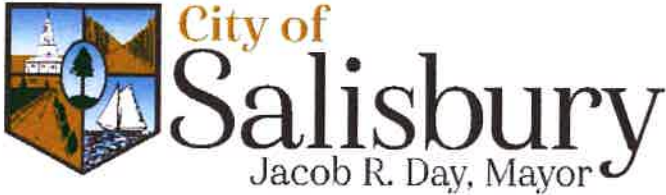




**COUNCIL AGENDA – Award of Bids**

**June 10, 2019**

- |   |                |
|---|----------------|
| 1. ITB 19-123<br>Riverside Roundabout Construction  | \$1,486,495.30 |
| 2. ITB 19-126<br>Three (3) Ford Police Utility Vehicles                                     | \$ 103,615.68  |
| 3. ITB A-19-111<br>Body-Worn Cameras and Fleet Cameras<br>(*multi-year, renewable contract) | \$ 69,804.00*  |
| 4. RFP 19-102<br>Auditing Services<br>(*multi-year, renewable contract)                     | \$ 45,000.00*  |



**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** June 10, 2018  
**Subject:** Award of Bid  
ITB 19-123 Riverside Roundabout Construction

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for ITB 19-123 Riverside Roundabout Construction. The scope of work for this solicitation called for a qualified contractor who will furnish all labor, materials, equipment and incidentals necessary for the construction of the Riverside Roundabout, located at the intersection of Riverside Drive, West Carroll Street, Camden Avenue, and Mill Street in Salisbury, MD.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal and on the State of Maryland's procurement website, eMaryland Marketplace. One (1) vendor submitted a bid by the due date and time of April 4, 2019 at 2:30 p.m.:

Vendor	Total Bid
George & Lynch, Inc.	\$1,520,702.30

George & Lynch, Inc. was deemed responsive and responsible, but the bid come in over budget. Section 2.32.050.C.1.d "Procedure for Competitive Bidding" of the Salisbury Code of Ordinances states that in the event only one responsible bidder has submitted a responsive bid, the procurement may be negotiated with the sole bidder. The Department of Infrastructure and Development worked with the contractor to value engineer the project, resulting in a negotiated contract value of \$1,486,495.30. Funds are available in the following accounts:

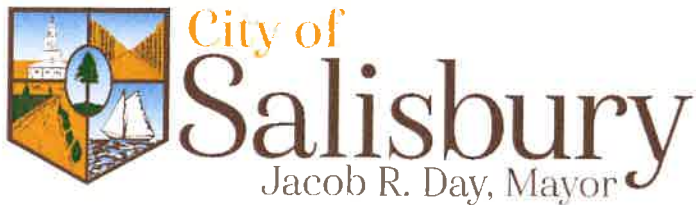
98117-513026-42003 Riverside Circle FY17 Bond Pool  
98118-513026-42003 Riverside Circle FY18 Bond Pool

The Department of Procurement concurs with the recommendation submitted by the Department of Infrastructure and Development, and thereby requests Council's approval to award Contract RFP 19-123 Riverside Roundabout Construction to George & Lynch, Inc. in the amount of \$1,486,495.30.

---

Department of Procurement  
125 N Division St., #104 Salisbury, MD 21801  
410-548-3190 (fax) 410-548-3192  
www.salisbury.md





To: Jennifer Miller, Director of Procurement  
From: Amanda H. Pollack, Director of Infrastructure & Development *AP*  
Date: May 24, 2019  
Re: Contract ITB 19-123 – Award of Bids for Riverside Roundabout Construction

The Department of Infrastructure and Development recently worked with the Procurement Department to advertise a bid for the Riverside Roundabout Construction. The construction involves the remodeling of the intersection of Mill Street, Camden Avenue, West Carroll Street and Riverside Drive into a fully functioning Roundabout. The work includes Maintenance of Traffic (MOT), demolition, curb, gutter and sidewalk, milling, full depth paving, streetlights, stormwater management and signalization for the various stages of the MOT.

Bids were opened on Thursday, April 4, 2019 at 2:30 PM. for Contract ITB 19-123. One bid was received. George & Lynch, Inc. was determined to be a responsive and responsible bidder with a total base bid of \$1,520,702.30. The bid was reviewed in detail and items such as the pricing of paving, curb and gutter were all found to be consistent with Citywide contract projects.

The Engineer's construction estimate was \$1,488,812.90 and the available budget was \$1,326,000.00. Since the only bid was \$194,702.30 above the City's budget for the project, the City sought a resolution by having a value engineering meeting with the bidder. George & Lynch submitted the attached price revision spreadsheet dated April 24, 2019. The value engineering resulted in a reduction of \$34,207.00. The scope modifications included reducing message board to three for a period of 10 days, removing flowable fill for pipes abandoned in place, elimination of a 48" manhole, using existing piping through bulkhead for outfall, and using highway rated HDPE storm drain pipe in lieu of Reinforced Concrete Pipe. As a result, the revised base bid price is \$1,486,495.30.

Company	Base Bid	Value Engineering	Revised Bid
George & Lynch, Inc.	\$1,520,702.30	(\$34,207.00)	\$1,486,495.30

The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Staff called references for George & Lynch and each was complementary of the work performed and would hire the contractor again. The Department of Infrastructure and Development recommends awarding the contract to George & Lynch, Inc. for \$1,486,495.30 for the work specified in the Invitation to Bid 19-123. Funds are available in the following accounts:

98117-513026-42003	\$ 160,495.30
98118-513026-42003	\$1,326,000.00

*Amanda H. Pollack*

Amanda H. Pollack, P.E.  
Director of Infrastructure & Development

Department of Infrastructure & Development  
125 N. Division St., #202 Salisbury, MD 21801  
410-548-3170 (fax) 410-548-3107  
www.salisbury.md



**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** June 10, 2019  
**Subject:** Award of Bid  
ITB 19-126 Three Ford Police Utility Vehicles

The Department of Procurement received a request from the Salisbury Police Department to solicit bids for three 2019 or 2020 model year Ford Police Utility Vehicles, without upfitting.

The Procurement Department followed standard competitive bidding practices by advertising in the Daily Times, on the City of Salisbury's Procurement Portal, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of three (3) vendors submitted a bid by the due date and time of April 30, 2019 at 2:30 p.m.:

<u>Vendor</u>	<u>Item</u>	<u>Delivery ARO</u>	<u>Total Price</u>
Lindsay Ford, LLC (Wheaton, MD)	2020 Ford Interceptor	22-24 weeks	\$106,200.00
Hertrich Fleet Services (Milford, DE)	2020 Ford Interceptor	150 days	\$104,679.00
Apple Ford, LLC (Columbia, MD)	2020 Ford Interceptor	120 days	\$103,615.68

The lowest responsive and responsible bidder was Apple Ford, which also has the shortest delivery lead time (approx. 17 weeks). Funds are available in the Salisbury Police Department Vehicles Account, 21021-577025.

The Procurement Department requests Council's approval to award Contract ITB 19-126 Ford Police Utility Vehicles to Apple Ford, LLC, in the amount of \$103,615.68.



City of  
**Salisbury**  
Salisbury Police Department

To: Director of Procurement

From: Police Department

Ref: Award Recommendation for Bid # ITB 19-126

Date: May 14, 2019

In reference to Invitation to Bid # ITB 19-126 for (3) Three Ford Police Utility Vehicles, the Salisbury Police Department has reviewed the documents from the (3) Three Vendors that responded ... Apple Ford, Hertrich Fleet Services, and Lindsay Ford of Wheaton. Upon reviewing the documents, Lindsay Ford had the highest bid and the longest estimated time for delivery so they were removed from consideration. Therefore, Apple Ford and Hertrich Fleet Services were compared. Apple Ford had the lowest bid and the shortest estimated time for delivery, but did not include "Sync" in their bid. Hertrich Fleet Services' bid was \$1,063.32 (\$354.44 per vehicle) higher and their estimated delivery was (30) thirty days longer than Apple Fords' bid. However, Hertrich Fleet Services' bid did include "Sync" as specified in the bid specifications. Additional research was done in reference to the difference between Bluetooth Connectivity (which is standard in the 2020 Ford Police Utility Vehicles) and Sync Capability and it was determined that Bluetooth Connectivity would meet the Police Department's needs. Therefore, based on the fact that Apple Ford had the lowest bid and the shortest estimated delivery time; the Police Department is recommending awarding Bid # ITB 19-126 to Apple Ford.

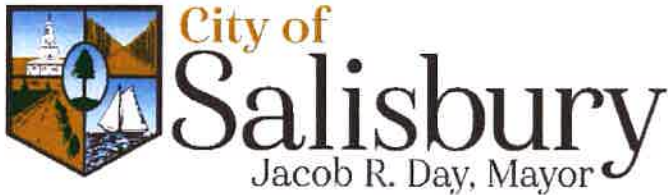
Respectfully,

Col. D. Meienschein #0165

Sgt. Scott M. Elliott #1130







**To:** Mayor and City Council  
**From:** Jennifer Miller  
 Director of Procurement  
**Date:** June 10, 2019  
**Subject:** Award of Contract  
 ITB A-19-111 Body-Worn Cameras and In-Fleet Cameras

In November 2015, the Salisbury City Council approved Contract 114-16 "Purchase of Body Camera System" for the Salisbury Police Department to purchase 70 Axon body camera systems, supporting software and data storage from TASER International. At a contract cost of \$178,831.20, this complete system integrated with the TASER products and the Evidence.com data storage system that were in use by the Salisbury Police Department at that time.

In April of 2019, the Department of Procurement received a request from the Salisbury Police Department to enter into a new, multi-year contract for up to five (5) consecutive fiscal years with Axon Enterprises, Inc. (formerly TASER International), for cyclical equipment replacement and the continued software licensing and data storage for the body worn cameras and in-fleet cameras currently utilized by the police department. While the initial term of the contract is one (1) year, the City has the option to renew all or portions of this contract with the same terms and conditions as the original contract for four, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

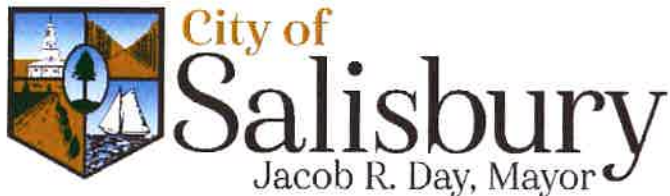
The features of the new agreement will include:

- A body camera + license to upload for every officer (73)
- A license to access Evidence.com for every administrator (21)
- 10 TB of additional body camera storage (SPD is currently using ~6 TB)
- Three in-car camera systems to be installed in FY20
- Auto-tagging for all body & fleet cameras
- New body cameras every 2.5 years, new Fleet cameras every 5 years
- Discounts for new equipment purchases

The negotiated pricing for this contract, to begin in FY20 and continuing through FY24 (contingent upon sufficient yearly budget appropriations by the City of Salisbury), will be as follows:

Payment	Amount
Year 1 (FY20)	\$69,804.00
Year 2 (FY21)	\$69,804.00
Year 3 (FY22)	\$69,804.00
Year 4 (FY23)	\$69,804.00
Year 5 (FY24)	\$69,804.00
<b>Total Payments</b>	<b>\$349,020.00</b>

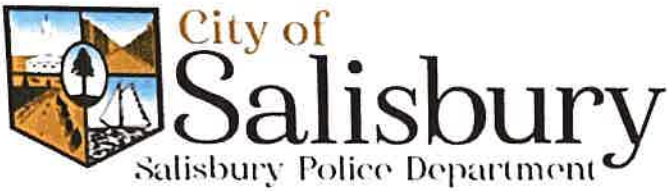
Department of Procurement  
 125 N Division St., #104 Salisbury, MD 21801  
 410-548-3190 (fax) 410-548-3192  
[www.salisbury.md](http://www.salisbury.md)



Section 2.32.050.C.5.e "Procedure for Sole Source Procurement" of the Salisbury Code of Ordinances, sole source procurement exists "whenever the director determines that there is only one available source for the subject of a procurement contract and he/she may award the contract without competition to that source".

More accurately defined as a "single source procurement" ( in which two or more vendors can supply the commodity, i.e., "body cameras", but the department selects one vendor over the others), it would be strategically advantageous to remain committed to the current system of Axon products, as a complete system replacement would be cost prohibitive.

Pending Council approval of the FY20 budget at tonight's Council meeting (June 10, 2019), the Department of Procurement hereby requests Council approval to award Contract ITB A-19-111 Body-Worn Cameras and In-Fleet Vehicles to Axon Enterprises, Inc. It is intended that all subsequent renewal requests to be processed under the Contract Extension clause will be handled in future years by the Department of Procurement, with no additional Council approval requirement.



To: Director of Procurement

From: Police Department

Ref: New Multi-Year Body-Cam Contract

Date: April 25, 2019

In reference to Quote Q-200677-43574.949DD from Axon Enterprises for a new multi-year Body-Cam contract, the Police Department is recommending that the City enter in to the new contract. The Police Department has been utilizing the Axon Body-Cams for approximately (3) three years and has been very satisfied with the performance of the Body-Cams and the associated software. The Department has also recently begun installing the Axon Fleet In-Car camera systems in to their Patrol Vehicles. The Axon Body-Cams and Fleet In-Car camera systems integrate with each other and the Axon Evidence.com software suite. Based on the integrated use of these products and the fact that they are performing satisfactorily, it would be counterproductive and cost prohibitive to switch to a different Vendor. Additionally, by entering in to a Multi-Year contract the City would be shielded from any future price increases for the next (5) five years and would also have concrete figures for future budgeting cycles. Considering all of these factors, the Police Department feels that entering in to the Multi-Year contract is in in the best interest of the City both operationally and financially.

Respectfully,

Sgt. Scott M. Elliott #1130

Col. D. Meienschein #0165

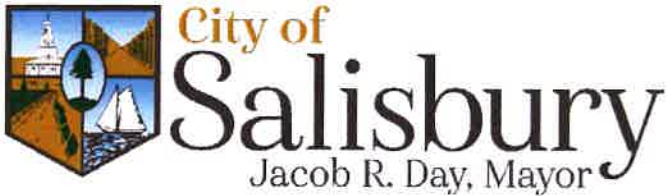
A handwritten signature in blue ink, followed by the date "04-25-19" and the number "265" written vertically.



699 W. Salisbury Parkway  
Salisbury, MD 21801  
410-548-3165  
www.salisburypd.com







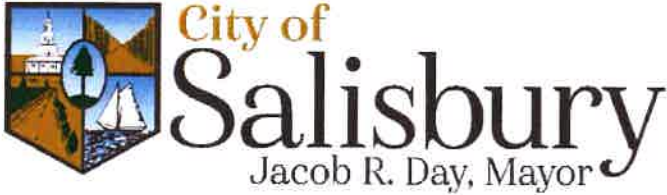
**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** June 10, 2019  
**Subject:** Award of Bid  
RFP 19-102 Auditing Services

The Department of Procurement received a request from the Department of Finance to solicit proposals from qualified and experienced Certified Public Accountant firms to audit the financial statements for the City of Salisbury, Mitchell Landing and the Zoo Commission for up to four (4) consecutive fiscal years, FY19 through FY22. While the initial term of the contract is one (1) year, the Contract Extension clause incorporated into the solicitation provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for three, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace. A total of seven (7) vendors submitted proposals by the due date and time of February 21, 2019 at 2:30 p.m. The vendors' technical proposals were evaluated by committee according to the criteria established in the solicitation document, and pricing was opened for those proposals that received a minimum qualifying score of at least 70% of the technical points available.

The evaluation criteria included the following:

<b>Criteria – Technical Proposal</b>	<b>Maximum Pts</b>
Expertise, experience and qualifications	35
Previous project performance history	20
Experience with municipal government work	15
Geographic location relative to City	5
<b>Criteria – Price Proposal</b>	<b>Maximum Pts</b>
Price and billable rates	25



Composite scoring results are as follows:

<u>Vendor</u>	<u>Composite Score</u>	<u>Pricing (4 years combined total)</u>
PKS & Company PA (Salisbury, MD)	91	\$180,000
SB & Company, LLC (Hunt Valley, MD)	86	\$207,000
Barbacane, Thorton & Company, LLP (Wilmington, DE)	81	\$293,500
Zelenhofske Axelrod, LLC (Harrisburg, PA)	76	\$286,255
Murphy & Murphy CPA, LLC (La Plata, MD)	75	\$269,800
Cohn Reznick LLP (Baltimore, MD)	73	\$397,650
Weyrich, Cronin & Sorra, LLC (Lutherville, MD)	72	\$292,250

On April 22, 2019, the Department of Procurement issued an Intent to Award to the highest ranked respondent, PKS & Company PA, as further discussion was necessary to facilitate a successful formal award.

Pending Council approval of the FY20 budget at tonight's Council meeting (June 10, 2019), the Department of Procurement hereby requests Council approval to award contract RFP 19-102 Auditing Services, to PKS & Company PA, in the amount of \$45,000 for an FY19 Audit Engagement. It is intended that all subsequent renewal requests to be processed under the Contract Extension clause will be handled in future years by the Department of Procurement, with no additional Council approval requirement.