



CITY OF SALISBURY CITY COUNCIL AGENDA

February 24, 2020

Government Office Building

6:00 p.m.

Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:02 p.m. CITY INVOCATION – Associate Pastor Bill Reid of Parkway Church of God

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

6:05 p.m. PRESENTATIONS

- Proclamation-Black History Month – Mayor Jacob R. Day
- Presentation – Youth Civics Council introduction – Jermichael Mitchell, Youth Development Specialist

6:20 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:21 p.m. CONSENT AGENDA – Assistant City Clerk Diane K. Carter

- **February 3, 2020** Work Session Minutes
- **February 10, 2020** Legislative Session Minutes
- **Resolution No. 3003**- approving the reappointment of Shawn Jester to the Board of Zoning Appeals for the term ending February 2023
- **Resolution No. 3004** - approving the reappointment of Michael Dyer to the Disability Advisory Committee for the term ending March 2022
- **Resolution No. 3005**- approving the reappointment of Susan Carey to the Elections Board for the term ending February 2026
- **Resolution No. 3006**- approving the appointment of Ron Pagano to the Human Rights Advisory Committee for the term ending February 2023
- **Resolution No. 3007**- approving the reappointment of Robert Lore to the Revolving Loan Advisory Committee for the term ending February 2024
- **Resolution No. 3008**- approving the appointment of Cassandra Duncan to the Sustainability Advisory Committee for the term ending February 2023
- Approving the Manufacturing Exemption Request for Clean Air Filters, LLC
- Approving the Manufacturing Exemption Request for Smith's Interconnect Microwave Components, Inc.

- 6:26 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller
- Award of Bid, ITB 20-102, Mt. Hermon Road Sewer Extension
 - Award of Bid, RFP A-20-105, Stormwater Management Support Service
 - Award of Bid, RFP A-20-104, City-wide Generator Maintenance
 - Award of Bid, ITB 20-107, Fire Department EMS Uniforms
 - Award of Bid, ITB 19-117, Change Order #1, Phase 1 Manhole Rehabilitation
- 6:36 p.m. **PUBLIC HEARING – CHARTER AMENDMENT RESOLUTION** – City Administrator Julia Glanz
- **Charter Amendment Resolution No. 2020-1**- to amend the Charter of the City of Salisbury, Maryland by adding exceptions to competitive bidding in Article XVI § SC16-3
- 6:35 p.m. RESOLUTION – City Administrator Julia Glanz
- **Resolution No. 3009**- adopting a Capital Improvement Plan for the five-year period FY21 – FY25
- 6:40 p.m. **PUBLIC HEARING – Text Amendment**– City Attorney Mark Tilghman
- **Ordinance No. 2578** – 2nd reading - an ordinance of the City of Salisbury to amend Chapter 12.20 Chesapeake Bay Critical Area Natural Resources program, Sections .010.a., .010.b., .010.c., .020.a., .110.a., .110.b., .120.b., .102.b.50., .120.b.92., .140.a.2.d., .190.b., .260.c., .270.b., .280.a.1., .290.d., .300.a., .310.a., .320., .350.c.5., .410.b., .530 and .530.e. of the Salisbury Municipal Code by deleting the references to the Department of Planning, Zoning and Community Development and replacing with the Department of Infrastructure and Development, correcting references to COMAR and by adding Article XIX, section .540 to add a section for fees and costs; and an ordinance of the City of Salisbury to amend the fee schedule for FY 2020 to establish fees for the Critical Area Program
- 6:50 p.m. ORDINANCES – City Attorney Mark Tilghman
- **Ordinance No. 2577**- 2nd reading- approving a budget amendment of the FY20 General Fund Budget to appropriate the funds received from the Heron Agility Group for the purchase of K-9 bullet proof vests
 - **Ordinance No. 2579**- 2nd reading- authorizing the Mayor to sign the grant agreement and accept a grant of \$100,000.00 from the Maryland Department of Transportation Maryland Bikeways Program for the design and construction of the West Side Bike Network and approving an amendment of the FY20 Budget to allocate said funds for purposes of implementation
 - **Ordinance No. 2580**- 2nd reading- to amend the fee schedule for FY 2020
 - **Ordinance No. 2581**- 2nd reading- requiring a permit for placement of facilities or utilities in the City rights-of-way and adopting specific regulations applicable to above ground facilities including communications facilities, small cell facilities, and wireless support structures in the rights-of-way
 - **Ordinance No. 2583**- 1st reading- requiring that certain single-user restrooms in the City be made available to all individuals regardless of gender; requiring that certain single-user restrooms use gender neutral signage to identify the restroom; defining certain terms; establishing certain penalties; and providing for a special effective date
 - **Ordinance No. 2584**- 1st reading- approving a budget amendment of the FY20 General Fund Budget to appropriate insurance proceeds received in FY20 towards the purchase of a new vehicle for the Police fleet

- **Ordinance No. 2585**- 1st reading- to amend Chapter 2.32 Purchases and Sales to amend the procedure for public notice and bids and to add contract change orders and to amend Chapter 2.36 Disposition of Surplus or Unused Real Property to amend the definitions of cost and inventory of surplus supplies and to amend the procedure for the selection and award of proposals and bids

7:10 p.m. PUBLIC COMMENTS

7:15 p.m. ADJOURNMENT

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

NEXT COUNCIL MEETING – MARCH 9, 2020

- **Ordinance No. 2583**- 2nd reading- requiring that certain single-user restrooms in the City be made available to all individuals regardless of gender; requiring that certain single-user restrooms use gender neutral signage to identify the restroom; defining certain terms; establishing certain penalties; and providing for a special effective date
- **Ordinance No. 2584**- 2nd reading- approving a budget amendment of the FY20 General Fund Budget to appropriate insurance proceeds received in FY20 towards the purchase of a new vehicle for the Police fleet
- **Ordinance No. 2585**- 2nd reading- to amend Chapter 2.32 Purchases and Sales to amend the procedure for public notice and bids and to add contract change orders and to amend Chapter 2.36 Disposition of Surplus or Unused Real Property to amend the definitions of cost and inventory of surplus supplies and to amend the procedure for the selection and award of proposals and bids

CITY OF SALISBURY
WORK SESSION
FEBRUARY 3, 2020

Public Officials Present

Council President John “Jack” R. Heath
Council Vice President Muir Boda
Councilwoman Michele Gregory

Mayor Jacob R. Day
Councilwoman Angela Blake
Councilwoman April Jackson

In Attendance

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Department of Infrastructure and Development (DID) Director Amanda Pollack, Attorney Michael Sullivan, City Planner Anne Roane, Permits & Inspections Manager William Holland, Field Operations Director Tom Stevenson, President/CEO Greater Salisbury Committee Mike Dunn, Wicomico County Assistant Director of Administration Weston Young, Wicomico County Public Works Director Dallas Baker, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.

On February 3, 2020 Salisbury City Council convened in a Work Session at 4:30 p.m. in Council Chambers of the Government Office Building. The following is a synopsis of the topics discussed:

Small Wireless Facility Policy/Legislation and presentation by Verizon Wireless

DID Director Amanda Pollack introduced Tucker Lawr from Smart Link, LLC, a consultant to Verizon. Mr. Lawr explained Verizon Wireless wished to complement its wireless network in the City by constructing and installing 30 cell nodes. Each of the individual small cell locations (nodes) were part of the broader polygon. Smart Link proposed utilizing existing infrastructure including utility poles (electric poles or land lines, or a combination of both) with one or more small antennas placed to the top of existing poles at around the 44 feet. The nodes would be required to have power and a fixed landline, fiber optic back call in order to operate the site, would be metered separately, with a fiber component. An equipment cage or shroud would attach to the pole to house components such as radios, power disconnects, and fiber junction boxes. The FCC guidelines concerning siting and design usually stayed with under 38 cubic feet for that equipment.

Mr. Lawr noted they found poles in the community in right of ways. Some were placed on the line, and some on private property, which was a challenge because they had to secure easements from private owners. They could also place poles in the right of way. They would not use existing City light infrastructure, which was an Administration and Council initiative.

Ms. Pollack reported DID had no permit process for this type of work, so they added to the “License to Encumber Process” (LTE), used for any private utility in the public right of way or easements. A small wireless facilities section was added to the LTE. The City’s poles would be black and look similar to the ornamental poles. When the City replaced damaged street lights, it was done quickly and efficiently, and easier to do when the only equipment on the pole was City-owned equipment. Spacing requirements had the poles at a minimum of 500 feet apart (they had them

spaced much farther apart). Thirty cell nodes would cover all of the City of Salisbury. If another company came in with cell facilities, they could not be placed within 500 feet of these facilities.

Ms. Blake asked if they were being placed on Delmarva light poles and Ms. Pollack said that they would have to get Delmarva's approval. Mr. Lawr said they were trying not to put them on their poles because it was hard to tell who the poles belonged to. Mayor Day said that the City may want to acquire Delmarva's poles, and had done some planning about which corridors to place the light in first, and may want to look at the zones to not include cell nodes, even if Delmarva owns the poles.

Ms. Pollack said the FCC's guidance document set reasonable limits for all of the fees, and proposed the same limits. The application fee of \$500 would be for up to 5 small cells, with an additional \$100 for each wireless facility that was added beyond the 5. They could charge for compensation for access to the right of way. The initial installation was \$1,000 per pole, and for each new pole the City would charge \$1,000 and a \$270 per year per facility installed annual fee. She provided an example of 10 poles which would bring a \$1,000 application fee, \$1,000 each to install them would bring \$10,000. Up front, the 10 poles would bring an \$11,000 fee, and there would also be \$2700 of annual fee in perpetuity while the poles were there. The LTE outlined removal within a certain amount of time if the facilities were not used.

Ms. Blake asked about the 180 days to remove abandoned poles. Ms. Pollack said if they did not remove them within 180 days of abandonment, the City could remove them at Verizon's expense. Ms. Blake asked if there were plans to target private property. Mr. Lawr said some of the best candidates for areas were existing utility poles, but they were situated on private properties.

President Heath asked about development or building structures after they were set up- what the impact would be on additional cell requirements. Mr. Lawr thought it would lead to the need for more sites, not be from a signal interruption perspective, but because it would drive more usage.

Ms. Gregory asked how long for completion, and Mr. Lawr said they may have it done in two years.

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

South Division St – Hall Drive Annexation Introduction

Permits & Inspections Manager Bill Holland introduced annexation petitioner Donald Long. The property was on the northeast corner of Hall Drive and South Division Street on a little more than an acre of land. The concept plan included two townhouse-type buildings with (5) units each, a stormwater management area and dumpster pad. The plat would change because the City would be annexing that portion of South Division Street that fronts along the property because it was City all the way down the west side of South Division Street past Milford Street. There would be a property line on the east side of the property which would be removed through sub-division.

Mr. Holland said the next phase would be to take the request to the Planning Commission to be rezoned, and then Mr. Sullivan would prepare an annexation agreement and approve the concept plan.

Mayor Day thanked Mr. Long for investing his property in the community and the City.

Council reached unanimous consensus to advance the project forward.

92 **Accepting the donation of a semi-trailer**

93
94 Field Operations (FOps) Director Tom Stevenson requested that the Council accept the donation of
95 a semi-trailer from Perdue Farms to be used to store the City Christmas Tree and other displays
96 used each year for the Winter Wonderland. In the past they had to borrow the trailer, take it to the
97 farm and unload it.
98

99 Mayor Day asked if there was a location planned for the trailer, and Mr. Stevenson said he would
100 try to place it back on the Holloway Farm.
101

102 Council reached unanimous consensus to advance the legislation to accept the semi-trailer.
103

104 **Accepting forfeited vehicle to be used by Police Department**

105
106 Salisbury Police Sgt. Dean Popovich reported the Salisbury Police Department (SPD) recently
107 received a forfeited vehicle involved in a drug seizure. The defendant in the case gave the 2018
108 Toyota Tacoma, valued at approximately \$35,000, to the SPD in exchange for a lesser sentence.
109 The vehicle had about \$7,500 in cosmetic damage, which would need to be repaired prior to
110 inspection. The vehicle would be used for various operations and transportation by SPD personnel.
111

112 President Heath asked if the SPD had the funds budgeted to make the repairs to the vehicle. Sgt.
113 Popovich did not know, but would forward the answer to Council.
114

115 Council reached unanimous consensus to accept the vehicle and forward the legislation to
116 legislative agenda.
117

118 **Accepting funds for K-9 Bullet Proof Vest**

119
120 Sgt. Popovich informed Council the SPD was accepting funds from the Heron Agility Group in the
121 amount of \$1,500 to purchase the K-9 Bullet Proof Vest.
122

123 President Heath asked if all of the SPD K-9s had bullet proof vests. Sgt. Popovich would find out
124 and let Council know.
125

126 Council reached unanimous consensus to advance the legislation to legislative agenda.
127

128 **Text amendment for Critical Areas to set fees and amend code language**

129
130 Planner Anne Roane reported that until recently, the critical area local program was administered
131 through Wicomico County. Once DID was formed, the critical areas staff thought it would be an
132 appropriate time for the City to administer its own program. This required a text amendment, which
133 would have to go before the Planning Commission first at a public hearing and then to City Council
134 for an additional public hearing. The Planning Commission's hearing was held on December 19,
135 2019, and the City Council would hold the City's public hearing on February 24, 2020.
136

137 Ms. Roane said the legislation would allow the City to collect and review fees.
138

139 Council reached unanimous consensus to advance the legislation to legislative agenda.
140

141 **Airport Water Main Agreement**

Ms. Pollack introduced Wicomico County Public Works Director Dallas Baker, present to discuss the Airport Water Main Agreement . She reported the County proposed running a water main to the Airport to connect to Salisbury’s Municipal system near Wor-Wic Community College. Water Works would operate the Chlorine Booster System, FOps - Utilities Division would operate and maintain the water main, and DID was responsible for the plan review. The project was funded through grants and loans from the State of Maryland. It was important for the City that the County owned the water main while there were financial obligations. Some of the prior agreement versions had shown if they had defaulted on the loan, the City would have to take over. It was re-written to state that the County would own the water main until they paid off the loan, after which the City would take ownership. The airport and the users would pay typical water service rates, identified in the agreement and already established for the Wor-Wic Community College District.

Ms. Pollack noted the water main, in the eyes of the State of Maryland, was a denied access line. When the State provided funding, they were not trying to promote growth along the entire corridor. The State was providing very specific funding for the use at the Airport. Inspection fees were being waived by the City because the County hired a third party inspection company. As connections were made, they would pay typical connection charges, capacity fees and other connection fees. She said it was a long, dead-end, water main requiring constant flushing of the line to ensure the water quality was a proper levels. A meter would be installed on the line, and they would be charged quarterly for water used during routine flushing. It was important to Water Works that the City maintain the Chlorine Booster System because chlorine was being fed into the system.

Mr. Baker reported the County was extending the Water Main to the Airport primarily for fire service and to serve the existing buildings with a reliable water source.

Mayor Day said the City had no interest in annexing the Airport into the City.

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

Acceptance of Maryland Bikeways grant for Northwest Corridor

Ms. Pollack said the City applied for a Maryland Bikeways grant for design and implementation of part of the Westside Bike Network. Bike lanes were on a portion of Isabella Street, and the grant would build on that to include more of Isabella Street and Lake Street towards Delaware Avenue. A contractor proposed \$174,000 for design and implementation. The application proposed the match of the pavement money, which was \$74,000 (partially in-kind work and paving prior to adding the bike lanes). The grant received was \$100,000 which would help finish design and do construction. The Maryland Bikeways Program provided the grant agreement, similar to those received in the past. The budget amendment was needed in order to use the funds, with construction beginning in the summer. This was part of the Bicycle Master Plan in an area of town having high bicycle usage. DID proposed dedicated bike lanes on both sides of the road. The grant included all lane markings, signage, route signage with way finding, and replacement of inlet grates with bike-friendly grates.

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

EDU Waiver Request for 123 Bateman Street

Ms. Pollack invited the applicant, Bob Kambarn, to the table. The capacity fee waiver request was for property on Bateman Street, which was a warehouse being converted to mixed use, office, retail and residential property. They needed 3.9 EDUs, valued at \$13,778. The original allocation of 300 EDUs, minus the 248 already used, left 51. There would be 47 EDUs available after this approval.

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

Acceptance of small donations and gifts to the City

Deputy City Administrator Andy Kitzrow explained the amendment to the City's Gift Policy. The monetary threshold or material value of gifts up to \$5,000 would be received internally, and twice per year people would be formally recognized. If the contribution was financial and the City wished to expend the funds, they had to be budgeted for or else a budget amendment would be required.

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

Accepting MD Department of Planning Grant Award for Census Outreach Funding

City Administrator Julia Glanz announced the City was awarded \$19,810, the largest grant received by municipalities from the Maryland Department of Planning for funding from the 2020 Census Grant Program. The funding would go towards the City's census outreach efforts for television, radio, printed materials, door knockers, outreach events, etc.

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

Comments from Mike Dunn, President/CEO Greater Salisbury Committee

Mr. Dunn brought greetings from Salisbury Area Chamber of Commerce Bill Chambers and saluted the efforts of the City and Wicomico County in the challenging, yet rewarding Airport discussions.

Adjournment

With no further business to discuss, the Work Session adjourned at 5:34 p.m.

City Clerk

Council President

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

FEBRUARY 10, 2020

PUBLIC OFFICIALS PRESENT

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

*Vice-President Muir Boda
Councilwoman Michele Gregory*

PUBLIC OFFICIALS ABSENT

*Mayor Jacob R. Day
Councilwoman April Jackson*

IN ATTENDANCE

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Police Chief Barbara Duncan, Department of Infrastructure and Development (DID) Director Amanda Pollack, Media and Event Specialist Becca Brown, Assistant City Clerk Diane K. Carter, City Attorney Mark Tilghman, and interested citizens.

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President John R. Heath called the meeting to order and invited Rev. John Wright of Unitarian Universalist Fellowship at Salisbury to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.

PRESENTATIONS

• **Awards presented to April Todd and Ghost**

City Administrator Julia Glanz invited Ms. April Todd, Ghost (Ms. Todd’s dog), and Police Chief Barbara Duncan to the podium and explained the heron statue was stolen from the City Zoo Herb Garden. During a walk with his person, Ghost sniffed the great heron statue out. The authorities were called, and the statue was returned to the City.

Chief Duncan presented Ghost the “Exceptional Duty Medal” which is awarded for a highly credible accomplishment, bringing public acclaim to the nominee or the public in general as a result of training, devotion to duty or service to the public.

Chief Duncan presented Ms. April Todd the “Civilian Award” which is awarded when an individual renders valuable assistance to a member of the Police Department or the Police Department itself, which in turn benefits the Police Department and the citizens of Salisbury.

Ms. Glanz presented Ghost with “The Goodest Boy Award” for his exceptional bird dog

skills that led him to the missing great heron statue being restored to its rightful place in the herb garden near the main entrance to the Salisbury Zoo. Ghost was also given some treats and toys.

- **Edible Garden on the Riverwalk Placemaking Grant presentation**

DID Director Amanda Pollack announced the City of Salisbury was the recipient of a \$3,300 grant from the Coastal Association of Realtors (CAR) and the National Association of Realtors for Phase 1 of the City's Edible Garden Project on the Riverwalk. This was the start to the larger initiative to have edible plants grown throughout the City. She explained the three raised beds would be placed behind the Market Street Books area. An advisory group chaired by Sustainability Coordinator Alyssa Hastings and knowledgeable team members including Martin Hutchison, Doug Draper, and Ginny Rosenkranz helped the City through the project.

Ms. Pollack invited CAR Government & Public Affairs Director Sarah Rayne forward, joined by CAR President Joe Wilson and Executive Vice President Page Browning. Mr. Wilson said they were excited about this project and discussed several placemaking grants projects the CAR was involved in. He also provided information about the CAR.

Ms. Browning announced the CAR's fourth placemaking grant project was the Downtown Salisbury Edible Park, which will provide food that may be picked and eaten by residents and visitors, as well as provide a meeting area and educational opportunity. It will serve as an anchor for continued planting of edible foliage all along the Riverwalk path. The City-owned vacant lot faces the Wicomico River and will feature garden beds, edible plants, and seeding and educational signage. It will be built by CAR members, City employees, and volunteers, and maintained by volunteers and the City. Ms. Browning invited the Mayor's Office and City Council to join the CAR for the build and planting day on Wednesday, March 18th from 2:00 p.m. to 4:00 p.m.

ADOPTION OF LEGISLATIVE AGENDA

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

CONSENT AGENDA – presented by Assistant City Clerk Diane K. Carter

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

- **January 27, 2020** Legislative Session Minutes
- **Resolution No. 2995**- accepting a 2018 Toyota Tacoma, Vehicle Identification Number 3TMCZ5AN1JM16130. The automobile has been forfeited by the Circuit Court of Wicomico County to be used for various operations by the Salisbury Police Department.
- **Resolution No. 2996**- accepting a donation of a semi-trailer from Perdue Farms, Inc. for the Department of Field Operations

- **Resolution No. 2997**- to amend the Gift Policy by creating a minimum threshold to requiring Council approval for acceptance of monetary and material donations valued at more than five thousand dollars from various individuals, organizations, and stakeholder groups
- **Resolution No. 2998**- declaring that Arvind Jain, DMD is eligible to receive Enterprise Zone benefits for property located at 614 Eastern Shore Drive, Salisbury MD
- **Resolution No. 2999**- declaring that Safety Resources, LLC is eligible to receive Enterprise Zone benefits for property located at 1938 Windsor Drive, Salisbury MD

RESOLUTIONS – presented by City Administrator Julia Glanz

- **Resolution No. 3000**- authorizing the Capacity Fee of the City's Comprehensive Connection Charge to be waived for the redevelopment of 123 Bateman Street

Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve Resolution No. 3000.

- **Resolution No. 3001**- in support of the submission of legislation to the Maryland General Assembly to create a local Alcohol License Commission for the City of Salisbury

Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Resolution No. 3001.

- **Resolution No. 3002**- in support of the submission of legislation to the Maryland General Assembly to require a tax setoff for municipalities in Wicomico County

Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve Resolution No. 3002.

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2577**- 1st reading- approving a budget amendment of the FY20 General Fund Budget to appropriate the funds received from the Heron Agility Group for the purchase of K-9 bullet proof vests

Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2577 for first reading.

- **Ordinance No. 2578**- 1st reading- to amend Chapter 12.20 Chesapeake Bay Critical Area Natural Resources Program, Sections .010.a., .010.b., .010.c., .020.a., .110.a., .110.b., .120.b., .102.b.50., .120.b.92., .140.a.2.d., .190.b., .260.c., .270.b., .280.a.1., .290.d., .300.a., .310.a., .320, .350.c.5., .410.b., .530 and .530.e. of the Salisbury Municipal Code by deleting the references to the Department of Planning, Zoning and Community Development and replacing with the Department of Infrastructure and Development, correcting references to COMAR and by adding Article XIX, Section .540 to add a section for fees and costs; and an ordinance of the City of Salisbury to amend the fee schedule for FY 2020 to establish fees for the Critical Area Program

Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2578 for first reading.

- **Ordinance No. 2579**- 1st reading- authorizing the Mayor to sign the grant agreement and accept a grant of \$100,000.00 from the Maryland Department of Transportation Maryland Bikeways Program for the design and construction of the West Side Bike Network and approving an amendment of the FY20 Budget to allocate said funds for purposes of implementation

Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2579 for first reading.

- **Ordinance No. 2580**- 1st reading- to amend the fee schedule for FY 2020

Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2580 for first reading.

- **Ordinance No. 2581**- 1st reading- requiring a permit for placement of facilities or utilities in the City rights-of-way and adopting specific regulations applicable to above ground facilities including communications facilities, small cell facilities, and wireless support structures in the rights-of-way

Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2581 for first reading.

- **Ordinance No. 2582**- 1st reading- authorizing the Mayor to enter into an agreement with the Maryland Department of Planning for the purpose of accepting grant funds in the amount of \$19,810 and approving a budget amendment to appropriate the grant funds for the City of Salisbury 2020 Census Outreach Activities

Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2582 for first reading.

PUBLIC COMMENTS

There were no requests for Public Comment.

COUNCIL COMMENTS

Ms. Blake asked everyone to consider donating the gift of blood.

ADJOURNMENT

With no further business to discuss, the Legislative Session adjourned at 6:43 p.m.

172 _____
173 *Assistant City Clerk*
174 _____
175 _____
176 *City Clerk*
177 _____
178 _____
179 *Council President*



MEMORANDUM

To: Mayor Jacob Day
From: Julie English, Administrative Assistant III
Subject: Reappointment to the Board of Zoning Appeals
Date: February 20, 2020

Mayor Day, the following person has applied for reappointment to the Board of Zoning Appeals for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Shawn Jester	February 2023

Attached you will find information from Shawn Jester and the resolution necessary for his appointment. If you approve of this reappointment, I will 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.

Attachments

February 1, 2020

Jacob Day
Mayor
City of Salisbury. MD
125 N. Division St.
Salisbury MD 21801 - 4940

Dear Mayor Day,

I am writing to express my desire to be reappointed to the City of Salisbury's Board of Zoning Appeals. I have been proud to serve on the Board since November 2016, and I would love the opportunity to continue my service.

With Regards,

A handwritten signature in black ink, appearing to read "Shawn Jester". The signature is fluid and cursive, with the first name "Shawn" and last name "Jester" clearly distinguishable.

Shawn Jester

SHAWN JESTER

116 Centenary Drive
Salisbury, MD 21804
(410) 251-7406
shawn.jester@gmail.com

OBJECTIVE

To continue utilizing my skills and experiences gained through my education and time in public service so I can serve my fellow Salisbury residents on the Board of Zoning Appeals.

EXPERIENCE

Community Outreach Assistant, February 2012 – January 2014

Constituent Liaison, February 2014 – Present

Congressman Andy Harris, M.D., Salisbury, Maryland

Answered casework related inquiries verbally and in writing dealing with the VA, IRS, SSA, USCIS, USACE, and others; Logged correspondence using an automated tracking system; Developed, implemented, and staffed outreach events for the Congressman; Researched legislative issues for constituents and the Congressman.

Deputy Campaign Manager, January 2014 – November 2014

Chairman, January 2018 – Present

Friends of Carl Anderton, Jr., Salisbury, Maryland

Organized volunteers engaged in voter outreach; Reached out to voters in their homes and at events; Provided assistance to the candidate while preparing for debates; Researched policy concerns and positions for use in the campaign; Assisted with the design of campaign materials; Reviews campaign filings with the State Board of Elections.

Senior Policy Advisor, April 2015 - November 2015

Friends of Muir Boda, Salisbury, Maryland

Researched policies ideas for use in campaign material and literature, candidate forums, and communicating with the public; Engaged with voters door to door and at events.

District Representative, January 2011 – February 2012

Delegate Mike McDermott, Salisbury, Maryland

Represented the Delegate at events across his district; Assisted the Delegate at events across his district; Created and maintained a district contact list and constituent mailing list in Microsoft Office and Google Documents; Assisted with constituent contact in his Annapolis office.

SHAWN JESTER

116 Centenary Drive
Salisbury, MD 21804
(410) 251-7406
shawn.jester@gmail.com

EDUCATION

Bachelor of Arts in Political Science, Minor in History, May 2009
Salisbury University, Salisbury, Maryland

Associates Degree in General Studies, May 2006
Wor-Wic Community College, Salisbury, Maryland

ACTIVITIES

Member, Salisbury Board of Zoning Appeals, 2016 –

Salisbury Area Chamber of Commerce, 2013 – Present

Member, Salisbury Young Professionals, 2013 – Present

Member, Advocacy Committee, 2014 – 2017

Assistant Director, Government & Business Relations Division, 2017- Present

Wicomico County Republican Club, 2009 – Present

Audit Committee Co-Chair, 2012 – 2013

First Vice-President, 2014 – 2015

President, 2015 – 2017, 2018 – 2019

Maryland Student Legislature, 2006 – 2009

Comptroller, 2007 – 2008

Rules & Executive Nominations Committee Chairman, 2008 – 2009

2008 – 2009 Most Outstanding Senator

Editor, Wor-Wic Wave 2005 – 2006

SKILLS

Microsoft Office Suite, constituent casework, community outreach, research, drafting correspondence, organizing events, flexible team player, excellent oral and written communication skills

1 **RESOLUTION NO. 3003**

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

6
7

<u>Name</u>	<u>Term Ending</u>
Shawn Jester	February 2023

8
9

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11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on February _____, 2020.

14
15 ATTEST:

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

John R. Heath
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2020

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



MEMORANDUM

To: Mayor Jacob Day
From: Julie English, Administrative Assistant III
Subject: Reappointment to the Disability Advisory Committee
Date: February 20, 2020

Mayor Day, the following person has applied for reappointment to the Disability Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Michael Dyer	March 2022

Attached you will find information from Michael Dyer and the resolution necessary for his reappointment. If you approve of this reappointment, I will 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.

Attachments



United Needs & Abilities, Inc.
Enriching the Lives of People with Developmental Disabilities

February 5, 2020

Mayor Jake Day
City of Salisbury
125 N. Division Street, Room 304
Salisbury, MD 21801

Dear Mayor Day,

Please accept this letter as an expression of my interest to be reappointed to the Disability Advisory Committee. Serving individuals with disabilities is my passion, mission, and vocation. I have attached my resume. I would appreciate your consideration for reappointment to this committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Dyer', is written over the typed name and title.

Michael Dyer, CPA, LMSW
Executive Director

688 East Main Street | Salisbury, Maryland 21804 O. 410.543.0665 | F. 410.543.0432 | T.F. 800.776.5694

www.UNA1.org

Mid-Shore Region/Easton, MD | O. 410.822.5101 | Upper Shore Region/Elkton, MD | O. 410.620.2684 | F. 410.620.2580

Member | United Fund of Talbot County; United Way of Kent and Queen Anne's Counties

5277 Green Hill Circle
Quantico, Maryland 21856

Cell: (410) 430-2517
Work: (410) 543-0665
E-mail: Mike@UNA1.org

Michael D. Dyer, CPA, LMSW

Professional Experience

July 2009 to Present

United Needs & Abilities, Inc.

Chief Executive Officer

Direct a non-profit organization serving persons with developmental disabilities and/or epilepsy on Maryland's Eastern Shore. Provide overall leadership for strategy, organizational development, implementation, financial oversight, and fundraising. Implement the strategic goals and objectives of the organization. Liaison with a board of directors which consists of twenty-one volunteer members from nine rural Maryland Eastern Shore counties, as well as the supervision of thirteen direct reports. Other responsibilities include: budget and policy development, grant writing, coordination with multiple state and non-profit funding sources, negotiations with seven united appeal campaigns, fund-raising, management of diverse programs and services, and day-to-day administrative functions.

August 2007 to June 2009

Worcester County, Maryland

Executive Director - Local Management Board

Direct local governmental agency that coordinates and manages a collaborative system of services and resources for children, youth, and families. Oversee the design, planning and implementation of initiatives including, but not limited to, program monitoring, evaluation, and fiscal accountability. Manage budget, procurement, grant writing, data collection, and financial reporting. Draft and negotiate public and private-sector contracts for provision of services. Develop and implement programs and plans. Act as a liaison between the Governor's Office for Children, Youth and Families, Worcester County human services agencies, Worcester County government and the LMB. Build and sustain collaborative relationships with families, public and private providers, and the community. Supervises staff of three.

May 2005 to August 2007

United Needs & Abilities, Inc

Associate Director

June 2006 to August 2007

Intern - Agency Administration

May 2005 to June 2006

Administrator in a non-profit organization serving persons with developmental disabilities on Maryland's Eastern Shore. Participated in Board of Directors meetings. Developed policy. Prepared grant proposals. Managed capital campaign. Worked with state legislators to obtain bond bill funding. Prepared budgets. Designed and implemented program evaluation processes and procedures. Supervised professional staff. Directed residential program. Designed and implemented electronic document management system and Excel-based time and attendance system.

January 2000 to June 2006

Perdue Farms, Inc.

Payroll Systems Administrator

January 2003 to June 2006

Corporate Payroll Manager

October 2001 to January 2003

Corporate Payroll Supervisor

January 2000 to October 2001

Managed a payroll department that pays 20,000 employees. Responsible for general ledger entries and reconciliations, employment tax filings, garnishments, research and resolution of corporate and field payroll issues, and reporting. Project manager for implementation, upgrade, and business process redesign for payroll systems. Assembled and led steering and operating committees. Functional expert in Peoplesoft HRMS, Kronos, and Excel. Supervised a staff of six directly and managed project teams at sixteen locations. Recipient of Perdue's 2003 Excellence Award.

December 1997 to January 2000

Archdiocese of Washington

Finance Director – Center City Consortium

Responsible for all financial aspects of eight inner city Catholic schools. Prepared and analyzed monthly and annual financial statements. Developed and implemented budgets for individual schools and administrative office. Developed and implemented tuition collection systems for 1,800 students. Maintained accounts payable and authorized all disbursements. Processed payroll and managed benefits for 160 employees. Supervised a staff of three.

September 1996 to December 1997

Hayman Systems

Controller

Responsible for all financial aspects of a mid-size computer company specializing in the hospitality field. Prepared and analyzed monthly and annual financial statements. Managed accounts receivable, accounts payable, and payroll. Negotiated with suppliers, customers, banking institutions, and insurance companies. Supervised a staff of five.

May 1987 to September 1996

Mike Dyer, CPA, PA

Certified Public Accountant

BT&I, Ltd.

Owned and operated a public accounting firm. Specialized in small to mid-size companies and taxation. Prepared financial statements and tax returns. Provided management advisory services. Supervised a staff of two to five.

September 1980 to May 1987

Teltronic, Inc.

Controller

Responsible for all financial aspects of a mid-size communications company specializing in two-way radios, cellular telephones, and pagers. Prepared and analyzed monthly and annual financial statements. Managed accounts receivable, accounts payable, and payroll. Supervised a staff of six.

Education	June 2008 to May 2009	Salisbury University	Salisbury, MD
	Adjunct Professor - Administration and Supervision – Master of Social Work Program		
	May 2006	Salisbury University	Salisbury, MD
	Master of Social Work		
	4.0 GPA Member of Phi Alpha Honor Society		
	December 1985	University of Maryland	College Park, MD
	Bachelor of Science in Business Management / Accounting		
Professional	October 2006 to Present	State of Maryland	
	Licensed Master Social Worker		
	May 1987 to Present	State of Maryland	
	Certified Public Accountant		
Associations	Weinberg Fellow		
	Board Member – Maryland Association of Community Services		
	Member – City of Salisbury Disability Advisory Committee		
	Previous Member – Epilepsy Association of Eastern Shore, Inc. Board of Directors		
	Previous Member - North American Association of Christians in Social Work		
	Previous Vice Chair – Maryland Association of Local Management Boards		
	Previous President - Institute of Management Accountants-Delmarva Chapter		



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Mayor Jacob Day
From: Julie English, Administrative Assistant
Subject: Reappointment to the Election Board
Date: February 20, 2020

Mayor Day, the following person has applied for reappointment to the Election Board for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Susan Carey	February 2026

Attached you will find information from Susan Carey and the resolution necessary for her reappointment. If you approve of this reappointment, I will forward this information to the City Council so it may be placed on their agenda at the next Council meeting. Please let me know if you have any questions.

Attachments

Board of Elections interest

Dear City council members and mayor,

I would like to continue being a board member on the Board of city elections. I have lived in the city of Salisbury for the last 13 years and have called Salisbury my home since I was born. I truly understand the importance of a fair and honest election and would like to be at least a small part in making this happen. I have been voting in elections since I was 18 and consider it an honor that I can do so freely. I have attached my resume. I currently work at Perdue Farms and I have worked at Perdue since Dec. 2006.

Sincerely,

Susan E. Carey

SUSAN ELIZABETH CAREY

109 West Philadelphia Avenue
Salisbury, Maryland 21801
Res: 410-548-4591 E-mail: suzyfood@comcast.net

PROFILE

HIGH ENERGY SALES PROFESSIONAL with over 15 years diverse sales experience and demonstrated ability of generating sales and maximizing profits for an employer. Accomplished in the following:

- ▶ Service an existing account base with focus on introduction of new product lines and account penetration.
- ▶ Grow sales by impacting target markets and solicitation of new accounts.
- ▶ Interact closely with managers and owners to build positive relations, resolve problem situations, encourage retention and ensure overall customer satisfaction.
- ▶ Set up marketing displays and promotional tools.
- ▶ Coordinate special events with community organizations and school systems, as well as participate in tradeshow promoting product recognition to the general public.
- ▶ Educate customers on the features and advantages of products that produce profits, effect cost savings and facilitate needs.

EDUCATION

SALISBURY STATE UNIVERSITY, Salisbury, MD
B.A. Degree: Liberal Studies Concentrations in History and English

DEC 1989

EXPERIENCE

PERDUE FARMS INC., Salisbury, MD

Dec.2006-present

Inside Sales Representative-Manages foodservice territories on West and East Coasts. Also handle distressed customers and bid system. Handles accounts receivable, order input, transportation issues as well as day to day operations needed. Serves as a primary contact to brokers and foodservice accounts. Also works closely with outside representatives in making increased sales of products and maintaining existing customer base.

EBY BROWN, Glen Burnie, MD

Apr 2006-Dec.2006

Sales Representative- Manage a retail account base on the Eastern shores of Maryland, Delaware and Virginia. Interact with the decision makers by bringing value added products. Increase sales within existing accounts as well as soliciting new business. Handles accounts receivable as well as transportation issues.

JACK & JILL, Moorestown, NJ

Feb. 2004-Dec.2005

Food Service Sales Representative – Service an account base of approximately 100 existing customers and solicit new business for this ice cream and novelty manufacturer and distributor. Manage a territory on the Eastern shores of Maryland, Delaware and Virginia.

Key Accomplishments

- ▶ Captured a chain account of 11 stores from a competitor which increased gross sales volume by \$20-30,000 over a five month period.
- ▶ Expanded a major account by adding a new profit center resulting in approximately \$50-60,000 annual increase in sales.
- ▶ Serve as primary contact for hotel/motel/school trade shows with direct responsibility for the coordination, set up and company representation.

EBY BROWN, Glen Burnie, MD

SEP 2002-FEB 2004

Account Representative – Interacted closely with managers and owners to build solid working relationships that reinforced customer retention. Incorporated the use of interpersonal, communication skills and problem solving ability to ensure overall customer satisfaction. Serviced

EXPERIENCE, Continued

retail and supermarket chains to retain the company's fair share of the market.

U.S. FOODS, INC., Virginia Beach, VA

MAR 2000-SEP 2002

Previously PYA Monarch Foods

Territory Representative - Was retained through a company buyout and maintained responsibility for territory management and business development for a major broadline food service distributor.

Key Accomplishments:

- ▶ Won a travel incentive for exceeding specific product sales goal.
- ▶ Ranked in the top five sales representatives for achieving one of the highest produce increases in the region.
- ▶ Successfully captured a key account, which increased gross sales volume through persistence, persuasive manner and quality customer service

COCA COLA ENTERPRISES, Salisbury

NOV 1996-MAR 2000

Account Manager - Managed a territory on the Eastern Shores of Maryland and Delaware servicing approximately 150 accounts with emphasis on growing business and expanding existing accounts for a world-renown beverage distributor.

Key Accomplishments:

- ▶ Achieved or exceeded volume and gross profit goals.
- ▶ Won an incentive award for sales increase.

NABISCO INC., Salisbury, MD

NOV 1991-NOV 1996

Merchandiser - Ensured company's fair share of the market through creative merchandising and display of product lines. Traveled to customer locations to maintain product visual awareness, restocked shelves and set up point of sale displays. Interacted extensively with management to establish a positive working rapport.

CIVIC ACTIVITIES/ACCOMPLISHMENTS

Social Events director on Engagement team at Perdue-2016-present

Mayor's Round Table, Member, 2001-2015

Salisbury Junior Chamber of Commerce, Member, 1994-2002

Neighbor Association President, 2000-Present

Board of Directors (Public Relations Director), Salisbury Junior Chamber of Commerce, 1995-1996

Board of Elections City of Salisbury. 2011-present

Member of United Way at Perdue-2011-present



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Mayor Jacob Day

From: Julie English, Administrative Assistant

Subject: Appointment to the Human Rights Advisory Committee

Date: February 20, 2020

Mayor Day, the following person has applied for appointment to the Human Rights Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Ron Pagano	February 2023

Attached you will find information from Ron Pagano and the resolution necessary for his appointment. If you approve of this appointment, I will forward this information to the City Council so it may be placed on their agenda at the next Council meeting. Please let me know if you have any questions.

Attachments

From: Ron Pagano JD <noreplysby@gmail.com>
Sent: Tuesday, January 7, 2020 3:01 PM
To: Julie English
Subject: Ron Pagano JD would like to join the Human Rights Advisory Committee.

Name

Ron Pagano JD

Phone

(443) 545-9453

Email

ronpaganojd@gmail.com

Address

530 Riverside Drive
Suite 101
Salisbury, MD 21801
[Map It](#)

Where would you like to serve?

Human Rights Advisory Committee

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

As a lifelong advocate for the disabled community (and a disabled individual), I can provide the unique perspective required to assure that the city continues to fight for, and assess, the needs of our disabled community. Progress comes by recognizing that there is a history of incongruity between a group and the majority. Regarding the disabled, there is a huge divide in the rights afforded to them, as opposed to the general population. I hope to bring attention to these issues as the Committee works to be more inclusive in future endeavors.

Please upload a copy of your resume.

- [Ron.Resume.2020.pdf](#)

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

Ronald A. Pagano, JD
530 Riverside Drive – Ste 101
Salisbury, MD 21801
443.545.9453 ronpaganojd@gmail.com

NOTE: I haven't had the need for a formal resume in over 39 years, since I have been self-employed over that time. Here is a brief and partial summary of my education, employment and relevant advocacy/volunteer experience:

Education

Ohio Northern University, Pettit College of Law 6/1977 – 2/1980
Graduated with Juris Doctor degree – 2/1980

State University of New York at Buffalo
Graduated with Bachelor of Science – Criminal Justice – 5/1977

Employment

Self-employed attorney, activist and business entrepreneur – 2/1980 – Present

Volunterism/Community Service/Recognition

1969 – Present – Advocate for the disabled community on the local, State and Federal level, working to create, initiate, draft and support legislation to advance the rights and protections for the disabled community. Also, advocate for the homeless and those in our prison system.

1969-1973 – Founder/Pres – P.R.I.D.E. People for Rehabilitating the Disabled through Education) – non-profit, working to improve and secure the civil and human rights of the disabled in the New York City area.

1973 – “B’nai B’rith Award for Outstanding Community Service”

1978 – Ohio Northern University, Pettit College of Law, “Liberty Bell Award” – Outstanding service to the law school community.

1980 – Hardin County, Ohio, Board of Mental Retardation – the board of directors for the county's ‘sheltered workshop’ program.

1988 – Americans with Disabilities Act (ADA) – drafting and editing of various sections of the legislation that eventually was passed by the U.S. Congress and signed into law by President George H. W. Bush, in 1990.

1994-1998 – Co-founder/Vice President – Coalition to Advance the Rights of the Disabled (CARD)

2010-2014 – Vice President, I.P.P.S. Mentoring, Inc – Advocates for and creators of prison mentoring programs, to help reintegrate them back into the community.

2014-2016 – Vice President, Board of Trustees, Unitarian Universalist Fellowship at Salisbury

2014 – Present – Founder/Pres/CEO – From Roots To Wings, Inc – advocating for the homeless on issues, including housing (helped to create 'Housing First' program in Salisbury, MD), employment and support services.

2017 – Present – Founder/Pres – ENDEAVOR Disabled Advocacy, Inc. – advocating for the disabled and working to educate the disabled community regarding their rights, under the ADA, Fair Housing Act, Rehab Act and IDEA.

References

Jacob Day, Mayor of Salisbury, MD. 410.548.3100

Rose Carey – Program Manager for Independent Living, “Bay Area Center for Independent Living, Inc”, Salisbury, MD 443.260.0822, Ext. 162

Rev. E. John Wright – Minister – Unitarian Universalist Fellowship at Salisbury, 443.614.9467

Additional references upon request.

1 **RESOLUTION NO. 3006**

2
3 BE IT RESOLVED, by the Council of the City of Salisbury, Maryland that the
4 following individual is appointed to the Human Rights Advisory Committee for the term
5 ending as indicated.
6

7 Name
8 Ron Pagano

Term Ending
February 2023

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 _____, 2020.
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 Jacob R. Day
29 MAYOR, City of Salisbury



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Mayor Jacob Day
From: Julie English, Administrative Assistant
Subject: Reappointment to the Revolving Loan Advisory Committee
Date: February 20, 2020

Mayor Day, the following person has applied for reappointment to the Revolving Loan Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Robert Lore	February 2024

Attached you will find information from Robert Lore and the resolution necessary for his reappointment. If you approve of this reappointment, I will forward this information to the City Council so it may be placed on their agenda at the next Council meeting. Please let me know if you have any questions.

Attachments



HEBRON SAVINGS BANK

Hebron

101 N. Main Street
P.O. Box 59
Hebron, MD 21830
410-749-1185

Sharptown

303 Main Street
P.O. Box 236
Sharptown, MD 21861
410-883-3121

Vienna

100 Market & Race Sts.
P.O. Box 158
Vienna, MD 21869
410-376-3186

Cambridge

6 Cedar Street
Cambridge, MD 21613
410-228-9202

2801 Ocean Gateway
Cambridge, MD 21613
410-228-2440

Salisbury

415 E. Carroll St.
Salisbury, MD 21804
410-742-8526

1310 Mt. Hermon Rd.
Salisbury, MD 21804
410-546-8118

2730 N. Salisbury Boulevard
Salisbury, MD 21801
410-548-2233

Quantico Square
1008 W. Main St.
Salisbury, MD 21801
410-543-9183

543-C Riverside Drive
Salisbury, MD 21801
410-341-6670

Fruitland

108 E. Cedar Lane
Fruitland, MD 21826
410-860-4884

Princess Anne

30499 Mt. Vernon Rd.
Princess Anne, MD 21853
410-651-1722

Crisfield

57 Richardson Avenue
Crisfield, MD 21817
410-968-0500

February 6, 2020

Mayor Day:

My name is Bob Lore and I am interested in serving another four years on the Banker's Review Committee for the City of Salisbury. I am a Vice President of Business Development at Hebron Savings Bank. I have over 36 years of banking experience concentrating primarily in lending. I currently live in Roxana, Delaware but Salisbury has been in my market area for many years. I have attached a copy of my resume for your convenience.

I look forward to the opportunity to help the City of Salisbury, and while doing so, increase my knowledge of the City and expand my network of friends.
Thank you in advance for your consideration.

Sincerely,

Bob Lore

Robert E. Lore
Vice President – Business Development
HEBRON SAVINGS BANK
410-546-8118 (w)
302-362-9409 (c)
blore@hebronsavingsbank.com

Robert E. Lore

35349 Roxana Road Frankford, DE 19945

302.362.9409 (cell)

bobllore61006@yahoo.com

Objective

Position in Commercial Banking

Education

- 1990 Stonier Graduate School of Banking
University of Delaware, Newark , Delaware
- 1981 University of Delaware, Newark, Delaware
Bachelor of Science in Accounting
- 1976 Dover High School, Dover, Delaware

Professional Experience

- 2015-present Hebron Savings Bank
VP Business Development
- 2010-2015 Wilmington Savings Fund Society, FSB
Commercial Relationship Manager
- 1992-2010 Wilmington Trust Company
Commercial Loan Officer
- 1983-1992 Sussex Trust Company, Georgetown, Delaware
Collector
Collection Department Manager
Assistant Branch Manager
Branch Manager
Loan Administrator
Loan Review Manager
Problem Loan Officer
Assistant Chief Lending Officer
- 1983 Sheraton Inn, Dover, Delaware
Accountant - assisted chief accountant in all aspects
Of bookkeeping and statement preparation
- 1981-1982 Diamond Motor Sports, Inc., Dover, Delaware
Began as assistant comptroller in charge of 6
bookkeepers;
Transferred to sales staff prior to leaving .

References

References upon request

**Community Service
and Memberships**

Member of Lewes-Rehoboth Rotary Club
Past President
Member of Lewes Chamber of Commerce
Past President
Past Treasurer
Volunteer for Rehoboth-Dewey Chamber of Commerce
Past member of Beebe Hospital Fund Raising Board
Past Chairman of the Board of the Sussex County Heart Association
Past Chairman of the American Heart Association Golf Tournament
Instructor for Delaware AIB in Commercial Lending
Past Chairman of the Fran Lore Scholarship Tournament
Member of the Lower Delaware Gridiron Association
Former member of the Long Neck Business Association
Past Treasurer of the Angola by the Bay Owners Association
Former member of the Georgetown Junior Chamber of Commerce
Past President
Past Treasurer



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Mayor Jacob Day

From: Julie English, Administrative Assistant

Subject: Appointment to the Sustainability Advisory Committee

Date: February 20, 2020

Mayor Day, the following person has applied for appointment to the Sustainability Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Cassandra Duncan	February 2023

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

Attachments

Dear Mayor Jake Day,

My name is Cassandra Duncan, and I am interested in becoming a member of the Salisbury Green Team. Having environmental studies as one of my majors, I feel that it is important for people to be civically engaged in our rapidly changing society. Being on the green team would be an extraordinary opportunity for me to be a bigger part of the Salisbury community and learn how things are achieved across departments, and across the city. Not only do I hope to create a more sustainable community, but one that also promotes equity and environmental justice. Since I will be at SU for a few more years, I think being on the Green Team would be a great chance to help with inducing constructive change, and also seeing some of the results, while having the time and space to learn many different things from the Green team. As a part of Green Team and being a student at SU, I could assist in partnerships with the school and a variety of other opportunities such as volunteering. Thank you for your time and I hope to hear from you soon.

Sincerest regards,

Cassandra Duncan

CASSANDRA DUNCAN

2178 McKendree Rd West Friendship MD, 21794

cduncan6@gulls.salisbury.edu

(410)979-4990

EDUCATION

FALL 2013-MAY 2017

HIGH SCHOOL DIPLOMA, GLENELG HIGH SCHOOL

My GPA was a 3.75 unweighted and 4.1 weighted. I participated in dance in school and at a private studio. I also sang in choir and participated in a play my freshman year. I was also enrolled in the EMT academy, where I obtained my EMT certification. I received a star award from the National Honors Society for Dance Arts, and I became a member of the National Society for High School Scholars.

WINTER 2017-SUMMER 2018

HOWARD COMMUNITY COLLEGE

I began my secondary education with two online classes during the winter 2018 semester. I then took 18 credits in the spring semester and maintained several jobs. Finally, I took an online class during the summer semester as well.

FALL 2018- PRESENT

ENVIRONMENTAL STUDIES AND OUTDOOR EDUCATION, SALISBURY UNIVERSITY

I am in my fourth semester and have a 3.8 GPA. I participate in garden club, am on the board for the Environmental Student Association, and also a founding member of SMHILE, a student activist group advocating for mental health resources on campus.

ACTIVITIES

I love the environment. I have been in environmental related clubs and activities since high school marine club, and I continue this trend through Garden Club at Salisbury University. I am a nationally registered and Maryland certified EMT. I also am a life-long member of the National Society for High School Scholars. I also received the Women's Educational Enhancement Award from the Honors College.

OTHER INFORMATION

I currently work at Rise Up coffee and at the SU concessions stand. I have interests around botany and natural medicine. Although I am not from Salisbury, I have come to love this city, and hope to make it more environmentally friendly through a membership with the city's Green Team.



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance *KC*

Date: 12/27/19

Re: Manufacturing Exemption for equipment purchased 2018 –
Clean Air Filters LLC

I am recommending that Clean Air Filters, LLC be granted an exemption from Personal Property Tax for their equipment purchased in 2018 as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2018 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$689. The exemptions will be applied to City Property Tax years 2020-2024 as shown in the schedule provided herein. Attached please find copies of the calculations and manufacturing exemption applications.

City of Salisbury
Finance Department
Exemption Recommendation to City Council

Company: Clean Air Filters LLC
 Address: 400 W Railroad Avenue

Requested By: John M. Speake III
 Date of Request: 12/27/2019

Description of Mfg.: Filter Manufacturer

Equipment Year 2018

New Equipment See Listing \$ 8,200.00

Total \$ 8,200

Exemption Value	<u>City Property Tax Year</u>	<u>State Return</u>	<u>Year of Exemption</u>	<u>Deprec. Value</u>	<u>Am't of Exemption</u>
	2020	2019	1	7,380	177
	2021	2020	2	6,560	157
	2022	2021	3	5,740	138
	2023	2022	4	4,920	118
	2024	2023	5	4,100	98
Total Value of Exemption:					<u><u>\$ 689</u></u>

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT

125 N. Division Street
Salisbury, MD 21801-4940
(410) 548-3110
(410) 860-5154 (Fax)

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: CLEAN AIR FILTERS, LLC MD Department ID#: W17356635

Mailing Address: 400 W. RAILROAD AVE SALISBURY, MD 21804

Contact Name: JOHN M SPEAKE, III Phone No.: (410) 726-2308 251-2308

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2018.
3. Address of Manufacturing / R & D operation. 400 W. RAILROAD AVE SALISBURY, MD 21804
4. Date Manufacturing / R & D operation began in Salisbury. 07-05-2016
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable.
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31st of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature [Signature] Date 12/13/19

Email address dmccabe@pkscpa.com

5. Tools, machinery, and/or equipment used for manufacturing or research and development:

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website dat.maryland.gov for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2018	8,200			2014			
2017				2013	112,500		
2016	121,872			2012			
2015				2011 & prior			

Describe Property in C & D above:

Total Cost

\$ **242,572****6. Vehicles with interchangeable Registration and/or Unregistered vehicles:** (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

Year Acquired	Original Cost	Year Acquired	Original Cost
2018		2016	
2017		2015 & prior	

Total Cost

\$ **NONE****7. Non-farming livestock:**

Book Value \$	Market Value \$
---------------	-----------------

8. Other personal property:

File separate schedule giving a description of property, original cost and the date of acquisition.

Total Cost

\$ **NONE****9. Property owned by others and used or held by the business as lessee or otherwise:**

File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

Total Cost

\$ **NONE****10. Property owned by the business, but used or held by others as lessee or otherwise:**

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property, not the manufacturing cost. **For additional information regarding separate schedules, please see Form 1 instructions at <https://dat.maryland.gov>**

Total Cost

\$ **NONE**

Clean Air Filters, LLC

Asset	Property Description	Date In Service	Tax Cost
<u>Group: Manufacturing Equipment</u>			
1	Frame Machine	8/04/16	50,320.00
2	Conveyors	9/16/16	11,450.00
3	Servo Strip Notcher	11/07/16	21,000.00
4	Laminator	12/07/16	3,835.00
5	36" Hand Guillotine Cutter	4/26/16	35,266.60
6	NJ Wire Stitcher	1/08/13	6,500.00
7	Frame Former	1/08/13	26,000.00
8	Lockform Notcher	1/08/13	12,000.00
9	30 Colonel Glue Fast	1/08/13	9,000.00
10	Azco Shear	1/08/13	10,000.00
11	36 Inch Hand Gullotine Cutter	1/08/13	4,000.00
12	Kaiser Compressor	1/08/13	6,000.00
13	CMS Framing Die Line	5/13/13	10,000.00
14	Cold Glue Roll Coater - Vertical Dry	5/13/13	12,000.00
15	Laminator Rewind, Push Bar Pleate	5/13/13	12,000.00
16	SS Assembly Table for GMD Dryer	5/13/13	5,000.00
23	Stitchers	3/20/18	8,200.00
Manufacturing Equipment			<u>242,571.60</u>



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator

From: Keith Cordrey, Director of Finance 

Date: 1/30/20

Re: Manufacturing Exemption for equipment purchased 2018
Smith's Interconnect Microwave Components, Inc.

I am recommending that Smith's Interconnect Microwave Components, Inc. be granted an exemption from Personal Property Tax for their equipment purchased in 2018 as requested by the Company. Since the request came within 2 years of the purchase of the equipment, they are eligible for up to 5 years' exemption for the 2018 purchases. Over the next five years they will benefit from this exemption by a total savings in personal property taxes of \$5,345 for 2018 equipment purchases. Attached please find copies of the calculation and manufacturing exemption application.

If you don't have any questions, please forward this to City Council for their consideration

City of Salisbury
Manufacturing Exemption Worksheet

Company: Smiths Interconnect Microwave Component

Year New Equipment Purchased: 2018					
Equipment Purchased Amount:				\$ 63,625	
City Tax Year	State Tax Year	Exemption Credit Value(1)	Exemption Value Total	Deprec Value	%
2020	2019	1,374.30	57,263	57,263	90%
2021	2020	1,221.60	50,900	50,900	80%
2022	2021	1,068.90	44,538	44,538	70%
2023	2022	916.20	38,175	38,175	60%
2024	2023	763.50	31,813	31,813	50%
		\$ 5,345	NA	222,688	

Application Eligibility Information:

Exempt yrs Granted	Calculated Yrs based on equip Yr
5	1 2018
5	<2
3	2-3
2	3-4
1	4-5
# Years Eligible: 5	
Date Filed: 01/30/20	

(1) The exemption credit value shown above is using rate of \$2.40 per hundred for all years. The actual credit to be issued will be based on rates in effect for the Tax Year the credit is issued to.

City of Salisbury



KEITH CORDREY
DIRECTOR INTERNAL SERVICES

MARYLAND

FINANCE DEPARTMENT
125 N. Division Street
Salisbury, MD 21801-4940
(410) 548-3110
(410) 860-5154 (Fax)

SANDRA GREEN
ASSISTANT DIRECTOR INTERNAL SERVICES - ACCOUNTING

Exemption Application For Machinery and Equipment Used for Manufacturing/Research & Development

Business Name: Smiths Interconnect Americas MD Department ID#: F1E214478

Mailing Address: 5101 Richland Ave., Kansas City, KS 66106

Contact Name: Brian Mitchell Phone No.: 913-342-5544

1. In order to qualify for an exemption you must meet one of the following requirements: Equipment is owned and operated by a facility that (1) locates in Salisbury (2) expands operations in Salisbury, or (3) develops a new product or industrial process in Salisbury. If you meet one of these requirements please explain in detail how you meet these requirements including raw materials used and products produced or R & D activity being conducted. Please include number of employees used in Manufacturing/ R&D and number of administrative employees.
2. Exemption is requested for tools, machinery & equipment used in Manufacturing / Research & Development acquired in calendar year 2018.
3. Address of Manufacturing / R & D operation. 1725 North Salisbury Boulevard
4. Date Manufacturing / R & D operation began in Salisbury. 24 Sept 1994
5. Attach a description of each asset claimed under this exemption. The schedule must include a description, original cost, and date of acquisition for each item. General descriptions such as Equipment, Various, or Miscellaneous are not acceptable. See Attached
6. Attach a copy of the State of Maryland Personal Property Return for the year of acquisition.

Additional information and requirements

All exemptions require approval by the City of Salisbury Council and receipt of exemption from Wicomico County does not mean you will automatically be granted an exemption by the City of Salisbury. The exemption that is granted is for a specific year in which equipment was purchased and can be for a term up to a maximum of 5 years. Once an exemption has been granted, a copy of the personal property tax return must be sent in for each year of the exemption. To be eligible to receive the maximum exemption term of 5 years, the application must be received within two (2) years from December 31st of the calendar year in which the equipment was purchased. A separate request must be made for each year. The application can be mailed to Finance Department, 125 North Division St., Salisbury, MD 21801-4940 or faxed to (410) 860-5154.

Preparer's Signature Brian Mitchell Date 13 Nov 2017

Email address Brian.Mitchell@smithsinterconnect.com

5. Tools, machinery, and/or equipment used for manufacturing or research and development:

Year Acquired	A	C	D	Year Acquired	A	C	D
2018	63,625			2014			
2017	43,879			2013			
2016	94,946			2012			
2015	544,677			2011 & prior			

Describe property identified in C & D above:

Total Cost: \$747,127

6. Vehicles with interchangeable Registration and/or Unregistered vehicles:

Year Acquired	Original Cost	Year Acquired	Original Cost
2018		2016	
2017		2015 & prior	

Total Cost: \$

7. Non-farming livestock:

Book Value: \$	Market Value: \$
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8. Other personal property:

Total Cost: \$

9. Property owned by others and used or held by the business or lessee or otherwise:

Total Cost: \$

10. Property owned by the business, used by others as lessee or otherwise:

Total Cost: \$

Description	Original Cost	Acquisition Date
Environmental Chamber	\$10,598	4/17/2018
USB Vector Network Analyzer	\$5,950	6/26/2018
USB Vector Network Analyzer	\$5,950	6/26/2018
RF Phaseflex Test Cable Assembly	\$4,022.24	7/12/2018
Evo Cam Microscope	\$4,517.50	7/30/2018
Evo Cam Microscope	\$4,517.50	7/30/2018
Ceramic Resonator Grinder	\$28,070.00	10/15/2018
	\$63,625	



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

February 24, 2020

- | | |
|--|---------------------------------------|
| 1. Award of Bid
ITB 20-102
Mt Hermon Road Sewer Extension | \$186,106.00 |
| 2. Award of Bid
RFP A-20-105
Stormwater Management Support Service | \$135,500.00 (FY20 budget) |
| 3. Award of Bid
RFP A-20-104
City-wide Generator Maintenance | \$120,000.00 (3 yr contract estimate) |
| 4. Award of Bid
ITB A-20-107
Fire Dept. EMS Uniforms | \$120,000.00 (3 yr contract estimate) |
| 5. Award of Bid
ITB 19-117, Change Order #1
Phase 1 Manhole Rehabilitation | \$ 23,960.00 |

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Award of Bid
ITB 20-102 Mt. Hermon Road Sewer Extension

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids from qualified and experienced contractors to furnish all labor, materials and equipment necessary to extend sewer service to 1503 and 1505 Mt. Hermon Road. The majority of project funding (\$120,000) is projected to be provided through the State Revolving Load Fund (SRF) which is administered by Maryland Department of the Environment (MDE).

The City followed standard bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal and advertising on the State of Maryland's website, eMaryland Marketplace Advantage. One (1) vendor, Chesapeake Turf, LLC, submitted a bid by the due date and time of September 12, 2019, at 2:30 p.m. The bid was deemed responsive and responsible but it exceeded the combined funding of the City's available budget and the amount of SRF funding.

Per Section 2.32.050.C.1.d of the Salisbury Code of Ordinances, in the case of only one responsive bidder, a procurement contract may be negotiated with that one bidder. Therefore, the City chose to review and address those areas that could be safely value engineered while maintaining the integrity of the project. The results are as follows:

Vendor	Total before value engineering	Total after value engineering
Chesapeake Turf, LLC.	\$206,111.00	\$186,106.00

The Department of Procurement hereby requests Council's approval to award Contract ITB 20-102 to Chesapeake Turf, LLC. in the amount of \$186,106.00, contingent upon MDE funding approval and City Council acceptance of the funds. Additional funding to support the balance of the project is available in the Mt. Hermon Road Sewer Extension project account 96113-513026-55021.



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, P.E., Director of Infrastructure and Development
Date: February 7, 2020
Re: ITB 20-102 MT. Hermon Road Sewer Extension

Salisbury Department of Infrastructure and Development recently advertised ITB 20-102 MT. Hermon Road Sewer Extension. ITB 20-102 Schedule A includes; mobilization and demobilization, construction stakeout and surveying, maintenance of traffic, furnish and install Environmental One grinder pump, alarm/disconnect panel, Environmental One alarm, electrical service, pit setters for water meters, 4" clean outs in City Utility Easement, 4" SDR 35 sanitary sewer laterals in City Utility Easement, directionally drill approximately 580 feet of 1.5" HDPE force main, tying force main into existing manhole, and patching driveways as needed. Schedule B includes; installing 4" SDR 35 sanitary sewer lateral on private side, abandoning existing Sewer Laterals between tie in location and septic tank, pumping out existing septic tanks, filling existing septic tanks with flowable fill.

Bids were opened on Thursday, September 12, 2019 at 2:30 p.m. for ITB 20-102 MT. Hermon Road Sewer Extension. One (1) response to this contract was received, as summarized below:

Company	Schedule A	Schedule B	Contingent Items
Chesapeake Turf	\$169,951.00	\$29,600.00	\$6,560.00


Since Chesapeake Turf was the only bidder, Department of Infrastructure asked Chesapeake Turf to value engineer their proposal, with the intent of awarding schedules A and B. Chesapeake Turf revised bid items 3 (Maintenance of Traffic) and 11 (Directionally Drill 1.5" HDPE force Main) and reduced Schedule A by \$20,005.00. See Attachment A. The revised bid is summarized below:

Company	Schedule A	Schedule B	Contingent Items
Chesapeake Turf	\$149,946.00	\$29,600.00	\$6,560.00

Salisbury Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Chesapeake Turf, LLC. is the lowest responsive bidder. Additionally, Department of Infrastructure and Development has called multiple references and all have had a positive response to the work completed by Chesapeake Turf, LLC.

Salisbury Department of Infrastructure and Development recommends awarding the contract to Chesapeake Turf, LLC in the amount of \$186,106.00 for the scope of work specified in ITB 20-102. There is funding available for the Mt. Hermon Rd Sewer Extension in account number 96113-513026-55021. The award of bid for ITB 20-102 is contingent on formal approval from Maryland Department of the Environment Water Quality Financing Administration (WQFA) for the award of the \$120,000.00 SRF funding, and the subsequent allocation of the funds via a budget amendment.


Michael Zimmerman
Project Engineer


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



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Award of Bid
RFP A-20-105 Stormwater Management Support Services

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit proposals from qualified and experienced firms to provide stormwater project planning, design, construction administration and inspection, grant writing, and permit compliance.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace. A total of 13 vendors submitted proposals by the due date and time of January 7, 2020 at 2:30 p.m. The vendors' technical proposals were evaluated by committee according to the criteria established in the solicitation document, and pricing was opened for those proposals that received a minimum qualifying score of at least 75% of the technical points available. The departmental memo provides a recap of the evaluation criteria and the resulting composite scores.

To obtain the most qualified firms for the various tasks, the solicitation document specified that the City may choose to contract with multiple firms if it is in the City's best interest to do so. To that end, the four (4) most highly rated vendors had well-conceived, detail-driven project approaches that indicated areas of expertise for which the firm would be best suited to undertake the necessary work.

The Procurement Department concurs with the recommendation submitted by the Department of Infrastructure and Development and thereby requests Council's approval to award RFP A-20-105 Stormwater Management Support Services to the following vendors:

- Bayland Consultants and Designers
- Wallace Montgomery and Associates
- Hazen and Sawyer
- Biohabitats

If the award of this solicitation is approved by City Council, contracts will be issued to these four vendors and purchase orders will be issued on a task-order basis. The Department of Infrastructure and Development has budgeted \$135,500 in FY20 for all stormwater support services resulting from this award. There are sufficient funds to cover this procurement in the Storm Water Architectural/Engineering expense account 60850-513020.



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda Pollack, P.E., Director of Infrastructure and Development *AP*
Date: February 5, 2020
Re: RFP A-20-105 Stormwater Management Support Services

Salisbury Department of Infrastructure and Development recently advertised a Request for Proposals for Stormwater Management Support Services. The RFP was to solicit qualified consultants to assist with stormwater project planning and design, construction administration and inspection, grant writing, and permit compliance. The work will be generally be funded using revenues from the Stormwater Utility. The goals and objectives of this project include the following:

1. Assist with tracking, reporting and project implementation for the City's Municipal Separate Storm Sewer System (MS4) Permit;
2. Design and manage stormwater projects to assist the City with achieving water quality goals and impervious area restoration requirements;
3. Apply for and administer stormwater project grants;
4. Evaluate the stormwater fee amount and prepare recommendations for fee adjustments.

The contract award will be for Indefinite Delivery Indefinite Quantity (IDIQ). The IDIQ contracts will serve as a master agreement with no monetary value. Contracted firms may be awarded one or more assignments as projects become available. This RFP is generally intended for small contracts under \$100,000 being considered for immediate evaluation in a time sensitive manner. The RFP was structured such that City may choose to contract with multiple consultants if it is in the best interest of the City in order to obtain the most qualified consultants for the various tasks.

Thirteen Vendors submitted proposals by the due date of January 7, 2020. One Vendor was deemed non-responsive, therefore their technical proposal was not reviewed. Of the twelve other proposals, seven Vendors was considered qualified based on the technical proposal evaluation conducted by the Infrastructure and Development selection committee. Following completion of the technical review the billing rates/cost proposal of each qualified firm was opened and evaluated.

The Evaluation Criteria and total points for both technical and cost proposal evaluation are summarized below:

- 35 Points: Expertise, experience, and qualifications of the Consultant Team as related to the Scope of Work, including team member experience, successful related past experience and relevant project references.
- 25 Points: Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents. Experience working with MS4 permits.
- 25 Points: Billable rates for the Consultant Team members.

- 15 Points: Performance on all projects within the last five years including, but not limited to: project success, relevance of projects to Scope of Work contained in the proposal documents, ability to meet deadlines, thoroughness and completeness of submittals.

The results of the technical and cost proposal evaluations are summarized below:

Consultant	Composite Score	Comment
Bayland Consultants and Designers	87.33	Composite Score out of 100. Proposals were technically qualified and billing rates were evaluated.
Wallace Montgomery and Associates	81.53	
Hazen and Sawyer	79.33	
Biohabitats	77.32	
Brudis & Associates	72.14	
EA Engineering Science and Technology	68.16	Composite Score out of 75. Did not open billing rates portion.
Century Engineering	67.73	
Stantec Consulting Services	49.33	
Daniel Consultants	46.67	
GHD	45.00	
Davis Bowen & Friedel	40.00	
Fresh Coast Capital, LLC (Greenprint Partners)	34.33	

The selection committee discussed the qualifications of each Vendor and the anticipated work tasks. The Department of Infrastructure and Development recommends awarding RFP A-20-105 to four Vendors: Bayland Consultants and Designers, Wallace Montgomery and Associates, Hazen and Sawyer, and Biohabitats. Each of these Vendors displayed a clear understanding of the scope of work and has performed similar work successfully for other municipalities.

Purchase Orders will be issued on a task basis to each Vendor. Specific tasks will be selected based on the qualification of the Vendor and their areas of expertise.



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



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Award of Bid
RFP A-20-104 Generator Maintenance

The Department of Procurement solicited bids for all labor, materials and equipment necessary for the routine maintenance, emergency repair and minor upgrades to generators supporting City facilities. The City anticipates spending approximately \$40,000 on miscellaneous generator services under this contract.

This award will constitute an Indefinite Delivery, Indefinite Quantity contract. The services provided to the City will be of an on-call nature, with no minimum purchase implied or guaranteed. Additionally, the solicitation included a Contract Extension clause. This provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for two, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times, and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace Advantage. Two (2) vendors replied by the due date and time of January 8, 2020 at 2:30 p.m., and their proposals were evaluated according to the criteria specified in the solicitation document:

<u>Criteria</u>	<u>Weight</u>
Expertise, experience, and qualifications of the Vendor, its personnel, and proposed subcontractors, as related to the Scope of Services	20
Current and projected workload and ability to complete the Work in a timely manner	20
Performance on all projects within the last three years	20
Proposed pricing	20
Experience working with municipal governments and municipal projects with emphasis on project with the City of Salisbury and Wicomico County or similar type municipalities	10
Geographic location of the Vendor relative to the location of the City and the Vendor, ability to respond to routine everyday type requests	10

<u>Vendor</u>	<u>Composite Score</u>
J & M Generator Service (Salisbury, MD)	75.33
CTN, LLC (Salem, VA)	55.33

The Department of Procurement hereby requests Council's approval to award Contract RFP A-20-104 to J & M Generator Service, with subsequent annual renewals processed by the Department of Procurement. Purchase orders for specific tasks will be issued as needed by the department requesting contract services.



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Internal Services
From: Cori Cameron, Director of Water Works
Date: January 28, 2020

RE: Recommendation of Award RFP A-20-104 Generator Maintenance

Salisbury Department of Water Works supported a Request for Proposals for a City wide emergency generator preventative maintenance contract to cover the number of generator units (38) operated by the City to maintain essential operations in the event of a utility power outage. The proposals for an annual contract included providing semi-annual servicing of the generators and optional pricing for testing under load. The proposals also included hourly rates for repair service if needed.

Two proposals were received, J&M Generator and CTN LCC.

After an independent detailed review of the proposals, each evaluator ranked the two respondents based upon the evaluation criteria established in the RFP, which included expertise, qualifications, workload, performance on past projects, price, experience working with municipal government and geographic location of the vendor.

Based on the selection committee ranking, J&M Generator presented the best proposal to successfully complete this service due to their experience and a technically skilled staff capable of completing the project.

Funds are available in the following Water Works accounts:
82075-523600 for Water and
86083-523600 for Wastewater


Cori Cameron
Director of Water Works



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Award of Bid – ITB A-20-107
Fire Department and EMS Uniforms

The Department of Procurement received a request from the Salisbury Fire Department to solicit bids for Fire Department and EMS Uniforms. This category of goods consists of daily work shirts and trousers, the Class A uniform including dress shoes and hats, and appropriate hardware (badges, bars and pins).

This award will constitute "Requirements" contract, as goods will be ordered as-needed, with no minimum purchase implied or guaranteed. The amounts specified in the bid document is an estimate and the City is under no obligation to buy any set amount. Additionally, the solicitation included a Contract Extension clause. This provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for two, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times and on both the City of Salisbury's Procurement Portal and the State of Maryland's website, eMaryland Marketplace Advantage. A total of three (3) vendors submitted a bid by the due date and time of January 16, 2020 at 2:30 p.m.:

- Maryland Dire Equipment Corporation
- Irvin H. Hahn Co.
- F&F A. Jacobs & Sons, Inc.

As a multi-vendor award solicitation, contracts will be issued to these three vendors and purchase orders will be issued as uniforms are needed. The Salisbury Fire Department has an annual budget of approximately \$40,000, with funding available in the SFD Uniform account 24035-502083.



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: John W. Tull, Fire Chief
Subject: Recommendation to Award ITB A-20-107 Fire Department/EMS Uniforms
Date: January 21, 2020

The Fire Department has completed its evaluation of the proposed uniform purchasing contracts from the qualified bidders as supplied by your department. According to the established contract, the City reserves the right to award the contract to multiple vendors. With this being said, the Department would like to award ITB A-20-107 *Fire Department/EMS Uniforms* to the following vendors:

1.	Fechheimer #47300/47300W (or equal) - Navy Blue Command Trouser	F & F A. Jacobs & Sons Inc.
1.a	Fechheimer #47400/47400W (or equal) - Navy Blue Urban Defender	F & F A. Jacobs & Sons Inc.
2.	Elbeco Textrop2 #310N/#313N (or equal) - Long Sleeve Shirt (French Blue & White)	F & F A. Jacobs & Sons Inc.
3.	Elbeco Textrop2 #3310N/#3313N (or equal) - Short Sleeve Shirt (French Blue & White)	F & F A. Jacobs & Sons Inc.
4.	VERTX Coldblack #VTX4000p/VTX4000Tp (or equal) Men's pocket less, short sleeve polo with embroidery logo in S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes) in Navy or White Color.	F & F A. Jacobs & Sons Inc.
5.	VERTX Coldblack #VTX4020p/VTX4020Tp (or equal) Men's pocket less, long sleeve polo with embroidery logo in S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes) in Navy or White	F & F A. Jacobs & Sons Inc.
6.	Augusta Wind Pullover (or equal) – Navy with Salisbury Fire Emblem on left breast	F & F A. Jacobs & Sons Inc.
7.	Haines Beefy-T Tee-Shirts with screen printing front and back. Sizes S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes)	F & F A. Jacobs & Sons Inc.
8.	Gilden Crewneck sweatshirts #G12000 – Navy w/ screen printing front and back. Sizes S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes)	F & F A. Jacobs & Sons Inc.
9.	5.11 Tactical Series Men's EMS Pants Style #74310 (or equal) Dark Navy	F & F A. Jacobs & Sons Inc.
10.	5.11 Tactlite 9.5" Pro Shorts #73287 (or equal) Navy	F & F A. Jacobs & Sons Inc.
	Class "A" Uniform	
12.	Class A Fechheimer Bro. Co. #34892 Jacket NCO Blue	Maryland Fire Equipment Corp.
13.	Class A Fechheimer Bro. Co. #32278 Trousers NCO Blue	Maryland Fire Equipment Corp.
14.	Bates High Gloss Oxford (or equal) #E00942	Maryland Fire Equipment Corp.
15.	Midway Brand White Officers Bell Crown Cap(or equal)	Maryland Fire Equipment Corp.
16.	Midway Brand Fireman Navy Bell Crown Cap (or equal)	Maryland Fire Equipment Corp.
	Hardware & Badges	
17.	Name Bars (Blackington J-1) & Serving since rockers (Blackington J-6)	Irvin H. Hahn Company Inc.
18.	Breast Badge: Blackington #B592 w/center to show rank: Silver & Gold	Irvin H. Hahn Company Inc.
19.	Hat Badge: Blackington #B484 w/center to show rank: Silver & Gold	Irvin H. Hahn Company Inc.
20.	Collar Pins: 15/16" diameter design as badge center. Silver or Gold	Irvin H. Hahn Company Inc.
20a.	Collar Pins: 1 3/16" diameter design as badge center. Silver or Gold	Irvin H. Hahn Company Inc.



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

The yearly anticipated expenditures for Fire/EMS Uniforms is approximately \$39,800. Funding for this service can be found in the following account number:

- 24035-502083 Uniform Purchases

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



Department of Procurement
125 N. Division St., #104, Salisbury, MD 21801
PH: 410-548-3190 FX: 410-548-3192
www.salisbury.md

BID TABULATION SHEET FOR SOLICITATION: ITB A-20-107 Fire Department / EMS Uniforms

Date: 1/16/2020
Time: 2:30 PM

			Vendor Information					
			Maryland Fire Equipment Corporation 12284 Wilkins Avenue, Baltimore, MD 20852		Irvin H Hahn Co. 1830 Worcester Street, Baltimore, MD 21230		F&F and A. Jacobs & Sons Inc. 1100 Wicomico Street, Baltimore, MD 21230	
Item #	Description	Est Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1.	Fechheimer #47300/47300W (or equal) - Navy Blue Command Trouser	150	52.25	7,837.50	No bid		56.00	8,400.00
1.a	Fechheimer #47400/47400W (or equal) - Navy Blue Urban Defender	150	39.25	5,887.50	No bid		50.00	7,500.00
2.	Elbeco Textrop2 #310N/#313N (or equal) - Long Sleeve Shirt (French Blue & White)	100	No bid		No bid		38.50	3,850.00
3.	Elbeco Textrop2 #3310N/#3313N (or equal) - Short Sleeve Shirt (French Blue & White)	100	No bid		No bid		34.50	3,450.00
4.	VERTX Coldblack #VTX4000p/VTX4000Tp (or equal) Men's pocket less, short sleeve polo with embroidery logo in S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes) in Navy or White Color.	50	No bid		No bid		43.00	2,150.00
5.	VERTX Coldblack #VTX4020p/VTX4020Tp (or equal) Men's pocket less, long sleeve polo with embroidery logo in S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes) in Navy or White	50	No bid		No bid		45.00	2,250.00
6.	Augusta Wind Pullover (or equal) – Navy with Salisbury Fire Emblem on left breast	50	No bid		No bid		36.75	1,837.00
7.	Haines Beefy-T Tee-Shirts with screen printing front and back. Sizes S, M, L, XL, XXL, XXXL, 4XL and 5XL (tall sizes)	200	No bid		No bid		10.50	2,100.00

This is a bid opening tally only and are not to be considered results. Bid submissions and numbers must still be verified for accuracy, responsiveness and responsibility.



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Change Order #1 to ITB 19-117
Phase I Manhole Rehabilitation

The Department of Procurement received a request from the Department of Infrastructure & Development to process Change Order #1 in the amount of \$23,960.00 for Invitation to Bid (ITB) 19-117 Phase I Manhole Rehabilitation. This Change Order provides for revisions to the method of repair at the City's request, applies an appropriate traffic control schedule and removes repair work on four manholes that have been identified as not in need of repair at this time. Funding is available in the Water-Sewer project account 96113-513026-55019.

The Department of Procurement requests Council's approval to process Change Order #1 as noted above to the contractor awarded the original bid, Pleasants Construction, Inc.



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Internal Services-Procurement & Parking
From: Amanda Pollack, P.E., Director of Infrastructure and Development
Date: February 13, 2020
Re: ITB 19-117 Phase 1 Manhole Rehabilitation – Change Order No. 1

ITB 19-117 Phase 1 Manhole Rehabilitation, Pleasants Construction, Inc was contracted by the City to make structural repairs to City manholes such as replace broken frames, repair defective/missing frame seals, and epoxy sections of manholes in need of repair (broken or cracked chimneys, cones, walls, benches, channels and pipe seals). Contractor is also responsible for chemical treatment of roots in manholes, manhole cleaning prior to repair, replacement of missing manhole inserts, and traffic control.

Change Order No.1 for ITB 19-117 Phase 1 Manhole Rehabilitation, is for additional work to apply epoxy to the entire manhole in need of repair (chimney, cone, wall, bench, channel and pipe seals) and fill all soil voids behind manhole wall. These changes result in a more complete repair with higher integrity. This Change Order also increases the quantity for traffic control at original contract rate. The original bid tab for traffic control was a unit price per day. All prospective bidders responded accordingly. The City is responsible for the total cost of traffic control (No. of days X price per day) which was not reflected in the original award. CO #1 includes an estimate of the number of days traffic control is necessary to complete the work. CO #1 also removes and credits manholes SSMH-1831, SSMH-1834, SSMH-1936 and SSMH-187 from the original scope of work. These manholes slated for minor defect repairs are in good condition and recommended for removal from scope.

Please process Change Order No.1 for an increase of \$23,960.00 and includes a no cost increase of 180 Contract days. The Contract end date will be extended to May 11, 2020.

Funding is available in project account 96113-513026-55019

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

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



City of
Salisbury
Jacob R. Day, Mayor

To: City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Charter and Code of Ordinance changes requested

I am requesting two additions to SC16-3 General Policy of Competitive Bidding, Exceptions of the Salisbury Charter.

§ SC16-3. - General policy of competitive bidding; exceptions

The current list of exceptions does not have a provision for perishable foods and entertainer contracts.

cc Andy Kitzrow
Mark Tilghman, City Solicitor

1 **CHARTER AMENDMENT RESOLUTION NO. 2020-1**

2
3 **A RESOLUTION TO AMEND THE CHARTER OF THE CITY OF SALISBURY,**
4 **MARYLAND BY ADDING EXCEPTIONS TO COMPETITIVE BIDDING IN**
5 **ARTICLE XVI § SC16-3.**

6
7 WHEREAS, Article XVI of the current Salisbury City Charter specifies items or
8 situations that are exempt from the requirement for competitive bidding; and
9

10 WHEREAS, the Salisbury City Council has concluded that it is in the best interest of the
11 city to amend the City Charter to add exemptions to competitive, which will allow the City to
12 operate in a more efficient manner.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Salisbury City Council, by virtue of
15 the authority granted in Article XI-E of the Constitution of Maryland, Local Government
16 Article § 4-301 et seq. of the Annotated Code of Maryland and § SC21-1 and § SC21-2
17 of the Salisbury City Code, that § SC16-3 of the Salisbury City Charter is amended as
18 follows:
19

20
21 § SC16-3. – General policy of competitive bidding; exceptions.
22

23 A. To secure economy in the construction of public works and the purchase of materials and
24 supplies needed by the city, to prevent collusion, fraud, favoritism and extravagance in
25 public contracts and to ensure that all interested persons will be given fair and equal
26 opportunity to participate, the general policy of the city shall be to afford ample
27 opportunity for competitive bidding before making any city purchase or public works
28 contract or any contract to sell any property, except in the following cases where
29 competitive bidding procedures are not necessary or appropriate:
30

- 31 (1) The occurrence of an actual emergency, which is hereby defined to mean a
32 situation which has suddenly and unexpectedly arisen and which requires
33 immediate action in the public interest.
34 (2) Any single purchase or sale not exceeding an amount set by Ordinance of the
35 Council from time to time.
36 (3) Contracts for professional services or for personal services requiring special
37 training and skill.
38 (4) Contracts for insurance or for public utility services.
39 (5) Recording charges, court costs and other regular fees and charges required by
40 general law to be paid to particular persons or public officials; charters for the
41 printing of public notices and advertisements required by law; postage, payroll
42 taxes and other applicable governmental charges or levies; and travel and other
43 like expense, membership dues and subscriptions to publications.
44 (6) Contracts for the purchase, exchange, renting, leasing or acquisition of real
45 property by the city and contracts for the sale, exchange, renting, leasing or other
46 disposition of surplus real property owned by the city; provided, however, that

contracts for the sale, leasing for term beyond three (3) years or other disposition of surplus real property owned by the city shall be excepted and exempt from competitive bidding procedures only if first offered for competitive public bidding at such time, after such public notice and subject to such bidding terms and conditions as the Council shall fix in its sole discretion and such bidding fails to produce a proposal acceptable to the Council in its sole discretion and if made within a period of six (6) months following the bidding date. In every such public offering of surplus city real property for sale, leasing for a term beyond three (3) years or other disposition, the Council shall reserve the right to reject any and all bids and may, in its discretion, establish a price or rental terms below which no bid will be considered or accepted.

(7) Contracts for the hire of chattels, or contracts for the purchase of special machinery and equipment and maintenance or replacement parts therefor, or other special materials and supplies, having an exclusive source of supply, provided that in each instance the hire of such chattels or purchase of such special item has first been approved by the Board of Standardization created by § SC16-7 of this Article.

(8) Construction, maintenance or repair of public works by the city's own employees in any amount, or by hired labor, but in the latter case not to exceed an amount set by Ordinance of the Council from time to time for labor cost in any single instance.

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

(10) Contracts for perishable goods purchased in small quantities such as animal food products and nutritional supplements.

(11) Contracts for entertainers, performers, artists, musicians, actors, speakers and other talent providers necessary to conduct budgeted City of Salisbury events.

B. Contracts shall be let to the lowest evaluated and best bid in the case of purchases, or the highest and best bid in the case of sales, except that the city in every instance shall reserve the right to reject any or all bids, waive any irregularities and make the award in the best interests of the city.

C. In the evaluation of contracts for the construction of public works and the purchase of materials, services and supplies, the City may offer procurement preferences for businesses located in Salisbury, Maryland and other businesses that qualify to receive preference in contracts with the State under Maryland Law.

EXPLANATION:

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

Deleted material from the existing Charter is indicated by bold double bracketed [] language.

91 **AND IT BE FURTHER RESOLVED THAT** in accordance with Maryland Annotated
92 Code, Local Government Article, Subsection 4-304, the Mayor and/or the City Clerk, who are
93 authorized to act as outlined below, shall:

- 94
- 95 a. Post a complete and exact copy of this Charter Amendment at the City Government
96 Building, for at least forty (40) days after the passage of this Resolution; and
97
- 98 b. Advertise a fair summary of this Resolution, which is deemed by the City Council to
99 be the title of this Resolution, once per week for four (4) weeks in a newspaper of
100 general circulation within the City of Salisbury beginning immediately after the
101 passage of this Resolution.
102

103 **AND, BE IT FURTHER RESOLVED** by the Salisbury City Council that the title of
104 this Resolution shall be deemed a fair summary of the amendments provided for herein for
105 publication and all other purposes;
106

107 **AND, BE IT FURTHER RESOLVED** by the Salisbury City Council that this
108 Resolution shall take effect fifty (50) days from and after the date of its final passage and that its
109 provisions shall be implemented on the ____ day of _____, 2020, subject to the right
110 of referendum. The City Clerk, on behalf of the Mayor, is hereby directed to proceed with the
111 posting and publication of this Resolution, and the sending of information concerning the charter
112 amendments provided for herein to the Maryland Department of Legislative Services pursuant to
113 the requirements of the Maryland Annotated Code, Local Government Article, Subsection 4-304.
114

115 This Resolution was introduced, read and passed at a meeting of the Salisbury City
116 Council held on the ____ day of _____, 2020.
117

118 ATTEST:
119

120 _____
121 Kimberly R. Nichols,
122 City Clerk
123

John R. Heath, President
Council of the City of Salisbury
124

125 Publish: _____
126 _____
127 _____
128 _____



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: City Council
From: Julia Glanz, City Administrator
Subject: Capital Improvement Plan FY21-FY25
Date: February 20, 2020

Attached is the proposed Capital Improvement Plan (CIP) for the 5 year period FY21 through FY25. The document represents the City's proposed multi-year plan for maintenance and improvements of its publicly owned infrastructure. The CIP prioritizes the City's maintenance needs for transportation, stormwater management, parking, and water and sewer systems, etc. It also outlines the improvement and replacement needs for the City's public buildings and major equipment across all departments. Details, cost information, and recommended funding sources are identified for each project.

Should you have questions, please do not hesitate to contact me or Keith Cordrey.

RESOLUTION NO. 3009

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ADOPTING A
CAPITAL IMPROVEMENT PLAN FOR THE FIVE-YEAR PERIOD FY 21-25.

WHEREAS, it is important for the City to develop a short range plan showing its capital outlay needs and setting forth a plan for financing those needs; and

WHEREAS; the development of such a plan helps to ensure that the City's short range capital needs are being addressed in a responsible manner; helps to place those needs in a priority order; and helps anticipate the resources that will be available to finance those needs; and

WHEREAS, the City's staff has developed the attached Capital Improvement Plan for the five year period beginning in Fiscal Year 21 and ending in Fiscal Year 25; and

WHEREAS, the City Council has reviewed the attached Capital Improvement Plan and finds that it reflects the capital needs of the City as can best be reasonably anticipated.

NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council adopt the attached Capital Improvement Plan for the five-year period beginning in Fiscal Year 21 and ending in Fiscal Year 25.

BE IT FURTHER RESOLVED that, since the attached Capital Improvement Plan is intended to be a planning document only, the adoption of this plan does not authorize any project, nor does it appropriate any funds.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on ____ day of _____, 2020 and is to become effective immediately upon adoption.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2020.

Jacob R. Day, Mayor



The City of Salisbury
Capital Improvement Plan
2021-2025

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City Council



April Jackson
District 1



Muir Boda
Council Vice President
District 2



John R. "Jack" Heath
Council President
District 3



Michele Gregory
District 4



Angela Blake
District 5

City Administration



Jacob R. Day
Mayor



Julia Glanz
City Administrator



Andy Kitrow
Assistant City Administrator

Mayor's Message

Friends,

This year's CIP document is the leanest, and I believe the most mindfully and carefully crafted capital planning document in this city's history. That's not to say that we are planning or dreaming any smaller this year than we ever have before -- quite the contrary. By focusing on the most sustainable, affordable, and ultimately beneficial plans for Salisbury citizens, we are maximizing the impact of the dollars we spend. Put another way, we're working smarter.

Some of the highlights of the CIP for fiscal years 2021 - 2025 include:

- **EnerGov** - An innovative server technology which will improve the way our internal data talk to each other, enabling us to see connections between neighborhood quality, code enforcement, crime, and other factors
- **Zoning Code Revisions** - This is a comprehensive shift from the 1983 code to a form-based code which will make it easier for us to build thriving, vibrant neighborhoods
- **City Park Master Plan** - Continuing into year 3 of improvements to our City Park
- **North Prong Park** - A major new city park which will transform the riverfront along the North Prong from Chipman Elementary to Route 50
- **Street Light Upgrades** - Updating City street lights to make them more energy efficient, and more attractive
- **Port Exchange Riverwalk Upgrade** - Bringing the failing riverwalk west of Mill street up to our beautiful new standard
- **Bridge Replacement** - Bringing long-needed attention to the Mill Street, South Division Street and Naylor Mill Road bridges with total overhauls of the structures
- **Bicycle Master plan** - Continuing the implementation of the 2015 master plan on streets citywide, with a focus on connecting the network, which will make the pieces function best
- **Urban Greenway** - Continuing year 3 of the plan, which will ultimately connect Pemberton Park to Schumaker Park, completely off-street
- **Field Operations Center** - Replacing 100-year-old buildings on Field Operations property with modern, adequate facilities
- **Ambulance Replacement** - Ensuring the replacement of our fleet of ambulances on schedule. Salisbury continues to see a significant rise in calls for service, meaning that these vehicles are reaching the end of their service life sooner.
- **Rail Trail Master Plan** - Prioritizing the continuing funding of the rail trail, bringing to life Salisbury's first off-street connection from Fruitland to Delmar

The past few years in Salisbury have been a time of transformation unlike any we've seen before. As we near completion on several of our most important infrastructure projects in decades, I am excited to look ahead, to envision the projects which will help us define the next era in our beautiful city.

Yours in Service,

A handwritten signature in white ink, appearing to read 'J. R. Day', is positioned below the 'Yours in Service,' text.

About the CIP

Salisbury's capital assets are the physical foundation of our service delivery. The City owns and maintains a variety of facilities, ranging from recreational assets like the city parks to public buildings like the Government Office Building. The City owns and maintains an expansive network of infrastructure, including many miles of streets, a growing storm water system, water system, water storage tanks, and miles of sewer lines. The City owns a fleet of vehicles and inventory of equipment ranging from a police communication system to mowers and tractors for maintaining Salisbury's rights-of-way. Like many other cities, Salisbury is faced with the challenge of providing an ever-increasing number of services and facilities, while being sensitive to the reality of limited financial resources. The improvement of streets, recreation facilities, public safety facilities and services must not only keep pace with the growing population, but should also match the level of quality that Salisbury's citizens have come to expect and appreciate. It is essential that the city has a comprehensive approach, not only in planning for future assets, but also for maintaining and replacing its current inventory. A long-range plan for funding these expenditures is vital, as decisions about investments in these assets affect the availability and quality of most government services.



Capital Planning

The Capital Improvement Program (CIP) is the tool that allows Salisbury's decision makers to plan how, when and where future improvements should be made. The document itself is a snapshot into the next five years of existing and anticipated capital needs and the funding needed to make them a reality.

Salisbury's Capital Improvement Policy

A CIP covering a five-year period is developed, reviewed and updated annually. To be considered in the CIP, a project should have an estimated cost of at least \$25,000. Projects are not combined to meet the minimum standard unless they are dependent upon each other. Items that are operating expenses, such as maintenance agreements and personal computer software upgrades, are not considered within the CIP. The City identifies the estimated costs and potential funding sources for each capital project prior to inclusion in the CIP. The operating costs to maintain capital projects are considered prior to the decision to undertake the projects. Each project is scored and ranked according to specific criteria. Capital projects and capital asset purchases will receive a higher priority based on conformance with the following criteria (in no particular order):

- It is a mandatory project
- It is a maintenance project based on approved replacement schedules
- it will improve efficiency
- it is mandated by policy
- it lengthens the expected useful life of a current asset
- it has a positive effect on operation and maintenance costs
- There are grant funds available
- It will eliminate hazards and improve public safety
- There are prior commitments
- It replaces an asset lost to disaster or damage
- Project implementation is feasible
- It is not harmful to the environment
- It conforms to and/or advances the City's goals and plans
- It assists with the implementation of departmental goals and policies
- It provides cultural, aesthetic and/or recreational value.

The CIP is presented annually to the City Council for approval. As the CIP is a financial and resource planning tool, it does not represent final budgets for any projects or indicate there is a commitment to proceed with the project. When the City is ready to undertake a project, it will be incorporated into the annual budget.



Development of the CIP

Many projects are the recommendation of citizens, Council Members and staff. Others are developed as part of a larger planning effort such as the City's Downtown Master Plan. Department heads review their projects and rank the projects in order to prioritize them.

Revenue available for capital improvements are not sufficient to fund all improvement opportunities. In order for the Capital Improvement Plan to be realistic, the following framework is used as a guide to determine the level of funding by year:

General Fund Revenues

Based on current operating budgets, the City has set \$1,600,000 as an annual target for the use of General Fund Revenues as a funding source in this Capital Improvement Plan.

Bond Debt

The funding level by year for projects from Bond Debt is influenced by the debt service guidelines included in the City's Financial Policy.

Leases

No set threshold amount for leases is incorporated. Leases are often appropriate as a funding source where a department has sufficient fall off of existing payments resulting in no additional increase of operating expense.

Summary by Program

Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
General Government						
Procurement - Government Office Building	175,000	150,000				325,000
Housing&Community Development		50,000	52,000			102,000
Information Services						
Information Technology	55,900	55,900				111,800
GIS	210,000	32,752	500,000	510,680		1,253,432
Connectivity			100,000	190,000	100,000	390,000
						-
Public Safety						
Police	573,000	523,000	348,200	347,830	408,500	2,200,530
Fire	1,230,000	1,960,000	1,042,000	1,050,000	580,000	5,862,000
Field Operations						
General Projects	2,000,000	2,600,000	600,000		500,000	5,700,000
Vehicles	385,000					385,000
Equipment	61,000	165,000				226,000
Traffic Control				71,900	156,100	272,250
Zoo	145,000	45,000	795,000	870,000	110,000	1,965,000
Poplar Hill Mansion	40,000	45,500	32,000	-	45,000	162,500
Storm Water	130,550					130,550
Infrastructure & Development						
General Projects	1,569,000	1,530,400	980,000	865,000	1,020,000	5,964,400
Street Reconstruction	1,495,000	1,170,000	1,245,000	1,395,000	1,345,000	6,650,000
Bridge Maintenance	85,000	3,500,000	2,250,000			5,835,000
New Streets			790,000	930,000	1,600,000	3,320,000
Storm Water	545,000	300,000	300,000	650,000	300,000	2,095,000
General Capital Projects	8,699,450	12,127,552	9,078,450	6,880,410	6,164,600	42,950,462
Parking Authority Fund	30,000	30,000	30,000	30,000	30,000	150,000
Water/Sewer Fund						
Water Production Maintenance	881,000	3,528,920	448,000	392,000	175,000	5,424,920
Water Distribution Maintenance	160,000	100,000	100,000	100,000	350,000	810,000
Wastewater Collection Maintenance	700,000	500,000	500,000			1,700,000
Treat Wastewater	2,923,000	330,000	1,707,000	1,555,000	300,000	6,815,000
GIS	20,000	30,000		60,000		110,000
Connectivity	190,000					190,000
Water/Sewer Fund Total	4,874,000	4,488,920	2,755,000	2,107,000	825,000	15,049,920
Grand Total	13,603,450	16,646,472	11,863,450	9,017,410	7,019,600	58,150,382

Detail Project List by Funding Source

Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
General Fund						
<i>General Revenues</i>						
GOB Roof Replacement	12,500					12,500
Apparatus Replacement - Dive Trailer				75,000		75,000
Apparatus Replacement - Staff Vehicle		25,000				25,000
Knox E-lock Access System	37,000					37,000
Apparatus Replacement					20,000	20,000
High Availability Virtual Environment	55,900	55,900				111,800
EnerGov Software & Implementation	60,000					60,000
Mobile LIDAR and Imagery - Street Level	-	9,752				9,752
Aerial LIDAR and Imagery	-			10,680		10,680
Pavement Condition Index		23,000				23,000
Fiber Backbone Expansion				190,000		190,000
Municipal Broadband			100,000			100,000
Traffic System Modernization			-	-	100,000	100,000
Zoning Code Revisions	125,000	-				125,000
Lemmon Hill Standpipe Lights		60,000				60,000
Wayfinding and Signage	25,000	25,000	25,000	25,000	25,000	125,000
Waterside Playground			30,000	15,000		45,000
North Prong Park Improvements		100,000	50,000			150,000
Street Light Additions and Replacement	50,000	50,000	50,000	50,000	50,000	250,000
Port Exchange Rivewalk Replacement	-					-
River Place Riverwalk Replacement	-					-
Citywide Street Reconstruction	625,000	700,000	700,000	800,000	750,000	3,575,000
Citywide Concrete Program	75,000	75,000	75,000	100,000	100,000	425,000
Bridge Maintenance - South Division Street Bridge	85,000					85,000
Georgia Avenue Utilities and Street			75,000			75,000
Brush Chipper	-	40,000				40,000
East Main/Snow Hill/Ward	-		44,250			44,250
Snow Hill/Vine/S. Schumaker				35,400		35,400
Eastern Shore Dr./East Vine St.				36,500		36,500
Camden Ave/South Blvd Upgrade					156,100	156,100
Electrical Transformers					50,000	50,000

Detail Project List by Funding Source

Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
Modular - Admin Office Space	45,000					45,000
North American Ducks - Exhibit Improvements					60,000	60,000
Pathway Paving		45,000	45,000	45,000		135,000
Red Wolf Building Improvements				75,000		75,000
Exterior: Siding Repair and Painting	-	45,500				45,500
ADA: Ramp and Bathroom Conversion	40,000	-				40,000
Gazebo and Landscaping					40,000	40,000
Shutter Installation			32,000			32,000
SPD Range - Lead Mining	-					-
Shooting Range (SPD)	50,000					50,000
Tire Disposal	-					-
Asphalt Parking Lot and Burton Street			39,700			39,700
Fencing SPD Overflow Parking Lot	-			39,330		39,330
SPD On-Site Garages				-	100,000	100,000
Storm Water Fund PayGO						-
Impervious Surface Reduction	200,000	200,000	200,000	200,000	200,000	1,000,000
Waste Shark	25,000					25,000
Church St Storm Water Pipe Rehabilitation Lining	130,550					130,550
Grant						
Special Events Pavilions	100,000					100,000
City Park Master Plan - Parking Lighting Upgrade		250,000				250,000
Skatepark Phase 2b		134,000				134,000
Riverwalk Amphitheater Phase 2		-				-
Waterside Playground						-
Citywide Street Reconstruction	45,000	45,000	45,000	45,000	45,000	225,000
Naylor Mill Road Bridge Replacement		2,800,000				2,800,000
Mill Street Bridge Rehabilitation			1,800,000			1,800,000
Impervious Surface Reduction		100,000	100,000	100,000	100,000	400,000
Bonded Debt	-	-	-			-
Port Exchange Rivewalk Replacement	114,000					114,000
River Place Riverwalk Replacement	-	86,400				86,400
Street Scaping	750,000	350,000	425,000	450,000	450,000	2,425,000
Computer Aided Dispatch (CAD) Replacement	50,000		500,000	500,000		1,050,000
GOB Roof Replacement		150,000				150,000
GOB Air Handler Replacement	162,500					162,500
Fire Station - North Side			150,000			150,000
Radio Paging System Replacement	-	100,000				100,000

Detail Project List by Funding Source

Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
City Park Master Plan Improvements	380,000	100,000	100,000	50,000		630,000
Bicycle Master Plan Improvements	125,000	125,000	125,000	125,000	125,000	625,000
Urban Greenway Improvements	450,000	300,000	300,000	300,000	300,000	1,650,000
Beaverdam Creek Bulkhead Replacement					220,000	220,000
Rail Trail Master Plan Implementation	300,000	300,000	300,000	300,000	300,000	1,500,000
Naylor Mill Road Bridge Replacement		700,000				700,000
Mill Street Bridge Rehabilitation			450,000			450,000
Beaglin Park Dam Improvements				350,000		350,000
Johnson Pond Dam Improvements	320,000					320,000
Georgia Avenue Utilities and Street		-				-
Field Operations Facility Plan - Phase 2	2,000,000					2,000,000
Field Operations Facility Plan - Phase 3	-	2,600,000				2,600,000
Field Operations Facility Plan - Phase 4	-	-	300,000			300,000
Field Operations Facility Plan - Phase 5			300,000	-		300,000
Field Operations Facility Plan - Phase 6					500,000	500,000
Northwood Dr/Naylor Mill Rd		-				-
Contributions						-
Jaguar Exhibit - Phase I			750,000	750,000		1,500,000
Gazebo and Landscaping					5,000	5,000
Fire Station - North Side		395,000				395,000
Apparatus Replacement - Rescue 16				200,000		200,000
Apparatus Replacement - Tanker					500,000	500,000
Jasmine Drive			610,000			610,000
Jasmine Drive to Rt. 13 Connector Road			105,000	715,000		820,000
Culver Road				215,000	1,600,000	1,815,000
Lease Purchase						-
Dump Truck	165,000					165,000
Housing First Vehicle Replacement		50,000				50,000
Code Enforcement Vehicle Replacement			52,000			52,000
Apparatus Replacement - Rescue 16				775,000		775,000
Apparatus Replacement - Staff Vehicle		40,000				40,000
Apparatus Replacement - EMS Units	1,230,000					1,230,000
Apparatus Replacement - Engine			855,000			855,000
Apparatus Replacement - Aerial Ladder		1,400,000				1,400,000
Apparatus Replacement					60,000	60,000
Multipurpose Mower w/attachments	61,000					61,000
Compact Track Loader w/attachments	-	125,000				125,000

Detail Project List by Funding Source

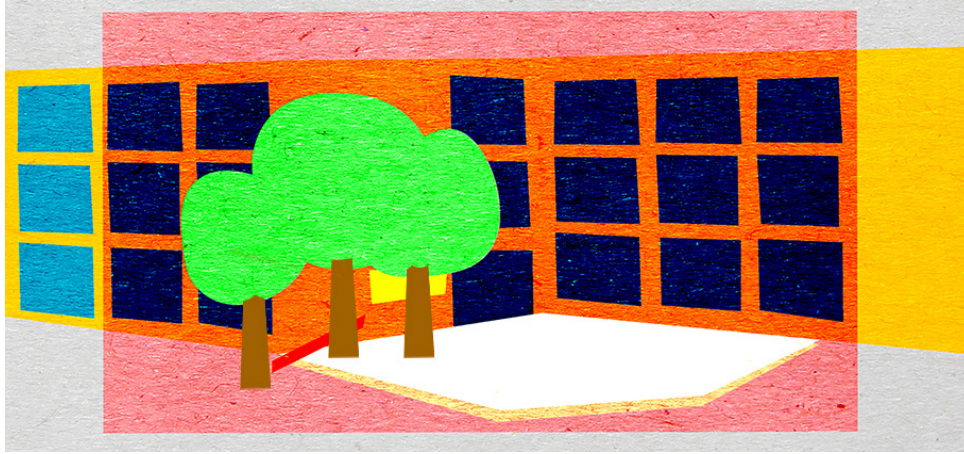
Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
Rear Load Trash Truck	220,000					220,000
SPD Vehicle Cradlepoint Refit	100,000					100,000
Patrol Vehicle	460,000	460,000	287,500	287,500	287,500	1,782,500
CID Vehicles	63,000	63,000	21,000	21,000	21,000	189,000
General Fund & Capital Projects	8,699,450	12,127,552	9,078,450	6,880,410	6,164,600	42,950,462
Recap:						
General Fund Revenue	1,248,400	1,254,152	1,302,950	1,496,910	1,451,100	6,753,512
Storm Water PayGO	355,550	200,000	200,000	200,000	200,000	1,155,550
Grants	145,000	3,329,000	1,945,000	145,000	145,000	5,709,000
Bond	4,651,500	4,811,400	2,950,000	2,075,000	1,895,000	16,382,900
Contributions, Inkind	-	395,000	1,465,000	1,880,000	2,105,000	5,845,000
Lease	2,299,000	2,138,000	1,215,500	1,083,500	368,500	7,104,500

Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
<i>Parking Authority Fund</i>						
Parking Software	30,000	30,000	30,000	30,000	30,000	150,000
Parking Authority Fund Total	30,000	30,000	30,000	30,000	30,000	150,000

Detail Project List by Funding Source

Program	Fiscal Year					Total
	FY 21	FY 22	FY 23	FY 24	FY 25	
Water/Sewer Fund						
EnerGov Software & Implementation	20,000					20,000
Mobile LIDAR and Imagery - Street Level	-	30,000				30,000
Aerial LIDAR and Imagery	-			60,000		60,000
Fiber Backbone Expansion	190,000					190,000
Restore Park Well Field	175,000	175,000	175,000	175,000	175,000	875,000
Restore Paleo Well Field				217,000		217,000
Filter Replacement Project	306,000					306,000
Tank and Reservoir Mixing System		87,720				87,720
Park Well Field Raw Water Main & Valve Rplc			100,000			100,000
Park Water Plant Interior Improvements	100,000					100,000
Nitrate Monitoring and Study			107,000			107,000
Paleo Equalization Basin Liner			66,000			66,000
Decommision Edgemore Water Tower		100,000				100,000
Elevated Water Tank Maintenance		106,200				106,200
Park Plant Flow Meter Replacement	250,000					250,000
Park Plant Sewer Installation	50,000					50,000
WWTP Outfall Inspection and Repairs			500,000			500,000
Pump Station Improvements				100,000	100,000	200,000
Structural Study	75,000	150,000			200,000	425,000
Internal Recycle Pump Replacement		180,000		180,000		360,000
Main Building HVAC	40,000					40,000
Replace Distribution Piping & Valves	100,000	100,000	100,000	100,000	100,000	500,000
Automated Metering Infrastructure					250,000	250,000
WWTP Water Meter Installations	60,000					60,000
Sewer Infiltration and Inflow Remediation	550,000	500,000	500,000			1,550,000
Sewer Trunk Line Rehabilitation Lining	150,000					150,000
Dump Truck	207,000		207,000			414,000
Dump Truck	-					-
Glen Avenue Lift Station				1,275,000		1,275,000
Automated Metering Infrastructure						-
Southside Pump Station Force Main	-		1,000,000			1,000,000
Pump Stations Improvements	2,601,000					2,601,000
Filter Replacement Project		3,060,000				3,060,000
Water Sewer Fund Total	4,874,000	4,488,920	2,755,000	2,107,000	825,000	15,049,920

Government Office Building



Program Total: General Projects

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	12,500	-	-	-	-	12,500
Grant	-	-	-	-	-	-
Bond	162,500	150,000	-	-	-	312,500
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	175,000	150,000	-	-	-	325,000
Engineering	12,500	-	-	-	-	12,500
Construction	162,500	150,000	-	-	-	312,500
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	175,000	150,000	-	-	-	325,000

Government Office Building



GB-GP-21-01 GOB Roof Replacement

Remove the existing roof covering to the roof deck; install insulation as needed; install EDPM membrane covering, new flashings; new plumbing boots; properly install roof access hatch. Costs noted are City's share, or 1/2 of actual estimated cost.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	12,500	-	-	-	-	12,500
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	150,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	175,000	150,000	-	-	-	162,500
Engineering	12,500	-	-	-	-	12,500
Construction	-	150,000	-	-	-	150,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	175,000	150,000	-	-	-	162,500



GB-GP-21-02 GOB Air Handler Replacement

The GOB utilizes 2 air handlers as the primary equipment that circulates conditioned air throughout the building. Located in the basement's boiler room, they operate by inducing a temperature change as air is passed through the unit. The existing units are original to the building. The service life of new air handlers is 25 to 30 years old.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	162,500					162,500
Lease						-
Contribution						-
Total Revenue	162,500	-	-	-	-	162,500
Engineering						-
Construction	162,500					162,500
Vehicle/ Equip						-
Other						-
Total Expense	162,500	-	-	-	-	162,500

Information Services



Program Total: Information Services

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	55,900	55,900				111,800
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	55,900	55,900	-	-	-	111,800
Engineering						-
Construction						-
Vehicle/ Equip						-
Other	55,900	55,900				111,800
Total Expense	55,900	55,900	-	-	-	111,800

Information Services



IS-IT-20-01 High Availability Virtual Environment

Create a modern high availability, high resiliency server environment which will support the virtualization of multiple servers enhancing the security maintenance schedule and reducing the need to purchase physical servers while allowing for comprehensive backups of all server states and data.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	55,900	55,900				111,800
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	55,900	55,900	-	-	-	111,800
Engineering						-
Construction						-
Vehicle/ Equip						-
Other	55,900	55,900				111,800
Total Expense	55,900	55,900	-	-	-	111,800

Program Total: GIS

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	60,000	32,752	-	10,680	-	103,432
Water & Sewer	20,000	30,000	-	60,000	-	110,000
Grant	-	-	-	-	-	-
Bond	50,000	-	500,000	500,000	-	1,050,000
Lease	100,000	-	-	-	-	100,000
Contribution	-	-	-	-	-	-
Total Revenue	230,000	62,752	500,000	570,680	-	1,363,432
Engineering	-	23,000	-	60,000	-	83,000
Construction	-	-	-	-	-	-
Vehicle/ Equip	100,000	-	-	-	-	100,000
Other	130,000	39,752	500,000	510,680	-	1,180,432
Total Expense	230,000	62,752	500,000	570,680	-	1,363,432



IS-GS-20-01 High Availability Virtual Environment

Create a modern high availability, high resiliency server environment which will support the virtualization of multiple servers enhancing the security maintenance schedule and reducing the need to purchase physical servers while allowing for comprehensive backups of all server states and data.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	60,000					60,000
Water & Sewer	20,000					20,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	80,000	-	-	-	-	80,000
Engineering						-
Construction						-
Vehicle/ Equip						-
Other	80,000					80,000
Total Expense	80,000	-	-	-	-	80,000



IS-GS-20-02 Mobile LIDAR and Imagery - Street Level

These services will provide the City with a street level high density point cloud and imagery for 3D modeling and mapping capabilities. We will also be able to identify and map streetlights, hydrants, curb and gutter, buildings and many other features in a very accurate and detailed spatial environment. The city is currently working with 3 year old imagery (2016) and 8 year old LIDAR (2011). This program is critical for the proper analysis and planning of our infrastructure maintenance and growth.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		9,752				9,752
Water & Sewer		30,000				30,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	39,752	-	-	-	39,752
Engineering						-
Construction						-
Vehicle/ Equip						-
Other		39,752				39,752
Total Expense	-	39,752	-	-	-	39,752



IIS-GS-20-03 Aerial LIDAR and Imagery

These services will provide the City with aerial imagery and a high density point cloud for 3D modeling and mapping capabilities. Used with the Mobile LIDAR and Imagery it will allow us to better identify and map the city's infrastructure and conduct surface water flow and terrain analysis. This will allow for accurate planning and design by our city engineers and planners. The city is currently working with 3 year old imagery (2016) and 8 year old LIDAR (2011). This program is critical for the proper analysis and planning of our infrastructure maintenance and growth.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General				10,680		10,680
Water & Sewer				60,000		60,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	70,680	-	70,680
Engineering				60,000		60,000
Construction						-
Vehicle/ Equip						-
Other				10,680		10,680
Total Expense	-	-	-	70,680	-	70,680



IS-GS-20-04 Pavement Condition Index

These services would provide the City with a current and accurate pavement condition index. It will capture and classify pavement conditions on all roadways within the city. This assesment will allow the city to move to a proactive approach to the city's paving plan rather than a reactive one. The city is currently working with paving data collected in 2013. This program is critical for the proper analysis and planning of our infrastructure maintenance and growth. This service is post processing of data collected from the Mobile LIDAR and Imagery project. This project cannot occur without the Mobile LIDAR and Imagery project being performed.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		23,000				23,000
Water & Sewer						-
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	23,000	-	-	-	23,000
Engineering		23,000				23,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	-	23,000	-	-	-	23,000



IS-GS-20-05 Street Sign Inventory

These services would provide the City complete street sign inventory from data captured during the Mobile LIDAR and Imagery project. GPI will provide sign asset collection for all roads/streets within the municipal limits of the City of Salisbury (approximately 200 miles) from Mobile LiDAR data collected under a separate contract by GPI. Each sign will be extracted, attributed, and incorporated into an ESRI geodatabase using mobile LiDAR data and imagery. This has been a known issue since 2013 and has not been resolved. This project cannot occur without the Mobile LIDAR and Imagery project being performed.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Water & Sewer						-
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue						
Engineering						-
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense						



IS-GS-20-06 Computer Aided Dispatch (CAD) Replacement

These funds would be used to procure and implement a new computer aided dispatching (CAD) system for the Police Department. This system would be compliant with NG 911 requirements and be capable of interfacing with State and regional law enforcement and emergency services. This system would allow Salisbury to act as a secondary or fail over PSAT for the Wicomico County CAD system. This system would allow the City to implement technological improvements, improve the flow of data and information, and improve public safety.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Water & Sewer						-
Grant						-
Bond	50,000		500,000	500,000		1,050,000
Lease						-
Contribution						-
Total Revenue	50,000	-	500,000	500,000	-	1,050,000
Engineering						-
Construction						-
Vehicle/ Equip						-
Other	50000		500,000	500,000		1,050,000
Total Expense	50,000	-	500,000	500,000	-	1,050,000



IS-GS-20-07 SPD Vehicle Cradlepoint Refit

These cradlepoints are necessary for refitting the older SPD vehicles to enable automatic vehicle location services (AVL). Battery storage and charging system upgrades are necessary in these older vehicles to support the installation of these cradlepoints. Cost are calculated at: \$1,500.00 per cradlepoint and \$2,500.00 per vehicle upgrade. Cradlepoints will not only allow for the tracking and dispatching of vehicles based on location, these will also allow for a faster and larger data flow between the CAD system and officers in the field. As SPD vehicles are retired these cradlepoints could then be transferred to FO vehicles for applications like citywide snowplowing.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Water & Sewer						
Grant						-
Bond						-
Lease	100,000					100,000
Contribution						-
Total Revenue	100,000	-	-	-	-	100,000
Engineering						-
Construction						-
Vehicle/ Equip	100,000					100,000
Other						-
Total Expense	100,000	-	-	-	-	100,000

CONNECTIVITY

Program Total: Connectivity

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	100,000	190,000	100,000	390,000
Grant	190,000	-	-	-	-	190,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	190,000	-	100,000	190,000	100,000	580,000
Engineering	-	-	-	-	-	-
Construction	190,000	-	-	190,000	-	380,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	100,000	-	100,000	200,000
Total Expense	190,000	-	100,000	190,000	100,000	580,000

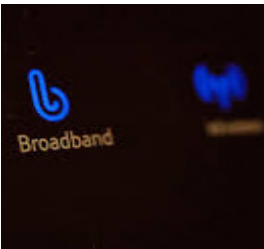
CONNECTIVITY



IS-CN-20-01 Fiber Backbone Expansion

Expansion of fiber-optic backbone between city facilities. This project will connect the Wastewater Treatment, Paleo and Park Plants, and the City Zoo to the main City fiber-optic network. This will allow for higher speed, more reliable communications between facilities, also allowing for off-site backups to occur.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	-	190,000	-	190,000
Grant	190,000	-	-	-	-	190,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	190,000	-	-	190,000	-	380,000
Engineering	-	-	-	-	-	-
Construction	190,000	-	-	190,000	-	380,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	190,000	-	-	190,000	-	380,000



IS-CN-20-02 Municipal Broadband

The City desires to offer low-cost municipal broadband Internet service to its citizens. This project consists of securing a feasibility study to see if the overall investment is worthwhile, and then using the selected vendor to assist in selecting the correct model and developing an RFP for continuance of the project.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			100,000			100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	100,000	-	-	100,000
Engineering						-
Construction						-
Vehicle/ Equip						-
Other			100,000			100,000
Total Expense	-	-	100,000	-	-	100,000

CONNECTIVITY



IS-CN-20-03 Traffic System Modernization

This project would modernize the City's 32 lighted traffic intersections. We would connect all traffic controllers and cameras to a wireless LAN, upgrading all existing cameras to HD. The cameras would double as traffic triggers and record video back to the secondary video recording server. Field Ops' Traffic division would be able to program all lights and operability from any city computer instead of sending a team out on-site as they do now, police would have live feeds & recordings of all our traffic intersections.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	-	-	100,000	100,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	-	-	-	-	100,000	100,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	100,000	100,000
Total Expense	-	-	-	-	100,000	100,000



Program Total: HCDD

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	-	-	-	-
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	50,000	52,000	-	-	102,000
Contribution	-	-	-	-	-	-
Total Revenue	-	50,000	52,000		-	102,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip	-	50,000	52,000	-	-	102,000
Other	-	-	-	-	-	-
Total Expense	-	50,000	52,000		-	102,000



HC-VE-19-01 Housing First Vehicle Replacement.

Housing First currently has two Jeep Liberties which are in need of replacement. As vehicles age and miles increase costly repairs mount and affect work efficiency during down times. We are requesting two small SUV's to replace these vehicles estimating \$25K each

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease		50,000				50,000
Contribution						-
Total Revenue	-	50,000	-		-	50,000
Engineering						-
Construction						-
Vehicle/ Equip		50,000				50,000
Other						-
Total Expense	-	50,000	-		-	50,000



HC-VE-19-02 Code Enforcement Vehicle Replacement.

Replacement of two high mileage Ford Rangers used for a multitude of code enforcement and compliance activities. As vehicles age and miles increase costly repairs mount and affect work efficiency during down times. We are requesting two pick-ups to replace these vehicles estimating \$26K each

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease			52,000			52,000
Contribution						-
Total Revenue	-	-	52,000		-	52,000
Engineering						-
Construction						-
Vehicle/ Equip			52,000			52,000
Other						-
Total Expense	-	-	52,000		-	52,000

Salisbury Police Department



Program Total: SPD

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	50,000	-	39,700	39,330	100,000	229,030
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	523,000	523,000	308,500	308,500	308,500	1,971,500
Contribution	-	-	-	-	-	-
Total Revenue	573,000	523,000	348,200	347,830	408,500	2,200,530
Engineering	-	-	-	-	100,000	100,000
Construction	50,000	-	39,700	39,330	-	129,030
Vehicle/ Equip	523,000	523,000	308,500	308,500	308,500	1,971,500
Other	-	-	-	-	-	-
Total Expense	573,000	523,000	348,200	347,830	408,500	2,200,530

Salisbury Police Department



PD-20-01 Patrol Vehicle

SPD has 46 marked patrol vehicles assigned to our Operations Division. 19 of the 46 are assigned as take home. As vehicles age and miles increase costly repairs mount. We are requesting 10 SUV's including emergency lights, sirens, computer, computer stand, arbitrator in-car canera, security petition, etc.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease	460,000	460,000	287,500	287,500	287,500	1,782,500
Contribution						-
Total Revenue	460,000	460,000	287,500	287,500	287,500	1,782,500
Engineering						-
Construction						-
Vehicle/ Equip	460,000	460,000	287,500	287,500	287,500	1,782,500
Other						-
Total Expense	460,000	460,000	287,500	287,500	287,500	1,782,500

PD-20-02 CID Vehicles



SPD is requesting 3 smaller sedans to continue to to replace an aging Criminal Investigation Division fleet. Each sedan with equipment is approximately \$21,000.00. Equipment includes emergency lights, sirerns, etc.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease	63,000	63,000	21,000	21,000	21,000	189,000
Contribution						-
Total Revenue	63,000	63,000	21,000	21,000	21,000	189,000
Engineering						-
Construction						-
Vehicle/ Equip	63,000	63,000	21,000	21,000	21,000	189,000
Other						-
Total Expense	63,000	63,000	21,000	21,000	21,000	189,000

Salisbury Police Department



PD-20-05 Asphalt Parking Lot and Burton St

Refurbish & install 8,500 sf. 1 1/2 compacted surface asphalt on Burton St. along north-side of SPD as well as installing 13,000 sf of 2 in. surface asphalt on SPD overflowing parking lot adjacent to Delaware Ave & Burton St. Stripe lot and install a total of 370 tons of asphalt & mitigate groundwater drain-off. Rezone section of Burton St. adjacent to SPD to become a private drive & incorporate maintenance of private drive into SPD annual operating budget.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			39,700			39,700
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	39,700	-	-	39,700
Engineering						-
Construction			39,700			39,700
Vehicle/ Equip						-
Other						-
Total Expense	-	-	39,700	-	-	39,700



PD-21-01 Fencing SPD Overflow Parking Lot

Install perimeter fence along SPD overflow parking lot & an electronic gate system across Burton St to control vehicular and pedestrian traffic flow in parking lots of SPD used for employee personal vehicles and SPD owned property. The fence will be a 7ft., 3 rail, black metal industrial grade construction design and approx. 447 ft in circumference. The goal of SPD is to provide protection for city resources and to match the fence already installed in the main parking area.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General				39,330		39,330
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	39,330	-	39,330
Engineering						-
Construction				39,330		39,330
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	39,330	-	39,330

Salisbury Police Department



PD-21-02 SPD On-Site Garages

The Salisbury Police Department's on-site garages were constructed in 1996. There is need for additional storage space. SPD requests to add a usable storage space above the existing garage bays at the rear of SPD. The space will be approximately 1200 sq ft. SPD would use this space for equipment and supplies. Our current property is at capacity and the quartermaster nearing capacity. This additional space will be roughed in for future electrical and HVAC.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General					100,000	100,000
Water Sewer Rev						-
Bond						
Lease						-
Contribution						-
Total Revenue	-	-	-	-	100,000	100,000
Engineering					100,000	100,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	100,000	100,000

Salisbury Fire Department



Program Total: SFD

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	25,000	37,000	75,000	20,000	157,000
Grant	-	-	-	-	-	-
Bond	-	100,000	150,000	-	-	250,000
Lease	1,230,000	1,440,000	855,000	775,000	60,000	4,360,000
Contribution	-	395,000	-	200,000	500,000	1,095,000
Total Revenue	1,230,000	1,960,000	1,042,000	1,050,000	580,000	5,862,000
Engineering	-	-	150,000	-	-	150,000
Construction	-	-	-	-	-	-
Vehicle/ Equip	1,230,000	1,465,000	892,000	1,050,000	580,000	5,217,000
Other	-	495,000	-	-	-	495,000
Total Expense	1,230,000	1,960,000	1,042,000	1,050,000	580,000	5,862,000

Salisbury Fire Department



FD-09-02

Fire Station - North Side

The increased residential population and commercial development on the City's north end indicates the need for an additional public safety facility to provide effective and efficient service delivery. The new facility will be designed to house an EMS unit and one other capital unit (engine or ladder) to supplement the Department's current operational profile. This facility will improve response times and increase service delivery efficiency. Land acquisition for this project would require approximately 2.5 acres. Construction would be pushed beyond the current C.I.P. program.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond			150,000			150,000
Lease						-
Contribution		395,000				395,000
Total Revenue	-	395,000	150,000	-		545,000
Engineering			150,000			150,000
Construction						-
Vehicle/ Equip						-
Other		395,000				395,000
Total Expense	-	395,000	150,000	-		545,000



FD-11-02

Apparatus Replacement– Dive Trailer

The Department currently maintains a 1992 International 4900 specialized dive response unit. This request is to purchase a specialized response trailer designed to meet the needs of our dive team. The trailer will be equipped with custom cabinets, generators, exterior/interior scene lights and GFI receptacles. An HVAC system will be installed and an area within the trailer will be enclosed to allow divers to prepare in a climate controlled environment. The request will offer additional cost savings and a reduction of the Department's

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General				75,000		75,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	75,000		75,000
Engineering						-
Construction						-
Vehicle/ Equip				75,000		75,000
Other						-
Total Expense	-	-	-	75,000		75,000

Salisbury Fire Department

FD-13-01

Apparatus Replacement– Rescue 16



The Department currently operates a 2001 American LaFrance Metropolitan as its primary apparatus to deliver technical rescue services throughout the Salisbury Fire District and other areas when requested. The volunteer corporation (SFD, Inc. – Station #16) will provide substantial financial contributions. The annual FD apparatus evaluation has found that the current condition of our rescue truck is such that it will allow the department to postpone replacement of this vehicle. Continued evaluations will be conducted to identify the best time to replace this unit.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease				775,000		775,000
Contribution				200,000		200,000
Total Revenue	-	-	-	975,000		975,000
Engineering						-
Construction						-
Vehicle/ Equip				975,000		975,000
Other						-
Total Expense	-	-	-	975,000		975,000

FD-17-01

Apparatus Replacement - Tanker



This project is to replace a 1997 Engine/Tanker that serves primarily as an engine but has a larger water tank (2000 gals). In an effort to improve the ISO rating in the county portion of our fire district, the department must have the ability to provide adequate water. Funding will be provided by the volunteer corporation and the revenue generated from the sale of the current Engine/Tanker. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution					500,000	500,000
Total Revenue	-	-	-	-	500,000	500,000
Engineering						-
Construction						-
Vehicle/ Equip					500,000	500,000
Other						-
Total Expense	-	-	-	-	500,000	500,000

Salisbury Fire Department



FD-19-03 Apparatus Replacement - Staff Vehicle

This project is to replace current staff vehicles. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The age, mileage and increased maintenance required on the current vehicle indicates that it has exceeded their life expectancy. The vehicle included in this project is a 2006 Ford Crown Victoria. This vehicle has received a "Poor" rating in the overall scoring criteria.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		25,000				25,000
Grant						-
Bond						-
Lease		40,000				40,000
Contribution						-
Total Revenue	-	65,000	-	-	-	65,000
Engineering						-
Construction						-
Vehicle/ Equip		65,000				65,000
Other						-
Total Expense	-	65,000	-	-	-	65,000

FD-20-03 Radio Paging System Replacement



This project is to replace an outdated analog paging system used to activate fire department tones/pagers. Wicomico County has recently switched to a state of the art digital radio system and because of this, the department's analog system is unable to work properly. This project would include the necessary equipment, implementation, civil work, project management and engineering cost. A new paging antenna would be placed on the County's new radio antenna to improve radio coverage area. This project would enhance our interoperability among the system.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond		100,000				100,000
Lease						-
Contribution						-
Total Revenue	-	100,000	-	-	-	100,000
Engineering						-
Construction						-
Vehicle/ Equip						-
Other		100,000				100,000
Total Expense	-	100,000	-	-	-	100,000

Salisbury Fire Department



FD-21-01

Apparatus Replacement - EMS Units

This project is to purchase (3) vehicles to take advantage of cost and to keep the vehicle standardization for front line EMS units intact for efficiency of service delivery. The Department maintains six (6) advanced life support (ALS) equipped transport ambulances. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease	1,230,000					1,230,000
Contribution						-
Total Revenue	1,230,000	-	-	-	-	1,230,000
Engineering						-
Construction						-
Vehicle/ Equip	1,230,000					1,230,000
Other						-
Total Expense	1,230,000	-	-	-	-	1,230,000



FD-21-02

Knox E-lock Access System

This project is to replace the Department's outdated and obsolete Knox-box Sentralok system. City Code requires all specific businesses to be equipped with a key box system that provides Fire Department personnel with access into structures. The new system is designed for maximum security and offers a cloud-based operating system that creates reports, collects and stores information on key usage and box openings and includes a deactivation feature for lost/damaged keys. System utilizes individualized PIN codes that create an audit trail of use.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	37,000					37,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	37,000	-	-	-	-	37,000
Engineering						-
Construction						-
Vehicle/ Equip	37,000					37,000
Other						-
Total Expense	37,000	-	-	-	-	37,000

Salisbury Fire Department

FD-22-01

Apparatus Replacement - Engine



This project is to replace a 2009 fire engine. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The annual FD apparatus evaluation has found that the current condition of these engines is such that it will allow the department to postpone replacement of these vehicles past the ten (10) years. Continued evaluations will be conducted to identify the best time to replace this unit.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease			855,000			855,000
Contribution						-
Total Revenue	-	-	855,000	-		855,000
Engineering						-
Construction						-
Vehicle/ Equip			855,000			855,000
Other						-
Total Expense	-	-	855,000	-		855,000

FD-23-01

Apparatus Replacement - Aerial Ladder



This project is to replace a 2009 aerial ladder that operates as the primary aerial device throughout the Salisbury Fire District. This vehicle is equipped with specialized tools, multiple size ground ladders, pumping capabilities & a 75' aerial ladder. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The annual FD apparatus evaluation has found that the current condition of this aerial ladder is listed as "Fair" condition.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease		1,400,000				1,400,000
Contribution						-
Total Revenue	-	1,400,000	-	-		1,400,000
Engineering						-
Construction						-
Vehicle/ Equip		1,400,000				1,400,000
Other						-
Total Expense	-	1,400,000	-	-		1,400,000

Salisbury Fire Department

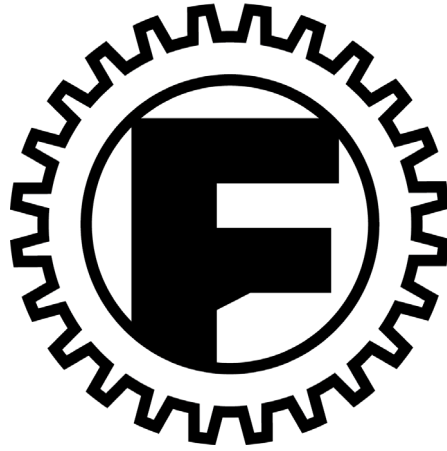
FD-25-01 Apparatus Replacement



This project is to replace a 2000 Ford F-450 XL Super Duty Utility vehicle. This vehicle is the main towing vehicle used to deliver the Department's numerous emergency response trailers to the scene. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The annual FD apparatus evaluation has found that the current condition of this aerial ladder is listed as "Fair" condition.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General					20,000	20,000
Grant						-
Bond						-
Lease					60,000	60,000
Contribution						-
Total Revenue	-	-	-	-	80,000	80,000
Engineering						-
Construction						-
Vehicle/ Equip					80,000	80,000
Other						-
Total Expense	-	-	-	-	80,000	80,000

FIELD OPS: General Projects



Program Total: General Projects

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	-	-	-	-
Grant	-	-	-	-	-	-
Bond	2,000,000	2,600,000	600,000	-	500,000	5,700,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	2,000,000	2,600,000	600,000	-	500,000	5,700,000
Engineering	-	-	-	-	-	-
Construction	2,000,000	2,600,000	600,000	-	500,000	5,700,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	2,000,000	2,600,000	600,000	-	500,000	5,700,000

FIELD OPS: General Projects



FO-GP-18-01 Field Operations Master Plan - Phase II New Administrative Building

Construct 10,000 sq. ft. Office Building to integrate administrative staff, provide rooms for training, meetings, and other emergency operations. Included are a lunchroom, showers, lockers, storage and other miscellaneous areas, such as copier rooms, etc. The training and meeting rooms can double as a respite area during long term stays for activities like snow removal.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	2,000,000					2,000,000
Lease						-
Contribution						-
Total Revenue	2,000,000	-	-	-	-	2,000,000
Engineering	-					-
Construction	2,000,000					2,000,000
Vehicle/ Equip						-
Other						-
Total Expense	2,000,000	-	-	-	-	2,000,000



FO-GP-18-02 Field Operations Master Plan - Phase III New Vehicle Maintenance Facility

Construct 14,000 sq.ft. Vehicle Maintenance Facility. The existing structure has long served it's useful purpose. This presents logistical and safety challenges. The building will provide more vehicle service space, to include specialized bays for today's larger and more complex vehicles and equipment. An enlarged parts storage area will affect faster turn-arounds. Also planned are offices, a break room and incidental supplementary spaces.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond		2,600,000				2,600,000
Lease						-
Contribution						-
Total Revenue	-	2,600,000	-	-	-	2,600,000
Engineering	-					-
Construction		2,600,000				2,600,000
Vehicle/ Equip						-
Other						-
Total Expense	-	2,600,000	-	-	-	2,600,000

FIELD OPS: General Projects



FO-GP-20-03 Field Operations Master Plan - Phase IV New Utilities Division Maintenance Facility

Construct 10,000 sq. ft. Utility Division maintenance building. Replaces 80+ year old 5,300 sq. ft. structure. Intended uses are vehicle and equipment storage and supporting administrative functions. Also being considered is a new "shared use" parking lot on an adjacent parcel (509 Mack Ave.) That property is owned and operated by the St. James United Methodist Church.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond			300,000			300,000
Lease						-
Contribution						-
Total Revenue	-	-	300,000	-		300,000
Engineering		-				-
Construction	-		300,000			300,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	300,000	-		300,000



FO-GP-20-04 Field Operations Master Plan - Phase V Construct New Sanitation & Streets Division Building

Demolish the existing dilapidated 13,200 sq. ft. steel frame structure, which currently houses both the Sanitation and Streets divisions. The new administrative building (Proposed in Phase II, above) will replace the forfeited administrative, training and break room spaces. Replacement includes a new modernized 15,000 sq. ft. steel frame clear span structure. The majority of this space will house vehicles, equipment and items used for day to day operations.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond			300,000	-		300,000
Lease						-
Contribution						-
Total Revenue	-	-	300,000	-	-	300,000
Engineering			-			-
Construction			300,000	-		300,000
Vehicle/ Equip						
Other						
Total Expense		-	300,000	-		300,000

FIELD OPS: General Projects

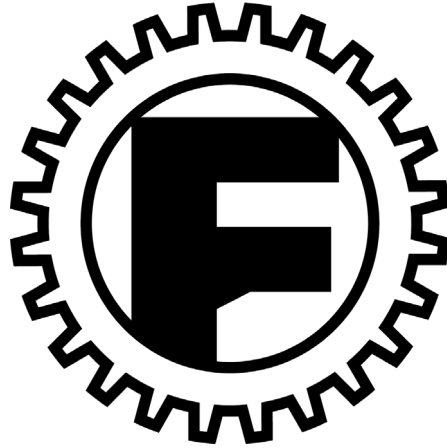


FO-GP-20-05 Field Operations Master Plan - Phase VI Construct New Salt Barn

Phase VI includes the design and construction of a new salt shed.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond					500,000	500,000
Lease						-
Contribution						-
Total Revenue	-	-	-	-	500,000	500,000
Engineering	-	-	-		-	-
Construction	-	-	-		500,000	500,000
Vehicle/ Equip	-	-	-	-		
Other	-	-	-	-		
Total Expense	-	-	-	-	500,000	500,000

FIELD OPS: Fleet Management



Program Total: Fleet Management

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	-	-	-	-
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	385,000	-	-	-	-	385,000
Contribution	-	-	-	-	-	-
Total Revenue	385,000	-	-	-	-	385,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip	385,000	-	-	-	-	385,000
Other	-	-	-	-	-	-
Total Expense	385,000	-	-	-	-	385,000

FIELD OPS: Fleet Management



FO-VE-21-06 Dump Truck

Three-ton dump trucks are used in the Street and Parks Divisions for multiple uses; to include hauling of material, plowing and salting City streets. They require specialized equipment and attachments to all for additional functions. The fleet is monitored for recommended replacements. Several trucks are over 10 years old. S-5 is a 2004 model. This truck can be purchased under a government contract.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease	165,000					165,000
Contribution						-
Total Revenue	165,000	-	-	-	-	165,000
Engineering						-
Construction						-
Vehicle/ Equip	165,000					165,000
Other						-
Total Expense	165,000	-	-	-	-	165,000

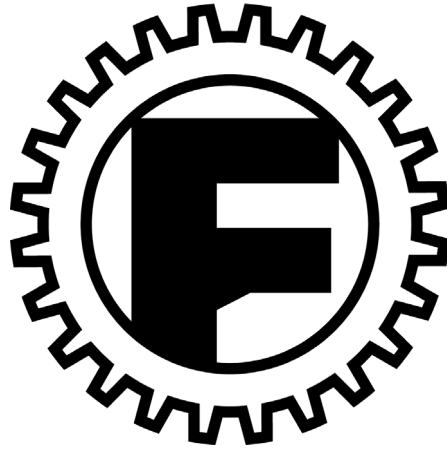


FO-VE-18-07 Rear Load Trash Truck

Collection & Disposal in the Sanitation Division is in need of a rear packer trash truck. With this type of equipment and its use, mileage is not a good indicator of the need for replacement. The truck operates on a designated route 5 days a week and carries a minimum of 7 tons of trash daily. This truck has the ability to dump the 90 gallon residential cans. The truck and body can be purchased under a government contract.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease	220,000					220,000
Contribution						-
Total Revenue	220,000	-	-	-	-	220,000
Engineering						-
Construction						-
Vehicle/ Equip	220,000					220,000
Other						-
Total Expense	220,000	-	-	-	-	220,000

FIELD OPS: Equipment



Program Total: Equipment

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	40,000	-	-	-	40,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	61,000	125,000	-	-	-	186,000
Contribution	-	-	-	-	-	-
Total Revenue	61,000	165,000	-	-	-	226,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip	61,000	165,000	-	-	-	226,000
Other	-	-	-	-	-	-
Total Expense	61,000	165,000	-	-	-	226,000

FIELD OPS: Equipment



FO-EQ-18-08 Brush Chipper

Park Maintenance is requesting funds for a brush chipper. The brush chipper will replace the 1995 model and would have a larger limb capacity. The equipment has been inspected by the Fleet Maintenance Division through an equipment inspection form and has been recommended for replacement. This type of equipment is vital when we have storms, during maintenance of our right of ways and beautification of the parks.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		40,000				40,000
Grant						-
Bond						-
Lease	-					-
Contribution						-
Total Revenue	-	40,000	-	-	-	40,000
Engineering						-
Construction						-
Vehicle/ Equip		40,000				40,000
Other						-
Total Expense	-	40,000	-	-	-	40,000



FO-EQ-18-09 Multipurpose Mower w/attachments

Park Maintenance is requesting funds for a lawn mower with attachments. During the summer months it can be utilized as a mower and in the winter months it can function as a snow removal machine utilizing attachments such as a plow, salt spreader, and power broom.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease	61,000					61,000
Contribution						-
Total Revenue	61,000	-	-	-	-	61,000
Engineering						-
Construction						-
Vehicle/ Equip	61,000					61,000
Other						-
Total Expense	61,000	-	-	-	-	61,000

FIELD OPS: Equipment

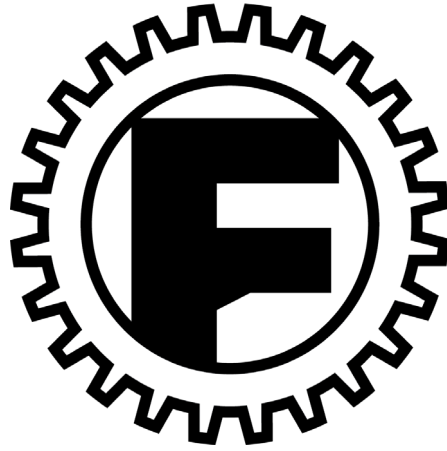


FO-EQ-19-10 Compact Track Loader w/attachments

Field Operations is requesting funds for a compact track loader with attachments. It would include several attachments to assist with snow removal, asphalt repairs, beautification of the parks, cleaning of City owned right-of-ways, and Riverwalk cleaning. The requested price includes the following attachments: a fork, power broom, brush cutter (bush hog), concrete breaker, and a cold planer (to be used on asphalt cutouts).

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease		125,000				125,000
Contribution						-
Total Revenue	-	125,000	-	-	-	125,000
Engineering						-
Construction						-
Vehicle/ Equip		125,000				125,000
Other						-
Total Expense	-	125,000	-	-	-	125,000

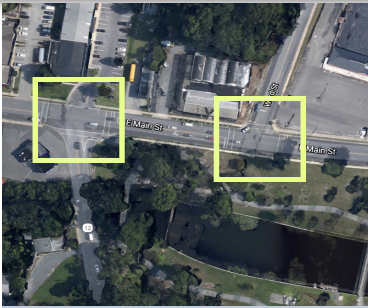
FIELD OPS: Traffic Control



Program Total: Traffic Control

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	44,250	71,900	156,100	272,250
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	-	-	44,250	71,900	156,100	272,250
Engineering	-	-	-	-	-	-
Construction	-	-	44,250	71,900	156,100	272,250
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	-	-	44,250	71,900	156,100	272,250

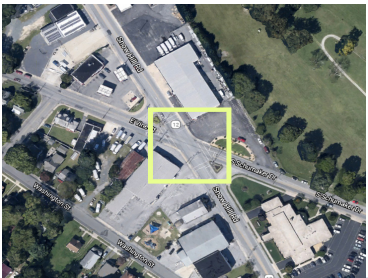
FIELD OPS: Traffic Control



FO-TC-18-11 East Main St./Snow Hill Rd./Ward Rd.

To upgrade the intersection to video detection East Main St., Snow Hill Rd., and Ward Rd., convert all loops to video detection. Replace TS1 cabinet with new NEMA standard TS2 cabinet. This intersection is the top priority for video detection improvements.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			44,250			44,250
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	44,250	-	-	44,250
Engineering						-
Construction			44,250			44,250
Vehicle/ Equip						-
Other						-
Total Expense	-	-	44,250	-	-	44,250



FO-TC-18-12 Snow Hill Rd./Vine St./S. Schumaker Dr.

To upgrade the intersection Snow Hill Rd., Vine St., and S. Schumaker Dr. to video detection instead of loop system. Install new video detection for all approaches.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		-		35,400		35,400
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	35,400	-	35,400
Engineering						-
Construction		-		35,400		35,400
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	35,400	-	35,400

FIELD OPS: Traffic Control



FO-TC-18-13 Eastern Shore Dr./East Vine St.

To upgrade the intersections Eastern Shore Dr. and Vine St. to video detection instead of loop system. Install new video detection for all approaches.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		-		36,500		36,500
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	36,500	-	36,500
Engineering						-
Construction		-		36,500		36,500
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	36,500	-	36,500

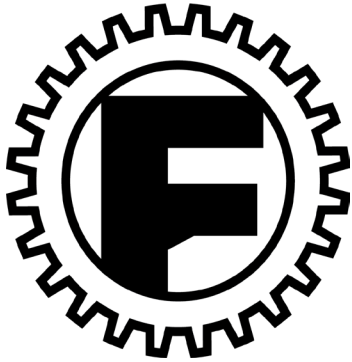


FO-TC-18-14 Camden Ave./South Blvd. Upgrade

The signal is being upgraded from the existing span mount to a mast arm design. The upgrade will remove the aging poles and provide more clearance. Construction cost includes changing to video detection. Stripe Camden Ave. north to South Blvd. to indicate the street narrowing.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General					156,100	156,100
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	156,100	156,100
Engineering						-
Construction					156,100	156,100
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	156,100	156,100

FIELD OPS: ZOO



Program Total: Zoo

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	45,000	45,000	45,000	120,000	110,000	365,000
Grant	100,000	-	-	-	-	100,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	750,000	750,000	-	1,500,000
Total Revenue	145,000	45,000	795,000	870,000	110,000	1,965,000
Engineering	-	-	-	-	-	-
Construction	145,000	45,000	795,000	870,000	110,000	1,965,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	145,000	45,000	795,000	870,000	110,000	1,965,000

FIELD OPS: ZOO



FO-SZ-18-16 Electrical Transformers

Electrical service for the Zoo is provided through two primary service points. The oldest service on the SE corner includes pole mounted transformers adjacent to the bear exhibit that feed underground cables servicing two interior distribution transformers. The exact route of the cables is unknown and believed to be 40+ years old. This service also supports a waste water pumping station located on Zoo grounds. It is recommended that the transformers be moved to pad mounted transformers positioned outside of the Zoo perimeter.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-				50,000	50,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	50,000	50,000
Engineering						-
Construction	-				50,000	50,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	50,000	50,000

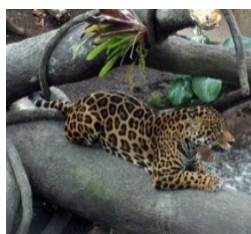


FO-SZ-18-17 Modular - Admin Office Space

The Zoo administrative offices are provided by a double-wide modular office trailer. The current facility is significantly degraded with structural problems associated with its flooring, alignment of the two modular elements, and with general wear. It supports 10 staff, emergency response supplies, record storage, meeting space, and data processing equipment for multiple staff positions. The establishment of new office space will require relocation of fiber optic and digital data.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	45,000					45,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	45,000	-	-	-	-	45,000
Engineering						-
Construction	45,000					45,000
Vehicle/ Equip						-
Other						-
Total Expense	45,000	-	-	-	-	45,000

FIELD OPS: ZOO

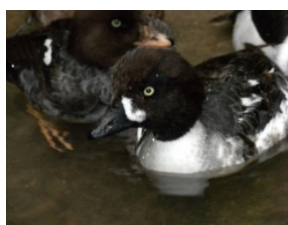


FO-SZ-18-18 Jaguar Exhibit - Phase I

The current exhibit for the jaguar does not match current industry standards. We request a series of phased improvements to expand the current space by adding integrated 'wings'. The phased improvements will allow continued exhibition during renovations and will support husbandry options to manage a breeding program.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution			750,000	750,000		1,500,000
Total Revenue	-	-	750,000	750,000		1,500,000
Engineering	-					-
Construction			750,000	750,000		1,500,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	750,000	750,000		1,500,000

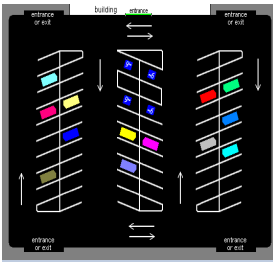
FO-SZ-18-19 North American Ducks - Exhibit Improvements



This exhibit occupies a prominent place along the Zoo's main path and was originally supported through the Ward Museum and Foundation. The current facility is suffering from some structural deterioration and is in need of improvements to support improved animal husbandry and health maintenance. The improvement would create better viewing opportunities as well as better options for exhibit cleaning and disinfection.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			-	-	60,000	60,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	60,000	60,000
Engineering						-
Construction			-	-	60,000	60,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	60,000	60,000

FIELD OPS: ZOO



FO-SZ-18-20 East Parking Lot Redesign

The East Entrance Gate has traditionally been identified as the main Zoo entrance. The current lot is readily overwhelmed during the Zoo's busy attendance dates and during special events. The goal would be to increase the net available parking spots, ensure compliance with handicap parking requirements, improve the entrancing experience, and support parking associated with general park usage.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	-			-
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	-	-
Engineering	-	-				-
Construction		-	-			-
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	-	-



FO-SZ-18-21 Special Events Pavilions

The construction of pavilions along the Wicomico River would support special events. Improvement would include water and electric service upgrades. Two new structures covering 2,000 sq. ft. would support events up to 125 guests. Structures would be linked by dedicated walkways, landscape and night lighting, and existing washrooms would need to be renovated.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-					-
Grant	100,000					100,000
Bond		-				-
Lease						-
Contribution						-
Total Revenue	100,000	-	-	-	-	100,000
Engineering						-
Construction	100,000					100,000
Vehicle/ Equip						-
Other						-
Total Expense	100,000	-	-	-	-	100,000

FIELD OPS: ZOO



FO-SZ-18-22 Pathway Paving

Major public pathways within the Zoo are worn and heavily patched. This causes uneven walking surfaces, low spots that harbor significant amounts of water, and an unbecoming appearance not beneficial to the Zoo. A multi-phase paving program has been developed that minimizes disruptive impact by spreading the replacement of Zoo pathways over a 5 year period. The program replaces all major pathways and themed trails.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		45,000	45,000	45,000		135,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	45,000	45,000	45,000		135,000
Engineering						-
Construction		45,000	45,000	45,000		135,000
Vehicle/ Equip						-
Other						-
Total Expense	-	45,000	45,000	45,000		135,000

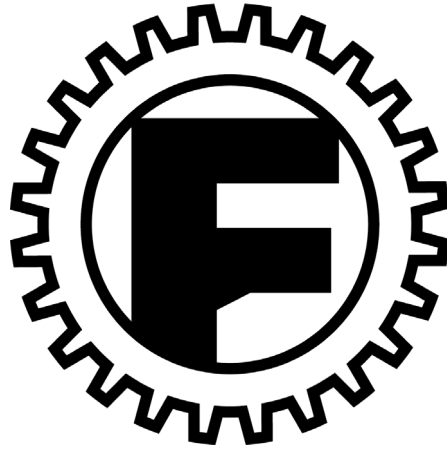


FO-SZ-18-23 Red Wolf Building Improvements

The sheltered viewing area that supports both the wolves and the deer has aged significantly and needs repairs to sustain its functionality. Modest improvements can allow the space to support a broader range of Zoo activities and exhibits. A previous modification added viewing of a honey bee hive. Additional improvements could include things such as the state reptile - the Diamond Back Terrapin.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General				75,000	-	75,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	75,000	-	75,000
Engineering						-
Construction				75,000	-	75,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	75,000	-	75,000

FIELD OPS: Poplar Hill



Program Total: Poplar Hill Mansion

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	40,000	45,500	32,000	-	40,000	157,500
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	5,000	5,000
Total Revenue	40,000	45,500	32,000	-	45,000	162,500
Engineering	15,000	-	-	-	-	15,000
Construction	25,000	45,500	32,000	-	45,000	147,500
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	40,000	45,500	32,000	-	45,000	162,500

FIELD OPS: Poplar Hill



FO-PH-17-24 Exterior: Siding Repair & Painting

The Mansion's wood exterior is in need of some board replacements (siding) due to deterioration. After completion, it will need to be prepared and painted with several coats of paint.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		45,500				45,500
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	45,500	-	-	-	45,500
Engineering						-
Construction		45,500				45,500
Vehicle/ Equip						-
Other						-
Total Expense	-	45,500	-	-	-	45,500



FO-PH-20-25 ADA: Ramp & Bathroom Conversion

In order to comply with ADA regulations, an accessibility ramp must be constructed and both restrooms must be converted to meet ADA standards. Without ADA accessibility, the Mansion cannot receive accreditation and may be prohibited from receiving certain grants and other Federal benefits.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	40,000	-				40,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	40,000	-	-	-	-	40,000
Engineering	15,000	-				15,000
Construction	25,000	-				25,000
Vehicle/ Equip						-
Other						-
Total Expense	40,000	-	-	-	-	40,000

FIELD OPS: Poplar Hill



FO-PH-19-26 Gazebo & Landscaping

The installation/construction of a gazebo with seating. Enhancements will need to be made to provide access through the driveway, patio, and walkway.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General				-	40,000	40,000
Grant						-
Bond						-
Lease						-
Contribution				-	5,000	5,000
Total Revenue	-	-	-	-	45,000	45,000
Engineering						-
Construction				-	45,000	45,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	45,000	45,000

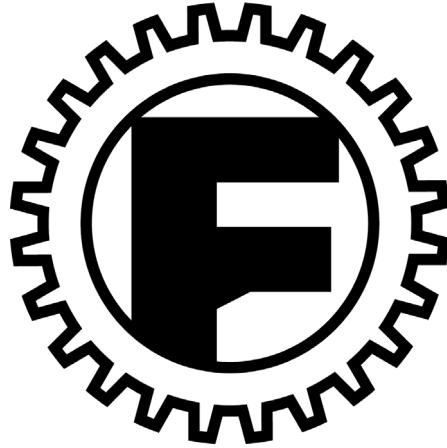


FO-PH-15-27 Shutter Installation

The front of the Mansion is in need of new shutters in an effort to maintain the historic design. According to MHT's 2019 inspection, the shutters must be replaced.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			32,000	-	-	32,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	32,000	-	-	32,000
Engineering						-
Construction			32,000	-	-	32,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	32,000	-	-	32,000

FIELD OPS: Water



Program Total: Water

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	160,000	100,000	100,000	100,000	350,000	810,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	160,000	100,000	100,000	100,000	350,000	810,000
Engineering	-	-	-	-	250,000	250,000
Construction	160,000	100,000	100,000	100,000	100,000	560,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	160,000	100,000	100,000	100,000	350,000	810,000

FIELD OPS: Water



FO-WD-09-28 Replace Distribution Piping & Valves

This project includes replacement of 2" and smaller galvanized water mains throughout the system. It is estimated that there is approx. 14,000 feet of 2" and smaller water mains. The purpose of the project is to increase pressures, reduce lead connections, and reduce unscheduled water repairs. This project will replace water valves that are inoperable. The work will either be completed in house by the Utilities Division or subcontracted to a Utilities Contractor.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	100,000	100,000	100,000	100,000	100,000	500,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	100,000	100,000	100,000	100,000	100,000	500,000
Engineering						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Vehicle/ Equip						-
Other						-
Total Expense	100,000	100,000	100,000	100,000	100,000	500,000



FO-WD-21-29 Automated Metering Infrastructure

The 10,500 City water meters have reached the end of their life expectancy. A study looked at new technology, Automated Meter Reading (AMR) and Automated Metering Infrastructure (AMI), to improve the efficiency of collection of data, identify leaks quickly and improve customer service. Pending a successful pilot network program, the meter replacement and network installation would be phased in over a 3 year period.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General					250,000	250,000
Grant						-
Bond		-	-			-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	250,000	250,000
Engineering					250,000	250,000
Construction					-	-
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	250,000	250,000

FIELD OPS: Water



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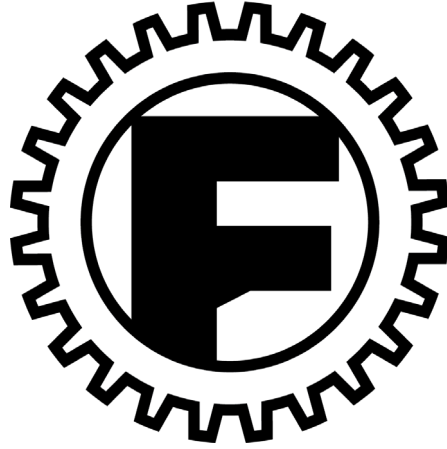


FO-WD-21-30 WWTP Water Meter Installations

The installation of two 8" water meters to monitor water usage of the WWTP. There are currently no meters in place to track consumption. This is needed to comply with the new MDE requirements to account for water usage. In order to comply, funding is requested to cover the cost of the meters, valves, and two traffic bearing structures.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	60,000	-	-	-	-	60,000
Grant						-
Bond		-	-			-
Lease						-
Contribution						-
Total Revenue	60,000	-	-	-	-	60,000
Engineering	-	-				-
Construction	60,000	-	-	-	-	60,000
Vehicle/ Equip						-
Other						-
Total Expense	60,000	-	-	-	-	60,000

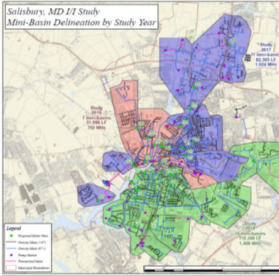
FIELD OPS: Sewer



Program Total: Sewer

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	700,000	500,000	500,000	-	-	1,700,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	700,000	500,000	500,000	-	-	1,700,000
Engineering	150,000	-	-	-	-	150,000
Construction	550,000	500,000	500,000	-	-	1,550,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	700,000	500,000	500,000	-	-	1,700,000

FIELD OPS: Sewer



FO-SD-10-31 Sewer Infiltration & Inflow Remediation

A study was done in 2015 which divided the sewer into 34 small basins then evaluated them. Funds are requested for additional study and flow monitoring. Construction funds are requested for rehabilitation of manholes and sewer mains per the study recommendations. Phase 1 of the study was conducted in 2016.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	550,000	500,000	500,000			1,550,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	550,000	500,000	500,000	-	-	1,550,000
Engineering	150,000					150,000
Construction	400,000	500,000	500,000			1,400,000
Vehicle/ Equip						-
Other						-
Total Expense	550,000	500,000	500,000	-	-	1,550,000

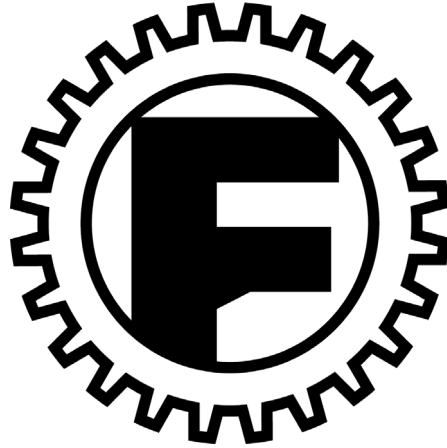


FO-SD-21-32 Sewer Trunk Line Rehabilitation Lining

The 15" main trunk line running from Mill St. lift station to Isabella St. is in need of rehabilitation. Numerous root and soil intrusions occur at multiple locations. The sewer is approx. 12 ft. in depth. The rehabilitation of this line will remove the points of infiltration of these soils and roots. The attached photo shows one of numerous root masses that significantly restricts water flow. This rehabilitation lining process will preserve the existing main trunk line from collapsing and will extend the life of the line an additional 20 years.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	150,000	-	-			150,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	150,000	-	-	-	-	150,000
Engineering	-					-
Construction	150,000	-	-			150,000
Vehicle/ Equip						-
Other						-
Total Expense	150,000	-	-	-	-	150,000

FIELD OPS: Stormwater



Program Total: Stormwater

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	130,550	-	-	-	-	130,550
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	130,550	-	-	-	-	130,550
Engineering	-	-	-	-	-	-
Construction	130,550	-	-	-	-	130,550
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	130,550	-	-	-	-	130,550

FIELD OPS: Stormwater

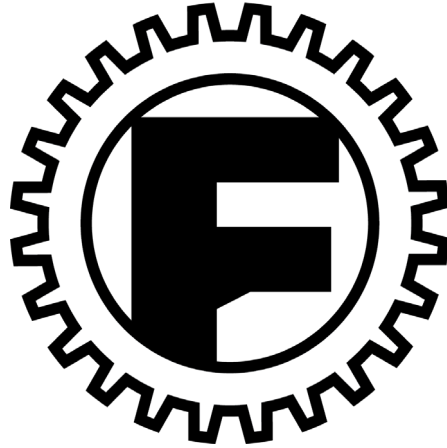


FO-SW-21-33 Church St. Storm Water Pipe Rehabilitation Lining

The 12" and 15" main trunk lines running from Naylor St. to Isabella St. is in need of rehabilitation. Numerous cracks, roots and soil intrusions occur at multiple locations. The rehabilitation of this storm water trunk line will remove the points of infiltration of these soils and roots. The attached photo shows one of numerous root masses that significantly restricts water flow. This rehabilitation process will preserve the existing main trunk line from collapsing and will extend the life of the line an additional 20 years.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	130,550	-	-			130,550
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	130,550	-	-	-	-	130,550
Engineering	-					-
Construction	130,550	-	-			130,550
Vehicle/ Equip						-
Other						-
Total Expense	130,550	-	-	-	-	130,550

FIELD OPS: Parking



Program Total: Parking

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	30,000	30,000	30,000	30,000	30,000	150,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	30,000	30,000	30,000	30,000	30,000	150,000
Engineering						-
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	30,000	30,000	30,000	30,000	30,000	150,000

FIELD OPS: Parking



FO-PK-21-34 Parking Software

Initiate new software to work closely with the City's Munis program. This software also allows for ticket production, illegal parking detection, permit to tag identification and the removal of toll booths and operators.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	30,000	30,000	30,000	30,000	30,000	150,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	30,000	30,000	30,000	30,000	30,000	150,000
Engineering						-
Construction						-
Vehicle/ Equip	30,000	30,000	30,000	30,000	30,000	150,000
Other						-
Total Expense	30,000	30,000	30,000	30,000	30,000	150,000

Infrastructure & Development: General Projects

Department of Infrastructure & Development

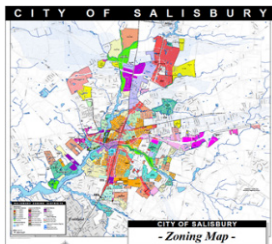


One-Stop Shop

Program Total: General Projects

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		235,000	155,000	90,000	75,000	755,000
Grant	-	384,000	-	-	-	384,000
Bond	1,369,000	911,400	825,000	775,000	945,000	4,825,400
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	1,569,000	1,530,400	980,000	865,000	1,020,000	5,964,400
Engineering	325,000	250,000	200,000	215,000	370,000	1,360,000
Construction	1,244,000	1,270,400	780,000	650,000	650,000	4,594,400
Vehicle/ Equip	-	-	-	-	-	-
Other	-	10,000	-	-	-	10,000
Total Expense	1,569,000	1,530,400	980,000	865,000	1,020,000	5,964,400

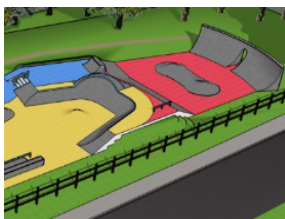
Infrastructure & Development: General Projects



ID-GP-19-01 Zoning Code Revisions

Comprehensive review and revisions to the City's Zoning Code, and Zoning Map. Revisions will include evaluation and inclusion of recommendations for the Paleochannel District protection per the City's Source Water Protection Report dated August 2013. A goal of the revisions is to transition the zoning code from a focus on use to a focus on form. A portion of the project was funded in FY20. The request is for the remaining implementation.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	125,000					125,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	125,000	-	-	-	-	125,000
Engineering	125,000					125,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	125,000	-	-	-	-	125,000



ID-GP-19-02 Skatepark Phase 2b

The Skatepark is located at 921 South Park Drive on the edge of the City Park. The specific layout of the park was determined during the design phase of the project, which included input from the local skateboarders. The project is being constructed in three (3) phases. Phases 1 and 2a have been construction. The City applied for grant funds from the Community Parks and Playgrounds (CP&P) program for Phase 2b, which includes the final remaining 3,000 sq. ft. of skating surface.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant		134,000				134,000
Bond						-
Lease						-
Contribution						-
Total Revenue	-	134,000	-	-	-	134,000
Engineering						-
Construction		134,000				134,000
Vehicle/ Equip						-
Other						-
Total Expense	-	134,000	-	-	-	134,000

Infrastructure & Development: General Projects



ID-GP-20-04 Lemmon Hill Standpipe Lights

Construction of uplights attached to the standpipe structure. Includes Delmarva Power service, electrical pedestal, structural steel mounting brackets, and 12 lights. Lights will be mounted fifty feet above grade and are accessible with the City's bucket truck.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		60,000				60,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	60,000	-	-	-	60,000
Engineering						-
Construction		60,000				60,000
Vehicle/ Equip						-
Other						-
Total Expense	-	60,000	-	-	-	60,000



ID-GP-18-05 Bicycle Master Plan Improvements

Implementation of the Bicycle Master Plan to construct new bike lanes and multi-use pathways throughout the City. The projects will be coordinated with the Urban Greenway, City Park Master Plan, Rail Trail Master Plan, Streetscaping and Street Reconstruction/Complete Streets projects. It is anticipated that future grants will be able to provide additional project revenue.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	125,000	125,000	125,000	125,000	125,000	625,000
Lease						-
Contribution						-
Total Revenue	125,000	125,000	125,000	125,000	125,000	625,000
Engineering	50,000	50,000	50,000	50,000	50,000	250,000
Construction	75,000	75,000	75,000	75,000	75,000	375,000
Vehicle/ Equip						-
Other						-
Total Expense	125,000	125,000	125,000	125,000	125,000	625,000

Infrastructure & Development: General Projects



ID-GP-18-06 City Park Master Plan Improvements



Implementation of the City Park Master Plan. FY21 funds are for replacing all of the lighting with new LED City Standard lights and replacing the tennis courts. FY22 is for an ADA ramp to the Urban Greenway at Sheffield Ave. FY23 is for improvements on Picnic Island, renovating the bathrooms in the Bandstand, and an ADA ramp from parking to the bandstand. FY24 is for improvements to the Dog Park.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant		250,000				250,000
Bond	380,000	100,000	100,000	50,000		630,000
Lease						-
Contribution						-
Total Revenue	380,000	350,000	100,000	50,000		880,000
Engineering	50,000	50,000	50,000	50,000		200,000
Construction	330,000	300,000	50,000			680,000
Vehicle/ Equip						-
Other						-
Total Expense	380,000	350,000	100,000	50,000		880,000



ID-GP-18-07 Urban Greenway Improvements



Implementation of the Urban Greenway Master Plan to provide a continuous non-vehicular east-west route through the City eventually linking Pemberton Park with the Schumaker Pond Park. The plan identifies 11 Phases of projects, which total \$15.2 Million. Future phases include design and construction of improvements to the Riverwalk, East Main Street, Marina, Safe Routes to School/Ellegood Street, City Park and Zoo Sections.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	450,000	300,000	300,000	300,000	300,000	1,650,000
Lease						-
Contribution						-
Total Revenue	450,000	300,000	300,000	300,000	300,000	1,650,000
Engineering	50,000	50,000	50,000	50,000	50,000	250,000
Construction	400,000	250,000	250,000	250,000	250,000	1,400,000
Vehicle/ Equip						-
Other						-
Total Expense	450,000	300,000	300,000	300,000	300,000	1,650,000

Infrastructure & Development: General Projects



ID-GP-19-08 Wayfinding and Signage

Implementation of wayfinding and signage throughout the City to emphasize key destinations, bicycle routes and the Urban Greenway. Signage to comply with new City Branding Manual. Kiosks will be placed around the City for wayfinding. Wayfinding signs include Downtown and Riverwalk. New signs at all City Parks and Playgrounds are included.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	25,000	25,000	25,000	25,000	25,000	125,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	25,000	25,000	25,000	25,000	25,000	125,000
Engineering						-
Construction	25,000	25,000	25,000	25,000	25,000	125,000
Vehicle/ Equip						-
Other						-
Total Expense	25,000	25,000	25,000	25,000	25,000	125,000



ID-GP-19-09 Beaverdam Creek Bulkhead Replacement

Replacement of approximately 1,270 linear feet of bulkhead on the north and south sides of the Beaverdam Creek in the City Park upstream of the new tidal dam. Deterioration of the existing bulkhead wall, wale, and tieback structures became evident in the recent Beaverdam Creek Tidal Dam and Spillway Reconstruction which was completed in Fall 2016. Replacement would consist of the removal and subsequent replacement of the existing bulkhead, tiebacks, and concrete cap.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond					220,000	220,000
Lease						-
Contribution						-
Total Revenue	-	-	-	-	220,000	220,000
Engineering					220,000	220,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	-	220,000	220,000

Infrastructure & Development: General Projects



ID-GP-19-10 Waterside Playground

A Community Parks & Playground grant was received for phase 1 including the parking lot, multi-use playing field and stormwater management in FY19. A fishing pier is planned in FY23. The next phase (FY24) is for design and construction of a pavilion, maintenance building and restrooms. City match of \$15,000 will include providing water and sewer services to the property.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			30,000	15,000		45,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	30,000	15,000		45,000
Engineering				15,000		15,000
Construction			30,000			30,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	30,000	15,000		45,000



ID-GP-18-11 North Prong Park Improvements

Development of a park along the North Prong. Work includes design, land acquisition and construction. A concept for the North Prong Park was presented in the Envision Salisbury 20 Year Plan dated March 2016 and refined in a student competition in 2019. Environmental investigation is needed prior to design and is programmed for FY21.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General		100,000	50,000			150,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	100,000	50,000	-	-	150,000
Engineering		50,000				50,000
Construction		40,000	50,000			90,000
Vehicle/ Equip						-
Other		10,000				10,000
Total Expense	-	100,000	50,000	-	-	150,000

Infrastructure & Development: General Projects



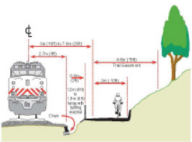
ID-GP-20-12 Street Light Additions and Replacement

Installing new street lights in areas where there are no street lights or replacing old street lights with the new City Standard Ornamental Pole. FY21 budget is for installing street lights on Jefferson Avenue (400-500 Blocks) where there are no street lights. Cost includes electric service, conduit and lights.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	50,000	50,000	50,000	50,000	50,000	250,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	50,000	50,000	50,000	50,000	50,000	250,000
Engineering						-
Construction	50,000	50,000	50,000	50,000	50,000	250,000
Vehicle/ Equip						-
Other						-
Total Expense	50,000	50,000	50,000	50,000	50,000	250,000



ID-GP-21-13 Rail Trail Master Plan Implementation



The overall Rail Trail Master Plan and 35% design drawings were developed in 2018. Funding is requested to perform full design and construction of the eight segments of the Rail Trail. Priority sections for implementation are Tower Drive, Segment 7b - Scenic Drive to Naylor Mill Park and Segment 6 - East Church Street to Naylor Street

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	300,000	300,000	300,000	300,000	300,000	1,500,000
Lease						-
Contribution						-
Total Revenue	300,000	300,000	300,000	300,000	300,000	1,500,000
Engineering	50,000	50,000	50,000	50,000	50,000	250,000
Construction	250,000	250,000	250,000	250,000	250,000	1,250,000
Vehicle/ Equip						-
Other						-
Total Expense	300,000	300,000	300,000	300,000	300,000	1,500,000

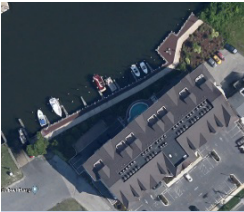
Infrastructure & Development: General Projects



ID-GP-21-14 Port Exchange Riverwalk Replacement

A Replacement of the City owned Riverwalk adjacent to the Port Exchange building including six (6) new street lights. Area is approximately 3,000 sq ft. Cost for removal and replacement of new stamped concrete surface is \$24/sq ft.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	114,000					114,000
Lease						-
Contribution						-
Total Revenue	114,000	-	-	-	-	114,000
Engineering						-
Construction	114,000					114,000
Vehicle/ Equip						-
Other						-
Total Expense	114,000	-	-	-	-	114,000



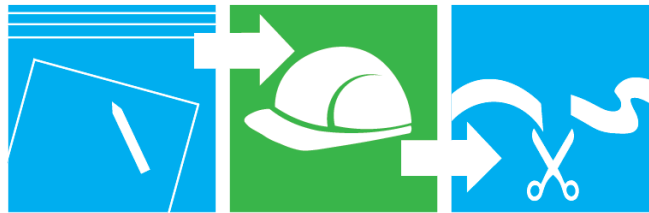
ID-GP-21-15 River Place Riverwalk Replacement

Replacement of the City owned Riverwalk adjacent to the River Place Condominiums. Area is approximately 3,600 sq ft. Cost for removal and replacement of new stamped concrete surface is \$24/sq ft.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond		86,400				86,400
Lease						-
Contribution						-
Total Revenue	-	86,400	-	-	-	86,400
Engineering						-
Construction		86,400				86,400
Vehicle/ Equip						-
Other						-
Total Expense	-	86,400	-	-	-	86,400

Infrastructure & Development: Stormwater Management

Department of Infrastructure & Development



One-Stop Shop

Program Total: Stormwater Management

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	225,000	200,000	200,000	200,000	200,000	1,025,000
Grant	-	100,000	100,000	100,000	100,000	400,000
Bond	320,000	-	-	350,000	-	670,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	545,000	300,000	300,000	650,000	300,000	2,095,000
Engineering	100,000	100,000	100,000	100,000	100,000	500,000
Construction	445,000	200,000	200,000	550,000	200,000	1,595,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	545,000	300,000	300,000	650,000	300,000	2,095,000

Infrastructure & Development: Stormwater Management

Beaglin Park Dam Improvements

The Beaglin Park Dam spillway sluice gate is only accessible by boat. Valve operation can be treacherous and therefore is rarely done. As a result, the existing gate is not regularly exercised as needed and can be very difficult to operate. If the sluice gate was more readily accessible, it could be exercised as needed and its usable lifespan extended. This project includes construction of a safe access to the spillway sluice gate for this purpose. Design was funded in FY20.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund						-
Grant						-
Bond				350,000		350,000
Lease						-
Contribution						-
Total Revenue	-	-	-	350,000	-	350,000
Engineering						-
Construction				350,000		350,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	350,000	-	350,000

Johnson Pond Dam Improvements

Construction funding was initially provided for this project in FY18. Bids exceeded the available budget of \$240,000. The lowest bid was \$498,000. Additional funds are requested to proceed with the project which included resurfacing the existing dam face and constructing a floating dock to access the three existing sluice gates. Currently the gates are only accessible only by boat. Climbing from the boat to the existing small concrete deck to operate the valves can be treacherous and is rarely done.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund						-
Grant						-
Bond	320,000					320,000
Lease						-
Contribution						-
Total Revenue	320,000	-	-	-	-	320,000
Engineering						-
Construction	320,000					320,000
Vehicle/ Equip						-
Other						-
Total Expense	320,000	-	-	-	-	320,000

Infrastructure & Development: Stormwater Management

Impervious Surface Reduction

The City's has a Municipal Separate Storm Sewer System (MS4) permit through the State of Maryland that requires a 20% reduction in the City's untreated impervious surfaces by 2025. An Impervious Surface Restoration Work Plan will be developed to identify cost effective projects to meet the goal. Future costs for implementation will be refined as specific engineering and construction projects are identified. Meeting the MS4 requirements will satisfy the MD Watershed Implementation Plan (WIP) goals.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
Grant		100,000	100,000	100,000	100,000	400,000
Bond						-
Lease						-
Contribution						-
Total Revenue	200,000	300,000	300,000	300,000	300,000	1,400,000
Engineering	100,000	100,000	100,000	100,000	100,000	500,000
Construction	100,000	200,000	200,000	200,000	200,000	900,000
Vehicle/ Equip						-
Other						-
Total Expense	200,000	300,000	300,000	300,000	300,000	1,400,000

Waste Shark

Purchase a manual waste shark trash collecting drone for use in the River. Trash collecting drone will be operated by staff on the banks of the River. Included a docking station.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	25,000					25,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	25,000	-	-	-	-	25,000
Engineering						-
Construction	25,000					25,000
Vehicle/ Equip						-
Other						-
Total Expense	25,000	-	-	-	-	25,000

Infrastructure & Development: Street Reconstruction

Department of Infrastructure & Development

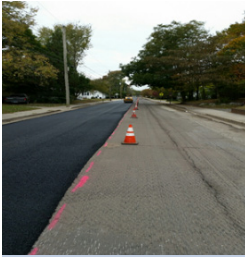


One-Stop Shop

Program Total: Street Reconstruction

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	700,000	775,000	775,000	900,000	850,000	4,000,000
Grant	45,000	45,000	45,000	45,000	45,000	225,000
Bond	750,000	350,000	425,000	450,000	450,000	2,425,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	1,495,000	1,170,000	1,245,000	1,395,000	1,345,000	6,650,000
Engineering	150,000	135,000	215,000	-	-	500,000
Construction	1,345,000	1,035,000	1,030,000	1,395,000	1,345,000	6,150,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	1,495,000	1,170,000	1,245,000	1,395,000	1,345,000	6,650,000

Infrastructure & Development: Street Reconstruction



ID-SR-20-01 Citywide Street Reconstruction, Paving & Repairs

The Citywide Street program includes full reconstruction (milling and paving), repairs or patches, microsurfacing and slurry. The streets are prioritized based on age and condition. The cost for the ADA upgrades have been added to the streets, including sidewalk modifications and handicap ramps, etc. Streetscaping is included in each fiscal year to account for Complete Street initiatives including lighting improvements, bike routes, landscaping, or signage, as appropriate.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	625,000	700,000	700,000	800,000	750,000	3,575,000
Grant	45,000	45,000	45,000	45,000	45,000	225,000
Bond						-
Lease						-
Contribution						-
Total Revenue	670,000	745,000	745,000	845,000	795,000	3,800,000
Engineering						-
Construction	670,000	745,000	745,000	845,000	795,000	3,800,000
Vehicle/ Equip						-
Other						-
Total Expense	670,000	745,000	745,000	845,000	795,000	3,800,000



ID-SR-20-03 Citywide Concrete Program

The Citywide Concrete Program funds the City's curb, gutter, and sidewalk replacement policy. This fund includes repair/replacement of selected curb, gutter, sidewalk, and miscellaneous concrete work throughout the City due to condition and utility excavations, and replacement of handicap ramps that do not meet current ADA requirements. Work under this program is coordinated with the Street Reconstruction Program, as well as the Utility Division work.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	75,000	75,000	75,000	100,000	100,000	425,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	75,000	75,000	75,000	100,000	100,000	425,000
Engineering						-
Construction	75,000	75,000	75,000	100,000	100,000	425,000
Vehicle/ Equip						-
Other						-
Total Expense	75,000	75,000	75,000	100,000	100,000	425,000

Infrastructure & Development: Street Reconstruction



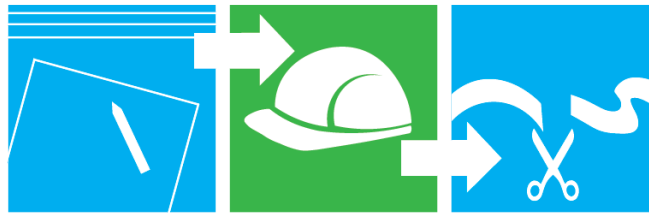
ID-SR-18-04 Street Scaping

Streetscaping improvements are being proposed for the following streets: Mill Street and Fitzwater Street FY21, South Division Street and East Market Street FY22, West Market Street and Parsons Road FY23. Streetscaping improvements include adding new street lights, landscaping, crosswalks, benches, trash cans and bike racks. Additionally, utility improvements are included in FY21 for South Division Street/ Town Square, FY22 for East Market Street, and FY23 for West Market Street in conjunction with the top side improvements.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond	750,000	350,000	425,000	450,000	450,000	2,425,000
Lease						-
Contribution						-
Total Revenue	750,000	350,000	425,000	450,000	450,000	2,425,000
Engineering	150,000	135,000	215,000			500,000
Construction	600,000	215,000	210,000	450,000	450,000	1,925,000
Vehicle/ Equip						-
Other						-
Total Expense	750,000	350,000	425,000	450,000	450,000	2,425,000

Infrastructure & Development: Bridge Maintenance

Department of Infrastructure & Development



One-Stop Shop

Program Total: Bridge Maintenance

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	85,000	-	-	-	-	85,000
Grant	-	2,800,000	1,800,000	-	-	4,600,000
Bond	-	700,000	450,000	-	-	1,150,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	85,000	3,500,000	2,250,000	-	-	5,835,000
Engineering	10,000	-	2,250,000	-	-	2,260,000
Construction	75,000	3,500,000	-	-	-	3,575,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	85,000	3,500,000	2,250,000	-	-	5,835,000

Infrastructure & Development: Bridge Maintenance



ID-BM-19-01 Bridge Maintenance - South Division Street Bridge

The 2017 Bridge inspection report list the coating on the substructure of S. Division St. Bridge as being in condition state 4, which is when the defect impacts the strength or serviceability of the element. FY21 funds are for continuing repairs to bridges not listed as full replacements or rehabilitations.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	85,000					85,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	85,000	-	-	-	-	85,000
Engineering	10,000					10,000
Construction	75,000					75,000
Vehicle/ Equip						-
Other						-
Total Expense	85,000	-	-	-	-	85,000

ID-BM-20-02 Naylor Mill Road Bridge Replacement



Naylor Mill Bridge (WIS-10) has surpassed its design life and is in need of replacement. Funding is available through the SHA Bridge Replacement Fund. The fund has an 80/20 split, where the City will be responsible for 20% of the cost. Design funding was provided in FY20. The bridge design includes preparing a cost estimate for construction, environmental assessments and biddable documents. Construction funding is estimated for FY22.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant		2,800,000				2,800,000
Bond		700,000				700,000
Lease						-
Contribution						-
Total Revenue	-	3,500,000	-	-	-	3,500,000
Engineering						-
Construction		3,500,000				3,500,000
Vehicle/ Equip						-
Other						-
Total Expense	-	3,500,000	-	-	-	3,500,000

Infrastructure & Development: Bridge Maintenance

ID-BM-20-03 Mill Street Bridge Rehabilitation

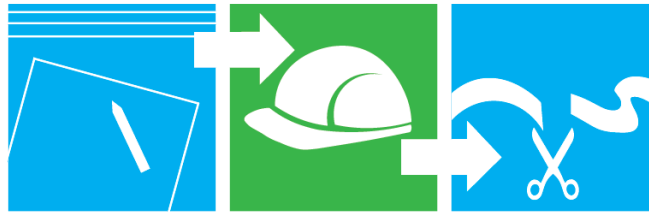


The element rating for Mill St Bridge deck and super structure place it on the SHA list to fund deck replacement using the Bridge Rehabilitation or Replacement Fund through the SHA. The fund uses an 80/20 split, where the City will be responsible for 20% of the cost. Design funding was provided in FY20. The design includes preparation of a cost estimate for construction, environmental assessments and biddable documents. Construction funding is estimated for FY23.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant			1,800,000			1,800,000
Bond			450,000			450,000
Lease						-
Contribution						-
Total Revenue	-	-	2,250,000	-	-	2,250,000
Engineering			2,250,000			2,250,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	-	-	2,250,000	-	-	2,250,000

Infrastructure & Development: New Streets

Department of Infrastructure & Development



One-Stop Shop

Program Total: New Streets

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General	-	-	75,000	-	-	75,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	715,000	930,000	1,600,000	3,245,000
Total Revenue	-	-	790,000	930,000	1,600,000	3,320,000
Engineering	-	-	180,000	215,000	-	395,000
Construction	-	-	610,000	715,000	1,600,000	2,925,000
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	-	-	790,000	930,000	1,600,000	3,320,000

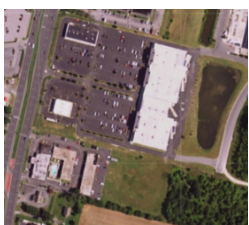
Infrastructure & Development: New Streets



ID-NS-12-01 Jasmine Drive

Jasmine Drive will be built to support new development in that area. The project will be funded by cost sharing with developers. If the City builds the road in advance of new development, then the City will seek reimbursements from future developments for the construction cost of the road. Design was budgeted in FY18 using developer contributions received to date but is on hold pending development in the area.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution			610,000			610,000
Total Revenue	-	-	610,000	-	-	610,000
Engineering						-
Construction			610,000			610,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	610,000	-	-	610,000



ID-NS-19-02 Jasmine Drive to Rt. 13 Connector Road

The Connector Road between Jasmine Drive and Route 13 will be built to support new development in that area. The project will be funded by cost sharing with developers. If the City builds the road in advance of new development, then the City will seek reimbursements from future developments for the construction cost of the road.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution			105,000	715,000		820,000
Total Revenue	-	-	105,000	715,000	-	820,000
Engineering			105,000			105,000
Construction				715,000		715,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	105,000	715,000	-	820,000

Infrastructure & Development: New Streets

IS-NS-12-03 Culver Road



Culver Road is an existing unstabilized City street that connects Nanticoke Road to Pemberton Drive. Build out of proposed developments along Pemberton Drive will cause the amount of vehicular traffic use to increase on Culver Road. The proposed project will serve to upgrade the street to City standards and will be funded through Developers. The construction costs include installing a 24-foot roadway with curb, gutter and storm drains. Pending receipt of additional funds, design is proposed in FY22 and construction following in FY23.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution				215,000	1,600,000	1,815,000
Total Revenue	-	-	-	215,000	1,600,000	1,815,000
Engineering				215,000		215,000
Construction					1,600,000	1,600,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	215,000	1,600,000	1,815,000

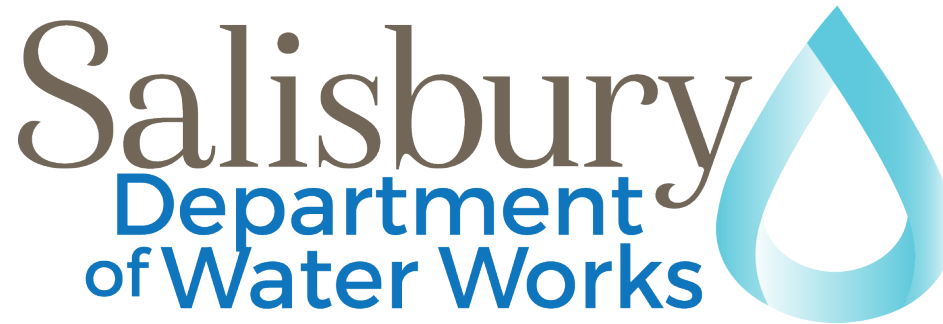
ID-NS-21-04 Georgia Avenue Utilities and Street



Utility and street improvements to Georgia Avenue (between Riverside Road and Oak Hill Avenue), which is currently a dirt road and does not have any utilities. By paving the road, there would likely be development interest from the lots that front that road, so we recommend installing utilities when it is paved. The estimate include street lights, water, sewer, storm drain, curb, gutter, sidewalk and paving. The estimate for paving and concrete is \$100,000. The estimate for water/sewer is \$475,000.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
General			75,000			75,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	75,000	-	-	75,000
Engineering			75,000			75,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	-	-	75,000	-	-	75,000

Water Works



Program Total: Water Production Maintenance

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	881,000	468,920	448,000	392,000	175,000	2,364,920
Grant	-	-	-	-	-	-
Bond	-	3,060,000	-	-	-	3,060,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	881,000	3,528,920	448,000	392,000	175,000	5,424,920
Engineering	391,000	35,000	42,000	83,000	35,000	586,000
Construction	490,000	3,493,920	406,000	309,000	140,000	4,838,920
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	881,000	3,528,920	448,000	392,000	175,000	5,424,920

Water Works



WW-WM-20-01 Restore Park Well Field

The Park Plant Well Field runs from the Main Street Water Plant to Beaglin Park Drive and includes eight active wells. This project includes the redevelopment of each well over a five year period. In order to ensure that well production is maximized, the redevelopment program will continue so that 1-2 wells are scheduled to be redeveloped each year. Redevelopment clears the well screen of encrusted minerals and ensures maximum water production. Construction costs assume the replacement of the pumps, pump column, motor, cable, and check valve. Keeping these wells on a regular maintenance schedule reduces equipment failure, reduces electricity costs and improves water production.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	175,000	175,000	175,000	175,000	175,000	875,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	175,000	175,000	175,000	175,000	175,000	875,000
Engineering	35,000	35,000	35,000	35,000	35,000	175,000
Construction	140,000	140,000	140,000	140,000	140,000	700,000
Vehicle/ Equip						-
Other						-
Total Expense	175,000	175,000	175,000	175,000	175,000	875,000



WW-WM-20-02 Restore Paleo Well Field

There are two wells which serve the Paleo Water Treatment Plant. Well 2 redevelopment was funded in FY17. As the well screens become encrusted due to minerals in the aquifer, the efficiency of the well decreases. When the well is redeveloped, the well screen and the gravel pack are cleaned by impulse generation and other mechanical means. Additionally, the pumps, pump column, motor, cable, and check valve are replaced if needed. Should either of these wells go out of service, the City becomes reliant on the one remaining Paleo well and the ability of the City to meet the water supply demands becomes jeopardized. Redevelopment will be budgeted for every five years. Well 2 is targeted for FY24 and Well 1 for FY25.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund				217,000		217,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	217,000		217,000
Engineering				48,000		48,000
Construction				169,000		169,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	217,000		217,000

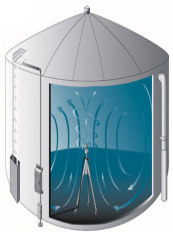
Water Works



WW-WM-19-03 Filter Replacement Project

The existing Paleo filters were installed in 1976 and are at the end of their useful life. The filters were re-bedded in 2012. Inspection at that time predicted possibly 10 more years of life for the filters. The filters also contain an asbestos pipe on the interior. The pipe was believed to be in good condition in 2012 but MDE may see that differently in the future. Pressure filters typically have a useful life of 30 years, but due to the relatively low pressures through those filters, they have exceeded the typical life expectancy. Because of structural and piping constraints within the plant, it is not cost effective to replace the filters in the current building. Instead a new wing of 8 filters is proposed once tie in is complete the existing filters can be taken out of service and the filter room used for future expansion needs.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	306,000					306,000
Grant						-
Bond		3,060,000				3,060,000
Lease						-
Contribution						-
Total Revenue	306,000	3,060,000	-	-	-	3,366,000
Engineering	306,000					306,000
Construction		3,060,000				3,060,000
Vehicle/ Equip						-
Other						-
Total Expense	306,000	3,060,000	-	-	-	3,366,000



WW-WM-13-04 Tank and Reservoir Mixing System

Install water mixing systems in the Paleo Ground Storage Tank, Paleo Reservoir, the Park Reservoir and the Salisbury University Tower. The mixing systems will ensure the stability of the chlorine residual in the distribution system; thereby improving water quality and reducing disinfection by-products, per recent regulatory requirements. It is anticipated that the mixing system will be phased in based on the schedule below: FY 21 Park Reservoir and Salisbury University Tower

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund		87,720				87,720
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue		87,720	-	-	-	87,720
Engineering						-
Construction		87,720				87,720
Vehicle/ Equip						-
Other						-
Total Expense	-	87,720	-	-	-	87,720

Water Works



WW-WM-14-05 Park Well Field Raw Water Main & Valve Replacement

The raw water main which brings water from the well field to the plant is in need of replacement. A portion of the main closest to the plant was replaced in 2006 due to failure. This project would replace the main, piping and valves to the active wells. The main from the plant to Well 15 is the oldest and believed to be most in need of replacement. The age of the main ranges from 1925-1957. The water master plan (FY14) evaluated the condition of all the pipes and options for replacement or for installation of a parallel main.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund			100,000			100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	100,000	-		100,000
Engineering						-
Construction			100,000			100,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	100,000	-		100,000

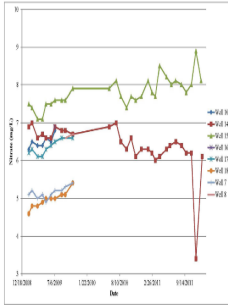


WW-WM-21-01 Park Water Treatment Plant Interior Improvements

The leaking pump station roof has caused considerable damage to the interior rooms in the building. The bathroom and office ceilings need replacing. Director and Admin offices need to be torn down and rebuilt after roof and window repairs. Interior building needs painting after roof repairs. Temporary trailer rental for offices.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	100,000					100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	100,000	-	-	-		100,000
Engineering						-
Construction	100,000					100,000
Vehicle/ Equip						-
Other						-
Total Expense	100,000	-	-	-		100,000

Water Works



WW-WM-17-08 Nitrate Monitoring and Study

The nitrate concentrations in the Park wells exceed 50% of the Maximum Contaminant Levels (MCL) more than 10% of the time. Several point and non-point sources of nitrates exist in the well field. Continuous monitoring would determine if the nitrate levels are increasing and whether treatment is required. The monitoring equipment would be purchased and installed by supplier at both water plants (Park and Paleo).

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	.		107,000			107,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	107,000	-		107,000
Engineering						-
Construction	.		107,000			107,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	107,000	-		107,000



WW-WM-13-09 Elevated Water Tank Maintenance

Provide Inspection and Cleaning of the Wor Wic and Salisbury University Elevated Storage Tanks in accordance with AWWA Standards. The inspection includes checking welds, gaskets, coatings, etc. to determine if repairs are required. Items outside of normal maintenance, such as tank painting, are noted separately. Based on the September 2014 tank inspection, painting on the inside and outside of the Wor-Wic tank will need to occur within the next two years. Painting has been budgeted for FY19 for Wor Wic tank only.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund		106,200				106,200
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue		106,200	-	-		106,200
Engineering						-
Construction		106,200				106,200
Vehicle/ Equip						-
Other						-
Total Expense	-	106,200	-	-		106,200

Water Works



WW-WM-21-02 Park Plant Flow Meter Replacement

Insertion valve needed to stop flow of water for project and installation of high service pump. Insertion valve installed in 2020. Meter pit and valves need to be installed and work site must be well-pointed to stop the flow of water during construction. Project will include meter pit, flow meter for MDE flow data and valves.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	250,000					250,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	250,000	-	-	-	-	250,000
Engineering						-
Construction	250,000					250,000
Vehicle/ Equip						-
Other						-
Total Expense	250,000	-	-	-	-	250,000



WW-WM-20-11 Paleo Equalization Basin Liner

Basin liner was installed in 2003 and is showing signs of wear and tearing in a few spots. Proposing to replace with a new liner with a strainer for the drain to keep sludge from building up at the discharge pipe. During the engineering process we will explore the costs of a new liner vs replacing the liner with concrete and possibly digging the basin deeper for future backwash demands of the plant. Basin is a holding tank for the filter backwash which feeds in at 1200 gpm and is stored and released at a rate not to exceed the capacity of the sewer.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund			66,000			66,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	66,000	-	-	66,000
Engineering			7,000			7,000
Construction			59,000			59,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	66,000	-	-	66,000

Water Works



WW-WM-20-12 Decommission Edgemore Water Tower

The head pressure from the new Salisbury University Water Tower and the Paleo Water Plant overcome the Edgemore Water Tower and keep the tower from normal operations. An altitude valve was installed on the tower to keep it from constantly overflowing. Water is forced out of the tower with a pump in the evening for turnover. A new paint job on the tower will be costly due to old lead paint on the bottom coat. Proposing to remove this water tower from service and city could re-purpose the property.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund		100,000				100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	100,000	-	-	-	100,000
Engineering						-
Construction		100,000				100,000
Vehicle/ Equip						-
Other						-
Total Expense	-	100,000	-	-	-	100,000

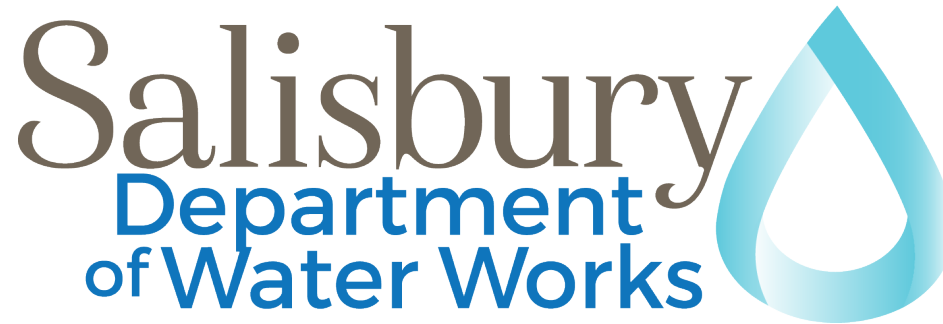


WW-WM-21-03 Park Plant Sewer Installation

Park Plant buildings were built in 1926 and early 1950's. All building drains, except for bathroom, go to the storm sewer. Lines need to be re-routed to the sanitary sewer lift station in the front of the building. Sewer lines need to be run from each of the three buildings and join in the front of the pump station and continue to the sanitary sewer lift station.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	50,000		-			50,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	50,000	-	-	-	-	50,000
Engineering	50,000		-			50,000
Construction						-
Vehicle/ Equip						-
Other						-
Total Expense	50,000	-	-	-	-	50,000

Water Works



Program Total: Wastewater

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	322,000	330,000	707,000	280,000	300,000	1,939,000
Grant	-	-	-	-	-	-
Bond	2,601,000	-	1,000,000	1,275,000	-	4,876,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	2,923,000	330,000	1,707,000	1,555,000	300,000	6,815,000
Engineering	153,000	-	-	-	-	153,000
Construction	2,563,000	330,000	1,500,000	1,555,000	300,000	6,248,000
Vehicle/ Equip	207,000	-	207,000	-	-	414,000
Other	-	-	-	-	-	-
Total Expense	2,923,000	330,000	1,707,000	1,555,000	300,000	6,815,000

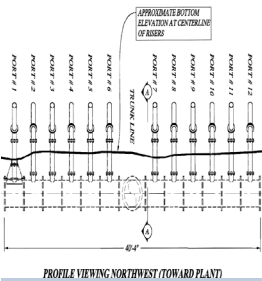
Water Works



WW-WT-17-01 Glen Avenue Lift Station

The Glen Avenue Pump Station needs an upgrade to relocate the station out of the road bed to allow safe access for maintenance personnel and facilitate the installation of a crane for pump removal. The project will also provide an emergency backup generator and an updated electrical/SCADA system. The electrical controls for this pump station are located on a pole and can only be accessed via a ladder. This is not a safe method to access or operate the controls.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund						-
Grant						-
Bond				1,275,000		1,275,000
Lease						-
Contribution						-
Total Revenue		-	-	1,275,000		1,275,000
Engineering						-
Construction				1,275,000		1,275,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	-	1,275,000		1,275,000



WW-WT-17-02 WWTP Outfall Inspection and Repairs

The project will entail inspection of the outfall pipe, manifolds and effluent diffusers from the Wastewater Treatment Plant outfall into the Wicomico River. The diffusers were last inspected and maintained in 2000. this work is scheduled to begin following the WWTP Upgrade project Engineering design and inspection is budgeted for FY21 and construction in subsequent years.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund			500,000			500,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue		-	500,000	-		500,000
Engineering						-
Construction			500,000			500,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	500,000	-		500,000

Water Works



WW-WT-21-01 Dump Truck

Biosolids dump truck replacement of STP 16 a failing 2005 dump truck. Replace with a 15 ton tri axle dump truck. Old WWTP dump trucks are failing with numerous repairs. These vehicles are a critical part of the biosolids delivery to the landfill and must be operational at all times. Due to the site conditions at the landfill, which includes driving on inclines in reverse, automatic transmission is required.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	207,000		207,000			414,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	207,000	-	207,000	-	-	414,000
Engineering						-
Construction						-
Vehicle/ Equip	207,000		207,000	-		414,000
Other						-
Total Expense	207,000	-	207,000	-	-	414,000

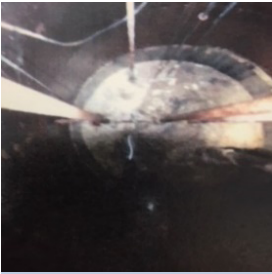


WW-WT-18-04 Southside Pump Station Force Main

The Southside Pump Station serves approximately 1/3 of the City. The 16 inch diameter force main transmits flow from the Southside Pump Station on Ridge Road, under the River to Marine Road. If the force main were to be damaged or need repair, there is no other way to transmit flow to the WWTP. The force main is >60 years old. This project is to design a redundant force main that would also run under the River. Design and permitting is programmed for FY20.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund						-
Grant						-
Bond			1,000,000			1,000,000
Lease						-
Contribution						-
Total Revenue	-	-	1,000,000	-	-	1,000,000
Engineering						-
Construction			1,000,000			1,000,000
Vehicle/ Equip						-
Other						-
Total Expense	-	-	1,000,000	-	-	1,000,000

Water Works



WW-WT-18-05 Pump Station Improvements

Project consists of engineering ,design & construction of multiple pump stations in need of similar improvements. 1) Energy efficiency of pumps: 5 pump stations need new pumps to increase energy efficiency. 2) Metal Wet Wells: 12 of the City's pump stations have metal wet wells which are showing signs of rusting and deterioration. The metal wet wells have exceeded their design life and should be programmed for replacement. 3) Bypass Pumping or Backup Power: 33 pump stations have no bypass pumping connection. 23 pump stations have no backup power. The project will implement bypass pumping connections, where feasible and cost effective. 4) Traffic Control Plans: Develop plans for access to 11 pump stations that can be used by WWTP staff during routine maintenance and emergencies.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund				100,000	100,000	200,000
Grant						-
Bond	2,601,000					2,601,000
Lease						-
Contribution						-
Total Revenue	2,601,000	-	-	100,000	100,000	2,801,000
Engineering	153,000					153,000
Construction	2,448,000			100,000	100,000	2,648,000
Vehicle/ Equip						-
Other						-
Total Expense	2,601,000	-	-	100,000	100,000	2,801,000



WW-WT-20-06 Internal Recycle Pump Replacement

Replace existing WWTP Internal Recycle Pumps, one per year. Currently two of four existing pumps are out of service and need to be sent offsite for diagnostic and repair. All four have had previous repairs and need to be on a replacement program. Lead time for delivery of pump is twenty seven weeks.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund		180,000		180,000		360,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	180,000	-	180,000	-	360,000
Engineering						-
Construction		180,000		180,000		360,000
Vehicle/ Equip						-
Other						-
Total Expense	-	180,000	-	180,000	-	360,000

Water Works



WW-WT-20-07 Structural Study

Structural Engineering study for wall gaps/ building separation of existing WWTP buildings. These gaps are allowing weather into rooms containing electrical panels and controls. Building in study include: Internal Recycle Pump Station, UV Building, Pump House 3 and Pump House 4. Engineering study in fy 20, construction to begin in FY21.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	75,000	150,000			200,000	425,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	75,000	150,000	-	-	200,000	425,000
Engineering						-
Construction	75,000	150,000			200,000	425,000
Vehicle/ Equip						-
Other						-
Total Expense	75,000	150,000	-	-	200,000	425,000



WW-WT-21-02 Main Building HVAC

The Main operations building for the WWTP currently has two different failing HVAC systems. Need to replace with one energy efficient central system throughout.

	FY 21	FY 22	FY 23	FY 24	FY 25	Total
Enterprise Fund	40,000					40,000
Grant						
Bond						
Lease						
Contribution						
Total Revenue	40,000	-	-	-	-	40,000
Engineering						
Construction	40,000					40,000
Vehicle/ Equip						-
Other						-
Total Expense	40,000	-	-	-	-	40,000



The City of Salisbury
Capital Improvement Plan
2021-2025



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Amanda Pollack, P.E., Director of Infrastructure and Development
Date: December 24, 2019
Re: Ordinance to modify Critical Area enabling ordinance

AP

The State of Maryland adopted the Chesapeake Bay Critical Area legislation in 1984 with the intent of protecting the bay. These regulations require that local jurisdictions within the area develop their own program for implementation that adheres to the general criteria contained in Code of Maryland Regulations (COMAR). Salisbury's program has, until recently, been administered by Wicomico County. With the reorganization of the City's Public Works Department and the creation of the Department of Infrastructure and Development to include Planning functions, the administration of the Critical Area Program is now the responsibility of the Department of Infrastructure and Development.

To codify the changes, attached is an ordinance that: (1) modifies the department name, (2) updates COMAR references and (3) provides for fees and costs to be allocated to funds designated for the Critical Area Program (see Attachment A). This process is considered a text amendment.

Text amendments are first addressed in a Public Hearing with the Planning Commission and the recommendations are forwarded to the Mayor and Council for adoption at a second Public Hearing. The Planning commission passed a unanimous favorable recommendation of the Ordinance on December 19, 2019.

Other attachments are the Planning Commission Staff report, the advertising notice for Planning Commission's Public Hearing and a map of the Critical Area located within the municipal boundaries of Salisbury (see Attachments B, C, and D).

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

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ATTACHMENT A

WHEREAS, the Department of Infrastructure and Development desires to amend the FY2020 fee schedule to establish fees for the Critical Area Program so that they may be collected in FY 2020; and

WHEREAS, the Department of Infrastructure and Development recommends the FY2020 fee schedule be amended by adding the attached fee schedule.

NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that Chapter 12.20 of the City of Salisbury Municipal Code be amended as follows:

Chapter 12.20 - Chesapeake Bay Critical Area Natural Resources Program

Table of Contents

Chapter 12.20 Chesapeake Bay Critical Area Overlay District

Article I - Introduction

Section 12.20.010 - Critical Area Program background.

A. The State's adopted Chesapeake Bay Critical Area Criteria require that the City of Salisbury Critical Area Program adhere to the general program criteria contained in COMAR **[[14.15.10]]27.01.10**, Directives for Local Program Development. These criteria set forth the provisions for program preparation by the Critical Area Commission in determining that a local critical area program is complete. COMAR **[[14.14.10.01.F.]]27.01.10.01.G.** states that **["local jurisdictions shall review and revise local plans, programs and regulations that are inconsistent with the intent of the policies and criteria."]** *“(J)urisdictions shall review and revise local plans, programs, and regulations that are inconsistent with the intent of the policies and criteria in this subtitle.”* At a minimum, and if applicable, the local review and revisions shall include zoning Ordinances, comprehensive zoning maps, subdivision regulations and growth management Ordinances. In addition, the criteria require the local jurisdiction to demonstrate that its local programs are adopted to meet the criteria and law and are enforceable.

B. Chapter 12.20 includes the special implementation provisions necessary to meet the requirements of COMAR **[[14.15.10]]27.01.10**. These regulations are required to ensure that the City of Salisbury Critical Area Program is implemented.

C. Land use development standards and requirements established in this Chesapeake Bay Critical Area Overlay District Chapter implement the City of Salisbury's Critical Area Program consistent with the requirements of the Maryland Critical Area Law and the criteria, as adopted. These special provisions are adopted pursuant to Natural Resources Article, Title 8, Subtitle 18 of the Maryland Annotated Code and COMAR **[[14.15]]27.01** the Critical Area Criteria. This Chapter contains regulations which establish the critical area district, the land management classifications required to be established for all lands within the critical area and special regulatory provisions that apply to development of land for residential, commercial, industrial or

institutional uses and agricultural, fishery or forestry activities in the City of Salisbury's Critical Area.

Article II - Purpose and Authority

Section 12.20.020 - Scope of regulations.

A. The purpose of this Chapter is to establish the critical area overlay district and to provide special regulatory protection for the land and water resources located within the Chesapeake Bay critical area in the City of Salisbury. Land use development standards and requirements established herein are intended to foster more sensitive development activity for shoreline areas and to minimize the adverse impacts of development activities on water quality and natural habitats. This Chapter implements the City of Salisbury's Critical Area Program and the requirements of the Maryland Critical Area Law and the Critical Area Criteria and is adopted pursuant to Natural Resources Article, Title 8, Subtitle 18 and COMAR ~~[[14.15]]~~27.01, the Critical Area Criteria.

Article IV – Critical Area Overlay District Zoning Map, Land Management Classifications and Certificate of Compliance.

Section 12.20.110 - Chesapeake Bay Critical Area Certificate of Compliance.

12.20.110 – Chesapeake Bay Critical Area Certificate of Compliance.

A. No land may be disturbed nor may any building or structure be constructed, extended, altered, repaired, changed or converted to another use until the Department of ~~[[Planning, zoning and Community Development]]~~*Infrastructure and Development* has issued a final Chesapeake Bay critical area certificate of compliance.

B. No zoning authorization may be issued nor may any land be subdivided for the purpose of sale or exchange until the Department of ~~[[Planning Zoning and Community Development]]~~*Infrastructure and Development* has issued a final Chesapeake Bay critical area certificate of compliance.

Article V - Definitions and Word Usage

Section 12.20.120 - Definitions and word usage.

B. Definitions applicable to terms used in the critical area district not already contained herein shall be the same as those contained in the Chesapeake Bay Critical Area Criteria, COMAR ~~[[4.15.01]]~~27.01.01.

50. "Habitat Protection Plan" means a plan that provides for the protection and conservation of the species and habitats identified as Habitat Protection Areas in the Critical Area. The plan shall be specific to the site or area where the species ~~[[o]]~~ or its habitat is located and

shall address all aspects of a proposed development activity that may affect the continued presence of the species. These include, but are not limited to, cutting, clearing, alterations of natural hydrology, and increases in lot coverage. In developing the Plan, an applicant shall coordinate with the Department of Natural Resources to ensure that the Plan is adequate to provide for long-term conservation and can be effectively implemented on the specific site.

92. "Program amendment" means any change or proposed change to an adopted Ordinance that is not determined by the Chairman of the Critical Area Commission to be **[[a]]** an Ordinance refinement.

Article VII - The 100-Foot Buffer

Section 12.20.140 - Applicability and delineation.

A. An applicant for a development activity or a change in land use shall apply all of the required standards for a minimum 100-foot Buffer as described in this Article, The minimum 100-foot Buffer shall be delineated in the field and shall be shown on all applications as follows:

2. The Buffer shall be expanded beyond the minimum 100-foot Buffer as described in §12.20.140 above and the minimum 200-foot Buffer as described in subsection A.3. below, to include the following contiguous land features:

d. For an area of hydric soils or highly erodible soils, the lesser of:

(1) The landward edge of the hydric or highly erodible soils; **[[o]]** or

(2) Three hundred feet where the expansion area includes the minimum 100-foot Buffer.

Section 12.20.190 - Required submittal of Buffer Management Plans.

B. Any permit for development activity that requires Buffer establishment or Buffer mitigation will not be issued until a Buffer Management Plan is approved by the City of Salisbury Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development*.

Article X – Site Plans

Section 12.20.260 - Approving authority.

A. Site plans accompanying individual building permit applications shall be approved by the City of Salisbury Planning and Zoning Commission or its designee. The Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development* may waive some or all of the site plan information requirements of Section 12.20.260 and may permit an applicant for an individual building permit to submit an abbreviated or minor site plan and environmental assessment, except where said projects are located in or adjoining an environmentally sensitive area.

Section 12.20.270 - Information required.

B. A boundary survey plat of the entire site at a scale of not smaller than one inch equals fifty (50) feet unless otherwise specified or approved by the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development*, showing the following:

1. Existing topography at two- or five-foot contour intervals. Datum shall be stated in all cases and a reference or bench mark described on the plat together with the elevation. The source of contours shall be stated on the plat, such as field run or aerial topography, etc. Interpolation of contours from United States Geological Survey (USGS) quadrangle maps will not be accepted;
2. Slopes in excess of fifteen (15) percent and the specific identification of all soils with a slope of fifteen (15) percent or greater;
3. Existing and proposed regraded surface of the land;
4. The location of natural features such as streams, major ravines and drainage patterns on the parcel to be developed and the location of trees measuring greater than twelve (12) inches in diameter to be retained along with existing natural vegetation;
5. Floodplain boundaries (one-hundred-year);
6. An existing-conditions map, including natural and manmade features;
7. The location and areal extent of all soils with septic limitations, wet soils, hydric soils and soils with hydric properties as shown on the Wicomico County soil survey.

Section 12.20.280 - Special provisions for water-dependent facilities.

A. All applications for development of commercial marinas, maritime commercial or industrial uses or other water-related uses, except private piers, in the critical area shall prepare a site plan as above and shall also include the following information:

1. Water depth contours shown at two-foot intervals at mean low water taken by sounding (unless otherwise specified by the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development*);

Section 12.20.290 - Procedure for preparation.

D. Every site plan shall show the name and address of the owner and developer, the election district, north point, date, scale of the drawing and the number of sheets. Five clearly legible copies of all site plans shall be submitted to the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development* (which may require that additional copies be provided when necessary).

Section 12.20.300 - Procedure for processing.

A. Upon receipt of the site plan, the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development* shall conduct a review soliciting technical comments from other departments, agencies and officials as the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development* may deem appropriate.

Section 12.20.310 - Construction of required improvements.

A. Upon final approval of a site plan and issuance of a final Chesapeake Bay critical areas certificate of compliance, the applicant shall then secure the necessary construction permits from appropriate agencies before commencing work. The applicant may construct only such improvements as have been approved by the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development*.

Section 12.20.320 – Expiration and extension.

Approval of site plans shall be for a one-year period and shall expire at the end of that period unless building construction has begun. Upon written request by the applicant, within ninety (90) days of the expiration of said approval, a one-year extension may be given by the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development*. Such request shall be acknowledged, and a decision rendered thereupon, not more than thirty (30) days after the filing of said request.

Article XII - Variance

Section 12.20.350 – Standards.

C. Decisions.

The City of Salisbury Board of Zoning Appeals shall examine all facts of the case and render a decision. Variance requests in the critical area shall not be granted unless the decision is based on the following criteria:

5. That the granting of a variance will not adversely affect water quality or adversely impact fish, wildlife or plant habitat within the critical area district and that the granting of the variance will be consistent with the spirit and intent of the City of Salisbury's critical area program and associated Chapters as well as State law and regulations adopted under Subtitle 18 of the Natural Resource Article and COMAR **[[14.15]]**27.01;

Article XIII - Amendments

Section 12.20.410 – Amendment procedures.

B. Map amendments involving specific properties requested by the property owner shall be submitted to the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and Development*.

Article XVIII – Violations and Enforcement

Section 12.20.530 – Violations and Enforcement.

Whenever a violation of this Chapter occurs or is alleged to have occurred, any person may file a written complaint. Such complaint, stating in full the causes and basis thereof, shall be filed with the Department of **[[Planning, Zoning and Community Development]]***Infrastructure and*

Development. The planning director shall properly record the complaint, immediately investigate and take action thereon as provided by this section.

A. Right to enter property.

Except as otherwise authorized and in accordance with the procedures specified herein, the Mayor and Council or their designee may obtain access to and enter a property in order to identify or verify a suspected violation, restrain a development activity, or issue a citation if The City of Salisbury has probable cause to believe that a violation of this Ordinance has occurred, is occurring, or will occur. The City of Salisbury **[[Planning, Zoning, and Community Development]]** Infrastructure and Development Department staff shall make a reasonable effort to contact a property owner before obtaining access to or entering the property. If entry is denied, the City of Salisbury municipal government may seek an injunction to enter the property to pursue an enforcement action.

Article XIX – Fees And Costs

Section 12.20.540 – Fees and Costs

A. All fees and costs charged by the City of Salisbury Infrastructure and Development Department in administering the Critical Areas Programs shall be as listed herein or as set forth in the annual fee schedule resolution.

B.

Critical Area Program (by the Department of Infrastructure and Development)		
Certificate of Compliance (Per Code 12.20.110)		
Building Permits	75	
Major Subdivision: Preliminary	100	
Major Subdivision: Final	100	Plus (\$25 per lot)
Minor Subdivisions	50	
Plan approval/special projects	50	
Site Plans	50	
Sketch Plat	50	
Resubdivision	50	
Buffer Management Plan	50	
Fee-In-Lieu (Per Code 12.20.540)		\$1.50 per square foot of mitigation area

C. All fees and costs collected by the City of Salisbury Infrastructure and Development Department in administering the Critical Areas Programs shall be deposited into a designated fund for the Critical Areas Programs.

EXPLANATION:

* ITALICIZED PRINT INDICATED MATERIAL ADDED TO EXISTING LAW.
Deleted material from the existing Charter is indicated by bold double bracketed **[[]]** language.

261
262 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
263 SALISBURY, MARYLAND, that the fee amounts included in the attached Exhibit 1 – amended
264 FY 2020 Fee Schedule – shall be adopted by the City of Salisbury and the amounts set forth
265 therein shall supersede the corresponding fee amounts prescribed in the Salisbury Municipal
266 Code until one or more of the said fees are subsequently amended; and
267

268 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
269 SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.
270

271 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
272 Salisbury held on the _____ day of _____, 20__ and thereafter, a statement of the
273 substance of the ordinance having been published as required by law, in the meantime, was
274 finally passed by the Council on the ____ day of _____, 2020.
275

276 ATTEST:
277

278 _____
279 Kimberly R. Nichols, City Clerk
280

John R. Heath, City Council
President
281

282 Approved by me, this _____ day of _____, 2020.
283
284

285 _____
286 Jacob R. Day, Mayor
287

Critical Area Program (by the Department of Infrastructure and Development)

Certificate of Compliance (Per Code 12.20.110)		
Building Permits	75	
Major Subdivision: Preliminary	100	
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City of
Salisbury
Jacob R. Day, Mayor

**Infrastructure and Development
Planning and Zoning
Commission
Staff Report**

Meeting of December 19, 2019

I. BACKGROUND INFORMATION:

Applicant: The City of Salisbury

Request: Text Amendment of Chapter 12.20 Chesapeake Bay Critical Area Natural Resources Program

II. DISCUSSION:

The State of Maryland adopted the Chesapeake Bay Critical Area (CBCA) legislation in 1984 with the intent of protecting the bay. These regulations require that local jurisdictions within the area develop their own program for implementation that adheres to the general criteria contained in COMAR 14.15.10, Directives for Local Program Development. Salisbury's program has, until recently fell to Wicomico County for administering. With the reorganization of the City and the creation of the Department of Infrastructure and Development (DID) this now the responsibility of DID.

As a part of making this official, the original ordinance, which is Chapter 12.20 of the Municipal Code of Salisbury needs to be modified to include the correct references, which is considered a text amendment (see Attachments A-Ordinance and B-Map). The City's program states that a Public Hearing resulting in a recommendation from the Planning Commission is to be forwarded to the Mayor and Council for consideration. The Mayor and Council will hold a Public Hearing, prior to adopting the proposed ordinance. By adoption, the City will be officially be responsible for implementing the City of Salisbury's CBCA program, including plan review and the collections of fees.

ATTACHMENT B



City of
Salisbury
Jacob R. Day, Mayor

III. STAFF RECOMMENDATION:

The Department of Infrastructure and Development recommends that the Planning Commission forward a **FAVORABLE** recommendation to the Mayor and City Council for the proposed Chapter 12.20 Chesapeake Bay Critical Area Natural Resources Program amendment to the Municipal Code of Salisbury.

**SALISBURY PLANNING AND ZONING COMMISSION
NOTICE OF PUBLIC HEARING
TEXT AMENDMENT**

An ordinance of the City of Salisbury to amend chapter 12.20 Chesapeake Bay Critical Area Natural Resources program, Sections .010.a., .010.b., .010.c., .020.a., .110.a., .110.b., .120.b., .102.b.50., .120.b.92., .140.a.2.d., .190.b., .260.c., .270.b., .280.a.1., .290.d., .300.a., .310.a., .320., .350.c.5., .410.b., .530 and .530.e. of the Salisbury Municipal Code by deleting the references to the Department of Planning, Zoning and Community Development and replacing with the Department of Infrastructure and Development, correcting references to Comar and by adding Article XIX, section .540 to add a section for fees and costs; and an ordinance of the City of Salisbury to amend the fee schedule for fy 2020 to establish fees for the Critical Area Program.

A PUBLIC HEARING WILL BE HELD ON

Thursday, December 19, 2019, at 1:35 P.M. in the Council Chambers, Room 301, of the Government Office Building, 125 North Division Street, Salisbury, Maryland to hear opponents and proponents, if there be any.

Subsequent to the consideration of this proposal by the Salisbury Planning and Zoning Commission, a recommendation will be made to the Salisbury City Council for its consideration at a Public Hearing.

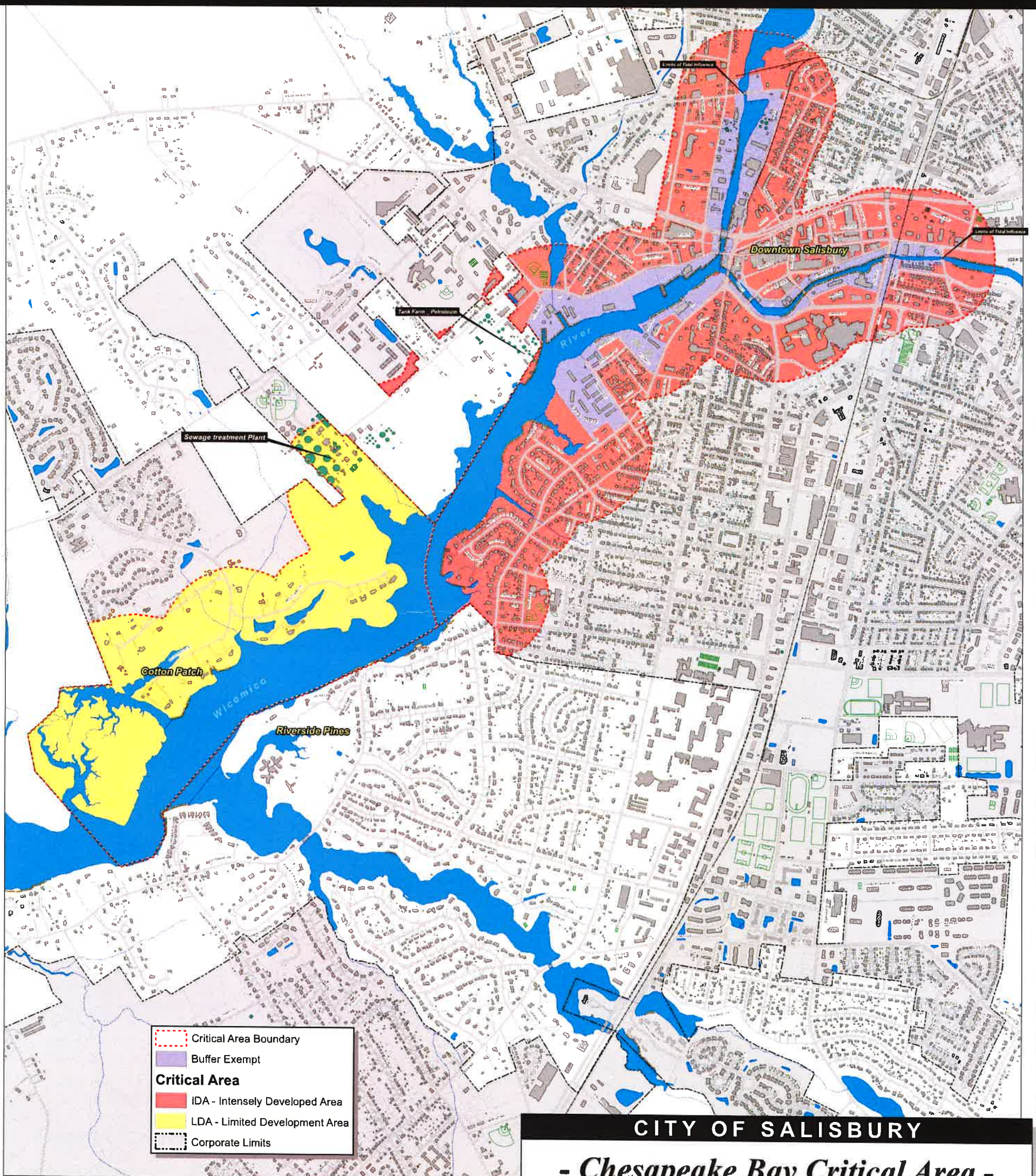
The Commission reserves the right to close a part of this meeting as authorized by State Government section 10-508(a) of the Maryland Annotated Code.

(FOR FURTHER INFORMATION CALL 410-548-3170)

Charles "Chip" Dashiell, Chairman
12/4 & 12/11'19

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CITY OF SALISBURY



CITY OF SALISBURY - Chesapeake Bay Critical Area -



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WHEREAS, the Mayor and Council of the City of Salisbury re-organized the departmental structure of the City of Salisbury in 2017; and

WHEREAS, the section of the Municipal Code dealing with the Chesapeake Bay Critical Area Natural Resources Program cannot be altered without the prior approval of the State; and

WHEREAS, the Department of Planning, Zoning and Community Development was eliminated as part of the reorganization structure for the City of Salisbury; and

WHEREAS, the responsibilities of this department for the planning and zoning are handled by the newly created Department of Infrastructure and Development; and

WHEREAS, the State of Maryland has reorganized the Code of Maryland Regulations (COMAR) thereby making references to COMAR incorrect; and

WHEREAS, the Mayor and Council of the City of Salisbury desire to correct the COMAR references within the City Code; and

WHEREAS, Wicomico County currently administers the Critical Areas Natural Resources Program for Wicomico County and the City of Salisbury; and

WHEREAS, the City of Salisbury desires that the Department of Infrastructure and Development administer the Critical Areas Natural Resources Program for areas located within the City corporate boundary; and

WHEREAS, Ordinance No. 2541 set fees for FY2020; and

WHEREAS, the Department of Infrastructure and Development desires to amend the FY2020 fee schedule to establish fees for the Critical Area Program so that they may be collected in FY 2020; and

WHEREAS, the Department of Infrastructure and Development recommends the FY2020 fee schedule be amended by adding the attached fee schedule.

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Chapter 12.20 - Chesapeake Bay Critical Area Natural Resources Program

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- (1) The landward edge of the hydric or highly erodible soils; **[[o]]** or
- (2) Three hundred feet where the expansion area includes the minimum 100-foot Buffer.

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2. Slopes in excess of fifteen (15) percent and the specific identification of all soils with a slope of fifteen (15) percent or greater;
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4. The location of natural features such as streams, major ravines and drainage patterns on the parcel to be developed and the location of trees measuring greater than twelve (12) inches in diameter to be retained along with existing natural vegetation;
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Article XII - Variance

Section 12.20.350 – Standards.

C. Decisions.

The City of Salisbury Board of Zoning Appeals shall examine all facts of the case and render a decision. Variance requests in the critical area shall not be granted unless the decision is based on the following criteria:

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Article XIX – Fees And Costs

Section 12.20.540 – Fees and Costs

A. *All fees and costs charged by the City of Salisbury Infrastructure and Development Department in administering the Critical Areas Programs shall be as listed herein or as set forth in the annual fee schedule resolution.*

B.

Critical Area Program (by the Department of Infrastructure and Development)

Certificate of Compliance (Per Code 12.20.110)		
Building Permits	75	
Major Subdivision: Preliminary	100	
Major Subdivision: Final	100	Plus (\$25 per lot)
Minor Subdivisions	50	
Plan approval/special projects	50	
Site Plans	50	
Sketch Plat	50	
Resubdivision	50	
Buffer Management Plan	50	
Fee-In-Lieu (Per Code 12.20.540)		\$1.50 per square foot of mitigation area

C. *All fees and costs collected by the City of Salisbury Infrastructure and Development Department in administering the Critical Areas Programs shall be deposited into a designated fund for the Critical Areas Programs.*

EXPLANATION:

* *ITALICIZED PRINT INDICATED MATERIAL ADDED TO EXISTING LAW.*
Deleted material from the existing Charter is indicated by bold double bracketed **[[]]** language.

262
263 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
264 SALISBURY, MARYLAND, that the fee amounts included in the attached Exhibit 1 – amended
265 FY 2020 Fee Schedule – shall be adopted by the City of Salisbury and the amounts set forth
266 therein shall supersede the corresponding fee amounts prescribed in the Salisbury Municipal
267 Code until one or more of the said fees are subsequently amended; and
268

269 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
270 SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.
271

272 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
273 Salisbury held on the 10th day of February, 2020 and thereafter, a statement of the substance of
274 the ordinance having been published as required by law, in the meantime, was finally passed by
275 the Council on the ____ day of _____, 2020.
276

277 ATTEST:
278

279 _____
280 Kimberly R. Nichols, City Clerk
281

John R. Heath, City Council
President
282

283 Approved by me, this _____ day of _____, 2020.
284
285

286 _____
287 Jacob R. Day, Mayor
288

Critical Area Program (by the Department of Infrastructure and Development)		
Certificate of Compliance (Per Code 12.20.110)		
Building Permits	75	
Major Subdivision: Preliminary	100	
Major Subdivision: Final	100	Plus (\$25 per lot)
Minor Subdivisions	50	
Plan approval/special projects	50	
Site Plans	50	
Sketch Plat	50	
Resubdivision	50	
Buffer Management Plan	50	
Fee-In-Lieu (Per Code 12.20.540)		\$1.50 per square foot of mitigation area

ORDINANCE NO. 2577

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY20 GENERAL FUND BUDGET TO APPROPRIATE THE FUNDS RECEIVED FROM THE HERON AGILITY GROUP FOR THE PURCHASE OF K-9 BULLET PROOF VESTS.

WHEREAS, Mrs. Denise Jest, of The Heron Agility Group wishes to donate \$1,500.00 to the Salisbury Police Department to be used to purchase police K-9 bullet proof vests, and

WHEREAS, funds received from The Heron Agility Group, in the amount of \$1,500.00, will directly benefit the Salisbury Police Department K-9 Program by purchasing K-9 bullet proof vests; and

WHEREAS, the Salisbury Police Department requests that these funds be placed in the SPD K-9 Animal Supplies Account, 21021-546010 which will be used to purchase Police K-9 bullet proof vests; and

WHEREAS, appropriations 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 the City's Fiscal Year 2020 General Fund Budget be and is hereby amended as follows:

- 1) Increase General Fund Revenue by \$1,500.00.
- 2) Increase the Police Department budget by \$1,500.00.

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 10th day of February, 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.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

Approved by me this _____ day of _____, 2020.

Jacob R. Day, Mayor

ORDINANCE NO. 2579

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO SIGN THE GRANT AGREEMENT AND ACCEPT A GRANT OF \$100,000.00 FROM THE MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) MARYLAND BIKEWAYS PROGRAM FOR THE DESIGN AND CONSTRUCTION OF THE WEST SIDE BIKE NETWORK AND APPROVING AN AMENDMENT OF THE FY20 BUDGET TO ALLOCATE SAID FUNDS FOR PURPOSES OF IMPLEMENTATION.

WHEREAS, the Maryland Department of Transportation has a Maryland Bikeways Program for providing grant funds to support and expedite projects improving bicycle and pedestrian transportation in the State; and

WHEREAS, Maryland Department of Transportation and the City of Salisbury have been working together to improve bicycle connectivity throughout the City of Salisbury; and

WHEREAS, the City of Salisbury desires to implement a bike route along Isabella Street and Lake Street as part of a wider West Side Bike Network with the intent of connecting cyclists on the West Side to the larger network; and

WHEREAS, the Project will enhance bicycle safety and access to the population of the City residing west of the Wicomico River; and

WHEREAS, Maryland Bikeways Program has awarded a grant in the amount of \$100,000.00 to provide for the design and implementation of the West Side Bike Network, Phase 1; and

WHEREAS, the City shall accept the grant in form of reimbursements and transfer those funds from the MDOT Reimbursement account to the Bikeways Capital Projects Account; 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 ENACTED AND ORDAINED that the City Council of the City of Salisbury, Maryland does hereby authorize the Mayor to sign the attached Grant Agreement dated _____, 2020 accepting the project term and definition of matching funds, for the betterment of the City and its residents, and accepts the grant of \$100,000.00 from Maryland Bikeways Program to design and implement funding for the West Side Bike Network, Phase 1 and further authorizes grant reimbursements to be transferred to the appropriate Bikeways Capital Projects Account.

BE IT FURTHER ORDAINED the City's Grant Fund Budget be amended as follows:

47
48 1) Increase the FY20 Maryland Bikeways Program Grant Revenue Account
49 (10500-425805-xxxxx) by \$100,000
50

51 2) Increase the FY20 Maryland Bikeways Program Grant Expense Account
52 (10500-513026-xxxxx) by \$100,000
53

54 BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its
55 final passage.
56

57 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
58 Salisbury held on this 10th day of February, 2020, and thereafter, a statement of the substance of
59 the Ordinance having been published as required by law, was finally passed by the Council on
60 the _____ day of _____, 2020.
61

62
63 ATTEST:
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65
66

67 _____
68 Kimberly R. Nichols
69 CITY CLERK

John R. Heath
PRESIDENT, City Council

70 APPROVED by me this _____ day of _____, 2020
71
72
73

74 Jacob R. Day
75 MAYOR, City of Salisbury

GRANT AGREEMENT

BY AND BETWEEN

THE MARYLAND DEPARTMENT OF TRANSPORTATION

AND

CITY OF SALISBURY, MARYLAND

THIS GRANT AGREEMENT executed in triplicate and entered into this _____ day of _____, 2019, by and between the Maryland Department of Transportation (“Department” or “MDOT”) and City of Salisbury (“Grantee”), Maryland.

WITNESSETH:

WHEREAS, the Department has programmed in the Draft FY 2020-2025 Consolidated Transportation Program /2020 State Report on Transportation a total of Eight Million Nine Hundred and Thirty-Seven Thousand Dollars (\$8,937,000) for the Maryland Bikeways Program (“Program”);

WHEREAS, the Department budgeted within the Program One-Hundred Thousand Dollars (\$100,000) for the Northwest Salisbury Bikeways – Phase 1, a Minor Retrofit project described as a low-stress bicycle network with bike lanes and traffic calming features on Isabella Street, Lake Street and Small Street, in Salisbury, Maryland (the “Project”);

WHEREAS, pursuant to Section 2-602 of the Transportation Article of the Annotated Code of Maryland, it is in the public interest for the State of Maryland to include enhanced transportation facilities for pedestrians and bicycle riders as an essential component of the State’s transportation system;

WHEREAS, the Maryland Bikeways Program was established and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve bicycle transportation in the State;

WHEREAS, the Grantee has committed a matching fund contribution of Seventy-Four Thousand Dollars (\$74,000) (“Matching Fund Contribution”) to the Project;

WHEREAS, the total Project cost estimate (“Estimate”) as set forth in the Grantee’s grant application and accepted by MDOT is One Hundred Seventy-Four Thousand Dollars (\$174,000);

WHEREAS, the Project will create a low-stress bikeways network connecting citizens and visitors with economic and recreational opportunities;

WHEREAS, the Project is consistent with the 2017 Salisbury Bikeways Network Master Plan and includes opportunities for public input;

WHEREAS, the Grantee will assume all maintenance and operating costs associated with the Project when it is completed;

WHEREAS, the Project is a valuable component of Maryland's transportation system;

WHEREAS, the Department has supported similar projects in various locations in the State;

WHEREAS, the Department and the Grantee agree that the Project will benefit the parties to this Agreement and will promote the safety, health, and general welfare of the citizens of the State of Maryland;

WHEREAS, Section 2-103(i) of the Transportation Article of the Annotated Code of Maryland (2015 Replacement Volume, as amended and supplemented), authorizes the Secretary of Transportation, to the extent permitted by the State budget, to make grants-in-aid to any person, including political subdivisions of the State of Maryland, for any transportation related purpose;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The above recitals are re-affirmed and incorporated herein by reference.
2. The Department hereby grants to the Grantee a sum not to exceed One-Hundred Thousand Dollars (\$100,000) ("Grant") to be used by the Grantee for the completion of the Project. The Grantee shall be responsible for all work in connection with the Project, including the following:
 - a. Conduct traffic analysis and final design for the project;
 - b. Submit Draft Plans to the Department for review and comment;
 - c. Conduct community outreach and provide a public comment period;
 - d. Install bicycle-friendly storm drain grates, vertical delineators, signing, pavement marking and adjust signal timing as needed;
 - e. Preparation of quarterly status reports and a final report, as requested by the Department; and
 - f. Monitoring and supervising the compliance with all provisions in this Agreement.

3. Notwithstanding anything to the contrary herein, the maximum amount payable by the Department under this Grant Agreement shall be the lesser of \$100,000 or 80% of the Project's total cost.

4. The Project shall be consistent with relevant design standards and guidelines, including 2012 American Association of State Highway and Transportation Officials (AASHTO) Bicycle Design Guidelines, the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines, the Maryland Manual of Uniform Traffic Control Devices, and the Access Board Advance Notice of Proposed Rulemaking (ANPRM) on Accessibility Guideline for Shared Use Paths.

5. The Grantee shall engage a professional engineer, registered in the State of Maryland, for design services on the Project. The Grantee shall provide to the Department draft design plans for review and comment and final design plans for the Project record. Notwithstanding anything to the contrary herein, the Grantee shall have final rights of approval.

6. Prior to commencement of work on the Project, the Grantee shall require all contractors and subcontractors to secure and keep in force during the term of this Agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in Maryland, the following insurance coverages:

- a. commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence;
- b. automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$1,000,000 per occurrence;
- c. workers compensation coverage meeting all statutory requirements.

This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. The Grantee shall evidence limits of insurability for general liability coverage in an amount of \$800,000 aggregate and \$400,000 each occurrence. The Grantee shall have the right to self-insure. These are the maximum limits of liability for which the Grantee's Self-Insurance Program is responsible, as determined by Section 5-301 *et seq.* of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland, also known as the "Local Government Tort Claims Act."

The Department and its agencies, officers, and employees shall be endorsed on the commercial general liability policies, including any excess policies (to the extent applicable), as an additional insured. Coverage will be primary and noncontributory with any other insurance and self-insurance. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice to the

Department. Certificates of insurance shall be provided to the Department upon request. All endorsements shall be provided as soon as practicable. Failure to provide insurance as required in this Agreement is a material breach of contract entitling the Department to terminate this Agreement.

7. The Grant represents the maximum financial liability of the Department under this Agreement subject to, limited by and contingent upon the appropriation and availability of funds, as well as the types of liabilities, damage caps, and notice requirements stated in the Maryland Torts Claims Act (“MTCA”) currently found at the State Government Article, Section 12-101 *et seq.* of the Maryland Annotated Code.

8. The parties agree that the Grantee will utilize the Grant for the Project in conjunction with other funds it has obtained from funding sources other than the Maryland Bikeways Program to complete the Project.

9. The Grantee shall maintain facilities and equipment funded through this Grant for the duration of their useful life, and in any event not less than five years. At the request of the Department, the Grantee shall refund expenditures paid by the Department if Project facilities and equipment are not so maintained.

10. The Grantee may use funds only for costs incurred in connection with the Project. Payment of the Grant by the Department shall be made on a reimbursable basis upon the Grantee’s submission of invoices for such payment, subject to the following conditions.

All invoices for payment shall include:

- (a) actual expenditures incurred by the Grantee in connection with the Project;
- (b) a certification by the Grantee that all costs charged to the Project are in connection therewith and supported by properly executed records, vouchers, invoices or contracts evidencing the nature and propriety of the charges.

Invoices/requests for reimbursement will be submitted not more frequently than once per month (30 days). Invoices/requests for reimbursement will be reviewed by MDOT to determine (a) that the indicated costs are allowable hereunder and (b) that the invoiced work contributes directly to the accomplishment of the Project. Failure to meet these conditions will result in disallowed costs that will be deducted from the authorized appropriated amount. Payment shall be made by the Department to the Grantee within thirty (30) days of the Department’s receipt and approval of the invoice and accompanying certifications. The final invoice may not be paid until documentation of the Matching Fund Contribution and the final report is submitted. No Project costs incurred prior to the execution of this Agreement will be reimbursed.

11. The Grantee shall comply with all applicable Federal, State and local laws in expending Grant funds and in carrying out the Project, including compliance with the Americans with Disabilities Act of 1990, particularly as it relates to public meetings held in connection with the Project.

12. The term of this Agreement shall commence upon the date first set forth above and shall terminate when all payments of the Grant have been made or on **December 31, 2021**, whichever is sooner. All work on the Project that is reimbursable under this Grant must be completed and all invoices/requests for reimbursement must be submitted by the Grantee before the grant termination date. Any invoices/requests for reimbursement submitted after the grant termination date will be identified as a disallowed cost and not processed for payment by MDOT. At its discretion, the Department may elect to extend the term of the Grant by up to six months, upon written notice by MDOT.

13. The Department reserves the right to suspend or terminate all or part of the financial assistance herein provided and to terminate this Agreement, in whole or in part, if:

- (a) the Grantee breaches or fails to fulfill any of the terms of this Agreement;
or
- (b) funds are not appropriated by the General Assembly of Maryland to fund this Grant.

The Grantee acknowledges and agrees that funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the General Assembly and that, except as otherwise provided for herein, the Department shall not be liable for any breach of this Agreement due to the absence of an appropriation. Termination of this Agreement will not invalidate obligations properly incurred by the Grantee prior to the date of termination if such obligations are unable to be canceled. The acceptance of a remittance from the Department of any or all funds, or the closing out of the Department's financial participation under this Agreement, shall not constitute a waiver of any claim that the Department may otherwise have against the Grantee arising out of this Agreement. If, upon termination of this Agreement, it is determined by the Department that funds are due to the Department, the Grantee shall promptly remit such amount to the Department within forty-five (45) days following written notification to the Grantee from the Department. The Grantee's agreement to remit any excess Grant funds to the Department shall survive the termination of this Agreement.

In addition to the Department's remedies under this Section, the Department may proceed to protect and enforce all rights available to it, by suit in equity, action in law or by any other appropriate proceedings, any or all of which may be exercised contemporaneously with each other and all of which rights and remedies shall survive the termination of this Agreement.

14. The Grantee shall maintain separate and complete accounting records that are consistent with generally accepted accounting procedures and accurately reflect all income and expenditures of Grant funds for the Project. Grantee accounting records shall be maintained for a period of three (3) years after the termination of this Agreement. The records of the Grantee must be in sufficient detail to determine the nature of the costs incurred and/or expenditures made by the Grantee for the Project.

15. The Department reserves the right to perform interim and final audits of the Grant provided for under this Agreement. Any final audit shall commence within three (3) years of the expiration or earlier termination of this Agreement. In connection with any audit undertaken

hereunder, the Grantee shall provide access to all records with respect to the Project. Following the completion of any audit undertaken hereunder, the Grantee shall refund to the Department within forty-five (45) days following notification by the Department any Grant payments that are found to be unsupported by acceptable accounting records or not expended in accordance with the terms of this Agreement. The Grantee's covenant to repay any excess Grant payments shall survive the expiration or earlier termination of this Agreement.

16. This Agreement may be modified only by written instrument, executed by the Department and the Grantee, except for the Grant extension pursuant to paragraph 12.

17. The Grantee shall, to the extent permitted by law, defend, indemnify, and hold harmless the Department, its officers, agents, and employees, from any and all claims, demands, suits, causes of action, liability, damages, losses, costs and expenses (including reasonable attorneys' fees) of whatsoever nature, including, without limitation, those arising on account of any injury or death of persons or damage to property, caused by, arising out of, or resulting from any and all services and activities performed by the Grantee or its employees, agents, subcontractors, or consultants relating to the Project and this Agreement.

18. It is understood and agreed that the sole obligation of the Department is the payment to the Grantee the sum of money specified in Section 2 of this Agreement.

19. All payments hereunder by the Department to the Grantee are subject to the budgetary and appropriation requirements of Section 3-216(d)(2) of the Transportation Article of the Annotated Code of Maryland, (2015 Replacement Volume, as amended and supplemented).

20. No right, benefit or advantage inuring to the Grantee under this Agreement may be assigned and no burden imposed on the Grantee hereunder may be delegated or assigned without the prior written approval of the Department.

21. The parties hereby agree that this Agreement shall be construed in accordance with the law of the State of Maryland.

22. As an inducement to the Department to make the Grant, the Grantee hereby certifies to the Department that:

- (a) any resolution, ordinance or other action which may be required by local law has been introduced and adopted, passed, enacted or taken as an official act of the Grantee's governing body, authorizing the execution and delivery of this Agreement by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of the Grantee;
- (b) no officer or employee of the Grantee, or its designees or agents, no consultants, no member of the Grantee's governing body, and no other public official of the Grantee, who exercises any functions or responsibilities over the Project or the Grant shall have or obtain a personal or financial interest or benefit from any activity in connection

with the Project or Grant or have an interest in any contract, subcontract or agreement with respect therewith;

- (c) the Grantee is not in arrears with respect to the payment of any moneys due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Agreement.

23. The Department and the Grantee certify that they prohibit, and covenant that they will continue to prohibit, discrimination on the basis of:

- (a) age, ancestry, color, creed, marital status, national origin, race or religious or political affiliation, belief or opinion, or sexual orientation;
- (b) sex or age, except when age or sex constitutes a bona fide occupational qualification; or
- (c) the physical or mental disability of a qualified individual with a disability.

Upon the request of the other party, the Department and the Grantee will submit to the other party information relating to its operating policies and procedures with regard to age, ancestry, color, creed, marital status, mental or physical disability, national origin, race, religious or political affiliation, belief or opinion or sex or sexual orientation.

24. The Department and the Grantee shall comply with the State's policy concerning drug and alcohol-free workplaces, as set forth in Executive Order 01.01.1989.18 and COMAR 21.11.08, and must remain in compliance throughout the term of this Agreement.

25. It is specifically agreed between the Department and the Grantee that it is not intended by any of the provisions of this Agreement to create in any public entity, or any member thereof, or in any private entity third party beneficiary status in connection with the performance of the obligations herein.

26. If any provision of this Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction:

- (a) such provision shall be fully severable;
- (b) this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of this Agreement; and
- (c) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from this Agreement.

27. This Agreement may be executed in several identical counterparts, each of which shall constitute an original and all of which shall constitute, collectively, one agreement.

28. This Agreement shall inure to and be binding upon the parties hereto, their agents, successors and, to the extent an assignment has been approved pursuant to Section 20 of this Agreement, their assigns.

29. Each notice, invoice, demand, request, consent, approval, disapproval, designation or other communications between the parties, to the extent required to be in writing shall be made by United States Postal Mail to the following:

In the case of MDOT:

Heather Murphy, Director
Office of Planning and Capital
Programming
7201 Corporate Center Drive
Hanover, MD 21076

In the case of the Grantee:

Mr. William White
Transportation Projects Specialist
City of Salisbury
Department of Public Works
125 North Division Street
Salisbury, MD 21801

The next page is the signature page.

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

MARYLAND DEPARTMENT OF TRANSPORTATION

WITNESS:

By: _____
R. Earl Lewis, Jr. Date
Deputy Secretary

FUNDS AVAILABLE:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Jaclyn Hartman, Chief Financial Officer
Office of Finance

Brenden Lee Hodge, Assistant Attorney General
Maryland Department of Transportation

CITY OF SALISBURY, MARYLAND

WITNESS:

THE CITY OF SALISBURY

By: _____
Jacob R. Day Date
Mayor

42 Exhibit 1 – Amended FY 2020 Fee Schedule

License to Encumber Program (by the Department of Infrastructure and Development)		
Small Wireless Facilities		
Application	500	For up to five (5) small wireless facilities
Application – additional facilities	100	For each additional small wireless facility addressed in the application beyond five
Access to the Right of Way fee	1,000	Per each new small wireless facility pole
Annual fee for access to the Right of Way	270	Per year per small wireless facility after year 1

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ORDINANCE NO. 2581

AN ORDINANCE OF THE CITY OF SALISBURY REQUIRING A PERMIT FOR PLACEMENT OF FACILITIES OR UTILITIES IN THE CITY RIGHTS-OF-WAY AND ADOPTING SPECIFIC REGULATIONS APPLICABLE TO ABOVE GROUND FACILITIES INCLUDING COMMUNICATIONS FACILITIES, SMALL CELL FACILITIES, AND WIRELESS SUPPORT STRUCTURES IN THE RIGHTS-OF-WAY.

WHEREAS, the City desires to establish general procedures and standards, consistent with all applicable federal, state, and local laws, for the issuance of permits in the City Rights-of-Way and to establish additional criteria applicable to above ground facilities including communications facilities, small cell facilities, and wireless support structures in the City's Rights-of-Way and to ensure that all above grounds facilities are carefully designed, constructed, modified, maintained, and removed when no longer in conformance with all applicable health and safety regulations; and

WHEREAS, the City seeks to enhance the ability of utility providers to install facilities in the City quickly, effectively and efficiently so that residents, businesses and visitors benefit from the service availability while still preserving the character of the City's neighborhoods and corridors; and

WHEREAS, the reasonably regulated and orderly deployment of facilities in the public Rights-of-Way is desirable, but unregulated or disorderly deployment represents a threat to the health, welfare, safety, environment, and property values of the community.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY OF SALISBURY, MARYLAND, THAT the General Requirements on the License to Encumber Agreement, which is incorporated herein and made a part of hereof by reference, are hereby adopted, and that the Director of the Department of Infrastructure and Development is authorized to adopt such other rules and regulations as shall be consistent with the Code, the License to Encumber and other applicable state and federal law.

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 10th day of February, 2020 and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the ____ day of _____, 2020.

ATTEST:

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Kimberly R. Nichols, City Clerk

John R. Heath, City Council
President

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

Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

**LICENSE to ENCUMBER AGREEMENT
for PRIVATE UTILITIES in
PUBLIC EASEMENTS and RIGHTS-OF-WAY**

Please complete this application and return it to:

Department of Infrastructure and Development
125 North Division Street, Room 202
Salisbury, Maryland 21801

NAME: _____

TITLE: _____

COMPANY: _____

STREET OR P.O. BOX: _____

CITY: _____

STATE & ZIP CODE: _____

PHONE/ FAX: _____

E-MAIL ADDRESS: _____

Once fully executed, this application constitutes the License to Encumber (LTE) Agreement. Permittee shall not break ground within City of Salisbury Rights-of-Way and Easements without a current LTE Agreement, installation specific LTE permit drawings and an approved traffic control plan (TCP)

For City Use:

Approved By: _____ Date: _____

**LICENSE TO ENCUMBER
GENERAL REQUIREMENTS**

This License to Encumber (LTE) Agreement is required for the new installation of utilities within City of Salisbury Rights-of-Way and Easements within the City of Salisbury Corporate Limits. Repairs to existing underground pipe, conduit or wire that are within the limits of the roadway or sidewalk require a Break Permit.

1. The Permittee agrees to the following conditions for installation of utilities, which include but are not limited to underground pipe, conduit and wire.
2. The Permittee and the sub-contractors performing work for the Permittee are required to adhere to the guidelines outlined herein.
3. All work must comply with City of Salisbury regulations and policies, including the latest versions of the Construction Standards, Construction and Material Specifications for Utility and Roadway Construction, and the City's Paving Policy.
4. The Permittee will not be permitted to break ground without a current LTE Agreement, an approved LTE permit drawing and an approved traffic control plan (TCP).
5. A copy of the approved LTE permit drawing and TCP shall be on site at all times during construction.
6. The LTE drawing(s) shall reflect the method of installation and include plan and profile views for the proposed utility installation as implemented by this license. Once approved, the drawings will be signed by the Traffic Manager and will become the LTE permit.
7. Permittee will locate and provide dimensions on the drawings for existing public utilities, private utilities and the location of its abandoned and proposed facilities as implemented by this license.
8. Permittee will bear the expense of removing or adjusting their abandoned facilities or the installation should it be required by the City of Salisbury at any time in the future.
9. Permittee will pay the cost to repair City infrastructure damaged at the time of installation or any later time by Permittee's actions.
10. A. Permittee agrees to indemnify, defend, and hold harmless, the Salisbury Department of Infrastructure and Development and the City of Salisbury and its officers, employees, and agents from any and all liability, loss, cost, damage, and expense, including reasonable attorney's fees and court costs, resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the operations concerning the installation of utilities, or actions in connection therewith, under this LTE Agreement, whether such operations be by the Permittee or by any sub-contractor, agent, etc. performing work for the Permittee under this LTE. The Permittee will be responsible to the City for its acts and omissions and those of its subcontractors, agents, employees and other persons performing any services under this LTE.
B. The City, by accepting this application makes no warranty or representation with regard to Permittee's legal right to utilize any City right-of-way over property not owned by the City. Permittee hereby agrees to indemnify, defend and hold harmless the City of Salisbury and its



officers, employees, and agents from any and all liability, loss, cost, damage, and expense, including reasonable attorney's fees and court costs, resulting from, arising out of, or incurred by reason of any claims, actions, or suits resulting from claims by a property owner that Permittee's use of the right-of-way exceeds the scope of the right-of-way granted to the City.

11. Permittee will provide as-built drawings approved by the Salisbury Department of Infrastructure and Development (DID).
12. This LTE Agreement is valid for two (2) years after the approval date.
13. LTE drawings shall be good for six (6) months from the approval date. If the project has not started within six months, then the Permittee can apply for an extension.
14. The LTE Agreement can be cancelled or modified after written notification.

LICENSE TO ENCUMBER PERMIT DRAWING SUBMITTAL REQUIREMENTS

LICENSE TO ENCUMBER PERMIT PROCESSING PROCEDURES

1. Applicant requests copies of existing record drawing information by email or by phone from DID.
2. Applicant submits completed drawings, which include depths of cover at existing public utilities, notation regarding required clearances, profiles (if required) and traffic control plans.
3. DID provides review comments and subsequent comments on resubmittals.
4. DID issues approval of the LTE drawing and traffic control plans prior to commencing construction. The DID signature on LTE drawings constitutes the LTE permit approval.
5. Following completion of construction, applicant must provide dated and signed as-built drawings of the completed work for DID review and approval.

GENERAL

6. All lines will be installed either parallel or perpendicular to the center line of the roadway unless otherwise approved by DID.
7. The minimum required horizontal and vertical clearance from existing underground utilities is twelve (12) inches. The exception is that a two (2) inch or smaller pipe can be installed with six (6) inches of separation from a water service as long as there is visual confirmation that the two (2) inch pipe will clear the water service.
8. The minimum horizontal clearance from utility poles or fire hydrant is three (3) feet. The clearance for utility poles does not apply to poles that are only used for street lights.
9. The vertical depth of the utility will be seventy-two (72) inches when placed within six (6) inches horizontally of a water meter.
10. If the installation method is a boring operation, all existing sewer service laterals shall be fully exposed to visually ensure that the twelve (12) inch minimum vertical clearance is achieved.
11. The ends of each section of pipe/conduit are to be buried at the time of installation. Leaving the terminating ends of a pipe/conduit exposed above ground is not acceptable.



City of Salisbury

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12. Where the installation is located at the edge of a sidewalk, care shall be taken so that the sidewalk is not undermined. Backfilling under a sidewalk is not acceptable. If there are voids created under the curb, gutter and/or sidewalk due to utility installation, then the curb, gutter and/or sidewalk is to be removed and replaced.
13. Drawings shall include the contact information and signature of the responsible party that prepared the drawing and an approval block for DID.
14. Add the following notes to drawings:
 - This License to Encumber Permit is in accordance with the License to Encumber Agreement dated _____. (List approval date of Agreement.)
 - Approval of this License to Encumber is only for installations located within the City's Right-of-Ways and/or Easements.
 - Maintain a minimum one (1) foot of separation from underground utilities and three (3) feet of separation from utility poles.

TRENCHING

15. When the installation method is trenching, the minimum required cover on all proposed utilities within a City Right-of-Way or Easement shall be thirty-two (32) inches, as long as one (1) foot horizontal and vertical clearance from underground utilities can be maintained.

HORIZONTAL DIRECTIONAL DRILLING

16. When the installation method is Horizontal Directional Drilling (HDD), the minimum required cover on all proposed utilities in the public roadbed is twenty four (24) inches for pipes two (2) inches or less in diameter, and thirty six (36) inches for pipes greater than two (2) inches in diameter.
17. When a reamer is used to open the bore hole for the utility pipe, the utility company will provide one (1) foot of clearance from the outside of the reamer to the outside of any existing utility except for utility poles and fire hydrants, in which case a three (3) foot clearance is required.
18. The following notes shall be required on LTE drawings of proposed horizontal directional drilling operations.
 - The HDD contractor shall calibrate its tracking and locating equipment at the beginning of each day.
 - The HDD contractor shall monitor and record the alignment and depth readings provided by the tracking system every ten (10) feet.
 - The design bending radius of the boring installation equipment is _____ and the diameter of the proposed bore hole is _____. (To be completed by Applicant on the LTE drawing.)
 - Minimum required cover on all proposed utilities in the public roadbed is two (2) feet for pipes that are two (2) inches or less in diameter and three (3) feet for pipes greater than two (2) inches in diameter.
 - The HDD contractor shall at all times and for the entire length of the HDD alignment be able to demonstrate the horizontal and vertical position of the alignment.



- The HDD contractor shall dispose of all HDD effluent at an authorized waste site.
- The HDD contractor shall complete the HDD installation as shown on the approved LTE permit drawing unless otherwise approved in writing by the authorized City representative.
- The HDD contractor shall provide access for inspection of the HDD operations at all times.
- Prior to start of backfilling operations under paved surfaces, the HDD contractor shall notify the City representative to schedule and complete an inspection.

CORING

19. The depths of cover to existing City utilities in the roadbed must be field verified.
20. DID shall be notified 48 hours in advance of coring so that the work can be inspected. Coring must be done with approved traffic control.
21. The coring method, location and core diameter must be approved in advance by DID.
22. Core drilling must be performed using the vacuum method.
23. Core holes and test pits must be immediately backfilled using the schedule shown below:

CORE HOLES TEN INCHES IN DIAMETER OR LESS

- Follow City of Salisbury Utility Trench Detail / Repair Detail Standard No. 400.35, with the following modifications.
 - Compaction for core holes ten inches in diameter or less must be achieved through the use of a pneumatic tamp.
 - The 2 foot cut back is not required
 - Perma-Patch, or other approved permanent asphalt patching material, may be used in-lieu of Hot Mix Asphalt.
 - Substitute flowable fill or low strength concrete for graded aggregate sub-base.

CORE HOLES / TEST PITS GREATER THAN TEN INCHES IN DIAMETER

- Follow City of Salisbury Utility Trench Detail / Repair Detail Standard No. 400.35.

PROFILE DRAWING

24. A profile drawing of the proposed crossing of City streets will be required if DID determines that the proposed utility location will conflict with an existing City utility or if the proposed utility will be installed in between City utilities.
25. Profiles must be drawn to scale. Profiles shall show all existing utilities with dimensions of the vertical clearance between existing and proposed utilities.
26. The profile drawing requirement may be waived if the following conditions apply and these notes are included on the LTE drawings:
 - Provide a minimum twelve (12) inches of horizontal and vertical clearance between the proposed pipe and existing City utilities.
 - Select one of the following options:
 - The proposed pipe will be installed via trenching and will be located above all existing utilities while providing the necessary clearance.

- The proposed pipe will be installed via horizontal directional drilling and will be located above all existing utilities while providing the necessary clearance.
- The proposed pipe will be installed via horizontal directional drilling and will be located below all existing utilities while providing the necessary clearance.

AS-BUILT DRAWINGS

27. As-built drawings shall be submitted to DID for review and approval following completion of construction.
28. The as-built drawings shall show the actual location of the installed utilities including dimensions of clearances from public utilities.
29. As-built drawings shall include the contact information and signature of the responsible party that prepared the drawings. The drawings do not need to be sealed by a Professional Engineer or Licensed Surveyor.

SMALL WIRELESS FACILITIES (SMALL CELLS)

30. "Small Wireless Facility" means a wireless facility, as defined by the Federal Communications Commission, that meets the following qualifications: (i) each wireless provider's antenna could fit within an enclosure of no more than 3 cubic feet in volume; and (ii) all other wireless equipment associated with the wireless facility, whether ground- or pole-mounted, is cumulatively no more than 28 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meter, concealment elements, telecommunications demarcation box, grounding equipment, power transfer switch, cut-off switch, vertical cable runs for the connection of power and other services.
31. Small wireless facilities may not be installed on City owned poles, lights or traffic signals. All Small wireless facilities shall be on standalone poles. The applicant is required to obtain all necessary permits for all associated utilities such as electric and fiber optics.
32. No person shall place a small wireless facility in a City Right-of-Way, without first obtaining a site specific permit from the Department of Infrastructure and Development.
33. Small wireless facilities shall not be greater than thirty (30) feet in height above grade. If maximum height must be exceeded for the system to properly function, justification must be submitted with the permit application. A variance up to fifty (50) feet in height may be approved by the Director of the Infrastructure and Development Department after Permittee has demonstrated the reasonable necessity for the additional height.
34. Small wireless facilities shall not be placed closer than 500 feet from another small wireless facility. If minimum spacing requirements cannot be met, justification must be submitted with the permit application. A variance may be approved by the Director of the Infrastructure and Development Department after Permittee has demonstrated the reasonable necessity for the placement of a small wireless facility closer than 500 feet to another such facility.
35. Small wireless facilities shall be black in color.
36. New poles installed to support small wireless facilities shall be made of the same or similar material and shall have a similar appearance to the fluted ornamental light fixtures for City Street



Lights as detailed in the current editions of the City Construction Standards and the Construction & Material Specifications.

37. Small wireless facilities shall blend in with the surrounding environment or otherwise be concealed to the extent practicable.
38. Other than warning or notification signs required by federal law or regulations, or identification and location markings, a small wireless facility shall not have signs installed thereon.
39. Wires and cables connecting the antenna and appurtenances serving the small cell facility shall be installed in accordance with the version of the National Electrical Code and National Electrical Safety Code adopted by the City and in force at the time of installation. In no event shall wiring and cabling serving the small wireless facility interfere with any wiring or cabling installed by a cable television or video service operator, electric utility, or telephone utility.
40. Small wireless facilities shall be located such that they do not interfere with a public health or safety facility, such as, but not limited to a fire hydrant or water valve. New small wireless facilities shall not be installed directly over any previously installed utility such as water, sewer, or storm drain or service line.
41. Wireless providers shall have the right of access to small wireless facilities in the Right-of-Way at all reasonable times. An application shall not be required for routine maintenance.
42. The City shall deny a proposed small wireless facility if the proposed application:
 - Interferes with the safe operation of traffic control equipment.
 - Interferes with sight lines or clear zones for transportation or pedestrians.
 - Interferes with compliance with the Americans with Disabilities Act or similar federal or state standards regarding pedestrian access or movement.
 - Fails to comply with any of the requirements of this application that apply to all communications service providers in the City's Rights-of-Way.
 - Fails to comply with applicable codes.
43. Within ninety days following written notice from the City, a wireless provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any small wireless facilities for which it has a permit hereunder whenever the City has determined that such removal, relocation, change or alteration, is reasonably necessary for the construction, repair, maintenance, or installation of any City improvement in or upon, or the operations of the City in or upon, the Right-of-Way.
44. The City retains the right to cut or move any small wireless facilities located within the Right-of-Way, as the City may determine to be necessary, appropriate or useful in response to any public health or safety emergency.
45. The City may require a wireless provider to remove an abandoned small wireless facility permitted hereunder within 180 days of abandonment. Should the wireless provider fail to timely remove the abandoned small wireless facility, the City may remove the small wireless facility to be removed and may recover the actual cost of such removal from the wireless provider.
46. All applications for small wireless facility permits shall be accompanied by a fee of \$500.00 for up to five small wireless facilities addressed in an application plus \$100.00 for each additional small wireless facility addressed in the application beyond five.
47. As compensation for access to the Right-of-Way for an installation of a small wireless facility, a non-recurring fee of \$1,000 per pole for a new pole shall be paid prior to installation. Additionally,



City of
Salisbury
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and annual fee of \$270 per year per small wireless facility installed in the Right-of-Way shall be paid to the City after the first year.

48. A wireless provider is authorized to remove its facilities at any time from the Right-of-Way and cease paying the City compensation for use of the Right-of-Way. When a small wireless facility is removed, the Right-of-Way shall be restored to its prior condition at the expense of the wireless provider.

The terms and conditions stated above are agreeable to _____, their successors and assigns. This LTE Agreement is valid for two (2) years after the approval date.

PERMITTEE:

ATTEST:

BY:

Name: _____

CITY:

CITY OF SALISBURY, a Municipal Corporation of
The State of Maryland

ATTEST:

BY:

Name: _____

STATE OF MARYLAND
COUNTY OF WICOMICO

I hereby certify that on this _____ day of _____, 20____, before me the undersigned officer personally appeared, _____, of _____, a _____ and on his behalf did acknowledge the foregoing instrument to be the act and deed of said _____.

As witness, I set my hand and official seal.

(SEAL)

Notary Public

My commission expires: _____



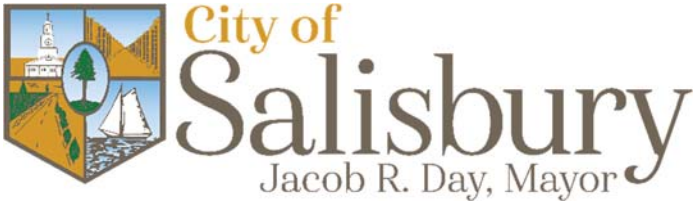
City of
Salisbury
Jacob R. Day, Mayor

STATE OF MARYLAND
COUNTY OF WICOMICO

I hereby certify that on this _____ day of _____, 20____, before me the undersigned officer personally appeared, _____, of the City of Salisbury, a Municipal corporation of the State of Maryland and on his behalf did acknowledge the foregoing instrument to be the act and deed of said corporation.

As witness, I set my hand and official seal.
(SEAL)

Notary Public
My commission expires: _____



To: City Council

From: Julia Glanz, City Administrator

Subject: Gender Neutral/Gender Inclusive Bathrooms

Date: February 12, 2020

Please find the attached ordinance to require that single-user restrooms in the City of Salisbury be made available to all individuals, regardless of gender. During the 2019 local elections PFLAG Salisbury had community conversations around this inclusive legislation. This legislation would require that all publically accessible businesses and organizations change their bathroom signage to be gender neutral/gender inclusive within six months of this code change being adopted by Council.

The City of Salisbury is a leader on the Eastern Shore and within Maryland in supporting LGBT activities and legislation. This is the next step to becoming a more welcoming and inclusive community for transgender and non-binary members of our community, along with those with infants and young children, and those in wheelchairs.

ORDINANCE NO. 2583

AN ORDINANCE OF THE CITY OF SALISBURY REQUIRING THAT CERTAIN SINGLE-USER RESTROOMS IN THE CITY BE MADE AVAILABLE TO ALL INDIVIDUALS REGARDLESS OF GENDER; REQUIRING THAT CERTAIN SINGLE-USER RESTROOMS USE GENDER INCLUSIVE SIGNAGE TO IDENTIFY THE RESTROOM; DEFINING CERTAIN TERMS; ESTABLISHING CERTAIN PENALTIES; AND PROVIDING FOR A SPECIAL EFFECTIVE DATE.

WHEREAS, the City of Salisbury seeks to provide all citizens privacy and safety with regard to being able to utilize available single user restrooms; and

WHEREAS, requiring certain single-user restrooms to be made available for anybody's use will further protect the health, safety and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT the Municipal Code of the City of Salisbury is hereby amended by adding a new Chapter 9.12 to Title 9- Public Peace, Morals and Welfare to read as follows:

Chapter 9.12 – PUBLIC RESTROOMS

9.12.010 – Definitions.

A. In general.

In this Chapter, the following terms have the meanings indicated.

B. Gender inclusive signage.

“Gender inclusive signage” means a sign identifying a restroom that does not indicate a specific gender, such as “Restroom”, “Bathroom”, “Toilet”, “Family Use Restroom”, “Gender Neutral”, “Gender Inclusive”, or a symbol indicating the restroom’s availability for use by any individual regardless of gender.

C. Place of public accommodation.

“Place of public accommodation” has the meaning stated in State Government Article, § 20-301 {“ ‘Place of public accommodation’ defined”}.

D. Public single-user restroom.

1. “Public single-user restroom” means a single-occupancy restroom for public use with at least one water closet and with an outer door that can be locked by the occupant.

2. “Public single-user restroom” does not include:

49 a. Any private restroom in a residence, apartment, hotel, or hospital; or

50
51 b. A restroom only accessible from a private room or office.

52
53 9.12.020 – Requirements for single-user restrooms.

54
55 Any public single-user restroom in a commercial or industrial establishment, a place of
56 public accommodation, or a City-owned or City-occupied building must be:

57
58 A. Made available for use by individuals of any gender; and

59
60 B. Identified with gender inclusive signage.

61
62 9.12.030 – Department to enforce.

63
64 Enforcement of this Chapter shall be conducted by enforcement officers designated by
65 the Housing and Community Development Department.

66
67 9.12.040 – Enforcement by citation.

68
69 A. In general.

70
71 1. A citation under this section may only be issued after the issuance of a
72 written warning and a failure to correct the violation within thirty (30) days of the date of the
73 warning.

74
75 2. In addition to any other civil remedy or enforcement procedure, any person
76 found in violation of the provisions of this Chapter shall be guilty of a municipal infraction
77 and shall be subject to a fine not to exceed One Hundred Dollars (\$100.00) per violation in
78 accordance with Chapter 1.16 of the City of Salisbury Municipal Code. Each day a violation
79 continues shall be deemed a separate offense.

80
81 B. Process not exclusive.

82
83 The issuance of a municipal infraction citation to enforce this Chapter does not
84 preclude pursuing any other civil remedy or enforcement action authorized by law.

85
86
87 *Information shown as **BOLD UNDERLINED** language is being added to the existing City of
88 Salisbury Municipal Code.

89
90 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY,
91 MARYLAND, that the Ordinance shall take effect six (6) months following the date of final
92 passage.

93
94 THIS ORDINANCE was introduced and read at a meeting of the City Council of the City of
95 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.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2020.

Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

January 15, 2020

TO: Julia Glanz
FROM: Colonel David Meienschein
SUBJECT: Ordinance – Budget Amendment

SPD Patrol Unit #1601, a 2014 Ford, VIN 3FA6P0G78GR332860 was involved in a motor vehicle accident and declared totaled.

SPD Patrol Units #1482, a 2014 Chevrolet Caprice, VIN 6G3N35U38EL940038 and Unit #1475, a 2014 Chevrolet Caprice, VIN 6G3NS5U34EL962733 which was involved in a motor vehicle accident and declared totaled.

SPD requests that the insurance adjustment from the above vehicles totaling \$24,756.00 be transferred to the SPD Police Services Vehicle Account, 21021-577025 to be used towards the purchase of a vehicle of SPD.

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

David Meienschein
Assistant Chief of Police

ORDINANCE NO. 2584

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY20 GENERAL FUND BUDGET TO APPROPRIATE INSURANCE PROCEEDS RECEIVED IN FY20 TOWARDS THE PURCHASE OF A NEW VEHICLE FOR THE POLICE FLEET.

WHEREAS, the Salisbury Police Unit #1601, a 2014 Ford Fusion, vehicle identification number 3FA6P0G78GR332860, was involved in a motor vehicle accident and declared a total loss; and

WHEREAS, insurance proceeds from the loss of Unit #1601 total \$12,300.00; and

WHEREAS, the Salisbury Police Unit #1482, a 2014 Chevrolet Caprice, vehicle identification number 6G3NS5U38EL940038, was involved in a motor vehicle accident and declared a total loss; and

WHEREAS, insurance proceeds from the loss of Unit #1482 total \$12,456.00; and,

WHEREAS, Salisbury Police Department is requesting the insurance proceeds for vehicles #1601, and #1482, in the amount of \$24,756.00, be placed in Police Services - Vehicle Account, 21021-577025; and

WHEREAS, Salisbury Police Department will utilize the funds appropriated from the insurance proceeds toward the purchase of a new vehicle for the Salisbury Police Department; and

WHEREAS, appropriations necessary for the vehicle purchase 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 the City's Fiscal Year 2020 General Fund Budget is hereby, amended as follows:

- 1) Increase Insurance Proceeds (01000-456935) by \$24,756.00
- 2) Increase the Police Department-Police Services-Vehicle Account (21021-577025) by \$24,756.00

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.

50 ATTEST:

51

52

53 _____
54 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

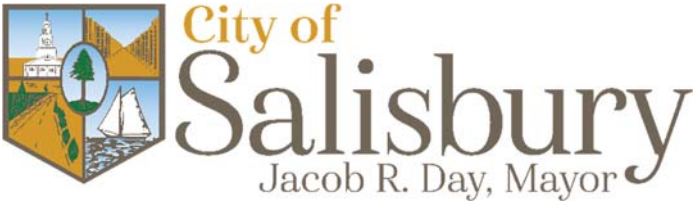
55

56 Approved by me this _____ day of _____, 2020

57

58

59 _____
Jacob R. Day, Mayor



To: City Council
From: Jennifer Miller
Director of Procurement
Date: February 24, 2020
Subject: Charter and Code of Ordinance changes requested

I am requesting several changes to the Salisbury Code of Ordinances in matters relating to procurement. In the areas defined below, the current charter or code is outdated or limits the flexibility and nimbleness with which the City can respond. Please see the attached draft of each code. In all sections, I've also taken the liberty of capitalizing proper nouns (Director of Procurement; City Council).

2.32.050 Procedure for Competitive Bidding

The current language restricts publication of solicitations to newspapers published in the City. This is a costly method, as we have electronic outlets with greater reach (eMMA; the City of Salisbury Procurement Portal). I also wish to specify the content required in the published notice. Lastly, I seek to remove the antiquated requirement of sending solicitations by mail.

2.32.080 Disposition of Surplus Supplies

The proposed revision clarifies cost to "historical cost" and removes the additional requirement of being listed on the capital asset inventory list.

2.32.85 Change Orders

The proposed addition to the Code will formalize an existing practice with updated approval thresholds. Additionally, Council approval is being requested (via a Resolution) to enact an internal approval policy for all construction change orders.

2.36.040 Procedure (Disposition of Surplus or Unused Real Property) & 2.36.050 Selection of Winning Proposals

The proposed revision allows the City to receive bids for the sale of City-owned real property in addition to the sole current requirement of requesting development proposals. This small change will allow the City to more readily get property back in the hands of the public when a lengthy proposal process is not necessary or appropriate.

2.36.050 Selection of winning proposals

The proposed revision allows the City Council to request additional information about the intended use of a City-owned parcel being sold, but such shall not be mandatory when not necessary or appropriate.

2.36.070 Award of bid

The current language restricts the conveyance of City-owned property to a land disposition contract that must include development requirements, when a standard agreement of sale/fee simple sale may be a more appropriate vehicle when development requires are not mandatory.

cc Andy Kitzrow
Mark Tilghman, City Solicitor

disposition contract for the disposition of unused real property, the City Council will approve those provisions deemed necessary by the Council.

NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that Chapters 2.32 and 2.36 of the City of Salisbury Municipal Code be amended as follows:

Chapter 2.32 – Purchases and Sales.

2.32.050 - Procedure for competitive bidding.

Whenever the estimated value of the purchase or contract is twenty-five thousand dollars (\$25,000.00) or less, the council authorizes informal bidding procedures in the case of any single contract, purchase, or sale. Whenever the estimated value of the purchase or contract is in excess of twenty-five thousand dollars (\$25,000.00), the following procedures shall be followed:

- A. Determination of When Bidding Required. On receiving any requisition for any purchase or any request for the making of any contract or council approval of any sale of city property, the **[[director of procurement]]***Director of Procurement* shall estimate the value and shall determine whether the same appears to require competitive bidding and what form it should take. If in doubt, he/she may submit such question to the city solicitor, who shall render an opinion informally or in writing as may be required by the **[[director of procurement]]***Director of Procurement*.
- B. Fixing of Terms, Conditions and Specifications of Bidding. After consulting the head of the using agency, the **[[director of procurement]]***Director of Procurement* shall fix and determine all the detailed terms and conditions of bidding pursuant to Article XVI of the Charter and this section, including the form and content of source selection, notices to bidders, times and conditions for bidding, specifications, surety for bids and other details. Bids may be requested in whole or in parts and with one or more alternates as the **[[director of procurement]]***Director of Procurement* may determine. In every instance, the city shall reserve the right to reject any bids, waive any irregularities and make the award in the best interests of the city.

Council approval shall be required for all unbudgeted capital outlay items and all capital outlay which exceeds budgeted funds. For budgeted goods and services, council approval shall only be required for contracts in excess of one hundred thousand dollars (\$100,000.00).

- C. Methods of Source Selection. If the estimated value is twenty-five thousand dollars (\$25,000.00) or more, the **[[director of procurement]]***Director of Procurement* shall solicit bids using one of the following methods:

1. Competitive Sealed Bidding.

- a. A public notice **[[and invitation to bid]]***inviting bids* shall be **[[published]]**
advertised using print or electronic media **[[at least once in a newspaper**

published in the city and]] allowing ample time for preparation of bids, but in no event less than seven calendar days before the date for submitting bids.

- i. The notice **[[and invitation to bid]]** shall be **[[mailed]]** made available to persons listed on the city's list of prospective bidders.
- ii. Other persons shall be notified by suitable means as the **[[director of procurement]]** Director of Procurement may select, in his/her discretion, in order to discourage uniform bidding and to obtain as full and open competition as possible.
- iii. The notice shall contain a description of the project or purchase being sought, the availability and location of specifications, where bids must be submitted, the deadline for submitting bids, the time and place of the bid opening, and a statement indicating that the city reserves the right to reject all bids submitted.

- b. Sealed bids submitted to the **[[director of procurement]]** Director of Procurement on time shall be opened in public at the time and place designated and shall be tabulated, which shall be open to public inspection.
 - i. The **[[director of procurement]]** Director of Procurement, on his/her own authority, may reject all bids or any part thereof, and re-advertise for bids when, in his/her judgment, the public interest will be served thereby.
 - ii. The director may select the successful bidder by lot if the best bids are identical and the public interest will not permit the delay of re-advertising.
- c. The **[[director of procurement]]** Director of Procurement shall award the contract to the responsible bidder who submits the responsive bid that is either the lowest bid price, or is the lowest evaluated bid price, or is the bid most favorable to the city.
- d. If, after competitive sealed bids have been opened, the **[[director of procurement]]** Director of Procurement determines that only one responsible bidder has submitted a responsive bid, the **[[director of procurement]]** Director of Procurement may negotiate the procurement contract with that one bidder under the procedure for noncompetitive negotiation (sole source procurement).
- e. After competitive sealed bids have been opened, the director may award a procurement contract on the basis of revised bids if:
 - i. All bids are rejected;
 - ii. All bid prices exceed the funds available for the procurement; or
 - iii. The director determines that all bids are unreasonable as to at least one requirement and the delay that would result from issuing a new invitation for bids with revised specifications or quantities would be fiscally disadvantageous or otherwise not in the best interests of the city;
 - iv. If there is more than one bidder, discussions about revised specifications or quantities shall be conducted with all responsible bidders who submitted responsive bids. The bidders shall be treated fairly and equally with respect to any discussions;

- v. An invitation for revised bids shall state whether the award will be made without competitive negotiations; such invitation is not subject to the notice requirements in subsection (C)(1)(a);
- vi. After revised bids have been submitted, negotiations with bidders may not be conducted unless the director determines that there is a compelling reason to negotiate. Award shall be made pursuant to subsection (C)(1).

2. Multi-Step Bidding.

- a. May be used when the director determines that an initial preparation of specifications for price bids is impracticable;
- b. Shall follow notice and invitation to bid requirements found in subsection (C)(1)(a);
- c. Includes a request for unpriced technical offer or samples;
- d. Directs bidders to submit sealed price bids separately either with the technical offers or after the technical offers are evaluated and they have been found acceptable under the criteria set forth in the invitation to bid;
- e. Only those prices submitted by bidders whose technical offers have been found acceptable will be considered;
- f. Sealed price bids may not be opened until after a complete evaluation of the technical offers has been made;
- g. Award is made pursuant to requirements under competitive sealed bidding.

3. Competitive Sealed Proposals.

- a. Competitive sealed proposals may be used when the **[[director of procurement]]***Director of Procurement* determines that specifications cannot be prepared that allow an award based on the lowest bid price, the lowest evaluated bid price, or the bid most favorable to the city; or when the use of competitive sealed bidding is not practicable or not advantageous to the city.
- b. A request for proposals shall follow the notice and invitation to bid requirements found in subsection (C)(1)(a).
- c. A request for proposals shall include a statement of the scope of the procurement and the factors including price, that will be used in evaluating proposals and the relative importance of each factor.
- d. After receipt of proposals, but before award, the director may conduct discussions with an offeror to:
 - i. Obtain the best price for the city;
 - ii. Ensure full understanding of the city's requirements and the offeror's proposal.
- e. If discussions are conducted, the director:
 - i. Shall provide an opportunity to participate to each responsible offeror who submits a proposal that, in the judgment of the director, is reasonably susceptible of being selected for award;
 - ii. Shall treat all of those responsible offerors fairly and equally;

- 171 iii. May allow all of those responsible offerors to revise their initial proposals
172 by submitting best and final offers, if discussions indicate that it would be in
173 the best interest of the city to do so;
- 174 iv. May conduct more than one series of discussions and requests for best and
175 final offers; and
- 176 v. May not disclose to an offeror any information derived from a proposal of or
177 discussion with a competing offeror.
- 178 f. Proposals are irrevocable for the period specified in the request. A best and final
179 offer is irrevocable for the period specified in the request for best and final
180 offers.
- 181 g. The director shall award the procurement contract to the responsible offeror
182 who submits the proposal or best and final offer determined to be the most
183 advantageous to the city considering the evaluation factors set forth in the
184 request for proposals.
- 185 4. Competitive Negotiations.
- 186 a. To be used for certain professional, architectural, engineering, or other
187 specialized services;
- 188 b. The director requests statements of qualifications and information including
189 description of work, time estimate, past experiences, references, hourly rates, if
190 applicable;
- 191 c. All responses are evaluated and discussions may be conducted with any bidder
192 to clarify qualifications or discuss the approach to the work;
- 193 d. Once evaluations and discussions are completed, the using department head and
194 the director shall select, in order of qualification ranking, at least three
195 acceptable suppliers. The best qualified supplier is then requested to submit cost
196 or pricing data. A contract is then negotiated with that supplier;
- 197 e. If a contract cannot be negotiated, the reasons for failure are documented and
198 the same process is followed with the next most qualified supplier.
- 199 5. Noncompetitive Negotiation-Sole Source Procurement.
- 200 a. Noncompetitive negotiation can be utilized if at least two sources are available
201 for the services but the absence of effective competition makes it unreasonable
202 to expect bids or proposals from the available sources.
- 203 b. A request for general expressions of interest shall be published in the same
204 manner as required for invitation for bids, shall state the general requirements
205 for services, and shall request interested service providers to respond in writing
206 with general expressions of interest.
- 207 c. The director may conduct discussions with any responsible service provider
208 who has submitted an expression of interest; the director shall treat fairly and
209 equally with respect to discussions all responsible service providers who have
210 submitted expressions of interest.
- 211 d. The director may award a procurement contract to the provider offering the best
212 price, conditions, and services and in the best interests of the city.

- 213 e. Sole source procurement exists whenever the director determines that there is
214 only one available source for the subject of a procurement contract and he/she
215 may award the contract without competition to that source.
- 216 6. Procedure for Informal Competitive Bidding.
- 217 a. If the estimated value is less than twenty-five thousand dollars (\$25,000.00) the
218 **[[director of procurement]]**Director of Procurement shall solicit informal
219 competitive bids by giving notice by mail, telephone, fax, or other means
220 deemed effective by the director to such persons as he/she may select, at his/her
221 discretion, in order to discourage uniform bidding and to obtain as full and open
222 competition as possible.
- 223 b. At least three competitive bids shall be secured whenever possible, and an
224 award shall be made by the director to the lowest and best bid in the case of
225 purchases or the highest and best bid in the case of sales.
- 226 c. The director shall keep a record of all competitive bids submitted pursuant to
227 this procedure, and such records shall be open in his/her office.
- 228 D. Small Business Preference Program.
- 229 1. Applicability. The small business preference program applies to all competitive
230 bidding conducted pursuant to this section by the city.
- 231 2. Procedures.
- 232 a. The **[[director of procurement]]**Director of Procurement shall screen all
233 procurements potentially eligible for a small business preference and shall
234 determine which of those procurements is appropriate for preferences under
235 these procedures. The **[[director of procurement]]**Director of Procurement
236 shall also determine which percentage preference is to be applied. The
237 determination shall be based on the availability of qualified, certified small
238 businesses and other appropriate factors.
- 239 b. The proposed small business procurement preference may not exceed a base
240 percentage preference of five percent of the total contract value. A two percent
241 preference may be added to the base percentage preference for veteran-owned
242 small businesses and a three percent preference may be added to the base
243 percentage preference for disabled-veteran-owned small businesses.
- 244 c. Any solicitation for a procurement designated for a small business preference
245 shall include a statement that the procurement has been so designated and shall
246 indicate the price preference percentage to be applied to that procurement.
- 247 d. Small business preferences shall apply only to those businesses which meet the
248 definition of a small business, veteran-owned small business, or disabled-
249 veteran-owned small business under Maryland law and COMAR, and in the
250 case of the city's small business preference program, any small business,
251 veteran-owned small business or disabled-veteran-owned small business must
252 also have its principal place of business within the city limits, **[[.]]** Maryland or
253 be at least fifty-one (51) percent owned and controlled by an individual
254 domiciled in the city.

- e. The **[[director of procurement]]***Director of Procurement* shall maintain a list of all small businesses, veteran-owned small businesses and disabled-veteran-owned small businesses qualified under both state law and this Code to be designated as such. It is the responsibility of the small business and not the **[[director of procurement]]***Director of Procurement*, to request that its name be included on the list. The director will, however, verify whether each small business is qualified for inclusion on the list and demand whatever proof is required. If any business is found not qualified, the **[[director of procurement]]***Director of Procurement* will notify the business and afford it an opportunity to appeal the director's decision to the city administrator. The decision of the city administrator is final.
3. Direct Solicitation. When soliciting bids for a procurement designated for a small business preference, the **[[director of procurement]]***Director of Procurement* shall **[[send]]***make available* a solicitation or notice of the solicitation to all certified small businesses on the list which are appropriate for the subject of the contract.
4. Evaluation. When a procurement under this code section has been designated for a small business preference, the procurement officer shall accept the most favorable responsive bid from a responsible small business if the bid does not exceed the most favorable responsive bid price received from a responsible bidder that is not certified as a small business by:
- a. More than five percent;
 - b. More than seven percent for a veteran-owned small business;
 - c. More than eight percent for a disabled-veteran-owned small business; or
 - d. The predetermined percentage preference.

2.32.080 - Disposition of surplus supplies.

All using agencies shall submit to the **[[director of procurement]]***Director of Procurement*, at such times and in such form as he/she may prescribe, a request to declare as surplus all supplies, materials and equipment**[[, costing]]** *with a historical cost of* two thousand dollars (\$2,000.00) or more**[[and listed on the capital asset inventory which]]**, *that* are no longer used or which have become obsolete, worn out or scrapped. The director may transfer such stock to other agencies which have need for or can use it or, if not thus usable, may sell or otherwise dispose of same in accordance with the Charter. All supplies, materials, and equipment **[[costing]]** *with a historical cost of* less than two thousand dollars (\$2,000.00), which are no longer used or which have become obsolete, worn out or scrapped, may be disposed of as determined by the head of the department *that is* disposing of such property.

2.32.85 – Change Orders.

City Council approval is required for any Change Order of a contract that has an original award amount in excess of \$100,000.00, and that results in a cumulative increase of the original contract of 20% or greater.

Chapter 2.36 – Disposition of Surplus or Unused Real Property.

2.36.040 - Procedure.

The following procedure shall guide the sale of city-owned surplus or unused real property:

- A. The **[[director of procurement]]**Director of Procurement shall determine whether city-owned land is surplus or unused in accordance with the City Charter and make recommendations to the city council as to the sale or disposition of such real property.
- B. The city council may approve the sale or disposition of such property, and, if approved, the **[[director of procurement]]**Director of Procurement shall be directed to either publish a notice inviting *bids or* proposals for development or prepare an advertisement for auction sale.
- C. A notice inviting proposals or an auction advertisement shall be published in a local newspaper of general circulation not less than three times within thirty (30) days prior to the date that proposals shall be made or auction held, and such notice or auction advertisement shall identify the specific property to be sold, **[[the]]** *by* site, *size***[[side]]** and location.
- D. If sealed bids are requested, the **[[director of procurement]]**Director of Procurement shall establish the manner in which all *bids or* proposals shall be submitted in response to the notice. All *bids or* proposals for the purchase of said surplus or unused property shall contain sufficient information to specifically address the items listed in Section 2.36.050 of this chapter and be accompanied by a deposit of ten percent of the bid price.
- E. If an auction is offered, the **[[director of procurement]]**Director of Procurement shall set the terms of the auction, including a deposit of ten percent of the successful bid.

2.36.050 - Selection of winning proposals.

After all *bids or proposals* have been opened and all information reviewed and compiled, the **[[director of procurement]]**Director of Procurement shall make a report to the city council; the city council shall then consider all such information, the nature of all *bids or***[[development]]** proposals and make a selection which, in the council's judgment, is the highest and best *bid or* proposal and in the best interest of the city.**[[,]]** The City Council may **[[considering]]**request

additional information and consider the following factors to aid in its determination of the bid or proposal which will be in the best interest of the city:

- A. The demonstrated financial and legal ability of the person making the proposal to implement the proposal;
- B. The significance of the proposal in having a positive impact on the city of Salisbury;
- C. The potential of the development for providing employment opportunities;
- D. The monetary value offered for the surplus land, as well as the monetary value of the proposed development after completion;
- E. A preliminary development plan for the property which shall consist of a description of all proposed uses and the type of development proposed for the property and the preliminary design of all proposed buildings and structures and a preliminary site plan showing a footprint of the proposed buildings or structures and all amenities proposed to be developed on the site;
- F. Such other and further factors as the city council may wish to consider.

2.36.070 - Award of bid.

The city council shall make an award by resolution and proceed to sell or dispose of the property pursuant to the terms of a disposition contract. The disposition contract for the sale of the property shall not merge into any deed, unless specified in the contract, and the disposition contract **[[shall]]** may contain the requirements of Section 2.36.080(A) and such other specific requirements as the **[[c]]**City **[[c]]**Council deems necessary to accomplish the purposes of this chapter. As a condition precedent to the city's obligation to convey the property, the purchaser shall submit to the city evidence satisfactory to the city that the purchaser has the equity capital and commitments for mortgage financing necessary for the construction of the improvements to the property. The city council may not convey such property until after the disposition contract is executed.

2.36.080 – Disposition contract.

- A. In addition to the regulations set forth in the city building code, zoning code, historic district ordinance and other applicable codes and ordinances, the following controls **[[shall]]** may be implemented by provisions in a disposition contract as are considered appropriate by the city council:

381 **EXPLANATION:**

382
383 * *ITALICIZED AND UNDERLINED PRINT INDICATE MATERIAL ADDED TO*
384 *EXISTING LAW.*

385 Deleted material from the existing Code is indicated by bold double bracketed [[]]
386 language.

387
388
389 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF
390 SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

391
392 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
393 Salisbury held on the _____ day of _____, 2020 and thereafter, a statement of the
394 substance of the ordinance having been published as required by law, in the meantime, was
395 finally passed by the Council on the ____ day of _____, 2020.

396
397 ATTEST:

398
399 _____
400 Kimberly R. Nichols, City Clerk

John R. Heath, City Council
President

401
402
403 Approved by me, this _____ day of _____, 2020.

404
405
406 _____
407 Jacob R. Day, Mayor



EXHIBIT A – CONSTRUCTION CONTRACT CHANGE ORDER THRESHOLD SUMMARY

Questions about this document? Please call (410) 548-3190

Informal Procurements up to \$24,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
1	\$2,000 - \$25,000	≤20.00% of Original PO/Contract	Department Director	Complete Tier 1 Change Order Form; Process cost revision to Purchase Order.
2	\$2,000 - \$25,000	≥20.01% of Original PO/Contract; If ≥50.00% or \$10,000 (whichever is greater), process under Tier 4	Department Director, Procurement Director	Complete Tier 2 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$25,000.00 - \$99,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
3	\$25,000.01 - \$100,000	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director	Complete Tier 3 Change Order Form; Process cost revision to Purchase Order.
4	\$25,000.01 - \$100,000	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 4 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$100,000+				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
5	\$100,000.01+	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 5 Change Order Form; Process cost revision to Purchase Order; Prepare an information report to Mayor and City Council.
6	\$100,000.01+	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator, Mayor City Solicitor, City Council	Complete Tier 6 Change Order Form; Process cost revision to Purchase Order; Prepare a Council Agenda Item under “Award of Bids” and present for City Council approval.



City of Salisbury

TIER 6 CHANGE ORDER

Original PO \$100,000.01+
Cumulative Increase $\geq 20.01\%$

Contract #: RFP ##-### or ITB ##-###
Contract Name:
Change Order #:
P.O. #:
Initiation Date:
Contract Date:
Account #:

TO: Vendor Name
Vendor Street Address
Vendor City, State, Zip Code

You are directed to make the following changes in this contract:

1. Description of changes to be made
2. Description of changes to be made
3. Description of changes to be made

Signature of the Contractor indicates their agreement herewith, including any adjustment in the Contract Sum or Contract Time. The terms and conditions of the original contract shall prevail; no other terms and conditions accompanying this charge order shall be valid or enforceable unless specifically acknowledged by written contract amendment issued by the City of Salisbury. Not valid until signed by all parties indicated below.

The original Contract Sum was..... \$
Net change by previously authorized Change Orders..... \$
The Contract Sum prior to this Change Order was..... \$
The Contract Sum will be (increased), (~~decreased~~), (~~unchanged~~) by..... \$
The Cumulative Contract Sum including this Change Order will be..... \$
Therefore, the Cumulative Contract Sum will be (increased), (~~decreased~~), (~~unchanged~~) by.... %
The Contract Time will be (increased), (~~decreased~~), (~~unchanged~~) by..... () days or () weeks
Therefore, the revised date of substantial completion is.....

AUTHORIZED:

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Amanda Pollack, P.E.	Director of Infrastructure & Development		
Jennifer Miller, CPPO, CPPB	Director of Procurement		
Keith Cordrey	Director of Finance		
Julia Glanz	City Administrator		
Mark Tilghman, P.A.	City Solicitor		
Jacob R. Day	Mayor		
John R. Heath	President, City Council		

VENDOR ACKNOWLEDGEMENT (Please sign and return two originals):

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>