



CITY OF SALISBURY CITY COUNCIL AGENDA

July 8, 2019

Government Office Building

6:00 p.m.

Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:02 p.m. CITY INVOCATION – Pastor John Kalfayan of Crossroads Church of God

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

6:05 p.m. PRESENTATIONS

- “If I Were Mayor” local essay winner Dylan Rosas-Rivera from Pinehurst Elementary
- Citizen’s recognition for saving a life- Mayor Jacob Day and Deputy Chief Darrin Scott

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:26 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols

- **April 16, 2019 Budget Work Session Minutes**
- **May 28, 2019 Council Meeting Minutes**
- **June 3, 2019 Work Session Minutes**
- **June 10, 2019 Council Meeting Minutes**
- **Resolution No. 2957** – approving the reappointment of Pam Patey to the Youth Development Advisory Committee for term ending July 2022
- **Resolution No. 2958**- approving the reappointment of Mike Dunn to the Youth Development Advisory Committee for term ending July 2022
- **Resolution No. 2959**- approving the reappointment of Amber Green to the Youth Development Advisory Committee for term ending July 2022
- **Resolution No. 2960** – approving the appointment of Leah Dyson to the Youth Development Advisory Committee for term ending for term ending July 2022
- **Resolution No. 2961** – approving the appointment of Teresa Thaxton to the Youth Development Advisory Committee for term ending July 2022
- **Resolution No. 2962** – approving the appointment of Marcel Jagne-Shaw to the Human Rights Advisory Committee for term ending July 2023
- **Resolution No. 2963** - approving the appointment of D’Shawn Doughty to the Human Rights Advisory Committee for term ending July 2023
- **Resolution No. 2964**- authorizing the Mayor to sign an amendment to the memorandum of understanding for the Wicomico County Public Entities Health Insurance Consortium changing the call rate to 5%, requiring all entities to have

specific stop-loss reinsurance and changing the rate stabilization reserve proportionate share from 12% to 10%

- **Resolution No. 2965-** to accept the donation of improved real property, located at 621 Delaware Avenue, from Corey D. Jones, Sr. for rehabilitation and return to the City tax rolls

6:32 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- Declaration of Surplus- 1141 S. Division Street

6:45 p.m. ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2546-** 2nd reading- to amend the Salisbury Municipal Code by adding a new Section, Chapter 5.68 concerning Hotel Licensing and Inspection
- **Ordinance No. 2547-** 2nd 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
- **Ordinance No. 2548-** 1st reading - approving a budget amendment of the grant fund to appropriate 2019 Community Legacy Funds awarded for the National Folk Festival– Amphitheater, Phase 2 Project
- **Ordinance No. 2549-** 1st reading- approving a budget amendment of the grant fund to appropriate funds from a FY19 Women’s Fund Grant, from the Community Foundation of the Eastern Shore, Inc., to establish the Hi, Jean! Program in the City of Salisbury as part of Salisbury’s Housing First Homeless Program
- **Ordinance No. 2550-** 1st reading- to abandon an area of land being an unnamed alley accessed from Lake St. and traversing City Parking Lot 30 to the western bank of the Wicomico River and to abandon an area of land being the unimproved road bed of Small St. accessed from West Main St. and traversing a part of City Parking Lot 30
- **Ordinance No. 2551-** 1st reading- granting an easement to Rotary Club of Salisbury Foundation, Inc across City owned property, Tax Map No. 107, Parcel 883

7:05 p.m. PUBLIC COMMENTS

7:10 p.m. ADJOURNMENT

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

NEXT COUNCIL MEETING – JULY 22, 2019

- **Resolution No.** –Marina Landing Soil Agreement
- **Ordinance No. 2548-** 2nd reading - approving a budget amendment of the grant fund to appropriate 2019 Community Legacy Funds awarded for the National Folk Festival–Amphitheater, Phase 2 Project
- **Ordinance No. 2549-** 2nd reading- approving a budget amendment of the grant fund to appropriate funds from a FY19 Women’s Fund Grant, from the Community Foundation of the Eastern Shore, Inc., to establish the Hi, Jean! Program in the City of Salisbury as part of Salisbury’s Housing First Homeless Program
- **Ordinance No. 2550-** 2nd reading- to abandon an area of land being an unnamed alley accessed from Lake Street and traversing City Parking Lot 30 to the western bank of the Wicomico River and to abandon an area of land being the unimproved road bed of Small Street accessed from West Main Street and traversing a part of City Parking Lot 30
- **Ordinance No. 2551-** 2nd reading- granting an easement to Rotary Club of Salisbury Foundation, Inc across City owned property, Tax Map No. 107, Parcel 883

1 CITY OF SALISBURY
2 BUDGET WORK SESSION
3 APRIL 16, 2019
4

5 Public Officials Present
6

7 Council President John “Jack” R. Heath Mayor Jacob R. Day
8 Council Vice-President Muir Boda Councilwoman Angela M. Blake
9 Councilman James Ireton, Jr. (left 2:15 p.m.) Councilwoman April Jackson

10
11 In Attendance

12 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Finance Director Keith
13 Cordrey, City Clerk Kimberly Nichols, one member of the Public, and a member from the Press
14 *****

15 The City Council convened in a Special Meeting at 8:30 a.m. in Conference Room #306 of
16 the Government Office Building (GOB). Following the adjournment of the Special Meeting,
17 the Budget Session began at 8:35 a.m. with the Personnel Committee presentations.
18

19 Salisbury Police Department (SPD) Personnel Committee

20 Cpl. Jeff Hughes and Dee Lehman, Caton, representing the SPD Personnel Committee joined
21 Council and discussed the following pertaining to the SPD proposed budget:
22

- 23 ➤ Cpl. Hughes expressed how important the 2.25% increase was for sworn officers and
24 the 2% increase for civilian staff because retention and recruitment were down.
- 25 ➤ Dover, DE has 99 sworn officers - the City has 102 sworn officers. Dover’s starting
26 salary is between \$51,000 and \$56,000 post academy - the City starts at \$44,000.
- 27 ➤ Dover’s retirement is 50% of their salary at 20 years; the City’s retirement is 50% at
28 25 years. Dover’s officers receive 80% of their salary at 30 years.
- 29 ➤ Federalsburg’s starting salary is \$42,000. Maryland State Police is increasing by 17%
30 over the next few years. The City is unable to compete with the State Police salary.
- 31 ➤ There is no compensation for on-call status unless they are called in.
- 32 ➤ SPD offers \$10,000 sign on bonuses to MD sworn officers and offers \$52,000 for
33 PCF’s. What else could they offer?
- 34 ➤ It takes 18 months to receive new vehicles once they are ordered.
- 35 ➤ Discussed on-call stipends for specialized units.
36

37 Cpl. Hughes said specialized teams receive the same pay. The guaranteed raise that began (3)
38 years ago helped those at the bottom, but needs re-evaluating (they are \$8,000 to 10,000 off).
39

40 Salisbury Fire Department Personnel Committee

41 Salisbury Career Firefighters Association President DJ Hoster, Vice-President Lieutenant David
42 Cox and Secretary Ben Kuntz from the Fire Department Personnel Committee joined Council.
43 President Hoster passed out the priorities / long-term goals list, included as part of the minutes.
44

45 *Overtime (receiving time + a half for personnel)*

- 46 ➤ The Fire Department is the only City department that does not receive time and a half.
47 ➤ Most departments country-wide receive time and a half.
48

49 *Adding Senior Firefighter position*

- 50 ➤ This position was in the Fire Chief's budget and was part of the career development
51 funded last year, which funded most of the new ranks and was a morale booster. Adding
52 Senior Firefighter position would ensure continued the growth.
53

54 *Staffing*

- 55 ➤ They opened a third station full-time because of the SAFER Grant program. In FY20,
56 there is about \$200,000 to help fund the Fire Department's share match of the program.
57 ➤ At the end of the three years, they want to keep the personnel on and must plan ahead.
58 ➤ Want to have enough staffing to add another ambulance to keep up with call volume,
59 which is (38) calls per shift (12-13 calls per ambulance) and is over the national average.
60 ➤ Want to work towards having 4 people on each ambulance call.
61 ➤ Desperately need more paramedics.
62 ➤ Unable to compete with Ocean City.
63

64 *Pay/Benefits*

- 65 ➤ Must ensure they are competitive due to costs associated with training new personnel.
66 ➤ Retirement health insurance coverage is very high.
67 ➤ Would like the years of service retirement requirement lowered, but LEOPS is restrictive.
68

69 *Pay for classes*

- 70 ➤ Employees attend classes on their own time and are not compensated.
71 ➤ Could the college benefit be used for classes if they do not use the college monies?
72

73 *Part time funding*

- 74 ➤ Requested increased funds for overtime pay. Part time salaries were increased but full-
75 timers should have the opportunity to work overtime.
76

77 *SWIFT Program*

- 78 ➤ If the grant funding ever runs out, they want to continue funding the SWIFT program.
79

80 President Heath addressed the following discussion points:

- 81 ➤ *Was there a distinction between call in pay and over-time pay?* There is no mandatory
82 call back policy, and call in pay is "straight time."
83 ➤ *Was there a reduction of calls because of the SWIFT program?* Mr. Hoster said the call
84 volumes decreased with those patients with only one SWIFT crew. They are eliminating
85 some with the frequent fliers but are increasingly dealing with the aging population.
86 ➤ *Where did the City stand in terms of full staffing on each vehicle?* Mr. Hoster said they
87 were close. When they received the SAFER Grant Chief Tull ensured minimum staffing
88 on the ladder truck at Station 2 was (4), so they are 1/3 of the way to being fully staffed.
89 ➤ *Discussed (4) on each crew and Mr. Hoster thought they needed to work towards that.*

90 ➤ *Paying for classes vs. paying for college.* If it is included in the budget and not used, it
91 may be practical to pay for specialized classes that are approved by Chief Tull.
92

93 **Volunteer Firefighters Personnel Committee**

94 Deputy Chief of Volunteer Services Lee Smith and Assistant Chief David Black joined Council
95 and discussed several projects in the budget. The attached Volunteer Fire Personnel
96 Committee Budget Presentation was passed out and included as part of the minutes.
97

98 *Self-Contained Breathing Apparatus (SCBA) Replacement - most important project needing*
99 *funding (\$875,000 CIP item)*

100 ➤ They have reached the end of life and next year will be mandated to replace them.
101

102 *Radio Paging System (another CIP item)*

103 ➤ The paging system in Salisbury was over twenty years old.

104 ➤ Since the County changed systems, they have experienced problems with alerting.

105 ➤ The aging paging system was not compatible with the 700-MHz countywide system.
106

107 *Other items the volunteers supported that were removed at the mayoral level included:*

108 ➤ Telephone system upgrade

109 ➤ Land acquisition for the new firehouse in CIP

110 ➤ Increasing volunteers stipend back to \$100,000. Since the FSA was signed in 2017, the
111 County has not funded any of the Salisbury Volunteer Companies (Station 2 or 16).
112

113 Deputy Chief Smith discussed several items the volunteers contributed back to the City
114 including three utility vehicles. He asked that the items be reinstated in the budget for the
115 volunteer components for Station 2 and 16 and continued funding of the LOSTAT Program for
116 volunteers. Recently, the \$10,000 life insurance policy was removed from the County and said
117 they appreciated Council funding the program.
118

119 Other items included:

120 ➤ Updating the Hurst equipment (associated costs totaled \$183,728.00)

121 ➤ The volunteers built the Station 1 Gym (\$8,000)

122 ➤ Overhead bay doors – they have a maintenance contract

123 ➤ The volunteers pay for the Comcast for internet throughout all three departments

124 ➤ Had 92 volunteers and were taking new applicants. They lost 15 to the SAFER Grant.
125

126 **General discussion with Mayor Day regarding the Police and Fire presentations**

127 Mayor Day reflected on the presentation and noted there were few ways to significantly
128 increase revenue. Since there was no will to increase taxes, some of the requests could not be
129 accommodated. He thought it was wise to discuss funding classes that advanced the positions.
130 The County would not change their mindset and there is no legal justification for not funding
131 them and funding other volunteer fire companies. President Heath asked for the true overtime
132 numbers. Councilman Ireton said the clerical positions handled irate callers remarkably well.
133

134 Regarding the implied imbalance in Police compensation, Mayor Day reported the starting
135 salary of (3) positions recently filled was in the high \$50,000's as they were certified police
136 officers, and was higher than State Police starting salaries with a guaranteed 2.25% yearly
137 increase. Once a certified police officer is recruited, they earn more than they would earn in
138 Dover, Federalsburg, Easton, Cambridge, Annapolis, or Ocean City. He said the department has
139 not lost an officer through transferring out in over 18 months. Recruiting efforts are good
140 under Cpl. Loring, but there were still vacancies. Mr. Boda said Salisbury used to hire police
141 officers who worked three or four years only to move on to another jurisdiction.

142

143 **Field Ops/Water Works Personnel Committee**

144 Pete Torigo from the Traffic Department, Gary Bradford from the Street Department, and
145 James Colliton from Utilities joined Council to represent Field Operations and Water Works.
146 The employees discussed the following and passed out The Field Ops Personnel Committee
147 Budget Requests 2/20/19 sheet, attached and made part of the minutes:

148

149 Universal Concerns

- 150 ➤ *Pay study/pay increases-* Jobs were hard to fill with qualified candidates due to low pay
- 151 ➤ *Compensation for on-call status-* On-call duty is scheduled a month out, meaning no
152 traveling and required availability to respond within an hour. This effects employees'
153 availability for second jobs and volunteer work and the status is uncompensated. The
154 original request was for at least an award of comp time for each week of being on call.
- 155 ➤ *Events should have their own budgets since they place massive financial drainage on*
156 *overtime and materials accounts.* Many supplies and materials for the Folk Festival
157 (NFF) came from department budgets. Much of the infrastructure is now in place, but
158 there will still be expenditures. Many of the departments drained their overtime
159 budgets well before the end of the year due to the NFF, Marathon, etc.
- 160 ➤ *Mini-Excavator and trailer* – this machine could be used by multiple departments
- 161 ➤ *Retirement / Life Event gift / Party* – small budget requested for celebration parties

162

163 Traffic Department concerns

- 164 ➤ *Additional personnel needed* – had trouble attracting qualified / experienced personnel
- 165 ➤ *Need a small bucket truck, boring machine for underground electrical conduit*
166 *installation, street striping machine, new trencher machine, and mini-excavator.*
- 167 ➤ *Need to replace T-6 pickup truck*

168

169 General discussion with Mayor Day regarding Field Ops and Water Works presentation

170 Mayor Day said the mid-sized excavator and funds for boring for contractors were budgeted.
171 They just awarded a contract all of the City's striping, but he liked the idea of having an in-
172 house striper machine. He did not understand the request for parties as retirees are recognized
173 and given a gift at the Holiday Party, and thought Field Ops should do more cross training.

174

175 **Department of Housing and Community Development (DHCD) Personnel Committee**

176 Code Enforcement Officers Chanita Lewis Watson and Ryan Hardesty, Neighborhood Relations
177 Manager Kevin Lindsay, and Senior Code Enforcement Officer Dan Hogg passed out the HCDD
178 Employees Affairs priorities sheet, attached and made part of the minutes.

179
180 Items requested: increasing personal days, extra funds for training/maintaining certifications,
181 increasing the City’s 457 match, increasing annual time or longevity bonus at 25 and 30 years of
182 service, enacting Employee of the Month, birthdays off with pay, step increases when
183 employees obtain certification, free cleanings at the dentist, earning a recognition day with
184 excused sick leave, receiving a “mental health” day, earning overtime instead of comp time for
185 attending after hour events, earning merit increases, and providing additional vehicles.

186
187 Council further discussed department vehicles and increasing training dollars for staff.

188
189 General discussion with Mayor Day regarding the DHCD presentation

190 Ms. Glanz said they did not discuss the 457-match this year since they wanted a leaner budget.
191 More employees are taking advantage of the match and she would like to see it increased as a
192 recruiting tactic. Administration was looking at Employee of the Month. They would look at
193 training and vehicles differently since not everyone could get a vehicle and receive training each
194 year. Councilwoman Blake discussed transporting clients in City vehicles and recalled programs
195 in place for medical and appointments that take on the additional liability. She asked if the
196 person transporting homeless people knew all of their mental and physical needs such as what
197 to do in the case of a seizure or accident. Medical transport and other services are available free
198 to the client, so why does the City transport them? Huge liability to both the City and employee.

199
200 Government Office Building (GOB) Personnel Committee

201 Finance Department Accountant II Val Adkins joined Council to represent the GOB Personnel.
202 She requested the 2% increase remain in the budget and thanked Council for that. She stated
203 the dental coverage was not as good as the medical. She discussed parking for employees in the
204 GOB and the dangers of crossing Route 50. Council discussed possibly bussing employees across
205 the street, and Mr. Cordrey said Lot 10 was offered to employees (not across Route 50).

206
207 Financial Position of the City

208 Finance Director Keith Cordrey updated Council on the City’s Financial Health.

209
210 Financial Overview (The FY19 Financial Overview from Mr. Cordrey is attached and
211 included as part of the minutes)

212
213 *Balance Sheet* - Cash unrestricted was \$10.4 million, up from \$10.2 million last year;
214 Unassigned Fund Balance was up to \$7.4 million from \$6.6 million the previous year.
215 The City has moved up from the GFOA minimum of two months expenditures (\$6.5
216 million) towards the goal of three months or more (\$9.8 million).

217
218 *Statement of Revenues, Expenditures and Changes*
219 Revenues – In the previous year the City had a net change in fund balance of \$125,000,
220 and last year it was \$1.7 million. The previous year looked good at \$125,000 because the
221 ladder truck was not received in the year that it was budgeted).

222
223 *Variances in Revenues and Expenditures*

224 *Revenues* – There was a favorable variance for revenues for taxes at \$191,878; Other
225 Revenue was \$335,109. We were short in Charges for Services by 141,848, and the
226 Intergovernmental Revenues were \$44,732 over what was budgeted, for a total
227 favorable variance of \$429,871.

228 Expenditures- There were favorable expenditure variances where we did not spend all
229 that was budgeted. General Government had a favorable variance of expenditures of
230 \$363,964; Public Safety in Police - \$1,031,759; Fire Department - \$352,682, and Total
231 Public Safety was \$1,658,755. Engineering - \$479,533; Recycling - \$219,672, and Total
232 Public Works was \$825,754. The total expenditure variance was \$3,133,003
233

234 Mr. Cordrey explained how we budgeted a use last year of \$2.1 million and had a
235 change in fund balance of \$1.7 million. It was because we started with a budgeted use of
236 \$2.1 million and had an encumbrance carryover of \$3 million. During the year, we
237 passed ordinances appropriating \$243,000. Total use of surplus, if we spent all the
238 money that was spendable, was \$5.4 million. Since we had favorable revenue variances
239 of \$605,000 and favorable expenditure variances of \$3.1 million, actual use was \$1.7
240 million.

241
242 *Water Sewer Fund*

243 Statement of Net Position- Cash increased from \$5 million to \$6.8 million.

244 Statement of Revenues Expenses and Changes- Total operating revenues in FY17 were
245 \$14.9 million, in FY18, \$15,971,157 (\$1,066,856 increase in operating revenues).
246 Operating income increased \$1.2 million for a total of \$5.1 million. After depreciation,
247 there was an increase in net operating income of \$1 million, for a total of \$2,680,341. In
248 non-operating revenues, the grant was for \$6.4 million, and the change in net assets was
249 a total of \$8.7 million.

250 Statement of Cash Flows- Net Cash provided by operating activities was a reduction of
251 \$60,472 (essentially we broke even)

252 Cash Analysis- Previously, we said it would be ideal to have \$2.7 million in operating,
253 \$1.5 million in revolving, \$500,000 in each impact fund. Total capital was \$2.5, total was
254 \$5.2 million. 6-30-18 balances were \$6.9 million. One of the things the rate study of the
255 Water and Sewer Fund analysis indicated was the importance to build up cash to avoid
256 debt by building funds to be used for capital improvements. We are now headed in that
257 direction. Minimum cash balances are up and we can begin avoiding long-term debt.

258 *Statement of New Position- Governmental*

259 OPEB liability went down in FY18 by \$2.3 million to \$15.4, partly due to accounting
260 changes. In pension liability, the LEOPS share was reduced by \$4 million to \$29 million.

261
262 *Statement of New Position- Total*

263 (Included Business and Governmental) OPEB liability reduced from \$22 million to \$19
264 million; pension liability reduced from \$37 to \$32 million. In unrestricted new position,
265 there was a negative net position of \$27 million (all OPEB and pension liabilities)
266

267 **Financial Health** (The Financial Health 2019 Presentation from Mr. Cordrey is attached and
268 included as part of the minutes)

269
 270 General Fund- Total Fund Balance as of June 30, 2018 was \$10,738,933 divided by
 271 our budgeted expenditures equals a ratio of 31.9%. This is considered to be **strong**.
 272 Unassigned Fund Balance The ratio is created by comparing unassigned fund balances
 273 to budgeted expenditures. 19% is **considered adequate**.
 274 Debt to Market Value- Total obligation debt or bonded debt was \$99.5 million; market
 275 value of property was \$2,151,596,042. This signifies a 4.63% ratio, **considered adequate**.
 276 Debt Per Capita
 277 The \$99,578,997 Citywide general obligation debt divided by the population of 33,000
 278 is \$3,017 debt per capita (**needs improvement**).
 279 Annual Debt Service
 280 In FY20, \$4 million was budgeted in debt service. General fund expenditures + capital
 281 project budget fund = \$44 million. The 9.07% ratio is **considered adequate**. The City's
 282 financial policy is to avoid debt service/not exceed 10% of our expenditures. 9% is close.
 283 Water and Sewer Unrestricted Balance
 284 The unrestricted fund balance was at 1.9 million as of June 30, 2018. Operating revenue
 285 at 16.5 million gave a 12% ratio (**needs improvement**).
 286 Parking Authority Unrestricted Net Position
 287 Unrestricted net position- \$296,783; Revenue- \$678,200. \$43.8% (**considered strong**).
 288

FY19 Budget Highlights

- 290 ➤ The proposed budget includes one-step increase for all employees.
- 291 ➤ Reorganized Police Communications (did an “undo” of the previous year reorg by
- 292 removing the director and supervisors and updated the number of PCO's to 13).
- 293 ➤ Updated the Community Center Budget in HCDD for alarms and internet,
- 294 electric, programming for Newton and Truitt
- 295 ➤ Homeless Program – added two vouchers (19,000) and a Homeless to Work
- 296 Program
- 297 ➤ Career ladder revisions (Accounts Payable Clerk, Code Enforcement Officers,
- 298 Survey Tech II)
- 299 ➤ Reclasses or merit increases (HR Director, Sr. SEO to CEO Supervisor of HCDD,
- 300 Surveyor, IT GIS Analyst II)
- 301 ➤ New positions (Sustainability Coordinator)
- 302

Rates and Fees

- 304 ➤ Trash service increased to \$56 (still not recovering 8% of total cost for service)
- 305 ➤ Water & Sewer rate increase of 3% (discussed rate increases and options)
- 306 ➤ 25% increase in utilities Personal Property Tax rate
- 307 ➤ Real property tax rates have not changed in three years
- 308

Revenues

309 Mr. Cordrey discussed the top increases in revenue (Real Property, railroad/utilities,
 310 trash fees, highway user, local income taxes, transfer from annexation reinvestment,
 311 building permits, MDOT reimbursements, and transfers from forfeited SPD) and
 312 decreases (OBC-current year, capital lease proceeds, school zone camera, municipal
 313

314 infractions, EMS from County, Cable TV franchise fee, rent earnings, weed cleaning/
315 removal, interest delinquent taxes, clean it/lien it fees, and municipal fees).

316

317 **FY19 General Fund Outlay and General Capital Projects**

318 Mr. Cordrey discussed the slide regarding the adjustments in the proposed budget made
319 to the items in the CIP. The CIP amount on the second page was \$8.4 million, which was
320 reduced by \$3.6 million.

321

322 Council recessed for lunch at 12:45 p.m. and reconvened at 1:18 p.m.

323

324 **Departmental Reviews**

325 Upon the completion of the Personnel Committee reviews and Financial Position of the City,
326 Council began the departmental budget reviews.

327

328 **Salisbury Police Department (SPD)**

329 Police Chief Barbara Duncan and Colonel Dave Meienschein began the discussion with overtime
330 expenditures which total approximately \$450,000 to \$475,000 per year. The National Folk
331 Festival (NFF), Marathon and other events brought the department up to \$500,000 in overtime.

332

333 Mr. Ireton asked if any of the grants from the NFF or the \$83,000 budgeted for the NFF
334 included overtime. Mr. Kitzrow responded that the grants were specifically earmarked to assist
335 with elements such as infrastructure, operations, etc. and were not allocated for salaries for
336 law enforcement, security, or maintenance workers. Overtime was paid from each
337 department's budget. Ms. Blake asked if the overtime requested in the budget was projected to
338 cover the next NFF and Marathon events and Chief Duncan confirmed it should be enough.

339

340 Chief Duncan reported the SPD currently had six openings and seven frozen positions. She
341 offered a solution to unfreeze one of the positions by removing two cadet positions that were
342 originally taken from a Police Officer position to create them. Mr. Ireton stated for clarification
343 that the amount for salaries was \$4,050,000 in FY19 (to this point) and he wanted to know the
344 number and length of vacancies because vacancies were the ones funded and frozen were
345 unfunded. Chief Duncan said that vacancies come and go depending on attrition, retirement,
346 laterals, terminations, and medicals. There currently was one pending retirement, two were
347 deployed for one year, and one on paternity leave. Ms. Blake asked for struggles regarding
348 recruitment and Colonel Meienschein said that many people did not want to be Police Officers,
349 and if the quality of applicants was ever questionable it was better not to hire them at all and to
350 leave the vacancy rather than to create more problems.

351

352 They also discussed the Humane Society agreement and the City's increased fees paid to them.
353 President Heath asked how many City animals were taken to the Humane Society and Mayor
354 Day answered later in the day (about 330 animals – 200 cats, 130 dogs).

355

356 **Fire Department**

357 Fire Chief John Tull and Deputy Chiefs James Gladwell and Darrin Scott joined Council to discuss
358 the Fire Department budget. Chief Tull discussed the (12) SAFER grant funded positions and the

359 associated costs with funding them with the City's match. All of the Fire Stations were open (24)
360 hours, (3) Capital Fire Units staffed, and (3) EMS Units staffed. With the additional staffing, they
361 saw improvements in response and travel times for both fire and EMS and could assemble the
362 right number of people on fires. They would continue to acquire additional funds to sustain the
363 program. President Heath asked about the difference should they have (2) teams. Chief Tull
364 said it would be an asset and there would be further reductions in calls, but they would need
365 additional PRMC staff. President Heath asked if another ambulance was added that could be
366 staffed from 7am to 7pm and become backup the rest of the time, would the SWIFT team have
367 enough impact to negate need for that ambulance. Chief Tull thought it would negate the need.
368

369 Mr. Boda said the City did not charge enough for calls for service in the Fire Service Agreement
370 (FSA). Mayor Day said that it was a negotiated figure, and the County pushed back hard on the
371 City's numbers. Mr. Boda said it needed explaining that funding was not there and this would
372 affect the quality of service the City provided to both City and County residents. If all of the EMS
373 units were on a call and a call from the County came in, the City would need more funding to
374 properly provide the service. Chief Tull said there was a decrease in the billable amount since
375 calls occurring outside city limits have decreased. The Council discussed the FSA billing,
376 volunteer funding, value of the service provided to County residents, etc.

377

378 Chief Tull discussed the Fire Department's Essential Items list including:

- 379 ➤ *Increasing the volunteer stipends* (originally funded at \$100,000, dropped to \$80,000.
380 The request was for it to be reinstated at \$100,000 due to their lack of County funding
381 now. They only have funding from donations.
- 382 ➤ *Part-time salaries funding* was set at \$50,000 and was cut to \$25,000. The request was
383 for it to be fully funded as there was no funding mechanism previously for the NFF and
384 Marathon, etc. that the department had to absorb out of the current budget.
- 385 ➤ *Position reclassification of the Quartermaster or maintenance supply position.* This was
386 currently funded at a lieutenant position and the request was for reclassification to a
387 Captain position for the following reasons: 1) all the administrative positions are at the
388 Captain or Assistant Chief's level, 2) position responsible for everything that the Fire
389 Department utilizes (all apparatus, all buildings, all inventory from turnout gear to
390 uniforms, badges, cleaning supplies, writing RFPs and invitations to bid, and managing a
391 million dollars' worth of fleet and buildings.
- 392 ➤ *Mobile Integrated Healthcare Provider* was included as placeholder. This was fully grant
393 funded currently, but in the event it runs out, this must be funded.
- 394 ➤ *Career Ladder*- second part of the initial Fire Department Pay Plan created and
395 implemented last year. This was the second step to allow for career advancement.

396

397 Council President discussed the rotation of turnout gear. In comparing this year's budget to last
398 year's there is a 44% decrease in the amount spent on turnout gear. He thought the same
399 amount would be spent each year. Chief Tull said the amount would be the same moving
400 forward over the next (10) years, and this was the corrected amount. There would be no more
401 drastic low or high surprises, and it would balance out.

402

403 President Heath wondered why electricity in some departments increased by 14% and other
404 departments went gone down by 15%, which was the case of the Fire Department. Mayor Day
405 said many factors go into the calculations, such as the phasing of the energy savings program
406 and possibly the order in which the improvements occur. He offered to invite the City's Energy
407 Consultant, Richard Anderson to explain the calculations. Chief Tull added the fuel and gasoline
408 accounts were based on the Fire Department's 2018 usage and cost per gallon.

409
410 President Heath asked about the account number 577030 for \$91,000 – Capital Equipment.
411 Chief Tull said the items listed were at \$70,000 contribution from the volunteers for bulletproof
412 vests. If the City funded part, they would do a contribution match. They do not have the match
413 and it was not funded in the budget, so it was not spent.

414
415 City Administrator Glanz explained the computers were on a (7) year rotation, and IT Director
416 Garrett had prioritized the computers needing replacing.

417
418 President Heath told Chief Tull to relay the Council wished the Fire Department employees the
419 best, to be safe and to continue doing the fantastic job they were already doing.

420 421 **City Council**

422 City Clerk Kim Nichols presented the Council's budget and explained the funding amounts
423 requested were the same as the prior years with exception of the Printing Account. Last year
424 the Clerks Office needed additional funding for Printing due to the increased codification costs
425 due to the reorganization. The training account would likely fund all of Council's participation if
426 all decided to attend the MML Conferences.

427
428 Ms. Jackson asked why the City did not belong to NLC and Council discussed the cost/benefit
429 factor. Since MML more closely aligned their goals with local municipalities, it was decided that
430 any of the Council could attend a meeting or conference, but at the non-member rate.

431 432 **City Clerk**

433 Mrs. Nichols discussed the Clerk's budget. One desktop computer was in line for replacement
434 according to the consolidation plan. The training account was not utilized as much as in prior
435 years due to both Nichols' and Carter's schedules.

436 437 **Elections**

438 Ms. Nichols compared the Elections budget (\$51,500) to (4) years ago at \$48,883. Three (3)
439 years prior to that it was \$56,000, and two years prior to that the budget was \$40,000. She
440 reminded Council that they would need to pass a budget amendment for first reading only just
441 prior to the November 5, 2019 Election in case there was a tie.

442 443 **Mayor's Office**

444 City Administrator Julia Glanz reported the Mayor's budget contained little changes from last
445 year except for the salary line. With Deputy City Administrator Pulcher's departure, it was
446 realized that the best place for that position was with Mr. Demone doing communications
447 work. The Media Specialist job was posted and some very good candidates have applied. The

448 change comes with a salary savings. Mayor Day said that he appreciated the potential that
449 approving a second Deputy City Administrator had to help create a narrower span of control,
450 but it also created challenges. Narrowing the scope of that position and lowering its level, and
451 focusing on Communications saves and clarifies.

452
453
454

455 **City Attorney**

456 City Attorney Mark Tilghman estimated the fees for FY19 to be \$369,515 due to the ongoing
457 litigation. The Company No. 1 case cost over \$70,000 since its inception, and in January 2019,
458 the costs were \$11,000 because the hearing was forthcoming with discovery. There was other
459 ongoing litigation and luckily the ACLU case was paid for by LGIT (with a \$50,000 coverage for
460 that case). They alleged the City violated their legal rights. Mr. Tilghman said that the Company
461 No. 1 case had entered the “discovery phase” which is where litigation gets expensive. Deputy
462 City Administrator Kitzrow thought the FY20 projection of \$350,000 was a very good estimate.

463
464
465

Council recessed at 3:09 p.m. and reconvened at 3:18 p.m.

466 **Human Resources Department (HR)**

467 Human Resources (HR) Director Jeanne Loyd said there were small changes. The Employee
468 Picnic and Banquet accounts were unchanged. Two employees were assisted through the
469 House Keys for Employees program, and there was a third waiting on closing costs to buy a new
470 home in the City of Salisbury. New computers in HR were needed through the Consolidated
471 Plan. Workers Compensation was a large account and they were waiting on final premiums.

472

473 Mr. Boda asked how many employees participated in the degreed tuition reimbursement
474 program and Ms. Loyd said there were (4). He recalled the discussion with the Fire Department
475 earlier in the day regarding employees wishing to take classes for certifications and asked if it
476 was out of the Fire Department training account (it did). There were (2) grant recipients in the
477 housing program, and a third employee was almost to the settlement process.

478

479 **Information Services**

480 Director Bill Garrett, joined by Assistant Director: GIS John O’Brien and Assistant Director: IT
481 Steve Dickerson, presented the IS budget requests. There were two *Critical Items*, 1) a merit
482 increase for the GIS analyst and 2), It high availability virtual environment (setting up (3) high
483 storage servers to develop a high availability, high resiliency server environment by clustering
484 all 3 servers together and eliminating the hardware portion of the server. When one server
485 goes down the virtual aspect moves to one that is not down.

486

487 President Heath asked when the virtual servers would become obsolete, and Mr. Garrett said
488 they would be future-proof. Storage arrays could easily and inexpensively be added as needed.

489

490 **Government Office Building (GOB)**

491 Procurement Director Jennifer Miller presented the budget for the GOB and reported there was
492 \$87,000 net increase over the previous year due to the following three expenses - \$38,000

493 *Building and Fixture Improvements* (replacing grounds lighting, replacing men’s room toilet
494 partitions, removing underground fuel storage tank, replacing walkway, replacing chairs in
495 Council Chambers), \$17,000 *ESG Settlement*, \$56,000 *CIP Items* (building improvements such as
496 engineering for roof replacement, one ADA Compliant restroom, women’s room partition
497 replacement, heater water circulation pump). Mr. Kitzrow said that last year, not much, if any
498 of the GOB CIP improvements were funded because the City received the figures late from the
499 County and had not been able to fund the improvements.

500

501 **Procurement**

502 Mrs. Miller said that Procurement’s budget had a small increase of 3% due to Computer
503 Software (Procureware) for the Procurement portal. Some years there is more travel and
504 training than other years, and between the two accounts there is a small net increase of about
505 \$600 so staff can attend the National Institute for Governmental Procurement’s regional forum
506 in Ocean City, Maryland. Normally, the annual forum is held around the country, and this would
507 be the first time staff could all attend the smaller version of the NIGP forum.

508

509 Mr. Boda asked about staffing, and Mrs. Miller reported there were four employees in the
510 department. They were in the hiring process for an Administrative Assistant, and had just
511 extended the offer to a candidate. She hoped to be fully staffed in about a month.

512

513 With nothing further to discuss, the Budget Work Session adjourned at 4:04 p.m.

514

515 **Council Discussion**

516 President Heath thanked Mr. Cordrey and stated the process was easier each year, and a lot
517 had to do with the set-up and the format was very simple. He also thanked Council for being
518 prepared with their questions and reported the next session would be held next Wednesday,
519 April 24, 2019 at 8:30 a.m.

520

521

522

523 _____
City Clerk

524

525

526 _____
Council President

Priorities and long-term goals

1. Overtime

- a. Work to have personnel receive 1.5 rate for overtime

2. Adding of the senior firefighter positions

- a. Realize cost is 150,000 but needed to keep with career development
- b. Maybe fund half year or start at the top with budgeted monies each year

3. Staffing

- a. Keep all newly hired personal via safer grant on full time after grant ends
- b. Achieve enough staffing to have an additional ambulance staffed
- c. Achieve enough personnel to raise minimum staffing to 4 on all capital pieces
- d. Thoughts on more paramedics (new hires required to complete?)

4. Pay/Benefits

- a. Keep pay competitive with market
- b. better retirement health insurance coverage
- c. Lower years of service requirement (dependent on LEOPS rules)

5. Pay for classes

- a. Allow members to get paid for additional classes they take that can benefit the department (City already offers to pay for college, maybe try to add it in with college pay benefit when personnel aren't taking advantage of college monies)



Volunteer Fire Personnel Committee Budget Presentation

Deputy Fire Chief Volunteer Services

Lee Smith

Assistant Fire Chief Volunteer Operations

Jon D. Black

President, Salisbury Fire Department Inc.

Billy Lewis

President, Salisbury Fire Company #2 Inc.

Richard Rathel

Summary of 2019 Volunteer Budget

- ▶ Continue to Supply Comcast to all Fire Stations.
- ▶ Purchase of three new light duty vehicles dropped from last years budget.
- ▶ Provided for training events for volunteers.
- ▶ Assisted in upkeep and improvement on facilities
- ▶ Lost County Funding do to City/County Fire Service Agreement

Top Priorities

- ▶ Continued funding support of Length of Service Awards Program LOSAP.
- ▶ Continued funding of Workers Compensation since dropped by County in 2018.
- ▶ Increase operational funding of 100,000 per current budget request.
- ▶ Continue to fully fund training budget and light duty vehicles as requested in SFD budget request.
- ▶ Fully fund the SCBA replacement of \$875,000.



Field Ops Personnel Committee Budget Requests 2/20/19

Universal concerns

Pay study/Pay increases

More than five years since last pay study

Open positions are hard to fill with qualified candidates for starting pay-Sign & Pavement Marking Tech 1 pay similar to advertised pay for part-time worker @ Aldi supermarket

Compensation for On-Call status

Especially with full month scheduling, affects employee availability for second jobs, volunteer firefighting, etc.

Festivals should have own budget/accounts

Massive drain on department resources for materials & overtime

Water

Mini-Excavator and trailer

Reduce need for personnel, traffic control, limit damage to roads, sidewalks, and landscaping

Reduced of total street closures by using single lane traffic instead

Would also be useful to Street Department, Traffic Department

Wastewater

No current requests pending completion of Upgrade

Water Treatment Plant

Retirement/Life event gift/party

Upon retirement, except for the Christmas Party, individuals only receive any kind of party/gift if their individual employees take up a collection or someone (usually supervisors) pay for it personally. A small budget, less than \$100 per vested retiree, to pay for cake, card, and a small gift, would improve morale.

Traffic Dept.

Additional Personnel-3 electricians, qualifications CDL class B, basic electrical knowledge, 3 years professional experience

-Create 2 crews, one to focus on streetlights, one to focus on other projects, e.g. outlets, lights, etc.

Remove/reduce need for outside contractors for Zoo, Fire, SPD, etc,

Small Bucket Truck

Ford F-550 service body, 40' work height

T-5 out of service for approx. 12 weeks between June to December 2018

Boring Machine for underground electrical conduit installation

Approx. \$250,000 for machine

Cost per streetlight is roughly \$2,500

Less trenching=faster, less manpower, less damage to streets, sidewalks, landscaping

Street striping machine

Almost no time available with state highway, other contractors unreliable & much more expensive

T-6 replacement

Over 10 years old, multiple problems, e.g. push button start, etc,

New Trencher

If Boring machine not available, trencher is at least 15 years old

Mini-Excavator

Would need to be capable of installing light pole bases

Housing and Community Development

Employee Affairs Meeting

- Increase in Personal days per year
- More money for training
- Increase in 457 match
- Increase in Annual time or longevity bonus at 25 and 30 years of service
- Employee of the month with monetary increase
- Birthday off with pay
- Step increase when employee obtains certification
- Free cleanings at Dentist
- Recognition day with excused sick leave
- Overtime instead of Comp time for after hour events
- Merit increase
- Vehicles



City of
Salisbury

Financial Overview

PRESENTED APRIL 2019



Financial Overview - Agenda

- ❑ **Fund Level General Fund Financials (FY18)**
 - Balance Sheet
 - Unassigned Fund Balance
 - Statement of Revenues, Expenditures, and Changes
 - Analysis of FY18 Budget vs. Actual for Revenues and Expenditures
 - FY 20 Budget

- ❑ **Water Sewer Fund (FY18)**
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
 - Cash Status

- ❑ **Entity Wide Level (FY 18)**
 - Statement of Net Position
 - OPEB Liability GASB 42
 - Pension Liability GASB 68

- ❑ **Debt Capacity**
 - Capital Improvement Plan effect on Debt Capacity



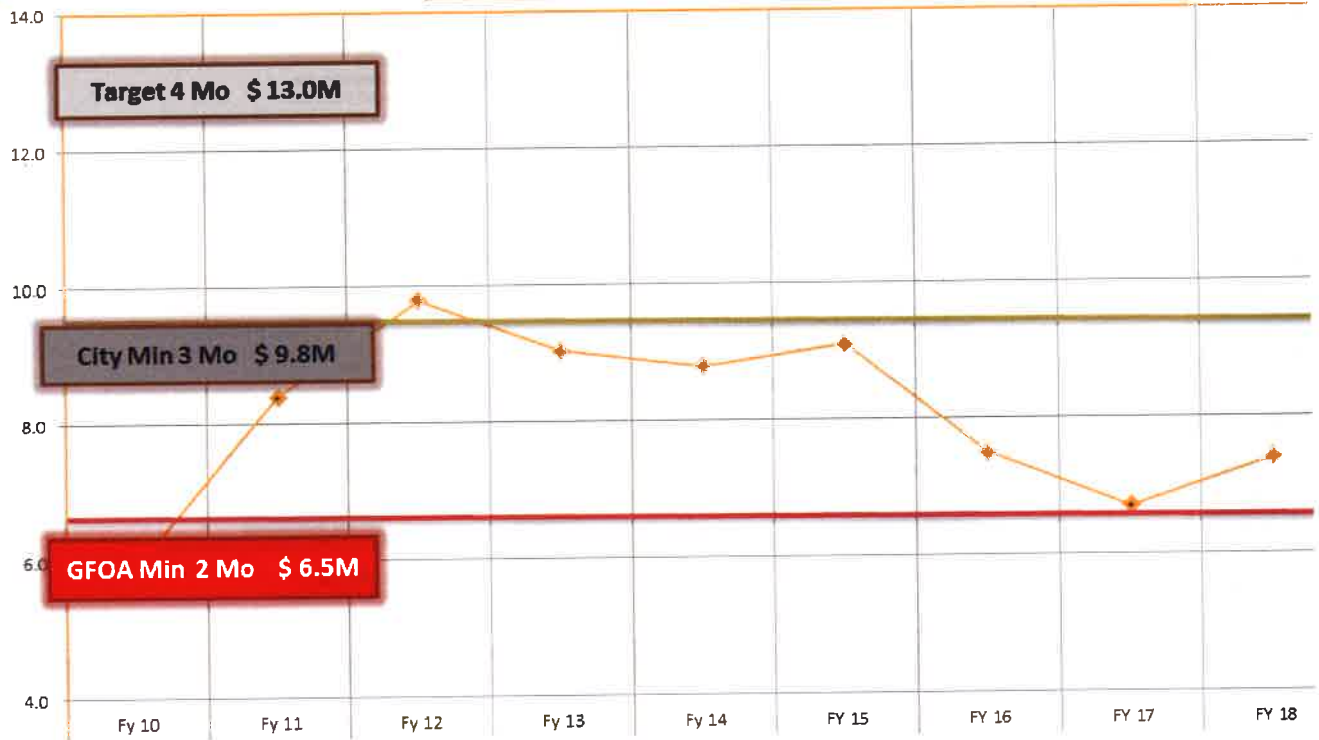
Balance Sheet – Governmental Funds

	<u>FY18</u>		<u>FY17</u>	
	General Fund		General Fund	Imp
ASSETS		ASSETS		
Cash	\$ 2,196,550	Cash	\$ 2,433,220	
Investment pool	8,183,830	Investment pool	7,766,351	
Taxes receivable	2,536,906	Taxes receivable	2,167,693	
Less allowance for uncollectibles	(892,418)	Less allowance for uncollectibles	(887,588)	
Due from other governmental units	270,020	Due from other governmental units	522,004	
Due from other funds	390,116	Due from other funds	276,868	
Sundry accounts receivable	4,551,096	Sundry accounts receivable	4,197,981	
Less allowance for uncollectibles	(2,991,752)	Less allowance for uncollectibles	(2,619,769)	
Inventory	776,249	Inventory	805,802	
Prepaid expenditures	2,258	Prepaid expenditures	2,226	
Restricted cash	212,260	Restricted cash	1,505,357	
Restricted investment pool	-	Restricted investment pool	-	
TOTAL ASSETS	\$ 14,958,595	TOTAL ASSETS	\$16,200,044	\$ 1
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES		LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES		
Liabilities:		Liabilities:		
Accounts payable and accrued expenses	\$ 2,126,844	Accounts payable and accrued expenses	\$ 1,604,006	\$
Due to other funds	-	Due to other funds	-	
Unearned revenue	-	Unearned revenue	-	
Deposits and advance payment of taxes	109,132	Deposits and advance payment of taxes	433,576	
Compensated absences	174,807	Compensated absences	154,239	
Total Liabilities	<u>2,410,783</u>	Total Liabilities	<u>2,191,821</u>	
Deferred inflows of Resources		Deferred inflows of Resources		
Unavailable revenue	1,808,879	Unavailable revenue	1,561,650	
Total Deferred inflows of Resources	<u>1,808,879</u>	Total Deferred inflows of Resources	<u>1,561,650</u>	
Fund Balances:		Fund Balances:		
Nonspendable	778,507	Nonspendable	808,028	
Restricted	-	Restricted	-	
Committed	1,693,351	Committed	1,954,695	
Assigned	868,485	Assigned	3,026,199	
Unassigned	7,398,590	Unassigned	6,647,681	
Total Fund Balances	<u>10,738,933</u>	Total Fund Balances	<u>12,436,603</u>	
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 14,958,595	TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$16,200,044	\$ 1



Unassigned Fund Balance

Analysis Unassigned Fund Balance





Statement of Revenues, Expenditures and Changes

□ FY18 Expenditures exceeded Revenues by \$1.7M . This was largely due to an expenditure for fire equipment budgeted in FY17 that was not received and expended until FY18.

	General Fund	REVENUES	General Fund
REVENUES		Taxes	\$24,801,665
Taxes	\$26,799,572	Other revenue	4,250,105
Other revenue	4,212,634	Intergovernmental revenues	2,428,600
Intergovernmental revenues	2,925,831	Charges for services	2,979,689
Charges for services	3,791,599	TOTAL REVENUES	<u>34,460,059</u>
TOTAL REVENUES	<u>37,729,636</u>	EXPENDITURES	
EXPENDITURES		Current:	
Current:		General government	3,278,547
General government	3,649,691	Public safety	20,435,138
Public safety	22,180,055	Public works	4,855,183
Public works	4,545,338	Recreation and culture	1,930,038
Recreation and culture	2,028,685	Nondepartmental	931,423
Nondepartmental	1,195,661	Capital outlays	1,778,500
Capital outlays	1,888,470	Debt service:	
Debt service:		Principal	2,300,773
Principal	2,785,353	Interest	786,680
Interest	868,627	TOTAL EXPENDITURES	<u>36,296,282</u>
TOTAL EXPENDITURES	<u>39,141,880</u>	DEFICIENCY OF REVENUES UNDER EXPENDITURES	<u>(1,836,223)</u>
DEFICIENCY OF REVENUES UNDER EXPENDITURES	<u>(1,412,244)</u>	OTHER FINANCING SOURCES (USES)	
OTHER FINANCING SOURCES (USES)		Operating transfers in (out)	(785,416)
Operating transfers in (out)	(498,509)	Proceeds from bond issuance	9,977,305
Proceeds from bond issuance	24,900	Bond premium	1,370,142
Proceeds from sale of capital assets	178,213	Payment to refunding agent	(9,319,411)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(295,396)</u>	Proceeds from sale of capital assets	467,942
NET CHANGE IN FUND BALANCES	<u>(1,707,640)</u>	TOTAL OTHER FINANCING SOURCES	<u>1,710,562</u>
FUND BALANCES, BEGINNING OF YEAR	<u>12,446,573</u>	NET CHANGE IN FUND BALANCES	<u>(125,661)</u>
FUND BALANCES, END OF YEAR	<u>\$10,738,933</u>	FUND BALANCES, BEGINNING OF YEAR	<u>12,572,234</u>
		FUND BALANCES, END OF YEAR	<u>\$12,446,573</u>



Revenues

Actual Revenues were
\$37.7M.

Final Budget of \$37.3.

Revenues budgeted,
exclusive of Other Financing
Sources, were exceeded by
\$430k.

The favorable variance
components are as follows:

Taxes	192
Other	335
Services	(142)
Intergov.	45
Total	430

	Final Budget	Actual	Positive (Negative)
Charges for services			
Administrative fees	523,247	524,657	1,410
Ambulance call fees	1,750,000	1,947,170	197,170
Advertising	100	140	40
Filing fees	200	-	(200)
Garbage disposal fees	1,261,000	1,124,151	(136,849)
Inspection fees	30,300	28,999	(1,301)
Plan review fees	20,000	27,530	7,530
Police alarm systems	40,000	34,206	(5,794)
Weed removal	90,000	50,389	(39,611)
Zoning appeal and housing board appeal fees	600	-	(600)
Fire permits and plan review	200,000	54,357	(145,643)
Hazmat revenue	18,000	-	(18,000)
Total Charges for Services	3,933,447	3,791,599	(141,848)
Intergovernmental			
State of Maryland			
Police protection	551,024	541,877	(9,147)
Enterprise zone	60,000	169,011	109,011
Highway user	981,773	981,825	52
Wicomico County			
Financial corporations	18,302	18,302	-
Fire department	1,060,000	950,000	(110,000)
Room tax	210,000	264,816	54,816
Total Intergovernmental	2,881,099	2,925,831	44,732
Total Revenues	37,299,765	37,729,636	429,871
Other Financing Sources			
Proceeds from bond issuance	28,000	24,900	(3,100)
Proceeds from sale of capital assets	-	178,213	178,213
Total Other Financing Sources	28,000	203,113	175,113
TOTAL REVENUES AND OTHER FINANCING SOURCES	\$37,327,765	\$37,932,749	\$ 604,984

FY18 Revenues



	Final Budget	Actual	Variance Positive (Negative)
Taxes			
Real property	\$17,239,136	\$17,499,545	\$ 260,409
Personal property	64,362	75,152	10,790
Ordinary business corporations and utilities	6,857,908	6,552,502	(305,406)
Payments in lieu of tax	416,288	424,294	8,006
Admissions and amusement	345,000	303,618	(41,382)
State shared income tax	1,550,000	1,813,673	263,673
Total Taxes	26,472,694	26,668,784	196,090
Interest and penalties on delinquent taxes	135,000	130,788	(4,212)
Total Taxes, Interest, and Penalties	26,607,694	26,799,572	191,878
Other revenue			
Amusement licenses	3,500	5,035	1,535
Billboard licenses	21,000	20,970	(30)
Building and inspection permits	275,000	275,289	289
Business licenses	156,300	166,122	9,822
Franchise fees	508,742	416,897	(91,845)
Landlord licenses	632,500	709,126	76,626
Parking fines and meter collections (adjustment)	-	13,388	13,388
Plumbing licenses and permits	45,000	33,575	(11,425)
Street-breaking permits	1,750	1,350	(400)
Towing companies	3,500	4,350	850
Other miscellaneous permits	31,925	35,300	3,375
Municipal infraction violations	75,000	49,558	(25,442)
Interest on investment of idle funds	12,500	131,227	118,727
Insurance proceeds	10,650	16,436	5,786
Donations	123,607	105,325	(18,282)
Zoo reimbursements	245,000	217,980	(27,020)
Zoo Commission	445,345	401,444	(43,901)
Sale of maps, codes, and documents	1,100	198	(902)
Bad debt collections	7,000	3,822	(3,178)
School zone camera fines	1,100,000	1,325,771	225,771
Other miscellaneous receipts	178,106	279,471	101,365
Total Other Revenue	3,877,525	4,212,634	335,109



FY18 Revenues

Total Revenues
exceeded budget
by \$ 430k

	Final Budget	Actual	Variance Positive (Negative)
Charges for services			
Administrative fees	523,247	524,657	1,410
Ambulance call fees	1,750,000	1,947,170	197,170
Advertising	100	140	40
Filing fees	200	-	(200)
Garbage disposal fees	1,261,000	1,124,151	(136,849)
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Total Revenues	<u>37,299,765</u>	<u>37,729,636</u>	<u>429,871</u>
Other Financing Sources			
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Total Other Financing Sources	<u>28,000</u>	<u>203,113</u>	<u>175,113</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$37,327,765</u>	<u>\$37,932,749</u>	<u>\$ 604,984</u>



FY18 Expenditures

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
General Government				
City council				
Salaries	\$ 52,000	\$ 52,000	\$ 52,000	\$ -
Personnel benefits	8,814	8,821	8,804	17
Other operating expenses	15,041	15,684	15,151	533
Community promotion	750	100	48	52
	<u>76,605</u>	<u>76,605</u>	<u>76,003</u>	<u>602</u>
City clerk				
Salaries	106,003	106,003	105,963	40
Personnel benefits	36,230	36,255	36,199	56
Other operating expenses	17,073	18,114	16,119	1,995
	<u>159,306</u>	<u>160,372</u>	<u>158,281</u>	<u>2,091</u>
Mayor's office				
Salaries	403,457	400,745	390,308	10,437
Personnel benefits	126,286	126,301	104,974	21,327
Professional services	960	100	98	2
Other operating expenses	71,764	74,509	68,638	5,871
Capital outlay	-	812	800	12
	<u>602,467</u>	<u>602,467</u>	<u>564,818</u>	<u>37,649</u>
Developmental services				
Salaries	77,837	123,692	112,004	11,688
Personnel benefits	32,855	34,607	31,216	3,391
Professional services	73,955	77,037	77,036	1
Other operating expenses	188,350	199,411	192,809	6,602
Community promotion	253,580	253,590	219,659	33,931
Capital outlay	5,000	6,452	5,952	500
	<u>631,577</u>	<u>694,789</u>	<u>638,676</u>	<u>56,113</u>
City attorney				
Professional services	284,800	359,800	343,291	16,509
	<u>284,800</u>	<u>359,800</u>	<u>343,291</u>	<u>16,509</u>
Internal services - finance				
Salaries	301,390	301,390	288,337	13,053
Personnel benefits	111,023	111,023	106,407	4,616
Professional services	60,520	60,520	47,540	12,980
Other operating expenses	64,685	56,738	47,806	8,932
Capital outlay	-	28,792	27,910	882
Not defined	10,700	8,700	772	7,928
	<u>548,318</u>	<u>567,163</u>	<u>518,772</u>	<u>48,391</u>
Internal services - purchasing				
Salaries	178,430	178,430	167,478	10,952
Personnel benefits	53,216	53,216	44,611	8,605
Professional services	13,400	13,905	13,791	114
Other operating expenses	28,135	28,014	23,917	4,097
Capital outlay	1,250	1,371	351	1,020
	<u>274,431</u>	<u>274,936</u>	<u>250,148</u>	<u>24,788</u>



FY18 Expenditures

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
General Government (cont'd)				
Information technology				
Salaries	239,835	239,835	239,260	575
Personnel benefits	87,462	87,462	84,204	3,258
Professional services	-	30	30	-
Other operating expenses	113,252	110,806	100,826	9,980
Capital outlay	7,000	19,261	17,072	2,189
	<u>447,549</u>	<u>457,394</u>	<u>441,392</u>	<u>16,002</u>
Internal services - human resources				
Salaries	129,219	129,219	129,170	49
Personnel benefits	134,396	133,796	112,287	21,509
Professional services	10,610	13,776	9,840	3,936
Other operating expenses	15,545	18,076	13,499	4,577
Capital outlay	-	121	121	-
	<u>289,770</u>	<u>294,968</u>	<u>264,917</u>	<u>30,071</u>
Planning and zoning				
Salaries	70,000	69,900	68,280	1,620
Personnel benefits	30,789	26,889	24,484	2,405
Professional services	9,550	29,536	29,240	296
Other operating expenses	1,245	1,245	1,245	-
	<u>111,584</u>	<u>127,570</u>	<u>123,249</u>	<u>4,321</u>
Municipal buildings				
Professional services	20,000	20,000	10,936	9,064
Other operating expenses	217,601	367,202	271,654	95,548
	<u>237,601</u>	<u>387,202</u>	<u>282,590</u>	<u>104,612</u>
Poplar hill mansion				
Salaries	25,000	25,000	25,000	-
Personnel benefits	1,913	1,912	1,912	-
Other operating expenses	32,715	35,685	12,850	22,835
	<u>59,628</u>	<u>62,597</u>	<u>39,762</u>	<u>22,835</u>
Total General Government	3,723,636	4,065,883	3,701,899	363,984
Public Safety				
Police services				
Salaries	6,678,735	6,632,105	6,480,981	151,124
Personnel benefits	3,829,834	3,857,423	3,370,935	486,488
Professional services	38,500	132,314	79,901	52,413
Other operating expenses	1,076,312	1,228,227	1,074,616	153,611
Community promotions	1,000	10,148	10,022	126
Capital outlays	385,000	455,409	267,412	187,997
	<u>12,009,381</u>	<u>12,315,626</u>	<u>11,283,867</u>	<u>1,031,759</u>
Police communications				
Salaries	590,135	500,785	396,073	104,712
Personnel benefits	206,028	206,028	127,554	78,474
Professional services	8,000	8,000	3,125	4,875
Other operating expenses	78,650	65,550	57,943	7,607
	<u>882,813</u>	<u>780,363</u>	<u>584,695</u>	<u>195,668</u>



FY18 Expenditures

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Public Safety (cont'd)				
Animal control				
Salaries	75,105	80,605	79,667	938
Personnel benefits	44,681	45,031	32,427	12,604
Other operating expenses	5,000	12,800	10,687	2,113
Professional services	93,876	91,766	90,580	1,186
	<u>218,662</u>	<u>230,202</u>	<u>213,361</u>	<u>16,841</u>
Total Police Department	<u>13,110,856</u>	<u>13,326,191</u>	<u>12,081,923</u>	<u>1,244,268</u>
Traffic control				
Salaries	286,062	289,223	289,223	-
Personnel benefits	136,519	140,355	138,759	1,596
Other operating expenses	975,603	1,121,902	1,101,740	20,162
Capital outlays	-	64,531	64,531	-
	<u>1,398,184</u>	<u>1,616,011</u>	<u>1,594,253</u>	<u>21,758</u>
Fire department				
Firefighting				
Salaries	3,988,221	3,953,757	3,818,309	135,448
Personnel benefits	2,282,601	2,303,242	2,234,257	68,985
Professional services	146,000	151,713	140,975	10,738
Other operating expenses	951,366	986,241	860,953	125,288
Capital outlays	20,000	1,405,315	1,404,616	699
	<u>7,388,188</u>	<u>8,600,268</u>	<u>8,459,110</u>	<u>341,158</u>
Volunteer firemen				
Salaries	27,000	6,413	6,413	-
Personnel benefits	230,374	228,777	218,274	10,503
Professional services	40,000	41,216	40,195	1,021
Other operating expenses	8,800	9,800	9,800	-
Community promotions	100,000	100,000	100,000	-
	<u>406,174</u>	<u>386,206</u>	<u>374,682</u>	<u>11,524</u>
Total Fire Department	<u>7,794,362</u>	<u>9,186,474</u>	<u>8,833,792</u>	<u>352,682</u>
Buildings, permits, and inspections				
Salaries	220,558	220,308	220,151	157
Personnel benefits	82,464	82,940	69,569	13,371
Professional services	4,350	4,350	1,615	2,735
Other operating expenses	23,922	24,389	18,021	6,368
	<u>331,294</u>	<u>331,987</u>	<u>309,356</u>	<u>22,631</u>
Housing and community development				
Salaries	575,079	528,591	526,084	2,507
Personnel benefits	225,337	224,424	219,881	4,543
Professional services	516	546	444	102
Other operating expenses	223,998	253,631	246,410	7,221
Community promotions	107,000	106,500	104,476	2,024
Capital outlays	28,600	41,676	40,657	1,019
	<u>1,160,530</u>	<u>1,155,368</u>	<u>1,137,952</u>	<u>17,416</u>
Total Public Safety	<u>23,795,226</u>	<u>25,616,031</u>	<u>23,957,276</u>	<u>1,658,755</u>



FY18 Expenditures

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Department of Public Works				
Resource management				
Salaries	182,890	178,217	175,535	2,682
Personnel benefits	63,002	70,076	67,858	2,218
Other operating expenses	12,509	10,109	8,955	1,154
	<u>258,401</u>	<u>258,402</u>	<u>252,348</u>	<u>6,054</u>
Engineering				
Salaries	427,467	427,467	425,894	1,573
Personnel benefits	174,645	174,645	156,189	18,456
Professional services	20,000	224,340	31,103	193,237
Other operating expenses	659,502	1,333,074	1,067,999	265,075
Capital outlays	2,500	2,500	1,308	1,192
	<u>1,284,114</u>	<u>2,162,026</u>	<u>1,682,493</u>	<u>479,533</u>
Roadways				
Salaries	354,766	342,787	324,116	18,671
Personnel benefits	155,252	158,577	151,097	7,480
Other operating expenses	224,495	239,730	239,730	-
Capital outlays	-	-	-	-
	<u>734,513</u>	<u>741,094</u>	<u>714,943</u>	<u>26,151</u>
Sanitation				
Waste collection and disposal				
Salaries	371,535	371,535	311,094	60,441
Personnel benefits	184,243	172,543	160,704	11,839
Other operating expenses	721,152	734,852	729,231	5,621
	<u>1,276,930</u>	<u>1,278,930</u>	<u>1,201,029</u>	<u>77,901</u>
Recycling				
Salaries	67,488	67,469	66,033	1,436
Personnel benefits	35,236	35,255	34,047	1,208
Other operating expenses	26,256	26,254	23,884	2,370
Capital outlays	-	166,467	29,710	136,757
	<u>128,980</u>	<u>295,445</u>	<u>153,674</u>	<u>141,771</u>
Total Sanitation	<u>1,405,910</u>	<u>1,574,375</u>	<u>1,354,703</u>	<u>219,672</u>
Fleet maintenance				
Salaries	220,997	220,997	184,741	36,256
Personnel benefits	116,620	115,030	90,435	24,595
Other operating expenses	189,817	192,712	163,622	29,090
	<u>527,434</u>	<u>528,739</u>	<u>438,798</u>	<u>89,941</u>
Carpenter shop				
Salaries	75,386	75,365	73,862	1,503
Personnel benefits	36,314	36,685	35,441	1,244
Other operating expenses	25,773	25,423	23,767	1,656
	<u>137,473</u>	<u>137,473</u>	<u>133,070</u>	<u>4,403</u>
Total Department of Public Works	<u>4,347,845</u>	<u>5,402,109</u>	<u>4,576,355</u>	<u>825,754</u>



FY18 Expenditures

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Recreation and Culture				
Municipal zoo				
Salaries	852,413	837,063	801,548	35,515
Personnel benefits	242,398	246,448	221,553	24,895
Professional services	17,450	20,750	20,350	400
Other operating expenses	472,105	483,177	462,583	20,594
	<u>1,584,366</u>	<u>1,587,438</u>	<u>1,506,034</u>	<u>81,404</u>
Park maintenance				
Salaries	291,041	291,041	260,490	30,551
Personnel benefits	125,918	125,797	103,883	21,914
Other operating expenses	178,597	210,785	158,279	52,506
Capital outlays	-	28,021	28,021	-
	<u>595,556</u>	<u>655,644</u>	<u>550,673</u>	<u>104,971</u>
Total Recreation and Culture	<u>2,179,922</u>	<u>2,243,082</u>	<u>2,056,707</u>	<u>186,375</u>
Nondepartmental				
Insurance				
Health care claims	-	-	286,130	(286,130)
Insurance	745,017	703,580	597,217	106,363
	<u>745,017</u>	<u>703,580</u>	<u>883,347</u>	<u>(179,767)</u>
Miscellaneous				
Personnel benefits	284,000	287,950	287,316	634
Professional services	-	25,000	25,000	-
Other operating expenses	3,950	-	-	-
	<u>287,950</u>	<u>312,950</u>	<u>312,316</u>	<u>634</u>
Total Nondepartmental	<u>1,032,967</u>	<u>1,016,530</u>	<u>1,195,663</u>	<u>(179,133)</u>
Debt Payments				
Principal redemption	1,776,569	1,967,490	1,967,484	6
Interest	2,136,088	1,966,767	1,686,496	280,271
Total Debt Payments	<u>3,912,657</u>	<u>3,934,257</u>	<u>3,653,980</u>	<u>280,277</u>
TOTAL EXPENDITURES	<u>38,992,253</u>	<u>42,277,892</u>	<u>39,141,880</u>	<u>3,136,012</u>
Other Financing Uses				
Transfer to other funds	419,500	419,500	422,509	(3,009)
Transfer to housing first	76,000	76,000	76,000	-
Total Other Financing Uses	<u>495,500</u>	<u>495,500</u>	<u>498,509</u>	<u>(3,009)</u>
TOTAL EXPENDITURES AND OTHER FINANCING USES	<u>\$39,487,753</u>	<u>\$42,773,392</u>	<u>\$39,640,389</u>	<u>\$ 3,133,003</u>



Analysis of FY18 Budget and Variances

How did we budget for a use of \$2.1M of surplus, but wind up with an a use of surplus of \$1.7?

- Note the encumbrance carry forwards from FY17 increased the budgeted use of surplus by \$3M and that ordinances passed during FY18 increased the budget use another \$243k; resulting in a final budgeted use of surplus of \$5.4M.
- The variances (Revenue \$605k and Expenditure \$3.1M) result in the actual use of fund balance in the amount of \$1.7M.

	FY 17	FY18
Use of Surplus		
Original Budget	2,564	2,192
Encumbrances from Prior Year	2,156	3,011
Ordinances	1,097	243
Final Budget	5,817	5,446
Revenue Variances		
Taxes	230	192
School Zone Camera	(173)	226
Charges for Services	(292)	(142)
Other	(67)	154
Debt Proceeds	504	175
Total Revenue Variances	202	605
Expenditure Variances		
Mayors Office	124	38
Municipal Buildings	150	105
General Government Other	212	221
Police	369	1,244
Traffic	103	22
Fire	1,555	353
PW Engineering	899	480
PW Roads	63	26
PW Sanitation	83	298
Recreation	149	186
Insurance	75	(180)
Transfer	817	(3)
Debt Service	431	280
Other	459	206
Total Expenditure Variances	5,489	3,133
Change in Fund Balance	126	1,708

* All amounts shown in thousands



Water Sewer Fund Statement of Net Position

ASSETS	FY16	FY17	Change
Current assets:			
Cash	\$ 3,426,958	\$ 4,512,000	1,085,052
Investment pool	535,558	548,967	13,409
Accounts Receivable	2,701,251	2,711,908	10,657
Due from other governmental units	5,677,419	5,024,724	(652,695)
Other assets	404,192	436,693	34,501
Inventory	525,542	19,716	(505,826)
Total current assets	13,270,920	13,256,018	(14,902)
Noncurrent assets:			
Restricted cash	327,820	-	(327,820)
Restricted investment pool	18,727,046	21,093,071	2,366,025
Construction-in-progress	33,509,484	53,807,566	20,298,082
Land	266,703	266,703	-
Buildings, equipment, and improvements	92,082,135	94,796,198	2,714,063
Less accumulated depreciation	(29,242,504)	(31,489,254)	(2,246,750)
Total noncurrent assets	115,670,684	138,474,284	22,803,600
Total assets	128,941,604	151,730,302	22,788,698
DEFERRED OUTFLOWS OF RESOURCES			
Deferred pension contributions	323,305	305,569	(17,736)
Deferred outflows pension	536,729	817,804	281,075
Total deferred outflows of resources	860,034	1,123,373	263,339
Total assets and deferred outflows of resources	129,801,638	152,853,675	23,052,037
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	5,009,208	4,162,496	(846,712)
Accrued payroll	233,898	84,631	(149,267)
Accrued interest payable	118,433	184,817	66,384
Bonds, notes and capital leases payable	3,829,768	3,986,718	156,950
Compensated absences	21,492	22,282	790
Deposits and advance payment of taxes	12,302	-	(12,302)
Unearned Revenue (Pension)	489,706	949,180	459,474
Total current liabilities	9,714,807	9,350,124	(364,683)
Noncurrent liabilities:			
Bonds, notes and capital leases payable	56,724,342	69,628,630	12,904,288
Post-employment benefits	4,270,473	4,441,273	170,800
Net Pension Liability	3,681,848	4,150,289	468,441
Compensated absences	193,426	200,539	7,113
Total noncurrent liabilities	64,870,089	78,420,731	13,550,642
Total liabilities	74,584,896	87,770,855	13,225,959
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows pension	350,179	309,253	(40,926)
Total deferred inflows of resources	350,179	309,253	(40,926)
Total liabilities and deferred inflows of resources	74,935,075	88,120,108	13,185,033
NET POSITION			
Net investment in capital assets	36,061,708	53,331,450	17,269,742
Restricted	19,054,866	11,527,486	(7,527,380)
Unrestricted	(250,011)	(125,369)	(124,642)
Total net position	\$ 54,866,563	\$ 64,733,567	9,867,004

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

Current assets:	Water and Sewer Fund
Cash	\$ 3,804,080
Investment pool	3,083,019
Accounts receivable, net	2,504,384
Due from other governmental units	3,048,810
Other assets	0,858
Inventories	374,238
Total Current Assets	13,845,595
Noncurrent assets:	
Restricted cash	3,410,825
Restricted investment pool	15,725,740
Capital assets:	
Construction-in-progress	30,040,950
Land	301,703
Buildings, equipment, and improvements	132,038,570
Less accumulated depreciation	(33,930,814)
Total Noncurrent Assets	148,501,980
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows - pension plan	935,864
Deferred outflows - OPEB plan	33,430
Total Deferred Outflows of Resources	969,303

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 163,318,884
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	
LIABILITIES	
Due in one year:	
Accounts payable	\$ 3,057,140
Accrued payroll	87,447
Accrued interest payable	170,065
Due to other funds	-
Compensated absences	21,120
Bonds, notes, and capital leases payable	4,262,867
Deposits	-
Unearned revenue	768,000
Total Current Liabilities	8,967,545
Due in more than one year:	
Bonds, notes, and capital leases payable	72,044,280
Net OPEB liability	3,852,040
Provision for compensated absences	100,133
Net pension liability	3,518,805
Total Noncurrent Liabilities	79,605,267
Total Liabilities	88,572,812
DEFERRED INFLOWS OF RESOURCES	
Deferred inflows - pension plan	526,674
Deferred inflows - OPEB plan	33,268
Total Deferred Inflows of Resources	560,942
NET POSITION (DEFICIT)	
Net investment in capital assets	53,049,250
Restricted	19,145,571
Unrestricted	1,989,300
Total Net Position (Deficit)	74,184,121
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 163,318,884



Statement of Revenues Expenses and Changes in Net Position Water Sewer Fund

	FY 16	Change	FY 17	Change	FY 18
OPERATING REVENUES					
Charges for services	\$13,621,179	594,611	\$ 14,215,790	\$ 694,712	\$ 14,910,502
Penalties	72,551	(77)	72,474	9,925	82,399
Tapping charges and connection fees	361,758	(210,611)	151,147	107,371	258,518
Sundry income	<u>216,012</u>	(39,038)	176,974	121,861	298,835
Pretreatment monitoring fee	180,940	(15)	180,925	47,169	228,094
Impact Fees	260,468	(153,477)	106,991	85,818	192,809
TOTAL OPERATING REVENUES	<u>14,712,908</u>	<u>191,393</u>	<u>14,904,301</u>	<u>1,066,856</u>	<u>15,971,157</u>
OPERATING EXPENSES					
Salaries	3,777,039	(26,780)	3,750,259	30,045	3,780,304
Personnel benefits	3,764,212	(1,831,999)	1,932,213	(162,053)	1,770,160
Professional and skilled services	499,001	605,926	1,104,927	15,109	1,120,036
Other operating expenses	4,041,042	108,442	4,149,484	22,140	4,171,624
Equipment	2,106	71,139	73,245	(66,113)	7,132
TOTAL OPERATING EXPENSES	<u>12,083,400</u>	<u>(1,073,273)</u>	<u>11,010,127</u>	<u>(160,871)</u>	<u>10,849,256</u>
Operating income (loss) before depreciation	2,629,508	1,264,666	3,894,174	1,227,727	5,121,901
Depreciation	2,153,181	93,569	2,246,750	194,810	2,441,560
NET OPERATING INCOME (LOSS)	476,327	1,171,097	1,647,424	1,032,917	2,680,341
NON-OPERATING REVENUES (EXPENSES)					
Grants	9,555,411	(597,272)	8,958,139	(2,471,136)	6,487,003
Operating transfers in	8,774	(8,774)	-	-	-
Operating transfers out	-	-	-	-	-
Interest income	42,842	79,492	122,334	145,034	267,368
Interest expense	(709,486)	(151,408)	(860,894)	146,591	(714,303)
TOTAL NONOPERATING REVENUES	<u>8,897,541</u>	<u>(677,962)</u>	<u>8,219,579</u>	<u>(2,179,511)</u>	<u>6,040,068</u>
CHANGE IN NET ASSETS	9,373,868	493,135	9,867,003	(1,146,594)	8,720,409
NET ASSETS (DEFICIT), BEGINNING OF YEAR	45,492,695	9,373,868	54,866,563	10,597,158	65,463,721
NET ASSETS (DEFICIT), END OF YEAR	<u>\$54,866,563</u>	<u>9,867,003</u>	<u>\$ 64,733,566</u>	<u>9,450,564</u>	<u>\$ 74,184,130</u>



Water & Sewer Fund Statement of Cash Flows

The Water Sewer Fund generated \$ 4.5M from operating activities.

Net change in Cash was a use of \$60.5k due to uses by capital and related activities.

	Water and Sewer Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Receipts from customers	\$16,110,236
Payments to suppliers	(5,885,019)
Payments to employees	(5,645,013)
NET CASH PROVIDED BY OPERATING ACTIVITIES	4,580,204
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:	
Internal activity - payments to other funds	-
NET CASH USED BY NONCAPITAL FINANCING ACTIVITIES	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Proceeds from bonds, notes, and capital leases	7,861,061
Principal paid on bonds, notes, and capital leases	(3,981,759)
Interest paid on bonds, notes, and mortgages	(832,492)
Payments for capital acquisitions	(14,261,577)
Capital grants	6,306,723
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	(4,908,044)
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest income	267,368
NET CASH PROVIDED BY INVESTING ACTIVITIES	267,368
NET CHANGE IN CASH AND CASH EQUIVALENTS	(60,472)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	26,154,048
CASH AND CASH EQUIVALENTS, END OF YEAR	\$26,093,576
Cash	\$ 3,864,986
Investment pool	3,083,019
Restricted cash	3,419,825
Restricted investment pool	15,725,746
	\$26,093,576
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES:	
Operating Income (loss)	\$ 2,680,341
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:	
Depreciation	2,441,560
(Increase) Decrease in:	
Accounts receivable	147,024
Due from other governmental units	(7,945)
Other assets	64,455
Inventories	9,858
Deferred outflows - pension	187,509
Deferred outflows - OPEB	(33,439)
Increase (Decrease) in:	
Accounts payable	(660,540)
Accrued payroll	2,816
Compensated absences	(11,562)
Net OPEB liability	140,922
Net pension liability	(631,484)
Deferred inflows - pension	217,421
Deferred inflows - OPEB	33,268
Deposits	-
NET CASH PROVIDED BY OPERATING ACTIVITIES	\$ 4,580,204



Water and Sewer Fund – Cash Analysis

	Capital			Operating
	Total Capital	Revolving	Impact Water	Impact Sewer
		60200	10800	10900
				60100
Proposed Min Balances				
Maintenance	1,500,000	1,500,000		
Capacity Expansion	1,000,000		500,000	500,000
Operating Funds (3 Mo Op Exp)	-			2,700,000
Total Min Balances	2,500,000	1,500,000	500,000	500,000
				2,700,000

Min Water Sewer Funds above are \$5.2M. With balance as of 6/30/18 up to \$ 6.9M, we are beginning to accumulate cash for capital improvements which will result in "Debt Avoidance".

	Water and Sewer Fund
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
Current assets:	
Cash	\$ 3,864,986
Investment pool	3,083,019



Statement of Net Position Governmental

OPEB Liability

- FY16 \$ 17.1M
- FY17 \$ 17.7M
- FY18 \$ 15.4M

Pension Liability

- GASB 68 requires the City to record its share of the States Unfunded Pension Liability
- FY16 \$ 26M
- FY17 \$ 33M
- FY 18 \$ 29M

ASSETS					
Current assets:					
Cash and Investment Pool	\$ 11,210,005	(858,337)	\$ 10,351,668	296,798	\$ 10,648,466
Taxes receivable net	1,111,715	198,289	1,310,004	55,964	1,365,968
Accounts receivable, net	2,158,571	(321,808)	1,836,763	(19,634)	1,817,129
Due from other governmental units	1,646,227	(516,005)	1,130,222	(155,087)	975,135
Due from other funds	200,906	-	200,906	113,248	314,154
Inventories	866,952	(61,150)	805,802	(29,553)	776,249
Other assets	224,688	(222,462)	2,226	32	2,258
Total current assets	17,419,064	(1,781,473)	15,637,591	261,768	15,899,359
Noncurrent assets:					
Restricted cash	8,602,476	(857,946)	7,744,530	981,588	8,726,118
Construction - in-progress	7,516,958	3,157,814	10,674,772	(2,982,933)	7,691,839
Land and art	8,374,538	59,984	8,434,522	7,160	8,441,682
Capital assets at cost	57,547,794	2,600,632	60,148,426	7,547,369	67,695,795
Less accumulated depreciation	(25,043,158)	(2,111,128)	(27,154,286)	(4,455,931)	(31,609,322)
Total noncurrent assets	56,998,608	2,849,356	59,977,954	3,498,148	63,476,112
DEFERRED OUTFLOWS OF RESOURCES					
Deferred pension contributions	2,878,455	47,031	2,925,486	4,991,860	7,917,346
Deferred outflow - pensions	3,810,243	2,362,663	6,172,906	(6,039,151)	133,755
Total deferred outflows of resources	6,688,698	2,409,694	9,098,392	(1,047,291)	8,051,101
Total assets and deferred outflows	81,106,370	3,477,577	84,583,947	2,712,625	87,296,572
LIABILITIES					
Current liabilities:					
Accounts payable and accrued expenses	3,414,239	(379,121)	3,035,118	65,771	3,100,889
Unearned revenue	98,586	94,310	192,896	170,931	363,827
Due to other governmental units	3,150	(3,150)	-	-	-
Deposits and advance payments of taxes	575,905	(142,329)	433,576	(324,444)	109,132
Compensated absences	154,210	29	154,239	20,568	174,807
Accrued interest payable	105,968	26,368	132,336	(155)	132,181
Bonds, notes & cap leases (short term)	2,555,034	106,354	2,661,388	301,303	2,962,691
Total current liabilities	6,907,092	(297,539)	6,609,553	233,974	6,843,527
Noncurrent liabilities:					
Compensated absences	1,387,892	260	1,388,152	165,115	1,573,267
Post-employment health benefits	17,081,891	683,200	17,765,091	(2,356,931)	15,408,160
Net Pension Liability	25,621,249	7,373,946	32,995,395	(4,287,887)	28,707,308
Bonds, notes, and capital leases payable	21,370,923	786,463	22,157,386	2,239,854	24,397,240
Total noncurrent liabilities	65,461,955	8,843,869	74,305,824	(4,219,849)	70,085,975
Total liabilities	72,369,047	8,546,330	80,915,377	(3,985,875)	76,929,502
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows - pensions	2,415,046	(206,306)	2,208,740	1,732,730	3,941,470
Total deferred inflows of resources	2,415,046	(206,306)	2,208,740	(2,075,668)	133,072
Total liabilities and deferred inflows	74,784,093	8,340,024	83,124,117	(6,061,543)	77,062,574
NET POSITION					
Net investment in capital assets	24,470,175	7,717,527	32,187,702	(4,927,639)	27,260,063
Restricted for:	8,602,476	(857,946)	7,744,530	981,588	8,726,118
Unrestricted	(26,750,374)	(11,722,028)	(38,472,402)	8,778,749	(29,693,653)
Total net position	\$ 6,322,277	(4,862,447)	\$ 1,459,830	4,832,698	\$ 8,292,528



Statement of Net Position Total

OPEB Liability

- FY16 \$ 21.3M
- FY17 \$ 22.2M
- FY18 \$ 19.2M

Pension Liability

GASB 68 requires the City to record its share of the States Unfunded Pension Liability

- FY16 \$ 29M
- FY17 \$ 37M
- FY18 \$ 32M

	FY16	Change	FY17	Change	FY18
ASSETS					
Current assets:					
Cash and Investment Pool	\$ 15,653,988	510,236	\$ 16,164,224	2,130,420	\$ 18,294,644
Taxes receivable net	1,111,715	198,289	1,310,004	55,964	1,365,968
Accounts receivable, net	4,961,651	(276,324)	4,685,327	(160,557)	4,524,770
Due from other governmental units	7,324,945	(1,164,999)	6,159,946	(1,235,032)	4,924,914
Inventories	1,392,494	(951,575)	440,919	709,568	1,150,487
Other assets	628,880	196,638	825,518	(813,402)	12,116
Total current assets	31,073,673	(1,487,735)	29,585,938	686,961	30,272,899
Noncurrent assets:					
Restricted cash	27,917,406	1,195,841	29,113,247	(631,628)	28,481,619
Construction -in-progress	41,026,442	23,518,654	64,545,096	(25,881,158)	38,663,938
Land and art	10,538,041	59,984	10,598,025	50,022	10,648,047
Capital assets at cost	157,963,391	5,314,695	163,278,086	44,921,347	208,199,433
Less accumulated depreciation	(59,534,261)	(4,578,482)	(64,112,743)	(4,714,464)	(68,827,207)
Total noncurrent assets	177,911,019	25,510,692	203,421,711	13,744,119	217,165,830
DEFERRED OUTFLOWS OF RESOURCES					
Deferred pension contributions	3,218,863	28,944	3,247,807	5,653,994	8,901,801
Deferred outflow - pensions	4,375,365	2,660,178	7,035,543	(6,868,349)	167,194
Total deferred outflows of resources	7,594,228	2,689,122	10,283,350	(1,214,355)	9,068,995
Total assets and deferred outflows	216,578,920	26,712,079	243,290,999	13,216,725	256,507,724
LIABILITIES					
Current liabilities:					
Accounts payable and accrued expenses	8,714,307	(1,314,122)	7,400,185	(500,547)	6,899,638
Unearned revenue	588,292	553,784	1,142,076	(9,349)	1,132,727
Due to other governmental units	3,150	(3,150)	-	-	-
Deposits and advance payments of taxes	598,958	(154,403)	444,555	(321,512)	123,043
Compensated absences	175,702	819	176,521	19,412	195,933
Accrued interest payable	225,610	92,424	318,034	(14,469)	303,565
Bonds, notes & cap leases (short term)	6,504,750	266,467	6,771,217	591,920	7,363,137
Total current liabilities	16,810,769	(558,181)	16,252,588	(234,545)	16,018,043
Noncurrent liabilities:					
Compensated absences	1,581,318	7,373	1,588,691	17,729	1,763,400
Post-employment health benefits	21,352,364	854,000	22,206,364	(446,164)	19,260,200
Net Pension Liability	29,497,868	7,875,144	37,373,012	(264,233)	32,408,809
Bonds, notes, and capital leases payable	80,031,687	13,769,090	93,800,777	4,839,064	98,639,841
Total noncurrent liabilities	132,463,237	22,505,607	154,968,844	(2,896,594)	152,072,250
Total liabilities	149,274,006	21,947,426	171,221,432	(3,131,139)	168,090,293
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows - pensions	2,783,749	(248,801)	2,534,948	1,960,540	4,495,488
Deferred inflows - OPEB	-	-	-	166,340	166,340
Total deferred inflows of resources	2,783,749	(248,801)	2,534,948	2,126,880	4,661,828
Total liabilities and deferred inflows	152,057,755	21,698,625	173,756,380	(1,004,259)	172,752,121
NET POSITION					
Net investment in capital assets	63,457,176	24,747,921	88,205,097	(3,533,864)	82,681,233
Restricted for:	27,917,406	(8,369,744)	19,547,662	8,933,957	28,481,619
Unrestricted	(26,853,417)	(11,364,723)	(38,218,140)	10,810,891	(27,407,249)
Total net position	\$ 64,521,165	5,013,454	\$ 89,534,619	14,220,984	\$ 99,755,603



Questions





City of
Salisbury

Financial Health

Presented April 2019



Table of Contents

□ **Benchmark Ratios**

Key financial ratios are compared to GFOA standards.

- Total Fund Balance
- Unassigned Fund Balance
- Debt to Market Value
- Debt per Capita
- Annual Debt Service
- Water and Sewer Unrestricted Fund Balance
- Parking Authority
- Summary

□ **FY 20 Budget**

- Highlights
- Revenues
- General Fund Expenditures by Category
- General Fund Expenditures by Department
- Capital Projects



Benchmarks



General Fund - Total Fund Balance

	FY 2017	FY 2018	FY 2019	FY 2020
Total Fund Balance	\$12,293,852 as of June 30, 2015	\$12,572,234 as of June 30, 2016	\$12,446,573 as of June 30, 2017	\$10,738,933 as of June 30, 2018
Budgeted Expenditures	35,330,727 2015	34,900,072 2016	36,296,282 2017	38,992,253 2018
Ratio	36.4% (Strong)	33.7% (Strong)	32.4% (Strong)	31.9% (Strong)

Strong	> 25 %
Adequate	10-25 %
Weak	< 10 %



Unassigned Fund Balance

	FY 2017	FY 2018	FY 2019	FY 2020
Unassigned Fund Balance	9,087,671 as of June 30, 2015	7,508,466 as of June 30, 2016	6,647,681 as of June 30, 2017	7,398,590 as of June 30, 2018
Budgeted Expenditures	33,767,905 2015	37,293,578 2016	38,464,999 2017	38,992,253 2017
Ratio	26.9 % (Strong)	20.1 % (Adequate)	17.3 % (Adequate)	19 % (Adequate)
	Strong (> 3 Mo)		> 25%	
	Adequate (2 – 3 Mo)		17% - 25%	
	Weak (< 2 Mo)		< 17%	



Debt to Market Value

	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
General Obligation Debt	\$ 68,725,686	\$ 82,634,302	\$ 93,046,516	\$ 99,578,997
Market Value of Property	\$ 2,016,397,463	\$ 2,069,149,309	\$ 2,079,435,806	\$ 2,151,596,042
Ratio	3.41% (Adequate)	3.99% (Adequate)	4.47% (Adequate)	4.63% (Adequate)

Strong	< 3 %
Adequate	3 – 6 %
Weak	> 6 %



Debt Per Capita

	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Citywide General Obligation Debt	\$ 68,725,686	\$ 82,634,302	\$ 93,046,516	\$ 99,578,997
Population	32,778	32,900	32,900	33,000
Debt Per Capita	\$ 2,097 (Adequate)	\$ 2,511 (Needs Improvement)	\$ 2,828 (Needs Improvement)	\$ 3,017 (Needs Improvement)

Strong	< \$1,000
Adequate	\$ 1,000 - \$2,500
Weak	> \$2,500



Annual Debt Service - General Fund

	FY 2017	FY 2018	FY 2019	FY 2020
Budget Debt Service	\$ 2,535,647	\$ 2,958,103	\$ 3,782,322	\$ 4,008,907
General Fund + Capital Project Budget	\$ 40,552,245	\$ 46,594,061	\$ 50,663,663	\$ 44,221,824
Ratio	6.25% (Adequate)	6.35% (Adequate)	7.47% (Adequate)	9.07% (Adequate)

10-12 % is
a recommended cap



Water and Sewer Unrestricted Balance

	FY 16	FY 17	FY 18	FY 19	FY 20
Unrestricted Fund Balance	\$ 7,753,266 as of June 30, 2014	\$ 5,656,092 as of June 30, 2015	\$ (250,011) as of June 30, 2016	\$ (125,369) as of June 30, 2017	\$ 1,989,300 as of June 30, 2018
Water Sewer Operating Revenue	\$ 14,364,879	\$ 14,364,879	\$ 16,200,463 (FY18 Budget)	\$ 16,616,820 (FY19 Budget)	\$ 16,547,775 (FY20 Budget)
Ratio	54 % (Strong)	38 % (Strong)	- 1.5 % (Needs Improvement)	- .75 % (Needs Improvement)	12% (Needs Improvement)

Strong	> 25%
Adequate	17 – 25%
Weak	< 17%



Parking Authority Unrestricted Net Position

	FY 2017	FY 2018	FY 2019	FY 2020
Unrestricted Net Position	\$78,929 as of June 30, 2015	\$80,447 as of June 30, 2016	\$317,390 as of June 30, 2017	\$296,783 as of June 30, 2018
Revenue	\$633,000	\$756,000	\$725,000	\$678,200
Ratio	12.5% Needs Improvement	10.6% Needs Improvement	43.8% Strong	43.8% Strong
	Strong > 25%			
	Adequate 17 – 25%			
	Weak < 17%			



Benchmark Summary

	FY 2017	FY 2018	FY 2019	FY 2020
General Fund Balance	Strong	Strong	Strong	Strong
Unassigned Fund Balance	Strong	Adequate	Adequate	Adequate
Debt to Market Value	Adequate	Adequate	Adequate	Adequate
Annual Debt Service	Adequate	Adequate	Adequate	Adequate
Overall Debt per Capita	Adequate	Needs Improvement	Needs Improvement	Needs Improvement
Unrestricted Net Position Water/Sewer	Strong	Needs Improvement	Needs Improvement	Needs Improvement
Unrestricted Net Position Parking Fund	Needs Improvement	Needs Improvement	Strong	Strong



FY 19 Budget Highlights

- Includes a one-step increase for all Personnel
- Reorganize Police Communications
 - Undo previous year reorganization
 - Remove Director and Supervisors and update number of PCO to 13
- Update Community Center Budget in HCDD (Newton and Truitt)
 - Operating Cost for Alarm, Electric, Programming
- Homeless Program
 - Addition of two vouchers (19k)
 - Homeless to Work Program



FY 19 Budget Highlights

Personnel Changes

Career Ladder Revisions

- Accounts Payable Clerk
- Code Enforcement Officers
- Survey Tech II

Reclass OR Merritt

- HR Director
- Sr. SEO to CEO Supervisor (HCDD)
- Surveyor (ID)
- IT GIS Analyst II

New Positions

- Sustainability Coordinator
- Homeless Manager (Grant Funded)



FY 19 Budget Highlights

Rates and Fees

- Trash Service – New Rate \$56.00
- Water and Sewer Rates - 3% increase
- Others – see Fee Schedule in new Fee Ordinance

Utilities Personal Property Tax Rate

- 25% Increase in Utilities Personal Property Tax Rate

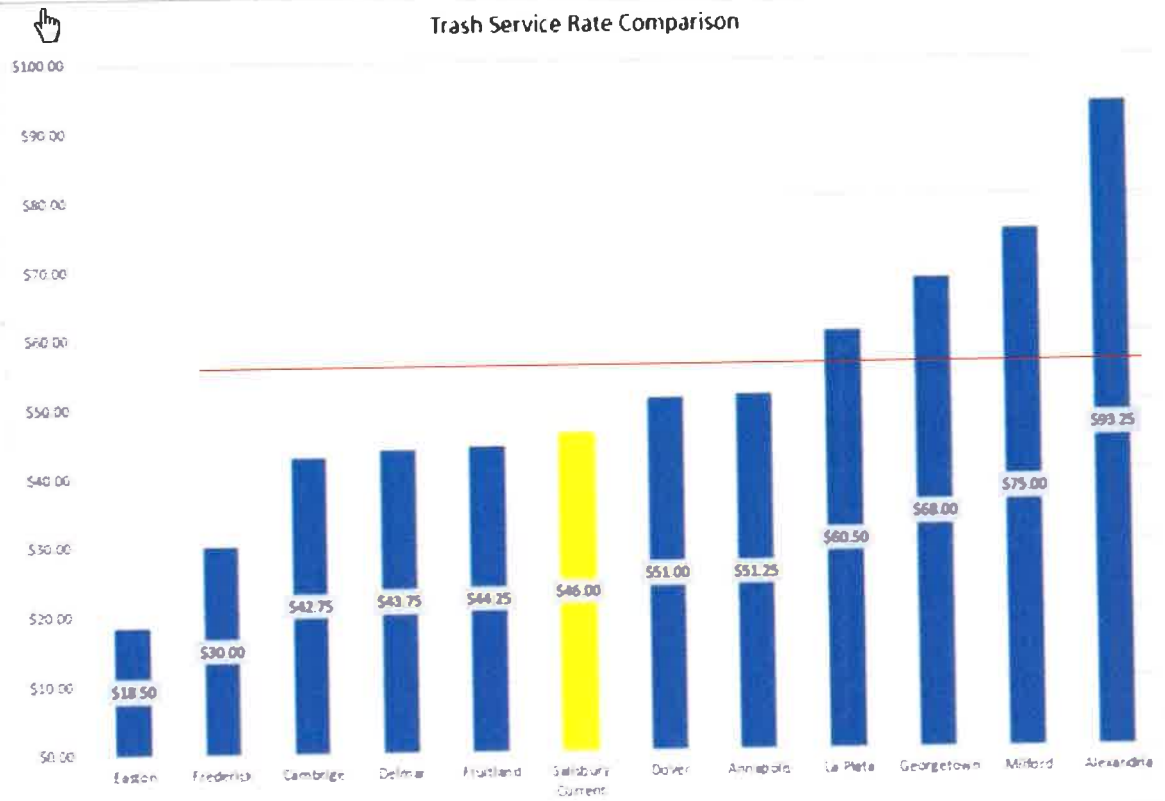


Trash Service

	FY 16	FY19	FY20	
Increase %		139%	11%	20%
Qtr Bill Trash Rate	\$ 19.25	\$ 46.00	\$ 51.00	\$ 56.00
Annual Revenue	680,000	1,500,000	1,500,000	1,500,000
Increase Annual Revenue			163,043	294,118
Increase prorated assuming increase effective 10/1			(40,761)	(73,529)
Budget (with FY19 increase effective 10/1)	680,000	1,500,000	1,622,283	1,720,588
Bulk Trash Pick up	3,000	3,000	3,000	3,000
Trash Fees and Bulk Pick up Revenue per Year	683,000	1,503,000	1,625,283	1,723,588
Projected Cost (Sanitation and Recycle Dept)	1,225,944	1,699,345	1,879,739	1,879,739
Cost (Per Budget) over Revenue	(542,944)	(196,345)	(254,456)	(156,151)
% Cost Not Recovered	-44%	-12%	-14%	-8%



Trash Service





FY 19 Budget Highlights

Fiscal Year	Assessments				Tax Rate		Tax Levy
	Real	Personal	Corporations	Total	Personal Property	Real Property	
2007	1,558,315,846	3,719,000	270,458,220	1,832,493,066	1.82	0.729	15,275,387
2008	1,782,450,011	3,215,350	294,114,320	2,079,779,681	2.04	0.819	18,724,251
2009	2,015,985,078	2,966,990	281,162,310	2,300,114,378	2.04	0.819	19,880,167
2010	2,219,277,746	2,697,220	279,352,590	2,501,327,556	2.04	0.819	21,148,255
2011	2,050,805,168	2,058,140	277,866,040	2,330,729,348	2.04	0.819	21,004,804
2012	1,988,451,318	2,513,100	263,974,200	2,254,938,618	2.04	0.819	20,417,152
2013	1,963,683,547	2,029,930	262,591,170	2,228,304,647	2.04	0.819	19,659,327
2014	1,775,307,203	2,397,520	268,737,410	2,046,442,133	2.21	0.884	22,274,445
2015	1,748,436,713	2,467,580	265,493,170	2,016,397,463	2.21	0.937	21,289,136
2016	1,787,044,569	3,017,040	279,087,700	2,069,149,309	2.21	0.937	21,838,233
2017	1,793,459,946	2,866,060	283,109,800	2,079,435,806	2.21	0.9432	22,017,568
2018	1,852,099,222	3,105,050	296,391,770	2,151,596,042	2.40 PP 2.81 RR	0.9832	24,127,199
2019 (EST)	1,876,009,227	3,000,000	273,659,549	2,152,668,776	2.40 PP 2.81 RR	0.9832	24,885,135
2020 (EST)	1,950,061,361	3,000,000	258,219,373	2,211,280,734	2.40 PP 3.51 RR	0.9832	25,802,712



Revenues

	19 Revised	20 Mayor	Increase (Decrease)	%
Top Increases				
403100 Real Property	17,991,135	18,794,712	803,577	4.5%
403302 Railroad/Utilities	1,742,000	2,336,000	594,000	34.1%
434610 Trash Fees	1,482,643	1,780,000	297,357	20.1%
424201 Highway User	1,070,682	1,358,201	287,519	26.9%
403510 Local Income Taxes	1,750,000	1,900,000	150,000	8.6%
469167 Transfer from Anex Reinvest	-	146,000	146,000	
413201 Building Permits	290,000	400,000	110,000	37.9%
424202 MDOT Reimbursements	-	90,407	90,407	
469192 Transfers from Forfeited Polic	-	71,109	71,109	
Top Decreases				
403301 OBC - Current Year	5,080,000	4,600,000	(480,000)	-9.4%
469311 Capital Lease Proceeds	719,000	424,820	(294,180)	-40.9%
445140 School Zone Camera	1,350,000	1,200,000	(150,000)	-11.1%
445130 Municipal Infractions	145,000	30,000	(115,000)	-79.3%
427403 EMS from County	820,668	752,814	(67,854)	-8.3%
413106 Cable TV Franchise Fee	425,000	385,000	(40,000)	-9.4%
456300 Rent Earnings	140,000	100,000	(40,000)	-28.6%
433250 Weed Cleaning/Removal	72,000	50,000	(22,000)	-30.6%
403910 Interest-Delinquent Taxes	135,000	115,000	(20,000)	-14.8%
433251 Clean It/Lien It Fees	27,000	13,000	(14,000)	-51.9%
424103 Municipal	185,250	175,500	(9,750)	-5.3%



FY19 General Fund Outlay and General Capital Projects

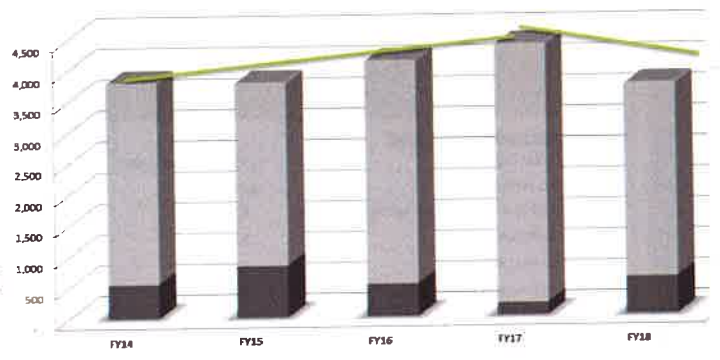
Dept	Project	CIP Amount	Adj	Schedule B: General Capital Projects					General Fund - Capital Outlay			Lease						
				Funding Source					Account			Funding Source		Payment Amount	Account			
				PayGO Gen Fund	PayGO Asset D	PayGO Storm Water	Grant	Contrib.	Bond	Org	Obj	Description	General Revenues			Lease Proceeds		
Field Of Lane Striper																		
	Infrastructure & Development																	
I & D	Zoning Code Revisions	150,000	(75,000)								19000	513400	Consulting	75,000				
I & D	City Park Master Plan Improvements	150,000	(100,000)		50,000													
I & D	Wayfinding and Signage	40,000	(30,000)	10,000														
I & D	Street Light Additions and Replaceme	75,000	(75,000)															
I & D	Citywide Street Reconstruction	750,000	(300,000)								31000	534318	Streets	450,000				
I & D	Citywide Street Repairs	75,000	(25,000)								31000	534318	Street Rep	50,000				
I & D	Citywide Concrete Program	75,000	(25,000)								31000	534307	Curbs	50,000				
I & D	Mill Street Bridge Rehabilitation	45,000								45,000								
I & D	Skatepark Phase 2b	134,000				134,000												
I & D	Riverwalk Amphitheater Phase 2	100,000				100,000												
I & D	Waterside Playground	200,000	(200,000)															
I & D	Naylor Mill Road Bridge Replacement	280,000				280,000												
I & D	Mill Street Bridge Rehabilitation	180,000				180,000												
I & D	Naylor Mill Road Bridge Replacement	70,000								70,000								
I & D	Riverwalk Amphitheater Phase 2	200,000	(200,000)															
I & D	Bicycle Master Plan Improvements	600,000	(300,000)							300,000								
I & D	Urban Greenway Improvements	890,000	(590,000)		100,000					200,000								
I & D	Street Scaping	425,000	(225,000)							200,000								
I & D-SV	Total Max Daily Load Compliance Sch	200,000	(165,000)			35,000												
I & D-SV	Beaglin Park Dam Improvements	25,000				25,000												
	Total	8,413,150	(3,668,930)	91,500	170,000	120,000	1,611,900	410,000	1,240,000					676,000	424,820	80,231		



FY19 Water Sewer, Parking, Marina, Storm Water Capital Projects & Outlay

Project	CIP Amount	Mayor Adj	Capital Projects - Funding Source				Enterprise Fund - Capital Outlay		
			Transfer PayGO	Grant	Revolving Funds	Bond	Account	Enterprise Revenue	Lease Proceeds
Water Sewer Capital Project Fund:									
Fiber Backbone Expansion	175,000	-175,000	0						
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						
Sewer Infiltration and Inflow Remediation	550,000	-550,000	0						
Park Water Treatment Plant Roof Improvements	181,560		0			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				
Water Sewer Fund Total >>	2,568,190	-725,000	277,000	0	662,000	904,190			
Parking Fund:									
Street Sweeper	60,000						31154-577025 Vehicles	0	60,000
Parking Garage Security Cameras	55,000						31154-577030 Equipment	0	55,000
Parking Garage Structural Repairs	592,000					592,000			
Parking Authority Fund Total	707,000	0	0	0	0	592,000			115,000

	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Use of Surplus							
Use of Surplus per Original Budget	(2,084)	(1,635)	(2,592)	(2,564)	(2,192)	(1,780)	(1,576)
Encumbrances from Prev Year	(1,570)	(1,481)	(946)	(2,156)	(3,011)	(1,140)	
Ordinances		(351)	(325)	(1,097)	(243)	(200)	
Grant Adj	(255)						
Final Budget	(3,909)	(3,467)	(3,863)	(5,817)	(5,446)	(3,120)	(1,576)
Revenue Variances							
Taxes	777	(142)	90	230	192		
School Zone Camera		106	65	(173)	226		
Charges for Services	3			(292)	-142		
EMS		117	(68)				
Building Permits		(135)					
Health Care Rebate		481	574				
Police Protection	(22)		(105)				
Donations		188					
Zoo		180					
Rental Fees		40					
Other	124	5	(30)	(67)	154		
Debt Proceeds	(187)			504	175		
Transfers In	(270)						
Sale of Fixed Assets	127						
Total Revenue Variances	552	840	526	202	605		
Expenditure Variances							
Mayor's Office				124	38		
Municipal Buildings				150	105		
General Government Other	202			212	221		
Police	844	1,158	811	369	1244		
Traffic	134		200	103	22		
Fire	391		140	255	353		
PW Engineering	1,074	652	811	899	480		
PW Roads	261	134	213	63	26		
PW Sanitation			327	83	298		
Recreation			146	149	186		
Insurance			132	75	-180		
Transfer	85			817	-3		
Debt Service		343	304	431	280		
Other	275	677	531	459	63		
Total Expenditure Variances	3,266	2,964	3,615	4,189	3,133	3,300	3,300
Other Finance Source Uses Variance		67	-				
Total Variances	3,818	3,871	4,141	4,391	3,738	3,300	3,300
Change in Fund Balance	(91)	404	278	(1,426)	(1,708)	180	1,724
1.3M Fire Trucks in FY17				1,300	(1,300)		
Change in Fund Bal per Statement of Rev Exp	(91)	404	278	(126)	(408)		



FY17:
Rado 700k
Encumb from PY \$1.1M higher then FY16
Health Care Rebate

FY19 |
Fire Safer Grant Ordinance
269k County GOB
85k Billing of Real Estate



Questions



1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

MAY 28, 2019

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council Vice-President Muir Boda*
8 *Councilwoman Angela M. Blake*
9 *Councilwoman April Jackson*

Mayor Jacob R. Day
Councilman James Ireton, Jr.

10
11 **PUBLIC OFFICIALS NOT PRESENT**

12
13 *Council President John “Jack” R. Heath*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Department of*
18 *Infrastructure and Development Director Amanda Pollack, Business Development Director*
19 *Laura Soper, Field Operations Traffic Superintendent Bill Sterling, Grants Manager Deborah*
20 *Stam, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.*

21 *****

22 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

23
24 *The City Council met in regular session at 6:05 p.m. in Council Chambers. Council Vice-*
25 *President Muir Boda called the meeting to order and invited Elder Tyrone Cooper of New*
26 *Dimensions Family Ministries, Salisbury Fire Department Volunteer Firefighter & Chaplain to*
27 *the podium to deliver the City Invocation, followed by the Pledge of Allegiance to the flag of the*
28 *United States of America.*

29
30 **ADOPTION OF LEGISLATIVE AGENDA**

31
32 *Mr. Ireton moved, Ms. Blake seconded and the vote was unanimous to approve the legislative*
33 *agenda.*

34
35 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

36
37 *The Consent Agenda, consisting of the following items, was unanimously approved on a motion*
38 *and seconded by Ms. Jackson and Mr. Ireton, respectively:*

- 39
- **April 22, 2019** Closed Session Minutes
 - **Resolution No. 2946**- declaring that Opportunity Street, LLC is eligible to receive Enterprise Zone benefits for property located at 200 E. Vine Street
 - **Resolution No. 2947**- declaring that Devreco Glen, LLC is eligible to receive Enterprise Zone benefits for property located at 600 Glen Avenue

40
41 **RESOLUTIONS** – presented by City Administrator Julia Glanz

- 42 • **Resolution No. 2948**- *authorizing the capacity fee of the City’s comprehensive connection*
43 *charge to be waived for the development of 206 East Market Street*
44

45 *Mr. Ireton moved, Ms. Blake seconded, and the vote was unanimous to approve Resolution*
46 *No. 2948.*
47

- 48 • **Resolution No. 2949**- *to approve the City’s Consolidated Plan for Program Years 2019–*
49 *2023, the Action Plan for Community Development Block Grant (CDBG) funds for*
50 *Program Year 2019, and the 2019 Analysis of Impediments to Fair Housing Choice*
51

52 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve*
53 *Resolution No. 2949.*
54

55 **ORDINANCES** – *presented by City Attorney Mark Tilghman*
56

- 57 • **Ordinance No. 2542**- *2nd reading- approving an amendment of the FY19 Budget to*
58 *appropriate funds for street resurfacing and concrete repair*
59

60 *Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve*
61 *Ordinance No. 2542 for second reading.*
62

- 63 • **Ordinance No. 2543**- *2nd reading- approving a budget amendment of the FY19 General*
64 *Fund to appropriate funds for attorney fees*
65

66 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve*
67 *Ordinance No. 2543 for second reading.*
68

- 69 • **Ordinance No. 2544**- *1st reading- approving an amendment of the City’s Capital*
70 *Project Fund Budget to reallocate funding for the Riverside Circle Project*
71

72 *Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous to approve*
73 *Ordinance No. 2544 for first reading.*
74

- 75 • **Ordinance No. 2545**- *1st reading- approving a budget amendment of the FY2019 General*
76 *fund to appropriate additional funds for electricity for Street Lighting*
77

78 *Mr. Ireton moved and Ms. Jackson seconded to approve Ordinance No. 2545 for first*
79 *reading.*
80

81 *Ms. Jackson moved to amend Ordinance No. 2545 by striking “\$145,000.00” and inserting*
82 *“\$115,000.00” on Lines 17 and 19. Ms. Blake seconded the motion, and the vote was*
83 *unanimous to amend Ordinance No. 2545.*
84

85 *Ordinance No. 2545 for first reading, as amended, as approved by unanimous vote in favor.*
86
87

88 **ADJOURNMENT**

89

90 *With no further business to discuss, the meeting adjourned at 6:20 p.m.*

91

92

93 _____
City Clerk

94

95

96 _____
Council President

1 CITY OF SALISBURY
2 WORK SESSION
3 JUNE 3, 2019
4

5 Public Officials Present
6

Council President John “Jack” R. Heath Mayor Jacob R. Day
Council Vice-President Muir Boda Councilwoman Angela M. Blake
Councilman James Ireton, Jr. Councilwoman April Jackson

7
8 Public Officials Not Present
9

10 Councilman James Ireton, Jr.
11

12 In Attendance
13

14 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull,
15 Deputy Chief James Gladwell, Fire Marshal Eric Cramer, Department of Infrastructure and
16 Development (DID) Director Amanda Pollack, Project Specialist Will White, City Clerk Kim
17 Nichols, City Attorney Mark Tilghman, and interested citizens.
18

19 -----
20 On June 3, 2019 Salisbury City Council convened in Work Session at 4:30 p.m.in Council
21 Chambers, Room 301 of the Government Office Building.

22 President Heath informed the Public that the City Council members wore blue in solidarity with the
23 City of Virginia Beach and called for a moment of silence to remember the families and all those
24 impacted by the tragedy that occurred on Friday, May 31, 2019.
25

26 The following is a synopsis of the topics discussed in the Work Session.
27

28 **Hotel licensing and inspections**
29

30 Fire Chief John Tull, Deputy Chief James Gladwell and Fire Marshal Eric Cramer joined Council to
31 discuss amending the City Code by adding language concerning hotel licensing and inspections. At
32 the time the Fire Marshal division was established, hotel inspections were not included. A new fee
33 will not be required for hotels and motels that are currently paying a fee payable to the County.
34

35 Mr. Boda asked if the fee would be paid to the City and Mr. Tull answered in the affirmative.
36

37 President Heath asked how many hotels were in the City, and Fire Marshal answered about twelve.
38

39 City Clerk Nichols questioned how appropriate it was for the Clerk’s Office to process applications
40 and licenses, and Mayor Day thought application should be handled in Business Development Dept.
41

42 Council reached unanimous consensus to advance the legislation to legislative agenda.
43

44 **MOU with Salisbury University (SU) for use of Plant Street**
45

46 DID Director Amanda Pollack, SU Associate Vice President- Facilities and Capital Management
47 Eric Berkheimer, and Transportation Project Specialist Will White joined Council. Ms. Pollack
48 explained that Plant Street was a 50-foot right-of-way located north of Milford Steel on the east side
49 of the railroad right-of-way. SU planned to build a 3-D art center and the City looked for the best
50 way to guarantee them access to use Plant Street, including building a section of the City’s Rail
51 Trail. If the City abandoned the right-of-way, it would be split down the center with half going to
52 each property owner and preventing the City to build the Rail Trail. Ms. Pollack said the MOU gave
53 both entities the best use of the property to include the Rail Trial and access to the Arts Center
54 building, athletic fields and parking lots. Mr. Berkheimer said that when SU purchased the Tri-State
55 Engineering property several years ago, the intent was for it to be used for art. Adjacent to the
56 athletic fields, it was the last “leg” between the fields and Milford Street, and what would allow the
57 completion of the Rail Trail link between the two properties and connect past University Park.
58

59 Council reached unanimous consensus to advance the resolution to legislative session.
60

61 **Property line adjustment with 500 Riverside Realty, LLC**

62
63 Ms. Pollack explained the Riverside Traffic Circle was bid out, and as part of the project the City
64 had to obtain either easements or right-of-way from three (3) property owners for the sidewalk
65 where it extends out around the circle.
66

67 When sharing the plans with 500 Riverside Realty, LLC (to ensure it was incorporated in their
68 development plans), it was apparent that a land swap as opposed to odd-shaped easements would be
69 necessary. The land swap would be very close, adding about 921 sq. ft. to the City and 1,071 sq. ft.
70 to Riverside Realty, LLC, and would allow the City to put in the sidewalks around the circle and
71 would grant a temporary construction easement during construction.
72

73 Council reached unanimous consensus for the resolution to advance to legislative session.
74

75 **Constructing bicycle facilities on City streets**

76
77 Ms. Pollack explained when the Bicycle Master Plan was adopted, it was decided each year DID
78 would return with an ordinance to indicate the streets that bike facilities were being added. The list
79 included Carroll Avenue, West Market Street, North Park Drive, South Park Drive, South
80 Boulevard, Northwood Drive, Middle Neck Drive, and West College Avenue.
81

82 Questions from Council included the following:

- 83 • President Heath asked if Northwood Drive would have one lane, and if so, which side. Mr.
84 White answered Northwood Drive would get one lane on each side (two lanes).
- 85 • President Heath asked about North Park and South Park. Mr. White said both were recently
86 paved and in keeping with the design Greenway Route Bike Plan, it is a loop. There will be
87 a dedicated lane to ride the perimeter of the Park, except for the section between Main St.
88 and Beaverdam.
- 89 • Vice-President Boda asked about Middleneck Drive. Mr. White said it is buffered bike
90 lanes, similar to Northwood Drive. It splits because it runs into the County. Mr. White
91 would reach out to the County to see if they wanted to connect.
92

93 Council reached unanimous consensus to advance the legislation to legislative agenda.

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141

Receiving the donation of trolleys

Deputy City Administrator Andy Kitzrow explained the operation of the Downtown Trolleys needed to change. Shore Transit was paid to run the trolley Thursday and Friday nights to connect SU to Downtown, and over the past semester, the City became aware that it was not the most effective use of the \$32,000. The City discussed taking over the trolleys, and Shore Transit was happy to turn over the operations along with donating the trolleys, after receiving permission from the MTA. Two of the vehicles were operational and the third one was primarily used for parts.

The most relevant use would be to continue the Downtown Trolley operations throughout the school year from September through May on Thursdays, Fridays, and possibly Saturdays. The trolleys would also be useful for the field trips for the Adventure Summer Camp at the Salisbury Zoo. Other uses would be for special events for extra mobility including the City Festivals and Marathon. Also on trips that would include Council or a number of employees, they would be useful. If the City wanted to explore renting them out, the revenue could go back into the upkeep of the trolleys. Shore Transit could not do those things because it was federally funding, and they were unable to use it in that capacity. The City would hire CDL licensed drivers and the trolleys would be stored at the Field Operations complex. Council, Mayor Day, and Mr. Kitzrow discussed other uses and the branding of the trolleys.

Council reached unanimous consensus to advance the legislation to legislative agenda.

Receiving the donation of fishing poles

Mr. Kitzrow reported Mr. Tim Spies donated ten fishing poles to the City to use at the Salisbury Zoo Adventure Camp and other youth programs.

Council reached unanimous consensus to advance the legislation to legislative agenda.

Discussion regarding receiving donations to the City

Mr. Kitzrow said donations go through a process going before Council in Work Session and then a resolution. Administration appreciates all of the donations and wants everyone to be receive recognition, but asked if there was desire to expedite the process to handle some of the smaller donations differently, such as holding a group recognition two times a year.

Monetary donations, similar to how grants are managed, are not necessarily known ahead of time, but when the budget is prepared, it is done so with the expenditure noted. Donations could be done in the same way, and he noted the example of the Truitt Street Community Center or the neighborhood walks. There are monetary donations received that cannot be used until the receipt goes through a six week process with Work Session, first and second reading. Mr. Kitzrow suggested creating the budgeted authority to expend monies for Youth Programs if donations were received, but the amounts or donators would be unknown. He distributed a copy of the Policy on Acceptance of Gifts by the City, created in 1998 (attached and made part of the minutes) and asked if Council had interest in adjusting the policy. This would reduce the number of resolutions needing to be passed.

142 President Heath asked how the individuals would be recognized, and Mr. Kitzrow suggested there
143 would be a more lengthy resolution to list each item. At a Council Meeting, the donations would be
144 recognized and donors invited to attend to be thanked all at one time.

145
146 Mr. Ireton was concerned with the threshold Council should consider, such as \$100 or \$200, and
147 suggested Administration ask MML what other Cities do in this situation.

148
149 Mr. Boda remarked on the City’s cost to process small donations. United Way recently wanted to
150 donate \$125 but it could not be used until it was appropriately received.

151
152 Mr. Tilghman said in order to satisfy the Charter, a provision could be provided for in the budget
153 such as “Santa’s Workshop.” The gift policy requires every gift to be approved, and it could
154 stipulate “any gift within the amount already budgeted.”

155
156 Council directed Mr. Kitzrow to make the inquiry to MML to find out the threshold and process of
157 other cities that are the size of Salisbury, and to return to Work Session for further discussion.

158

159 **Adjournment**

160

161 With nothing further to discuss, the Work Session adjourned at 5:19 p.m.

162

163

164 _____
City Clerk

165

166

167 _____
Council President

CITY OF SALISBURY, MARYLAND
POLICY ON ACCEPTANCE OF GIFTS BY THE CITY
(Effective August 10, 1998)

- 1) Any individual or organization, wishing to donate an item or funds to the City, should first approach the head of the department, which would be responsible for using or maintaining the item or funds. If unsure, the donor should contact the Mayor's Office.
- 2) The head of the department, to which the donation is offered, should evaluate the cost and the benefits to the City and the public in accepting the gift and forward a recommendation to the Mayor. The analysis should include, among other things, the expected beneficiaries of the gift, the use to which it would be put, and the cost of future maintenance and replacement.
- 3) The Mayor will review the analysis of the department and decide whether to accept the gift on behalf of the City. If the gift is a tangible asset, which meets the definition of a capital asset, and which the Mayor thinks should be accepted, the Mayor will forward a recommendation to the City Council. If the City Council accepts the gift, it shall be added to the City's fixed asset inventory. If the gift is in the form of cash, and the Mayor thinks it should be accepted, the Mayor will likewise forward a recommendation to the City Council. If it is intended that the cash is to be expended prior to the end of the fiscal year in which it is received, a budget amendment must be approved by the City Council. If a cash gift is not intended to be expended prior to the end of the fiscal year, it shall be turned over to the City Treasurer to be entered onto the books of the City.
- 4) Anyone disagreeing with the decision of the Mayor concerning the acceptance of a gift, may appeal such decision in writing to the City Council.
- 5) No gift may be accepted by the City without the approval of the City Council.

A:\giftplcy

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

JUNE 10, 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, Finance Director*
14 *Keith Cordrey, Procurement Director Jennifer Miller, Department of Infrastructure and*
15 *Development Director Amanda Pollack, Business Development Director Laura Soper,*
16 *Neighborhood Relations Manager Kevin Lindsay, Fire Chief John Tull, Fire Deputy Chief James*
17 *Gladwell, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.*

18
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 *Heath called the meeting to order and invited Pastor Dana Stauffer of the Fruitland Campus-*
24 *Emmanuel Wesleyan Church to the podium to deliver the City Invocation, followed by the Pledge*
25 *of Allegiance to the flag of the United States of America.*

26
27 **PRESENTATION**

28
29 *Mayor Jacob R. Day thanked President Heath, Councilwoman Blake, and Councilman Ireton for*
30 *participating in the June 1, 2019 Pride on the Plaza celebration. Several cities across the United*
31 *States recognize and celebrate June as LGBTQ Pride Month. The rainbow flag, also known as*
32 *the LGBTQ Pride Flag, has been a symbol of pride and the LGBTQ social movements since the*
33 *1970’s. Flying the flag on the Plaza symbolizes the City’s celebration of diversity and support.*

34
35 *Mayor Day then presented the proclamation to recognize June 2019 as LGBTQ Pride Month in*
36 *the City and encouraged all citizens to reflect on ways in which they can live and work together,*
37 *with the commitment to mutual respect and understanding.*

38
39 **ADOPTION OF LEGISLATIVE AGENDA**

40
41 *Ms. Jackson moved, Mr. Boda seconded and the vote was unanimous to approve the legislative*
42 *agenda as presented.*

43
44 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

45
46 *The Consent Agenda, consisting of the following items, was unanimously approved on a motion*

47 and seconded by Mr. Ireton and Ms. Jackson, respectively:
48

- 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 June 2022
- 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

49
50 **RESOLUTIONS** – presented by 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

56
57 *Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous to approve Resolution*
58 *No. 2952.*

- 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

63
64 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve*
65 *Resolution No. 2953.*

- Resolution No. 2954- accepting a donation of three trolley style vehicles and spare parts from Tri-County Council, Shore Transit Division

69
70 *Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve*
71 *Resolution No. 2954.*

- 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

75
76 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve*
77 *Resolution No. 2955.*

- Resolution No. 2956- accepting donations from Salisbury Sunrise Rotary Foundation Inc. for the Housing and Community Development Department Neighborhood Walks/ Pop-up Bus Stops

82
83 **FY20 BUDGET ORDINANCES** – presented by City Attorney Mark Tilghman

- 85 • **Ordinance No. 2539**- 2nd reading- appropriating the necessary funds for the operation of
86 the government and administration of the City of Salisbury for the period July 1, 2019 to
87 June 30, 2020, establishing the levy for the General Fund for the same fiscal period and
88 establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and
89 Storm Water Funds

90
91 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance*
92 *No. 2539, as amended.*

- 93
94 • **Ordinance No. 2540**- 2nd reading- to establish that there is no rate change for water and
95 sewer rates. It is effective for all bills dated October 1, 2019 and thereafter unless and until
96 subsequently revised or changed.

97
98 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance*
99 *No. 2540.*

- 100
101 • **Ordinance No. 2541**- 2nd reading- to set fees for FY2020 and thereafter unless and until
102 subsequently revised or changed

103
104 *Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance*
105 *No. 2541, as amended.*

106
107 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 108
109 • **Ordinance No. 2544**- 2nd reading- approving an amendment of the City’s Capital
110 Project Fund Budget to reallocate funding for the Riverside Circle Project

111
112 *Mr. Ireton moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance*
113 *No. 2544 for first reading.*

- 114
115 • **Ordinance No. 2545**- 2nd reading- approving a budget amendment of the FY2019 General
116 fund to appropriate additional funds for electricity for Street Lighting

117
118 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance*
119 *No. 2545 for second reading.*

- 120
121 • **Ordinance No. 2546**- 1st reading- to amend the Salisbury Municipal Code by adding a new
122 Section, Chapter 5.68 concerning Hotel Licensing and Inspection

123
124 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance*
125 *No. 2546 for second reading.*

126
127 *Mr. Tilghman would include the following language to the ordinance for second reading:*
128 *“Licenses to be issued will be effective on January 1, 2020.”*
129

- 130 • **Ordinance No. 2547**- 1st reading- creating bicycle facilities on South Boulevard, Carroll
131 Avenue, West Market Street, North Park Drive, South Park Drive, Northwood Drive, Middle
132 Neck Drive and College Avenue in accordance with the Maryland Manual on Uniform
133 Traffic Control Devices, Chapter 9, and as designated by the 2017 Salisbury Bicycle
134 Network Plan

135
136 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance
137 No. 2547 for first reading.

138
139 **AWARD OF BIDS** – presented by Procurement Director Jennifer Miller

140
141 *The Award of Bids, consisting of the following items, was unanimously approved on a motion by*
142 *Mr. Boda that was seconded by Ms. Jackson:*

- 143
144 • *ITB 19-123, Riverside Roundabout Construction* \$1,486,495.30
145 • *ITB 19-126, Three (3) Ford Police Utility Vehicles* \$ 103,615.68
146 • *ITB A-19-111, Body-Worn Cameras and Fleet Cameras* \$ 69,804.00*
147 (*multi-year, renewable contract)
148 • *RFP 19-102, Auditing Services (*multi-year, renewable contract)* \$ 45,000.00*

149
150 *Council discussed the vast differences in the bids for the auditing services, which led into further*
151 *discussion of the City’s annual audit. Finance Director Keith Cordrey explained the first year with*
152 *a new firm takes a significant amount of effort to get acquainted with the client.*

153
154 **ADJOURNMENT**

155
156 *With no further business to discuss, the meeting adjourned at 7:03 p.m.*

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158 _____
159 *City Clerk*

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161 _____
162 *Council President*



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Reappointment to the Youth Development Advisory Committee
Date: July 3, 2019

Mayor Day would like to reappoint the following person to the Youth Development Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Pam Patey	July 2022

Attached you will find information from Pam Patey and the resolution necessary for her reappointment. 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

Pamela Patey Weeg

Dynamic, executive leader in strategic business practices

📍 711 Burning Tree Circle

Salisbury, MD 21801

☎ 410-920-9080

✉ pamelaweeg@gmail.com

EDUCATION AND CERTIFICATIONS

Master of Science - Applied Psy. in Organizational Development - University of Baltimore 2002

Bachelors of Arts - Marketing and Psychology - Salisbury University 2000

Advanced CISM (Crisis Incident Stress Management) Certified

LCPC (licenced Clinical Professional Counselor) -Department of Health and Mental Hygiene Board of Professional Counselors and Therapists

Job and Career Transition Coach - The Career Planning & Adult Development Network

SUMMARY

Visionary leader bringing 15 years of experience in establishing operational optimization. A dedicated and service-oriented individual with solid proficiency in creating and implementing programs. Demonstrated expertise in developing public education and information materials, presentations and displays. Documented success in overseeing and implementing events, meetings, forums and information sessions. Adept at identifying, establishing and maintaining relationships with

RELATED PROFESSIONAL EXPERIENCE

2010 - Present **Clinical Site/Operations Manager, Mental Health Department**

Chesapeake Health Care (CHC)

Serve as the Wicomico and N. Worcester County site and operations manager for the mental health department. Develop and oversee the implementation of the department's strategic plan to include: financial, marketing, public relations, clinical, program development, client satisfaction and acquisition.

- Developed and implemented strategic, comprehensive and integrated communications and public relations plan that increased awareness of Chesapeake Health Care's Worcester County Site Expansion in 2016-2017
- Directed the development and production of communication and marketing materials including newsletters, brochures and videos (all created in house) for the mental health department, including patient education material
- Develop and oversee the department's crisis communication plan
- Develop and manage operational and project budgets to carry out department objectives
- Worked with key leaders to update strategic plan, using Chesapeake Health Care's new Vision, Mission and Value Statements to better promote the new brand
- Conduct annual, in-person training clinics for staff on how to recognize workplace threats and client abuse
- Manage relationships with municipal leaders and attend community meetings and events on behalf of the Department (YDAC, Multi-D, etc.)
- Developed therapeutic summer program based on evidenced based practice model to reach most at-risk children in community. (Currently serve 110 clients over 10 week program)
- Represent CHC at community and health resource fairs to raise public awareness of mental health
- Supervise staff of 26 employees; ensuring proper clinical care, daily operations and compliance with Joint Commission standards
- Manage incidents that arise regarding office functioning, provider productivity, patient complaints and staff coverage
- Create effective tracking tools and maintain databases to monitor and analyze program effectiveness
- Write and edit written materials and web based content in conjunction with program directions

2006 - 2010 **Lead School Based Child/Adolescent Therapist (LCPC)**

Maple Shade Youth & Family Services

referral resources, community partners, staff and clients. Extensive experience working with diverse populations.

- Diversified background in operations and program management; distinguished for an entrepreneurial mindset, creative problem solving, cross-functional teams and a bottom-line orientation.
- Offers innovative solutions to operational challenges and leverages decisiveness to implement solutions while minimizing risk and maximizing performance.
- Expert in transforming strategic plans into tactical initiatives for organizational programs. .

CORE COMPETENCIES

- Strategic Planning to include events and community relations
- Program Development
- Project Management
- New Business Development
- Strategic Partnership Relations
- Compassion, confidentiality and personal ethics
- Outreach plan creation and implementation
- Marketing plans development
- Team Building & Training
- Outstanding interpersonal and communication skills
- Savvy in social media marketing, Microsoft Office: Word, Excel, Power Point, Access, Outlook, Adobe Photoshop

Provided school based therapy to clients in need of mental health treatment in Wicomico and Somerset counties, while also taking on program development initiatives that involved grant writing.

- Educated clients, their caregivers, teachers and school administration about the diagnosis and treatment
- Attended court, social service and educational appointments
- Wrote grant and received funding for a \$125,000 after school program serving at-risk youth.

2005 - 2009 Co-Founder/Owner/Operator

The Dinner Company, Inc.

Co-founded a once a month dinner preparation facility in Salisbury, MD and franchised operations to 3 additional locations. Later, sold flagship store and franchise operations for a profit.

- Wrote in-depth business plan that was used to acquire funding
- Developed and implemented strategic plan including marketing/advertising, financial, operational and growth strategies
- Established all procedures and operations related to the daily function of the organization
- Effectively supervised staff to ensure goal attainment

2002 - 2005 Director of Human Resources and Employee Relations

Three Lower Counties Community Services, Inc. (TLC)

Developed Human Resources infrastructure for growing organization of 105 employees.

- Served as employee relations advocate for grievance and disciplinary procedures
- Acted as the community liaison working with local delegates and partnering with community agencies to strengthen TLC's commitment to quality care.
- Coordinated the Dental Hygienist Coop Education program between TLC and Wor-Wic and Anne Arundel Community College
- Conducted full staff training workshops
- Developed and implemented a new hire orientation program
- Created an employee satisfaction and needs assessment survey that was administered to all staff for both general and job specific KSA's
- Coordinated and led focus groups to obtain information from staff and collaborating community organizations
- Served as a member of the 5 person senior management team
- Assisted the executive director in grant writing and statistical analysis to support grant requirements

COMMUNITY ACTIVITIES AND ASSOCIATIONS

Volunteer and Job Coach for Junior Achievement

Supervisor for SU Student Counseling LGPC staff

On-Call Lethality Assessment Provider for Wicomico County Detention Center

Member of the American Counseling Association

Trinity United Methodist Church Couples Engagement Chair

1 **RESOLUTION NO. 2957**

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

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<u>Name</u>	<u>Term Ending</u>
Pam Patey	July 2022

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11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on July _____, 2019.

13
14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____ 2019.

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



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Reappointment to the Youth Development Advisory Committee
Date: July 3, 2019

Mayor Day would like to reappoint the following person to the Youth Development Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Mike Dunn	July 2022

Attached you will find the resolution necessary for his 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



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Reappointment to the Youth Development Advisory Committee
Date: July 3, 2019

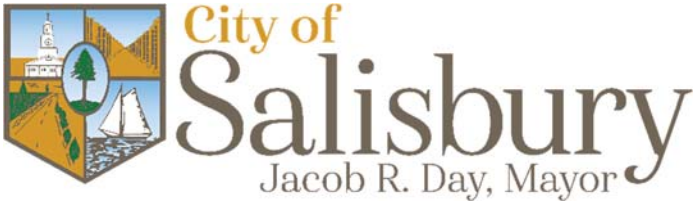
Mayor Day would like to reappoint the following person to the Youth Development Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Amber Green	July 2022

Attached you will find 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



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Appointment to the Youth Development Advisory Committee
Date: July 3, 2019

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

<u>Name</u>	<u>Term Ending</u>
Leah Dyson	July 2022

Attached you will find information from Leah Dyson 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



6 June 2019

Dear Mayor Jake Day:

Salisbury Neighborhood Housing Services (SNHS) staff has served on the Youth Development Advisory Committee for several years. Initially represented by our Executive Director, Cheryl Meadows, I am writing this letter to request consideration of myself for membership going forward. While my experience as a housing specialist may not be what first comes to mind when you think of serving youth, I feel that this knowledge affords me a great deal to offer and I do have personal interest in lending my support to the initiatives carried out by the members of this committee.

The mission of SNHS is to cultivate sustainable neighborhoods with partnerships and lending that inspire self-reliance, growth and optimism. This work goes hand-in-hand with the Youth Development Advisory Committee's goal of ensuring that the youth in our communities receive the support they need to thrive in every aspect of life. Sustainable housing is a human right and a basic necessity vital not only to adults but especially to the successful development of our children and adolescents. I would like to make myself available as a resource regarding these matters and would also like to learn about how we can more carefully consider this population in our program operations.

Furthermore, and in addition to housing counseling, Salisbury Neighborhood Housing Services provides extensive financial education and coaching throughout the tri-county area. Through these experiences, I have seen that financial education in this area is lacking, and I believe that the youth in our community deserve to be better prepared in their pursuit of fiscal independence. Should these or related issues become a focus of this committee, I feel my participation would be beneficial.

Thank you for your considering my request for membership on the Youth Development Advisory Committee.

Sincerely,

Leah Dyson
Counseling and Education Manager



560 Riverside Drive, Suite A102 • Salisbury, MD 21801

office 410-543-4626 fax 410-543-9204 www.salisburynhs.org

EDUCATION

Wilmington University, Master of Science, Administration of Human Services, anticipated graduation date: December 2021

Salisbury University, Bachelor of Arts, Cum Laude, Gender Studies and Creative Writing, May 2008

CERTIFICATIONS

Maryland Notary Public, July 8, 2015 – July 8, 2023

Housing Counselor Certification, Department of Housing and Urban Development, December 2017

Financial Capability, NeighborWorks America, September 2018

Foreclosure Intervention and Default Counseling, NeighborWorks America, August 2017

Homeownership Counseling, NeighborWorks America, May 2017

Post-Purchase Homeownership Education, NeighborWorks America, May 2015

Pre-Purchase Homeownership Education, NeighborWorks America, August 2014

PROFESSIONAL EXPERIENCE

Salisbury Neighborhood Housing Services, Salisbury, Maryland

Counseling and Education Manager, February 2017 – Present

Housing Counselor, May 2014 – December 2015

- Manage and facilitate homebuyer and financial education programs throughout the community
- Counsel and advocate for homeowners at risk of foreclosure
- Administer long-term financial coaching to individuals and families
- HUD Certification Exam Coach for the Community Development Network (CDN) of Maryland, Panelist for Bixal/HUD Housing Counselors Exam development, member of Blue Hub Capital's CDFI Advisory Board for the state of Maryland

Housing Authority of the City of Los Angeles, Los Angeles, California

Section 8 Advisor, July 2016 – February 2017

- Conducted certification sessions, processed yearly contract renewals and verified application accuracy
- Verified home inspection approval and comparable rents, processed rent increases to landlords
- Maintained contract and compliance between participants, landlords, and the Authority

New Directions for Veterans, Los Angeles, California

Housing Specialist, Supportive Services for Veteran Families (SSVF), January 2012 – May 2013

- Implemented housing placement process for Veterans at-risk of or transitioning out of homelessness
- Trained staff and volunteers in housing placement procedures and policies
- Managed caseload of dual-diagnosed/chronically homeless Veterans

CLARE Foundation, Santa Monica, California

Housing Placement Specialist, May 2011 - December 2011

- Developed and implemented agency's first housing placement process for participants at-risk of homelessness
- Managed caseload of dual-diagnosed/chronically homeless individuals
- Cofounded Westside Housing Group, an inter-agency network of housing professionals

Affordable Housing Centers of America, Baltimore, Maryland

Delinquency Counselor, April 2009 - March 2010

- Counseled homeowners at various stages of loan delinquency and foreclosure
- Routinely negotiated loss mitigation and/or liquidation options with mortgage servicers

1 **RESOLUTION NO. 2960**

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

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<u>Name</u>	<u>Term Ending</u>
Leah Dyson	July 2022

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11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on July _____, 2019.

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14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____ 2019.

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



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Appointment to the Youth Development Advisory Committee
Date: July 3, 2019

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

<u>Name</u>	<u>Term Ending</u>
Teresa Thaxton	July 2022

Attached you will find information from Teresa Thaxton 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



May 30, 2019

Lower Shore Enterprises

28475 Owens Branch Road
Salisbury, MD 21801



P.O. Box 1692
Salisbury, MD 21802-1692



Phone 410.749.6183
Fax 410.749.1220



www.lseworks.org



To: Mayor Jake Day

From: Teresa L. Thaxton

Case Manager, Community Inclusion Program Coordinator

Re: Letter of intent to join YDAC

My name is Teresa Thaxton, I am writing you today to submit my resume for consideration to become a member of the Youth Development Advisory Committee. As a Program Coordinator and Case Manager at a local nonprofit as well as, a former Instructional Assistant at James M. Bennett in the self-enclosed classroom my experienced gained will be something that I will bring to the Committee.

I have worked in the field of disabilities for over 26 years. I am currently a Community Inclusion Program Coordinator. In this position I network and reach out to agencies and organizations within the community to form partnerships for volunteer and internship experiences. Many of the individuals that I work with are transitioning youth that have recently received a certificate of completion from high school. I am also a member of the Community of Practice for supporting families. This involves meeting with other professionals to help develop a plan that will help make the transitioning process smoother for the students, based on the recent changes with DDA.

I also served as a Family Leader with Wicomico Partnership under the direction of Lisa Campbell. While volunteering in this position I assisted with family leadership training using the Active Parenting curriculum.

I am hopeful that my experience would greatly benefit this organization.

Thank you for your time and consideration.

Teresa Thaxton

Professional working in the field of Mental Health and Developmental Disabilities with 20+ years of experience. Looking to continue gaining further experience in the disability field.

Salisbury, MD 21801

thaxtonteresa@gmail.com

(443) 497-8461 cell

Commitment and passion are two traits that I have developed through the years. They are traits that push me to advocate and support those with varying special needs. As a program coordinator /case manager I've faced many unique challenges that have allowed me to gain knowledge in the best ways to handle unique situations.

Work Experience

Case Manager/Community Inclusion Program Coordinator

Lower Shore Enterprises, Inc. - Salisbury, MD

June 2015 to Present

Responsibilities

Manage vocational services for individuals with disabilities. Identify goals for improvement, focusing on physical, emotional, and vocational functioning. Provide appropriate interventions to support improvement of functioning and independence, including needed support services. Assist with making needed appointments. (medical, DSS, court, etc.) I also run a Community Inclusion Program, of over 80 individuals. I match individuals using strengths and interest to agencies in the community for volunteering opportunities. I also help provide community exploration through trips and outings in the local community with my consumers. Helping to foster an interest in the community around them that will aid in future employment efforts.

Instructional Assistant

Wicomico County Board of Education - Salisbury, MD

August 2014 to June 2015

Responsibilities

I worked with special education students, with intellectual and emotional disabilities. I followed the behavior plans and individual educational plans, for these students. I document the progress daily of each student in this program. I also co-teach with the teachers offer instruction in English and History. I also assist in note taking and reading reinforcements. I also redirect negative behaviors in according to the Behavior Intervention Plans.

Accomplishments

I have helped many students become more organized and have seen several students bring their grades up to averages that are passing.

Skills Used

Organization, note taking, creating and updating files, time management, behavior modification, conflict resolution, teaching, assisting students and teaching

Receptionist / Office Assistant

Lakeside Assisted Living at Mallard Landing - Salisbury, MD
June 2013 to September 2014

Providing customer service while assisting with Office responsibilities, using various computer programs; microsoft word, publisher, Outlook, excel, intranet, filing, documents, shredding, faxing, photocopying, using postage meter, mailing and distributing mail and other office duties as delegated, answering phones routing calls and using lifeline systems. working with residents and families on a daily basis.

Behavioral Principles and Strategies Instructor

Bay Shore Services, Inc. - Salisbury, MD
October 2010 to February 2012

Responsibilities

I taught the approved curriculum for management of disruptive behaviors as developed through DDA. The focus is to prevent as well as, the delivery of safe and effective behavioral interventions in situations involving difficult or challenging behaviors

Program Coordinator

Bay Shore Services Inc - Salisbury, MD
2009 to February 2012

Provide therapeutic interventions services to children, adolescents, and adults using individual, family and group treatment. Knowledge of service funding plans. Managing services and expenses to conform to budgetary restrictions and IP goals. These individuals receive financial backing and mentoring services to enable them to live independently within their community. This position also provides case management services, such as, staffing, coordination of appointments, and housing within the community also providing training on life skill management, as well as, Day Program Services. Ensuring all IP goals ,health objectives, money management and budgeting, as well as, compliance with nursing, behavioral and psychiatric care as part of case management. I have excellent computer experience, accurate knowledge of Word, Excel, Microsoft Word, filing systems, multi telephone lines, copy machines, faxing, mass mailing, mail merging. This position also includes scheduling, and observing nursing regulations along with properly administration of medication.

Leisure Activity Program Coordinator

Bay Shore Services Inc
2006 to 2009

Provide coordination of activities for individuals in residential placement, as well as, individuals within the community in a structured environment. This position works with other agencies and resource coordinators to find the least restrictive social and recreational outlet for individuals with special needs. Duties for this position include maintaining a budget, soliciting for donations and writing specific proposals to bring money into this program for activities. This position also works hand in hand with other agencies to full fill specific portions of Individual Plans as approved through DDA.

Residential Assistant

Epilepsy Association of the Eastern Shore
2004 to 2006

This position requires the ability to manage a residential home over the course of the weekend and also filling in when House Manager is not available. This position provides supervision to

staff, administering and ordering medication, and providing daily living skills to individuals with developmental, physical and medical limitations in a structured environment.

Education

B.A. in Psychology

Ashford University - Clinton, IA

2015 to 2020

Wor-Wic Community College

1990 to 1992

Diploma

Wicomico Senior High School

1988 to 1992

Skills

certified med tech, cpr, first aide, certified BPS instructor all current DDA related trainings

1 **RESOLUTION NO. 2961**

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

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<u>Name</u>	<u>Term Ending</u>
Teresa Thaxton	July 2022

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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 July _____, 2019.

13
14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____ 2019.

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

MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Appointment to the Human Rights Advisory Committee
Date: July 3, 2019

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

<u>Name</u>	<u>Term Ending</u>
Marcel Jagne-Shaw	July 2023

Attached you will find information from Marcel Jagne-Shaw and the resolution necessary for his 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

Laura Baasland

From: City of Salisbury <noreplysby@gmail.com>
Sent: Tuesday, February 19, 2019 3:20 PM
To: Laura Baasland
Subject: Marcel Jagne-Shaw would like to join the Human Rights Advisory Committee.

Name

Marcel Jagne-Shaw

Phone

(202) 904-0190

Email

m.jagneshaw@gmail.com

Address

1520 Sharen Dr.
Apt. H
Salisbury, MD 21804
[Map It](#)

Where would you like to serve?

Human Rights Advisory Committee

Why would you like to serve on this board/commission?

My interest in serving on the Human Rights Advisory Committee to the city of Salisbury is rooted in my commitment to being an active part of the community I inhabit. I am excited by opportunities to be of service to others and to be a part of a mission larger than myself. My professional experience working in the field of higher education has afforded me the gift of witnessing diversity, inclusion, and collaboration at work in real time. Those values reinforce my commitment to engage others in aim of the greater good

Please upload a copy of your resume.

- [MJS-Resume1.pdf](#)

MARCEL E. JAGNEHAW, MPA

8375 Silver Trumpet Dr. Columbia, MD 21045 | Jagneshaw@icloud.com | 202-904-0190

EDUCATION

Morgan State University

Doctorate of Philosophy - Higher Education Administration (Ph.D), 2014 - Present

University of Baltimore

Masters of Public Administration (MPA), Concentration in Policy Analysis, 2012 - 2014

Philander Smith College

Bachelors of Business Administration (BBA), 2005 – 2010

SKILLS & SOFTWARE EXPERIENCE

- Procedure Development
 - Program Development
 - PeopleSoft Financial
 - PowerFAIDS
 - OnBase ECM Solution
 - Google Cloud-based Office Suite
-

PROFESSIONAL EXPERIENCE

Associate Director, Financial Aid | Summer 2018 – Present

University of Maryland Eastern Shore

(This college is a small-sized, public research university with an enrollment of over 3,000 students.)

- Works closely with the Director of Financial Aid and Information Technology Services to continually grow the system and improve business process operations within the Financial Aid Office. Assists with the automation of standard processes i.e. packaging and SAP
- Works with Director of Financial Aid to test patches and upgrades regularly and timely
- Works with Information Technology Services in development and creation of reports and protocols to replace existing manual processes
- In consultation with Information Technology Services, maintains a working knowledge of financial aid processes, PeopleSoft Financial Aid screens and software, including but not limited to ED Connect, Image Now, Common Origination and Disbursement (COD), federal Central Processing Services (CPS), Student Aid Internet Gateway (SAIG), and National Student Loan Data System (NSLDS).
- Monitors financial aid procedures and assures that data entry standards are followed and that the FA operations process manual is kept current annually
- Discusses and reviews federally mandated financial aid hardware and software needs of the Financial Aid Office with the Director of Financial Aid and Information Technology Services. Makes recommendations regarding acquisition of new equipment and software to the Director of Financial Aid

Assistant Director, Student Outreach & Financial Aid | Spring 2017 – Summer 2018 Johns

Hopkins University

(This college is a medium-sized, private research university with an enrollment of over 21,000 students.)

- Manages institutional endowed scholarship program, awarding approximately \$10 million, annually
- Manages UNCF/Gates Millennium Scholarship Program, awarding approximately \$1 million, annually

M. Jagne-Shaw 1

- Routinely updates student databases (OnBase and PowerFAIDS) pertaining to award verification
- Advises families on financial aid opportunities and reviewing professional judgment/appeal requests
- Serves on SALT programming committee, planning student engagement activities regarding aid
- Co-authored eligibility policy and developing new procedures regarding endowment distribution

Assistant Director, Financial Aid & Admissions | Fall 2015 – Spring 2017 Philander Smith College

(This college is a small, private, religious affiliated historically Black college with an enrollment of 765 students.)

- Supervised staff of two (2) full-time financial aid analysts; coordinated with four (4) additional staff members to ensure compliance with financial aid regulations and enrollment management guidelines
- Collaborated with IT department to develop robust digital infrastructure to enhance office processes
- Assisted in PowerFAIDS system upgrades
- Coordinated, and presented at, Open House events for prospective students and their families
- Managed flagship scholarship program, reviewing, certifying, and awarding \$1 million, annually
- Managed annual Federal work-study budget of approximately \$7 million
- Oversaw and coordinated all aspects of state, institutional, athletic, and privately funded scholarships
- Reviewed professional judgment requests, returning Title IV funds, and managed the Satisfactory Academic Progress appeal process
- Presented to diverse audiences across southwest and mid-Atlantic regions as part of recruitment team
- Interfaced with Enrollment Management team, facilitating on-boarding, and retention processes
- Participated in PowerFAIDS functional training, to best assist in integration processes
- Developed proposal and led initiative to implement use of cloud-based storage

Financial Aid Counselor | Fall 2013 - Fall 2015

University of Maryland University College

(This institution is a large, public online university with an overall enrollment of 84,801 students.)

- Served on the Satisfactory Academic Progress (SAP) committee and facilitated quarterly Open House seminars, and conducted regulatory audits
- Engaged in all aspects of determining student financial aid eligibility, including evaluation and analysis of complex problems, online processing, record keeping and student notification
- Analyzed and evaluated assigned function's processes to develop and integrate new solutions within PeopleSoft
- Ensured reporting requirements, according to federal, state and institutional regulations were met
- Advised prospective and current students on financial aid opportunities, packaging and awarding student accounts

Auxiliary Coordinator | Spring 2012 - Fall 2013

University of Baltimore

(This institution is a medium-sized, public, urban university with an overall enrollment of 6,422 students.)

- Managed and trained two (2) employees in accordance with Family Education Rights & Privacy Act
- Budgeted allocated account balances for various departments
- Assisted in the management of office procurement, including the assessment of equipment
- Aided in the strategic assessment of revenue streams to campus, growing partnerships
- Ensured safety of incoming and outgoing parcels, in collaboration with USPS and private couriers

Business Service Coordinator | Fall 2010 - Spring 2012 Verizon Wireless

(This institution is a Fortune 500 multinational telecommunications company)

- Directly negotiated and managed corporate client contracts
 - Conducted analysis of profit summaries weekly
 - Provided exceptional customer service substantiated by client reviews □ Conducted account analysis and reimbursement adjustments daily
- Program Coordinator, First Year Experience | Summer 2007 - Fall 2010 Philander Smith College**

(This college is a small, private, religious affiliated historically Black college with an enrollment of 765 students.)

- Supervised a staff of six (6) “First Year Experience” coordinators
- Developed freshman orientation curriculum, program design, and evaluative measures
- Served as live-in resident assistant in a co-ed dormitory, facilitating the move-in process
- Developed program initiatives aimed at increasing retention rates
- Navigated campus solution system, Jenzebar—becoming expertly proficient in its use and application

INTERNATIONAL EXPERIENCE

Semester Abroad in Senegal | Summer 2012

International Travel Experience: The Bahamas, France, The Gambia, Germany, The Netherlands, Senegal, Sierra Leone, and United Kingdom.

EXTRACURRICULAR EXPERIENCE

White House Initiative on Historically Black Colleges & Universities | Fall 2015 – Spring 2017

- Serves as national inter-campus ambassador, advocating for the increased capacity of HBCUs

Baltimore-Washington Conference Board of Higher Education & Ministry | Fall 2011 - Fall 2015

- Served as young adult representative, providing insightful knowledge of the needs of college students within the realms of campus ministry and student affairs

Truancy Court Academic Mentor at Center for Families and Children | Spring 2013 - Fall 2013

- Coordinated weekly workshops with fellow mentors and local social workers to evaluate the holistic progress of at-risk high school students. Mentored students in areas of time management, study habits, goal setting, and current academic course work

Professional Development Coordinator at University of Baltimore | Spring 2012 - Spring 2013

- Provided tailored one-on-one career mentoring to first year students
- Trained students in the art of public speaking and interview etiquette

AFFILIATIONS AND INVOLVEMENT

- Southwest Association of Student Financial Aid Administrators (Fall 2015 – Fall 2017)
- Vice President, Academic Affairs, MSU Graduate Student Government (Fall 2015 – Fall 2017)
- Alpha Phi Alpha Fraternity, Incorporated (Fall 2007 – Present)
- Presenter, DMV College Consulting Boot Camp, (Summer 2017)
- Moderator, HBCU Foreign Policy Conference, U.S. Department of State (Spring 2016)
- Panelist & Presenter, HBCU Symposium, Club 1964, Inc. (Spring 2016)
- Presenter, Little Rock, TRiO “College Prep” Program (Spring 2016)

1 **RESOLUTION NO. 2962**

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

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<u>Name</u>	<u>Term Ending</u>
8 Marcel Jagne-Shaw	9 July 2023

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 July _____, 2019.

13
14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

20
21
22 APPROVED BY ME THIS

23
24 _____ day of _____ 2019.

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



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Appointment to the Human Rights Advisory Committee
Date: July 3, 2019

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

<u>Name</u>	<u>Term Ending</u>
D'Shawn Doughty	July 2023

Attached you will find information from D'Shawn and the resolution necessary for his 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

To Whom It May Concern,

My name is D'Shawn Doughty. I am writing to you with the intent to join the Salisbury Human Rights Advisory Committee. There is a great need for inclusion and acceptance of diversity in the Salisbury community, and it is my belief that the Human Rights Advisory Committee can make change in this area. As a native, born and raised in Salisbury, I understand the significance of providing change in our community. Currently, I serve our area as the Community Development Vice President of the Salisbury Jaycees. In this role I have not only chaired important community projects such as the Children's Christmas Shopping Tour, but have also lead other individuals in making change in our community by overseeing their projects and providing quality feedback. As an active member of the City of Salisbury Human Rights Advisory Committee, my efforts to create a better Salisbury for its inhabitants would continue and be strengthened by my previous experiences. My roles in any organization are not taken lightly and thus you as a committee can expect that I will be punctual, active and enthusiastic in my role. I look forward to making change as a member of your committee and look forward to hearing from you soon.

Best Regards,

D'Shawn M. Doughty

D'Shawn M. Doughty

816 S. Schumaker Drive Apt. 3A Salisbury, MD

443-366-6084 | dshawn_doughty@live.com

Objective To obtain a position on the City of Salisbury Human Rights Advisory Committee

Experience

Relationship Manager
Bank of America, Easton, MD
September 2018 -
Maintaining excellent customer relations by referring clients to appropriate forms of business
Habitually ensured clients with the correct financial solutions whilst providing excellent client experience
Track a preferred list of clientele through a book of business

Relationship Banker
Bank of America, Ocean City, MD
February 2018 - September 2018
Assist clients in cash handling and routing to preferred specialists
Habitually ensured clients with the correct financial solutions whilst providing excellent client experience

Home School Liaison
Wicomico County Public School, Salisbury, MD
August 2015 - February 2018
Establish a communication link between school and home
Work with individuals and with small groups of students to reinforce learning
Maintain records related to program activities and truancy

Education

Marketing
Salisbury University, Salisbury, MD
3.25, Honors - not completed

Leadership

Salisbury Jaycees- Community Development Vice President
Salisbury P.R.I.D.E. Lions Club- Chartering Member
B.A.A.M.- Corporate Volunteer
Bank of America- Community Liaison
Eastern Shore Literacy Association- Member
Talbot County Public Schools- Volunteer
Wicomico County Public Schools- Volunteer

References

Kristy Johnson, Salisbury Jaycees - *President* (724)-448-0955
or kristy@salisburyjc.com
Andrea Adams, Bank of America- *Market Leader* (443)-880-
7000 or andrea.adams@bankofamerica.com
Amanda Brewster, Best Buy Mobile -*former Manager*
(570)-974-8607

1 **RESOLUTION NO. 2963**

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

6
7

<u>Name</u>	<u>Term Ending</u>
D'Shawn Doughty	July 2023

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 July _____, 2019.

13
14 ATTEST:

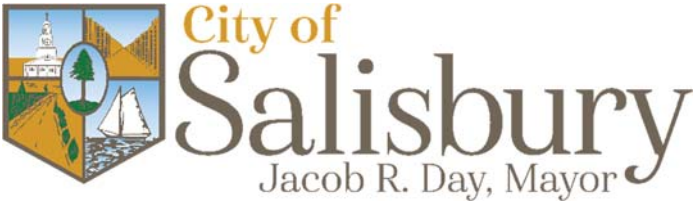
15
16
17 _____
18 Kimberly R. Nichols
19 CITY CLERK

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



DATE: June 25, 2019

TO: Julia Glanz, City Administrator

FROM: Jeanne Loyd, Director of Human Resources

SUBJ: Changes in WCPE MOU

Please find attached an amendment to the Public Entities Healthcare Consortium MOU to be effective on 09/01/2019.

First item is to change Section 1.6 to reduce the currently required 8% call to 5% of annual premium from those entities that comprise the WCPE consortium, to be collected by the health care provider in the event of an annual (or cumulative experience loss).

This is funded to make sure there is enough on hand to cover the amount CareFirst (the health care provider) can collect at annual settlement when premiums are not sufficient to cover claims and expenses. Each of the three entities would be required to maintain the 5% associated with their annual premium billing.

The second item requires that we buy stop loss insurance to cover expenses incurred by any one individual who exceeds the stop-loss deductible (currently \$250,000); there is no limit on aggregate losses going forward. This change was made in 2012 when a study by our consultant determined there was no value in purchasing aggregate coverage. However, a review of the MOU revealed that had not been brought forward in an amended change of the document.

The third item identifies the sections in the MOU where the change of 8% to 5% must be documented.

The final item identifies the amount of reserve funds beyond which an entity may withdraw money from their account. This ensures there is enough in reserve to cover the potential for two years of the "call" before an entity can remove "excess" funds. The reduction is the result of the "call" percentage reducing to 5%. Once the amount in reserve exceeds 10% of annual premiums, the amount over 10% is available for withdrawal.

I am requesting that the City Council approve the requested changes to the MOU.

1 RESOLUTION NO. 2964

2
3 A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE
4 MAYOR TO SIGN AN AMENDMENT TO THE MEMORANDUM OF
5 UNDERSTANDING FOR THE WICOMICO COUNTY PUBLIC ENTITIES
6 HEALTH INSURANCE CONSORTIUM CHANGING THE CALL RATE TO
7 5%, REQUIRING ALL ENTITIES TO HAVE SPECIFIC STOP-LOSS
8 REINSURANCE AND CHANGING THE RATE STABILIZATION RESERVE
9 PROPORTIONATE SHARE FROM 12% TO 10%.

10
11 WHEREAS, the Mayor and City Council of the City of Salisbury have authorized the
12 City to participate in the Wicomico Public Entities Health Insurance Consortium and to enter
13 into a Memorandum of Understanding with the other members of the Consortium; and
14

15 WHEREAS, the first item to change is the call rate, which is the annual amount of
16 additional premium that the health insurance provider, CareFirst, can collect in a plan year. Any
17 claims costs that exceed the amount of premiums by the City plus the call, are covered by the
18 members of the consortium up to the call of all three entities. Claims costs that exceed the call –
19 currently 8% - are covered by CareFirst, for that plan year; and
20

21 WHEREAS, the Amendment is changing the call rate from the currently required 8% to
22 5% of annual premium from those entities that comprise the WCPE consortium; and
23

24 WHEREAS, the second change, to section 3.3 of the agreement, requires each entity to
25 have specific stop-loss reinsurance to cover expenses incurred by any one individual who
26 exceeds the stop-loss deductible; there is no limit on aggregate losses going forward. This
27 change was made in 2012 when a study by the consultant determined there was no value in
28 purchasing aggregate coverage, but had not been brought forward in an amended change of the
29 document; and
30

31 WHEREAS, the final change is to the Rate Stabilization Reserve (RSR), which establishes a
32 fund to hold and accumulate funds in the event of an experience gain or loss; and
33

34 WHEREAS, the agreement currently requires each entity to the agreement to retain 12% of the
35 prior year annual premiums paid; and
36

37 WHEREAS, the Amendment is changing the RSR required percentage to 10% of the prior year
38 annual premiums paid; and
39

40 WHEREAS, the City desires to agree to the changes in the attached Amendment to the
41 Memorandum of Understanding.
42

43 NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby
44 authorizes the Mayor to sign the attached Amendment to the Public Entities Health Insurance
45 Consortium Memorandum of Understanding.
46

47 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
48 of the City of Salisbury held on ____ day of _____ 2019, and is to become effective
49 immediately upon adoption.

50

51 **ATTEST:**

52

53

54 _____
Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

55

56

57 APPROVED BY ME THIS ____ day of _____ 2019.

58

59

60 _____
Jacob R. Day, Mayor

**AMENDMENT TO THE
PUBLIC ENTITIES HEALTHCARE CONSORTIUM
MEMORANDUM OF UNDERSTANDING**

THIS AMENDMENT ("the Amendment") is made and entered into this 1st day of September 2019, by and between Wicomico County Government, Wicomico County Board of Education, and the City of Salisbury, which shall collectively be known as the Wicomico County Public Entities ("WCPE").

WHEREAS, the WCPE entered into a Public Entities Healthcare Consortium Memorandum of Understanding with an effective date of September 1, 2001 ("the Memorandum"); and

WHEREAS, the parties now seek to amend the Memorandum as detailed below.

NOW, THEREFORE, the parties hereto agree to the following revisions to the Memorandum:

1. Change Section 1.6 to the following: **5% Call:** An additional 5% of annual premium from those entities that comprise the WCPE consortium, collected by the health care provider in the event of an annual (or cumulative) experience loss.
2. Change Section 3.3 to the following: All entities shall have specific stop-loss reinsurance; as of September 2012, there is no limit to aggregate losses carried forward.
3. In sections 3.4.b, 3.4.c, 3.7, 3.8, 3.9, 3.12, and 4.6, change "8%" to "5%."
4. In section 3.13.c., change "12%." To "10%."

IN WITNESS WHEREOF, the entities have this day and year first above written set their respective hands and seals.

WITNESS/ATTEST:



BOARD OF EDUCATION OF
WICOMICO COUNTY, MARYLAND



Donald L. Fitzgerald, Board Chairman

WITNESS/ATTEST:

CITY OF SALISBURY

Jacob R. Day, Mayor

WITNESS/ATTEST

WICOMICO COUNTY, MARYLAND

Bob Culver, County Executive

Approved as to form and legal
sufficiency this _____ day of
_____, 2019.

County Attorney

Approved as to form and legal
sufficiency this _____ day of
_____, 2019.

Attorney, City of Salisbury

Approved as to form and legal
sufficiency this _____ day of
_____, 2019.

Attorney, Board of Education



MEMORANDUM

To: Andy Kitzrow
From: Everett Howard, Director of HCDD
Date: May 08, 2019
Re: 621 Delaware Av. (Property Donation)

Attached you will find a resolution to accept the donation of 621 Delaware Av to the City of Salisbury.

This property has been condemned and vacant since September 2017 and is in need of demolition. The extremely poor condition of this structure and lack of maintenance to the property has contributed to blight and nuisance of the neighborhood.

The City's intention would be to demolish the structure for the betterment of the neighborhood.

It should be noted that the property is located in a floodway which is going to prevent future redevelopment of this property after demolition.

Unless you have any questions or require additional information please forward this information to the Mayor and city council for consideration.

1
2
3 RESOLUTION NO. 2965
4

5 A RESOLUTION OF THE CITY OF SALISBURY TO ACCEPT THE DONATION OF
6 IMPROVED REAL PROPERTY, LOCATED AT 621 DELAWARE AVENUE, FROM
7 COREY D. JONES, SR. FOR REHABILITATION AND RETURN TO THE CITY TAX
8 ROLLS.
9

10 WHEREAS, the seller, Corey D. Jones, Sr., owns improved residential property located
11 at 621 Delaware Avenue, which was acquired by deed dated September 21, 2017 and recorded in
12 the Wicomico County, Maryland Land Records in Liber MSB No. 4624, Folio 9; and
13

14 WHEREAS, the City of Salisbury is interested in obtaining foreclosed and/or abandoned
15 properties which create a blighting influence on its neighborhoods, so that said properties may be
16 rehabilitated for resale or demolished to make way for new construction; and
17

18 WHEREAS, the City has an outstanding condemn and demolition order on this property;
19 and
20

21 WHEREAS, there are various outstanding fees owed to the City of Salisbury covering a
22 vacant building registration fee and grass cutting in the amount of approximately \$200; and
23

24 WHEREAS, the fiscal year 2019 real estate taxes have been paid; and
25

26 WHEREAS, the owner of the property has agreed to donate the property to the City in
27 exchange for a waiver of any outstanding fees and taxes owed for the upcoming fiscal year 2020
28 if the donation is not finalized before those taxes become due; and
29

30 WHEREAS, the City of Salisbury desires to waive the outstanding fees due to the City,
31 pay the outstanding real estate taxes due on the property for fiscal year 2020, if needed, and
32 accept the donation of the property located at 621 Delaware Avenue to further the City's goal of
33 improving City neighborhoods; and
34

35 WHEREAS, the City accepts the donation of the 621 Delaware Avenue property, which
36 is required to be authorized by the City Council, prior to acceptance of the donation contingent
37 upon the City obtaining clear title to the property.
38

39 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,
40 Maryland does hereby accept the donation of the real property located at 621 Delaware Avenue,
41 Salisbury, Maryland 21801 from Corey D. Jones, Sr. The Property shall be accepted contingent
42 upon a clear title being established by the City Solicitor, unless the City Council agrees
43 otherwise once the title examination is complete. The City Council further authorizes the waiver
44 of outstanding fees in the amount of approximately \$200.00 for this property, the payment of real
45 estate taxes for fiscal year 2020 if the transfer of the property is not completed before those real
46 estate taxes become due.
47

48 THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of
49 the Council of the City of Salisbury held on this _____ day of _____ 2019 and is to
50 become effective immediately upon adoption.
51
52

53 ATTEST:

54

55

56 _____
Kimberly R. Nichols

57 CITY CLERK

58

59 APPROVED by me this _____ day of _____ 2019

60

61

62 _____
Jacob R. Day

63 MAYOR, City of Salisbury

John R. Heath

PRESIDENT, City Council

[View Map](#)
[View GroundRent Redemption](#)
[View GroundRent Registration](#)

Tax Exempt: **Special Tax Recapture:**
Exempt Class: NONE

Account Identifier: District - 09 **Account Number - 046038**

Owner Information

Owner Name:	JONES COREY D SR	Use:	RESIDENTIAL
		Principal Residence:	NO
Mailing Address:	27901 GAME RD PRINCESS ANNE MD 21853-	Deed Reference:	/04264/ 00009

Location & Structure Information

Premises Address:	621 DELAWARE AVE SALISBURY 21801-0000	Legal Description:	BL-2 L-1 7,020 SQFT 621 DEL AVE CITY OF SALIS
--------------------------	--	---------------------------	---

Map: 0104	Grid: 0007	Parcel: 1813	Sub District:	Subdivision: 0000	Section:	Block: 2	Lot: 1	Assessment Year: 2019	Plat No:
									Plat Ref:

Special Tax Areas:	Town:	SALISBURY
	Ad Valorem:	
	Tax Class:	

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1925	888 SF		7,020 SF	

Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation
1	NO	STANDARD UNIT	SIDING	1 full		

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2019	07/01/2018	07/01/2019
Land:	7,700	7,700		
Improvements	8,300	9,100		
Total:	16,000	16,800	16,000	16,267
Preferential Land:	0			0

Transfer Information

Seller: OGLESBY BETTY F	Date: 12/12/2017	Price: \$500
Type: NON-ARMS LENGTH OTHER	Deed1: /04264/ 00009	Deed2:
Seller: FAISON, JAMES M & PAULINE M	Date: 05/24/1977	Price: \$0
Type: ARMS LENGTH MULTIPLE	Deed1: /00876/ 00171	Deed2:
Seller:	Date:	Price:
Type:	Deed1:	Deed2:

Exemption Information

Partial Exempt Assessments:	Class	07/01/2018	07/01/2019
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00 0.00	0.00 0.00

Tax Exempt: **Special Tax Recapture:**
Exempt Class: NONE

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

Cot

De

Rose St

701

621

524

522

619

617

531

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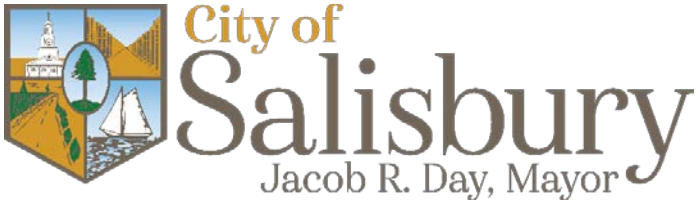
Tangler St

518

Delaware Ave

609

Coty Cox Branch



COUNCIL AGENDA – Award of Bids

July 8, 2019

- | | |
|--|--------|
| 1. Declaration of Surplus
1141 S. Division Street | \$0.00 |
|--|--------|



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: June 12, 2019
Subject: Declaration of Surplus
1141 S. Division Street, Parcel 0200

The City of Salisbury owns the following property, a location map and SDAT of which are attached:

- 1141 S. Division Street, Parcel 0200

On the corner of Olney and S. Division Streets, this 18,000 sq. ft property was retained by the City for the purposes of a street realignment project in conjunction with Salisbury University. However, due to a different configuration of the adjacent athletic fields, this project is no longer viable, and the City does not wish to develop this parcel for municipal purposes.

Pursuant to Chapter 2.36 of the Salisbury, Maryland, Code of Ordinances, City-owned real property must be deemed surplus by the Director of Procurement, who is then to make a recommendation to City Council as to the sale or disposition of such real property. If approved by Council, the Department of Procurement shall then be directed to invite proposals for development or prepare an advertisement for auction sale.

The Department of Procurement hereby requests Council's approval to declare this parcel surplus, and to allow the City to proceed with the disposition as noted.

Attachments: 2

Search Result for WICOMICO COUNTY

View Map		View GroundRent Redemption			View GroundRent Registration				
Tax Exempt:		Special Tax Recapture:							
Exempt Class:		NONE							
Account Identifier:		District - 13			Account Number - 012199				
Owner Information									
Owner Name:		CITY OF SALISBURY			Use:		EXEMPT COMMERCIAL		
Mailing Address:		125 DIVISION ST SALISBURY MD 21801-5030			Principal Residence:		NO		
					Deed Reference:		/02824/ 00386		
Location & Structure Information									
Premises Address:		1141 S DIVISION ST SALISBURY 21801-0000			Legal Description:		L-18,000SQFT 1141 S DIVISION ST S OF SALISBURY		
Map:	Grid:	Parcel:	Sub District:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0048	0002	0200		0000				2019	Plat Ref:
Special Tax Areas:					Town:		NONE		
					Ad Valorem:				
					Tax Class:				
Primary Structure Built		Above Grade Living Area		Finished Basement Area		Property Land Area		County Use	
						18,000 SF			
Stories	Basement	Type	Exterior	Full/Half Bath	Garage	Last Major Renovation			
Value Information									
		Base Value		Value		Phase-in Assessments			
				As of		As of		As of	
				01/01/2019		07/01/2018		07/01/2019	
Land:		135,000		135,000					
Improvements		0		0					
Total:		135,000		135,000		135,000		135,000	
Preferential Land:		0						0	
Transfer Information									
Seller: FINNEY, MALINDA &				Date: 07/30/2007		Price: \$150,000			
Type: ARMS LENGTH IMPROVED				Deed1: /02824/ 00386		Deed2:			
Seller: STEERE, GILBERT J & DOROTHY M				Date: 07/30/2007		Price: \$0			
Type: NON-ARMS LENGTH OTHER				Deed1: /02824/ 00382		Deed2:			
Seller:				Date:		Price:			
Type:				Deed1:		Deed2:			
Exemption Information									
Partial Exempt Assessments:		Class		07/01/2018		07/01/2019			
County:		650		135,000.00		135,000.00			
State:		650		135,000.00		135,000.00			
Municipal:		650		0.00 0.00		0.00 0.00			
Tax Exempt:		Special Tax Recapture:							
Exempt Class:		NONE							
Homestead Application Information									
Homestead Application Status: No Application									
Homeowners' Tax Credit Application Information									
Homeowners' Tax Credit Application Status: No Application					Date:				

1. This screen allows you to search the Real Property database and display property records.
2. Click [here](#) for a glossary of terms.
3. Deleted accounts can only be selected by Property Account Identifier.
4. The following pages are for information purpose only. The data is not to be used for legal reports or documents. While we have confidence in the accuracy of these records, the Department makes no warranties, expressed or implied, regarding the information.



Map:0115
Parcel3114
Hse#: 1200

Map:0048
Parcel0202
Hse#: 1137

Map:0048
Parcel0234
Hse#: 108

Map:0117
Parcel3273
Hse#: 109

Map:0117
Parcel3273
Hse#: 107

Map:0117
Parcel3273
Hse#: 105

Map:0117
Parcel3273
Hse#:

Map:0117
Parcel3273
Hse#: 103

Map:0117
Parcel3273
Hse#: 101

BATEMAN ST

S DIVISION ST

Map:0117
Parcel3273
Hse#:

Map:0048
Parcel0553
Hse#: 109

Map:0048
Parcel0200
Hse#: 1141

ONLEY RD

Map:0117
Parcel3150
Hse#: 1301

Map:0117
Parcel3152
Hse#: 1145

Map:0117
Parcel3191
Hse#: 102

Map:0117
Parcel3189
Hse#: 106

Map:0117
Parcel3187
Hse#: 110

Map:0117
Parcel3185
Hse#: 114

Map:0117
Parcel3192
Hse#: 113

Map:0117
Parcel3152
Hse#: 1147

Map:0117
Parcel3190
Hse#: 104

Map:0117
Parcel3188
Hse#: 108

Map:0117
Parcel3186
Hse#: 112

Map:0117
Parcel3184
Hse#: 116

Map:0117
Parcel3220
Hse#: 115

Map:0117
Parcel3154
Hse#: 1149

Map:0117
Parcel3155
Hse#: 1151

Map:
Parcel
Hse#:

Map:0117
Parcel3182
Hse#: 104

Map:0117
Parcel3182
Hse#: 104

Map:0117
Parcel3157
Hse#: 1155

Map:0117
Parcel3156
Hse#: 1153

Map:0117
Parcel3183
Hse#: 102

Map:0117
Parcel3181
Hse#: 106

PERRY DR

1 AS AMENDED ON JUNE 10, 2019
2 ORDINANCE NO. 2546
3

4 AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE SALISBURY
5 MUNICIPAL CODE BY ADDING A NEW SECTION, CHAPTER 5.68 CONCERNING
6 HOTEL LICENSING AND INSPECTION.
7

8 WHEREAS, the Mayor and City Council recently established the position of Fire
9 Marshall within the City of Salisbury Fire Department; and
10

11 WHEREAS, there does not currently exist a provision in the City Code in connection
12 with ensuring that hotel establishments within the City are inspected and comply with the City of
13 Salisbury's applicable fire safety codes in order to protect the public's health and safety; and
14

15 WHEREAS, establishing such licensing and inspection provisions for hotel
16 establishments within the City would protect the public that utilize hotels within the City.
17

18 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY OF
19 SALISBURY, MARYLAND, THAT Title 5-Business Licenses and Regulations of the Salisbury
20 Municipal Code be amended by adding Chapter 5.68-HOTELS to read as follows:
21

22 **Chapter 5.68-HOTELS**
23

24 **5.68.010 – Definitions.**
25

26 As used in this chapter, the following words and terms shall have the following
27 meanings, unless another meaning is plainly intended:
28

29 “City” means the City of Salisbury, Maryland.
30

31 “Hotel” means a building or groups of buildings under the same management in which
32 there are sleeping accommodations and primarily used by transients for lodging with or without
33 meals. The term hotel, shall include a hotel, an inn, a club, a motel, a bed and breakfast, or any
34 other structure meeting the definition of hotel regardless of the name of the entity or institution
35 used.
36

37 “Person” means an individual or group of individuals, corporation, partnership,
38 association, or any other entity.
39

40 **5.68.020 – License required.**
41

42 Any person desiring to locate, operate, or construct a hotel within the corporate limits of
43 the City shall be required to first obtain a license from the City Clerk. A person that currently
44 operates a hotel shall apply for a license on or before ~~thirty (30) days~~ November 30th after ~~the~~
45 ~~date that~~ this Ordinance takes effect. The licenses issued pursuant to this chapter each shall be
46 valid for the period from January 1st through December 31st of each year thereafter.

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5.68.030 – Application for license-Contents.

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

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

5.68.040 – Conditions for a hotel license.

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

5.68.050 – Operation of a hotel without a valid license.

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

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

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

5.68.060- License fee.

91 A license fee of fifty dollars (\$50.00) shall be charged and collected at the time of
92 application for each hotel license applied for issued pursuant to this chapter. New licensing fees
93 shall be set by Resolution or as part of the annual approved yearly City budget.
94
95

96 **5.68.070 – Nonrefundable fee.**
97

98 License fees shall be non-refundable and non-transferable.
99

100 **5.68.080 – Expiration of license.**
101

102 Hotel licenses issued pursuant to this chapter shall expire on the 31st day of December
103 following the date of issuance.
104

105 Underlined language shows language added to the Code

106 THIS ORDINANCE was introduced and read at a meeting of the City Council held on
107 the 10th day of June 2019 and duly passed at a meeting of the Council of the City of Salisbury,
108 Maryland held on the ___ day of _____ 2019 and is to become effective immediately upon
109 passage.
110

111 **ATTEST:**
112

113 _____
114 Kimberly R. Nichols, City Clerk
115

John R. Heath, President
Salisbury City Council
116

117
118 APPROVED BY ME THIS ____ day of _____ 2019.
119

120 _____
121 Jacob R. Day, Mayor

Finance Department / HCDD

MEMO

To: Keith Cordrey

From: Deborah Stam

**Subject: Ordinance – Budget Amendment – Acceptance of 2019
Community Legacy Funds Awarded by the Maryland DHCD for
the National Folk Festival – Amphitheater, Phase 2 Project**

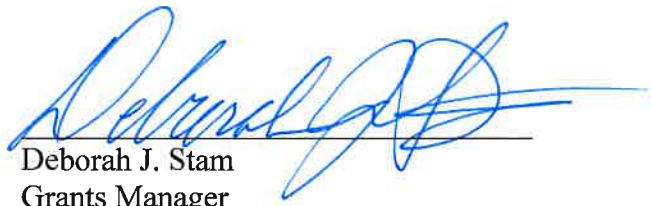
Date: May 31, 2019

The City of Salisbury applied for FY19 Community Legacy (CL) funding from the Maryland Department of Housing & Community Development (DHCD) for the National Folk Festival – Amphitheater, Phase 2 project.

The City was awarded \$100,000 in FY19 CL funds, which will be utilized for stamped concrete ground surface improvements at the Amphitheater and installation of a weather-proof canopy. Attached is a copy of information from the CL grant agreement, including the project description / scope of work, the project budget and the timeline.

Also attached is an Ordinance approving a budget amendment of the grant fund to appropriate the FY19 CL funds that have been awarded for this project.

Please forward this information to the City Council to be placed on their agenda for first reading at the July 8, 2019 meeting, and second reading / final passage at the July 22, 2019 meeting. Thank you for your assistance.


Deborah J. Stam
Grants Manager
Finance Department / HCDD

Attachments

CC: Olga Butar
Kim Nichols
Andy Kitzrow
Amanda Pollack
Kristine Devine

EXHIBIT A - SRP-CL-2019-Salisbury-00108
PROJECT DESCRIPTION, SCOPE OF WORK, AND SPECIAL CONDITIONS

Project Name:
National Folk Festival - Amphitheater, Phase 2

1. Project Description:

Installation of the roof and scaffolding as well as ground surface improvements for the Riverwalk Amphitheater to be used at the National Folk Festival.

2. Project Address(es):

The project will take place at 101 N. Salisbury Boulevard.

3. Scope of the Project:

Phase 2 of construction for the Riverwalk Amphitheater will outfit the Amphitheater's performance area with stamped concrete flooring and a weather-proof canopy. These improvements will leave an open Riverwalk path along the edge of the Amphitheater while still providing a suitable area for dance troupes, bands, and other performing groups. This project takes previous Amphitheater work and design into account, allowing for a seamless transition from one phase to the next. Additionally, the concrete flooring and the canopy will provide cost-effective investments for the City's new Amphitheater.

4. Project Financing (Evidence and Use of Funding Sources):

The budget for this project is \$750,000. \$100,000 will be provided by the Community Legacy grant, \$150,000 will come from the applicant, and State of MD Dept. of General Services will provide the remaining \$500,000.

5. Special Conditions:

If this award contains capital funds; all capital funds are to be used strictly for approved capital activities. Grantee will submit evidence of appropriate site control over the property acceptable to the Program prior to disbursement.

EXHIBIT B - SRP-CL-2019-Salisbury-00108
PROJECT BUDGET

Project Name:
National Folk Festival - Amphitheater, Phase 2

USE OF FUNDS BY ACTIVITY	AWARD FUNDS		OTHER SOURCES OF FUNDS			TOTALS BY ACTIVITY
	Capital Amount	Operating Amount	Applicant's Contribution	Name(s) of Other Source(s)	Other Source Amount	
Site Pre-Dev: Acquisition	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Arch/Eng Design	\$0	\$0	\$47,500		\$0	\$47,500
Site Pre-Dev: Demolition	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Infrastructure	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Stabilization	\$0	\$0	\$0		\$0	\$0
Site Dev: New Construction	\$100,000	\$0	\$100,000	State of MD Dept of General Services	\$500,000	\$700,000
Site Dev: Rehabilitation/ Renovation	\$0	\$0	\$0		\$0	\$0
Operations: Studies and Planning	\$0	\$0	\$0		\$0	\$0
Operations: Proj Admin (Cash)	\$0	\$0	\$0		\$0	\$0
Operations: Proj Admin (In-Kind)	\$0	\$0	\$2,500		\$0	\$2,500
Other (a):	\$0	\$0	\$0		\$0	\$0
Other (b):	\$0	\$0	\$0		\$0	\$0
Other (c):	\$0	\$0	\$0		\$0	\$0
Other (d):	\$0	\$0	\$0		\$0	\$0
TOTALS:	\$100,000	\$0	\$150,000		\$500,000	\$750,000

Total Award: \$100,000
Total Project Cost: \$750,000

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ATTEST:

Kimberly R. Nichols
CITY CLERK

John R. Heath
COUNCIL PRESIDENT

APPROVED BY ME THIS

_____ day of July 2019.

Jacob R. Day
MAYOR

Finance Department / HCDD

MEMO

To: Keith Cordrey

From: Deborah Stam

**Subject: Ordinance - Budget Amendment - Acceptance of FY19 CFES
Women's Fund Grant - Housing First - Hi, Jean! Program**

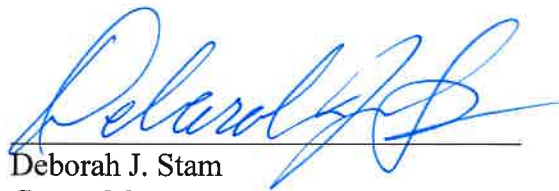
Date: June 4, 2019

The City of Salisbury submitted a grant application to the Community Foundation of the Eastern Shore, Inc. for a FY19 Women's Fund Grant for the Housing First - Hi, Jean! Program.

The City was recently awarded \$4,500 in FY19 Women's Fund grant funds, which will be utilized to provide free feminine hygiene products to women experiencing homelessness in Wicomico County.

Attached is a copy of the grant award acceptance form and the CFES grant agreement. Also attached is an Ordinance approving a budget amendment of the grant fund to appropriate the FY19 CFES Women's Fund Grant funds that have been awarded for this project.

Please forward this information to the City Council to be placed on their agenda for first reading at the July 8, 2019 meeting, and second reading / final passage at the July 22, 2019 meeting. Thank you for your assistance.



Deborah J. Stam
Grants Manager
Finance Department / HCDD

Attachments

CC: Olga Butar
Kim Nichols
Christine Chestnutt
Kristine Devine

My Applications / FY19 Women's Fund Grants / Award Acceptance

Award Acceptance

Auto Save in 8:56

Please review the attached grant agreement and provide an electronic signature to acknowledge your understanding.
Once you have completed this section please return to the dashboard and click the green "Accept" button to accept this award.

Amount Awarded: **FY19 Women's Fund Grants Awarded On 05-17-2019, \$4,500**

(./Documents/Download.aspx?
433752716F78374C38484B3861452F76334A53504A6C586E4E4C8F645541744C57695A4252703379354E3076

Please review the attached document for grant agreement terms for your grant award:

Grant Agreement for e-Grants.pdf (./Documents/Download.aspx?
433752716F78374C38484B3861452F76334A53504A6C586E4E4C8F645541744C57695A4252703379354E3076

*Please sign to acknowledge you have reviewed the attached grant agreement:

Deborah Stam

5/17/2019 9:44 AM

Enter your name as "Deborah Stam" to Confirm your Electronic Signature.

(./Documents/Download.aspx?
433752716F78374C38484B3861452F76334A53504A6C586E4E4C8F645541744C57695A4252703379354E3076

*Please enter the date below:

5/17/2019

Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 05/17/2019 format).

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COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.

1324 Belmont Avenue
Salisbury, Maryland 21804
(410) 742-9911

WOMEN'S FUND GRANT AGREEMENT

The grant to your organization from the Community Foundation is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. To acknowledge this agreement, to accept the grant and to be eligible to receive the funds, **PLEASE COMPLETE THE E-SIGNATURE IN THE GRANT AGREEMENT SECTION OF YOUR APPLICATION.**

- I. All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.
- II. Grantees must comply with the attached "Grantee Publicity Standards".
- III. EXPENDITURE OF FUNDS. This grant is to be used only for the purpose described. The program is subject to modification only with the Foundation's prior written approval.
 1. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
 2. An interim Grantee Performance Report is due in e-Grants no later than December 15th in the year funds are received.
 3. Funds not utilized for the intended purpose by the end of the grant period (one year) must be returned if an extension is not granted.
 4. No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research.
 5. Funds provided by the Foundation must be used by the Grantee Organization **exclusively for public purposes.**
 6. The Community Foundation retains the right to require information from the grantee on the effectiveness of the grant.

Grantee Publicity Standards

The Community Foundation of the Eastern Shore Women's Fund is pleased to have provided funding to your organization. Acknowledgement of The Women's Fund must be included in all press releases, newsletters, brochures, annual reports and other promotional materials. By doing so, you will help the community understand how the Community Foundation of the Eastern Shore supports outstanding organizations in the Lower Eastern Shore.

The following standards apply to your grant:

- **Acknowledgement of the grant (this information must be included):** You must acknowledge that The Women's Fund funded your organization.

Example: *Funding provided by The Women's Fund.*

- **Use of Logo** – Brochures, flyers, announcements or other printed/electronic materials supporting your project must bear The Women’s Fund logo. The logo must be used in its entirety and shall always be large enough to be legible and readily recognizable. The logo may be used in black and white, or the official colors. To request an electronic copy of the logo, please contact the Community Foundation’s Donor Relations Officer, Heather Trader at htrader@cfes.org.



- **Link to us on your website**
Work with us to help boost the presence of local nonprofits on the web. We can help you link to us at www.cfes.org/womensfund.
- **Send us copies of photos illustrating your organization and program**
We would appreciate copies (electronic preferably) for use in our annual report, newsletters, and other publications throughout the year. If possible, please identify individuals in the photo as well as the event/location and date.
- **Put us on your PR mailing list, invite us to your events, show off your work!**
We would appreciate receiving copies of news releases and newsletter articles that mention the Community Foundation of the Eastern Shore Women’s Fund, as well as any newspaper articles that mention that you have received funding from us. Please send copies to CFES, 1324 Belmont Avenue, Suite 401, Salisbury, Maryland 21804.

If you have any questions about these guidelines, please contact us at (410) 742-9911.

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the ____ day of ____ 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:

Kimberly R. Nichols
CITY CLERK

John R. Heath
COUNCIL PRESIDENT

APPROVED BY ME THIS
_____ day of July 2019.

Jacob R. Day
MAYOR

City of Salisbury



MARYLAND



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

JACOB DAY
MAYOR

JULIA GLANZ
CITY ADMINISTRATOR

To: Julia Glanz, City Administrator
From: S. Mark Tilghman, City Solicitor
Date: June 10, 2019
Re: Ordinance – Lot 30 alley and street abandonment

The City signed a Land Disposition Contract with Green Street Housing, LLC on March 31, 2016 for the sale and redevelopment of the parcel of land known as Parking Lot #30.

The Buyer, Green Street Housing, LLC, assigned its interest in the Contract to SBY Marina Hotel Land, LLC, in the amendment to the Disposition Contract dated June 18, 2018.

During the Buyer's title search, an unnamed, unimproved alley and an unimproved street by the name of Small Street were found on the land. The City has not used either the alley or the street, and wishes to abandon both the alley and the street so that they may be properly conveyed with the rest of the land known as Parking Lot #30.

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

ORDINANCE NO. 2550

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO ABANDON AN AREA OF LAND BEING AN UNNAMED ALLEY ACCESSED FROM LAKE STREET AND TRAVERSING CITY PARKING LOT 30 TO THE WESTERN BANK OF THE WICOMICO RIVER AND TO ABANDON AN AREA OF LAND BEING THE UNIMPROVED ROAD BED OF SMALL STREET ACCESSED FROM WEST MAIN STREET AND TRAVERSING A PART OF CITY PARKING LOT 30.

WHEREAS, the unnamed alley and Small Street, are shown on the plat entitled “Street & Alley Closure”, dated May 23, 2019 and is in City Parking Lot 30; and

WHEREAS, Small Street is not open or paved; and

WHEREAS, the unnamed alley to be abandoned is adjoined by City owned Parcels 1641, 1644, 1647, 1646, 1648, 1643 and 1640 that along with the unnamed alley make up a portion of the developed area of City Parking Lot 30 and is more fully shown and described in Exhibits “A” and “B,” which are incorporated herein by reference; and

WHEREAS, Small Street is adjoined by City owned Parcels 1637, 1638, 1639, 1641, 1640, 1642, 1643, 1644, and 1645 that along with Small Street make up the remaining portion of the developed area of City Parking Lot 30 and is more fully shown and described in Exhibits “A” and “B;” and

WHEREAS, the City of Salisbury Department of Infrastructure and Development has determined that the aforementioned areas of land have never been used by the public, are unimproved and unpaved, and the City believes it is in the best interest of the City to abandon the aforementioned areas of land in order to improve the potential of Lot 30 for development; and

WHEREAS, the Salisbury Charter SC11-2 gives the City of Salisbury charge of all public ways in the City of Salisbury; and

WHEREAS, the Salisbury Charter SC16-8 allows the City of Salisbury to abandon or otherwise dispose of property that is not saleable; and

WHEREAS, the City of Salisbury Department of Infrastructure and Development has prepared and the City Solicitor has reviewed the Plat to abandon the unnamed alley and revert the portions of the unnamed alley fronting on Parcels 1640, 1641,1644, 1646, 1647 and 1648 to these City owned Parcels; a copy of which is attached hereto as Exhibit “A”; and

WHEREAS, the City of Salisbury Department of Infrastructure and Development has prepared and the City Solicitor has reviewed the Plat to abandon Small Street and revert the portions of Small Street fronting on Parcels 1637, 1638, 1639, 1640, 1641, 1642,1643, 1644 and 1645 to these City owned Parcels; a copy of which is attached hereto as Exhibit “A”; and

WHEREAS, the Director of Infrastructure and Development provided the City Council a recommendation of the proposed road abandonment at the _____, 2019 City Council work session.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City of Salisbury hereby abandons the 7,725 square foot area of the heretofore described unnamed alley and Small Street, and that the Mayor of the City of Salisbury is hereby authorized to execute all documents necessary to convey the said areas with the aforementioned City owned parcels.

55 BE IT FURTHER ORDAINED that this ordinance shall take effect immediately.

56

57 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on
58 the ___ day of _____, 2019, and thereafter, a statement of the substance of the Ordinance having been
59 published as required by law, was finally passed by the Council on the ___ day of _____ 2019.

60

61 ATTEST

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65 _____
66 Kimberly R. Nichols
67 CITY CLERK

John R. Heath
PRESIDENT, City Council

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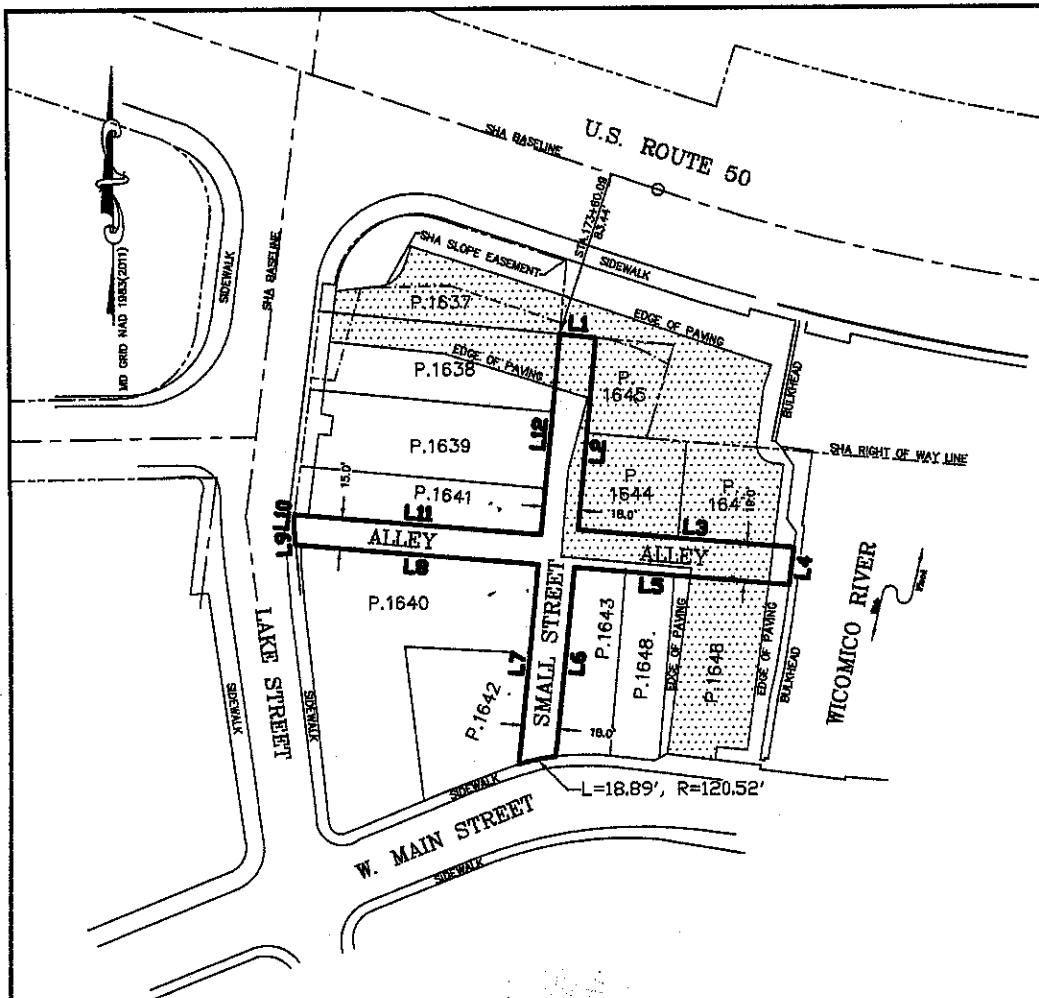
71 Approved by me this ___ day of _____ 2019.

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74 _____
Jacob R. Day, Mayor

Exhibit A



Line Table		
Line #	Length	Direction
L1	18.00'	S84°23'21"E
L2	95.98'	S05°42'44"W
L3	108.27'	S85°05'07"E
L4	19.02'	S07°50'02"W
L5	107.56'	N85°05'07"W
L6	95.23'	S05°42'44"W
L7	100.63'	N05°42'44"E
L8	121.65'	N85°05'07"W
L9	10.98'	N05°13'07"W
L10	4.19'	N07°30'40"E
L11	123.61'	S85°05'07"E
L12	100.20'	N05°42'44"E

GENERAL NOTES:

- 1) TAX MAP 106
- 2) BASELINES AND RIGHT OF WAY LINES PER S.H.A. PLAT NO. 46193
- 3) ALL ADJACENT PROPERTIES ARE CURRENTLY OWNED BY THE CITY OF SALISBURY
- 4) - DENOTES EXISTING PAVING
- 5) TOTAL AREA OF CLOSURE: 7,725± S.F.

CITY OF SALISBURY SALISBURY, MD	STREET & ALLEY CLOSURE SMALL STREET (UNIMPROVED) & ALLEY (UNIMPROVED)	SCALE 1" = 80' FILE DCA19xxx DATE 05-23-2019 LAST REV. DATE

SMALL STREET & ALLEY CLOSURE LEGAL DESCRIPTION

Beginning for the same at a point on the westerly right of way line of Small Street (Unimproved) where it terminates at the southerly right of way line of U.S. Route 50. Said point being 83.44 feet right of Station 173+60.09 as shown on State Highway Administration (SHA) Plat No. 46193. (1) Thence by and with the said line of U.S. Route 50 South $84^{\circ}23'21''$ East a distance of 18.00 feet to a point on the easterly line of the said Small Street. (2) Thence by and with the said line of Small Street South $05^{\circ}42'44''$ West a distance of 95.98 feet to a point on the northerly line of an unnamed alley. (3) Thence by and with the said line of the alley South $85^{\circ}05'07''$ East a distance of 108.27 feet to a point at the westerly limits of the Wicomico River. (4) Thence by and with the said Wicomico River South $07^{\circ}50'02''$ West a distance of 19.02 feet to a point on the southerly line of the said alley. (5) Thence by and with the said line of the alley being 19.00 feet southerly of and parallel to the herein third described line, reversed, North $85^{\circ}05'07''$ West a distance of 107.56 feet to a point on the easterly line of the aforesaid Small Street. (6) Thence by and with the said line of Small Street South $05^{\circ}42'44''$ West a distance of 95.23 feet to a point on the northerly line of West Main Street. (7) Thence by and with the said line of West Main Street and a curve to the left having a radius of 120.52 feet, a distance of 18.89 feet to a point on the westerly line of the said Small Street. (8) Thence by and with the said line of Small Street being 18.00 feet westerly of and parallel to the herein sixth described line, reversed, North $05^{\circ}42'44''$ East a distance of 100.63 feet to a point on the southerly line of the aforementioned alley. (9) Thence by and with the said line of the alley North $85^{\circ}05'07''$ West a distance of 121.65 feet to a point of the easterly right of way line of Lake Street as shown on the aforementioned SHA Plat. Thence by and with the said line of Lake Street the following two courses: (10) North $05^{\circ}15'07''$ West a distance of 10.98 feet, (11) North $07^{\circ}30'40''$ East a distance of 4.19 feet to a point on the northerly line of the aforesaid alley. (12) Thence by and with the said line of the alley being 15.00 feet northerly of the herein ninth described line, reversed, South $85^{\circ}05'07''$ East a distance of 123.61 feet to a point on the westerly line of the aforesaid Small Street. (13) Thence by and with the said line of Small Street being 18.00 feet westerly of and parallel to the herein second described line, reversed, North $05^{\circ}42'44''$ East a distance of 100.20 feet to the point of beginning. Herein described parcel containing 7,725 square feet, more or less.



City of
Salisbury
Jacob R. Day, Mayor

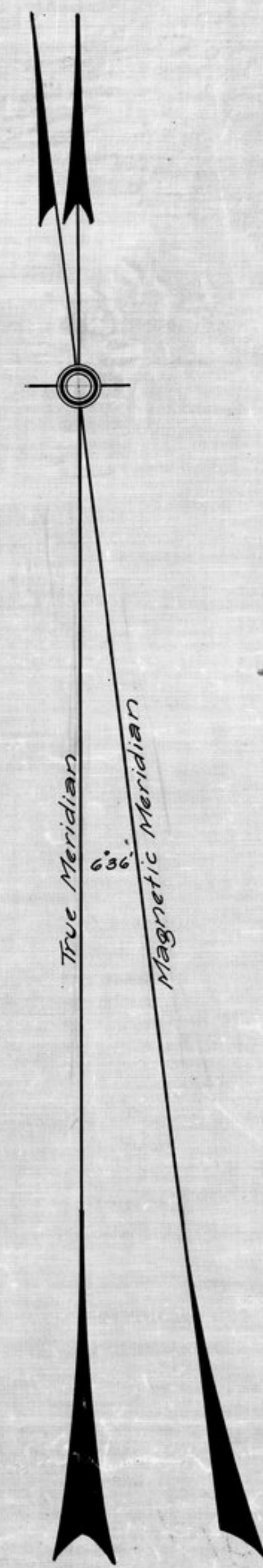
To: Julia Glanz, City Administrator
From: Amanda Pollack, P.E., Director of Infrastructure and Development
Date: June 18, 2019
Re: Ordinance for easement for the Rotary Labyrinth

AP

The Department of Infrastructure and Development received a request from the Rotary Club of Salisbury Foundation, Inc. to construct a labyrinth along the Riverwalk. Rotary is proposing to build the labyrinth for their 100th Anniversary Project and will donate it to the City for public use. The plans for the labyrinth are attached for reference.

Rotary requests consideration for an easement to enable the Rotary Club to construct the labyrinth along the Riverwalk. The property is owned by the City of Salisbury and is located at 201 East Market Street. The parcel located on the north side of the river, to the east of the South Division Street bridge. The easement, plat and deed are attached.

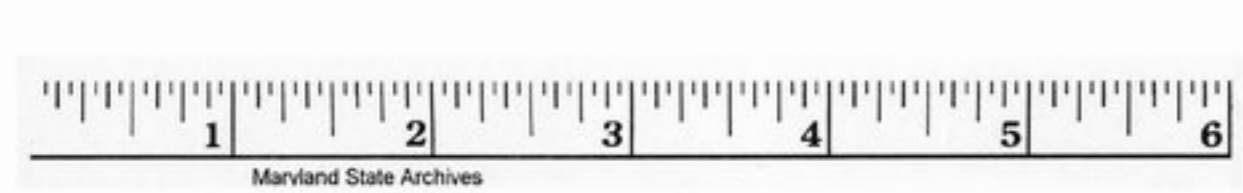
Unless you or the Mayor has further questions, please forward a copy of this memo, the Ordinance and the easement to the City Council.



JCK 114-598
FOLIO-END OF
BOOK

MAP OF PROPERTY
OF THE
SALISBURY REALTY CO.
SALISBURY, MD.

AUGUST 9, 1919. Scale 1 inch = 60 feet.
SURVEYED BY
P. S. SHOCKLEY S.W.C.



LIBER 821 PAGE 807

THIS DEED, Made this 3rd day of January, 1977, by B. Quillen Chandler, of Worcester County, State of Maryland, and William J. Ahtes, Jr., Robert L. David, R. Thomas Quillen, III, and John W. McCabe, Jr., all of Wicomico County, State of Maryland,

WITNESSETH

THAT FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00), and other good, valuable and sufficient considerations, receipt of which is hereby acknowledged, the said B. Quillen Chandler, William J. Ahtes, Jr., Robert L. Davis, R. Thomas Quillen, III, and John W. McCabe, Jr., do hereby grant and convey unto The City of Salisbury, a municipal corporation, of the State of Maryland, its successors and assigns, in fee simple, ALL that tract or parcel of land situate and lying at the Southeast corner of South Division Street and Market Street (formerly Dock Street), in the City of Salisbury, Parsons Election District, of Wicomico County, State of Maryland, and more particularly described as follows: BEGINNING for the outline of the same at a point formed by the intersection of the Easterly line of South Division Street and the Southerly line of Market Street as presently laid out, thence by and with the Southerly line of Market Street the following four (4) courses and distances: (1) North 43 degrees 17 minutes East 133.95 feet; (2) North 46 degrees 10 minutes East 10.00 feet; (3) North 52 degrees 47 minutes East 10.00 feet; and (4) North 57 degrees 11 minutes East 7.90 feet; thence running in a Southeasterly direction by and with the Easterly line of Lot No. 95 on a plat hereinafter referred to, to the Southeasterly corner of said Lot No. 95 and the Northerly side of the Wicomico River; thence running in a Westerly direction by and with the Northerly side of the Wicomico River and the Southerly lines of Lots Nos. 94 and 95 on the plat hereinafter referred to a distance of 139 feet, more or less, to the Easterly line of South Division Street; thence running in a Northwesterly direction by and with the Easterly line of South Division Street a distance of 92.8 feet, more or less, to the place of beginning.

Being all of Lots Nos. 93, 94 and 95, as shown on a plat of the property of the Salisbury Realty Company, dated August 9, 1919, and recorded among the Land Records

LIBER 821 PAGE 808

of Wicomico County, Maryland, in Liber J.C.K. No. 114, Folio 598; EXCEPT SO MUCH THEREOF, as was acquired by The City of Salisbury (1) by condemnation, as will appear by reference to a deed from Grace E. Freeny, widow, to William. T. Hutchings, dated February 26, 1930, and recorded among the Land Records aforesaid, in Liber I.D.T. No. 161, Folio 193, and (2) by deed from Deer's Head Realty Corporation, dated August 2, 1952, and recorded among the Land Records aforesaid, in Liber J.W.T.S. No. 342, Folio 586.

Being in all respects the same land which was acquired by B. Quillin Chandler, William J. Ahtes, Jr., Robert L. David, R. Thomas Quillen, III, and John W. McCabe, Jr., by deed dated May 1, 1973 and recorded among the Land Records for Wicomico County, Maryland, in Liber J.W.T.S. No. 790, Folio 111.

SAID LAND being subject to a storm water easement to The City of Salisbury from Deer's Head Realty, Inc., E. Brooks Bundick and Helen M. Bundick, his wife, Hugh F. Wilde and Patricia C. Wilde, his wife, dated November 17, 1966, and recorded among the Land Records aforesaid in Liber J.W.T.S. No. 643, Folio 80, and Liber J.W.T.S. No. 643, Folio 84.

REFERENCE to said deed, plat, easement and to preceding deeds of the property hereby conveyed and to the references contained therein is hereby made a part hereof as if herein fully set forth.

TOGETHER with the improvements thereon and all the rights, ways, roads, privileges, appurtenances and advantages thereto belonging or in any wise appertaining.

TO HAVE AND TO HOLD the parcel of land hereinabove described unto and to the use of the said The City of Salisbury, its successors and assigns, forever in fee simple.

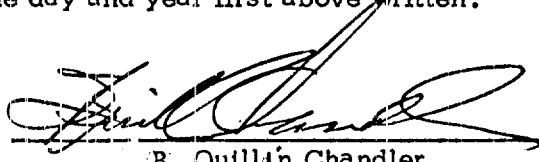
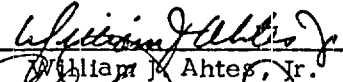
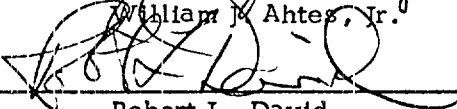
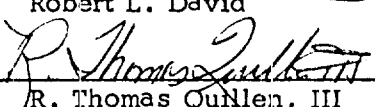
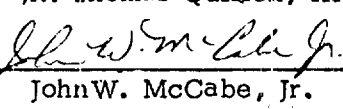
AND the said B. Quillin Chandler, William J. Ahtes, Jr., Robert L. David, R. Thomas Quillen, III, and John W. McCabe, Jr. do hereby covenant that there are no liens or encumbrances against said property and that they will warrant specially the property hereby granted and conveyed and that they will execute such other and further assurances

LIBER 821 PAGE 809

thereof as may be requisite.

WITNESS the due execution hereof the day and year first above written.

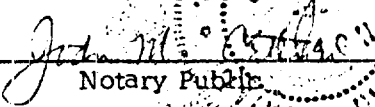
TEST:

<u>John M. Cottle</u>	<u></u> (SEAL) B. Quillin Chandler
<u>John M. Cottle</u>	<u></u> (SEAL) William J. Ahtes, Jr.
<u>John M. Cottle</u>	<u></u> (SEAL) Robert L. David
<u>John M. Cottle</u>	<u></u> (SEAL) R. Thomas Quillen, III
<u>John M. Cottle</u>	<u></u> (SEAL) John W. McCabe, Jr.

STATE OF MARYLAND, COUNTY OF Wicomico, to-wit:

I HEREBY CERTIFY that on this 3rd day of January, 1974, before me, the undersigned officer, personally appeared B. Quillin Chandler and acknowledged the foregoing deed to be his act and deed.

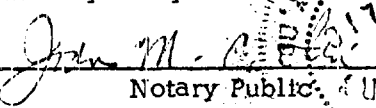
AS WITNESS my hand and Notarial Seal the day and year first above written.


Notary Public

STATE OF MARYLAND, COUNTY OF WICOMICO, to-wit:

I HEREBY CERTIFY that on this 3rd day of January, 1974, before me, the undersigned officer, personally appeared William J. Ahtes, Jr. and acknowledged the foregoing deed to be his act and deed.

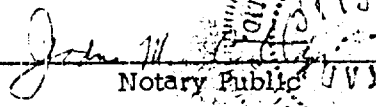
AS WITNESS my hand and Notarial Seal the day and year first above written.


Notary Public

STATE OF MARYLAND, COUNTY OF WICOMICO, to-wit:

I HEREBY CERTIFY that on this 3rd day of January, 1974, before me, the undersigned officer, personally appeared Robert L. David and acknowledged the foregoing deed to be his act and deed.

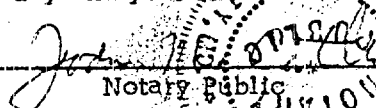
AS WITNESS my hand and Notarial Seal the day and year first above written.


Notary Public

STATE OF MARYLAND, COUNTY OF WICOMICO, to-wit:

I HEREBY CERTIFY that on this 3rd day of January, 1974, before me, the undersigned officer, personally appeared R. Thomas Quillen, III, and acknowledged the foregoing deed to be his act and deed.

AS WITNESS my hand and Notarial Seal the day and year first above written.


Notary Public

WICOMICO COUNTY CIRCUIT COURT (Land Records) AJS 821, p. 0809, MSA_CE100_796. Date available 02/08/2005. Printed 06/11/2019.

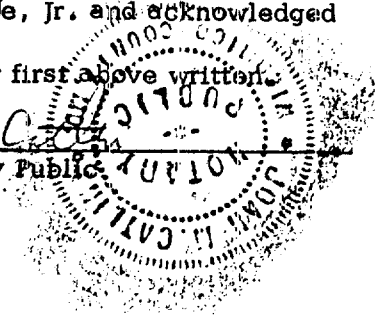
LIBER 821 PAGE 810

STATE OF MARYLAND, COUNTY OF WICOMICO, to-wit:

I HEREBY CERTIFY that on this 3rd day of January, 1974, before me, the undersigned officer, personally appeared John W McCabe, Jr. and acknowledged the foregoing deed to be his act and deed.

AS WITNESS my hand and Notarial Seal the day and year first above written.

John M. C...
Notary Public



Received for Record May 8, 1974 and recorded in the
Land Records of Wicomico County, Maryland in Liber A.J.S.
821, Folios 807-810

W. James Smith Clerk

MAY -8-74 * 29242 *****16.00
MAY -8-74 B #29242 *****16.00

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ATTEST:

Kimberly R. Nichols
City Clerk

John R. Heath, President
Salisbury City Council

Approved by me this
_____ day of _____ 2019.

Jacob R. Day
Mayor of the City of Salisbury

Exhibit A

Property Description

Tax map No. 107, Parcel 883, BEGINNING for the outline for the same at a point formed by the intersection of the Easterly line of South Division Street and the Southerly line of Market Street as presently laid out, thence by and with the Southerly line of Market Street the following four (4) courses and distances: (1) North 43 degrees 17 minutes East 133.95 feet; (2) North 46 degrees 10 minutes East 10.00 feet; (3) North 52 degrees 47 minutes East 10.00 feet; and (4) North 57 degrees 11 minutes East 7.90 feet; thence running in a Southeasterly direction by and with the Easterly line of Lot No. 95 on a plat hereinafter referred to, to the Southeasterly corner of said Lot No. 95 and the Northerly side of the Wicomico River; thence running in a Westerly direction by and with the Northerly side of the Wicomico River and the Southerly lines of Lots Nos. 94 and 95 on the plat hereinafter referred to in a distance of 139 feet, more or less, to the Easterly line of South Division Street; thence running in a Northwesterly direction by and with the Easterly line of South Division Street a distance of 92.8 feet, more or less, to the place of beginning.

Being all of Lots Nos. 93, 94 and 95, as shown on a plat of the property of the Salisbury Realty Company, dated August 9, 1919, and recorded among the Land Records of Wicomico County, Maryland, in Liber J.C.K. No. 114, Folio 598; EXCEPT SO MUCH THEREOF, as was acquired by the City of Salisbury (1) by the condemnation, as will appear by reference to a deed from Grace E. Freeny, widow, to William. T. Hutchings and Katherine Hutchings, his wife, dated February 26, 1930 and recorded among the Land Records of Wicomico County, Maryland in Liber I.D.T. No. 161, Folio 193, and (2) by deed from Deer's Head Realty Corporation, dated August 2, 1952, and recorded among the Land Records Aforesaid, in Liber J.W.T.S. No. 342, Folio 586.

Exhibit B

Project Description:

To celebrate the Rotary Club of Salisbury's centennial, the club plans to construct a labyrinth for peace in Downtown Salisbury. The labyrinth is similar to the one in Chartres Cathedral (France), and will be the 6th Rotary labyrinth in the world. Once established it will be used in a proactive way to reduce conflict and promote peace in our community.

The labyrinth will provide "a space leading to mutual respect, strengthening relationships, and increasing tolerance while decreasing aggression and conflict." It will be a space for use by: the Salisbury Police to positively interact with the students whom they mentor, teach, and coach, and who participate in the Law Enforcement Explorer Post; the Department of Conflict Analysis and Dispute Resolution at Salisbury University to utilize for class activities; the school systems and other organizations to use for community circles which build community and respond to harm; and the community to hold memorial events, such as 9/11.

It can also be used in other ways as well. For example, it will be a space for the Rotary Club of Salisbury to sponsor or cosponsor new events such as World Labyrinth Day. Events such as this bring people together. It will be a space to teach Tai Chi and Capoeira (Brazilian martial arts). And, it is a space where anyone can contemplate, meditate, and reflect.

The radius of the labyrinth is 36 feet and its circumference is 72 feet. It will be constructed using random flat paving stones. Paths will be 2 feet wide with 2-foot grass separation. In the center there will be a park bench and tree/grate. There will be several signs near the entrance of the labyrinth.

Deed of Easement

The City of Salisbury, a municipal corporation of the State of Maryland, (“City” or “Grantor”) does hereby grant and convey unto the Rotary Club of Salisbury Foundation, Inc., a corporation organized pursuant to the laws of Maryland, its licensees, successors, and assigns, (“Grantee”), for one dollar and other valuable consideration, receipt of which is hereby acknowledged, a right of way and easement (the “Easement”) on the real property described as Tax Map No. 107, Parcel 883, the “Property,” as more particularly described in Exhibit A, for the construction, erection, and use by the general public of the Rotary Labyrinth Project as described in Exhibit B, both exhibits are attached hereto and incorporated by reference herein (the “Improvements”).

Together with all rights of ingress and egress necessary for the full and complete use, occupation, and enjoyment of the Easement granted to the general public, and all rights and privileges incident thereto.

Grantee, at its sole cost and expense, shall pay for the full cost of the Improvements and hereby grants and conveys all such Improvements to the City, which shall maintain the Improvements and procure general liability insurance on the Improvements.

The Grantor shall provide water to the Property for the purpose of irrigation. The Grantor shall install a water meter on the Property, but the water shall be provided at no cost to the Grantee.

The Grantor shall be solely responsible for providing whatever stormwater management and erosion control is required for the Grantee’s use of the Property, if any, as provided for herein.

The Grantor shall be responsible for processing and recording the Easement at no cost to Grantee.

The Easement granted hereby shall be in perpetuity except that if the Improvements shall ever be removed from the property and no use made of the Easement for a continuous period of one (1) year then the Grantor shall have the right, in its sole and absolute discretion, to terminate the Easement granted hereby by a Notice of Termination filed in the Land Records of Wicomico County, Maryland.

The provisions of this Easement shall run with the land and bind the parties and their respective successors and assigns.

This Easement shall be construed and enforced in accordance with the laws of the State of Maryland.

Executed and delivered this _____ Day of _____ 2019.

WITNESS/ATTEST:

GRANTOR:

The City of Salisbury, a Municipal Corporation of the State of Maryland

By: _____ (SEAL)

Name:

Title:

GRANTEE:

The Rotary Club of Salisbury Foundation, Inc., a Maryland Corporation

By: _____ (SEAL)

Name:

Title:
