



CITY OF SALISBURY CITY COUNCIL AGENDA

SEPTEMBER 14, 2020

6:00 p.m.

ZOOM MEETING

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. SILENT MEDITATION
- 6:03 p.m. PROCLAMATIONS - City Administrator Julia Glanz
- Wicomico County Go Purple Campaign
 - Welcoming Week
- 6:15 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:16 p.m. CONSENT AGENDA - City Clerk Kimberly Nichols
- April 22, 2020 Budget Work Session Minutes
 - August 17, 2020 Special Meeting Minutes
 - August 17, 2020 Work Session Minutes
 - August 24, 2020 Legislative Session Minutes
 - **Resolution No. 3061**- approving the reappointment of David Herrick to the Parks & Recreation Committee for the term ending September 2023
- 6:20 p.m. ORDINANCES - City Attorney Mark Tilghman
- **Ordinance No. 2614**- 2nd reading- to amend the following sections of Title 13, Public Services of the Salisbury Municipal Code: Chapter 13.01.030, 13.02.020b.3.,7.,8., 13.02.050, 13.02.060e., 13.02.070, 13.02.080, and 13.02.090 to revise the Comprehensive Connection Charges definition and applications
 - **Ordinance No. 2615**- 2nd reading- to amend the Fee Schedule for FY2021
 - **Ordinance No. 2616**- 1st reading- to authorize the Mayor to enter into a contract with the Bureau of Justice Assistance for the purpose of accepting grant funds in the amount of \$78,445.00, and to approve a budget amendment to the FY2021 Grant Fund to appropriate funds for Personal Protective Equipment (PPE) purchases

- **Ordinance No. 2617**- 1st reading- to authorize the Mayor to enter into a contract with the Community Foundation of the Eastern Shore for the purpose of accepting grant funds in the amount of \$5,000.00, and to approve a budget amendment to the FY2021 Grant Fund to appropriate funds for offsetting Personal Protective Equipment (PPE) purchases
- **Ordinance No. 2618**- 1st reading- to authorize the Mayor to enter into a contract with the Maryland Community Health Resources Commission for the purpose of accepting grant funds in the amount of \$24,799.00, and to approve a budget amendment to the FY2021 Grant Fund to appropriate funds for establishing a Telehealth component to the Swift Program

6:40 p.m. PUBLIC COMMENTS

6:45 p.m. COUNCIL COMMENTS

6:50 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 – SEPTEMBER 28, 2020

- **Resolution No.**- acceptance of donation of walk-In freezer at the Zoo
- **Resolution No.**- parking restriction on Webster Street
- **Ordinance No. 2616**- 2nd reading- to authorize the Mayor to enter into a contract with the Bureau of Justice Assistance for the purpose of accepting grant funds in the amount of \$78,445.00, and to approve a budget amendment to the FY2021 Grant Fund to appropriate funds for Personal Protective Equipment (PPE) purchases
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Join Zoom Meeting

<https://us02web.zoom.us/j/5362772908>

Meeting ID: 536 277 2908

One tap mobile

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+19292056099,,5362772908# US (New York)

1 CITY OF SALISBURY
2 ZOOM BUDGET WORK SESSION
3 APRIL 22, 2020
4

5 Public Officials Present
6

7 Council President John “Jack” R. Heath *Mayor Jacob R. Day***
8 Council Vice-President Muir Boda *Councilwoman Angela M. Blake*
9 Councilwoman Michele Gregory *Councilwoman April Jackson*
10 ***on Zoom earlier in the session, but not on at the end of the session*
11

12
13 In Attendance

14 City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Finance Director Keith
15 Cordrey, and Assistant City Clerk Diane Carter

16 *****
17 The City Council convened in its second FY21 Budget Session at 8:30 a.m. via ZOOM
18 Teleconferencing.
19

20 Personnel committee and department representatives first presented highlights of their
21 respective budget requests and then responded to Council and/or Administration questions and
22 comments at the conclusion of their presentations, prompting additional discussion on specific
23 topics as needed.
24

25 The following is a synopsis of topics discussed:
26

27 **PART ONE**
28

29 **Government Office Building (GOB) Personnel Committee**
30

31 Media & Events Specialist Becca Brown joined Council to represent the GOB Personnel
32 Committee. The Committee had no particular requests but did wish to express its thanks for
33 this year’s step increase, and last year’s half-day off Christmas Eve and day off after Christmas.
34

35 **Department of Infrastructure and Development (DID)**
36

37 DID Director Amanda Pollack summarized the budget requests for the DID’s six organization
38 centers after first noting the effort made to maintain level funding in all operating accounts.
39

- 40 Org 19000 - Planning & Zoning
- 41 ➤ funding Phases 2 & 3 of the Zoning Rewrite Project in FY21 that were originally slated for
 - 42 FY21 & FY22 respectively, with Phase 1 funded in FY20
- 43 Org 25100 – Building permits & Inspections
- 44 ➤ no significant changes for staff of four – able to add essential items of safety shoes and
 - 45 uniforms within level operating budget

- 46 Org 31000 – Engineering General Fund (1 of 3 Funds) – all DID staff split between the 3 funds
- 47 ➤ Wicomico Environmental Trust Creekwatchers annual contribution increased from
 - 48 \$7,500 to \$10,000 per request and within level operating budget by adjusting other
 - 49 accounts accordingly
 - 50 ➤ New item – committing \$2,000 to Bicycle and Pedestrian Advisory Committee for event
 - 51 supplies and better bicycle valet system for events – within level operating budget by
 - 52 adjusting other accounts accordingly
 - 53 ➤ Street Maintenance and Curb/Gutter/Sidewalk Programs reduced in conjunction with
 - 54 funds available – Street Maintenance Schedule will be adjusted accordingly to fit the
 - 55 budget

56 *Finance Director Cordrey clarified for Vice President Boda that Highway User Revenue*

57 *(HUR) Funds were consumed by the entire department and not just specific line items like*

58 *Street Maintenance; Mr. Cordrey clarified for President Heath that the bulk of HUR Funds*

59 *goes into the City’s General Fund as the City incurs other expenses related to Street*

60 *Maintenance besides paving.*

61 *DID Director Pollack provided an overview for Councilwoman Blake of how street*

62 *maintenance is prioritized and costs estimated for inclusion in each budget year for the*

63 *never ending process of Citywide Street Maintenance; Mrs. Pollack noted how ADA*

64 *compliance is taken into consideration when prioritizing Street Maintenance projects and*

65 *will follow-up with President Heath once she has used the Sidewalk Viewer to calculate*

66 *percentage of Citywide ADA sidewalk compliance thus far.*

67

68 Org 60850 – Stormwater Utility

- 69 ➤ Increased Consulting by \$75,000 for Chesapeake Bay Trust Grant Program
- 70 ➤ Decreased Engineering/Architectural line based on tracking of expenses
 - 71 ○ using the funds for a maintenance contract for all new Best Management Practices
 - 72 in an effort to reduce burden on Field Operations, citing the Bio-retention Areas on
 - 73 Main Street as an example
 - 74 ○ continuing to use funds for consulting services for MS4 Compliance

75 Org 81080 – Engineering – Water (1 of 3 Funds) – all DID staff split between the 3 funds

- 76 ➤ No significant changes/critical items this year-adjusted some accounts accordingly

77 Org 84080 – Engineering – Sewer (1 of 3 Funds) – all DID staff split between the 3 funds

- 78 ➤ No significant changes/critical items this year-adjusted some accounts accordingly

79

80 Essential Items of Note

- 81 ➤ Adopt Planning Department Career Ladder in FY21 Budget-overview of the career ladder
- 82 provided, noting no funds needed this budget year and all positions in ladder are
- 83 filled/will be renamed according to ladder titles
- 84 ➤ Schedule C reflects recent award of \$50,000 Grant from Maryland Energy
- 85 Administration for continued LED Streetlight Replacement-total of 130 Streetlights
- 86 throughout the City-City Match of \$10,000 will again be provided by in-kind labor-
- 87 tracking of Field Operations time/labor with replacement light installation
- 88 ➤ Received first Tuition Reimbursement Request from DID Staff person-expressed
- 89 appreciation for the program even though funds are technically allocated through HR
- 90 and not DID Budget

91 **Water Works**

92

93 Water Works Department Director Cori Cameron reported there were no real critical items
94 since all had been funded in FY20. She further reported that she hoped the Apprenticeship
95 Partnership with Wicomico County originally slated to begin this summer but pushed back until
96 the fall would go forward. Money is budgeted in both Water and Sewer Departments - \$4,560
97 each for students to train at the Water or Sewer Plant during their last two years of high school
98 in preparation to assume a position with the City upon graduation.

99

100 Org 82075 – Water Treatment Plant – maintained level funding but did reallocate funds
101 between different accounts – there are a few reclassifications and market-rate adjustments

102 *In response to questions from President Heath, Director Cameron reported:*

- 103 ➤ *that a clerical position had been filled approximately two months ago*
- 104 ➤ *on the uncertainty of the total costs for chemicals given the economy and estimates from*
105 *vendors in Dec 2019 of anticipated cost increases when contracts go out to bid in*
106 *November 2020 - \$20,000 was added to the budget*
- 107 ➤ *that the vehicle account was reduced \$50,000 – a new pickup slated for FY21 was*
108 *actually able to be purchased in FY20*

109 Org 83000 – Water Administration – no changes – same as last year

110 Org 86083 – Wastewater Treatment Plant

- 111 ➤ Electricity Budget decreased by \$100,000 based on calculations by both Energy
112 Consultant and Director Cameron – and the Mayor reduced it by another \$20,000 –
113 should be sufficient based on actual costs this year in conjunction with
114 calculations/projections

115

116 Deputy Administrator Kitzrow requested Director Cameron explain the market rate adjustment
117 for all Waterworks staff which she did in conjunction with the compensation study conducted
118 by her department and attrition due to retirement and loss of staff to other larger utilities once
119 staff were fully trained after three years on the job with the City which included attending
120 classes toward certifications. Deputy Administrator Kitzrow elaborated on the step and
121 percentage increases on both lower and upper ends of the pay scale.

122

123 Director Cameron clarified for Vice President Boda that it cost approximately \$27,000 over a 3-
124 year period to train staff to run the plants and that she did not think staff would be open to a 5-
125 year contract (similar to how the Police Department handles training costs for new staff) when
126 hired. She further stated the extensive cost of training is communicated to new staff when
127 hired, but there are very few to no applicants - the first time she has witnessed this during her
128 career in the industry.

129

130 At Deputy Administrator Kitzrow’s direction, Director Cameron spoke again about the
131 Apprenticeship Partnership with Wicomico County originally slated to begin this summer but
132 that was pushed back until the fall when students will be able to participate in classes and on
133 the job work experience with the City to pursue water and sewer vocational career paths while
134 in high school which would make them eligible for hire with the City upon graduation.

135

136 Final comments included a recommendation from Vice President Boda about evaluating how
137 best to deal with the high cost of training for various City positions without losing the employee
138 to another organization after the City has spent so much money on training.

139

140 Org 86086 – Pretreatment – no changes except Market Rate adjustments

141 Org 87000 – Sewer Administration - no changes except Market Rate adjustments

142

143 **Field Operations (FOps)**

144

145 FOps Director Tom Stevenson summarized the budget requests for the Department’s fourteen
146 organization centers after first offering several comments in general which included the
147 following:

- 148 ➤ struggle with recruitment and retention in all departments unrelated to retirement
- 149 ➤ requesting a market rate adjustment between 6% for all Grades 5 and below
- 150 ➤ budget includes \$2 million dollars for new Administrative Building – Conceptual Plans
- 151 ➤ budget includes two 1-ton dump trucks for recycling in the Sanitation Department
- 152 ➤ budget includes funding for Zoo Pavilion
- 153 ➤ budget includes funding for ADA ramp and bathroom for Poplar Hill Mansion
- 154 ➤ budget includes \$140,000 for Church St (DID Project) Stormwater Pipe Rehab
- 155 ➤ eventually will need to replace departmental chipper from the 1990s – an essential item

156

157 Org 22000 – Traffic Control & Highway Lighting

- 158 ➤ nothing significant-requested two electricians but the positions were not funded

159

160 Vice President Boda acknowledged Personnel Committee brought up electricians and
161 purchasing a striper because of difficulty getting striping done. Director Stevenson clarified for
162 Vice President Boda that the Personnel Committee was likely referring to difficulty getting
163 *restriping* as opposed to *new striping* done which the department usually has no problem with
164 because it generally piggybacks on State Highway Administration; if a line striper was purchased
165 for *restriping*, it would probably require the addition of personnel to make full use of the
166 equipment purchase investment.

167

168 Director Stevenson reviewed cost and actual placement on the property of the new Field
169 Operations Administrative Building for Councilwoman Jackson.

170

171 Councilwoman Blake requested comparison analysis for contractual electrician expenses versus
172 hiring one or more staff electricians; Director Stevenson will follow up with that information.

173

174 Finance Director Cordrey clarified for President Heath that first year new lease payments are
175 shown in line item 558600 and then merged in subsequent years into existing lease payments
176 reflected in line item 558700.

177

178 Org 30000 – Resource Management-nothing significant- similar funding to last year

179

180

- 181 Org 31150 – Streets
182 ➤ no significant changes with exception of employees impacted by market rate
183 adjustment – MEO I, II, III positions
184 ➤ Finance Director Cordrey noted the significant amount of HUR funds expended in this
185 cost center
186

187 In response to President Heath’s question, Director Stevenson indicated Inmate Labor
188 previously allocated to Streets was moved to Sanitation where it is actually used, decreasing
189 operating costs by approximately \$18,000.
190

- 191 Org 32061-Waste Collection/Disposal - Sanitation
192 ➤ reflects those affected by market rate adjustment and transferred inmate labor costs
193

194 Director Stevenson clarified for President Heath that Janitorial Services (546002) were likely
195 transferred to Resource Management and are no longer paid out of Sanitation Account and
196 Propane (556205) Pilot Program did not work out.
197

- 198 Org 32062-Recycling – Sanitation
199 ➤ no significant changes
200 ➤ did request rear packer to assist with cardboard recycling (Personnel Committee had
201 requested same)

- 202 Org 34064-Fleet Management
203 ➤ no significant changes
204 ➤ reflects those affected by market rate adjustment

- 205 Org 35000-Carpenter Shop
206 ➤ no significant changes
207 ➤ reclassification of Painter to Carpenter I
208

209 Director Stevenson clarified for President Heath that Health Insurance costs decreased (while
210 most other departments’ costs increased) because a former employee had more expensive
211 health care coverage than the current employee.
212

- 213 Org 40000-Zoo
214 ➤ requesting a full time veterinarian – contracting these services has not worked out –
215 costs have constantly increased
216 ➤ Vet would help with animal healthcare, enrichment program, and registrar with
217 collection

- 218 Org 45000 – Parks
219 ➤ no significant changes
220 ➤ reflects those affected by market rate adjustment
221 ➤ eventually will need additional staff because presently 18 people are the heart and soul
222 of Streets & Parks
223

224 Director Stevenson clarified for Vice President Boda that there are 45 City Assets to maintain
225 and 34 of them are Parks.

226 Director Stevenson clarified for President Heath that chemical costs were up because of
227 budgeting funds for pond maintenance at Schumaker Pond – City is partnering with Wicomico
228 County to maintain pond – only one third of the pond may be maintained each year.

229

230 Org 31154 – Parking Authority

- 231 ➤ no significant changes
- 232 ➤ reflects those affected by market rate adjustment
- 233 ➤ Parking Garage facility improvements continue – presently working on roof membrane
- 234 ➤ Discussing programs/incentives for increasing revenues

235

236 Director Stevenson opined on the Personnel Committee request for an ‘on-call stipend’ brought
237 up by Councilwoman Blake. He provided an overview of the 1500-1600 hours that Comp Time
238 would cost with that option versus the current ‘on-call compensation’ cost of a 3 hour minimum
239 of OT or Comp Time earned when actually responding to an ‘on call request for service.’ He also
240 noted there were currently 18 people on the ‘on-call list’ so there were many personnel options
241 to exhaust in getting someone to respond and the extensive list eliminated the old practice of
242 disciplinary action if an ‘on call request for service’ did not receive a response in less than 30
243 minutes.

244

245 Org 82076 (Water Utility) and Org 86085 (Sewer Utility) – Director Stevenson indicated there
246 were no significant changes and Council had no questions.

247

248 **PART TWO**

249

250 *President Heath acknowledged that guests participating in the Zoom session did not have the*
251 *ability to make/share comments during this session but encouraged them to participate in*
252 *upcoming Council Work Sessions and Meetings.*

253

254 **Housing and Community Development (HCD)**

255

256 HCD Director Everett Howard and Homelessness & Housing Manager Christine Chestnutt
257 summarized the budget requests for HCD’s organization centers prior to reviewing specific
258 account cost centers.

259

260 Director Howard indicated that overall it was level funding throughout the department but the
261 budget did include:

- 262 ➤ a new line item request for an Americorps position to assist with staffing at the Newton
263 Street Community Center
- 264 ➤ merit increases for Christine Chestnutt and Amber Eure
- 265 ➤ requests for training, uniform, and vehicle maintenance line items that are traditionally
266 short in funding

267

268 Org 25200 – Neighborhood Service & Code Compliance

- 269 ➤ reflects the two merit increases
- 270 ➤ rent expense removed pending purchase of Truitt Street Community Center

271 Director Howard clarified for President Heath that the City pays for the electricity at the Truitt
272 Street Community Center.

273

274 Councilwoman Blake initiated discussion by asking about additional funds for training as
275 requested by the department's Personnel Committee. Director Howard provided an overview
276 of the certifications in conjunction with the five code enforcement officers on staff. All are
277 certified in lead abatement and there are other ICC certifications required including property
278 maintenance as well as available including zoning and commercial buildings. Initial training
279 generally costs \$400 per person with certification exams costing approximately \$200 per
280 person. Training is a line item which traditionally falls short in funding, but this year's budget
281 included a conservative request for \$1,000 for certifications for each code enforcement officer.
282 The budget does not reflect nor allow for any additional certifications that could be required or
283 become available throughout the coming fiscal year. Director Howard clarified for President
284 Heath that annually it costs approximately \$1,300 for the required certifications for the
285 department's code enforcement officers. When asked by Councilwoman Blake about training
286 for Christine and Joe who work with the Homeless in the Community, he deferred discussion of
287 that to Christine during her portion of the presentation; he did acknowledge that Kevin and
288 Jermichael bring forth training opportunities pertinent to their work when appropriate, noting
289 that Jermichael recently obtained a grant from the Wicomico County Library to attend a Youth
290 Development Training in Chicago which resulted in no cost to the City. After further discussion
291 about the importance and need for training, President Heath asked Director Howard to email
292 two numbers to all Council by end of the day: ① Dollar amount for required training for the
293 coming fiscal year ② Dollar amount left for other training for the coming year after subtracting
294 the dollar amount for required training from \$3000.

295

296 Finance Director Cordrey acknowledged that HCD Director Howard also oversees the Homeless
297 Program through his department; a transfer into his department of approximately \$97,300
298 covers the vouchers for the homeless. Housing Manager Chestnutt indicated the vouchers will
299 pay for the thirteen households' rent and utilities next year. The vouchers do not cover any new
300 households; the City does receive a small amount of funding from HUD for new households.

301

302 In response to Councilwoman Blake's questions about HUD funding, Housing Manager
303 Chestnutt clarified that approximately \$36,000 went toward the bulk of Homelessness Case
304 Manager Joseph Ruffo's salary which is still grant funded, other funds went toward rapid assist
305 for temporary housing, and additional funds are supposed to be coming for Covid-19-just do
306 not know when. Housing Manager Chestnutt continued that \$100,000 was anticipated at some
307 point from CDBG funds for homeless-specific expenses. Next year HUD will be distributing funds
308 through Tri-County-Wor-Wic-Som CoC – Somerset Health Department as lead receives the
309 money which is then dispersed to the other Counties. *In FY22, the City will part of a Statewide
310 COC so it is unsure what funds may be available to the City as it competes with all other State
311 Cities and Counties.*

312

313 Discussion continued about funding for Case Manager Ruffo's salary and options for converting
314 his position from grant funded to City paid staff; Housing Manager Chestnutt reported to
315 Councilwoman Blake that \$20,000 received from PAC funds pays the remaining salary that HUD

316 funds do not cover. Ms. Chestnutt explained that she and Mr. Ruffo are responsible for all of
317 Wicomico County, from Fruitland to Delmar, and Willards to Sharptown. The two of them could
318 really use an additional person – they have thought about another case manager. Director
319 Howard interjected that for the last two years his Department has submitted for Mr. Ruffo’s
320 position to convert to a full-time City paid position with full benefits-a total cost of \$58,000.
321 The position is still grant funded so conversion of the position could be critical next year
322 depending upon the availability of grant funds to continue paying the position’s salary.

323
324 Discussion continued regarding training for Housing Manager Chestnutt and Case Manager
325 Ruffo. Ms. Chestnutt reported that both attend any free training available and are required to
326 attend HUD training once a year at a cost of approximately \$400 for the training. Other costs
327 depend on the east or west locations designated as training centers for a particular year-lodging
328 and travel expenses would vary. Industry personnel are expected to attend the annual training
329 on their side of the Country. Due to Covid-19, this training was suspended this year.

330
331 Final comments included Councilwoman Blake acknowledging priorities of increasing the
332 training budget for all HCD staff and converting Mr. Ruffo’s position from grant funded to paid
333 City Staff to avoid a shortfall in paying the salary due to lack of grant funding; President Heath
334 indicated a budget amendment could always be considered to pay for any shortfall in Mr.
335 Ruffo’s salary.

336
337 **Business Development**

338
339 Business Development Director Soper summarized the budget requests for her Department.
340 Although not much has changed from last year, Part-Time Salary was increased by \$4,500 to
341 enable the Department’s Visitor Center to remain open on Saturdays which qualifies the City to
342 obtain signage on Rt. 50 according to State Highway Administration. The signage and expanded
343 Visitor Center hours are hoped to attract more visitors to the Center.

344
345 Director Soper continued that there have been several reallocations moving forward from last
346 year’s budget as follows:

- 347 ➤ several reallocations represent corrections from last year
- 348 ➤ Shore Transit has been reallocated three ways to pay for the Part-Time Trolley Driver’s
349 salary and FICA expenses, Trolley Maintenance, and gas for the Trolley
- 350 ➤ Events Budget of 75,466 representing the National Folk Festival last year has been
351 reallocated to other accounts since the 2020 Festival was cancelled this year
- 352 ➤ There were no questions from Council

353
354 **FINAL COMMENTS**

355
356 **President Heath**

357 After cautioning all that as Reserves have gotten better/risen Expenses have also increased,
358 President Heath requested Finance Director Cordrey revisit the FY21 General Fund Debt Service
359 Graph from the Financial Health of the City presentation *which is attached as part of the*
360 *minutes*. Finance Director Cordrey explained that looking at a snapshot of the 5-YR CIP FY21-

361 FY25 revealed that the available debt service based on 10% of the City's expenditures would
362 deplete the funds by FY24 if all CIP projects were funded because debt service would be more
363 than the 10% allowed; much of the FY21 CIP was not approved. President Heath indicated this
364 was a critical number to monitor.

365

366 **City Administrator Glanz**

367

368 City Administrator Glanz provided an update to the following items previously discussed:

- 369 ➤ Cost estimated previously by Water Works Director Cameron for Waste Water Staff
370 Training actually amounts to approximately \$11,000 over 3 years-the City will explore
371 contract options in conjunction with this expense
- 372 ➤ FOPs Director Stevenson will still provide final electrician numbers as requested but
373 wanted to share at this point that presently electrician services are contracted out for
374 four projects this year for approximately \$64,000 and costs for a City Staff electrician
375 including benefits would be approximately \$61,000 – there would still be some
376 contracting for electrician services for projects beyond the City's scope of work

377

378 **FINAL COUNCIL COMMENTS/DISCUSSION**

379

380 President Heath said that Council would make adjustments and address the items on the list at
381 the next session. Mr. Cordrey indicated they included the \$90,000 MDOT reimbursement
382 projected for receipt in FY20, but it was received by the City last week in FY19. Therefore,
383 revenue would have to be reduced in the FY20 General Fund.

384

385 **Vice President Boda**

- 386 ➤ take a Citywide look at training in conjunction with required training & costs with
387 specific positions to come up with a plan to safeguard the investment costs of training
388 over a specific amount, i.e. a contract that requires payback of the training expenses
389 should the employee leave the position before a designated time; also look at optional
390 training opportunities & costs
 - 391 ○ President Heath agreed and concurred with Councilwoman Blake's previous request
392 for a list of required training that must be funded each year – noting further that it
393 should be Citywide – then personal growth training opportunities can be reviewed
394 and cycled over more than one year
 - 395 ○ City Administrator Glanz said a global spreadsheet with the required training
396 information will be worked on for Council; she further noted that Safety Manager
397 Frank Ennis currently hosts in-house training for FOPs and other departments,
398 including Police and Fire
- 399 ➤ Department Heads did a great job balancing all they do and presenting responsible
400 budgets for their departments

401

402 **Councilwoman Jackson**

- 403 ➤ concurred with comments regarding training
- 404 ➤ City-provided Daycare important to employees-would not be closed as other daycare
405 facilities sometimes are

- 406 ○ President Heath concurred with importance of City-provided daycare
407 ○ Deputy Administrator Kitzrow addressed President Heath’s question that yes, the
408 City was looking at a breakeven model for daycare
409 ▪ minimize overhead
410 ▪ sliding scale to pay for services based on income
411 ▪ a way to retain employees who otherwise would leave the workforce to stay at
412 home because daycare is too expensive
413 ○ Councilwoman Gregory concurred that it would help the City to retain employees
414 and also suggested it would attract new employees looking for stable daycare; she
415 felt it would be good for the daycare to be self-sufficient and suggested locating a
416 breakeven model maybe fairly easy since traditionally daycares do not realize
417 significant profits; she addressed President Heath’s question that yes, with her
418 previous daycare experience she would be happy to work with Mr. Kitzrow on this
419 project and offered her business plans and statistics for review and ideas
420

421 **Councilwoman Blake**

- 422 ➤ HCD – training budget and converting Mr. Ruffo’s position from grant funded to City
423 position-continue to pursue
424 ➤ 2nd year in a row that Senior Fire Fighter position was requested as an addition to the
425 Career Ladder – mentioned this year by Personnel Committee and Fire Chief Tull-
426 continue to pursue
427 ➤ Include sufficient funds in Procurement for purchase of full computer for department
428 ➤ Finance Director Cordrey confirmed that SPD had no increase in OT/Non-Clerical – level
429 budget request for funding of \$465,995
430 ➤ City Administrator Glanz confirmed 5 new SPD vehicles in CIP for FY21 – 2 marked patrol
431 cars and 3 CID vehicles will be ordered in FY21 – President Heath added that there is a
432 significant lead time when ordering police vehicles
433 ➤ DID Personnel Committee request for HydroCad Software – City Administrator Glanz
434 indicated supervisors are not in favor of it for whatever reason and neither was DID
435 Director Pollack when Administrator Glanz inquired about it after Personnel Committee
436 made the request
437 ➤ DID Personnel Committee raised concern with 20 year old vehicles – Administrator
438 Glanz indicated there were so many requests-staff that drive the vehicles did not bring a
439 request forward-trusts DID Director Pollack’s instincts for what the department needs
440 ➤ Field Ops-Personnel Committee presented a tremendous request list this year similar to
441 last year-this year included hiring 2-3 electricians – would like to know cost comparison
442 between staff electrician with benefits versus cost of contractual electricians –
443 ○ Administrator Glanz explained again what she had reported earlier in case anyone
444 had missed it - *FOPs Director Stevenson will still provide final electrician numbers as*
445 *requested but wanted to share at this point that presently electrician services are*
446 *contracted out for four projects this year for approximately \$64,000 and costs for a*
447 *City Staff electrician including benefits would be approximately \$61,000 – there*
448 *would still be some contracting for electrician services for projects beyond the City’s*
449 *scope of work*

- 450 ○ Deputy Administrator Kitzrow indicated that this analysis was performed in other
451 areas for the City, i.e. contracting lawn care services versus have City Staff maintain
452 the City Park areas
- 453 ➤ Field Ops Personnel Committee requested several pieces of equipment – a chipper again
454 this year and also a striper – can they be funded?
- 455 ○ Deputy Administrator Kitzrow indicated General Fund Budget Requests totaled \$2.8
456 million and the City was able to fund about \$380,000 of the requests-had to
457 prioritize requests at a time when there were no plans for a tax increase and the Fire
458 Service Agreement details are still being worked out
- 459 ○ Vice President Boda reminded all that Director Stevenson said acquiring a striper
460 would also require additional personnel to run it and with the amount of striping
461 needed it may not be cost effective; he continued that it may be cost effective for
462 the City to replace the old chipper given all the cleanup required after storms with
463 fallen trees and other yard debris
- 464 ○ President Heath acknowledged that Council had thanked all Departments Heads for
465 the work they do and the great job they did on their budget presentations –
466 Council’s trust should be in the Department Heads who have made the best
467 decisions for their respective departments based on the information at hand; he had
468 no issues with any of the presentations or requests recognizing the balance that has
469 to be struck between raising taxes in order to help fund all requests versus
470 prioritizing requests for essential items-surplus could still be considered a source of
471 funding but the debt service number would have to be taken into consideration as
472 well as any loss of revenue during the coming year due to the Covid-19 situation
473

474 **Councilwoman Gregory**

- 475 ➤ concurs with Daycare as a priority as previously mentioned
- 476 ➤ pay for Fire Fighters, especially the volunteers - frontline with Covid-19 as First
477 Responders
- 478 ○ President Heath interjected that 2 years ago there had been a significant overhaul of
479 the SFD pay scale and structure
- 480 ○ At President Heath’s request, Finance Director Cordrey said he would provide
481 Council with the Financial Impact to the City as a result of the overhaul
482

483 **President Heath**

- 484 ➤ his list has already been covered
- 485 ➤ Council will continue to work with/discuss this budget
486

487 **City Administrator Glanz**

- 488 ➤ acknowledged would love to pay all staff more money-most are probably underpaid-but
489 have to consider burden on taxpayers
- 490 ○ addressed SFD two years ago and SPD three years ago
- 491 ○ addressing Field Ops and Water Works this year
- 492 ○ spreading the wealth out
- 493 ○ Additional rank for Senior Fire Fighter position would actually cost approximately
494 \$200,000 total – Deputy Kitzrow explained by inserting a new rank, all above that

495 rank automatically move up in salary thereby increasing the cost more than just the
496 salary of the inserted position

497

498 **Deputy Administrator Kitzrow**

- 499 ➤ all did an excellent job – provided an overview of how Administration had worked with
500 Department Heads to be frugal, to understand the compounding of needs in the 5-YR
501 CIP
- 502 ➤ the next few budget years are expected to be tight and hopefully Covid-19 will not have
503 a significant, adverse effect on those budgets

504

505 President Heath reviewed the remaining Budget Schedule as follows:

- 506 ➤ April 27, 2020 - Regular Council Meeting - 1st reading of Proposed FY21 Budget and
507 establishment of date for Public Hearing, and Water & Sewer Rates Ordinance *noting*
508 *changes can and usually do occur between 1st and 2nd readings of the budget and*
509 *Water/Sewer Rate Ordinances*
- 510 ➤ May 11, 2020 - Regular Meeting - Public Hearing on FY21 Proposed Budget, Proposed
511 Water & Sewer Rates
- 512 ➤ May 12, 2020 – Budget Work Session 8:30 a.m.- 1:00 p.m. *if needed*
- 513 ➤ May 19, 2020 - Budget Work Session 8:30 a.m.- 10:30 a.m. - General Discussion and
514 Final Adjustments and Approval before the Deadline
- 515 ➤ May 26, 2020 or June 8, 2020 - Regular Council Meeting – 2nd reading & Adoption of
516 Budget; Adoption of Water & Sewer Rates

517

518 President Heath thanked all stating this year was the smoothest budget yet, very productive
519 and a pleasure when everyone is prepared. He thanked Finance Director Cordrey and his staff,
520 the Mayor, City Administrator Glanz, Deputy City Administrator Kitzrow and all Department
521 Heads; he also thanked Mr. Eagle and Mr. Twilley from PAC 14 for making all the Zoom
522 technology options available and possible.

523

524 In closing, President Heath wished everyone a great and safe day, and reminded them to be
525 careful. He encouraged all who can to give blood, to wear your masks outside and stay home if
526 you don't have to go out. President Heath shared his optimism that Covid-19 would be beaten
527 since it appeared numbers were getting close to the peak of the outbreak, and that Salisbury
528 would emerge a better, stronger Salisbury.

529

530 With nothing further to discuss, the Budget Work Session adjourned at 11:29 a.m.

531

532

533 _____
Assistant City Clerk

534

535

536 _____
City Clerk

537

538

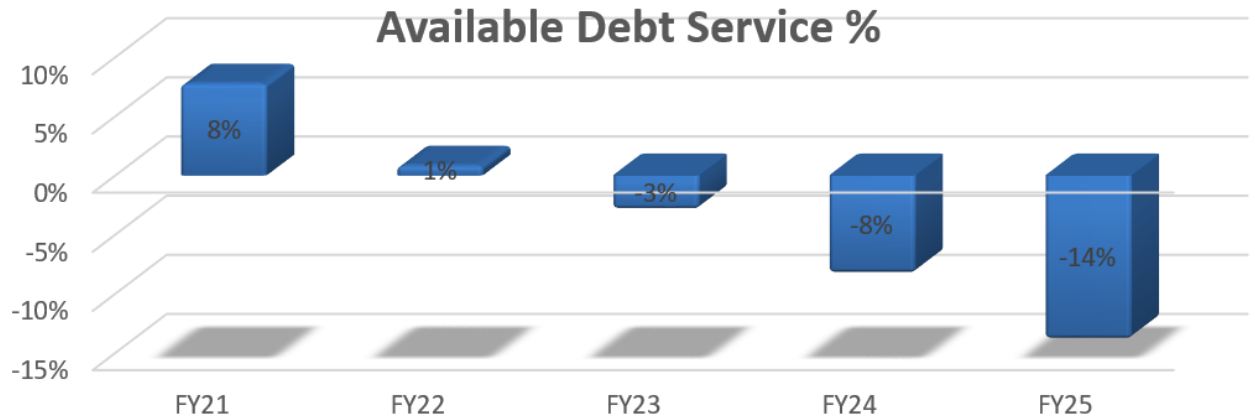
539 _____
Council President



FY21 General Fund Debt Service

Project Description	FY21	FY22	FY23	FY24	FY25	Total
Additional Debt Service - General Fund	375,685	388,600	238,261	167,590	153,052	1,323,189
Additional Debt Service - Prior year in this CIP		375,685	764,285	1,002,546	1,170,136	
<i>Scheduled Debt Service - as of</i>	3,866,674	3,817,589	3,726,865	3,415,868	3,257,806	
<i>Debt Service GOB Scheduled FY 20 (not included in Sched</i>	0	0	0	0	0	
<i>Ending Debt Service</i>	4,242,359	4,957,559	5,493,696	5,588,550	5,751,131	
Max Debt Service per Financial Policy 10% (see below)	4,600,000	4,999,556	5,338,358	5,159,952	5,050,614	
Available Debt Service Amount	357,641	41,997	-155,338	-428,598	-700,517	

Available Debt Service Percentage



1 **CITY OF SALISBURY, MARYLAND**

2
3 **SPECIAL MEETING via ZOOM**

AUGUST 17, 2020

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John "Jack" R. Heath*
8 *Councilwoman Angela M. Blake*
9 *Councilwoman April Jackson*

Council Vice-President Muir Boda
Councilwoman Michele Gregory

10
11 **PUBLIC OFFICIALS ABSENT**

12
13 *Mayor Jacob R. Day*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, City Clerk Kimberly Nichols, City Attorney Mark Tilghman, and*
18 *interested City employees and citizens.*

19 *****

20 *The City Council convened in a Special Meeting via Zoom on August 17, 2020. President Heath*
21 *called the meeting to order at 4:30 p.m. followed by a moment of silent meditation.*

22
23 **ADOPTION OF LEGISLATIVE AGENDA**

24
25 *Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous to approve the Special*
26 *Meeting agenda as presented.*

27
28 **RESOLUTION** – presented by City Attorney Mark Tilghman

- 29
30 • **Resolution No. 3057**- *authorizing and empowering City of Salisbury to issue and*
31 *sell two separate series of General Obligation Bonds, one to be issued in the original*
32 *principal amount not to exceed ninety thousand dollars (\$90,000.00) and to be*
33 *designated as the "City of Salisbury Water Quality Bond, Series 2020a" and the other to*
34 *be issued in the original principal amount of thirty thousand dollars (\$30,000.00) and to*
35 *be designated as "City of Salisbury Water Quality Bond, Series 2020b", and to be issued*
36 *and sold and the proceeds thereof to be used for and applied for the public purpose of*
37 *financing or reimbursing costs of the "Mt. Hermon Road Sewer Extension" project*

38
39 *Ms. Jackson moved and Mr. Boda seconded to approve Resolution No. 3057. City*
40 *Administrator Julia Glanz requested Council consider the second item on the agenda*
41 *first, as Finance Director Keith Cordrey was presenting Resolution No. 3057, but was*
42 *having problems connecting to Zoom. Ms. Jackson then withdrew her motion.*

43
44 **ORDINANCE** – presented by City Attorney Mark Tilghman

- 46 • **Ordinance No. 2613**- 1st reading- amending the FY21 General Fund Budget revising
47 positions and authorizing the restructure of the Salisbury Police Department Command,
48 Supervisory and Officer Position allocation
49

50 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve
51 Ordinance No. 2613 for first reading.
52

53 President Heath asked Mr. Tilghman if Council would have to vote on the ordinance
54 again after the trial period of one year. Mr. Tilghman advised the ordinance did not state
55 the change was temporary, but that the Police Department would try the restructure for
56 one year, but the language did not limit the restructure to one year.
57

58 **RESOLUTION** – presented by City Attorney Mark Tilghman
59

- 60 • **Resolution No. 3057**- authorizing and empowering City of Salisbury to issue and
61 sell two separate series of General Obligation Bonds, one to be issued in the original
62 principal amount not to exceed ninety thousand dollars (\$90,000.00) and to be
63 designated as the "City of Salisbury Water Quality Bond, Series 2020a" and the other to
64 be issued in the original principal amount of thirty thousand dollars (\$30,000.00) and to
65 be designated as "City of Salisbury Water Quality Bond, Series 2020b", and to be issued
66 and sold and the proceeds thereof to be used for and applied for the public purpose of
67 financing or reimbursing costs of the "Mt. Hermon Road Sewer Extension" project
68

69 Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve
70 Resolution No. 3057.
71

72 Mr. Cordrey provided a summary of the two separate series of the General Obligation
73 Bonds. The 2020a series was a \$90,000 bond and the 2020b was a \$30,000 bond. The
74 proceeds from both would be used to fund the Mt. Hermon Road Sewer Extension
75 project.
76

77 **PUBLIC COMMENTS**
78

79 *There were no requests for Public Comments.*
80

81 *With no further business to discuss, the Special Meeting adjourned at 4:46 p.m. whereby Council*
82 *immediately convened in the regularly scheduled Work Session.*
83

84 _____
85 City Clerk
86

87 _____
88 Council President

1 CITY OF SALISBURY
2 WORK SESSION (VIA ZOOM MEETING)
3 AUGUST 17, 2020
4

5 Public Officials Present
6

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

Council Vice President Muir Boda
Councilwoman Michele Gregory

7 Public Officials Absent
8

9 Mayor Jacob R. Day
10

11 In Attendance
12

13 City Administrator Julia Glanz, Infrastructure & Development (DID) Director Amanda Pollack,
14 Finance Director Keith Cordrey, Housing & Community Development (HCDD) Director Ron
15 Strickler, Lindsey Rader, Esq. of Funk & Bolton, P.A. and Emily Metzler of MUNICAP, Inc., City
16 Attorney Mark Tilghman, City Clerk Kimberly Nichols, and interested citizens.
17 -----

18 On August 17, 2020 the Salisbury City Council convened in a Work Session at 4:46 p.m. via
19 Zoom immediately following the adjournment of the Special Meeting. The following is a
20 synopsis of the topics discussed:
21

Donation of residential property located at 300 Delaware Avenue

HCDD Ron Strickler reported the City was approached by G.N.I. Properties, Inc. last fall about donating 300 Delaware Avenue to the City. Originally, the project required the City to pay for the appraisal and closing costs but since then G.N.I. Properties, Inc. had the appraisal done on their own. The City would just have to pay closing costs. Rather than demolishing the structure on the site as originally discussed, Mr. Strickler thought that the property could be sold with a contingent rehabilitation plan in place and would aim for a single family home.

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

22 **ESIMBA MOU for new mountain bike trails**
23

24 DID Director Amanda Pollack reported on the MOU with the Eastern Shore Chapter of
25 International Mountain Bicycling Association. The City had entered into MOUs previously with
26 ESIMBA, and the current MOU was for additional mountain biking trails within the Naylor Mill
27 Forsest Complex. The new trails would extend along the Rail Trail section Phase 7B, which was
28 undergoing final design. The purpose of the MOU was to delineate the responsibility of ESIMBA
29 and the City. ESIMBA would design the trails, obtain the permits and approvals for construction of
30 the trails, supervise volunteers during construction and maintain the trails. The City would review
31 the design and implementation plans, encourage police patrols of the trails, authorize ESIMBA to
32 have informational displays about the trails, and acknowledge that ESIMBA built and maintains the

33 trails. Present on the Zoom Meeting were Alex McRae, BPAC member and Will White, City
34 Transportation Specialist.

35
36 Mr. McRae reported the trails were not just for mountain bikers alone, as runners were encouraged
37 to use the trails.

38
39 Ms. Gregory asked about ADA accessibility, and Ms. Pollack said that because of the wooded area,
40 they would not be smooth surfaced nor ADA accessible.

41
42 Council reached unanimous consensus to advance the MOU to legislative agenda.

43
44 **Comprehensive Connection Charge Code changes**

45
46 Ms. Pollack explained the Comprehensive Connection Charge Code changes was a continuation of
47 the last few Work Sessions, resulting in the formal code changes previously discussed to change the
48 way the City assessed Capacity Fees and central system line fees (per recommendations of the 2018
49 Water & Sewer Rate Study) and to make the fees more equity based. The current Capacity Fees
50 were \$3,533 per EDU (in effect since 2013). Based on the equity calculations, the consultants
51 proposed the maximum Connection Fee to be \$9,746 per EDU with no central system line fee. Ms.
52 Pollack did not recommend implementing the full fee at this time, but increasing it over time.

53
54 The ordinance provided for the new fee recommendation of a 5% increase over the existing
55 Capacity Fees since the new Connection Fees included the Central System Line Fees. The new rates
56 would be a Connection Fee of \$3,710 per EDU and 38% of the full equity buy-in amount. Ms.
57 Pollack recommended annual increases until full equity buy-in was achieved, as it was unrealistic to
58 implement the increase all at once. The other ordinance presented would adopt the fee schedule.

59
60 Council reached unanimous consensus to advance the legislation to legislative agenda.

61
62 **TIF discussion for “Old Mall” property (Civic Avenue)**

63
64 Finance Director Keith Cordrey reported Lindsey Rader, Esq., Funk & Bolton, P.A. and Emily
65 Metzler, MUNICAP, Inc., Senior Vice President were present in the Zoom meeting and making a
66 presentation on TIFs. The presentation is attached and made part of the minutes.

67
68 Ms. Rader explained the overview of TIFs was being made because it had been quite some time
69 since the City was involved in such a transaction. Mr. Cordrey recommended further evaluation of
70 the opportunity, and if Council chose to move forward, developers would be investing a substantial
71 amount of funds. When they discussed TIFs again, and if the Council chose for any reason to not
72 continue with the TIF, the developer’s money would be lost. Although the City would still be in the
73 process of evaluating the TIF, a significant amount of money would be spent by the developers. The
74 introduction presented today would be the beginning of further discussions.

75
76 Ms. Rader explained the way the transactions were done since the Recession. Once the developer
77 approached the issuer, the issuer typically asked the developer to pay for the issuer’s professionals.
78 If the Council decided they wanted to further explore it, the developer would agree to pay for
79 Municap’s services, Funk & Bolton’s services, and likely Mr. Tilghman’s services on a monthly

80 basis going forward. The agreements would clearly indicate that the City was the client although
81 the developer paid the fees. Funk & Bolton’s draft agreement clearly indicated that while the
82 developer paid the fees, that the City taking any steps, such as if the City looked at the projections
83 and agreed to get the development district created, it would not obligate the City to actually issue
84 the bonds. The City would not be obligated to issue the bonds, no matter how many steps they took
85 in the process, until the City actually issued the bonds. No funds would be made available for the
86 infrastructure improvements until the bonds were issued. The developers would be taking a risk at
87 and putting funds out for the City’s professionals because these were time consuming transactions.
88 The developer would be asked to take the risk that the City may not ultimately issue the bonds.

89
90 Ms. Glanz said that Administration was interested in seeing certain projects move forward with the
91 possibility of TIFs, if the Council had interest.

92
93 Council reached unanimous consensus to proceed to the next step.

94
95 **Council Remarks**

96
97 Ms. Glanz stated that constituents had until the end of September to complete the Census.

98
99 Mr. Boda said the Census was key, and asked everyone to support their local businesses and
100 restaurants.

101
102 Ms. Jackson said to stay healthy, social distance, wear masks and be safe.

103
104 Ms. Blake reminded everyone to donate blood if they were healthy.

105
106 Ms. Gregory reiterated what Ms. Jackson said, which was to wear their masks and be safe.

107
108 President Heath said that everyone needed to register in the Census because the amount of funds the
109 City received depended on the population. If anyone had not responded to the Census, he implored
110 them to do so as soon as possible. He also encouraged everyone to give blood, if possible.

111
112 **Adjournment**

113
114 With no further business to discuss, the Work Session adjourned at 6:09 p.m.

115
116 _____
117 City Clerk

118
119 _____
120 Council President

TIFs AND SPECIAL TAXING DISTRICTS



National Harbor, Prince George's County, MD

MUNICAP, INC.
— PUBLIC FINANCE —

F&B FUNK & BOLTON
— ATTORNEYS AT LAW —

PRESENTATION OUTLINE

I. TIF

- How TIFs Work
- Considerations Regarding TIF and Special Tax Financing
- TIF/Special Tax Process
- Pros and Cons of TIF

II. Special Tax Back – Up

- TIF/Special Tax Expenditures
- TIF and Special Taxing District Policies and Considerations

III. Next Steps

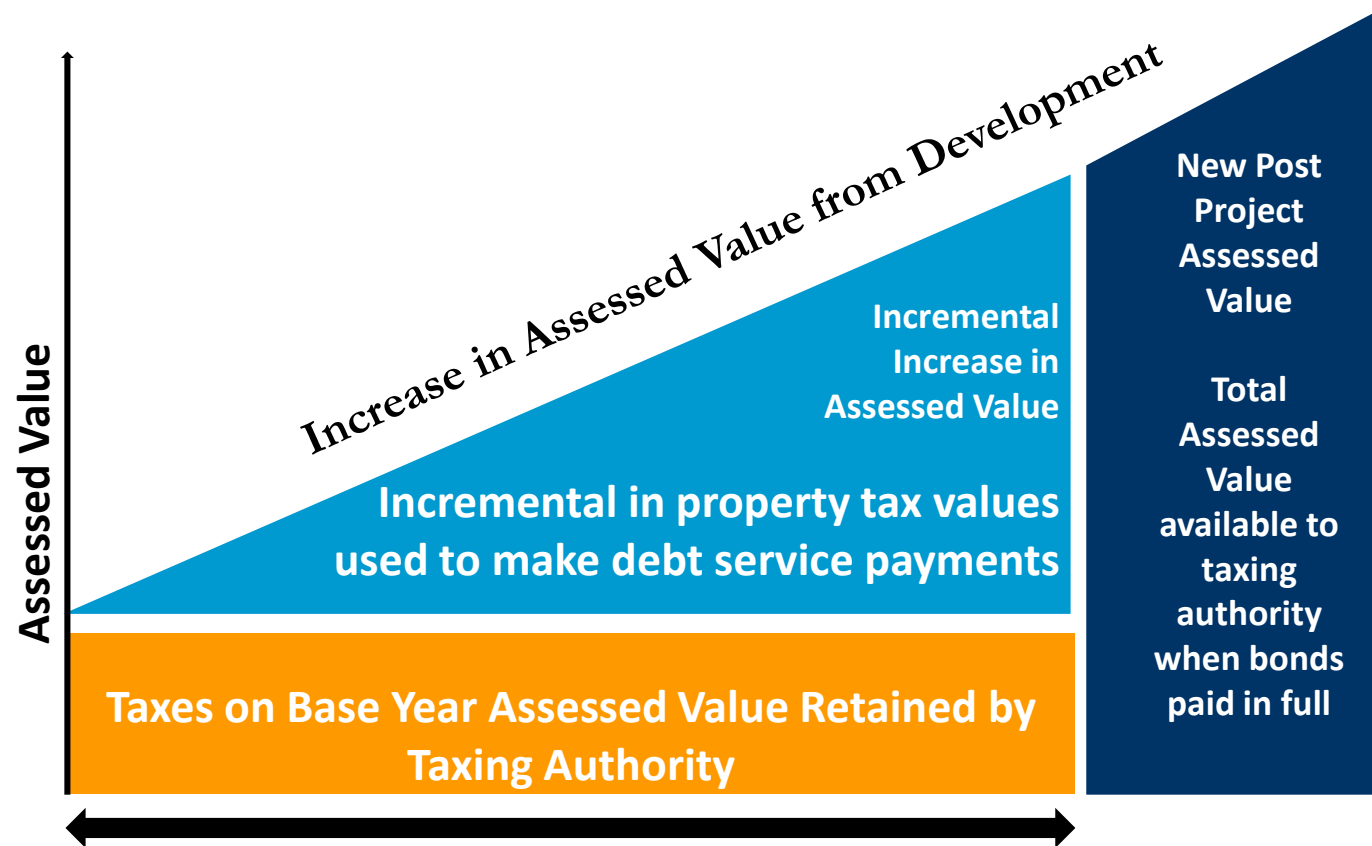
IV. Sample TIF Projects

V. Experiences with TIFs and Special Tax Financing in Maryland

VI. Questions?

HOW TIFs WORK

- Base value set at assessed value as of January 1 of calendar year preceding District formation
- Development increases assessed value
- Higher assessed value results in additional real property tax revenues
 - These revenues are the tax increment revenues
- Revenues pledged can go beyond incremental real property tax revenues including sales, meals, and hotel tax revenues

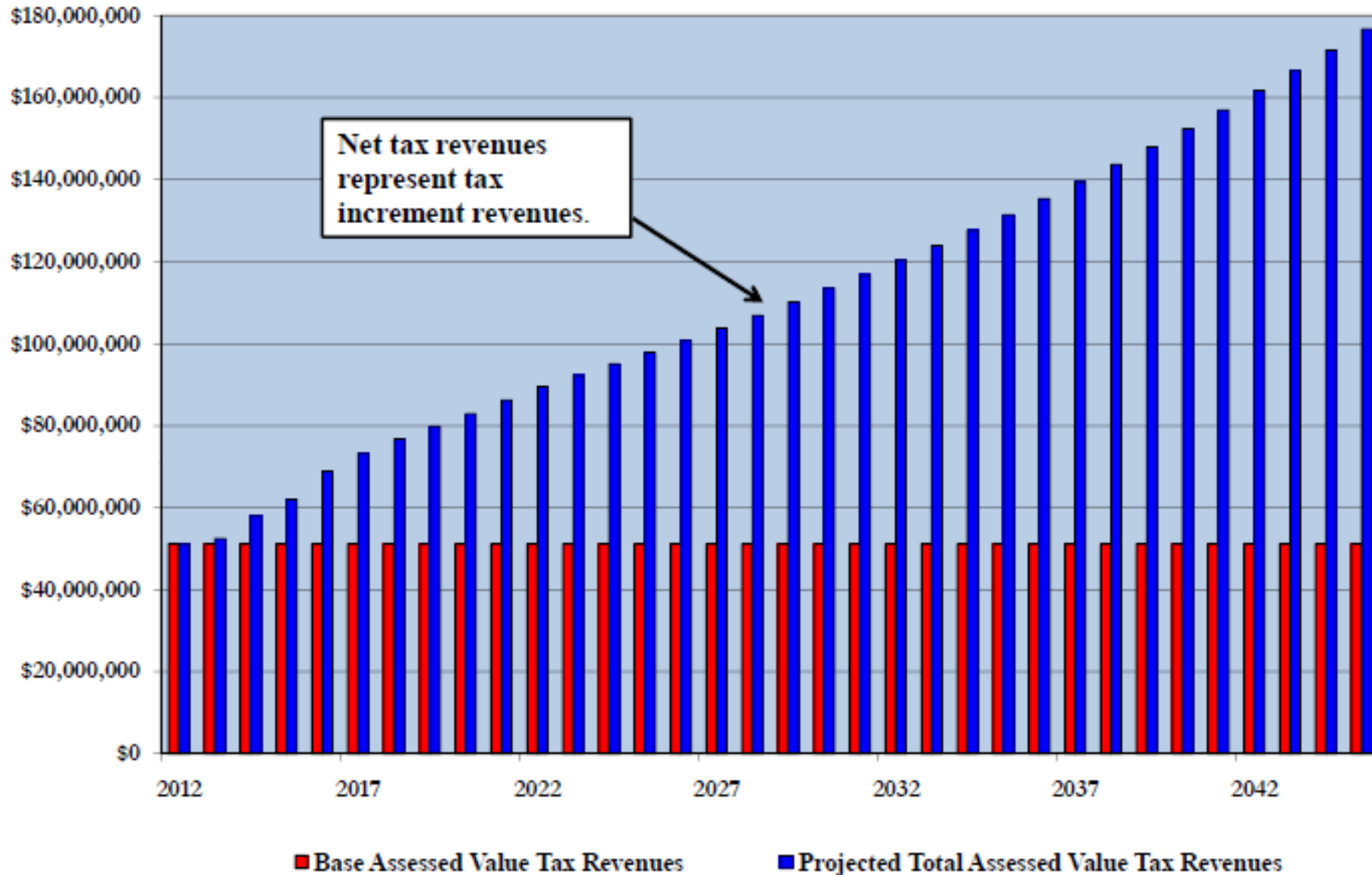


HOW TIFs WORK, CONTINUED

- Jurisdiction commits to use revenue bond proceeds to fund infrastructure improvements that support and encourage desired development
- No tax effect on properties outside of the tax increment finance district

HOW TIFs WORK, CONTINUED

Incremental Revenues



CONSIDERATIONS REGARDING TIF AND ST FINANCING

- Tax increment financing (TIF): real property tax revenues attributable to the increase in assessable base of real property in a designated area over the original assessable base of such real property are captured and segregated. This represents a diversion of money that normally flows to the General Fund. No additional taxes are levied in connection with a tax increment financing.
- Special taxing district financing (ST): special taxes are levied on property in a designated area in addition to general ad valorem real property taxes. Special taxes may be levied on an ad valorem or a non-ad valorem (“special tax”) basis.
- Common practice: issue revenue bonds as hybrid TIF/ST bonds in order to provide special tax back-up. If incremental tax revenues are expected to be insufficient in any bond year, special taxes are imposed on the properties within the district in order to provide additional debt service coverage.
- Issuer needs to consider how it will pay for increased costs of services (e.g., fire, police, road maintenance) related to the development.

CONSIDERATIONS REGARDING TIF AND ST FINANCING, CONTINUED

- TIF or ST bond proceeds are not loaned to developers. The obligation to pay the normal real property ad valorem taxes from which the incremental tax revenues are derived and to pay the special taxes runs with the land. If property owners fail to pay the applicable taxes their properties are subject to foreclosure.
- Issuance of hybrid TIF/ST bonds requires compliance with “lowest common denominators” of both statutes. For example, the TIF statute allows a 40-year maturity but the ST statute allows only a 30-year maturity. The ST statute allows certain legislative approvals to be made by resolution when an ordinance is required for certain legislative approvals with respect to TIF bonds. The capitalized interest period is limited by the ST statute.

TIF/SPECIAL TAX PROCESS

Phase I: Preparing a Plan of Finance

- Financial analysis and revenue projections to support appropriate bond sizing
 - Evaluate constraints to size public financing
- Assist with preparation of fiscal and economic impact analyses, if needed
- Assist with preparing application for public incentives

Phase II: Governmental Approval

- Participate in staff meetings and responding to questions
- Assist with preparation of special tax methodology
- Draft necessary legal documentation creating the district, authorizing the issuance of bonds, and levying the special taxes
- Prepare presentation materials and attend public meetings, as requested

Phase III: Implementation of Financing

- Preparation of revenue/marketing research study needed for key stakeholders
- Assist with due diligence related to the bonds
- Assist with documentation related to financing
- Issue bonds and raise capital

Phase IV: District Management

PROS OF TIF

- Can help stimulate development in an area that has been otherwise difficult to develop, resulting in an increase in the real property tax base.
- A method of financing desired infrastructure improvements that does not require the issuer to issue general obligation bonds backed by its full faith and credit pledge.
- If development occurs as projected, excess incremental tax revenues may be released to the General Fund in accordance with bond document tests after debt service coverage tests are met and administrative costs are covered, and any such released revenues may be used by the issuer for any legal purpose, including purposes unrelated to the development.

CONS OF TIF

- Typically increased costs of services related to development (e.g., fire, police, road maintenance) may be paid for from taxes realized from the developed properties; because incremental tax revenues are pledged to the bonds, such increased tax revenues will not be available for such purpose (unless excess incremental tax revenues meet bond document release tests).
- Tax increment projections are not a guarantee of the incremental tax revenues to be realized, but a reasonable estimate based on information available at the time the projections are developed. However, if projections are not realized, the issuer is NOT obligated to use its other funds to cover deficiencies in debt service.
- 100% of the realized incremental tax revenues must be deposited in the special TIF fund and can be released for use for other purposes only in accordance with the bond document release tests. Accordingly, if the actual incremental tax revenues are sufficient only to cover debt service and administrative costs in each fiscal year, the issuer will not receive real property tax revenues attributable to the increase in assessed value until the bonds have been fully paid.
- If an issuer planned to issue bank-qualified general obligation bonds in the calendar year in question, the size of any TIF/ST issue may prevent the issuer from issuing bank-qualified bonds in that calendar year.

TIF/SPECIAL TAX EXPENDITURES

➤ Public improvements

- Parks
- Utilities
- Roads
- Parking

➤ Acquire property

➤ Site removal

➤ Surveys and studies

➤ Relocate businesses and residents

➤ Construct buildings for governmental use

➤ Principal and interest

➤ Reserves or capitalized interest

➤ Necessary expenses to issue TIF/ST bonds

TIF & SPECIAL TAXING DISTRICT POLICIES AND CONSIDERATIONS

- 1. Is public assistance appropriate for this project?**
 - That is, does the project merit public assistance?
 - Does it implement an adopted public goal?
- 2. “But For” test**
 - Quantitative and qualitative evaluation (not required by statute, but good practice)
- 3. How much assistance is appropriate?**
- 4. What is the sponsoring government agency receiving in return for the TIF/ST? (TIF/ST is both a financial and land use development tool.)**

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

5. What is the amount of private investment (is the public adequately leveraging private investment)?
6. Are sufficient surplus tax revenues projected to cover costs of public services required for a project?
7. Is the proposed TIF economically efficient (i.e., more tax revenues or benefits than the no TIF alternative)?
8. Are there clear linkages between the properties in the TIF/ST area, the financed improvements, and the TIF/ST plan?
9. What are the risks associated with the TIF/ST plan and have the risks been addressed?
10. Will the public support the TIF/ST?

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

11. **Has issuer developed/should issuer develop policies regarding use of TIF and ST financing?**
12. **What is developer's track record, experience, financial condition?**
13. **Ad valorem special taxes must satisfy Maryland Constitution uniformity requirement; non-ad valorem special taxes need not be uniform - only need a reasonable basis for apportionment**

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

14. Bonds DO count against annual calendar year calculation for bank-qualified bonds (current bank-qualification limit: \$10 million)
15. Need whole tax accounts to be included in district
16. Municipal corporations: Is agreement with county needed regarding collection of special taxes?
17. For tax-exempt bonds, must comply with tax code's reimbursement regulations

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

18. For tax-exempt bonds, financed improvements must be “owned” (for tax code purposes) by a governmental entity - developer may hold title during construction period
19. Who builds infrastructure improvements - issuer or developer?
20. Is compliance with issuer’s procurement/public works provisions necessary?
21. If developer builds improvements, what are mechanics for transferring/safeguards for ensuring transfer of ownership to governmental entity?

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

22. **Mechanics for releasing bond proceeds from construction fund:**
 - In stages or after particular improvement completed?
 - Require lien waivers?
 - Hire separate construction consultant to sign off on draws?
23. **Hire administrator to ensure incremental tax revenues are correctly calculated, special taxes properly calculated/billed/collected or to ensure special tax revenues captured, and to provide ongoing continuing disclosure**
24. **Put sunset date in legislation creating districts and authorizing bond issuance?**
25. **For revenue-producing improvements, consider pledging gross or net revenues as well**

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

26. Do TIF or ST Districts bonds count against any statutory debt limit? It depends on how the debt limit is written.
27. For TIF bonds, consider how issuer's homestead tax credit is applied – the percentage cap can impact how quickly incremental tax revenues increase for TIF bonds when development in district is residential
28. Consider requiring a profit-sharing arrangement in which revenue-sharing is implemented after the developer/owner meets a specified revenue target

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

29. Factors that influence method of sale:

- ability to obtain investment grade rating
- size of issue
- status of proposed development, approvals and commitments at time of bond sale
- applicability of continuing disclosure requirements

30. What bond document tests must be met to allow release of moneys to issuer from TIF special fund? (no moneys may be released unless debt service is covered for the fiscal year in question)

TIF/ST POLICIES AND CONSIDERATIONS, CONTINUED

31. Will governing body allow chief executive to approve pricing details? (if not, can impact timing of pricing)
32. Will bonds be offered to sophisticated investors or placed with the developer or a related entity or a bank? (lower issuance costs for developer/bank placement)
33. Consider whether less time-consuming/less expensive to issue general obligation bonds if issuer not subject to debt capacity limitations

NEXT STEPS

- **Prepare financial analysis**
 - Estimate incremental tax revenues
 - Size financing
 - Evaluate constraints for proposed structure
- **Return to Council with proposal and receive consent**
- **Prepare special tax methodology and necessary legislation**
- **Government approvals**

SAMPLE TIF AND SPECIAL TAX PROJECTS

Anne Arundel County – Arundel Mills

- Issued \$30,350,000 in bonds
- TIF backed by special taxes

Prince George's County – Hampton Park

- Issued over \$6.6 billion in bonds
- Pledged real property tax increment revenues, county hotel tax revenues, special hotel occupancy tax revenues, and back-up special tax revenues

Prince George's County – National Harbor

- Issuance of approximately \$200 million in bonds
- TIF backed by special taxes
- Pledged real property and hotel tax revenues

Howard County – Downtown Columbia

- Issued \$48,225,000 in tax exempt bonds
- TIF backed by special taxes



EXPERIENCE WITH TIFs AND ST FINANCING IN MARYLAND

Project

Village South at Waugh Chapel
Arundel Mills
National Business Park
Owings Mills Town Center
Park Place
Port Covington
Tide Point
Harbor Point
Clipper Mill
Charles Village
Strathdale Manor
Belvedere Square
Harborview
Johns Hopkins Technology Park
North Locust Point
Monocacy Boulevard
Laurel Town Center

Issuer

Anne Arundel County
Anne Arundel County
Anne Arundel County
Baltimore County
City of Annapolis
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Baltimore
City of Frederick
City of Laurel

Project

Northeast Collector
Beechtree Estates
Annapolis Junction
Downtown Columbia
Hampton Park
National Harbor
Greenbelt Metro Station
Calvert Tract

Issuer

City of Salisbury
Harford County
Howard County
Howard County
Prince George's County
Prince George's County
Prince George's County
Prince George's County



***Note: District of Columbia frequently uses TIF as a financing tool.**

CONTACTS:

QUESTIONS?

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— PUBLIC FINANCE —

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SENIOR VICE PRESIDENT

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1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING (VIA ZOOM MEETING)**

AUGUST 24, 2020

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *President John “Jack” R. Heath*
8 *Councilwoman Angela M. Blake*
9 *Councilwoman April Jackson*

Council Vice-President Muir Boda
Councilwoman Michele Gregory

10
11 **PUBLIC OFFICIALS ABSENT**

12
13 *Mayor Jacob R. Day*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Infrastructure &*
18 *Development Director Amanda Pollack, City Attorney Mark Tilghman, City Clerk Kimberly*
19 *Nichols, City staff and interested members of the Public.*

20 *****

21 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:00 p.m. via a Zoom Meeting. Council President*
24 *John R. Heath called the meeting to order and called for a moment of silent meditation.*

25
26 **ADOPTION OF LEGISLATIVE AGENDA**

27
28 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve the legislative*
29 *agenda as presented.*

30
31 **CONSENT AGENDA** – presented by City Clerk Kimberly Nichols

32
33 *The Consent Agenda consisting of the following items was unanimously approved on a motion*
34 *and seconded by Mr. Boda and Ms. Jackson, respectively:*

- 35
- *August 3, 2020 Work Session Minutes*
 - *August 10, 2020 Legislative Session Minutes*

36
37 **PUBLIC HEARINGS** – presented by City Administrator Julia Glanz

- 38
39 • **Charter Amendment Resolution No. 2020-3-** to amend the Charter of the City of
40 *Salisbury, Maryland by deleting Article VIII § SC8-2 – CITY CLERK QUALIFICATIONS*

41
42 *Ms. Jackson moved and Mr. Boda seconded to approve Charter Amendment Resolution*
43 *No. 2020-3. Ms. Glanz presented the Charter Amendment Resolution.*

45 Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to amend Charter
46 Amendment Resolution No. 2020-3 as read by Mr. Boda as follows:

- 47 ○ Line 20- strike “ENACTED AND ORDAINED” and insert “RESOLVED”
- 48 ○ Line 36- insert “Council amendments are in RED.”
- 49 ○ Line 38- strike “ENACTED” and insert “RESOLVED”
- 50 ○ Line 51- strike “ENACTED THAT” and insert “RESOLVED by the Salisbury City
51 Council that the title of this Resolution shall be deemed a fair summary of the
52 amendments provided for herein for publication and all other purposes;”
- 53 ○ Line 55- insert “AND, BE IT FURTHER RESOLVED by the Salisbury City
54 Council that this Resolution shall take effect fifty (50) days from and after the date
55 of its final passage and that its provisions shall be implemented on the ___ day of
56 ____, 2020, subject to the right of referendum. The City Clerk, on behalf of the
57 Mayor, is hereby directed to proceed with the posting and publication of this
58 Resolution, and the sending of information concerning the charter amendments
59 provided for herein to the Maryland Department of Legislative Services pursuant
60 to the requirements of the Maryland Annotated Code, Local Government Article,
61 Subsection 4-304.”
- 62 ○ Line 63- strike “This Resolution shall become effective fifty (50) days after
63 passage, in accordance with the Maryland Annotated Code, Local Government
64 Article, Subsection 4-304.”
- 65 ○ Line 69- strike “The Resolution was finally passed and signed and approved by
66 the Mayor and Council of the City of Salisbury on the __ day of _____, 2020.”

67
68 At 6:10 p.m., the Public Hearing was opened, and as there were no requests from the
69 Public to speak, the Public Hearing was immediately closed.

70
71 Charter Amendment Resolution 2020-3, as amended, was approved by unanimous vote in
72 favor.

- 73
74 • **Charter Amendment Resolution No. 2020-4**- to amend the Charter of the City of
75 Salisbury, Maryland by removing a Deputy City Administrator and specifying the Chain
76 of Command in Article IV § SC4-1

77
78 Ms. Blake moved and Ms. Jackson seconded to approve Charter Amendment Resolution
79 No. 2020-4. Ms. Glanz presented the Charter Amendment Resolution.

80
81 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to amend Charter
82 Amendment Resolution No. 2020-4 as read by Mr. Boda as follows:

- 83
84 ○ Line 27- strike “ENACTED AND ORDAINED” and insert “RESOLVED”
- 85 ○ Line 58- insert “Council amendments are in RED.”
- 86 ○ Line 60- strike “ENACTED” and insert “RESOLVED” and strike uppercase “I”
87 and insert lowercase “i” in the word “in”

- *Line 72- insert “AND, BE IT FURTHER RESOLVED by the Salisbury City Council that the title of this Resolution shall be deemed a fair summary of the amendments provided for herein for publication and all other purposes;*
- *Line 76- strike “ENACTED”, insert “RESOLVED by the Salisbury City Council that”*
- *Line 77- strike “THAT”, insert “this Resolution shall take effect fifty (50) days from and after the date of its final passage and that its provisions shall be implemented on the 13th day of October, 2020, subject to the right of referendum. The City Clerk, on behalf of the Mayor, is hereby directed to proceed with the posting and publication of this Resolution, and the sending of information concerning the charter amendments provided for herein to the Maryland Department of Legislative Services pursuant to the requirements of the Maryland Annotated Code, Local Government Article, Subsection 4-304.”*
- *Line 85- strike “This Resolution shall become effective fifty (50) days after passage, in accordance with the Maryland Annotated Code, Local Government Article, Subsection 4-304.”*
- *Line 91- strike “The Resolution was finally passed and signed and approved by the Mayor and Council of the City of Salisbury on the ___ day of _____, 2020.”*

At 6:15 p.m., the Public Hearing was opened, and as there were no requests from the Public to speak, the Public Hearing was immediately closed.

Charter Amendment Resolution 2020-4, as amended, was approved by unanimous vote in favor.

- **Charter Amendment Resolution No. 2020-5**- *to amend the Charter of the City of Salisbury, Maryland by amending the requirement for Competitive Bidding for lease terms beyond 3 years in the EXCEPTIONS TO COMPETITIVE BIDDING in Article XVI § SC16-3 A(6)*

Ms. Jackson moved and Mr. Boda seconded to approve Charter Amendment Resolution No. 2020-5. Ms. Glanz presented the Charter Amendment Resolution.

At 6:18 p.m., the Public Hearing was opened, and as there were no requests from the Public to speak, the Public Hearing was immediately closed.

Charter Amendment Resolution 2020-5 was approved by unanimous vote in favor.

President Heath announced the three Charter Amendment Resolutions would become effective on October 13, 2020.

RESOLUTIONS – *presented by City Administrator Julia Glanz*

- **Resolution No. 3058**- *accepting the donation of improved real property located at 300 Delaware Avenue, Salisbury, Maryland 21801, from G.N.I. Properties, Inc.*

133
134 *Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous to approve*
135 *Resolution No. 3058.*
136
137 • **Resolution No. 3059**- *authorizing the Mayor to sign a MOU with ESIMBA regarding an*
138 *expansion of the Mountain Bike Path Network in the Naylor Mill Forest Conservation*
139 *Easement and Northern section of the Rail Trail*

140
141 *Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous to approve*
142 *Resolution No. 3059.*

143
144 • **Resolution No. 3060**- *making a Declaration Of Official Intent regarding reimbursing*
145 *from proceeds of a future borrowing project expenditures made in connection with three*
146 *projects identified as ADA: Ramp and Bathroom Conversion, Field Operations Facility*
147 *Plan - Phase 2, and Port Exchange Riverwalk Replacement*

148
149 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve*
150 *Resolution No. 3060.*

151
152 **ORDINANCES**- *presented by City Attorney Mark Tilghman*

153
154 • **Ordinance No. 2611**- *2nd reading- to amend the Salisbury Municipal Code Title 13,*
155 *PUBLIC SERVICES, Chapter 13.04 to provide for a waiver of Comprehensive*
156 *Connection Charges*

157 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve*
158 *Ordinance No. 2611 for second reading.*

159 • **Ordinance No. 2612**- *2nd reading- to amend Title 1, GENERAL PROVISIONS OF THE*
160 *SALISBURY MUNICIPAL CODE to add a new chapter to establish procedures for*
161 *electronic participation*

162
163 *Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve*
164 *Ordinance No. 2612 for second reading.*

165
166 • **Ordinance No. 2613**- *1st reading- amending the FY21 General Fund Budget revising*
167 *positions and authorizing the restructure of the Salisbury Police Department Command,*
168 *Supervisory and Officer Position allocation*

169 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve*
170 *Ordinance No. 2613 for first reading.*

171
172 • **Ordinance No. 2614**- *1st reading- to amend the following sections of Title 13, Public*
173 *Services of the Salisbury Municipal Code: Chapter 13.01.030, 13.02.020b.3.,7.,8.,*
174 *13.02.050, 13.02.060e., 13.02.070, 13.02.080, and 13.02.090 to revise the*
175 *Comprehensive Connection Charges definition and applications*

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Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2614 for first reading.

- **Ordinance No. 2615**- 1st reading- to amend the Fee Schedule for FY2021

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2615 for first reading.

PUBLIC COMMENTS

There were no requests for public comments.

COUNCIL COMMENTS

Mr. Boda remarked the work PAC14 was doing in Council Chambers would be a great upgrade. Support your local businesses and stay safe.

Ms. Jackson asked everyone to fill out their Census forms, as everyone counted.

Ms. Blake congratulated the City on collaborating with Community Partners doing outreach to some of the targeted and vulnerable areas. She asked those who were healthy to give blood.

Ms. Gregory asked everyone to continue wearing their masks properly, use hand sanitizer, and stay safe.

President Heath asked everyone to complete their Census, to give blood, and support the local businesses.

ADJOURNMENT

With no further business to discuss, the Legislative Session adjourned at 7:24 p.m.

City Clerk

Council President



MEMORANDUM

To: Julia Glanz, City Administrator
From: Julie English, Administrative Assistant
Subject: Reappointment to the Parks & Recreation Committee
Date: September 9, 2020

The following individual would like to be reappointed to the City Parks & Recreation Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
David Herrick	September 2023

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

Attachment

David Herrick
1014 Baccharis Dr.
Salisbury, MD 21804
302-344-1674
dherrick8@c.com

June 14, 2020

English
Administrative Assistant III
Mayor's Office
City of Salisbury
125 N. Division Street
Salisbury, MD 21801

Ms. English:

I am writing you to request an extension of my term on the Parks and Recreation committee.

I have attached my resume for your review. If you have any questions or would like to schedule an interview, please call me at .

Sincerely,

David Herrick

1014 Baccharis Dr.
Salisbury, MD 21804
410-572-2722
dherrick8@cs.com

DAVE HERRICK

OBJECTIVE To be a member of a team that advises mayor and council on current needs and future planning of city parks with the goal of making the City of Salisbury an even more vibrant and healthy place to work and live.

SKILLS & ABILITIES Innovation, communication and mediation

EXPERIENCE **US FOODSERVICE**
1996 - 2013
Territory sales manager for mid-Delmarva responsible for 35+ customers and opening new business
2013 – Retired

EDUCATION **UNIVERSITY OF MIAMI**
B.A. in Psychology

LEADERSHIP Volunteer at HALO. Senior monitor at Lower Shore Land Trust. Member of Vestry Council at St. Martin’s Episcopal Church. HOA committee member for Tamarac Village, Salisbury.

REFERENCES **DARYL CALHOUN, GORDON FOODS**
302-841-0017

1 **RESOLUTION NO. 3061**

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

6
7

<u>Name</u>	<u>Term Ending</u>
David Herrick	September 2023

8
9
10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on September _____, 2023.

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 _____, 2020

25
26
27 _____
28 Julia Glanz, City Administrator, for and with the authorization of
29 Jacob R. Day, Mayor

30

AS AMENDED ON SEPTEMBER 14, 2020

ORDINANCE No. 2614

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE FOLLOWING SECTIONS OF TITLE 13, PUBLIC SERVICES OF THE SALISBURY MUNICIPAL CODE: CHAPTER 13.01.030, 13.02.020B.3.,7.,8., 13.02.050, 13.02.060E., 13.02.070, 13.02.080, AND 13.02.090 TO REVISE THE COMPREHENSIVE CONNECTION CHARGES DEFINITION AND APPLICATIONS.

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

WHEREAS, a water and sewer rate study was performed in 2018 in which comprehensive connection charges were evaluated; and

WHEREAS, the study recommended adopting an equity based fee instead of a capacity fee and central system line fee; and

WHEREAS, the equity based fee is recommended to be called a connection fee and replaces the capacity fee and the central system line fee; and

WHEREAS, the Director of the Department of Infrastructure and Development recommends other modifications to the comprehensive connection charges code to clarify the intent of various fees and programs.

NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that Chapters 13.01.030, 13.02.020B.3.,7.,8., 13.02.050, 13.02.060E., 13.02.070, 13.02.080, and 13.02.090 of the City of Salisbury Municipal Code be amended as follows:

Chapter 13.01 - ABBREVIATIONS AND DEFINITIONS

13.01.030 - Definitions.

"*Connection* **[[Capacity]]** fee" is based on the number of EDUs that the customer is projected to generate at total build-out of the development project. It is calculated by multiplying the *connection* **[[capacity]]** unit fee by the projected EDU value (average daily water) for a particular development project. The fee shall be charged for each new connection to the city's system, regardless of location, to pay for *equity in the City's utility systems*. **[[the systems' growth and expansion projects as outlined in the city's water and sewer CIP.]]**

"*Connection* **[[Capacity]]** unit fee" **[[means intended to pay for capacity in the "central system." It is based on the growth and expansion projects as outlined in the city's water and sewer CIP. The fee]]** is a unit rate based on the *equity value of the water and sewer systems* **[[capacity costs]]** expressed in dollars per EDU.

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"Capital improvement plan" means a *five* **[[ten]]**-year plan showing the city's capital outlay needs for the water treatment plant, water distribution system, wastewater collection system and wastewater treatment plant and setting forth a plan for financing those needs.

[["Central system line fee" means the line fee for new water and sewer users within the city's central system where there are existing mains from which the property is to be served. This fee reimburses the city for the construction costs of the existing mains that serve the property and is proportional to the size of the property to be served.]]

"Central system line unit fee" means the in-place construction cost per linear foot for eight-inch diameter water and sewer mains. The fee is calculated as the average construction contract cost for installing eight-inch water and sewer mains throughout the city water and sewer systems for the previous twelve (12) months as determined by the Department of Infrastructure and Development.]]

"Comprehensive connection charge" means the charge to new customers connecting to the system that includes the *connection fee, infrastructure reimbursement fee, sewer lateral* **[[capacity fee, facility fee, line fee, and sewer-connection]]** and water-meter/tap fee.

[["Facility fee" is based on the number of EDUs that the customer is projected to generate at total build-out of the development project. It is calculated by multiplying the facility unit fee by the projected EDU value (average daily water) for a particular development project. The fee shall be charged to properties connecting to water/sewer extensions outside of the city's core or central system.]]

"Facility unit fee" is intended to recover the costs of system extensions to a service area outside of the central system. These facilities will typically be the "backbone" of a new service area and may include major water and sewer transmission mains, pumping stations, and water storage tanks. The fee is a unit rate based on the cost of the system extension expressed in dollars per EDU.]]

"Infrastructure Reimbursement fee" is based on the number of EDUs that the customer is projected to generate at total build-out of the development project. It is calculated by multiplying the infrastructure reimbursement unit fee by the projected EDU value (average daily water) for a particular development project.

"Infrastructure Reimbursement unit fee" is intended to recover the costs of system extensions to a service area outside of the central system. These facilities will typically be the "backbone" of a new service area and may include major water and sewer transmission mains, pumping stations, and water storage tanks. The fee is a unit rate based on the cost of the system extension expressed in dollars per EDU. The system extension may have been performed by the City or a private entity.

[["Line fee" means the cost of extending water distribution and sewage collection mains to exclusively serve a specific geographic area, development or neighborhood.]]

93
94 "Sewer-lateral **[[connection]]** and water-meter/tap fee" is intended to cover the cost of
95 tapping the water and sewer mains and providing the *lateral, service*, water meter, corporation
96 stop, *cleanout* and stub out for the **[[user]]** water and sewer connections.

97
98 Chapter 13.02 - GENERAL PROVISIONS—CONNECTION TO THE CITY'S WATER AND
99 SEWER MAINS

100
101 13.02.020 - Legislative intent.

102
103 B. Goals. The goals of the comprehensive connection charge are as follows:

- 104 3. New or increased water or sewer usage will be charged *for equity in the existing system*
105 *through a connection fee* **[[a portion of the cost of the central or core system through**
106 **a "capacity fee"]]**;
- 107 7. The *infrastructure reimbursement* **[[facility]]** fees are to be indexed yearly in order to
108 cover the costs of inflation impacting the costs of past improvements;
- 109 8. *The***[[Basis]]** *basis* of *the* proposed methodology for *the connection* **[[capacity]]** fee is
110 that the "value of service" is equal to all users;

111
112 13.02.050 - Responsibilities.

113 A. The director of infrastructure and development shall:

- 114 1. Develop and maintain a policy and procedures handbook which provides detailed
115 information, procedures, and examples of the comprehensive connection charge,
116 *infrastructure* **[[developer]]** reimbursement and other relevant development policies;
- 117 2. Review and update the city's water and sewer master plan periodically;
- 118 3. Provide recommended adjustments for annual variances in the comprehensive
119 connection charge structure in coordination with the Director of Finance to the office of
120 the mayor and city council on or before March 15 of each year. The proposed
121 comprehensive connection charge structure, if approved, shall become effective on July
122 1 of that same year. The specific recommendation, at a minimum, shall include **[[a.**
123 **T]]** *the connection* **[[capacity]]** unit fee based on the *value of the utility systems and the*
124 *capacity of the systems.* **[[ten-year water and sewer capital improvement plan**
125 **approved by the mayor and city council,]]**

126 **[[b.** *The sewer-connection and water-tap/meter fee based on the actual costs for*
127 *the previous fiscal year. To provide a transition from 1999 rates, a one-time*
128 *adjustment period shall be calculated as follows: actual costs in 2005 exceed the*
129 *2005 sewer-connection and water-tap/meter fee by varying amounts depending*
130 *on the size of the service. There will be a phase-in period from 20[0]6 through*
131 *2008 in which the sewer-connection and water-tap/meter fee will only partially*
132 *recover actual costs through 2007 but will be incrementally increased to*
133 *completely recover actual costs by 2008.*

134 **The computed fee in those years will be as follows:**

135 **2006 Fee = 2005 Fee + (2005 Costs — 2005 Fee) × 33%,**

136 **2007 Fee = 2006 Fee + (2006 Costs — 2006 Fee) × 66%,**

137 **2008 Fee = 2007 Fee + (2007 Costs — 2007 Fee) × 100%,**

138 c. The central system line fee for new water and/or sewer users within the city's
139 central system where there are existing mains. This central system line fee will
140 be based on the average contract cost for installing eight-inch diameter water
141 and sewer mains for the previous twelve (12) months.]]

142 B. The director of finance shall:

143 [[1. Provide a recommended comprehensive connection charge structure in
144 coordination with the Director of Infrastructure and Development on an annual
145 basis to the office of the mayor and city council on or before March 15 of each year.
146 The proposed comprehensive connection charge structure, if approved, shall
147 become effective on July 1 of that same year. This rate structure shall include an
148 administrative fee for recordkeeping and payment of processing costs;

149 2. Provide a report to the Mayor and City Council on an annual basis on or before
150 March 15 of each year, which will include a list of:

151 a. The Consumer Price Index for urban areas, commonly abbreviated as the CPI-
152 U,

153 b. Developer reimbursements for the previous fiscal year,

154 c. Unreimbursed developer costs as of the end of the city's fiscal year and indexed
155 using the Consumer Price Index for urban areas (CPI-U);

156 3. Develop and implement procedures for collecting and recording developer
157 reimbursements;

158 4.]] Deposit *payments for* comprehensive connection charges in an appropriate special fund
159 to insure that the fees and all interest accruing to the special fund are designated for
160 improvements reasonably attributable to new or increased growth and are expended to
161 reasonably benefit the new or increased growth.

162
163 13.02.060 - General connection policies.

164 E. Property owners requesting connection to the city's public water and/or sewer systems that are
165 not located within the city's corporate limit shall either submit a request for annexation if the
166 property is contiguous with the city's corporate limit or execute a pre-annexation agreement
167 if the property is not contiguous to the city's corporate limit **[[if a public health emergency
168 exists pursuant to subsection G of this section]].**

169
170 13.02.070 - Comprehensive connection charge.

171 A. Overview and General Policies.

172 1. The comprehensive connection charge includes *the connection fee, infrastructure*
173 *reimbursement fee, sewer lateral fee,* **[[four specific fees, which are: capacity fee,**
174 **facility fee, line fee, and sewer-connection]]** and water-meter/tap fee. The
175 comprehensive connection charge for all customers will be calculated under the
176 methodologies discussed in this chapter.

177 a. The *connection* **[[capacity]]** fee will apply to all new or increased water and/or sewer
178 usage. The *connection* **[[capacity]]** fee is based on the number of EDUs that the user
179 is projected to generate.

180 b. The *infrastructure reimbursement* **[[facility fee and the line]]** fee **[[portions]]** will
181 vary depending on a user's location and the required infrastructure that must *either*
182 be installed *or was previously installed* for service to that user.

- 183 c. The sewer *lateral* **[-connection]** and water-meter/tap fee is based on the size *and*
184 *installation complexity* of the user's water and/or sewer connections.
- 185 2. The *connection fee and infrastructure reimbursement fee* **[[capacity fee, facility fee, and**
186 **line fee]]** are the respective amounts of each fee that a property owner will pay for water
187 and/or sewer services for a specific property, development project, redevelopment
188 project, or change in **[[and/or]]** water usage.
- 189 3. The *connection unit fee and infrastructure reimbursement unit fee* **[[capacity unit fee**
190 **and facility unit fee]]** are the respective amounts of each fee's cost per EDU.
- 191 4. The *infrastructure reimbursement* **[[facility]]** unit fee will be indexed yearly in order to
192 cover the cost**[[s]]** of inflation impacting the cost**[[s]]** of past improvements.
- 193 **[[5.]]** There are two types of new water and/or sewer users: a) property owners
194 contiguous to the city's central system; b) property owners not contiguous to the
195 city's central system. The city's central system is defined as the publicly owned water
196 and sewer infrastructure that was operational on January 1, 2005.
- 197 a. The first type of new user shall be charged a line fee for connection to existing
198 water and/or sewer mains, called the central system line fee, in addition to other
199 applicable fees of the comprehensive connection charge. Additional information
200 on the central system line fee is in Section 13.02.080. The central system unit
201 line fee will be established on an annual basis by the department of
202 infrastructure and development and approved by the city council through
203 resolution.
- 204 b. The second type of user shall be charged a facility fee for a new service area, in
205 addition to other applicable fees of the comprehensive connection charge. A
206 "new service area" consists of an area outside the "central" system.]]
- 207 **[[6.]]**5. The extension of water and/or sewer mains outside the city's *existing* **[[central]]**
208 system may require *that* major infrastructure (i.e., pumping stations, water and sewer
209 mains greater than eight inches in diameter, storage tanks, etc.)**[[s]]** *be* oversized to serve
210 the needs of the service area, as determined by the city.
- 211 **[[7.]]**6. The city will identify the new service area to be served by extensions. The city will
212 require a water and sewer plan and *the* estimated cost for the extension of infrastructure.
- 213 **[[8.]]**7. The city reserves the right to negotiate the property owner's payment, in full or *in*
214 part, for capital improvement plan projects which are required to be constructed earlier
215 than planned, due to the demands of proposed development projects. Subsequent
216 adjustments in the *infrastructure reimbursement* **[[capacity]]** fee may be required.
- 217 **[[9.]]**8. The mayor and council may adopt a policy by separate resolution, which would
218 allow discounts, deferrals, and payment plans for the comprehensive connection charge
219 to encourage water and sewer usage that is consistent with the city's goals.
- 220 **[[10.]]**9. All comprehensive connection charge fees shall be paid before the first water meter
221 is set or sewer service is provided to the property by the City, whichever is the first to
222 occur.
- 223 **[[11.]]**10. The property owner shall pay the applicable comprehensive connection charge
224 fees **[[capacity, line, central system line, facility, and sewer-connection and water-**
225 **meter/tap fees]]** when due for each phase of the development.
- 226 **[[12.]]**11. The comprehensive connection charge fees for water and sewer service to a
227 particular building unit shall be based on the unit rates in effect at the time that the fee is

228 paid for that building unit so long as the time limit set forth in section 13.02.070A.132
229 has not expired.

230 ~~[[13.]]~~12. Comprehensive connection charge fees shall not be paid prior to the execution of
231 the Development Agreement. Once any comprehensive connection charge fees are paid,
232 the first water meter shall be set and/or sewer service provided within two years, unless
233 a request for an extension of time to set the water meter and/or provide sewer service at
234 the same comprehensive connection charge fees previously paid is made to the Director
235 of Infrastructure and Development in writing prior to the expiration of the two year time
236 limit. Any extension granted shall not exceed one year. Up to two, one year extensions
237 may be granted. The Director of Infrastructure and Development may refuse to grant a
238 requested extension where the Director of Infrastructure and Development finds that the
239 property owner is not making good faith efforts to conclude the development of the
240 project to the point where the water meter will be set and/or sewer service is provided. If
241 the first water meter has not been set and/or sewer service has not been provided within
242 two years of any comprehensive connection charge fee payment or any approved one year
243 extension, the comprehensive connection charge fees in effect at the time that the water
244 meter is set and/or sewer service provided shall apply. After the expiration of the time set
245 forth herein, the property owner will be required to pay any increase in comprehensive
246 connection charge fees which has occurred and the property owner will not be guaranteed
247 the same allotment of EDUs on which the prior comprehensive connection charge fees
248 were based.

249 ~~[[14.]]~~13. Comprehensive connection charge fees, once paid, shall remain the property of
250 the City and shall not be refunded if the unit rates decline or the project is not constructed.
251 Instead, the money collected for fees shall be allocated to the property for which those
252 fees were paid as a credit for future comprehensive connection charge fees owed with
253 regard to the property.

254 B. *Connection* ~~[[Capacity]]~~ Fee.

255 1. The *connection* ~~[[capacity]]~~ unit fee shall be based on *the value of the utility system, the*
256 *existing utility system debt, the amount of grants used to fund the utility system and the*
257 *existing capacity of the utility system.* **[[recent improvements and a ten-year water**
258 **and sewer capital improvement plan approved by the city council. The CIP includes**
259 **proposed major projects and equipment expenditures for the next ten budget years.**
260 **The department of infrastructure and development will identify the "capacity**
261 **expansion" vs. "maintenance and replacement" components of all water and sewer**
262 **capital improvement plan projects and equipment. The capacity expansion**
263 **component is solely for additional capacity to accommodate growth and will be paid**
264 **through the capacity unit fee. All water and sewer users will fund the maintenance**
265 **and replacement components through user rates.]]**

266 2. New or increase water and/or sewer usage by a property owner shall *require the payment*
267 *of a connection fee adjustment* **[[one-time adjustable capacity fee]]** that is intended to
268 recover the capital costs of *equity* ~~[[capacity]]~~ in the water and sewer system that is used
269 by or reserved for new or increased usage.

270 **[[3. The capacity unit fee shall be based on recent improvements and a ten-year water**
271 **and sewer capital improvement plan approved by the city council. The CIP includes**
272 **proposed major projects and equipment expenditures for the next ten budget years.**
273 **The department of public works will identify the "capacity expansion" vs.**

274 "maintenance and replacement" components of all water and sewer capital
275 improvement plan projects and equipment. The capacity expansion component is
276 solely for additional capacity to accommodate growth and will be paid through the
277 capacity unit fee. All water and sewer users will fund the maintenance and
278 replacement components through user rates.]]

279 [[4.]]3. The *connection* [[capacity]] unit fee shall be calculated by *determining the*
280 *depreciated value of the utility system in terms of current costs for replacement. For both*
281 *water and sewer, the calculation is based on the value of the utility asset minus the credit*
282 *from outstanding debt or grant funding, divided by the system capacity in equivalent*
283 *dwelling units (EDU). [[dividing the capital costs of capacity by the incremental*
284 *capacity of the improvement (in gallons) which results in a capital cost per gallon of*
285 *capacity. Such costs may be expressed in terms of capital costs per equivalent*
286 *dwelling unit (EDU). This cost shall be defined to be the capital cost per gallon of*
287 *capacity multiplied by two hundred fifty (250).]]*

288 [[5.]]4. *Connection* [[Capacity]] fees may be expressed in multiples *and fractions* of EDUs
289 for various size water meters, using equivalent meters as defined by the American Water
290 Works Association Manual M1, Water Rates, or some other generally recognized
291 industry standard. *The minimum for any property is one (1) EDU.*

292 [[6. The cost of the wastewater treatment plant improvement project will be broken
293 down into "expansion" vs. "regulatory" based on the city's rationale of cost
294 distribution funding sources, etc. Expansion costs shall be paid through the capacity
295 fee. All sewer users shall share regulatory costs through the sewer usage rate
296 structure or some other billing surcharge.

297 7. The director of infrastructure and development shall define and establish capacity
298 fees for unique customer needs, or to affect other policy goals of the city government.

299 8. The capacity unit fee is based on dollars per gallon derivation for all planned
300 water/sewer projects, which provide expansion capacity. Therefore, the capacity fee
301 at the time of connection is two hundred fifty (250) gal/EDU × \$/gal for expansion
302 projects. Commercial or industrial users requiring larger service will be charged for
303 the equivalent number of EDUs used.]]

304 [[9.]]5. The projected EDU value (average daily water usage) for a particular property
305 owner will be determined initially by the city and a *connection* [[capacity]] fee collected,
306 and *either the City or* the property owner may request one subsequent adjustment, based
307 on actual daily water usage as measured and recorded by water meter. When the
308 project/building is fully occupied, the *connection* [[capacity]] fee may then be adjusted
309 and additions or deductions applied accordingly based on an average of a minimum two
310 consecutive years of water meter billings and other documentation as required by the
311 department of infrastructure and development. The *connection* [[capacity]] fee may be
312 increased based on an average of two consecutive years of water meter billings and other
313 documentation. Any reimbursement of a *connection* [[capacity]] fee shall be without
314 interest.

315 [[10.]]6. *Connection* [[Capacity]] Fee Waiver for Public Sponsored or Affordable Housing.

316 a. "Public sponsored or affordable housing" means any dwelling unit built or financed
317 under a government program, regulation, or binding agreement that limits for at least
318 ten years the price or rent charged for the unit in order to make the unit affordable to

319 households earning less than sixty (60) percent of the area median income, adjusted
320 for family size.

321 b. Requests for a public sponsored or affordable housing *connection* **[[capacity]]** fee
322 waiver are submitted to the Director of Infrastructure and Development for review.
323 After review, the department of infrastructure and development shall submit the
324 waiver request as a resolution for city council approval.

325 c. *The resolution for each property will specify that the connection fee waiver is valid*
326 *for two years, with the option to extend the waiver for two one-year terms if approved*
327 *in writing by the Director of Infrastructure and Development prior to expiration of*
328 *the term. The Director of Infrastructure and Development may refuse to grant a*
329 *requested extension if the Director of Infrastructure and Development finds that the*
330 *property owner is not making good faith efforts to complete the project.*

331 d. *The two-year waiver begins to run from the time of the signing of the resolution*
332 *awarding the waiver.*

333 e. *The waiver is assigned to a project and to the property on which the project is*
334 *located, and cannot be transferred by the recipient.*

335 C. **Infrastructure Reimbursement **[[Facility]]** Fee.**

336 1. *Infrastructure Reimbursement **[[Facility]]** Fee's Purpose.* The *infrastructure*
337 *reimbursement **[[facilities]]** fee is intended to recover the costs of system extensions to a*
338 *service area outside of the central system. These facilities will typically be the "backbone"*
339 *of a new service area and may include major water and sewer transmission mains,*
340 *pumping stations, and water storage tanks. The fee shall be charged to properties*
341 *connecting to water and/or sewer extensions outside of the city's core or central system.*

342 2. If a developer, community association, property owner, or other entity requests that the
343 city extend water or sewer service to a geographic area currently not served by the city's
344 water or sewer systems, the city **[[at]]** *in* its sole discretion may elect to serve such a
345 geographic area. In such cases, the entity requesting the provision of water or sewer
346 service shall pay for the entire costs of extending the backbone system of the water or
347 sewer utility to such geographic area, and the city may require the requesting party to
348 oversize the lines, pump stations, storage facilities or other capital facilities to
349 accommodate future utility customers in or adjacent to the area requesting service.

350 3. All such extensions of the backbone systems shall be built in city-owned easements
351 and/or rights-of-way in accordance with city specifications, and shall be inspected and
352 require approval by the city. The title to such facilities shall be vested in the name of the
353 city, unless the city determines that it is to its advantage to title such facilities in the name
354 of another entity. A portion of, or the entire costs less the property owner's facilities fee
355 may be reimbursed to the property owner responsible for installing the facilities. The
356 city's reimbursement policy is set forth in Section 13.02.090, extension reimbursement
357 policy.

358 4. The *infrastructure reimbursement **[[facility]]** fee will use an incremental method to*
359 *determine the cost. The incremental method is based solely on the actual*
360 *incremental/sequential costs of property owner projects as they are added to the system.*
361 *Property owners will "oversize" facilities in accordance with the city's directives to serve*
362 *the entire service area.*

363 5. Fees and service areas are adjusted for each area served. The incremental method is based
364 on actual costs of backbone infrastructure needed to serve new areas. As a consequence,

365 the more remote the service from the city's core system, the higher the fee because of
366 greater infrastructure needs.

367 6. The *infrastructure reimbursement* **[[facility]]** unit fee shall be calculated by dividing the
368 capital costs of capacity by the incremental capacity of the proposed *water or sewer main*
369 improvement (in gallons) which results in a capital cost per gallon of capacity. At the
370 city's discretion, the *infrastructure reimbursement* **[[facility]]** unit fee may be calculated
371 by dividing the capital costs of capacity by the estimated ultimate flow in the proposed
372 *water or sewer main*. Such costs may be expressed in terms of capital costs per equivalent
373 dwelling unit (EDU). This cost shall be defined to be the capital cost per gallon of
374 capacity multiplied by two hundred fifty (250).

375 7. The city reserves the right to charge an *infrastructure reimbursement* **[[a facility]]** fee for
376 any infrastructure project, the construction of which has been authorized by the city prior
377 to the effective date of the ordinance codified in this chapter, and for which the city has
378 not been fully reimbursed.

379 **[[D. Line Fee.**

380 1. **Line Fee's Purpose.** The line fee is intended to cover the costs of extending water
381 distribution and sewage collection mains to exclusively serve a specific geographic
382 area, development or neighborhood. The line fee charge is paid by the property
383 owner directly to his contractor for the cost of water distribution mains and collector
384 sewers installed within a community or development, which feed into the backbone
385 infrastructure.

386 2. If a property owner, community association or other entity requests that properties
387 in a specific neighborhood, development or other similarly defined geographic area
388 receive city water and/or sewer service, then the entity requesting such service shall
389 be responsible for designing and constructing such water distribution and/or sewer
390 collection system (including any related appurtenances such as storage facilities or
391 pumping stations), using design and construction standards as may be specified by
392 the city. Upon acceptance of such facilities by the city, title to such facilities shall be
393 vested in the name of the city.

394 3. The city may, at its sole discretion (e.g., in the case of homes with failing septic
395 systems), provide financing for the design and construction costs of such distribution
396 system/collection system facilities (including related appurtenances), with recovery
397 of the eligible capital costs and related interest costs to be effected via a payment
398 mechanism to be established by the city, such as a one-time fee, a lien on real
399 property to be repaid over time, a front foot assessment or any other such payment
400 mechanism that is lawful and available for use by the city. The city may also require
401 property owner construction of these facilities; therefore, no fees would be collected
402 particularly if it is self-contained.

403 4. The director of infrastructure and development shall have sole discretion in
404 determining which proposed improvements constitute "backbone infrastructure of
405 water/sewer facilities," subject to property owner upfront funding and
406 reimbursement under the extension policy and which improvements are subject to
407 the "line fee" policy.

408 5. New development line fee water and sewer mains shall be constructed to city
409 standards by a property owner and then turned over to the city.

410 **6. In the event that lines are required to serve existing subdivisions, such as those with**
411 **failing septic systems, this fee will enable the city to recover the cost of installing the**
412 **lines.]]**

413 **[[E.]]D. Sewer-Lateral [[Connection]] and Water-Meter/Tap Fee.**

414 1. Sewer- Lateral [[Connection]] and Water-Meter/Tap Fee's Purpose. This fee is intended
415 to cover the *actual* cost of tapping the water and sewer mains and providing the *lateral,*
416 *service,* water meter, corporation stop, *cleanout,* and stub out for the **[[user]]** water and
417 sewer connections, *if these services are provided by the City.*

418 2. The cost of this fee *will be the actual labor and materials costs incurred by the*
419 *Department of Field Operations to perform the sewer connection or water tap. The fee*
420 *will be estimated prior to performing the work. [[should be proportional to the*
421 **projected domestic water demands, which will be reflected in the required meter**
422 **size.]]**

423 **[[3. These fees shall be reviewed annually by the department of infrastructure and**
424 **development to ensure that actual costs are being captured.]]**

425 **[[4.]]3.** All other tap sizes, including combinations of meter sizes and service line size, shall
426 be computed by the Department of Infrastructure and Development for that particular
427 application. The cost shall be based on time, equipment and material involved with a
428 thirty (30) percent markup on direct labor costs and fifteen (15) percent markup on
429 equipment and materials.

430

431 13.02.080 - City infill or redevelopment projects.

432 **[[A. For owners of property requesting water and sewer service within the city's central**
433 **system and to whose property existing water and sewer mains are adjacent to the**
434 **property, the property owner will pay a city central system line fee, in addition to any**
435 **other applicable fees of the comprehensive connection charge. The city central system**
436 **line fee shall not apply to redevelopment of property with existing water and sewer**
437 **service.**

438 **B. The central system line unit fee will be based on the average contract cost per linear**
439 **foot for installing eight-inch diameter water and sewer mains for the previous twelve**
440 **(12) months. It will be adjusted annually by resolution of the city council.**

441 **C. A specific property's central system line fee is calculated by taking the square root of**
442 **the property's area in square feet and then multiplying the result by the central system**
443 **line unit fee.**

444 **D. There may be proposed projects inside the city's central system, which trigger**
445 **reinforcing of the existing system due to inadequate capacity. In some areas, the city may**
446 **be planning a future project in the water/sewer capital improvement plan to address the**
447 **problem. At the city's discretion, the developer shall fund all or a portion of the project.]]**

448 **[[E.]]A.** Property owners with existing water and/or sewer service, who increase usage of water
449 or sewer, shall pay the *Connection Fee adjustment* **[[applicable comprehensive connection**
450 **charges, to include the capacity fee]]** for the additional water and sewer volumes.

451 **[[F.]]B.** **[[The capacity unit fee is based on dollars per gallon derivation for all planned**
452 **water/sewer projects, which provide expansion capacity. Therefore, the capacity fee at**
453 **the time of connection is two hundred fifty (250) gal/EDU × \$/gal for expansion**
454 **projects.]]** Commercial or industrial users requiring larger service will be charged for the
455 equivalent number of EDUs used.

456 **[[G.]]**C. The projected EDU value (average daily water usage) for a particular property owner
457 will be determined initially by the city and a *connection* **[[capacity]]** fee collected, and *either*
458 *the City or* the property owner may request ~~[[on]]~~ *a* subsequent adjustment, based on actual
459 daily water usage as measured and recorded by water meter. When the project/building is fully
460 occupied, the *connection* **[[capacity]]** fee may then be adjusted and additions or deductions
461 applied accordingly based on ~~[[an]]~~ *the* average water usage for~~[[of]]~~ a minimum two
462 consecutive years of water meter billings and other documentation as required by the
463 Department of Infrastructure and Development. The *connection* **[[capacity]]** fee may be
464 increased based on average of two consecutive years of water meter billings and other
465 documentation. Any reimbursement of *connection* **[[capacity]]** fee shall be without interest.

466 **D.** *Permit and Connection Fee Waiver for Single Family Detached Dwelling Units*

- 467 1. *This section establishes the criteria for the waiver of building permit fees, plan review*
468 *fees, plumbing fees, mechanical permit fees and connection fees imposed by the City for*
469 *construction of new single family detached dwelling units. All eligible ~~The~~ single family*
470 *parcels shall be recorded as of the effective date of ~~the passing of~~ this ordinance;*
471 *~~therefore, the~~ this waiver is for infill properties only.*
- 472 2. *The single-family detached dwelling proposed to be built shall conform to existing*
473 *single-family detached homes in the neighborhood in which it is to be constructed and*
474 *meet all required square footage and architectural ~~le~~ requirements.*
- 475 3. *Requests for single family permit and connection fee waivers are submitted to the*
476 *Director of Infrastructure and Development for review and internal processing.*
- 477 4. *The fee waiver is assigned to a project and to the property on which the project is*
478 *located, and cannot be transferred by the recipient.*
- 479 5. *The fees waived for the construction of new single family detached dwellings shall apply*
480 *only to new homes built for and sold to individuals who will reside in the structures as*
481 *homeowner-occupied dwellings. Homeownership will be confirmed through the records*
482 *of the Maryland Department of Assessments and Taxation upon sale and closing of the*
483 *real estate transaction and by the homeowner upon demand by the City. The structure*
484 *shall remain homeowner occupied for a period of not less than five (5) years.*
- 485 6. *In the event the homeowner ceases to occupy the property or if the property is sold and*
486 *no longer remains a homeowner occupied structure, prior to the end of the five year*
487 *period, all waived permit fees, utility fees and other waived fees shall be due and*
488 *payable to the City.*
- 489 7. *The fees waived as part of this program shall be a lien against the real property in*
490 *question and shall be recorded, charged and collected as real property taxes owed upon*
491 *a property on which there is a structure that ceased to be utilized as a homeowner-*
492 *occupied structure during the required five (5) year period. A notice of lien shall be*
493 *recorded with the City's Finance Department and also in the Land Records of Wicomico*
494 *County, if desired, by the City, detailing the types and amounts of fees that were waived*
495 *in connection with the design, permitting, and construction process for each single-*
496 *family home covered by the program described in this Resolution. A copy of the notice of*
497 *lien shall also be provided to the homeowner. An administrative fee of \$500 shall also*
498 *be applied and collected if a structure ceases to be utilized as a homeowner-occupied*
499 *structure during the five (5) year period referenced above.*

- 500 8. *The fees to be recovered pursuant to the lien will decline by twenty percent (20%) for*
501 *each full year that the property remains homeowner-occupied. The administrative fee*
502 *will not decline pursuant to this five (5) year schedule.*
503

504 13.02.090 - Extension reimbursement policy.

505 A. Overview.

- 506 1. This policy is intended to reimburse property owners over time for their proportionate
507 share of the *infrastructure reimbursement* **[[facility]]** fee based on their initial investment,
508 which will be indexed using the Consumer Price Index for urban areas (CPI-U).
509 2. Property owner risk will be based on the rate at which the area builds out and the sunset
510 on reimbursement.
511 3. The maximum reimbursement to the property owner, installing the water and sewer
512 infrastructure, will be the entire initial design and construction cost less the
513 "*infrastructure reimbursement* **[[facility]]** fee" costs for the number of EDUs to be used
514 by the property owner.
515 4. This policy involves full property owner funding of extension projects with no out-of-
516 pocket costs for the city.

517 B. Reimbursement Procedures.

- 518 1. The director of finance, through the collection of the *infrastructure reimbursement*
519 **[[facility]]** fee, will reimburse the property owner who installed the water and sewer
520 infrastructure, as new users connect to the property owner-constructed system, *as*
521 *certified by the Director of Infrastructure and Development.*
522 2. The director of finance will reimburse the developer within forty-five (45) calendar days
523 of collecting the *infrastructure reimbursement* **[[facility]]** fee from the new user(s).
524 3. The director of *Infrastructure and Development* **[[finance]]** shall charge an appropriate
525 administrative fee for recordkeeping and to recover any handling charges and/or payment
526 processing costs. The administrative fee shall be deducted from the reimbursement
527 amount.
528 4. The director of *Infrastructure and Development* **[[finance]]** shall calculate the
529 reimbursement amount by using original construction cost figures that will be updated to
530 current costs using the CPI-U.
531 5. It shall be the original property owner's responsibility to furnish the director of
532 *Infrastructure and Development* **[[public works]]** with contractor invoices or other forms
533 of cost verification to be used by the city for the reimbursement calculation.
534 *Documentation of costs shall be provided within six (6) months after project acceptance*
535 *by the City, or **else** the property owner shall forfeit the right to collect the infrastructure*
536 *reimbursement fee.*

537 C. Sunset Clause.

- 538 1. The initial reimbursement period to property owner shall be twenty (20) years with an
539 additional optional period of ten years.
540 2. The ten-year optional period shall be subject to city *council* approval.
541 3. The city will consider factors such as the magnitude of the project cost, the city's
542 historical growth rate, and the projected time period to reach build out within the area
543 served by the water and sewer extension, before making the decision to extend the
544 reimbursement period.
545

546 Explanation:

547

548 * *ITALICIZED PRINT INDICATES MATERIAL ADDED TO EXISTING LAW.*

549 **Deleted material from the existing Code is indicated by bold double bracketed [[]]**
550 **language.**

551

552 *Italicized and Underlined Print Indicates Material Added to the ordinance.*

553 **Material Deleted from the ordinance is indicated by bold ~~striketrough~~ language.**

554

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

557

558 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
559 Salisbury held on this 24th day of August, 2020, and thereafter, a statement of the substance of the
560 Ordinance having been published as required by law, was finally passed by the Council on the
561 ____ day of _____, 2020.

562

563 ATTEST:

564

565

566 _____
566 Kimberly R. Nichols

567 CITY CLERK

568

569

570 APPROVED BY ME THIS _____ day of _____, 2020

571

572

573 _____
573 Julia Glanz, City Administrator

574 for and at the direction of Jacob R. Day, Mayor

1 **ORDINANCE NO. 2615**

2
3 AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE FEE
4 SCHEDULE FOR FY 2021.

5
6 WHEREAS, Ordinance No. 2595 set fees for FY2021; and

7
8 WHEREAS, Ordinance No. 2614 provides for a revised structure and nomenclature for
9 Comprehensive Connection Charges; and

10
11 WHEREAS, the Department of Infrastructure and Development desires to establish
12 revised fees for Comprehensive Connection Charges to align with the new nomenclature and so
13 that they may be collected in FY 2021; and

14
15 WHEREAS, the Department of Infrastructure and Development recommends the
16 attached revised fee schedule be added to Ordinance No. 2595.

17
18 NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that the fee
19 amounts included in the attached Exhibit 1 – amended FY 20201 Fee Schedule – shall be
20 adopted by the City of Salisbury and the amounts set forth therein shall supersede the
21 corresponding fee amounts prescribed in the Salisbury Municipal Code until one or more of the
22 said fees are subsequently amended.

23
24 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
25 SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

26
27 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
28 Salisbury held on the 24th day of August, 2020 and thereafter, a statement of the substance of the
29 ordinance having been published as required by law, in the meantime, was finally passed by the
30 Council on the ___ day of _____, 2020.

31
32 ATTEST:

33
34 _____
35 Kimberly R. Nichols, City Clerk

36 _____
37 John R. Heath, City Council
38 President

39
40 Approved by me, this _____ day of _____, 2020.

41 _____
42 Julia Glanz, City Administrator
43 for and with the authority of Jacob R. Day, Mayor

44 **Exhibit 1 – amended FY 20201 Fee Schedule**

45

Department of Infrastructure and Development		
Water and Sewer Connection Capacity Fee (Per Code 13.02.070)		
Comprehensive Connection Charge of Connection Capacity fee for the Developer's share in the equity of the existing utility system cost of growth related infrastructure improvements.	\$3,710.00 3,533.00	Per Equivalent Dwelling Unit (water \$1,513, sewer \$2,020) (\$1,925 for water and \$1,785 for sewer)
Water and Sewer Infrastructure Reimbursement Facility Fee (Per Code 13.02.070)		
Comprehensive Connection Charge for Infrastructure Reimbursement Facility Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Infrastructure Reimbursement Facility Fee is the prorated share of the cost of the water and sewer mains based on this project's percentage of the capacity of the proposed infrastructure project.
Infrastructure Reimbursement Administrative Fee (Per Code 13.02.090)		
Administrative fee assessed on Facility Fee for processing	*	0.1 percent of the Infrastructure Reimbursement Facility Fee
Water and Sewer Line Fee (Per Code 13.020.070)		
Comprehensive Connection Charge of Line fee is based on the actual costs of the public water and sewer.	*	* Fee amount is project dependent
Central System Line Fee (Per Code 13.02.070)		
Comprehensive Connection Charge of Central System Line Fee for water and sewer services connecting directly to the City's Central System.	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
Administrative Fee for Connection Capacity Fee payment Plans (R 2029)		
Administrative Fee for Connection Capacity Fee payment Plans	25.00	

46



MEMORANDUM

To: Keith Cordrey
From: Robert McClure, Grants Coordinator
Date: September 2, 2020
Re: Ordinance – Budget Amendment – Acceptance / Appropriation
of DOJ / BJA Coronavirus Emergency Supplemental Funding
Grant for the Purchase of COVID-19 PPE – \$78,445

Attached please find an ordinance to accept a grant from the DOJ Bureau of Justice Assistance (BJA) through the FY20 Coronavirus Emergency Supplemental Funding Program.

This funding is to be used to offset expenses related to the purchase of personal protective equipment (PPE) required to respond to the COVID-19 pandemic. The funds shall be used to purchase PPE for the Salisbury Police Department and Salisbury Fire Department as necessary to appropriately respond to the COVID-19 crisis.

If there are no questions or clarifications necessary, please forward this information to the City Council to be placed on their agenda for discussion at the September 8, 2020 work session, first reading at the September 14, 2020 legislative meeting, and second reading / final passage at the September 28, 2020 legislative meeting.

Thank you for your assistance.



Department of Justice (DOJ)

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION

Grant Number: 2020-VD-BX-1639

Name & Address of Recipient: City Of Salisbury (Inc.)
699 W Salisbury Pkwy

City, State & ZIP: Salisbury, Maryland 21801-4118

Recipient Project Director/Contact:
Jacob Day
Mayor

Phone: (410) 341-9550

Title of Program: FY 20 Coronavirus Emergency Supplemental Funding Program

Title of Project: FY 20 Coronavirus Emergency Supplemental Funding Program

Amount of Award: \$ 78,445

Date of Award: 06/03/2020

Awarding Agency: Bureau of Justice Assistance
Shaketta Cunningham

Supplement: No

Statutory Authority for Program:
FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

Impact/Focus: Formula

CFDA Number: 16.034

Project Description:

The Coronavirus Emergency Supplemental Funding (CESF) Program allows States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments to support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Funded projects or initiatives may include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

NCA/NCF

For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.

ORDINANCE NO. 2616

AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE BUREAU OF JUSTICE ASSISTANCE FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$78,445.00, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE FUNDS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE) PURCHASES.

WHEREAS, the Bureau of Justice Assistance (BJA) has a FY20 Coronavirus Emergency Supplemental Funding Program; and

WHEREAS, the purpose of the grant program is to provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus; and

WHEREAS, the City of Salisbury submitted a grant application to BJA for funding to offset expenses related to the purchase of personal protective equipment (PPE) purchased in response to the COVID-19 crisis; and

WHEREAS, the BJA has allocated the City funds in the amount of \$78,445.00; and

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

WHEREAS, all funds shall be used to purchase PPE for the Salisbury Police Department and Salisbury Fire Department necessary to appropriately respond to the COVID-19 crisis; and

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

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

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Bureau of Justice Assistance to accept grant funds in the amount of \$78,445.00.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase DOJ / BJA Grant Revenue account (10500-423101-XXXXX) by \$78,445.00.
- 2) Increase SPD Medical Supplies Expense account (10500-546016-XXXXX) by \$78,445.00.

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____, 2020, 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 _____, 2020.

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ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2020.

Julia Glanz, City Administrator, for and with the authorization of
Jacob R. Day, Mayor



MEMORANDUM

To: Keith Cordrey
From: Robert McClure, Grants Coordinator
Date: September 2, 2020
Re: Ordinance – Budget Amendment – Acceptance / Appropriation
of CFES Emergency Response Grant Funds for COVID-19
PPE – \$5,000

Attached please find an ordinance to accept a grant from the Community Foundation of the Eastern Shore for PPE purchases to be utilized by the Salisbury Fire Department in response to the COVID-19 pandemic.

Specifically, this funding was awarded from the CFES's COVID response fund to the SPD in order that they may purchase necessary PPE for safe responding during the pandemic. These funds may be utilized to purchase any sort of PPE necessary.

If there are no questions or clarifications necessary, please forward this information to the City Council to be placed on their agenda for discussion at the September 8, 2020 work session, first reading at the September 14, 2020 legislative meeting, and second reading / final passage at the September 28, 2020 legislative meeting.

Thank you for your assistance

CFES Grant Award Message

23 July 2020

From: Application Administrator [Do Not Reply] <admin@communityforce.com>
Sent: Thursday, July 23, 2020 9:02 AM
To: David Phippin <dhippin@salisbury.md>
Subject: Award Notification Email

Dear David Phippin,

Congratulations! Community Foundation of The Eastern Shore has chosen you as the recipient of a grant award. Your award details are as follows: \$5,000.00

It is imperative that you complete the award acceptance process ASAP. This counts as your grant agreement and is needed to release funds, which we intend to do the day after this award is made.

Please [log into CFES e-Grants](#) and open the specific grant application to formally accept your award. This is done by clicking the green Accept button on the top right of the application dashboard. You will have to complete the grant agreement section of the application before accepting.

This grant is to be used only for the purpose described within the grant application and in accordance with the approved budget. The program is subject to modification only with the Foundation's prior written approval.

The grantee shall return to the Foundation any unexpended funds, including accrued interest:

- a) At the end of the grant period, or
- b) If the Foundation determines that the grantee has not performed in accordance with this agreement and approved program/budget, or
- c) If the grantee loses its exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study, and research.

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under.

By accepting this grant, your organization certifies to the Community Foundation that no tangible benefit, goods, or services are received by any individual or entities connected with the Community Foundation.

Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.

The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

By accepting this grant, the Grantee agrees to:

- a) Acknowledge funding support by the Community Foundation of the Eastern Shore (CFES)
- b) Include the CFES logo in publication and electronic media
- c) Link to the CFES website

For additional resources, you might consider the following:

[Economic Injury Disaster Loan Emergency Advance](#): This loan advance will provide up to \$10,000 of economic relief to businesses that are currently experiencing temporary difficulties.

External Resources Listed at www.CFES.org/Covid19

[Eligible Lender Search for the Payroll Protection Program](#)

Sincerely,
Lauren Zarin

The contents of this email are intended for the named addressee(s) only. It contains information that may be confidential. If you received this email in error please email Application Administrator immediately and then kindly delete it. Unless you are the named addressee or an authorized designee, you may not use, copy or reproduce this email in any form or disclose it to another party.

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.

ORDINANCE NO. 2617

AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE COMMUNITY FOUNDATION OF THE EASTERN SHORE FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$5,000.00, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE FUNDS FOR OFFSETTING PERSONAL PROTECTIVE EQUIPMENT (PPE) PURCHASES.

WHEREAS, the Community Foundation of the Eastern Shore (CFES) has a COVID-19 Emergency Response Fund; and

WHEREAS, the purpose of the grant program is to enable urgent response to evolving community needs as this crisis affects individuals and families, particularly with vulnerable populations in our community; and

WHEREAS, the City of Salisbury Fire Department submitted a grant application to CFES for funding to offset expenses related to the purchase of personal protective equipment (PPE) purchased in response to the COVID-19 crisis; and

WHEREAS, the CFES has awarded the City funds in the amount of \$5,000.00; and

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

WHEREAS, all funds shall be used to offset funds allocated to purchase PPE necessary to appropriately respond to the COVID-19 crisis; and

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

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

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Community Foundation of the Eastern Shore to accept grant funds in the amount of \$5,000.00.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase FY21 Community Foundation of the Eastern Shore Revenue account (10500-426100-XXXXX) by \$5,000.00
- 2) Increase FY21 SFD Medical Supplies Expense account (10500-546016-XXXXX) by \$5,000.00

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____, 2020, 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 _____, 2020.

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ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2020.

Julia Glanz, City Administrator, for and with the authority of
Jacob R. Day, Mayor



MEMORANDUM

To: Keith Cordrey
From: Robert McClure, Grants Coordinator
Date: September 2, 2020
Re: Ordinance – Budget Amendment – Acceptance / Appropriation
of MCHRC Grant funds for the SWIFT Telehealth Program -
\$24,799

Attached please find an ordinance to accept a grant from the Maryland Community Health Resources Commission (MCHRC) for the purpose of supporting telehealth operations through the SWIFT program.

Specifically, this funding is for:

- Remote patient monitoring
- Pharmacy/med Reconciliation
- iPads/Tablets for telehealth visits
- Mobile Wi-Fi hotspot to facilitate access
- PPE for paramedic or CHW to facilitate telehealth visit

If there are no questions or clarifications necessary, please forward this information to the City Council to be placed on their agenda for discussion at the September 8, 2020 work session, first reading at the September 14, 2020 legislative meeting, and second reading / final passage at the September 28, 2020 legislative meeting.

Thank you for your assistance.



STATE OF MARYLAND

Community Health Resources Commission

45 Calvert Street, Room 336 • Annapolis, Maryland 21401

Larry Hogan, Governor; Boyd Rutherford, Lt. Governor
Elizabeth Chung, Chair; Mark Luckner, Executive Director

July 22, 2020

VIA ELECTRONIC MAIL

Julia Glanz
City Administrator
City of Salisbury
125 N. Division Street, Room 304
Salisbury, MD 21801

Re: Community Health Resources Commission Emergency Relief Funding Award

Dear Ms. Glanz,

As part of its response to the COVID-19 virus pandemic, the Maryland Community Health Resources Commission (“CHRC”) released the COVID-19 Emergency Relief Funding Call for Proposals. After a careful review of the proposals received, we are pleased to inform you that organization was selected for funding.

Attached please find a copy of the CHRC Grant Agreement with your organization. If this Agreement is acceptable, please print two (2) copies, **sign both copies** of the Agreement and return to us for CHRC signature. Please note, we cannot accept photocopies or electronic signatures on the Agreement. You may contact Commission staff if you have any questions or wish to discuss further.

Please email an invoice, the expenditure report and supporting documentation for grant related expenses incurred to date. These grant related expenses may date back to March 1, 2020. This invoice should be **emailed to CHRC CFO, Chris Kelter, at chris.kelter@maryland.gov**. The invoice, expenditure report and supporting documentation are all required documents and will be processed after the Grant Agreement has been fully executed.

Again, congratulations on your grant from the Community Health Resources Commission. We look forward to working with you as your organization implements this grant program.

Sincerely,

/s/

Mark Luckner
Executive Director
Maryland Community Health Resources Commission

Enclosures

cc: Elizabeth Chung, Chair, Maryland Community Health Resources Commission
Chris Kelter, Chief Financial Officer



STATE OF MARYLAND
 Community Health Resources Commission
 45 Calvert Street, Room 336 • Annapolis, Maryland 21401

**Maryland Community Health Resources Commission
 Grant Agreement**

Grant Number: COVID-013	Grantee Organization: Salisbury-Wicomico Integrated First-Care Team	
Title of Project: COVID-19 Emergency Relief Funding		
Amount of Grant: \$24,799.00	Period of Grant: March 1, 2020 – February 26, 2021	Date of Award: June 23, 2020
Project Director (name, title, address, e-mail, phone): David Phippin 325 Cyprus Street Salisbury, MD 21801 (410) 548-3120 dhippin@salisbury.md	Contract Officer (name, title, address, e-mail, phone): The Honorable Jake Day / Julia Glanz Mayor / City Administrator 125 N. Division Street, Room 304 Salisbury, MD 21801 (410) 548-3101 jglanz@salisbury.md	
Alternate Contact Person (name, title, address, e-mail, phone):	Federal Tax Identification Number: 52-6000806	
Community Health Resource Status: 10.25.05.04 – Designated Community Health Resource	MCHRC Project Officer: Mark Luckner, Executive Director Maryland Community Health Resources Commission 45 Calvert Street, Room 336 Annapolis, MD 21401 Phone: 410-260-7046 Fax: 410-626-0304 e-mail: mark.luckner@maryland.gov	
MCHRC Grant Program: COVID-19 Virus Response Emergency Relief	Program Area: Emergency Relief for COVID-19 Virus Response	

- Scope of Work:** Grant funds shall be used exclusively for the purposes and in the manner described in the Grantee’s Letter of Request dated May 14, 2020. The Letter of Request must identify project goals and expenses consistent with the objectives and limitations outlined in the COVID-19 Virus Response Emergency Relief Request for Proposals, dated April 27, 2020, and a budget detailing the precise expenditure of grant funds. The Letter of Request shall be incorporated into the Agreement by reference and attached as *Attachment 1*.
- Grant Period:** The grant period shall begin on or about **March 1, 2020** and end on **February 26, 2021** (the “Grant Period”).
- Approved Budget:** The grant shall have a budget of **\$24,799.00**. Grant funds shall be expended in accordance with a budget and timeline submitted by the Grantee, which shall be incorporated by reference into the Agreement and attached as *Attachment 2*. Any additional funding provided by the Maryland Community Health Resources Commission (the

“Commission”), the Maryland Department of Health, or any other State or Federal source to support this grant shall be subject to the terms and conditions of the Agreement. Notwithstanding any other term or condition of the Agreement, the Commission reserves the right to adjust the approved budget, including, but not limited to, postponing, reducing, or canceling grant payments for any reason.

4. **Conditions of Funding:**

- A. **Performance-Based Conditions:** Funding under this grant is contingent upon the Grantee’s compliance with the terms and conditions of the Agreement and on the Commission’s periodic assessment of the Grantee’s progress towards achieving the objectives described in the Letter of Request.
- B. **Appropriations-Based Conditions:** If the Maryland General Assembly or the United States Congress fails to appropriate funds, or if funds are not otherwise made available for continued performance of the Agreement for any fiscal period of the Agreement succeeding the first fiscal period, the Commission may cancel the Agreement at the time the funds are not appropriated or otherwise made available. The effect of cancellation of the Agreement will be to discharge both the Grantee and the Commission from future performance of the Agreement, but not from their obligations existing at the time of cancellation. The Commission shall notify the Grantee as soon as it has knowledge that funds may not be available for the continuation of the Agreement for each succeeding fiscal period beyond the first.

5. **Disbursement and Expenditure of Grant Funds:**

- A. **Disbursement of Grant Funds:** Grant funds shall be disbursed in accordance with a schedule of payments negotiated by the parties to the Agreement. The schedule of payments shall be incorporated into the Agreement by reference and attached as *Attachment 3*. The Commission may adjust the schedule of payments based on its assessment of the Grantee’s implementation of the Letter of Request in accordance with the approved budget.
- B. **Budget Revisions:** Transfers among line items of the approved budget of \$1,000 or more must receive prior written approval from the Commission, as must any transfer of funds to a new line item.
- C. **Interest Earned:** The Grantee shall place grant funds received from the Commission in an interest-bearing account, and the interest earned on the grant funds shall be used to support project expenses. Local Health Departments who use the State of Maryland as their sole Disbursement agent for grant-related salary and operating costs shall provide the Commission with necessary information to receive funds by R*STARS transfer. Local Health Departments who do not use the State of Maryland as their Disbursement agent are not required to place grant funds in an interest bearing account if the process to place funds in such an account does not exist in their jurisdiction’s government.
- D. **Unexpended Funds:** Within 60 days after the close of the grant period or the termination of the grant, the Grantee shall return to the Commission any funds not expended or committed for the purposes of this grant within the grant period (or any authorized extension of the grant period).

- E. **Extension of Time to Expend Grant Funds:** The Commission, in its discretion, may extend the original time limit for expenditure of grant award funds following approval of an extended project timeline. This will be an extension with no additional funds. Moreover, notwithstanding any approved extension, grant funds may be used only to cover costs incurred during the grant period, from March 1, 2020 through December 30, 2020.
- F. **Unapproved Expenditures:** Any expenditure that is not in accordance with the approved Letter of Request and budget may, in the sole discretion of the Commission, be disallowed, provided that the Commission shall notify the Grantee in writing of its intention to disallow the expenditure and provided further that the Grantee shall then have 30 days to submit a justification of the expenditure. In the event that an expense is disallowed following such notice and opportunity to respond, the Commission may require repayment of the funds to the Commission, an offset from future funds to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee must seek prior written approval from the Commission for any expense that is not detailed in the approved Letter of Request or budget. To obtain prior approval of a new or alternate expense, the Grantee must follow the procedures for project revisions as set forth in Paragraph 6.D. of the Agreement.

6. **Project Administration:**

- A. **Administration of Grant Funds:** The Grantee will directly administer the project supported by the grant and agrees that no grant funds shall be disbursed to any organization, individual, or entity, whether or not formed by the Grantee, other than as specifically set forth in the Grantee's Letter of Request and budget, or as provided for in the Agreement.
- B. **Project Director:** The Commission considers the leadership of the project by the Project Director crucial to its success and therefore reserves the right to terminate funding in the event the Project Director leaves the project or the Grantee's organization and the Grantee fails to make adequate arrangements for oversight of the project. The decision to continue or terminate funding would be made after careful consideration of the Grantee's interest in and capacity to continue the project. The Grantee agrees to notify the Commission at least thirty (30) days in advance of the departure of the designated Project Director or as soon as practicable. If the Grantee fails to do so, the Commission may discontinue funding as of the date of the Project Director's departure, and the Grantee would be liable for any project expenses incurred after this date.
- C. **Subcontracts:** Any subcontracts with another organization or consulting agreements with an individual or firm for \$1,000 or more must be approved by the Commission in writing prior to execution. A copy of each executed subcontract or consulting agreement must be submitted to the Commission. The Grantee must ensure that all subcontracts and consulting agreements are subject to and in compliance with the terms of the Agreement.
- D. **Project Revisions:** Except as expressly stated in the Agreement, any changes to the Grantee's Letter of Request, budget, or monitoring and data tracking plan must receive prior written approval from the Commission. All requested revisions shall be submitted to the Commission in writing via a Modification Request, which must contain an explanation of the rationale for the requested revision(s).

7. Evaluation and Grant Monitoring:

A. **External Evaluation.** The Grantee agrees to participate in an external evaluation of the Commission's grant programs, including assisting with any data collection and information gathering required, such as participation in surveys, site visits, meetings, and interviews with the Commission and/or its evaluators.

B. Grant Monitoring:

1. The Commission will require the Grantee, as a condition of disbursement and expenditure of grant funds, periodically to submit to the Commission the following items:
 - a. Narrative Report, in the form of a succinct description of the major activities during the reporting period;
 - b. Expense Report and Supporting Documentation, as set forth under Paragraph 10 of the Agreement; and
 - c. Invoice, which should clearly show the name and address of the State agency being billed. The invoice must sufficiently describe the details of the goods or services being paid and include an invoice date. Each invoice must contain the vendor's name, remittance address, and federal taxpayer identification number or, if owned by an individual, his/her social security number.
 - d. The Grantee must use the reporting templates provided by the Commission. Reports in other formats will not be accepted.
2. The Grantee and the Commission shall negotiate and finalize a schedule of the reporting periods, which shall be incorporated by reference in the Agreement and attached as *Attachment 3*.
3. If the Grantee identifies a problem or barrier to meeting project objectives as set forth in the Grantee's Letter of Request, the Grantee shall notify the Commission in writing immediately. Notification shall include specific strategies to deal with or overcome the problem or barrier and shall include any required revisions to the Letter of Request or budget. Upon approval by the Commission, the proposed revisions shall be incorporated as amendments to the existing Letter of Request or budget. Unless and until a proposed revision is approved by the Commission, the Grantee shall be responsible for completing all objectives, as set forth in the existing Letter of Request.
4. If the Commission determines that the Grantee's interim reports or final project report fails to comply with the requirements set forth in the Agreement, the Commission will notify the Grantee in writing. Following such notification, the Grantee shall have 30 days to provide new or additional documentation or information that responds to the deficiencies noted. If the Grantee fails to provide documentation or information satisfactory to the Commission, it may result in the suspension of further funding until

satisfactory reporting is achieved and could result in cancellation of grant funds as described in Paragraph 19 of the Agreement.

5. If the Commission determines from the Grantee's interim reports that the Grantee is failing to reach the goals and objectives set forth in the Letter of Request or is making insufficient progress toward those goals and objectives, in addition to all other powers set forth in the Agreement, the Commission may, after providing the Grantee with notice and 30 days to respond, hire an Evaluator to assess the project and report back to the Commission, recommending strategies for making progress or achieving the goals and objectives, which may include a period of ongoing observation and monitoring by the Evaluator. Any expenses incurred by the Commission in employing an Evaluator will be charged to the balance of funds remaining in the Grantee's grant award.
6. Should the Grantee receive funding from another source for the same project or a portion of the project, the Grantee shall notify the Commission in writing of the other funding source and provide the dollar amount and award conditions for the additional funding. Should this additional funding impact the manner or timing of grant funding from the Commission, the Grantee shall provide the Commission with a proposed revision to the Letter of Request and budget, which reflects the incorporation of activities and funding from the other source and may include alterations to the goals, objectives, and timelines set forth in the existing Letter of Request and budget. Upon approval by the Commission, the revision(s) to the Letter of Request and budget shall be incorporated as amendments to the existing proposal.
8. **Financial Records:** The Grantee agrees to maintain complete records of revenues and expenses for the project, together with appropriate supporting documentation. These records shall indicate precisely how the grant funds were expended by the Grantee and shall be included by the Grantee in submission of interim and final reports. The Commission, at its expense, may audit or have audited the records of the Grantee insofar as they relate to the disposition of the funds awarded by the Commission, and the Grantee shall provide all necessary assistance in connection therewith. Records must be kept for at least four years after completion of the grant. In addition to those records referred to above, records to be kept and maintained for this period include all invoices, bills of sale, receipts, payroll reports, and employee time sheets.
9. **Performance Records:** The Grantee agrees to maintain complete records of program implementation and performance for the project, together with appropriate supporting documentation. These records shall indicate how the program was implemented, whom the program served, and include outcome measures, in accordance with the Grantee's Letter of Request. The Commission, at its expense, may audit or have audited the records of the Grantee insofar as they relate to program performance and implementation, and the Grantee shall provide all necessary assistance in connection therewith. Records must be kept for at least four years after completion of the grant.
10. **Expense Reports:** For each reporting period, the Grantee shall provide to the Commission an itemized report of expenditures documenting precisely how the grant funds were expended for that period. The Grantee must provide the Commission with all invoices, bills of sale, receipts, and payroll reports. Employee duty sheets should be kept but need not be attached. The Commission retains the right to request audited financial statements, including

(qualified/unqualified) opinion, with comments for any year in which Commission funds are received.

11. **Publicity:**

- A. **Press Announcements:** Prior to release, the Grantee Organization shall submit to the Commission for review drafts of press releases announcing the grant or reporting project accomplishments or findings. In any press release concerning or mentioning this project, the Grantee Organization shall acknowledge the Commission's support as follows: *Supported by the Maryland Community Health Resources Commission. The views presented here are those of the grantee organization and not necessarily those of the Commission, its Commissioners, or its staff.*
- B. **Publications:** The Grantee Organization shall submit to the Commission three copies of any publications produced under the grant.
- C. **Acknowledgements:** In any publications or media resulting from this project, the Grantee Organization shall acknowledge the Commission's support as follows: *Supported by the Maryland Community Health Resources Commission. The views presented here are those of the author and not necessarily those of the Commission, its Commissioners, or its staff.*
- D. **Copyright Interests:** All copyright interests in materials produced as a result of this grant are owned by the Grantee Organization. The Commission, however, retains a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and otherwise use and to authorize others to use any such materials for Commission purposes. Such license includes posting the materials on the Commission's website.

12. **Limitations:** Except as stated in the Agreement, the Commission has no obligation to provide other or additional support to the Grantee for this or any other project or purpose.

13. **Human Subjects:** If the grant is to be used in whole or in part for research involving human subjects, the Grantee hereby certifies that an institutional review board, which applies the ethical standards and the criteria for approval of grants set forth in U.S. Department of Health and Human Services policy for the protection of human research subjects (45 CFR part 46, as amended from time to time), has determined that the human subjects involved in this grant will not experience risk over and above that involved in the normal process of care and are likely to benefit from the proposed research program.

14. **Non-Discrimination:** The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, sexual orientation, or any other characteristic forbidden as a basis for discrimination by applicable laws and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor's Code of Fair Practices.

15. **Collusion or Other Offenses:** The person executing the Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

- A. Neither the Grantee, nor any of its officers or directors, has engaged in collusion with respect to the Grantee's application for the grant or the Agreement or has been convicted

of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States;

- B. The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the grant or this Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the grant or the Agreement;
- C. The Grantee, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, is in good standing, has filed all required annual reports and filing fees with the Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, and has paid or arranged for the payment of all taxes due to the State;
- D. Other than assistance provided in connection with the passage of legislation creating the Maryland Community Health Resources Commission, no money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the grant; and
- E. Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund-raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under the Code of Maryland Regulations, COMAR 21.08.04.04.

16. Indemnification

- A. The Grantee shall hold harmless and indemnify the Commission and the State of Maryland from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Grantee or its subcontractors under this Agreement.
- B. This indemnification clause shall not be construed to mean that the Grantee shall indemnify the Commission and the State of Maryland against liability for any losses, damages, claims, suits, actions, liabilities, and/or expenses that are attributable to the sole negligence of the Commission, the State of Maryland or the State's employees.
- C. The Commission and the State of Maryland have no obligation to provide legal counsel or defense to the Grantee or its subcontractors in the event that a suit, claim, or action of any character is brought by any person not party to this Agreement against the Grantee or its subcontractors as a result of or relating to the Grantee's performance under this Agreement.
- D. The Commission and the State of Maryland have no obligation for the payment of any judgments or the settlement of any claims against the Grantee or its subcontractors as a result of or relating to the Grantee's performance under this Agreement.
- E. The Grantee shall immediately notify the Project Officer of any claim or lawsuit made or filed against the Grantee or its subcontractors regarding any matter resulting from, or relating to, the Grantee's obligations under the Agreement, and will cooperate, assist, and consult with the Commission and the State of Maryland in the defense or investigation of

any claim, lawsuit, or action made or filed against the Commission or the State of Maryland as a result of, or relating to, the Grantee's performance under this Agreement.

F. This Section 16 shall survive termination of this Agreement.

17. General Provisions and Governing Law:

A. The Grantee shall comply with Md. Ann. Code, State Finance and Procurement Art. §§ 7-402 and 7-403, as applicable.

B. The laws of Maryland shall govern the interpretation and enforcement of the Agreement.

C. The Agreement shall bind the respective successors and assigns of the parties.

D. The Grantee may not sell, transfer, or otherwise assign any of its obligations under the Agreement, or its rights, title, or interest in the Agreement, without the prior written consent of the Commission.

E. No amendment to the Agreement is binding unless it is in writing and signed by all parties.

F. The Agreement is not subject to the Administrative Procedure Act, Md. Code Ann., State Gov't Art. §§ 10-201, *et seq.*

18. Public Document: The Grantee understands that the Commission considers all documents provided to the Commission under the Agreement as public documents. The Grantee shall clearly indicate any document or any portion of a document that it believes is "confidential" at the time that it first provides the document to the Commission. The Grantee shall do so by stamping or marking the document as "**CONFIDENTIAL.**" Any such designation shall be accompanied by a written explanation of the applicable exception under the Maryland Public Information Act ("MPIA"), Md. Ann. Code, Gen. Prov. Art. §§ 4-101, *et seq.*, that supports the confidentiality of the document or the information contained therein. The Commission retains final authority over the decision to disclose documents or information provided by the Grantee in accordance with the MPIA.

19. Postponement, Cancellation, Reversion and Repayment of Grant Funds:

A. In addition to other powers set forth in the Agreement, the Commission may postpone or cancel unpaid installments and recover unspent grant funds if, in the Commission's sole judgment, the Grantee becomes unable to carry out the purposes of the grant or ceases to be an appropriate means for accomplishing the purposes of the grant, violates any provision of the Agreement, uses grant funds in an inappropriate manner or in a manner inconsistent with the approved Letter of Request, or, as set forth above in Paragraph 4.A., the Commission determines that the Grantee is not meeting the goals and objectives of the Letter of Request or the requirements set forth in the Agreement. If one or more of the above violations occurs, the Commission shall provide the Grantee with written notice of the violation, and the Grantee shall have 30 days to cure the violation. Following such notice and opportunity to cure, the Commission shall notify the Grantee of its decision in writing via first-class United States mail. If the Commission's decision includes an order of reversion, then, subject to subsection C of this Paragraph, the Grantee shall return any

portion of grant funds received but not expended within thirty days after the Commission's decision is mailed.

- B. In addition to the powers and remedies set forth in subsection A of this Paragraph, if the Commission determines that the Grantee violated any provision of the Agreement or used grant funds in an inappropriate manner or in a manner inconsistent with the approved Letter of Request, the Commission may order the Grantee to repay any portion, up to and including the entire amount, of grant funds that have been disbursed to the Grantee. The Commission shall notify the Grantee of any such decision in writing via first-class United States mail.
- C. If the Commission exercises its powers under subsections A or B of this Paragraph, the Grantee may appeal the Commission's decision in writing within thirty days of the date the Commission's decision is mailed to the Grantee. The appeal shall be directed to the Commission Chairperson. The Commission may, in its sole discretion, hold a show cause hearing on the appeal. The show cause hearing is non-evidentiary, therefore, no documentary evidence will be accepted nor will witnesses be allowed to testify. The Commission shall notify the Grantee of its decision on the appeal in writing via first-class United States mail. The Commission's decision on any appeal is final.

20. Debarment

- A. The Grantee may be debarred from entering into a grant agreement with the Commission if any of its officers, partners, controlling stockholders, principals, or other persons substantially involved in its grant or contracting activities has been:
 - 1. Convicted under the laws of the State of any of the following offenses, committed in furtherance of obtaining a grant or contract with a public body:
 - (i) Bribery;
 - (ii) Attempted bribery; or
 - (iii) Conspiracy to bribe;
 - 2. Convicted under any state or federal law of a criminal offense, other than bribery, incident to obtaining, attempting to obtain, or performing a public or private grant or contract;
 - 3. Convicted under any state or federal law of fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - 4. Convicted of a criminal violation of a state or federal antitrust statute;
 - 5. Convicted of a conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law described in sections 1.-4. of this paragraph; or
 - 6. Debarred from federal contracts under the Federal Acquisition Regulation, as provided in 48 C.F.R. Chapter 1.
- B. Additionally, the Grantee may be debarred from entering into a grant agreement with the Commission if the Commission finds that the Grantee has deliberately failed, without good cause, to perform in accordance with the specifications or within the time provided in the Grant Agreement, or has failed to perform, or performed unsatisfactorily, in accordance with the terms of one or more grants within the preceding 5 years unless the failure to perform or the unsatisfactory performance was caused by acts beyond the control of the Grantee.

- C. The Grantee also may be debarred for any other cause the Commission determines to be so serious as to affect the integrity of the Commission’s grant making process, including, for example and not by limitation, intentional misrepresentations or omissions in a letter of intent or grant application submitted to the Commission.

21. Specific Limitations on Use of Grant Funds

A. Personal Protective Equipment (PPE)

If the Grantee uses grant funds to purchase PPE, including, but not limited to, filtering facepiece respirators (FFR), the Grantee shall comply with all applicable federal and state standards governing the use, maintenance, storage, cleaning and safety protocols for PPE and FFR, including, but not limited to, Occupational and Safety Administration (OSHA) standards and enforcement memoranda, Centers for Disease Control and Prevention (CDC) standards and guidance, Food and Drug Administration (FDA) standards and emergency use authorizations, National Institute for Occupational Safety and Health (NIOSH) standards and guidance, and Maryland Occupational Safety and Health (MOSH) standards and guidance. By executing this Agreement, the Grantee warrants that, in addition to the general indemnification provisions in paragraph 16 of this Agreement, it shall hold harmless and indemnify the Commission and the State of Maryland from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys’ fees and disbursements of any character that arise from, are in connection with or are attributable to the purchase, use, maintenance, storage, cleaning, and safety protocols for PPE, including, but not limited to, FFR.

B. Abortion

Pursuant to section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), payments from the Coronavirus Relief Fund, from which all grant funds under this Agreement are derived, may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to a risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place a woman in danger of death unless an abortion is performed. Furthermore, no Grantee may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

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Acceptance of Terms and Conditions: The Agreement shall be signed by the Commission, the Project Director, and the individual legally authorized to execute contracts on behalf of the Grantee, signifying agreement to comply with all of the terms and conditions specified above.

The above terms and conditions of the grant are hereby accepted and agreed to as of the date specified:

For: **Maryland Community Health Resources Commission**
Grantor

By: _____
Mark Luckner, Date
Executive Director

For: **Salisbury-Wicomico Integrated First-Care Team**

By: _____	_____
Signature of Project Director (if different from the Authorized Official)	Signature of Authorized Official
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

Approved for form and legal sufficiency:

By: _____
Michael F. Conti
Assistant Attorney General
Community Health Resources Commission

Date

Attachments:

Attachment 1 – Grantee’s Letter of Request, dated May 14, 2020

Attachment 2 – Budget as approved by the Commission

Attachment 3 – Grant Reporting Documents

- Expenditure Report
- Narrative Report

Attachment 4 – Attestation Regarding Additional & Duplicate Funding

ORDINANCE NO. 2618

AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND COMMUNITY HEALTH RESOURCES COMMISSION FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$24,799.00, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE FUNDS FOR ESTABLISHING A TELEHEALTH COMPONENT TO THE SWIFT PROGRAM.

WHEREAS, the Maryland Community Health Resources Commission (MCHRC) has COVID-19 Virus Emergency Relief Funding; and

WHEREAS, the purpose of the funding is to assist eligible community health resources to respond to the current pandemic; and

WHEREAS, the City of Salisbury Fire Department submitted a grant application to MCHRC for funding to establish a telehealth component to the SWIFT program for the purpose of providing follow up care remotely for COVID-19 patients; and

WHEREAS, the MCHRC has awarded the City funds in the amount of \$24,799.00; and

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

WHEREAS, all funds shall be used to establish the aforementioned telehealth component of the SWIFT program; and

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

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

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Maryland Community Health Resource Commission to accept grant funds in the amount of \$24,799.00.

BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase FY21 MCHRC SWIFT Revenue account (10500-424010-XXXXX) by \$24,799.00
- 2) Increase FY21 SFD Equipment Expense account (10500-577030-XXXXX) by \$17,624.00
- 3) Increase FY21 SFD Supplies - Operating / Office Expense account (10500-546001-XXXXX) by \$7,175.00

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

45 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
46 Salisbury held on this ____ day of _____, 2020, and thereafter, a statement of the substance
47 of the Ordinance having been published as required by law, was finally passed by the Council on the
48 ____ day of _____, 2020.

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51

52 **ATTEST:**

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56 _____
57 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

58
59

60 APPROVED BY ME THIS ____ day of _____, 2020.

61
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63
64

65 _____
66 Julia Glanz, City Administrator, for and with the authority of
67 Jacob R. Day, Mayor