



CITY OF SALISBURY CITY COUNCIL AGENDA

August 12, 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 Robert C. Reinert of Faith Baptist Church
- 6:04 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
- 6:05 p.m. PROCLAMATION – Mayor Jacob R. Day
- 6:15 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:16 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- May 14, 2019 Budget Work Session Minutes
 - July 1, 2019 Work Session Minutes
 - July 8, 2019 Council Meeting Minutes
 - July 15, 2019 Work Session Minutes
 - July 22, 2019 Council Meeting Minutes
 - August 5, 2019 Work Session Minutes
 - Resolution No. 2969 – approving the appointment of Bruce Giordano to the Sustainability Advisory Committee for term ending August 2022
 - Resolution No. 2970 – approving the appointment of Marina Feeser to the Sustainability Advisory Committee for term ending August 2022
- 6:22 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller
- Award of Bid, ITB 19-121 Fitzwater Street Lift Station Replacement
 - Award of Bid, ITB A-08—18 Wastewater Treatment Facility Polymer Chemical Supplier
 - Award of Bid, RFP 19-117, Fitzwater Street Lift Station Replacement CA & Inspection
 - Declaration of Surplus, SFD Turnout Gear
 - Declaration of Surplus, SFD Vehicles
- 6:35 p.m. ORDINANCES – presented by City Attorney Mark Tilghman
- Ordinance No. 2552- 1st reading- approving an amendment of the FY2020 Budget to appropriate a developer contribution for street lighting improvements
 - Ordinance No. 2553- 1st reading- approving an amendment of the FY20 Budget to appropriate funds for street resurfacing and concrete repair

- **Ordinance No. 2554-** 1st reading- to authorize and empower City of Salisbury to issue and sell one or more series of (1)(a) General Obligation Bonds and (b) General Obligation Bond anticipation notes, each in an original aggregate principal amount not to exceed \$12,482,977
- **Ordinance No. 2555-** 1st reading- authorizing the mayor to enter into a contract with the Governor’s Office of Crime Control and Prevention for the purpose of accepting Maryland Criminal Intelligence Network grant funds in the amount of \$369,924 and approving an amendment to the FY 2020 Grant Fund Budget to appropriate funds for the Salisbury FY20 MCIN Program
- **Ordinance No. 2556-** 1st reading- to amend the Municipal Code, Title 5-Business Licenses and Regulations, Chapter 5.04-Commercial District Management Authority; Chapter 5.32-Transient Merchants and Mobile Vendors; Chapter 5.44-Plays, Concerts and Circuses; and Chapter 5.52-Restaurants in connection with adding City Fire Marshal inspection and approval requirements to ensure compliance with the City Fire Prevention Code

7:10 p.m. PUBLIC COMMENTS

7:15 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 Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

NEXT COUNCIL MEETING – AUGUST 26, 2019

- Ordinance No. 2552- 2nd reading- approving an amendment of the FY2020 Budget to appropriate a developer contribution for street lighting improvements
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- Ordinance No. 2556- 2nd reading- to amend the Municipal Code, Title 5-Business Licenses and Regulations, Chapter 5.04-Commercial District Management Authority; Chapter 5.32-Transient Merchants and Mobile Vendors; Chapter 5.44-Plays, Concerts and Circuses; and Chapter 5.52-Restaurants in connection with adding City Fire Marshal inspection and approval requirements to ensure compliance with the City Fire Prevention Code
- Ordinance No. ____ - 1st reading- accepting \$10,000 from Health Department for non-emergent medical checks to all individuals that enter the Safe Station

1 CITY OF SALISBURY
2 BUDGET WORK SESSION
3 MAY 14, 2019

4
5 Public Officials Present
6
7

8 Council President John "Jack" R. Heath
9 Councilwoman Angela M. Blake

Vice-President Muir Boda
Councilwoman April Jackson

10 Public Officials Not Present

11 Mayor Jacob R. Day
12 Councilman James Ireton, Jr.

13 In Attendance

14 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Finance Director Keith
15 Cordrey, City Clerk Kim Nichols

16 *****

17 The City Council convened in the final FY20 Budget Session at 8:34 a.m. in Conference
18 Room #306 of the Government Office Building (GOB). President Heath asked Finance Director
19 Keith Cordrey to take the lead in the review of the items listed for revisit.

20
21 Mr. Cordrey reported on and Council reached consensus on the following items:

- 22 • Trading two cadets for one Officer (immaterial cost change)- **Unanimous consensus**
- 23 • Capital Outlay for the Utility Truck for DHCD for Clean/Lien Specialist- **Unanimous**
24 **consensus**
- 25 • Field Ops Bucket Truck (\$25,271 for 7 year lease) to keep the one that always needed
26 repairs and to buy a new, slightly smaller one- **Unanimous consensus**
- 27 • Geese Control (\$3,000 additional) **Unanimous consensus**
- 28 • Americorps Fire Department position to help with recruitment and volunteering-
29 **Unanimous consensus for ½ time (\$6,500)**
- 30 • Fire Department Lieutenant to Captain promotion (\$5456)- **Unanimous consensus**
- 31 • Field Ops Deputy Directors (2) reclassifications (\$16,179 to create two deputy directors)
32 **Reached consensus (Ms. Jackson did not support)** Mr. Cordrey reported Surplus would
33 be at \$1,731,138 after the two positions were funded.

34
35 The Budget Work Session recessed at 9:06 a.m. and reconvened at 9:18 a.m.

36
37 Council discussed diversity and opportunities for advancement. Ms. Jackson had not seen
38 promotions to people of color and wondered why. Ms. Glanz said Administration encourages
39 people to apply and were making every effort to move in the right direction. She reported the
40 Fire Department recently increased their diversity by 10% in ten months.

41
42 **Council Discussion**

43 President Heath said that he agreed with all of the items Council reached consensus on, but
44 wished there was another way. They needed to restore the unfunded balance to a point it
45 should be, and this year they aimed to turn the corner, or at least stay in the black.

46
47 Ms. Blake thought it was a “tough pill to swallow” but felt the quality of the employees and
48 what they were asked to do, retention, and safe equipment were important, and the
49 investment far outweighed the backlash.

50
51 Ms. Jackson asked what would happen in the subsequent years with the two Field Ops
52 reclassifications. She supported the new bucket truck for Field Ops, as it was very much needed.

53
54 President Heath said they needed four Council members to support the budget ordinance, and
55 there were four present who supported the budget.

56
57 Mr. Cordrey reported there were no new General Obligation bonds in the Water/Sewer. They
58 were able to reallocate or use revolving funds.

59
60 President Heath said that the budget has become easier each year in terms of its presentation.
61 The Financial Health summation sets the tone and gives a clear picture. It will become even
62 clearer now that the reorganization was completed.

63
64 The final FY20 Budget Work Session adjourned at 9:55 a.m.

65
66 _____
67 City Clerk

68
69 _____
70 Council President

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

5 Public Officials Present
6

Council President John “Jack” R. Heath (teleconferenced) Mayor Jacob R. Day
Council Vice-President Muir Boda Councilwoman Angela M. Blake
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, Department of
15 Infrastructure and Development (DID) Director Amanda Pollack, Human Resources (HR) Director
16 Jeanne Loyd, Procurement Director Jennifer Miller, City Clerk Kim Nichols, City Attorney Mark
17 Tilghman, and interested citizens.
18 -----

19 On June 17, 2019 Salisbury City Council convened in Work Session at 4:30 p.m.in Council
20 Chambers, Room 301 of the Government Office Building.
21

22 The following is a synopsis of the topics discussed in the Work Session.
23

24 **Health Care Consortium MOU**
25

26 HR Director Jeanne Loyd reported on the following things which the City of Salisbury, Wicomico
27 County Board of Education, and Wicomico County had to do to remain in the consortium:
28

- 29 1. Reduce the call from 8% to 5% of the annual premium (used if claims exceed premiums).
- 30 2. Requirement for the City to buy stop loss insurance to cover expenses incurred by any one
31 individual who exceeds the stop-loss deductible (currently \$250,000), with no limit on
32 aggregate losses going forward. The change was made in 2012 when the consultant
33 determined there was no value in purchasing aggregate coverage. A review of the MOU
34 revealed that had not been brought forward in an amended change to the document.
- 35 3. Shows the numerous changes where the changes go from 8% to 5%
- 36 4. Identifies the amount of reserve funds beyond which any one of the entities may withdraw
37 money from their account. This ensures there is enough in reserve to cover the potential two
38 years of “call” before an entity can remove excess funds. The reduction is the result of the
39 “call” percentage reducing to 5%. Once the amount in reserve exceeds 10% of annual
40 premiums, the amount over 10% is available for withdrawal.
41

42 President Heath asked what the history was on the use of the reserves. Ms. Loyd said it was not
43 standard every year. Several years ago, the City was in excess of their 5% and had to borrow from
44 the County. This past year, they had to dip into the reserves, but not very much. She recalled only
45 having this happen twice in about eight years.

46
47 Mr. Boda asked if the City saved any money from going from the 8% to 5%. Ms. Loyd said as the
48 premium increases, 8% would be greater. Having it at 5% may be a greater amount.

49
50 Council reached unanimous consensus to advance the legislation to legislative agenda.

51
52 **Easement with Rotary for labyrinth on Riverwalk**

53
54 DID Director Amanda Pollack, George Whitehead (Rotary Chair for Centennial Committee), Finith
55 Jernigan (Committee member and designer of the labyrinth), and Marie Calafiura (Committee
56 member) joined Council. Ms. Pollack explained the Rotary's request to construct a labyrinth along
57 the Riverwalk on the open, unused property next to the Daily Times building on the east side of the
58 South Division Street Bridge, and north of the river. The labyrinth would be donated to the City for
59 public use in celebration of the Rotary's 100th Anniversary. The City would provide the property
60 maintenance, water for irrigation, and erosion control and stormwater management for the project.

61
62 Mr. Whitehead said the Rotary wanted to continue partnering with the City, and had worked with
63 City employees for over four years to select a project which would promote peace and conflict
64 resolution prevention, one of the five (5) focuses of the Rotary Foundation. The labyrinth would
65 become a peaceful destination for people to enjoy. The easement was a requirement for the funding.

66
67 Council reached unanimous consensus to advance the legislation to legislative agenda.

68
69 **Discussion of Surplus of 1141 S. Division Street**

70
71 Procurement Director Jennifer Miller presented the request for Council to declare 1141 S. Division
72 Street as surplus. The 18,000 sq. ft. property was retained by the City for street realignment in
73 conjunction with Salisbury University. Due to a different configuration of the athletic fields, the
74 project is no longer viable and the City does not wish to develop the parcel for municipal purposes.
75 Mayor Day said the next step was for Legal to determine how it should be disposed of – whether the
76 parcel could be listed for sale or if an RFP was more appropriate.

77
78 Council reached unanimous to advance the surplus to the next legislative agenda.

79
80 **Adjournment**

81
82 Ms. Jackson was excited to announce that Joshua Copeland, son of Bishop George A. Copeland,
83 was moving up to the next level in Sunday Best and asked everyone to try to watch next Sunday.

84
85 With nothing further to discuss, the Work Session adjourned at 4:51 p.m.

86
87
88 _____
City Clerk

89
90 _____
Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

JULY 8, 2019

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Vice-President Muir Boda*
9 *Councilwoman April Jackson*

Mayor Jacob R. Day
Councilwoman Angela M. Blake

10
11 **PUBLIC OFFICIALS NOT PRESENT**

12
13 *Councilman James Ireton, Jr.*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Finance Director*
18 *Keith Cordrey, Procurement Director Jennifer Miller, Housing and Community Development*
19 *Director Everett Howard, Homelessness and Housing Manager Christine Chestnutt, Department*
20 *of Infrastructure and Development Director Amanda Pollack, Business Development Director*
21 *Laura Soper, Neighborhood Relations Manager Kevin Lindsay, Fire Chief John Tull, Fire*
22 *Deputy Chief James Gladwell, City Clerk Kim Nichols, City Attorney Mark Tilghman, and*
23 *interested citizens.*

24 *****

25 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

26
27 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*
28 *Heath called the meeting to order and invited Pastor John Kalfayan of Crossroads Church of*
29 *God to the podium to deliver the City Invocation, followed by the Pledge of Allegiance to the flag*
30 *of the United States of America.*

31
32 **PRESENTATIONS**

- 33
34 • “If I Were Mayor” local essay winner Dylan Rosas-Rivera from Pinehurst Elementary
35 *Mayor Jacob R. Day reported the annual contest, a project of the Maryland Municipal*
36 *League (MML), was amongst 4th graders to write an essay of what they would aspire to if*
37 *given the opportunity to be Mayor. Those who write essays compete at Regional and*
38 *Statewide levels. Over the last few years, Salisbury did not have a Regional winner, but*
39 *this year Dylan Rosas-Rivera won, and read his winning essay from the podium.*
40
41 • Recognition of Citizens for saving a life
42 *Mayor Day and Deputy Fire Chief Darrin Scott invited Andrew Lunn, Steve Price, Josh*
43 *Mechalske, and Greg Andrews to the podium and recognized the citizens for saving the*
44 *life of the man who drove into the Wicomico River on June 18, 2019. They each received*
45 *City of Salisbury Fire Department Citizens Awards for their heroic actions.*
46

47 **ADOPTION OF LEGISLATIVE AGENDA**

48

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

51

52 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

53

54 *The Consent Agenda, consisting of the following items, was unanimously (4-0 vote) approved on*
55 *a motion and seconded by Mr. Boda and Ms. Jackson, respectively:*

56

- **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

57

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

59

60 *The Award of Bids, consisting of the following item, was unanimously approved (4-0 vote) on a*
61 *motion by Ms. Blake that was seconded by Ms. Jackson.*

62

- *Declaration of Surplus, 1141 S. Division Street* \$0.00

64

65 **ORDINANCES** – presented by City Attorney Mark Tilghman

66

- 67 • **No. 2546**- 2nd reading- to amend the Salisbury Municipal Code by adding a new Section,
68 Chapter 5.68 concerning Hotel Licensing and Inspection
69
70 Ms. Jackson moved and Mr. Boda seconded to approve Ordinance No. 2546 for second
71 reading.
72
73 Mr. Tilghman said changes were made to the ordinance after the first reading due to the
74 discussion held at the last meeting. The ordinance as previously written may have required
75 someone to get a license for part of the year. He noted the application would have to be filed
76 no later than November 30th of this year, and each year thereafter, and the license would
77 then run beginning January 1st to December 31st of next year, and each year thereafter.
78
79 Mr. Tilghman then read the ordinance for second reading, with the incorporated changes.
80
81 Mr. Boda moved to amend the ordinance with the changes made and read by Mr. Tilghman.
82 Ms. Blake seconded, and the amendment passed by unanimous vote in favor.
83
84 Ordinance No. 2546 for second reading, as amended, was approved by a 4-0 vote in favor.
85
86 • **Ordinance No. 2547**- 2nd reading- creating bicycle facilities on South Boulevard, Carroll
87 Avenue, West Market Street, North Park Drive, South Park Drive, Northwood Drive, Middle
88 Neck Drive and College Avenue in accordance with the Maryland Manual on Uniform
89 Traffic Control Devices, Chapter 9, and as designated by the 2017 Salisbury Bicycle
90 Network Plan
91
92 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance
93 No. 2547 for second reading.
94
95 • **Ordinance No. 2548**- 1st reading - approving a budget amendment of the grant fund to
96 appropriate 2019 Community Legacy Funds awarded for the National Folk Festival–
97 Amphitheater, Phase 2 Project
98
99 Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance
100 No. 2548 for first reading.
101
102 • **Ordinance No. 2549**- 1st reading- approving a budget amendment of the grant fund to
103 appropriate funds from a FY19 Women’s Fund Grant, from the Community Foundation
104 of the Eastern Shore, Inc., to establish the Hi, Jean! Program in the City of Salisbury as part
105 of Salisbury’s Housing First Homeless Program
106
107 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance
108 No. 2549 for first reading.
109
110 • **Ordinance No. 2550**- 1st reading- to abandon an area of land being an unnamed alley
111 accessed from Lake St. and traversing City Parking Lot 30 to the western bank of the

112 *Wicomico River and to abandon an area of land being the unimproved road bed of Small St.*
113 *accessed from West Main St. and traversing a part of City Parking Lot 30*

114
115 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance*
116 *No. 2550 for first reading.*

- 117
118 • **Ordinance No. 2551**- *1st reading- granting an easement to Rotary Club of Salisbury*
119 *Foundation, Inc across City owned property, Tax Map No. 107, Parcel 883*

120
121 *President Heath recused himself from the discussion and vote since he was a member of the*
122 *Rotary Club and changed seats with Vice-President Boda, who presided over the vote.*

123
124 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous (3-0) to approve*
125 *Ordinance No. 2551 for first reading.*

126
127 *At 6:41 p.m., after the vote, President Heath and Vice-President Boda took their own seats.*

128
129 **ADJOURNMENT**

130
131 *Ms. Jackson announced that Josh Copeland has made another step forward with Sunday's Best,*
132 *and Salisbury should be proud. She asked that everyone continue to support Josh Copeland.*

133
134 *President Heath announced the ACES team was going to the Nationals again, and wished them*
135 *luck.*

136
137 *With no further business to discuss, the meeting adjourned at 6:42 p.m.*

138
139 _____
140 *City Clerk*

141
142 _____
143 *Council President*

1 CITY OF SALISBURY
2 WORK SESSION
3 JULY 15, 2019
4

5 Public Officials Present
6

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

7
8 Public Officials Not Present
9

10 Mayor Jacob R. Day
11

12 In Attendance
13

14 City Administrator Julia Glanz, Field Operations (FOps) Director Tom Stevenson, City Clerk Kim
15 Nichols, City Attorney Mark Tilghman, and interested citizens.
16 -----

17 On July 15, 2019 Salisbury City Council convened in Work Session at 4:30 p.m.in Council
18 Chambers, Room 301 of the Government Office Building to discuss the following sole agenda item:
19

20 **Extending Acting Status of two Field Operations Sanitation positions**
21

22 FOps Director Tom Stevenson requested the six month extension to the acting capacity of two FOps
23 employees. The employees were in an acting capacity, and the City’s Employee Handbook required
24 Council’s approval of the extension if the acting status went beyond six months.
25

26 Council reached unanimous consensus to advance the resolution to the next legislative agenda.
27

28 **Adjournment**
29

30 Ms. Jackson announced that Joshua Copeland, son of Bishop George A. Copeland, made it to the
31 next round again in Sunday Best. She asked everyone to be attentive and to keep watching the
32 show. She said he was doing an awesome job for Salisbury!
33

34 With nothing further to discuss, the Work Session adjourned at 4:33 p.m.
35
36

37 _____
City Clerk
38

39 _____
40 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

JULY 22, 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 *Deputy City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, Homelessness*
18 *and Housing Manager Christine Chestnutt, City Clerk Kim Nichols, City Attorney Mark*
19 *Tilghman, and interested citizens.*

20 *****

21 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council Vice-*
24 *President Muir Boda called the meeting to order and invited Rev. John Wright of Unitarian*
25 *Universalist Fellowship at Salisbury to the podium to deliver the City Invocation, followed by the*
26 *Pledge of Allegiance to the flag of the United States of America.*

27
28 **PRESENTATIONS**

- 29
30 • *Certificates to Global Friendships, Inc. Foreign Exchange Students*
31 *Mayor Jacob R. Day invited the Global Friendships, Inc. Foreign Exchange Students and*
32 *their teacher to join him at the podium. All of the students were not yet present, but the*
33 *following names were called to receive Certificates:*

- 34
- | | |
|---------------------------------|-----------------------------------|
| ○ <i>Elodie Begou (teacher)</i> | ○ <i>Ulysse Deleouille</i> |
| ○ <i>Baptiste Mandry</i> | ○ <i>Raphael Mandry</i> |
| ○ <i>Mathias Baux</i> | ○ <i>Igor De Ritter</i> |
| ○ <i>Jacques Mouly</i> | ○ <i>Pauline Dufrent</i> |
| ○ <i>Nathan Briad</i> | ○ <i>Thomas Zielinski</i> |
| ○ <i>Melvyn Martel</i> | ○ <i>Melissandre Gras Billion</i> |
| ○ <i>Alban Dujardin</i> | ○ <i>Charlotte Higgins</i> |
| ○ <i>Alex Bery</i> | |

35
36 *Mayor Day presented the students and teacher Honorary Certificates of Citizenship to*
37 *Salisbury to commemorate their experiences as exchange students while visiting*
38 *Salisbury. The students and host families had photos taken with the City Council, and*

39 student Melvyn Martel handed out a special dessert he made for the Council and guests.

- 40
- 41 • Eastern Shore Crisis Response Services (Mobile Crisis)
42 Director of Eastern Shore Crisis Response Services Carol Masden and Leader Bettie Jo
43 Lewis presented on Mobile Crisis. Ms. Masden reported the group has provided services
44 on the Eastern Shore for almost ten years, and had an office in Salisbury that served
45 Wicomico and Somerset counties. The free call center was available twenty-four hours a
46 day, seven days a week, with calls answered by people, not machines. They go out to and
47 help those in crisis with all matters of issues including financial, family, suicide, mental
48 health and substance use disorders, and work closely with local law enforcement, HALO,
49 Christian Shelter, and local community resources. Their goal to keep people out of the
50 hospital when possible has presented a tremendous community cost savings. See attached
51 handout, which have been made part of the minutes.

52

53 Team Leader Lewis remarked that Mobile Crisis collaborated with many community
54 agencies, providers and law enforcement. They also work with the local shelters and City
55 of Salisbury Homelessness and Housing Manager Christine Chestnutt. Ms. Lewis attends
56 the Homeless Alliance and Lower Shore meetings to stay connected and remain visible.

57

58 Mayor Day asked about the organization's funding model. Ms. Masden said the Salisbury
59 Team was funded predominately from the closure from the Upper Shore Community
60 Mental Health Center, the State Hospital in Chestertown, Maryland that was closed.

61

62 The Mobile Crisis is always available by calling 1-888-407-8018.

63

64 **ADOPTION OF LEGISLATIVE AGENDA**

65

66 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve the
67 legislative agenda as presented.

68

69 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

70

71 The Consent Agenda, consisting of the following items, was unanimously (4-0 vote) approved on
72 a motion and seconded by Ms. Jackson and Ms. Boda, respectively:

- 73
- April 24, 2019 Budget Work Session Minutes
 - June 17, 2019 Work Session Minutes
 - Resolution No. 2966 – agreeing to the extension of the acting status for Acting Sanitation Supervisor Jerimiah Arrington, and Acting Motor Equipment Operator III Michael Smiley, both assigned to the Department of Field Operations

74

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

76

77 The Award of Bids, consisting of the following item, was unanimously approved (4-0 vote) on a
78 motion by Ms. Blake that was seconded by Mr. Ireton.

- 79
- 80 • ITB A-19-109, Police Vehicle Upfitting (Multi-year award) \$66,604.68

81
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ORDINANCES – presented by City Attorney Mark Tilghman

- **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

Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2548 for second reading.

- **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

Mr. Ireton moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2549 for second reading.

- **Ordinance No. 2550**- 2nd 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

Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2550 for second reading.

- **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

Ms. Blake moved, Mr. Ireton seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2551 for second reading.

ADJOURNMENT

Ms. Jackson congratulated Josh Copeland for advancing to the next level on Sunday’s Best. Also, local Girls Team Delmarva DIVAS with Coach Jasmine Robinson won Nationals in Las Vegas, NV.

Ms. Blake thanked Melvyn Martel for the sweet treat. She also commented on the Third Friday 10th Year Celebration and applauded Mr. Ireton for all he did as Mayor at the time to secure its success.

With no further business to discuss, the meeting adjourned at 6:47 p.m.

City Clerk

Council President



Total Incoming Calls						
County	FY15	FY16	FY17	FY18/95	FY19	Total
Caroline	256	330	345	396	365	1692
Cecil	432	562	697	595	611	2897
Dorchester	373	428	500	467	536	2304
Kent	159	151	169	204	179	862
Queen Anne's	226	232	298	255	252	1263
Somerset	93	108	147	111	107	566
Talbot	290	350	399	432	390	1861
Wicomico	481	593	652	712	638	3076
Worcester	35	25	29	51	34	174
TOTAL	2345	2779	3236	3223	3112	14,695

Salisbury Dispatches

Salisbury Dispatches	FY16	FY17	FY18	FY19	TOTAL
21801	211	512	250	203	1176
21802	9	1	1	1	12
21803	0	2	2	2	6
21804	174	415	223	179	991
Total	394	930	476	385	2185

Mobile Crisis Dispatches

County	FY1 2	FY1 3	FY14	FY15	FY16	FY17	FY18	FY19	Total
Caroline	136	113	175	177	260	248	281	242	1632
Cecil	47	71	348	429	629	566	706	1086	3882
Dorch.	153	162	440	501	501	475	493	539	3264
Kent	61	77	194	128	148	136	244	142	1130
Queen Anne	84	85	108	167	156	210	176	134	1120
Somerset	22	43	75	104	119	138	98	91	690
Talbot	85	77	133	200	210	195	249	206	1355
Wicomico	221	249	432	589	720	884	785	633	4513
Total	809	877	1905	2295	2743	2842	3032	3073	17,586

Keeping People out of the Hospital is our Goal

% of Diversions	FY13	FY14	FY15	FY16	FY17	FY18	FY19	Totals
% of Diversions	86%	79%	81%	88%	93%	93%	91%	87%
Total ED Diversions	602	516	912	1221	1229	1260	1062	6802
Voluntary ED Admissions	52	58	99	73	39	52	65	438
EP's	54	80	109	98	59	65	44	509

ESCRS Saves \$

\$2189 average cost of ED visit,
www.healthcarebluebook.com

- **\$2,324,718** is the potential savings we helped achieve with our 1062 diversions in FY19
- **\$14,889,578** is the potential savings we helped achieve with our 6802 diversions since FY13



**Exciting Things Are
Happening!
We're Providing 24/7
Mobile Crisis Services**



Salisbury Team 24/7 M-F, 9a-12a S-S
(Somerset, Wicomico)

Cambridge Team 24/7
(Caroline, Dorchester, Talbot)



THANKS!!!

Carol Masden, LCSW-C Director cmasden@santegroup.org 410-463-4077	Tina-Marie Brown, LCSW-C Deputy Director tbrown@santegroup.org 443-397-850
Lynn Gurley, LCSW-C Clinical Manager lgurley@santegroup.org 410-924-2442	Brandy James, BS, MS CIT Coordinator bjames@santegroup.org 410-330-4113

1-888-407-8018

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SANTÉ
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CRISIS RESPONSE & RESOURCE HELPLINE

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Serves all 9 counties of Eastern Shore

Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico & Worcester Counties

MOBILE CRISIS TEAMS

Available 24/7 Caroline, Dorchester, Talbot

Available 24/7, M-F & 8a-Midnight, S-S Somerset, Wicomico

Available 8a-Midnight Cecil, Kent, Queen Anne

What is Eastern Shore Crisis Response Services (ESCRS) able to do?

- Respond to calls from or regarding consumers who are experiencing an emergent or urgent behavioral health crisis – mental health, substance use, or co-occurring – assisting by phone or mobile crisis team
- Serve consumers across the lifespan; need parental consent for children and adolescents
- Perform clinical assessments
- Triage calls
- Provide warm hand-off linkages to community resources and collaborate as appropriate and permitted
- Follow-up with consumer
- Main goal is to divert from emergency department when possible

What is ESCRS not able to do?

- Transportation
- Medication or Medical advice
- Legal advice
- "Clear" children and adolescents for return to school
- See children and adolescents without parental consent
- Ongoing counseling

How can ESCRS assist Salisbury City residents?

- We can assist with training on behavioral health topics
- Follow-ups from Emergency Petitions and other Calls for Service involving individuals with mental health and/or substance use disorders by Law Enforcement and/or EMS
- We can be part of a crisis and/or well-being plan Outpatient Mental Health Clinics (OMHCs), Primary Care Providers (PCPs), Substance Use Disorder Clinics (SUDCs) establishes with their clients
- Ideas that could be included in clients' crisis and/or well-being plans prior to contacting ESCRS
 1. Natural supports
 2. Coping strategies already identified
 3. Other, as identified by PCP and/or OMHC and/or SUD
 4. Contact PCP and/or OMHC and/or SUDCs (office during hours OMHC is open; on-call number after hours)
 5. Contact ESCRS
- ESCRS would be the last option on the crisis and/or well-being plan continuum and would be contacted only after all other steps have been exhausted
- **Crisis plans should be prefaced with something like: If life threatening behavior is already occurring, i.e., suicide attempt in process, weapon engaged, etc., call 911 immediately.**

1 CITY OF SALISBURY
2 WORK SESSION
3 AUGUST 5, 2019
4

5 Public Officials Present
6

Council President John “Jack” R. Heath (teleconferenced) Mayor Jacob R. Day
Council Vice-President Muir Boda Councilwoman Angela M. Blake
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, Fire Chief John Tull, Deputy Fire Chief James Gladwell, Fire
15 Marshal Eric Cramer, Department of Infrastructure & Development (DID) Director Amanda
16 Pollack, Grants Manager Deborah Stam, City Clerk Kim Nichols, City Attorney Mark Tilghman,
17 and interested citizens.
18 -----

19 On August 5, 2019 Salisbury City Council convened in Work Session at 4:30 p.m.in Council
20 Chambers, Room 301 of the Government Office Building with Vice-President Boda presiding
21 because President Heath teleconferenced in for the Work Session. The following is a synopsis of the
22 topics discussed:
23

24 **Updating the Fire Code- Business Licenses**
25

26 Fire Chief John Tull, Deputy Fire Chief James Gladwell, and Fire Marshal Eric Cramer joined
27 Council at the table to discuss updating Title 5- Business Licenses to add a section requiring a
28 satisfactory fire inspection for code compliance with all businesses in order to receive their
29 Business Licenses. Every establishment subject to the provision of the section upon application for
30 annual license shall submit proof of an inspection by the City Fire Marshal.
31

32 Council reached unanimous consensus to advance the ordinance to the next legislative agenda.
33

34 **Aldi Budget Amendment for street lights**
35

36 DID Director Amanda Pollack and PennTex Ventures, LLC Executive Vice President Ted Donald
37 joined Council to discuss a potential fee in lieu of installing lights at the Aldi grocery store on
38 Dagsboro Road and Rt. 13.
39

40 Ms. Pollack explained PennTex was required, and the approved construction drawings showed (5)
41 street lights being installed along Dagsboro Road. The street lights have not been installed, and
42 PennTex has offered to pay \$35,000 in lieu of installing the lights since there is adequate lighting
43 already on Dagsboro Road. Field Operations has verified \$35,000 was an adequate amount to
44 furnish and install the lights. The request was not what DID wanted to be the norm, as they
45 preferred developers to install street lights along the length of their property. This situation was

46 unique since the grocery store was situated on the corner of a state road and the street was already
47 adequately lit when it was a county road.

48
49 Ms. Pollack supported the offer to use the money in other areas in the City that did not have street
50 lights rather than adding light to an already lit area.

51
52 President Heath was concerned that since the agreement and contract were signed, this situation
53 would open the door for other developers to get out of their agreements. Mayor Day said he agreed
54 that a contract was a contract, but also the visual and esthetic consistency will ultimately build out
55 the City to have a more complete fabric of well-lit, walkable, safe areas. He saw two options, 1) go
56 ahead and put the lights in, or 2) accept payment and put the lights in elsewhere, where there was a
57 higher priority identified for the City. He did not want to see infrastructure cut up, or cutting asphalt
58 and sidewalks to fix a mistake. He thought in this case, this was an appropriate action, and they had
59 the flexibility in future agreements to only allow this when there has been a mistake, and to accept
60 payment instead.

61
62 Council reached unanimous consensus to advance the legislation to the next legislative agenda.

63
64 **Acceptance of FY20 MCIN Grant Funds Awarded to the Salisbury Police Department**

65
66 Grants Manager Deborah Stam joined Council to explain the FY20 MCIN grant was included in
67 Schedule C, but for only \$50,000 when they City actually received \$369,924. A budget amendment
68 was needed in order to formally accept the funds. She explained the funds would be used to help
69 reduce existing gaps in services and foster collaboration and cooperation among partner agencies
70 and stakeholders, and the program would take the form of a state-wide network of criminal justice
71 agencies focused on identifying, disrupting, and dismantling criminal networks through
72 collaboration and comprehensive data sharing, both locally and statewide, with the ultimate goal of
73 prosecuting more crimes under the Racketeering Influenced and Corrupt Organizations (RICO) Act.
74 Several sub-recipients would receive funds, and the City would retain some for its own purposes.
75 The mistake made to Schedule C was a typo.

76
77 Council reached unanimous consensus to advance the budget amendment to legislative session.

78
79 **Adjournment**

80
81 With nothing further to discuss, the Work Session adjourned at 4:45 p.m.

82
83
84 _____
City Clerk

85
86 _____
87 Council President

MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Assistant
Subject: Appointment to the Sustainability Advisory Committee
Date: August 7, 2019

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

<u>Name</u>	<u>Term Ending</u>
Bruce Giordano	August 2022

Attached you will find information from Bruce Giordano 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: Bruce G <noreplysby@gmail.com>
Sent: Tuesday, July 09, 2019 2:18 PM
To: Laura Baasland
Subject: Bruce G would like to join the Sustainability Advisory Committee (Green Team).

Name
Bruce G
Phone
(443) 783-2093
Email
bruce@bennettcompanies.com
Address
109 Paddock Drive Fruitland, MD 21826 Map It
Where would you like to serve?
Sustainability Advisory Committee (Green Team)
Why would you like to serve on this board/commission?
I have been in the waste recycling, diversion and collection business since 1993 and operate a local waste hauling company as well as the Eastern Shore of Maryland's only MDE-permitted construction and demolition waste processing facility. I would
Please upload a copy of your resume.
<ul style="list-style-type: none">Giordano-Resume.pdf

WARNING: This message was sent from an external source. Please verify the source before clicking any links or opening any attachments. NEVER provide account credentials or sensitive data unless the source has been 100% verified as legitimate.

BRUCE W. GIORDANO

410-749-3116

bruce@bennettcompanies.com

109 Paddock Drive
Fruitland, Maryland
21826

Profile

For the past 30 years have been employed by Bennett Construction, Inc. Began in 1989 when the core business was demolition, lot clearing, excavation, demolition and septic system installation. Began a more "hands-on" role during the startup of the roll-off dumpster and waste hauling business and stayed on in a more managerial role after that while skills in estimating and project management were honed. Became instrumental in new business acquisition, negotiations, customer relations and growing of the waste business.

Experience

Bennett Construction, Inc. — 1989-1993 (4 Years Part-Time)

Began working as construction laborer, shop helper and yard maintenance. Started gaining experience with various types of construction equipment, trucks and construction means and methods.

Bennett Construction, Inc. — 1993-Present (26 Years Full-Time)

After graduation from Delaware Technical, began working full-time. At the onset, the main work duties continued to be construction site laborer but started to become more attuned to operating various types of equipment and trucks. Began assisting Dave Bennett with estimating jobs and ordering materials. After a while, this became primary duty and, to this day, is one of the main duties. Additionally, began to help develop different facets of the business including the starting of waste hauling and eventually waste processing. Responsible for drafting Waste Processing Permit and Stormwater Pollution and Prevention Plan for the business. Over time now have extensive experience in waste processing, recycling and hauling, commodity pricing, demolition projects, residential subdivision development, road construction and commercial site development

Education

Parkside Senior High School — Diploma with Certificate of Merit - 1991

Delaware Technical and Community College — Associates in Applied Science in Architecture and Engineering Technology - Dean's List -June 5, 1993

- Surveying
- Drafting
- Physics
- Business Law
- Electrical Design
- Statics and Strength of Materials
- Mathematics

Skills

Proficient technical and business writing skills

Strong background in mathematics and problem solving

Strong working knowledge of both Microsoft and Mac OS X operating systems and programs

Thorough understanding of construction contracts, specifications, drawings and project management including Gantt Chart project scheduling

Complete knowledge of project estimating and bid preparation

Reading of plans and specifications and applying to field work

Skilled driver of dump trucks, roll-off trucks and refuse collection trucks

Working knowledge of all equipment owned and operated by Company

Deep list of industry contacts available only through many years of experience

Certifications

LEED Green Associate (ID No. 10500834)

OSHA 10-Hour Health Training Course in Construction Safety and Health

State of Maryland Sediment and Erosion Control Certification No. 06519

State of Delaware Sediment and Stormwater Management Certification No. B-2011/02/02

Maryland Home Improvement Contractor License No. 108735

Maryland Department of the Environment Licensed Sand Mound Installer

Maryland Department of the Environment Licensed At-Grade Mound Installer

Commercial Class 'B' Driver's License

Industrial Lift Truck (Forklift) Trainer Certification

Organizations

Solid Waste Association of North America

Wicomico Presbyterian Church - Grounds Committee

MDE Solid Waste Committee on proposed new State regulations

1 **RESOLUTION NO. 2969**

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

6
7 Name Term Ending
8 Bruce Giordano August 2022
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 August _____, 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

MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Assistant
Subject: Appointment to the Sustainability Advisory Committee
Date: August 7, 2019

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

<u>Name</u>	<u>Term Ending</u>
Marina Feeser	August 2022

Attached you will find information from Marina Feeser 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

Marina R. Feeser

**Graphic Designer,
Environmental Activist**

412 East North Pointe Dr
Apt. 134
Salisbury, MD 21804
410-790-7317
mrosefeeser@gmail.com

Friday, July 12, 2019

Mayor Jacob Day

125 N. Division Street, Room 304
Salisbury, MD 21801

Dear Mayor Day,

This letter is to express my interest in joining the Salisbury Sustainability Advisory Committee/Green Team. I've loved the outdoors since I can remember and as I grew up that love turned into a passion for protecting the environment. Since moving out to the shore about 3 years ago, water has become my main focus. I love being on the water, especially on my paddle board and I am passionate about keeping our waterways clean and usable for water recreation.

I know our rivers and oceans could use some help and I would be honored to help do so locally here in Salisbury. I'm an active executive committee member of the Surfrider Foundation, Ocean City Chapter and I know my knowledge of plastic pollution, the importance of water quality, organizing beach cleanups and other green events, and helping implement an ocean friendly restaurant program in OC will all be beneficial knowledge to bring to the Salisbury Green Team.

I promise to bring my enthusiasm, tons of ideas, and an open mind for all things eco-friendly to help make Salisbury a more sustainable community, if given the opportunity to serve with you and your team.

I thank you for your time and hope to work with you soon!

Sincerely,

Marina R. Feeser

Marina R. Feeser

Graphic Designer & Artist

412 E. North Pointe Dr. Apt. 134 Salisbury, MD 21804
410.790.7317 | mrosefeeser@gmail.com

website: mfeeserdesigner.com

portfolio: coroflot.com/mrosefeeser



designedwithheart

experience

Graphic Designer April 2016 - Present

Salisbury University, Publications Office - Salisbury, MD

I create, design, and produce publications, printed materials, giveaways, and electronic communications (Constant Contact emails, online newsletters, photo galleries) that help promote and support the mission of the University. I foster consistent branding of the SU identity throughout all projects. I work with various departments and student organizations as well as outside vendors to create designs and provide quality final products. Strive to build creative solutions based on content, uniformity of brand/messaging, cost-effectiveness, timeliness and quality. Collaborate with other designers, the university photographer, web developers, PR staff and Copy Center staff to develop successful marketing and promotional materials. I also completed, in the absence of our digital media designer, tasks such as creating and scheduling campus-wide email blasts and digital ads that played in various campus buildings on TV screens. Participated in the total redesign of the university website over the summer of 2018, which involved creating content through a content management system and merging the old website's content into the new CMS.

Operations & Marketing Staff October 2015 - March 2016

Jill's Jams Mixes & More - Hampstead, MD

Assisted in the daily operations of this locally owned gourmet food and craft business by working the company booth at craft and trade shows, assisting in the creation of craft products for sale at retail locations or trade shows, the design and scheduling of email blasts, updating customer contact information, trade show sign design, product photography, website updates or any other duties as assigned.

Production Artist June 2014 - August 2015

Baltimore magazine - Baltimore, MD

Prepared files for print in the monthly regional magazine by creating or preflighting all advertisements in *Baltimore* and *Baltimore Bride* magazines. Worked with sales representatives and outside clients to ensure files would print correctly in the magazine. Worked with clients to design ads for print in the magazine. Maintained the organization and archiving of all ad files monthly. Lead designer for special advertising sections for print in the magazine, which featured different doctors, dentists, and women in business in the Baltimore area.

Graphic Designer July 2012 - June 2014

Diamond Comic Distributors - Hunt Valley, MD

Used the Adobe CS to create both printed and web materials, including *PREVIEWS*, a monthly catalog/magazine highlighting new releases in comics, weekly web publications, trade show banners and promotional materials for comic conventions, sell sheets for both Diamond and outside vendors, and order forms for products solicited by Diamond. Printed, trimmed and mounted signs on a large format printer for global trade shows and conventions and provided any other graphic support, including taking product photos for items solicited in the *PREVIEWS* catalog.

volunteer experience

- **Secretary, Surfrider Foundation Ocean City, MD Chapter** I also provide graphic design needs of the chapter, design event emails using MailChimp, grew the chapter's Instagram account to over 1,400 followers, coordinate monthly beach cleanups, assist with ocean-friendly restaurant program. Participated in the 2018 East Coast Chapter Summit, presented Strawless Summer success as the first annual Youth Environmental Action Summit in Salisbury, MD. (2017-present)
- **Operation Paws for Homes** dog rescue graphic designer, Instagram account lead, photographer, adoption event help (2013-2017)

education

McDaniel College (2007-2010)

Bachelor of Arts: Studio Art - Graphic Design

Activities: Peer Mentor program and Advisory Board member
Honors: Dean's List, magna cum laude

Carroll Community College (2006-2007)

North Carroll High School (2002-2006)

Honor Roll, AP student

skills

Design & Production Software

Adobe Creative Suite (CS3-CC): InDesign, Photoshop, Illustrator, Bridge, Dreamweaver, Acrobat Pro, QuarkXPress 7 & 9, Enfocus PitStop Pro 12 & Connect YOU production/preflight software, Constant Contact and MailChimp email software

Microsoft Office Suite

Office, Powerpoint, Excel, and Access

Fine Arts

Drawing, Painting, Mixed Media Collage, Digital Photography, 35 mm Photography & Film/Print Developing, Product Photography, Large format printing

freelance design highlights

Strawless Summer for Surfrider

Foundation OC (2018) - poster design for marketing the Strawless Summer program to restaurants and individuals to help reduce plastic pollution

Wonders of the Wind art show

participant (2018) - Illustration featured in traveling art show that highlighted the positives of wind energy

24/7 Coffee Club branding/identity

(2017-18) - logo, affiliate business cards, website graphics, social media graphics, coffee and tea labels, mug design

1 **RESOLUTION NO. 2970**

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

6
7 Name Term Ending
8 Marina Feeser August 2022
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 August _____, 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



COUNCIL AGENDA – Award of Bids

August 12, 2019

- | | |
|---|----------------|
| 1. Award of Bid
ITB 19-121 Fitzwater Street Lift Station Replacement | \$4,289,830.50 |
| 2. Award of Bid
ITB A-08-18 Wastewater Treatment Facility Polymer Chemical Supplier | \$ 230,832.00 |
| 3. Award of Bid
RFP 19-117 Fitzwater Street Lift Station Replacement CA & Inspection | \$ 225,300.00 |
| 4. Declaration of Surplus
SFD Turnout Gear | \$ 0.00 |
| 5. Declaration of Surplus
SFD Vehicles | \$ 0.00 |



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: August 12, 2019
Subject: Award of Bid
ITB 19-121 Fitzwater Street Lift Station Replacement

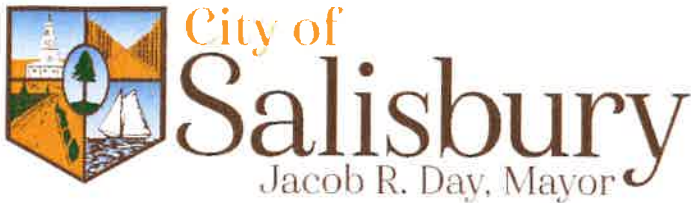
The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids from qualified and experienced contractors to provide all labor, equipment and materials necessary to replace the existing Fitzwater Street Lift Station with a new lift station, install a new force main, demolish the existing lift station and complete cured in place pipe lining of the existing gravity sewer in Fitzwater Street and West Main Street.

The City followed standard competitive bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal and posting a bid notice on the State of Maryland's website, eMaryland Marketplace. Four (4) vendors submitted a bid by the due date and time of May 2, 2019, at 2:30 p.m. Of the four submittals, one was deemed responsive and responsible; however, the bid was over budget.

Vendor	Original Bid
George & Lynch, Inc.	\$5,440,024.50

Attempting to bring the project cost within budget, the Department of Infrastructure and Development modified the scope of work to tie the new pump station into the existing force main, thus reducing the new force main from 1,480 linear feet to 25 linear feet. Additionally, the maximum contract time (start of construction through completion) was extended. These changes affected several other bid items in addition to the force main, such as excavation and refill, traffic control, surveying and preparation of red line drawings. The Department of Procurement then issued a "Best and Final Offer" to the responsive and responsible bidder, and the resulting cost came in under budget at \$4,289,830.50.

The Department of Procurement hereby requests Council's approval to award Contract ITB 19-121 to George & Lynch, Inc., in the amount of \$4,289,830.50. Funding is available in the project accounts noted in the departmental memo.



To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director Infrastructure & Development
Date: July 19, 2019
Re: ITB 19-121 Fitzwater Street Lift Station Replacement

RB for AHP

Salisbury Department of Infrastructure and Development recently advertised an invitation to bid for Fitzwater Street Lift Station Replacement. The scope of this project was divided into two (2) phases. Phase 1 was to replace the existing Fitzwater Lift Station with a new lift station, install a new force main, reroute existing sewer to new lift station, and demolish the old lift station. Phase 2 was to complete cured in place plastic pipe (CIPP) lining of the existing gravity sewer in Fitzwater Street and West Main Street.

Bids were opened on April 4, 2019, four bids were received, one bid was incomplete and considered non-responsive. The other bids ranging from \$5,440,024.50 to \$7,138,386.00 exceeded available funding of \$4,964,205.17.

The Department of Infrastructure and Development sought resolution through a combination of reducing scope and requesting revised pricing from the responsible and responsive bidders. The scope of the project was reduced by removing construction of a new force main and associated line items from Phase 1 and increasing the available contract to eliminate the requirement for concurrent execution of both phases. Phase 2 remained unchanged. Revised pricing was received from only one bidder.

Company	Original Bid	Revision	Revised Bid
George & Lynch, Inc.	\$5,440,024.50	(\$1,150,194.00)	\$4,289,830.50

Please see the attached bid award recommendation prepared by George, Miles & Buhr, Inc. dated July 17, 2019 and issue a Purchase Order to George & Lynch in the amount of \$4,289,830.50 for the work specified in the Invitation to bid 19-121 Scope of Work. Funds are available in the accounts:

96112-513026-55011	\$1,679,205.17
96317-513026-55011	\$2,400,000.00
97010-513026-55011	\$ 210,625.33



GEORGE, MILES & BUHR, LLC



ARCHITECTS
ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801

PH: 410.742.3115

PH: 800.789.4462

FAX: 410.548.5790

SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com



JAMES H. WILLEY, JR., PE
PETER A. BOZICK, JR., PE
JUDY A. SCHWARTZ, PE
CHARLES M. O'DONNELL, III, PE
W. BRICE FOXWELL, PE
A. REGGIE MARINER, JR., PE
JAMES C. HOAGESON, PE
STEPHEN L. MARSH, PE
DAVID A. VANDERBEEK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDCOCKY, PE
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, PE

JOHN E. BURNSWORTH, PE
MICHAEL G. KOBIN, PE
VINCENT A. LUCIANI, PE
ANDREW J. LYONS, JR., PE
W. NICHOLAS LLOYD
AUTUMN J. WILLIS

July 17, 2019

City of Salisbury
125 N. Division Street
Salisbury, MD 21801- 4940

Attn: Rick Baldwin
Supervisory Civil Engineer

Re: Fitzwater Lift Station Replacement
Bid Award Recommendation
City of Salisbury, MD
GMB File No. 110031

Dear Mr. Baldwin:

On May 2, 2019, bids for the Fitzwater Lift Station Replacement were received, opened and read publicly. A total of four (4) bids were submitted by contractors from Maryland, Delaware, and Pennsylvania.

The scope of this project was divided into two (2) phases. Phase 1 was to replace the existing Fitzwater Lift Station with a new lift station, install a new force main, reroute existing sewer to new lift station, and demolish the old lift station. Phase 2 consisted of complete cure in place plastic pipe (CIPP) lining of the existing gravity sewer in Fitzwater Street and West Main Street. Schedule A on the bid form represented Phase 1 scope items, Schedule B represented phase 2 scope items, and Schedule C combined both Phase 1 and Phase 2 scopes with an adjustment to mobilization accordingly. One (1) bid was incomplete and did not submit pricing for Schedule C. The initial total bid amounts for Schedule C (Phase 1 + Phase 2 combined) ranged from \$5.44 to \$7.14 million.

All bids came in higher than the funding available. City of Salisbury Department of Infrastructure and Development evaluated the scope of project and the installation of a new force main was removed from the Phase 1 scope. The new lift station will tie in and utilize the existing force main. Refer to the attached memorandum dated June 10, 2019 reflecting the revised bid quantities for multiple Schedule A bid items. Qualified and responsive bidders were requested to submit revised pricing based on the revised quantities. As noted in the memorandum, contract times for Phase 2 were adjusted.

The revised lowest bid of \$4,289,830.50 was submitted by George & Lynch, Inc. of Dover, Delaware.

George & Lynch, Inc. is an experienced general contractor who has been working in the construction industry since 1923. They have extensive experience with site work, paving, utility and lift station installation working with local municipalities. GMB has worked directly with George & Lynch, Inc. and has had positive experiences. For the reasons stated above, George & Lynch, Inc. was found to be the lowest responsive, responsible bidder.

GMB recommends award of the Fitzwater Lift Station Replacement to George & Lynch, Inc. in the amount of \$4,289,830.50 based on the revised bid with the modification of scope items as discussed in the attached Memorandum.

A copy of the initial bid tabulation and revised Form of Proposal Bid from George & Lynch, Inc. as provided by City of Salisbury is enclosed for your files.

If you have any questions, please do not hesitate to call at 410.742.3115 or contact me via e-mail at kmcallister@gmbnet.com. Thank you.

Sincerely,

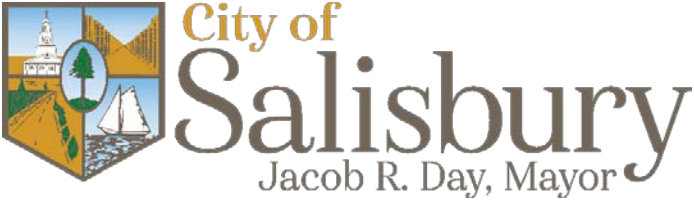


Katherine J. McAllister, P.E.
Project Manager

KJM/slh

Enclosures:

- City of Salisbury Memorandum dated June 10, 2019
- Bid Tabulation dated 5/5/2019
- Revised Form of Proposal Bid from George & Lynch, Inc.



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: August 12, 2019
Subject: Award of Bid
ITB A-08-18 Wastewater Treatment Facility Polymer Chemical Supplier

In July 2018, the City of Salisbury awarded requirements contract A-08-18 to Polydyne, Inc. for the annual supply and delivery of polymer for rotary drum thickener and sludge belt processing at the wastewater treatment plant. Polydyne was one of two vendors that successfully completed the bid process that was a three (3) phase progression. Phases 1 & 2 consisted of Jar (bench) Tests and Full Plant Field Test Trials, which determined qualification to bid (Phase 3). Bid Documents submitted without completing Phases 1 & 2 successfully were not accepted.

The bid prices at the time of award were:

Item Description	Vendor	Bid Price
Polymer for Rotary Drum Thickener	Solenis	\$1.35 per pound
Polymer for Belt Filter Press	Solenis	\$1.35 per pound
Polymer for Rotary Drum Thickener	Polydyne	\$.97 per pound
Polymer for Belt Filter Press	Polydyne	\$1.05 per pound

Since the time of award, the plant operating processes have changed due to the upgrade, and the polymer has been unable to produce an acceptable cake solids concentration. In April 2019, the City terminated the contract with Polydyne and entered into an emergency procurement contract with the other bidder, Solenis, for polymer. This polymer has been able to meet an acceptable cake solids concentration, and the City wishes to award a contract to Solenis as the second bidder to the contract. The market pricing for this polymer has increased 22% since last year; however, the Department of Procurement has been able to negotiate a lesser market increase of just 4%, for a total of \$1.40 per pound. This contract would be awarded for a term of six months, with a month to month renewal of an additional six months. This should allow sufficient time for the engineering team to review the cake solids concentration target and provide updated polymer specifications for the City to rebid the contract.

There are sufficient funds budgeted in account 86083-546004 (WWTP Chemicals) to issue an FY20 PO for a projected 12 month supply of polymer in the amount of \$230,832.00.

July 24, 2019

Jennifer Miller, CPPO, CPPB
Director of Procurement
Department of Procurement
City of Salisbury
125 N. Division Street, Room 104
Salisbury, MD 21801

Dear Ms. Miller,

Per your request, we are providing justification for our recent price increase.

I've enclosed an illustration of the polymer raw material chain which shows that our key raw material is petroleum. Please see the BLS index below, which shows the increase of petroleum and coal-based products.

Additionally, our cost for acrylonitrile has increased over the past year by a minimum of 22% and typically much more.

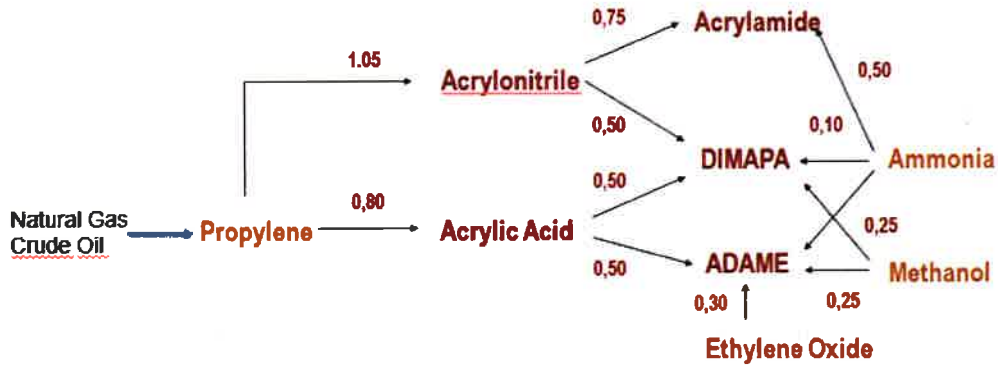
The market for acrylonitrile has tightened dramatically due to the high demand for polymer in the oil industry, particularly in fracking applications. Also, one of the two main suppliers of acrylonitrile placed force majeure on three of their acrylonitrile sites due to production issues. Therefore, further limited availability has forced Solenis to purchase this material outside of its contracts on the open market to meet production requirements. Prices for these spot purchases versus contract prices can be up to an additional 20% higher.

Thank you very much for your consideration and understanding regarding these cost pressures. We highly value your business and the partnership we have built together.

Sincerely,

Suzanne Brown
Business Support Analyst

RAW MATERIAL CHAIN PAM



PPI Industry Data Original Data Value

Series Id: PCU324199324199
Series Title: PPI industry data for All other petroleum and coal
Industry: All other petroleum and coal products mfg.
Product: All other petroleum and coal products mfg.
Base Date: 200312
Years: 2009 to 2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2009	203.8	203.8	203.8	203.8	193.7	193.7	193.7	179.4	179.4	181.2	181.2	183.5
2010	183.8	190.5	190.1	193.9	194.6	198.1	220.0	220.5	220.6	223.6	222.4	222.9
2011	238.0	236.2	241.6	263.3	265.0	260.3	260.5	263.6	263.2	259.6	264.4	265.1
2012	270.8	275.1	280.3	277.7	275.7	275.2	267.7	268.8	271.2	271.9	273.4	274.7
2013	288.3	288.1	283.3	284.7	283.2	260.8	261.9	282.6	259.9	259.2	250.4	247.1
2014	248.5	251.0	250.8	248.3	250.4	248.3	250.8	249.5	245.3	246.4	246.1	243.8
2015	243.6	241.2	240.8	241.1	237.6	239.6	236.7	236.3	234.1	233.2	234.2	232.6
2016	228.7	228.6	217.0	214.1	213.8	210.5	208.2	208.9	206.4	209.2	202.2	207.6
2017	202.6	210.9	211.5	215.2	219.5	219.5	218.4	216.1	216.8	217.3	222.2	223.6
2018	228.7	231.5	256.0	259.0	263.1	260.9	277.7	275.7	274.1	278.1	278.5	279.3
2019	278.7	293.1	292.2	302.4	306.1	310.2						



To: Mayor and City Council
From: Jennifer Miller
 Director of Procurement
Date: August 12, 2019
Subject: Award of Bid
 RFP 19-117 Fitzwater Street Lift Station Replacement Construction Administration and Inspection

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit proposals from qualified and experienced firms to provide Construction Administration and Inspection services for the construction of the new Fitzwater Street Lift Station. Construction Administration Services entail acting as the City of Salisbury representative during the construction phase by monitoring schedule, construction costs, and productivity, as well as compliance with permits, applicable regulations, City Standards, and contract requirements. Inspection Services conduct on-site observations of the Contractor’s work in progress to assist the City of Salisbury in determining if the work is proceeding in accordance with the Contract Documents.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times and posting the solicitation on both the City of Salisbury’s Procurement Portal and on the State of Maryland’s website, eMaryland Marketplace. A total of three vendors submitted proposals by the due date and time of May 8, 2019 at 2:30 p.m. The vendors’ technical proposals were evaluated by committee according to the criteria established in the solicitation document, and pricing was opened for those proposals that received a minimum qualifying score of at least 75% of the technical points available.

The evaluation criteria included the following:

<u>Criteria – Technical Proposal</u>	<u>Maximum Pts</u>
Expertise, experience and qualifications	35
Project approach as related to construction to be performed in the Scope of Services	25
Experience working with municipal governments and municipal projects	10
Geographic location relative to City	5
<u>Criteria – Price Proposal</u>	<u>Maximum Pts</u>
Price and billable rates	25

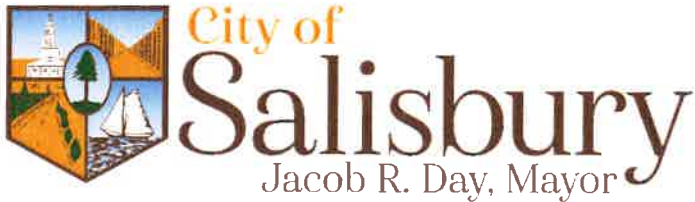


City of
Salisbury
Jacob R. Day, Mayor

Composite scoring results are as follows:

<u>Vendor</u>	<u>Composite Score</u>	<u>Price</u>	<u>Rank</u>
George, Miles & Buhr, LLC	96	\$225,300	1
Whitman, Requardt & Associates, LLP	87	\$230,000	2
Barton & Loguidice	76	\$324,000	3

The Department of Procurement hereby requests Council approval to award contract RFP 19-117 in the amount of \$225,300 to George, Miles & Buhr, LLC., from Salisbury, MD. Funding is available in the account noted in the departmental memo.



To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director Infrastructure & Development *B for AHP*
Date: July 29, 2019
Re: RFP 19-117 Fitzwater Street CA & Inspection

Salisbury Department of Infrastructure and Development recently advertised a request for proposals for construction administration and inspection for Fitzwater Street Lift Station Replacement. The construction administration and inspection scope was bid as one phase consisting of replacement the existing Fitzwater Lift Station with a new lift station, install a new force main, rerouting the existing sewer to new lift station, demolition of the old lift station and cured in place plastic pipe (CIPP) lining of the existing gravity sewer in Fitzwater Street and West Main Street.

Bids were opened on May 8, 2019, three technical proposals with associated cost proposals were received. The Department of Infrastructure and Development scored the technical proposals and forwarded results to the Procurement Department. Cost proposals were then opened by Procurement, scored, and those results added to the technical review. The rating is based on a composite of technical review scores and scoring of cost proposals with a maximum available score of 100.

Consultant	Bid	Rating	Rank
Barton & Loguidice	\$324,000.00	76.05	3
George, Miles & Buhr, LLC	\$225,300.00	96.34	1
Whitman, Requardt & Assoc.	\$230,000.00	87.47	2

After the cost proposals were opened the Procurement Department notified Infrastructure and Development that GMB was the highest ranked vendor and Infrastructure and Development concurred with the result. Release of Fitzwater Street Construction Administration and Inspection was held pending successful resolution of revised scope and pricing for Fitzwater Street Pump Station Replacement (ITB 19-121)

Please issue a Purchase Order to George Miles in the amount of \$225,300.00 for the work specified in request for proposal 19-117 scope of Work. Funds are available in the accounts:

96112-513020-55011 \$225,300.00



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: August 12, 2019
Subject: Declaration of Surplus

The Department of Procurement received a request from the Salisbury Fire Department to declare two vehicles as surplus. These vehicles have high mileage and are in poor condition. Vehicle identification information is on the attached departmental memo.

Upon declaration of surplus, as approved by Council, the Department of Procurement will attempt to sell the vehicles via an auction sale. If unsellable through an auction service, they will be sold locally as salvage.



To: Jennifer Miller, Director of Procurement
From: John Tull, Fire Chief
Subject: Surplus Equipment – Chevrolet Suburban, Ford Crown Victoria 4DS
Date: 18 July 2019

The Department has equipment (described below) that is immediately available for declaration as surplus property.

The equipment is described as follows:

Unit Identification:	Car 1
Unit Description:	2005 Chevrolet Suburban
VIN:	3GNGK2G95G189587
Motor:	8100 Vortech
Transmission:	Automatic
Mileage:	125,301
Condition:	Poor

Unit Identification:	(Old) EMS 1
Unit Description:	1999 Ford Crown Victoria
VIN:	2FAFP71W7XX115701
Motor:	4.6 liter V-8
Transmission:	Automatic
Mileage:	165,593
Condition:	Poor

In addition, all useful equipment has been removed from the old units and placed in service on the new units or returned to the supply depot of the SFD for future use in another capacity.

The Fire Department respectfully requests the City's authorization to declare this equipment as surplus property and is asking for permission to dispose of them through auction in compliance with City code and/or policy.

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

cc: File



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: August 12, 2019
Subject: Declaration of Surplus
Salisbury Fire Department – Turnout Gear

The Department of Procurement received a request from the Salisbury Fire Department to declare 52 pieces of turnout gear (21 coats and 31 pairs of pants) as surplus. These items have surpassed their usable life and must be disposed of in accordance with National Fire Protection Association (NFPA) code 1851 so they are not utilized for further service.

The Department of Procurement hereby requests Council's approval to declare the noted items "surplus" and to allow the City of Fire Department to destroy the gear.

To: Jennifer Miller, Director of Procurement
From: John W. Tull, Fire Chief
Subject: Surplus of Personal Protective Equipment
Date: July 23, 2019

The Fire Department has numerous pieces of personal protective turnout gear that has reached or surpassed their usable life. The following is a list of those items and their associated (new/replacement) costs:

- Turnout Coats: 21 ea. X \$1,200.00 = \$25,200.00
 - Turnout Pants: 31 ea. X \$ 886.00 = \$27,466.00
- Total \$52,666.00

In accordance with NFPA 1851, “*Standard on the Selection, Care, and Maintenance of Protective Structural Fire Fighting and Proximity Fire Fighting – 2014 Edition*”, Section 10.1.2, “Structural firefighting ensembles and ensemble elements shall be retired in accordance with 10.2.1, no more than 10 years from the date the ensembles or ensemble elements were manufactured.” The standard also provides guidance on the proper method of disposing of the retired articles. According to Section 10.2.1, “Retired structural firefighting ensembles and ensemble elements and proximity firefighting ensembles and ensemble elements shall be destroyed or disposed of in a manner ensuring that they will not be used in any firefighting or emergency activities, including live fire training.”

I have directed Deputy Chief Gladwell to remove these items from service and secure them to prevent them from inadvertently being placed in service. I am requesting to have these items declared surplus with the intent to dispose of them in accordance with the NFPA 1851 standard. Should you have need of further information please do not hesitate to call on me.



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Amanda H. Pollack, P.E., Director of Infrastructure & Development
Date: July 23, 2019
Re: Budget Amendment – Aldi street light fee in lieu of

AP

The Department of Infrastructure & Development received a request from PennTex Ventures regarding the installation of street lights along Dagsboro Road at the new Aldi store. Please see the attached letter dated July 16, 2019. The approved construction drawings showed five (5) new City standard street lights along Dagsboro Road. The installation of the street lights were also referenced in the Public Works Agreement and discussed at the pre-construction meeting. The street lights have not been installed.

PennTex is requesting being allowed to pay a fee in lieu of installing the street lights. Per the attached letter, their reasons include that there is adequate lighting already on that portion of Dagsboro Road, that the lights detract from the aesthetics and that the lights would be in conflict with their landscaping. PennTex is offering \$35,000 to the City. The Department of Infrastructure and Development agrees that this is an adequate offer to furnish and install five (5) street lights.

If the City accepts the fee in lieu of, the Department of Infrastructure and Development recommends using the funds for either installing street lights in areas that do not have lights, or replacing old street lights and upgrading to the new City standard.

The Department of Infrastructure and Development does not want to make a fee in lieu of program for street lights the norm. It is our preference to have developers install street lights on the adjacent City owned streets, per our standard. Due to the various factors listed in the attached PennTex letter and since the parking lot lighting also lights the roadway, we can support the fee in lieu of in this unique situation.

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

July 16, 2019

Ms. Amanda Pollack, P.E., Director
Department of Infrastructure and Development
City of Salisbury
125 N. Division Street – Room 202
Salisbury, MD 21801
E – Apollack@salisbury.md
P – 410.548.3170

Re: Streetlighting – Aldi Grocery Market
30248 Dagsboro Road, Salisbury, MD 21804

Dear Ms. Pollack,

As you know, in conjunction with the development of the above noted project, we entered into a Public Works Agreement (hereinafter 'PWA') which outlined certain improvements to be provided by the developer, Penntex Ventures, LLC (hereinafter 'PTV').

One of the improvements required by the PWA is installation of five (5) new City standard streetlights along Dagsboro Road. On behalf of Penntex Ventures, LLC; the developer of the project, please accept this letter as our formal request that we be permitted to provide a fee to the City of Salisbury in the amount of \$35,000 in lieu of installation of the lights.

The intent of the lighting is to provide illumination of the roadway and pedestrian walkways along Dagsboro Road. That said, there currently exist streetlights along the opposite side of Dagsboro Road which provide an adequate light level and which were further supplemented by parking lot lighting installed in conjunction with the Aldi project. We believe that to install five (5) additional lights would detract from the aesthetics by 'over-lighting' the area. Further, the location of the City lights is in direct conflict with landscaping and street trees installed along Dagsboro Road in conjunction with the Aldi; the heads would be located between the canopies.

PTV believes that the dollars associated with this improvement requirement could be better spent in other areas of Salisbury where there is a greater need for streetlighting. Accordingly, we respectfully request that the City accept the noted payment of a fee in lieu of the installation of the lighting; whereby the City can choose to allocate such funding to some other part of the City where better lighting is warranted.

On behalf of PTV, please accept my thanks in advance for your consideration of this request. At your convenience, kindly advise us of the City's position as to our request and we will proceed accordingly in effort to bring this project to a close.

As always, please feel free to call or email me at your convenience with any questions, comments, concerns or need to discuss the above in greater detail.

Warmest Regards,

Penntex Ventures, LLC

By: 

Ted Donald, Executive Vice President

ORDINANCE NO. 2552

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE
FY2020 BUDGET TO APPROPRIATE A DEVELOPER CONTRIBUTION FOR STREET
LIGHTING IMPROVEMENTS.

WHEREAS, the City of Salisbury Department of Infrastructure and Development has received a
request from PennTex Ventures to pay a fee in lieu of installing streetlights along Dagsboro Road
associated with the Aldi project; and

WHEREAS, PennTex Ventures has committed to pay the amount of \$35,000 in lieu of installing
five (5) streetlights; and

WHEREAS, the Department of Infrastructure and Development seeks to use the developer
contribution to perform streetlight improvements throughout the City where there are no
streetlights or where streetlights are in need of replacement or upgrade; and

WHEREAS, the Department of Infrastructure and Development has reviewed the site in question
and is satisfied that there is sufficient lighting along Dagsboro Road where the Aldi project is
located.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
SALISBURY, MARYLAND that the City’s Fiscal Year 2020 budget is hereby amended as
follows:

1. Increase the Developer Reimbursements (01000-424250) budget by \$35,000.00
2. Increase the Traffic Control and Highway Lighting Operating (22000-546006)
budget by \$35,000.00

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury
held on 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, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2019

Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Amanda H. Pollack, P.E., Director of Infrastructure & Development
Date: July 23, 2019
Re: Budget Amendment – MDOT Reimbursement Funds

AP

The Department of Infrastructure & Development is requesting consideration for a budget amendment to move funds received from MDOT to an operating account. The City recently received a reimbursement payment from MDOT-SHA for the Citywide Resurfacing Program which is under the State-Aid Program. Please see the attached letter from MDOT dated June 7, 2019.

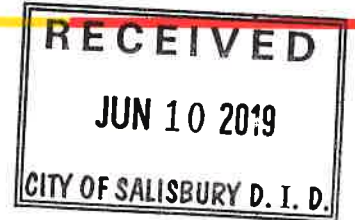
As the Department of Infrastructure & Development wishes to use the reimbursed funds to continue and expand the Citywide Paving and Concrete Repair Programs this year, it is requested that these funds be moved into the FY20 Citywide Street Maintenance Account 31000-534318. The amount of the reimbursement is \$176,659.02.

Please note that the reimbursement was received at the end of Fiscal Year 19 on June 21, 2019. Since the budget amendment was not able to be processed at the end of the fiscal year, the funds have been moved to surplus. We ask for the funds to be allocated in Fiscal Year 20 in the Street Maintenance Account so that they can be used this fiscal year.

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

MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION
**STATE HIGHWAY
ADMINISTRATION**

Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Pete K. Rahn
Secretary
Gregory Slater
Administrator



June 07, 2019

Amanda H. Pollack, P. E; Director
City of Salisbury
Department of Public Works
125 N. Division Street
Salisbury, MD 21801

Re: 045-000S(7) FY19 Resurfacing

Dear Ms. Pollack:

The Maryland State Highway Administration is processing a voucher in the amount of \$176,659.02 for payment by the State Comptroller's Office in Annapolis.

Your office will receive payment issued by the State Treasury in Annapolis for the above amount applicable to the project(s) referenced above.

Please defer any inquiry on the status of this reimbursement until thirty (30) days from the date of this notice.

Your cooperation in this matter would be appreciated.

Very truly yours,

A handwritten signature in cursive script that reads "Regina Kidd".

Regina Kidd, Chief
Federal Aid Billing Section
Capital Program Division

Saturday Ibok

From: Regina Kidd
Sent: Thursday, June 6, 2019 2:42 PM
To: 'William White'
Cc: Saturday Ibok
Subject: City of Salisbury request

Mr. White,

We received your request for reimbursement for the City of Salisbury in the amount of \$176,959.02. We will be paying that shortly. However, I wanted to let you know that on the previous payment of \$90,707.10 in March, you were overpaid by \$300.00. Your memo showed the amount \$90,407.10, but the SA-1 form showed the amount \$90,707.10. We didn't catch the discrepancy at that time. So, we will be adjusting this payment by \$300.00.

Let me know if you have any questions. In the future, please send all e-mails and requests for payment to me. Bruce Rupp no longer works in this area.

Thank you

Regina
Federal Aid Billing
410.545.5505

ORDINANCE NO. 2553

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY20 BUDGET TO APPROPRIATE FUNDS FOR STREET RESURFACING AND CONCRETE REPAIR.

WHEREAS, the City of Salisbury Department of Infrastructure and Development has completed paving and concrete repair projects throughout the City that are eligible for reimbursement from MDOT-SHA; and

WHEREAS, the City has received a reimbursement from MDOT-SHA in the sum of \$176,659.02; and

WHEREAS, the Department of Infrastructure and Development seeks to reimburse the operating account from which the original appropriation was budgeted in order to continue the Citywide Paving and Concrete Programs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City’s Fiscal Year 2020 budget is hereby amended as follows:

1. Increase the Current Year Surplus by \$176,659.02
2. Increase the Citywide Street Maintenance (31000-534318) budget by \$176,659.02

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, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____ 2019


Jacob R. Day, Mayor

INTER

OFFICE

MEMO

Finance Department

To: Julia Glanz, City Administrator
From: Keith Cordrey, Director of Finance 
Subject: Ordinance to Authorize the Issuance and Sale of General Obligation Bonds
Date: August 6, 2019

Attached is a resolution to authorize the issuance and sale of General Obligation Bonds.

Below is a summary from Bond Counsel, Lindsey Rader of Funk & Bolton.

- Ordinance Recitals trace borrowing powers and the City's intention to borrow money to finance, reimburse or refinance the public purpose projects identified in Section 3 through the issuance of general obligation bonds and, to the extent applicable, general obligation bond anticipation notes and/or general obligation refunding bonds.
- Section 1 - Provides that Recitals are an integral part of the Ordinance and terms defined therein and not otherwise defined in the Ordinance Sections shall have the meanings given to such terms in the Recitals, any official referred to by title in the Ordinance shall include any person serving in the absence or disability of a titled official or in an acting or interim capacity and any person generally referred to by another title (titles used in the Ordinance conform to titles used in the Charter or the City Code). Clarifies that references to principal amounts of obligations mean the par amounts of such obligations.
- Sections 2 – The City determines to borrow money and incur indebtedness for the public purpose of financing, reimbursing or refinancing “costs” as defined in Section 3(b) (including costs of issuance) of the Projects.
- Section 3 – The City is authorized to issue its general obligation bonds in one or more series from time to time in an original aggregate principal amount not to exceed \$12,482,977 (the “Bonds”). Section 3(b) defines “costs” (thereafter referred to as “Costs of the Projects”) and the Projects. Provides that the City may reallocate proceeds among the Projects without notice to or consent of the holders of the Bonds or any BANs (as identified in Section 6) and that proceeds may be spent on any applicable Costs of the Projects notwithstanding the descriptive names of the Projects including, without

limitation, costs related to changes in the scopes of and/or names of any of the Projects effected through applicable budgetary procedures or applicable law, including to the extent applicable, by resolution. In the event the City issues BANs, application of Bond proceeds to pay or prepay principal, premium and/or interest on the BANs will be deemed application for Costs of the Projects.

- Section 4 – Proceeds of the Bonds will be used solely for the public purposes described in Section 3 of the Ordinance unless the Council enacts a supplemental ordinance, subject to Section 3(c); specifies circumstances in which a supplemental ordinance is not required.
- Section 5 - Prior to issuing any series of the Bonds, the Council shall adopt one or more resolutions fixing, determining, approving or providing for all details relating to such series. Section 5 sets forth the types of determinations to be made by resolution. Section 5 authorizes the Council to delegate to one or more officials authority to make any determinations with respect to a series of the Bonds.
- Section 6 - (a) The City is authorized to issue and sell from time to time one or more series of general obligation bond anticipation notes (“BANs”) in an original aggregate principal amount not to exceed \$12,482,977 in order to finance or reimburse Costs of the Projects on an interim basis. Details regarding each series of BANs will be determined by resolution of the Council, and any such resolution shall make or provide for the same types of determinations provided for in Section 5 with respect to the Bonds, to the extent applicable to the BANs. By resolution the Council may delegate to one or more officials the authority to make any determinations with respect to a series of the BANs. (Note: BAN issuance authority is contained in the Ordinance in case interest rates have moved up at the time the City is ready to pursue Project financing and the City decides to incur a short-term borrowing in order to finance or reimburse Costs of the Projects on an interim basis. If BANs are issued, the expectation is that Bonds will be issued at a later date to pay/prepay the BANs at or prior to maturity.) (b) The City covenants to issue Bonds to refinance any issued BANs as soon as the reason for deferring issuance of the Bonds abates. (c) The Ordinance provides that the Council may provide by resolution for renewal of any BANs at maturity with or without resale and for any modifications to the BANs and related documentation.
- Section 7 - The City is authorized to issue and sell from time to time one or more series of general obligation bonds in order to currently refund or advance refund any Bonds issued pursuant to the Ordinance, including by paying issuance costs and funded interest, provided that the original aggregate principal amount of any series of refunding bonds may not exceed 130% of the aggregate principal amount of the bonds refunded therefrom (the “Refunding Bonds”). Details regarding each series of Refunding Bonds will be determined by resolution of the Council, and any such resolution shall make or provide for the same types of determinations provided for in Section 5 with respect to the Bonds, to the extent applicable to the Refunding Bonds, and other determinations required by applicable law. By resolution the Council may delegate to one or more officials the authority to make any determinations with respect to a series of the Refunding Bonds.

(Notes: the reason the maximum principal amount of each series of Refunding Bonds is expressed as a percentage of the outstanding principal amount of the Bonds being refunded is because refunding bonds are usually sized to cover not only outstanding principal of the bonds being refunded but also accrued interest, any prepayment premium and costs of issuance of the refunding bonds. Also, refunding authority is included in this Ordinance because if the market moves in the right direction at a later date that makes it advantageous for the City to refund any of the Bonds, the City can move quickly because it can determine the details by resolution rather than having to first authorize the refunding bonds by ordinance at that time.)

- Section 8 – The City pledges its full faith and credit and unlimited taxing power to the payment of any issued Bonds, BANs or Refunding Bonds (“Obligations”); to the extent other moneys are available for such purpose, the City may apply such other moneys to pay debt service on such Obligations as long as such application does not violate federal tax code limitations or other applicable law. In addition, the Council by resolution may provide that all or a portion of debt service on any series of the Obligations may be payable in the first instance from other sources(s).
- Section 9 – By resolution the Council may make appropriate arrangements in the event any put option, change in interest rate or modification of any issued Obligation could lead to a reissuance of the same for federal tax code purposes.
- Section 10 - By resolution the Council may determine that any series of the Obligations may be consolidated with any other bonds, bond anticipation notes or refunding bonds of the City, as applicable, and issued as a single series.
- Section 11 – By resolution the Council may authorize any modifications to a series of the Obligations once issued and related documentation unless under applicable law the proposed modifications require action by ordinance in addition to or in place of a resolution.
- Section 12 – Appropriate officials authorized to take all action necessary to complete and close the sale and delivery of each series of the Obligations and to consummate the transactions contemplated by such issues.
- Section 13 – Title is a statement of the substance of the Ordinance for publication and all other purposes.
- Section 14 – Provisions of the Ordinance shall be liberally construed.
- Section 15 - Ordinance will be effective following approval by the Mayor or subsequent passage by the Council in accordance with Charter Section SC2-12.

Notes:

(1) Even though it is currently expected (without having gone through the tax due diligence process) that the City will issue all the authorized Bonds at one time, as a single series, we always authorize bonds to be issued in one or more series from time to time at a stated not-to-exceed original aggregate principal amount in case the City decides to undertake the contemplated borrowing in stages or in case both tax-exempt and taxable series need to be issued.

(2) Pursuant to the Charter, the Council may determine a method of sale by resolution. The contemplated bonds, due to their issue size, are expected to be sold by a public sale at competitive bid. Forms of sale other than a public sale at competitive bid include: (i) a negotiated underwriting with one or more underwriters chosen by the City, (ii) a direct purchase transaction with a single bank where the City just approaches/negotiates with one bank to provide the financing or (iii) a direct purchase transaction where an RFP process is used to identify the bank that will purchase the applicable series of the obligations.

If you do not have any questions, please forward this to Council for their consideration.

Ordinance No. 2554

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AN ORDINANCE OF THE COUNCIL (THE “COUNCIL”) OF THE CITY OF SALISBURY TO AUTHORIZE AND EMPOWER CITY OF SALISBURY (THE “CITY”) TO ISSUE AND SELL FROM TIME TO TIME, UPON ITS FULL FAITH AND CREDIT, ONE OR MORE SERIES OF (1)(A) GENERAL OBLIGATION BONDS AND (B) GENERAL OBLIGATION BOND ANTICIPATION NOTES, EACH IN AN ORIGINAL AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED TWELVE MILLION FOUR HUNDRED EIGHTY-TWO THOUSAND NINE HUNDRED SEVENTY-SEVEN DOLLARS (\$12,482,977), AND (2) GENERAL OBLIGATION REFUNDING BONDS, SUBJECT TO THE LIMITATIONS PROVIDED FOR HEREIN, THE PROCEEDS OF THE SALE THEREOF TO BE USED AND APPLIED FOR THE PUBLIC PURPOSE OF FINANCING, REIMBURSING OR REFINANCING COSTS OF THE PUBLIC PURPOSE PROJECTS IDENTIFIED HEREIN AS ROOF REPLACEMENT FIRE STATION 1, WATER CHILLER & HEATING AND AIR CONDITIONING, MAIN STREET MASTER PLAN, BICYCLE MASTER PLAN IMPLEMENTATION, URBAN GREENWAY IMPLEMENTATION, WAYFINDING AND SIGNAGE, BRIDGE MAINTENANCE AND REPLACEMENT, STREET SCAPING, ZOO ADMIN OFFICE SPACE, FIELD OPERATIONS FACILITY PLAN – PHASE 2, FIELD OPERATIONS FACILITY PLAN - PHASE 3, MILL STREET BRIDGE REHABILITATION, NAYLOR MILL ROAD BRIDGE REPLACEMENT, BICYCLE MASTER PLAN IMPROVEMENTS, URBAN GREENWAY IMPROVEMENTS, STREET SCAPING, BUILDING LIGHTING AND CONTROLS (ECM 1), MECHANICAL (ECM 2), BUILDING MANAGEMENT SYSTEMS (ECM 3), BUILDING ENVELOPE IMPROVEMENT (ECM 4), GARAGE (BEARING PAD REPLACEMENT), PARKING GARAGE STRUCTURAL REPAIRS, AND PHONE SYSTEM FIRE DEPARTMENT; SPECIFYING THE MAXIMUM ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF THE BONDS OR BOND ANTICIPATION NOTES PROVIDED FOR HEREIN TO BE ALLOCATED TO EACH SUCH PROJECT, SUBJECT TO REALLOCATION BY THE CITY IN ACCORDANCE WITH APPLICABLE BUDGETARY PROCEDURES OR LAW; PROVIDING THAT THE COUNCIL BY RESOLUTION SHALL DETERMINE, APPROVE OR PROVIDE FOR VARIOUS MATTERS RELATING TO THE AUTHORIZATION, SALE, SECURITY, ISSUANCE, DELIVERY, PAYMENT AND PREPAYMENT OR REDEMPTION OF AND FOR EACH SERIES OF THE BONDS, THE BOND ANTICIPATION NOTES AND THE REFUNDING BONDS (EACH A “SERIES OF THE OBLIGATIONS” OR THE “OBLIGATIONS”); PROVIDING FOR THE IMPOSITION OF AD VALOREM TAXES SUFFICIENT FOR, AND PLEDGING THE FULL FAITH AND CREDIT AND UNLIMITED TAXING POWER OF THE CITY TO, THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON EACH SERIES OF THE OBLIGATIONS; PROVIDING THAT THE PRINCIPAL OF AND INTEREST ON EACH SERIES OF THE OBLIGATIONS ALSO MAY BE PAID FROM ANY OTHER SOURCES OF REVENUE LAWFULLY AVAILABLE TO THE CITY FOR SUCH PURPOSE; PROVIDING THAT CERTAIN ACTIONS MAY BE TAKEN OR PROVIDED FOR BY RESOLUTION IN CONNECTION WITH THE REISSUANCE OR MODIFICATION OF ANY OF THE OBLIGATIONS; PROVIDING THAT ANY OF THE

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42 OBLIGATIONS MAY BE CONSOLIDATED WITH OTHER OBLIGATIONS OF THE CITY
43 AND ISSUED AS A SINGLE SERIES OF BONDS, BOND ANTICIPATION NOTES AND/OR
44 REFUNDING BONDS; AUTHORIZING, DIRECTING AND EMPOWERING OFFICIALS AND
45 EMPLOYEES OF THE CITY TO TAKE CERTAIN ACTIONS IN CONNECTION WITH THE
46 OBLIGATIONS; PROVIDING THAT THIS TITLE SHALL BE DEEMED A STATEMENT OF
47 THE SUBSTANCE OF THIS ORDINANCE FOR ALL PURPOSES; PROVIDING THAT THE
48 PROVISIONS OF THIS ORDINANCE SHALL BE LIBERALLY CONSTRUED; AND
49 OTHERWISE GENERALLY RELATING TO THE ISSUANCE, SALE, DELIVERY AND
50 PAYMENT OF AND FOR THE OBLIGATIONS.

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RECITALS

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54 WHEREAS, City of Salisbury, a municipal corporation of the State of Maryland and a
55 municipality within the meaning of the Enabling Act, the Bond Anticipation Note Act and the
56 Refunding Act identified below (the “City”), is authorized and empowered by Sections 19-301
57 through 19-309 of the Local Government Article of the Annotated Code of Maryland, as replaced,
58 supplemented or amended (the “Enabling Act”), and Sections SC7-45 and SC7-46 of the Charter of
59 the City of Salisbury, as replaced, supplemented or amended (the “Charter”), to borrow money for
60 any proper public purpose and to evidence such borrowing by the issuance and sale of its general
61 obligation bonds; and

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63 WHEREAS, the City has determined to undertake the public purpose projects identified in
64 Section 3 of this Ordinance; and

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66 WHEREAS, the City has determined to authorize the issuance and sale from time to time of
67 one or more series of its general obligation bonds in order to finance, reimburse or refinance all or a
68 portion of the costs of any of the public purpose projects identified in Section 3 of this Ordinance; and

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70 WHEREAS, prior to issuing one or more series of the general obligation bonds authorized
71 hereby, the City may need to obtain interim financing in order to finance or reimburse applicable
72 project costs on a timely basis through the issuance and sale from time to time of general obligation
73 bond anticipation notes in one or more series pursuant to the authority of Sections 19-211 through 19-
74 223 of the Local Government Article of the Annotated Code of Maryland, as replaced, supplemented
75 or amended (the “Bond Anticipation Note Act”); and

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77 WHEREAS, subsequent to the issuance of any general obligation bonds provided for herein,
78 the City may desire to currently refund or advance refund all or a portion of such bonds through the
79 issuance and sale from time to time of one or more series of its general obligation refunding bonds
80 pursuant to the authority of Section 19-207 of the Local Government Article of the Annotated Code
81 of Maryland, as replaced, supplemented or amended (the “Refunding Act”); and

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83 WHEREAS, the City has determined to pledge its full faith and credit and unlimited taxing
84 power to the prompt payment of debt service on any general obligation bonds, bond anticipation notes
85 or refunding bonds authorized hereby; and
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87 WHEREAS, the City shall issue any general obligation bonds, bond anticipation notes or
88 refunding bonds authorized hereby in accordance with the terms and conditions provided for in a
89 resolution or resolutions to be adopted by the Council of the City (the "Council") pursuant to the
90 authority of the Enabling Act, the Bond Anticipation Note Act, the Refunding Act, Sections SC7-45
91 and SC7-46 of the Charter and this Ordinance, as applicable.
92

93 SECTION 1. NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE
94 CITY OF SALISBURY, MARYLAND that:
95

96 (a) The Recitals to this Ordinance are deemed a substantive part of this Ordinance and
97 incorporated by reference herein. Capitalized terms used in the Sections of this Ordinance and not
98 defined herein shall have the meanings given to such terms in the Recitals.

99 (b) References in this Ordinance to any official by title shall be deemed to refer (i) to any
100 official authorized under the Charter, the code of ordinances of the City (the "City Code") or other
101 applicable law or authority to act in such titled official's stead during the absence or disability of such
102 titled official, (ii) to any person who has been elected, appointed or designated to fill such position in
103 an acting or interim capacity under the Charter, the City Code or other applicable law or authority,
104 (iii) to any person who serves in a "deputy", "associate" or "assistant" capacity as such an official,
105 provided that the applicable responsibilities, rights or duties referred to herein have been delegated to
106 such deputy, associate or assistant in accordance with the Charter, the City Code or other applicable
107 law or authority, and/or (iv) to the extent an identified official commonly uses another title not
108 provided for in the Charter or the City Code, the official, however known, who is charged under the
109 Charter, the City Code or other applicable law or authority with the applicable responsibilities, rights
110 or duties referred to herein.

111 (c) References in this Ordinance to the "principal amount" of any of the Bonds, the BANs,
112 the Refunding Bonds or the Obligations (each as defined herein) shall be construed to mean the par
113 amount of such Bonds, BANs, Refunding Bonds or Obligations, as applicable.

114 SECTION 2. BE IT FURTHER ORDAINED that pursuant to the authority of the Enabling
115 Act, Sections SC7-45 and SC7-46 of the Charter and any other applicable law, the City hereby
116 determines to borrow money and incur indebtedness from time to time for the public purpose of
117 financing, reimbursing or refinancing costs (as defined in Section 3(b) hereof) of any of the Projects
118 identified in Section 3(b) hereof.
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SECTION 3. BE IT FURTHER ORDAINED that:

(a) To evidence the borrowing and indebtedness authorized in Section 2 of this Ordinance, the City, acting pursuant to the authority of the Enabling Act, Sections SC7-45 and SC7-46 of the Charter and any other applicable law, hereby determines to authorize the issuance and sale from time to time, in one or more series, upon its full faith and credit, of its general obligation bonds in an original aggregate principal amount not to exceed Twelve Million Four Hundred Eighty-Two Thousand Nine Hundred Seventy-Seven Dollars (\$12,482,977) (each, a “series of the Bonds” and, collectively, the “Bonds”). Any series of the Bonds may be issued as one or more bonds and any such bond may be issued in installment form and/or draw-down form.

(b) With respect to the projects listed below, the word “costs” as used in Section 2 hereof shall include, as applicable, costs of the following activities and expenses: land and right-of-way acquisition and development; acquisition of other property rights; site and utility improvements, including, without limitation, grading, landscaping, paving, sidewalk, curb, gutter, storm water, water and sewer improvements, and related or similar activities and expenses; demolition, razing and removal; acquisition, construction, expansion, reconstruction, replacement, renovation, rehabilitation, improvement, installation, furnishing and equipping activities and expenses, and related or similar activities and expenses; planning, design, engineering, architectural, feasibility, surveying, document development, bidding, permitting, inspection, construction management, financial, administrative and legal expenses, and related or similar activities and expenses; contingencies; costs of issuance (which may include costs of bond insurance or other credit or liquidity enhancement); interest during construction and for a reasonable period thereafter (whether or not expressly so stated); and any such costs that may represent the City’s share or contribution to the financing, reimbursement or refinancing of any such project (collectively, “Costs of the Projects”). The maximum original aggregate principal amount of the Bonds (or the BANs, as identified in Section 6 hereof) to be appropriated or applied to the Costs of the Projects (exclusive of any premium realized upon sale or investment earnings that may be applied for such purposes) shall be allocated among the following public purpose projects in the maximum principal amount set forth opposite each, except as otherwise herein provided:

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	<u>Project Name</u>	<u>Maximum Principal Amount</u>
1.	Roof Replacement Fire Station 1 ¹	\$ 50,000
2.	Water Chiller & Heating and Air Conditioning ¹	300,000
3.	Main Street Master Plan ¹	6,740,000
4.	Bicycle Master Plan Implementation ¹	550,000
5.	Urban Greenway Implementation ¹	775,000
6.	Wayfinding and Signage ¹	50,000
7.	Bridge Maintenance and Replacement ¹	162,000
8.	Street Scaping ¹	206,000
9.	Zoo Admin Office Space ²	100,000
10.	Field Operations Facility Plan – Phase 2 ²	200,000
11.	Field Operations Facility Plan – Phase 3 ²	125,000
12.	Mill Street Bridge Rehabilitation ²	45,000
13.	Naylor Mill Road Bridge Replacement ²	70,000
14.	Bicycle Master Plan Improvements ²	300,000
15.	Urban Greenway Improvements ²	200,000
16.	Street Scaping ²	200,000
17.	Building Lighting and Controls (ECM 1) ³	711,426
18.	Mechanical (ECM 2) ³	387,403
19.	Building Management Systems (ECM 3) ³	183,237
20.	Building Envelope Improvement (ECM 4) ³	105,911
21.	Garage (Bearing Pad Replacement) ¹	400,000
22.	Parking Garage Structural Repairs ²	592,000
23.	Phone System Fire Department	30,000
	TOTAL	<u>\$12,482,977</u>

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¹ Project was approved for bond funding in the fiscal year 2019 budget ordinance (Ordinance No. 2482).

² Project was approved for bond funding in the fiscal year 2020 budget ordinance (Ordinance No. 2539).

³ Projects were approved for bond funding by Ordinance No. 2521. Projects are further broken down by project components on Schedule B to Ordinance No. 2521.

The projects identified in items 1-23 above are collectively referred to herein as the “Projects”. The Projects described in items 1-23 above are identified by approximately the same names as such Projects are identified in City budget or other materials. The City, without notice to or the consent of any registered owners of the Bonds (or the registered owners of any of the BANs, as applicable), may

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165 reallocate the maximum principal amount of the Bonds (and of any of the BANs, as applicable)
166 (exclusive of any premium realized upon sale or investment earnings that may be applied for such
167 purposes) to be spent on Costs of the Projects among any of the Projects (including, without limitation,
168 the components of the Projects approved by Ordinance No. 2521) in compliance with applicable
169 budgetary procedures or applicable law, including, to the extent applicable, by resolution. Further, it
170 is the intention of the Council that proceeds of the Bonds (or of any of the BANs, as applicable) may
171 be spent on any applicable Costs of the Projects, notwithstanding the descriptive names used for the
172 Projects in the table above, including, without limitation, costs related to changes in the scopes of
173 and/or names of the Projects effected through applicable budgetary procedures or applicable law.

174
175 (c) In the event the City issues any series of the BANs pursuant to Section 6 of this
176 Ordinance, proceeds of the Bonds of any series in anticipation of which such BANs were issued may
177 also be applied to prepay or pay principal, premium and/or interest on such series of the BANs in
178 accordance with the provisions of the Bond Anticipation Note Act, and such application shall be
179 deemed the payment of Costs of the Projects for purposes of this Ordinance.

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181 SECTION 4. BE IT FURTHER ORDAINED that the proceeds of the Bonds shall be used
182 and applied by the City exclusively and solely for the public purposes described in Section 3 of this
183 Ordinance, unless a supplemental ordinance is enacted by the Council to provide for the use and
184 application of such proceeds for some other proper public purpose authorized by the Enabling Act,
185 the Charter or other applicable law; provided that, no such supplemental ordinance shall be required
186 if changes in the scope of or name of any Project are otherwise made as contemplated in Section
187 3(b) of this Ordinance.

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189 SECTION 5. BE IT FURTHER ORDAINED that pursuant to the authority of the Enabling
190 Act, Sections SC7-45 and SC7-46 of the Charter, this Ordinance and any other applicable law, the
191 Council, prior to the issuance, sale and delivery of each series of the Bonds, shall adopt a resolution
192 or resolutions specifying, prescribing, determining, providing for or approving such matters, details,
193 forms (including, without limitation, the form of the Bonds of such series), documents or procedures
194 as may be required by the Enabling Act, Sections SC7-45 and SC7-46 of the Charter or this Ordinance
195 or as the Council may deem appropriate for the authorization, sale, security, issuance, delivery,
196 payment, prepayment or redemption of or for such series of the Bonds, subject to the limitations of
197 any applicable law. Any such resolution may, subject to the limitations of any applicable law, set
198 forth, determine or provide for the determination of, provide for, or approve or provide for the
199 approval of, among other matters, as applicable, the designation of such series of the Bonds; the date
200 of issue of such series of the Bonds; the original aggregate principal amount of such series of the
201 Bonds; the denomination or denominations of such series of the Bonds; the maturity or maturities of
202 such series of the Bonds, or the method of determining such maturity or maturities; the principal
203 installment or installments (including, without limitation, serial maturities and/or mandatory sinking
204 fund installments) payable on such series of the Bonds or the method of determining such principal
205 installments; the rate or rates of interest, or the method of determining the rate or rates of interest,
206 payable on such series of the Bonds, which may be fixed or variable; provisions for the payment of

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207 late fees, additional interest and/or penalties payable with respect to such series of the Bonds and/or
208 adjustments to interest rates; the purchase price for such series of the Bonds (which may be at, above
209 or below par value) or the method of determining the purchase price; provisions relating to the
210 prepayment or redemption of such series of the Bonds at the City's option or by mandatory sinking
211 fund payments; provisions allowing the registered owners of such series of the Bonds to put or cause
212 the prepayment or redemption of the same at their option; the manner of selling such series of the
213 Bonds, which may be by private (negotiated) sale without advertisement or solicitation of competitive
214 bids (including in a negotiated underwriting or by direct purchase) or at public sale after publication
215 or dissemination of the notice of sale (in any manner permitted by applicable law), and all matters in
216 connection therewith, including any forms of documents, certificates, instruments or notices
217 authorized or required by applicable law; any limitations on the Costs of the Projects on which the
218 proceeds of such series of the Bonds may be expended and provisions for the appropriation, disposal
219 and investment of such proceeds; provisions for the application of unexpended proceeds, any
220 premium paid upon sale and/or investment earnings on proceeds of such series of the Bonds, which
221 may include, without limitation, on Costs of the Projects or on debt service payable on such series of
222 the Bonds, to the extent permitted by applicable law; the selection of any bond registrar, paying agent,
223 investment bidding agent or other appropriate service providers in connection with such series of the
224 Bonds; certifications, representations, determinations, designations or elections relating to the tax-
225 exempt or taxable status of interest payable on such series of the Bonds; and all other terms and
226 conditions pursuant to which such series of the Bonds will be issued, sold and delivered, including,
227 without limitation, any other determinations to be made by resolution as required by Charter Section
228 SC7-46.A. Among other matters, the Council by resolution may authorize, approve or otherwise
229 provide for (i) payment of any commitment fee or similar fee and any other costs (including other
230 parties' legal costs) payable in connection with any series of the Bonds, (ii) the obtaining of credit
231 enhancement or liquidity enhancement for any series of the Bonds (and the negotiation, approval,
232 execution and delivery of any agreements or documents relating thereto), and (iii) any other
233 agreements, documents, instruments or determinations necessary or desirable to enhance the
234 marketability of or as security for any series of the Bonds, including, without limitation, any ratings,
235 any official statement or similar disclosure document or any continuing disclosure undertaking
236 required to satisfy the requirements of Securities and Exchange Commission Rule 15c2-12.
237 References in this Section 5 to providing for determinations by resolution shall be construed to permit
238 the Council to delegate to one or more officials the authority to make or provide on behalf of the City
239 any of the determinations, approvals or other decisions contemplated by this Section 5. Any
240 resolution may specify, prescribe, determine or provide for the determination of, provide for, or
241 approve or provide for the approval of, the matters identified in this Section 5 for more than one series
242 of the Bonds.

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244 SECTION 6. BE IT FURTHER ORDAINED that:

245 (a) Pursuant to the authority of the Bond Anticipation Note Act, Sections SC7-45 and
246 SC7-46 of the Charter and any other applicable law, the City is hereby authorized and empowered
247 to issue and sell, upon its full faith and credit, its general obligation bond anticipation notes in one or

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248 more series from time to time in an original aggregate principal amount not to exceed Twelve
249 Million Four Hundred Eighty-Two Thousand Nine Hundred Seventy-Seven Dollars (\$12,482,977)
250 (each, a “series of the BANs” and, collectively, the “BANs”), prior to and in anticipation of the sale
251 of any series of the Bonds, for the public purpose of financing or reimbursing Costs of the Projects
252 on an interim basis. Any such series of the BANs may consist of one or more notes and any note may
253 be issued in installment form and/or draw-down form. Prior to the issuance, sale and delivery of each
254 series of the BANs, the Council shall adopt a resolution or resolutions pursuant to the authority of the
255 Bond Anticipation Note Act, Sections SC7-45 and SC7-46 of the Charter, any other applicable law
256 and this Ordinance authorizing such series of the BANs and specifying, prescribing, determining or
257 providing for the determination of, providing for, or approving or providing for the approval of, with
258 respect to such series of the BANs, the same types of matters, details, forms, documents, procedures
259 or determinations detailed in Section 5 hereof that may be made or addressed with respect to any
260 series of the Bonds, to the extent applicable with respect to such series of the BANs, and as otherwise
261 may be authorized or required by applicable law. By resolution the Council may delegate to one or
262 more City officials the authority to make any final determinations, approvals or decisions with respect
263 to any series of the BANs. Any resolution may specify, prescribe, determine or provide for the
264 determination of, provide for, or approve or provide for the approval of, the details required or
265 authorized by this Section 6 for more than one series of the BANs.

266 (b) The City hereby covenants (i) to pay from the proceeds of one or more series of the
267 Bonds the principal of any series of the BANs actually issued, (ii) to the extent that interest on any
268 series of the BANs is not paid from proceeds of such BANs, to pay the interest on such series of the
269 BANs from the proceeds of one or more series of the Bonds, and (iii) to issue the applicable series of
270 the Bonds as soon as there is no longer a reason for deferring its issuance. This covenant shall not be
271 construed to prevent the City from paying principal of and/or interest on any series of the BANs from
272 sources of funds other than proceeds of the Bonds, to the extent such other proceeds are available for
273 such purpose.

274 (c) As authorized by the Bond Anticipation Note Act, by resolution the Council may
275 provide for the renewal of any series of the BANs at maturity with or without resale, together with
276 any amendments or modifications to or replacements of such series of the BANs and any related
277 documentation.

278 SECTION 7. BE IT FURTHER ORDAINED that pursuant to the authority of the Enabling
279 Act, the Refunding Act, the Charter and any other applicable law, the City is hereby authorized
280 and empowered to issue and sell, upon its full faith and credit, its general obligation refunding
281 bonds in one or more series from time to time (each, a “series of the Refunding Bonds” and,
282 collectively, the “Refunding Bonds”), for the purpose of currently refunding or advance refunding
283 in whole or in part any of the Bonds then outstanding, including paying all or any portion of the
284 following: outstanding principal, prepayment or redemption premium, and/or interest accrued or
285 to accrue to the date or dates of prepayment, redemption, purchase or maturity of the Bonds to be
286 refunded, paying costs and expenses in connection with the issuance, sale and delivery of such

Underlining : Indicates material added by amendment after introduction
~~Strike-through~~ : Indicates material deleted by amendment after introduction

287 series of the Refunding Bonds, and, to the extent determined by the Council by resolution, paying
288 interest on such series of the Refunding Bonds, for the public purpose of (A) realizing savings to
289 the City in the total cost of debt service on a direct comparison or present value basis, or (B) debt
290 restructuring that reduces the total cost of debt service or is determined by the Council to be in the
291 best interests of the City, to be consistent with the City’s long-term financial plan, and to realize a
292 financial objective of the City, including improving the relationship of debt service to any source of
293 payment such as taxes, assessments or other charges, or for any other purpose then authorized by the
294 Refunding Act or other applicable law; provided that, the original aggregate principal amount of
295 any series of the Refunding Bonds shall not exceed one hundred thirty percent (130%) of the
296 aggregate principal amount of the Bonds refunded therefrom. Any such series of the Refunding
297 Bonds may consist of one or more bonds and any bond may be issued in installment form and/or
298 draw-down form. Prior to the sale, issuance and delivery of each series of the Refunding Bonds,
299 the Council shall adopt a resolution or resolutions authorizing such series of the Refunding Bonds
300 and specifying, prescribing, determining or providing for the determination of, providing for, or
301 approving or providing for the approval of, with respect to such series of the Refunding Bonds,
302 the same types of matters, details, forms, documents, procedures and determinations detailed in
303 Section 5 hereof that may be made or addressed with respect to any series of the Bonds, to the
304 extent applicable to such series of the Refunding Bonds, and as otherwise may be authorized or
305 required by applicable law, including, without limitation, the purposes of the Refunding Act to be
306 achieved by the issuance of such series of the Refunding Bonds, the selection of any escrow agent
307 or verification consultant, the selection of any escrow bidding agent, the determination of the
308 Bonds to be refunded in whole or in part from such series of the Refunding Bonds, and any
309 agreements, documents or other instruments necessary or desirable in connection with the
310 refunding. By resolution the Council may delegate to one or more City officials the authority to
311 make any final determinations, approvals or decisions with respect to any series of the Refunding
312 Bonds. Any resolution may specify, prescribe, determine or provide for the determination of, provide
313 for, or approve or provide for the approval of, the details required or authorized by this Section 7 for
314 more than one series of the Refunding Bonds.

315 SECTION 8. BE IT FURTHER ORDAINED that:

316 (a) The full faith and credit and unlimited taxing power of the City are hereby pledged
317 to the payment of the principal of and interest on each series of the Bonds, the BANs or the
318 Refunding Bonds, as applicable (each, a “series of the Obligations” and, collectively, the
319 “Obligations”), when due and to the imposition of the taxes hereinbelow described as and when
320 such taxes may become necessary in order to provide sufficient funds to meet the debt service
321 requirements of each series of the Obligations. Subject to the further provisions of this Section 8,
322 the City hereby covenants with the registered owners of the Obligations of each series to impose
323 ad valorem taxes on all real and tangible personal property in the City that is subject to assessment
324 for unlimited municipal taxation at a rate and in an amount sufficient to pay the principal of and
325 the interest on the Obligations in each fiscal year in which any of the Obligations are outstanding
326 and to take any further action that may be lawfully appropriate from time to time during the period

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327 that the Obligations of such series remain outstanding and unpaid to provide the funds necessary
328 to pay promptly the principal thereof and the interest due thereon. If the proceeds from the taxes
329 so imposed in any such fiscal year are inadequate for such payment, additional taxes shall be
330 imposed in the succeeding fiscal year to make up such deficiency.

331 (b) The foregoing provisions shall not be construed so as to prohibit the City from
332 paying the principal of and interest on the Obligations of any series from the proceeds of the sale
333 of any other obligations of the City or from any other funds legally available for that purpose
334 (including, without limitation, with respect to any BANs, from the proceeds of any Bonds and,
335 with respect to any Bonds, from the proceeds of any Refunding Bonds). Within the limitations of
336 any applicable Maryland or federal law (including, without limitation, the Internal Revenue Code
337 of 1986, as amended, and the regulations issued thereunder), the City may apply to the payment
338 of the principal of or interest on the Obligations of any series any funds received by it from the
339 State of Maryland or the United States of America, or any governmental agency or instrumentality,
340 or from any other source, if the funds are granted or paid to the City for the purpose of assisting
341 the City in accomplishing the components of Costs of the Projects which the Obligations of such
342 series are issued to finance, reimburse or refinance or are otherwise available for such purpose,
343 and to the extent of any such funds received or receivable in any fiscal year, the taxes hereby
344 required to be imposed may be reduced proportionately. Pursuant to the authority of Section SC7-
345 46.A. of the Charter, by resolution the Council may provide that all or a portion of the debt service on
346 the allocable portion of any series of the Obligations shall be payable in the first instance from
347 specified revenues or other moneys identified in such resolution, to the extent available for such
348 purpose.

349
350 SECTION 9. BE IT FURTHER ORDAINED that by resolution, the Council may make any
351 appropriate arrangements (including, without limitation, by authorizing one or more appropriate
352 officials to make any elections, designations, determinations or filings on the City's behalf) in the
353 event any right of the registered owner of an Obligation to put or cause the prepayment or redemption
354 of such Obligation at its option, or any change in the interest rate of an Obligation, or any other
355 modification to an Obligation could lead to a reissuance of such Obligation for purposes of the Internal
356 Revenue Code of 1986, as amended, and the U.S. Treasury Regulations promulgated thereunder.

357
358 SECTION 10. BE IT FURTHER ORDAINED that by resolution, the Council may determine
359 that any of the Bonds, the BANs or the Refunding Bonds may be consolidated with any bonds, bond
360 anticipation notes and/or refunding bonds authorized by the Council and issued as a single series of
361 bonds, bond anticipation notes and/or refunding bonds, as applicable.

362
363 SECTION 11. BE IT FURTHER ORDAINED that by resolution the Council may make or
364 authorize any modifications to (i) any series of the Obligations once issued, and (ii) any related
365 documentation, certificates or instruments, unless under applicable law the proposed modifications
366 require action by ordinance in addition to or in place of a resolution.

367

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~~Strike-through~~ : Indicates material deleted by amendment after introduction

368 SECTION 12. BE IT FURTHER ORDAINED that the following City officials: the Mayor,
369 the City Administrator, the Director of Finance, the City Clerk and all other appropriate officials and
370 employees of the City are hereby authorized, empowered and directed to (i) take any and all action
371 necessary to complete and close the sale, issuance and delivery of the Bonds, the BANs and the
372 Refunding Bonds, (ii) negotiate, approve, execute and deliver all documents, certificates and
373 instruments necessary or appropriate in connection with any such sale, issuance and delivery, and (iii)
374 carry out the transactions contemplated by this Ordinance, any resolution adopted in furtherance of
375 this Ordinance, and any documents, certificates or instruments executed and delivered in connection
376 with any series of the Obligations.

377
378 SECTION 13. BE IT FURTHER ORDAINED that the title of this Ordinance shall be deemed
379 to be, and is, a statement of the substance of this Ordinance for publication and all other purposes.

380
381 SECTION 14. BE IT FURTHER ORDAINED that the provisions of this Ordinance shall be
382 liberally construed in order to effectuate the transactions contemplated by this Ordinance.

383
384 SECTION 15. BE IT FURTHER ORDAINED that this Ordinance shall become effective
385 following approval by the Mayor or subsequent passage by the Council in accordance with the
386 provisions of Section SC2-12 of the Charter. Pursuant to Section SC2-16 of the Charter, this
387 Ordinance shall not be subject to petition for referendum.

388
389 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury
390 held on the _____ day of _____, 2019,
391 and thereafter, a statement of the substance of this Ordinance having been posted or published as
392 required by law, was finally passed by the Council _____ [as introduced] _____ [as
393 amended] [CHECK APPLICABLE LINE] on the _____ day of
394 _____, 2019.

395
396 ATTEST:

397
398
399 _____
400 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

401
402
403
404 APPROVED BY ME THIS _____ DAY OF _____, 2019:

405
406
407
408 _____
409 Jacob R. Day, Mayor

#209878;58111.041

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~~Strike through~~ : Indicates material deleted by amendment after introduction

Finance Department / HCDD

MEMO

To: Keith Cordrey

From: Deborah Stam

**Subject: Ordinance – Budget Amendment – Acceptance of the
FY20 Maryland Criminal Intelligence Network (MCIN) Grant
Awarded to the Salisbury Police Department**

Date: August 1, 2019

The Salisbury Police Department (SPD) submitted a grant application to the Governor's Office of Crime Control and Prevention (GOCCP) for FY 2020 funding through the Maryland Criminal Intelligence Network (MCIN) program.

The SPD was recently awarded \$369,924 in FY20 MCIN grant funds. These funds will be utilized to help reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders. The program will take the form of a state-wide network of criminal justice agencies focused on identifying, disrupting, and dismantling criminal networks through collaboration and comprehensive data sharing, both locally and statewide, with the ultimate goal of prosecuting more crimes under the Racketeering Influenced and Corrupt Organizations (RICO) Act.

Attached is a copy of the grant award notice from the GOCCP for the FY20 MCIN funds. Also attached is an Ordinance approving a budget amendment of the grant fund to appropriate the FY20 MCIN grant funds.

Please forward this information to the City Council to be placed on the work session agenda for the August 5, 2019 meeting, and on the legislative agenda for first reading at the August 12, 2019 meeting, and second reading / final passage at the August 26, 2019 meeting. Thank you for your assistance.



Deborah J. Stam
Grants Manager
Finance Department / HCDD

Attachments

CC: Olga Butar
Julia Glanz
Andy Kitzrow
Kim Nichols
Diane Carter
Dave Meienschein
Dee Lehman
Mark Tilghman
Kristine Devine



GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
CHILDREN • DEAF & HARD OF HEARING

July 10, 2019

Colonel David T. Meienschein
Colonel
Salisbury Police Department
699 West Salisbury Parkway
Salisbury, MD 21801

RE: MCIN-2020-0019

Dear Colonel Meienschein:

I am pleased to inform you that your grant application entitled, "**FY20 Maryland Criminal Intelligence Network Program**," in the amount of \$369,924.00 has received approval under the Maryland Criminal Intelligence Network program. Barbara Duncan has received the grant award packet containing information and forms necessary to initiate the project.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at www.goccp.maryland.gov. A copy of the grant award letter is also included.

It is essential, as the project director, that you submit the Notification of Project Commencement to indicate the starting date of your project within 30 calendar days after receiving your grant award packet. No financial forms can or will be processed unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete all reporting electronically, using our web-based Grants Management System (GMS, https://grants.goccp.maryland.gov/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Quentin Jones**) or fiscal team member (**Karlyssa Childers**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,



Quentin Jones

Funding Manager

cc: Chief Barbara Duncan



Regional Monitor
Fiscal Specialist:

Jones, Quentin
Childers, Kartyssa

Governor's Office of Crime Control and Prevention

Budget Notice

Grant Award Number:	MCIN-2020-0019	
Sub-recipient:	Salisbury Police Department	
Project Title:	FY20 Maryland Criminal Intelligence Network Program	
Implementing Agency:	Salisbury Police Department	
Award Period:	07/01/2019 - 06/30/2020	CFDA: STATE

Funding Summary	Grant Funds	100.0 %	\$369,924.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$369,924.00

Personnel

Description of Position	Salary Type	Funding	Total Budget
Law Enforcement	Overtime	Grant Funds	\$50,000.00
MCIN Coordinator	Fringe	Grant Funds	\$10,821.00
MCIN Coordinator	Salary	Grant Funds	\$36,071.00
MCIN Data Scientist	Fringe	Grant Funds	\$13,600.00
MCIN Data Scientist	Salary	Grant Funds	\$45,336.00

Personnel Total: \$155,828.00

Travel

Description	Funding	Quantity	Unit Cost	Total Budget
Mileage	Grant Funds	300	\$0.58	\$174.00

Travel Total: \$174.00

Contractual Services

Description	Funding	Quantity	Unit Cost	Total Budget
Delmar Police Department - Overtime	Grant Funds	80	\$50.00	\$4,000.00
Fruitland Police Department - Overtime	Grant Funds	140	\$50.00	\$7,000.00
Heroin Coordinator- Wicomico County	Grant Funds	1	\$38,457.00	\$38,457.00
Maryland State Police -Overtime	Grant Funds	1	\$10,000.00	\$10,000.00
Peer Recovery Support Specialist- Wicomico County Health Department	Grant Funds	1	\$30,266.00	\$30,266.00
Wicomico County Community Prosecutor	Grant Funds	1	\$97,500.00	\$97,500.00
Wicomico County Sheriff's Department - Overtime	Grant Funds	300	\$50.00	\$15,000.00

Contractual Services Total: \$202,223.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Cellebrite Software	Grant Funds	1	\$11,699.00	\$11,699.00

Other Total: \$11,699.00



Regional Monitor
Fiscal Specialist

Jones, Quentin
Childers, Karlyssa

Governor's Office of Crime Control and Prevention

Budget Notice

Grant Award Number:	MCIN-2020-0019	
Sub-recipient:	Salisbury Police Department	
Project Title:	FY20 Maryland Criminal Intelligence Network Program	
Implementing Agency:	Salisbury Police Department	
Award Period:	07/01/2019 - 06/30/2020	CFDA: STATE

Funding Summary	Grant Funds	100.0 %	\$369,924.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$369,924.00

Approved: 

 Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 7/1/2019

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ORDINANCE NO. 2555

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION FOR THE PURPOSE OF ACCEPTING MARYLAND CRIMINAL INTELLIGENCE NETWORK (MCIN) GRANT FUNDS IN THE AMOUNT OF \$369,924 AND APPROVING AN AMENDMENT TO THE FY 2020 GRANT FUND BUDGET TO APPROPRIATE FUNDS FOR THE SALISBURY FY20 MCIN PROGRAM.

WHEREAS, the City of Salisbury applied for Maryland Criminal Intelligence Network (MCIN) program funds through the Governor's Office of Crime Control and Prevention (GOCCP); and

WHEREAS, the GOCCP has awarded the City MCIN funds in the amount of \$369,924; and

WHEREAS, the Federal share of the project cost is \$369,924, and the City's share of the project cost is \$30,000; and

WHEREAS, the City's share of the project cost (\$30,000) has been previously funded through the City's Grant Match Funds account; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the GOCCP defining how these funds must be expended; and

WHEREAS, the City is sub-granting funds to the following law enforcement partner agencies in the amounts listed below under the category of Consulting Fees:

1) Wicomico County State's Attorney's Office	\$97,500
2) Wicomico County Sheriff's Department	\$53,457
3) Wicomico County Health Department	\$30,266
4) Maryland State Police Department	\$10,000
5) Fruitland Police Department	\$7,000
6) Delmar Police Department	\$4,000

for a total of \$202,223.00 to be sub-awarded; and

WHEREAS, the City is retaining \$156,002.00 for Salisbury Police Department overtime costs, salary and fringe costs for the MCIN Coordinator and the MCIN Data Scientist, as well as Travel (mileage) costs; and

WHEREAS, all funds shall be used to help reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders; and

WHEREAS, the program will take the form of a state-wide network of criminal justice agencies focused on identifying, disrupting, and dismantling criminal networks through collaboration and comprehensive data sharing, both locally and statewide, with the ultimate goal of prosecuting more crimes under the Racketeering Influenced and Corrupt Organizations (RICO) Act; and

41 WHEREAS, § 7-29 of the Salisbury City Charter forbids the Mayor from entering into a
42 contract that requires an expenditure not appropriated or authorized by the City Council; and

43 WHEREAS, appropriations necessary to execute the purpose of this grant must be made
44 upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of
45 Salisbury.

46
47 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
48 SALISBURY, MARYLAND, THAT the Council of the City of Salisbury, Maryland, hereby
49 authorizes Mayor Jacob R. Day to enter into a grant agreement with the Governor’s Office of Crime
50 Control and Prevention for acceptance of these funds.

51
52 BE IT FURTHER ORDAINED that the Council of the City of Salisbury, Maryland hereby
53 authorizes Mayor Day to sub-award funds to the aforementioned law enforcement partner agencies
54 for the purpose of expending these funds.

55
56 BE IT FURTHER ORDAINED that the City’s Grant Fund Budget be and hereby is amended
57 as follows:

- 58
59 1) Increase MCIN Grant Revenue by \$369,924
60 2) Increase City – Grant Match Funds Revenue by \$30,000
61 3) Increase MCIN Expenditure by \$399,924
62

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

65
66 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
67 Salisbury held on this 12th day of August 2019, and thereafter, a statement of the substance of the
68 Ordinance having been published as required by law, was finally passed by the Council on the
69 26th day of August 2019.

70
71
72 **ATTEST:**

73
74
75
76 _____
77 Kimberly R. Nichols, City Clerk

75
76 _____
77 John R. Heath, President
78 Salisbury City Council

79
80 APPROVED BY ME THIS _____ day of _____, 2019.

81
82
83
84 _____
85 Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Julia Glanz, City Administrator
From: Eric Cramer, Fire Marshal
Date: July 10, 2019
Re: **Updating Fire Inspection Requirements**

Please see the attached ordinance to require a favorable fire inspection prior to the issuance of certain City licenses.

Should you require any additional information, please do not hesitate to contact me.

1
2
3 **ORDINANCE NO. 2556**

4 AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE MUNICIPAL
5 CODE, TITLE 5-BUSINESS LICENSES AND REGULATIONS, CHAPTER 5.04-
6 COMMERCIAL DISTRICT MANAGEMENT AUTHORITY; CHAPTER 5.32-TRANSIENT
7 MERCHANTS AND MOBILE VENDORS; CHAPTER 5.44-PLAYS, CONCERTS AND
8 CIRCUSES; AND CHAPTER 5.52-RESTAURANTS IN CONNECTION WITH ADDING
9 CITY FIRE MARSHAL INSPECTION AND APPROVAL REQUIREMENTS TO ENSURE
10 COMPLIANCE WITH THE CITY FIRE PREVENTION CODE.

11 WHEREAS, the ongoing application, administration and enforcement of the City of
12 Salisbury Municipal Code demonstrates the need for periodic review, evaluation and
13 amendment; and

14
15 WHEREAS, the City of Salisbury desires to require all applications for an annual
16 downtown business license to include a report of inspection and approval by the City Fire
17 Marshal to ensure compliance with the City’s fire prevention code prior to issuance of a license;
18 and

19
20 WHEREAS, the City of Salisbury desires to require any mobile vendor engaged in the
21 preparation and/or sale of food to include a report of inspection and approval by the City Fire
22 Marshal to ensure compliance with the City’s fire prevention code prior to issuance of a license;
23 and

24
25 WHEREAS, the City of Salisbury desires to require any license application for a play,
26 farce, interlude, show, opera, concert, circus, menagerie, or other public exhibition of any kind to
27 include a report of inspection and approval by the City Fire Marshal to ensure compliance with
28 the City’s fire prevention code prior to issuance of a license; and

29
30 WHEREAS, the City of Salisbury desires to require any application for a restaurant
31 license to include a report of inspection and approval by the City Fire Marshal of compliance
32 with the City’s fire prevention code prior to issuance of a license; and

33
34 WHEREAS, the City of Salisbury has adopted the State Fire Prevention Code with
35 certain local amendments.

36
37 NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that Title 5-
38 Business Licenses and Regulations of the City of Salisbury Municipal Code is hereby amended
39 as follows:

40
41 Chapter 5.04 - COMMERCIAL DISTRICT MANAGEMENT AUTHORITY

42
43 5.04.040 - Downtown business district license.

- 44
45 A. No person shall operate any business establishment within the downtown business
46 district without obtaining an annual license, to be known as the "downtown business
47 district license," from the ~~treasurer~~ *Director of Finance* of the city. The operator of any
48 exempt establishment shall not be required to obtain a business district license and shall
49 not be eligible to use the management services provided by the business association for

50 the district. To the extent that the central Salisbury revitalization district includes within
51 its boundaries a public market owned by the city, ~~any~~ and business operated by any
52 merchant in such market shall be included within the downtown business district and
53 subject to this chapter.

- 54
- 55 B. The fee for the downtown business district license shall be as set forth in Exhibit B,
56 Section 5.04.160.
- 57
- 58 C. The business association shall certify to the ~~treasurer~~ Director of Finance on a yearly
59 basis the following:
- 60
- 61 1. The name, business address and mailing address of the person(s) responsible for
62 payment of the downtown business district license fee for each business
63 establishment;
 - 64 2. The fee due from each business establishment, other than an exempt
65 establishment.
- 66
- 67 D. The downtown business district license fee shall be in two categories: category one,
68 pertaining to retailers; and category two, pertaining to professional service, rental and all
69 nonretail establishments in the district. The rate for the 1988 calendar year shall be as set
70 forth in Exhibit B, Section 5.04.160. There shall be no rate change for successive years
71 unless the district, by a majority vote of the licensees therein, suggests a rate change,
72 which shall be ratified by the mayor and city council by ordinance.
- 73
- 74 E. The ~~treasurer~~ Director of Finance shall collect the fee from the responsible person of
75 each business establishment. The downtown business district license fee shall be due and
76 payable on January 1st of each and every year, and the entire charge prescribed for the
77 year shall be collected when the license is issued. The ~~treasurer~~ Director of Finance
78 shall not collect the downtown business district license fee due and payable on January
79 1, 1999, January 1, 2000, January 1, 2001, January 1, 2002 and January 1, 2003.
- 80
- 81 F. Subject to all applicable provisions of other ordinances of the city, statutes of Maryland
82 and laws of the federal government, the downtown business district licenses shall be
83 transferable, upon written notice to the ~~treasurer~~ Director of Finance, and renewable
84 from year to year during the continuous operation of the business by the downtown
85 business district licensee within the downtown business district and so long as such area
86 continues to be designated as a commercial district.
- 87
- 88 G. In the event that any person commences business operations in the business district
89 subsequent to January 1st in any year, the ~~treasurer~~ Director of Finance may prorate the
90 amount of the fee due and payable based on the number of months of operation during
91 the licensing year. There shall be no refund for any business that ceases operation during
92 the licensing year.
- 93
- 94 H. Every establishment, subject to the provisions of this section, shall, upon application for
95 an annual license, submit proof of an inspection and approval by the City Fire Marshal
96 showing compliance with the City's fire prevention code prior to the issuance of a
97 license under this chapter.
- 98

Chapter 5.32 – TRANSIENT MERCHANTS AND MOBILE VENDORS

5.32.080 - Investigation—Issuance of license—Determination of threat to health, safety and welfare.

A. The Business Development Director shall contact the city police and fire departments and may contact any other agency of the city government as he or she deems necessary in connection with any investigation under this chapter.

B. Unless after investigation the Business Development Director finds that the person making the application has not complied with this chapter, or the Business Development Director ~~or~~, chief of police, or chief of the fire department determines that the person being licensed as a mobile vendor or transient merchant may be a threat to the health, safety and welfare of the citizens of the city, he or she shall issue a license upon the posting of the bond as provided in Section 5.32.060. No license shall be issued to any holder of a license previously issued under this chapter within one year of a revocation of the previous license.

C. In determining the threat to health, safety and welfare, the Business Development Director shall consider the reputation of the person seeking the license, his or her criminal record, if any, and license history in this or other jurisdictions as reported to the Business Development Director by the police department, fire department, or any other department or agency of the city government. Emphasis in reaching a decision shall be given to any convictions for crimes of violence, sex offenses, violations of the gaming, narcotic and alcoholic beverage laws and fraud.

D. A mobile vendor engaged in the preparation and/or sale of food or other similar activity shall submit proof of an inspection and approval by the City Fire Marshal showing compliance with the City's fire prevention code prior to the issuance of a license under this chapter.

Chapter 5.44 - PLAYS, CONCERTS AND CIRCUSES

5.44.10 - License required—Fees.

A. Except as provided in Section 5.44.020, it is unlawful for any person within the corporate limits of the city to present any play, farce, interlude, show, opera, concert, circus, menagerie or other public exhibition of any kind whatsoever for gain, directly or indirectly, unless he shall first have obtained a license therefor from the city clerk.

B. The license fee required to be paid for a license under this section shall be as follows:

1. For every circus or feats of horsemanship performed under a covering of canvas or any other material temporarily erected for that purpose: seventy-five dollars (\$75.00) for each day;

2. For every other exhibition of any kind whatsoever: five dollars (\$5.00) for each day.

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5.44.020 - License required for halls presenting entertainment—Fees—Duration of license.

- A. It is unlawful for any person owning or renting a hall located within the corporate limits of the city, fitted up permanently for giving entertainments, as referred to in Section 5.44.010, for gain, to permit such hall to be used for such purpose without first obtaining a license therefor from the city clerk. A license fee of fifty dollars (\$50.00) per year shall be paid therefor. When any entertainment, as referred to in Section 5.44.010, is presented in any hall licensed under this section, the license required under Section 5.44.010 need not be obtained.
- B. Licenses issued under the provisions of this section shall expire on the last day of the year in which issued. All such licenses issued during any year shall be charged for on a pro rata basis from the date of issue until the end of the year in which issued.

5.44.030 – Safety requirements

No license, in accordance with this chapter, shall be issued prior to an inspection and approval by the City Fire Marshal showing compliance with the City fire prevention code.

Chapter 5.52 - RESTAURANTS

5.52.030 - Application for license—Contents.

- A. An application for a restaurant license under this chapter shall be made in writing on a form supplied by the city clerk. In such application, the applicant shall agree to conform to all provisions of this chapter and other ordinances of the city and the rules and regulations governing restaurants, to permit such examinations and inspections as may be deemed necessary by the health officer or assistant health officer and to the revocation of the restaurant license at any time for failure to comply with the provisions of this chapter and other ordinances of the city and the rules and regulations governing restaurants.
- B. Any person requesting a restaurant license under this chapter shall complete and sign an application as provided for in subsection (A) of this section, which shall be filed with the city clerk.
- C. An application for a restaurant license under this chapter shall include a report of inspection and approval by the City Fire Marshal showing compliance with the City Fire Prevention Code.

Explanation:

* ITALICIZED AND UNDERLINED PRINT INDICATES MATERIAL ADDED TO EXISTING LAW.

Bolded and ~~struck through~~ print indicates material deleted from existing law.

AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF SALISBURY, MARYLAND, THAT this ordinance shall take effect immediately upon adoption.

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THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____ 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
PRESIDENT, City Council

APPROVED BY ME THIS _____ day of _____ 2019

Jacob R. Day, Mayor