



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**March 23, 2020**

**Government Office Building**

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**6:00 p.m.**

**Room 301**

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Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

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

6:03 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

6:04 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:05 p.m. CONSENT AGENDA – Assistant City Clerk Diane K. Carter

- **March 9, 2020** Legislative Session Minutes
- **Resolution No. 3020**- approving the appointment of Jillian Burns to the Salisbury Historic District Commission for the term ending March 2023
- **Resolution No. 3021**- approving the reappointment of Chris Roberts to the Parks & Recreation Committee for the term ending March 2023
- **Resolution No. 3022**- approving the reappointment of Linda Wainer to the Salisbury Zoo Commission for the term ending March 2023
- **Resolution No. 3023**- approving the reappointment of Charles Ryan Weitzel to the Sustainability Advisory Committee for the term ending March 2023
- **Resolution No. 3024**- approving the appointment of Elliott Neal White to the Salisbury Zoo Commission for the term ending March 2023
- **Resolution No. 3025**- approving the appointment of Jeremy Wolfer to the Disability Advisory Committee for the term ending March 2023

6:10 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- Award of Bid, ITB 20-103, Self-Contained Breathing Apparatus
- Award of Bid, ITB 20-119, CDBG Neighborhood Sidewalk Construction
- Award of Bid, RFP 20-103, WWTP Laboratory Information Management System
- Declaration of Surplus, FO- Vehicles and Equipment
- Declaration of Surplus, SPD K-9
- Declaration of Surplus, SFD Self-Contained Breathing Apparatus Fill Station

6:10 p.m. RESOLUTION – City Administrator Julia Glanz

- **Resolution No. 3026**- approving the fourth amendment to disposition contract for the sale of property known as Parking Lot #16 and the Salisbury Green, approving the sales

contract between Davis Simpson Holdings, LLC and R. Miller Properties, LLC for the sale of the Salisbury Green, to consolidate the two lots and to adjust the deadlines for the redevelopment of the lots

6:15 p.m. ORDINANCE – City Attorney Mark Tilghman

- **Ordinance No. 2586**- 2<sup>nd</sup> reading- approving an amendment of the City's Capital Project Fund Budget Fund to provide additional funding for a bathroom addition project

6:20 p.m. PUBLIC COMMENTS

6:25 p.m. ADJOURNMENT

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

**NEXT COUNCIL MEETING – April 13, 2020**

- Ordinance No. \_ - Mobile Vendor Licensing & Fees
- Resolution No. \_ - WaWa-John Deere Drive annexation
- Resolution No. \_ - approving the WaWa-John Deere Drive annexation plan

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**MARCH 9, 2020**

**PUBLIC OFFICIALS PRESENT**

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

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

**PUBLIC OFFICIALS ABSENT**

*Councilwoman April Jackson*

**IN ATTENDANCE**

*City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, Deputy Fire Chiefs James Gladwell and Lee Smith, Water Works Director Cori Cameron, Housing & Community Development Department Director Everett Howard, Procurement Director Jennifer Miller, Senior Buyer Michael Lowe, Buyer Meg Lindekens, Media and Event Specialist Becca Brown, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.*

**CITY INVOCATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:04 p.m. in Council Chambers. Council President John R. Heath called the meeting to order and invited Senior Pastor Fred Duncan of Trinity United Methodist Church to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.*

**PRESENTATIONS**

- **Salisbury Fire Department Awards** – presented by Fire Chief John Tull

*Fire Chief John Tull reported that on November 22, 2019 the Salisbury Fire Department responded to a residential fire alarm on West Road. As crews worked on fire extinguishment, the crews of Truck 2 and Paramedic 16 conducted search operations throughout the structure. Sergeant Tom Moore found an elderly female occupant on the floor in the master bedroom and radioed for assistance. Sergeant Zach Bridges and Firefighter Lucas Turnell came to Sergeant Moore’s assistance and the three removed the occupant from inside the structure to waiting EMS personnel, where she was provided advanced life support and transported to Peninsula Regional Medical Center, then transferred to Shock Trauma, and later released.*

*Chief Tull and Deputy Fire Chiefs James Gladwell and Lee Smith presented the following individuals with the City of Salisbury Fire Department “Unit Citation” Award in*

recognition of their exceptional outstanding achievement:

- Engine 16: Captain James Jester, FF/PM Christopher Boston, FF/EMT Kevin Bailey
- Paramedic 16: FF/PM Brandon Hoppes
- Truck 2: FF/EMT Jeff Jewell (not present), FF/PM Wade Fletcher (not present), FF/EMT Corey Allensworth (not present), FF/EMT Caelan Peabody
- Paramedic 2: FF/PM Ginger Phippin (not present), FF/EMT Jacob Travers
- Engine 1: FF/EMT James Gardiner, FF/EMT Matthew Jones (not present)

Chief Tull then presented the following individuals with the City of Salisbury Fire Department “Departmental Commendation,” awarded to members who, in the course of firefighting and rescue operations, perform acts of exceptional intelligence, alertness, or vigilance in direct firefighting while saving, or attempting to save, the lives of others:

- Sergeant Tom Moore, Sergeant Zachary Bridges, FF/EMT Lucas Turnell

• **National Procurement Month Proclamation-** presented by Mayor Jacob R. Day

Mayor Jacob R. Day presented the proclamation to Procurement Director Jennifer Miller, Senior Buyer Michael Lowe, and Buyer Meg Lindekens to proclaim the month of March 2020 as Procurement Month in the City of Salisbury and urged all citizens to join the City in recognizing the vital role of the City’s Procurement Department as it manages the daily operations of the City. Mayor Day said the City had an objective of protecting the amount of dollars kept locally in the economy, which was 24%. They also tracked how much money was saved as a result of the City’s competitive bidding processes, which was \$3.7 million so far this year.

Ms. Miller thanked the City Council, the public and City Departments for the confidence placed in their work. The March 2020 National Procurement Month was celebrated across the United States at the Federal, State and Local level.

• **National Women’s Day Proclamation-** presented by Mayor Jacob R. Day

Mayor Jacob R. Day presented the proclamation to declare March 9, 2020 as Women’s Day in the City of Salisbury. National Women’s Day has been observed since 1911 and serves as a reminder of the important progress that women have made towards equality in areas such as academia, athletics, government, politics and business. Women of all races, classes, and ethnic backgrounds have made great contributions to the growth and strength of Salisbury and continue to play critical economic, cultural and social roles in the communities, businesses and families. Mayor Day noted that three of the six elected officials, the City Administrator and many of the City departments were led by women.

• **Community Presentation- OC Wind Project-** presented by Orsted Mid-Atlantic Markets Manager Brady Walker

Orsted Mid-Atlantic Markets Manager Brady Walker provided the PowerPoint on offshore wind. He explained three reasons for offshore wind: the huge coastal demand for electricity, the world class resource of wind offshore, and the large, buildable continental shelf. The Skipjack Wind Farm was a 120 megawatt project plan which would provide clean energy to 35,000 homes. Currently in the permitting process, they expected approvals in 2021, installation in 2022, and to be operational by the end of 2022.

Orsted Mid-Atlantic Outreach Coordinator Megan Outten discussed opportunities for the Eastern Shore. The wind farm was establishing Maryland as a regional hub for offshore construction and would generate millions in economic benefit for the state by creating roughly 1,400 Maryland jobs. Other opportunities for businesses included the onshore sub-station, export cables, array cables, and the foundation for this and future projects.

Mayor Day asked about the Skipjack area being in Delaware, and Ms. Outten said it was in Federal waters, but since Maryland agreed to purchase the energy, it was a Maryland project. Mayor Day said he thought a certain number of jobs were required to be created either as a result of the project or for the construction of the project, and since it was in Federal waters not directly off the Maryland coast, he asked if it was applicable. Mr. Walker explained the project would generate about 900 construction jobs and 400 permanent full-time jobs for the lifetime of the project. The 1,400 number would contribute to the industry requirement. Mayor Day asked about the Maryland Public Service Commission (PSC) process. Mr. Walker explained the PSC held a hearing in January to solicit public input and comment on the turbine size, and have opened an evidentiary hearing to allow them to present more technical data about the turbine.

#### **ADOPTION OF LEGISLATIVE AGENDA**

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

#### **CONSENT AGENDA** – presented by City Clerk Kimberly Nichols

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

- **February 18, 2020** Special Meeting Minutes
- **February 18, 2020** Work Session Minutes
- **February 24, 2020** Legislative Session Minutes
- **March 2, 2020** Work Session Minutes
- **Resolution No. 3010**- approving the reappointment of Bradley Phillips to the Salisbury Historic District Commission for the term ending February 2023
- **Resolution No. 3011** - approving the reappointment Stephen Bullock to the Disability Advisory Committee for the term ending March 2022
- **Resolution No. 3012**- approving the reappointment of Amy Crouse to the Disability Advisory Committee for the term ending March 2023

- **Resolution No. 3013**- approving the reappointment of Nestor Bleech to the Revolving Loan Advisory Committee for the term ending March 2024
- **Resolution No. 3014**- approving the reappointment of Karen Lutz to the Salisbury Zoo Commission for the term ending March 2023
- **Resolution No. 3015**- approving the appoint Donald Pulver to the Salisbury Zoo Commission for the term ending March 2022
- **Resolution No. 3016**- to update the Employee Handbook by amending Chapter 4
- **Resolution No. 3017**- accepting a donation of a Halsey Taylor Outdoor Hydroboost Bottle Filling Station with side drinking fountain from the Salisbury Zoo Commission for the Salisbury Zoological Park

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

- **Resolution No. 3018**- accepting the donation of the real property located at 617 W. Isabella Street, Salisbury, Maryland 21801, from Artie B. Williams

Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Resolution No. 3018.

- **Resolution No. 3019**- to surplus a portion of the City-owned property located on East Market Street, Salisbury, Maryland 21801, and approving a contract to sell the surplussed property to the State of Maryland for a contract price

Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Resolution No. 3019.

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

- **Ordinance No. 2583**- 2<sup>nd</sup> 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

Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2583 for second reading.

- **Ordinance No. 2584**- 2<sup>nd</sup> 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

Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2584 for second reading.

- **Ordinance No. 2585**- 2<sup>nd</sup> 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

Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2585 for second reading.

- **Ordinance No. 2586**- 1<sup>st</sup> reading- approving an amendment of the City's Capital Project Fund Budget Fund to provide additional funding for a bathroom addition project

Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve Ordinance No. 2586 for first reading.

### **PUBLIC COMMENTS**

There were no requests for Public Comment.

### **COUNCIL COMMENTS**

President Heath recognized the students from Dr. Todd's Communications class at Salisbury University.

Ms. Glanz thanked the Council for supporting the gender-inclusive legislation. The City should be proud that they were the second city in Maryland that has passed the legislation.

### **ADJOURNMENT**

With no further business to discuss, the Legislative Session adjourned at 7:00 p.m.

\_\_\_\_\_  
City Clerk

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Council President



## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

**Subject:** Appointment to the Salisbury Historic District Commission

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**Date:** March 18, 2020

Mayor Day, the following person has applied for appointment to the Salisbury Historic District Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Jillian Burns	March 2023

Attached you will find information from Jillian Burns and the resolution necessary for 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.

Attachment



**From:** [Jillian Burns](#)  
**To:** [Julie English](#)  
**Subject:** Jillian Burns would like to join the Salisbury Historic District Commission.  
**Date:** Tuesday, January 14, 2020 1:54:54 PM

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**Name**

Jillian Burns

**Phone**

(301) 789-7799

**Email**

[jillianburns@yahoo.com](mailto:jillianburns@yahoo.com)

**Address**

431 Somerset Ave  
Salisbury, MD 21801-6120  
[Map It](#)

**Where would you like to serve?**

Salisbury Historic District Commission

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

I have a keen interest in historical preservation, which dates back to work I did after college with the downtown development organization in my hometown, Dalton, GA, as well as working as office manager for an architectural firm that was doing historical renovations in Dalton. Since I retired a few years ago from the State Department, I work part-time and so have some free time on my hands. I would like to get involved again in historical preservation and working on this commission seemed an ideal way to do so.

**Please upload a copy of your resume.**

- [Jillian-Burns-resume-01-2020.pdf](#)

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**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.

## **Jillian L. Burns**

[jillianburns@yahoo.com](mailto:jillianburns@yahoo.com)

[www.linkedin.com/in/jillianlburns](http://www.linkedin.com/in/jillianlburns)

301-789-7799

### **PROFESSIONAL EXPERIENCE:**

**Adjunct Instructor, U.S. Foreign Policy, George Washington University, Washington, DC, 2015-present.** Teach an undergraduate course, as well a two-week graduate seminar, on U.S. foreign policy, which includes simulation exercises and policy decision memos. Teach a graduate capstone course for the Elliott School of International Affairs, advising students on final projects on transnational security.

**Facilitator, U.S. government training course on security, 2015-present.** Co-facilitator for a simulation exercise focused on skills required to conduct a mission in a high threat situation. The exercise is held at the end of a mandatory security course for U.S. government officials posted overseas. In the role of embassy deputy chief of mission, direct students' missions and debrief them on results; as instructor, provide feedback to students on performance in after action review. Employed by Valbin Corporation, contractor to the State Department, from April 2015 to August 2019; employed by Vertical Jobs, Inc. from August 2019 to present.

**Diplomat, U.S. Department of State, 1993-2014.** Political officer, Foreign Service. One of Department's top Iran experts; experience in broader Middle East and human rights policy. Five individual Superior Honors Awards, including for leadership during a terrorist attack against U.S. Consulate Herat, Afghanistan; two group Superior and two Meritorious Awards.

### **Key Accomplishments:**

**Director, Near East Affairs Office, Bureau of Democracy, Human Rights, and Labor Bureau (DRL), 2013-14.** Managed nine-person office tasked to advance U.S. human rights and governance goals in the Middle East.

- **Co-authored strategy to advance human rights in Iran.**
- **Contributed to interagency deliberations on balancing security and human rights priorities,** particularly in Bahrain, Iraq, and Egypt.
- **Advocated for human rights priorities in campaign against ISIL in Iraq and Syria.**
- **Oversaw production of 20 Human Rights Country Reports.**
- **Ensured DRL grants advanced policy goals,** in collaboration with program office.

**Consul/Senior Civilian Representative, U.S. Consulate Herat, Afghanistan, 2012-13.** Leader of a high threat post, the only stand-alone diplomatic facility outside of Kabul. Coordinated with Embassy Kabul, Afghan authorities, and International Security Assistance Force (ISAF) military leadership to advance policy goals and plan for security contingencies.

- **Led diplomatic response to major terrorist attack** against the consulate in 2013, including evacuation of most staff. Negotiated with Afghan authorities to address consulate security needs and to mitigate impact on Herat; arranged memorial for guards killed in attack.
- **Supervised implementation of operating budget** for 44 American and 45 local staff in four provinces of \$30 million, plus \$80 million for security; oversaw programmatic activities of State, USAID, Dept. of Homeland Security, and Dept. of Agriculture.

- **Developed and carried out regional strategy** to preserve linkages with other provinces after withdrawal of ISAF and civilian presence.
- **Conducted public outreach**, including speeches and press interviews.

**National Intelligence Officer (NIO) for Iran**, National Intelligence Council (NIC), Office of the Director of National Intelligence (ODNI), Washington, DC. Six month detail, 2012. First Iran NIO in newly created, ambassador-equivalent position.

- **Directed joint analytical products** by all Intelligence Community agencies.
- **Organized simulation exercises** to prepare for Iran negotiations.

**Staff Member, Office of Policy Planning**, 2008-11.

- **Wrote policy recommendations on Iran and Iraq** for the Secretary of State and other senior officials; contributed to interagency policy reviews.
- **Reviewed U.S. military and civilian operations in Iraq**, as member of high profile team in 2008, led by former CENTCOM Commander General Zinni.
- **Led Iran Office**, Bureau of Near East Affairs, on detail for six months as Acting Director; devised strategies to seek freedom of imprisoned American citizens in Iran.
- **Helped formulate response to WikiLeaks**, as taskforce member.

**Director, Iran Regional Presence Office (IRPO), U.S. Consulate Dubai, UAE**, 2006-08. Opened first field office focused on Iran since 1979 occupation of U.S. Embassy Tehran.

- **Researched/wrote/edited analytic diplomatic reports**, based on interviews with contacts and other information on political, economic, and social developments in Iran.
- **Managed six person staff.**
- **Oversaw the reinstatement of U.S. government exchange programs with Iran.**
- **Led preparations for Iran-Iraq-U.S. trilateral diplomatic talks on Iraq**, while on temporary duty to Iraq 2007-08.
- **Led team in Baghdad to develop strategy to counter Iran's influence in Iraq** in 2008.
- **Briefed members of Congress, senior officials; coordinated visit of First Lady.**

**Additional Foreign Service experience:**

- **Acting Consul General; Chief Political/Economic Section**, U.S. Consulate Dubai, UAE.
- **Iran Desk Officer, Syria Desk Officer**, Bureau of Near East Affairs, Washington, DC.
- **Watch Officer and Senior Watch Officer**, Operations Center, Washington, DC.
- **Political and Consular Officer**, U.S. Embassy Amman, Jordan and Warsaw, Poland.

**Instructor, Communications**, Georgia Southern University, Statesboro, GA, 1990-93. Taught: Radio/TV Production, Broadcast Writing, Public Speaking, International Media.

**EDUCATION**

- MA, Communications, Grady College of Journalism, University of Georgia, 1990.
- BA, International Studies, Davidson College, NC, 1986.
- Professional training, Foreign Service Institute, Arlington, VA: Management of high threat posts; counter threat training; principal officer management; advanced leadership; Farsi.

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<u>Name</u>	<u>Term Ending</u>
Jillian Burns	March 2023

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2020

Jacob R. Day  
MAYOR, City of Salisbury



## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

**Subject:** Reappointment to the Parks & Recreation Committee

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**Date:** March 18, 2020

Mayor Day, the following person has applied for reappointment to the Parks & Recreation Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Chris Roberts	March 2023

Attached you will find information from Chris Roberts 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.

Attachment

Chris Roberts  
219 White St.  
Salisbury, Md. 21804  
443-366-0061  
[bearzpapa@yahoo.com](mailto:bearzpapa@yahoo.com)

February 26, 2020

Mayor Jake Day  
Salisbury, Md.

Dear Mr. Mayor:

This is my formal request for a reappointment to the Salisbury city parks and recreation committee. I have currently served for 13 years, three of those as chair and six as vice chair. I have attached my resume. Little in my job experience has given me qualities to serve in this position as much as my own personal life experiences.

While growing up in Salisbury, I utilized the city park for Little League, swimming lessons, tennis lessons, soapbox derby's on Fourth of July, skateboarding, fishing derby's and even camping in the woods as a Boy Scout.

As a young adult I played competitive softball, tennis, volleyball and golf. I also coached youth baseball, soccer and softball while either refereeing or umpiring both soccer and softball. I've also spent 10 years as a certified volleyball official for Maryland high school athletics.

Later in life while working at Salisbury University I became involved in the freshman outdoor orientation program. For six years I would spend two weeks each summer with six freshmen and two upperclassmen camping in the Canadian wilderness. Also while at the University, I spent 12 years as the staff advisor for the men's and women's ultimate frisbee clubs. Our men's club went to two division one national championships and four division three national championships during my time with them. After retiring 11 years ago I decided to pursue my passion of disc golf. I have traveled all over the country volunteering and have participated for 15 years now at the United States championships volunteering and teaching as many as 1300 kids in a three day period.

I have enjoyed immensely my time serving on this committee and would be thrilled to do so for three more years with your approval.

Sincerely

A handwritten signature in dark ink, appearing to read "Chris Roberts", written over a horizontal line.

# Chris Roberts

210 White St.  
Salisbury, Md. 21804  
443-366-0061  
bearzpapa@yahoo.com

## EXPERIENCE

### **Salisbury University, Salisbury, Md**

Cabinet Maker  
July 1991-Jan 2009

### **Don Patterson Construction, Salisbury, Md.**

Carpenter and Cabinet Maker  
Jan 1984-July 1991

### **Maryland National Bank, Pocomoke City, Md.**

Branch Manager  
Dec 1973-Dec 1983

### **Hickory Ridge Foods, Salisbury, Md.**

Assistant Production Supervisor and Sales Manager  
June 1972-Dec 1973

### **RIX Roast Beef, Salisbury, Md.**

General Manager  
Jan 1970-June 1972

## EDUCATION

### **Salisbury University, Salisbury, Md.**

Attended 1969

### **Wicomico Senior High, Salisbury, Maryland**

Graduated 1969

## SKILLS

Worked independently to design, create and finish various projects from furniture to office renovations.

All phases of residential construction except mechanical.

Graduated through all phases of banking including collections, credit card sales, lending and Manager

Oversight of quality control and established sales contacts in major cities in Eastern US.

Responsible for daily operation and all scheduling, payroll and training of personnel.

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<u>Name</u>	<u>Term Ending</u>
Chris Roberts	March 2023

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2020

Jacob R. Day  
MAYOR, City of Salisbury





## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

**Subject:** Reappointment to the Salisbury Zoo Commission

---

**Date:** March 18, 2020

Mayor Day, the following person has applied for reappointment to the Salisbury Zoo Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Linda Wainer	March 2023

Attached you will find information from Linda Wainer 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.

Attachment

February 25, 2020

Mayor Jake Day and  
Salisbury City Council

I would like to respectfully request reappointment as the Friends of the Salisbury Zoo representative to the Zoo Commission for the Salisbury Zoo for another term.

I have been on the FOSZ Board for over 20 years. Since my appointment to the Zoo Commission we have seen many changes in leadership at the Zoo and in the City, I would like to continue to help make the positive changes needed to continue to move our Zoo into a new phase of growth. I have been involved in fund raising and planning events over the years. The Salisbury Zoo and its continued growth and success is very important to me. I do still work full time however; my supervisor is supportive when I need to leave the store for a meeting during business hours.

The Salisbury Zoo is a point of pride when I travel and share our Zoo and its mission with people in other places. Education of our citizens about our Earth and conservation of our resources are critical to our Eastern Shore life. Our Salisbury Zoo must continue to be part of this. Thank you for your consideration.

Respectfully requested,  
Linda G. Wainer  
FOSZ Member Representative  
Salisbury Zoo Commission

706 Dewey Ave.  
Salisbury, MD 21804  
410-603-0864

Linda G. Wainer  
706 Dewey Ave.  
Salisbury, MD 21804  
410-603-0864 (c)  
410-334-2802 (w)

Current position:  
Assistant Manager/Textbook Manager  
Wor-Wic Community College Bookstore  
Barnes and Noble College Division  
28 years

Organizations:

Friends of Salisbury Zoo Board member: 24+ years (current)

Salisbury Zoo Commission FOSZ representative Current

ABATE of Maryland, Inc.  
Recording Secretary: 20+ years (current)

Lower Shore Legislative Representative for ABATE of Maryland, Inc.  
20 years + (current)

Representative member for ABATE of Maryland, Inc. to MVA Motorcycle Safety  
Program and Transportation Task Force (current)

Recording Secretary/ Board member: Sons of Thunder Bike Builders, Inc.  
2018 to present.

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<u>Name</u>	<u>Term Ending</u>
Linda Wainer	March 2023

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2020

Jacob R. Day  
MAYOR, City of Salisbury



## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

**Subject:** Reappointment to the Sustainability Advisory Committee

---

**Date:** March 18, 2020

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

<u>Name</u>	<u>Term Ending</u>
Charles Ryan Weitzel	March 2023

Attached you will find information from Charles Weitzel 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

Charles Ryan Weitzel

324-A Camden Avenue, Salisbury, MD 21801

(347) 371-1672- Ryan@FLCGreenTeam.com

## Objective

Continue serving on the Salisbury Sustainable Advisory Committee

## Summary

Forward thinking Home Performance Contractor focused on increasing efficiency, comfort, and safety in existing and new construction. Experience working with contractors, as well as home and business owners. Committed to environmentally friendly work practices and project design with an emphasis on cost-effective solutions.

## Qualification Highlights

- Fourteen years of experience in Green Construction
- 3rd party verifier of IECC and IRC Compliance
- Owner of High Efficiency Rentals, LLC, a property owner focused on providing energy efficient,

## Experience

### **Weatherization Technician, 2005-2006 Free Lighting Corporation - Houston, TX**

- Assisted a crew-chief to perform weatherization and energy retro-fits on existing homes.

### **Crew Chief, 2006-2009 Free Lighting Corporation- Staten Island, NY**

- Maintained paperwork and directed installer to perform weatherization and energy retro-fits on existing homes. Performed energy audits on existing single- family houses. Performed lighting audits on existing commercial properties under 5000sf.

### **Field Manager, 2009-2012 Free Lighting Corporation - Staten Island, NY**

- Oversaw energy efficiency retro-fits and weatherization work of six crews. Continued to work in the field and maintain past duties.

### **Owner, 2013-Present FLC Energy - Salisbury, MD**

- Oversee day-to-day operations in Maryland and Delaware. Oversee projects from implementation to final inspection. Negotiate contracts with home-owners, contractors, and Non-profits.

#### **Owner, 2017 – Present High Efficiency Rentals, LLC**

#### Education

- College Of Staten Island, 2010 - 2013
- Wor-Wic Community College 2014 - Present

#### Certifications

- Building Performance Institute: Building Analyst #5007174
- Building Performance Institute: Envelope Specialist #5007174
- Building Performance Institute: QCI Inspector #50017174
- RESNET HERS Rater: #8308667
- Certified Mold Remediator: #7334-2013-9231
- EPA lead Renovator: R-I-18357-15-00252

#### Awards and Affiliations

- Dean's List, 2010-Present
- International Student Affairs Network, 2011 -13

#### Memberships

- The Optimist Club of Salisbury, General Member, 2013-Present
- United Needs and Abilities, General Board Member, 2013 Present
- Sustainable Advisory Committee - 2013 - Present

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<u>Name</u>	<u>Term Ending</u>
Charles Ryan Weitzel	March 2023

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2020

Jacob R. Day  
MAYOR, City of Salisbury





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

## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

**Subject:** Appointment to the Salisbury Zoo Commission

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**Date:** March 18, 2020

Mayor Day, the following person has applied for appointment to the Salisbury Zoo Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Elliott Neal White	March 2023

Attached you will find information from Elliott White 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.

Attachment

**From:** [Neal White](#)  
**To:** [Julie English](#)  
**Subject:** Neal White would like to join the Salisbury Zoo Commission.  
**Date:** Friday, January 31, 2020 11:41:19 AM

---

**Name**

Neal White

**Phone**

(443) 614-2344

**Email**

[neal.white31@gmail.com](mailto:neal.white31@gmail.com)

**Address**

319 Park Avenue  
Salisbury, MD 21801  
[Map It](#)

**Where would you like to serve?**

Salisbury Zoo Commission

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

I would like to support the Zoo efforts to be an outstanding resource for our community. Our Zoo has a long history and I want to help continue that.

**Please upload a copy of your resume.**

- [Resume-12-2019.pdf](#)

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Semi-Retired Senior Operations Executive with extensive management experience with integrated health care systems, operations, managed care, hospital and ambulatory delivery systems, behavioral health and long-term care. Demonstrated success in organizational development, strategic and operational planning, turnarounds and issues management. Adept at working with boards and governance, mergers and acquisitions, and understanding health policy and trends. Strengths include:

- Leadership and goal-setting
- Multiple task coordination
- Organizational/clinical program development and redesign
- Profitability and growing business
- Team building/integration communication skills
- Specialized education in hospital administration
- Regulatory compliance

### **PROFESSIONAL EXPERIENCE**

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#### ***INTERIM ADMINISTRATOR***

**Heritage Center, Genesis, Dundalk, MD** (July 11, 2019 – November 22, 2019)

Administrator position for a 174 Bed Skilled Nursing Facility; reporting to the Senior VP of Operations, Genesis. Oversees all day-to-day functions and operations of the SNF. Supervises, directs and coordinates functions of the Heritage Center as well as nursing and administrative staff. Special focus placed on improving census, fiscal and operational goals, maintaining regulatory compliance and preparing for Annual Survey, and Employee accountability. Additionally, helping to grow a new Recovery/Wellness Program and improving the standing/image in the Community.

SELECTED ACCOMPLISHMENTS: (as of November 2019)

- Fiscal improvement in two areas; Census and P & L. Implemented admissions streamlining and accountability to improve census mix and overall case mix; increasing Medicare/Overall ADC to above Budget and in the 90<sup>th</sup> plus percentile. Improved the P & L from a monthly loss of (\$15,893) to profitability of \$162,899 end of month.
- Helped grow Wellness/Recovery Program from the beginning zero census to 11 residents census.
- Implemented rigorous audits in preparation for Annual Survey, to include Critical Pathways for all departments.
- Improved community relations while receiving positive Google Reviews (4-5 Stars). Began the process of creating a Culture of Accountability with staff.

#### ***HEBREW HOME OF GREATER WASHINGTON, Rockville, MD*** (2011-March 31, 2019)

Administrator position for a 556 Bed Skilled Nursing Facility; reporting to an on campus Senior VP of Operations. Oversees all day-to-day functions and operations of the SNF. Supervises, directs and coordinates functions of the Hebrew Home nursing and administrative staff. Special focus placed on coordinating/tracking of fiscal and operational goals, maintaining regulatory compliance and improving CMS Star rating and standing/image in the Community. Establishes new systems to improve fiscal and operational efficiencies, improve census and revenue, policies; delegates tasks and operational issues for resolution and follow up; ensures that customers and families receive the highest quality of service in a safe, caring and compassionate atmosphere. Interacts with personnel, customers, family members, visitors, government and Regulatory agencies/personnel and the general public.

SELECTED ACCOMPLISHMENTS: (as of January 2019)

- Continued Fiscal improvement in cost savings in supplies, food costs, medical supplies, incontinent supplies, pharmacy and drugs below budget for YE 2018. Implemented admissions streamlining to improve census mix and overall case mix; increasing Medicare/Overall ADC. CMI from 0.0092 up to 1.0466.
- Pay-For-Performance improved to over \$500,000 with increased ranking.
- Increased CMS Star Rating: Went from 1 star rating to overall 5 Star rating. Improved Annual QIS Survey with no harm Tags. Improved Quality Measures throughout the year.
- Facility Renovations; assisted with the coordination of all renovations; new rehabilitation center in 2013 and all short-stay units, resident rooms and dining rooms in 2013/2014; continuing in other locations in 2015 and 2016; e.g. Dining Rooms, Rehab, Lobby areas.
- Stabilized staffing and implemented Position Control; reduced turnover to 17%.

- Customer Service: 94% of our residents discharged say they would recommend us to others and rated us 8.9 out of 10 for care (MHCC survey).
- Received ACHCA Eli Pick Award for Administrative Excellence and US News and World Report Best Nursing Home; 2017, 2018, 2019.

**ATLANTIC SHORES REHABILITATION AND HEALTH CENTER, Millsboro, DE (2008-2011)**

Administrator position in a 181 Bed Skilled Nursing Facility; reporting to a regional COO of a Management Company (Global Healthcare Services). Oversees all day-to-day functions and operations of the Facility. Supervises, directs and coordinates staff. Coordinating/tracking of fiscal and operational goals, Delaware regulatory compliance, licensure; and standing/image in the Community.

**SELECTED ACCOMPLISHMENTS:**

- Fiscal improvement; *took Facility from a \$60k average monthly loss to a positive bottom line with new cost controls.*
- Established Position Control; *reduced \$50K+ monthly expenditure on agency staff to no agency usage.*
- Increased licensed beds from 171 to 181; *increased occupancy to 96%; increased Medicare occupancy from 4% to 22%.*
- Facility Renovations; Coordination of \$300K+; including new roof, flooring, lighting, resident rooms, major equipment replacement, grounds.
- Stabilized staffing and implemented Position Control; reduced turnover to 5.1%, reduced vacancy rate from over 40% to 4.5%.

**GENESIS HEALTH CARE CORPORATION, INC., Kennett Square, PA (2000-2008)**

**Administrator - Transitional Care Unit, Peninsula Regional Medical Center - Salisbury, MD (2002-2008)**

Senior position in a sub-acute setting within an acute care hospital; reported to a regional VP. Handled all day-to-day functions and operations of the unit. Supervised, directed and coordinated functions of staff in the Unit. Oversaw all operational issues for resolution and follow up; ensured that customers and families received the highest quality of service.

**SELECTED ACCOMPLISHMENTS:**

- Four Annual State Surveys; *no deficiencies*
- Four State QA Surveys; *no deficiencies*
- Rated by *Consumer Reports* as one of the “Top 10 Facilities” in Maryland, August 2006.
- Joint Commission on Accreditation of Healthcare Organizations Survey; *no deficiencies*
- Met and exceeded revenue goals each year; *kept ops expenses below budget.*

**Administrator in Training for Long Term Care – Salisbury Center- Salisbury, MD (2000-2002)**

Senior position in 350-bed Rehab/ElderCare hospital, reporting to the regional VP and on-site administrator. Assists with operations of the Center. Takes responsibilities of the administrator in his absence and at other times as designated. Supervises, directs and coordinates functions of departments in the Center. Focus on training in long-term regulations and meeting requirements of AIT Program to obtain Licensure.

**SELECTED ACCOMPLISHMENTS:**

- Coordinated JCAHO activities to remove all Type I deficiencies.
- Assisted with annual survey and removal of all cited deficiencies.
- Established a recruitment/retention program that resulted in 90% reduction in RN vacancies and elimination of use of agency for CNA positions.
- Coordinated all training and placement of new CNA's.
- Revamped admission process resulting in improving occupancy levels to 97%.

**CAREFIRST BLUE CROSS BLUE SHIELD, Owings Mills, MD (1996-2000)**

**Special Assistant to the President (Chief of Staff position)**

Senior Executive position reporting to the President/CEO. Managed day-to-day operations of President's Office. Maintained contact with all corporate entities, partnerships, and key divisions reporting to the President; e.g. Finance, Medical, Legal, Marketing, Operations, and analyzed and integrated all information originating from these sources for the Presidents' review. Reviewed and monitored operating reports regularly with focus on budget compliance, corrective measures and outcomes, and comparison to business plan goals. Coordinated strategic and special project management, functioning as administrative liaison as needed.

**SELECTED ACCOMPLISHMENTS:**

- Assisted with integration of BCBS of DC (merger) and assisted in merger with BCBS of DE.
- Designed/maintained integrated tracking system for critical issues, key projects, monthly operational reports and statistics; e.g., consolidation with DC, Cost of Care compliance with Financial/Strategic Plan, Medicaid/Medicare reimbursement issues and Exit from Market, Brand issues, FEP, Performance Indicators, IT issues.
- Managed key presentations and meetings, reports for Board of Directors and ensured CareFirst Blue Cross Blue Shield was properly represented before groups such as the BCBS Association, Med Chi, Maryland Hospital Association, Legislative Committees, as well as various task forces and community organizations, including content and function of planning retreats for executive team and board.

**GLASS HEALTH SYSTEMS, INC., Baltimore, MD (1990-1996)**

**Vice President - Operations**

Managed all owned and contracted inpatient facilities. Exercised oversight of licensure of all outpatient facilities (total 11 facilities in & outpatient). Directed regulatory compliance, staffing, clinical and support services, purchases, and development of new projects.

**President - Gundry-Glass Hospital (1993-1996)**

Directed overall day to day operational management of all systems; directed, supervised and coordinated all departments and activities related to the overall medical, clinical, systems and support of hospital patient programs; inclusive of strategic planning.

**LIBERTY MEDICAL CENTER, INC., Baltimore, MD (1986-1990)**

**Vice President for Operations**

Directed 17 departments; reported to the CEO; managed the day-to-day operations of the hospital and maintained nursing and physician relationships.

**BON SECOURS HOSPITAL, Baltimore, MD (1979-1986)**

**Assistant Director 1982-1986**

**Administrative Assistant 1979-1982**

**ST. JOSEPH HOSPITAL, Baltimore, MD (1978-1979)**

**Administrative Resident (Part of Masters requirement)**

**MONTGOMERY GENERAL HOSPITAL, Olney, MD (1973 – 1976)**

**Various Positions in Clinical and Business Office prior to attending Graduate school at George Washington University in 1976**

**EDUCATION**

AIT - Genesis; Salisbury Rehab and Nursing Center, Salisbury, MD, 2000

MHA – Hospital Administration, George Washington University, Washington DC, 1976 - 1979

BA – Arts and Sciences, University of Maryland, College Park, MD, 1973

U.S. National Guard – Sergeant, Military Police; Honorable Discharge, 1970 - 1976

**PROFESSIONAL AFFILIATIONS**

Health Facilities Association of Maryland; Life Span; Leading Age

American College of Healthcare Executives

Former Chairman, Board of Elections Supervisors, City of Salisbury

Chamber of Commerce; Legislative Committee, past co-chairman

President's Association of the American Management Association

National Multiple Sclerosis Society, MD Chapter; past Board member

Combined Health Agencies; past Board member

Mental Health Association; past Board member

December, 2019

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<u>Name</u>	<u>Term Ending</u>
Elliott Neal White	March 2023

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2020

Jacob R. Day  
MAYOR, City of Salisbury



## MEMORANDUM

**To:** Mayor Jacob Day  
**From:** Julie English, Administrative Assistant  
**Subject:** Appointment to the Disability Advisory Committee  
**Date:** March 18, 2020

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

<u>Name</u>	<u>Term Ending</u>
Jeremy Wolfer	March 2023

Attached you will find information from Jeremy Wolfer 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 for the next Council meeting. Please let me know if you have any questions.

Attachments

**From:** [Jeremy Wolfer](#)  
**To:** [Julie English](#)  
**Subject:** Jeremy Wolfer would like to join the Disability Advisory Committee.  
**Date:** Friday, March 6, 2020 8:13:08 AM

---

**Name**

Jeremy Wolfer

**Phone**

(443) 880-1688

**Email**

[jwolfer@wcboe.org](mailto:jwolfer@wcboe.org)

**Address**

32458 Mount Hermon Rd  
Salisbury, MD 21804  
[Map It](#)

**Where would you like to serve?**

Disability Advisory Committee

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

I am a special education teacher and employment coach for students with disabilities in the Wicomico County Public School system. I have a vested interest in seeing that our students are viewed as capable, productive members and workers in our community. I believe that involvement on this committee will be a positive way to promote their value.

**Please upload a copy of your resume.**

- [Jeremy-Wolfer-Resume-1.pdf](#)

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## JEREMY J. WOLFER

32458 Mount Hermon Road • Salisbury, MD 21804  
jjwolfer3271@gmail.com • (cell) 443-880-1688

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### PROFILE

**Special Educator and Employment Specialist**, versatile and committed to provide challenging and meaningful instruction to meet the individual needs of students. Professional experienced in the development and presentation of engaging lessons, employing differentiated instruction to increase student achievement. Proven classroom management techniques to maintain student focus on learning. Skilled in administering standardized and informal assessment instruments followed by interpretation and appropriate programming for the student based on results. Extensive working knowledge of special education policy and procedures. Excellent interpersonal and communication skills for successful, collaborative work in professional learning communities. Experienced at establishing a wide variety of business partnerships to provide students community-based access to work learning opportunities and employment.

---

### AREAS OF EXPERTISE

- Develop and Implement effective IEPs
  - Student-centered Learning
  - Comprehensive High School Transition programs
  - Classroom Management / Behavior Intervention
  - Technology Integration
  - Student data collection
  - Grant Writing and Fundraising
  - Alternative State Assessments
  - Data-driven, Differentiated Instruction
  - Job Development and Job Coaching
  - Postsecondary Programs for Students with Intellectual Disabilities
- 

### EDUCATION AND CEDENTIALS

**M. Ed. Special Education** Wilmington University, Georgetown, DE  
**BA Philosophy** Salisbury University, Salisbury, MD

### Professional Certifications

- California Special Education Teaching Credential, K-12, Adult, Mild/Moderate
  - Maryland Teaching Credential – Special Education K-12 and Adult, Mild/Moderate
  - Certified transition essentials trainer through California Department of Education
  - ABA certified through California licensed BCBA
  - Maryland Alternate Assessment standards setting committee member
  - DE Alternate Portfolio Assessment Certified Scorer and DAPA Revisions state committee member
- 

### PROFESSIONALEXPERIENCE

**Special Education Teacher** ♦ *Excelsior Academy, San Diego, CA* *August 2013- present*

- ✚ Developed a successful transition program for special needs high school population with 100% participation
- ✚ Effectively combined classroom instruction, community-based instruction and student job placements
- ✚ Developed and implemented IEPs focused on measurable goals and outcomes, tailored to the individual student's needs and abilities, while meeting all compliance obligations.
- ✚ Linked and supported college dual enrollment for eligible students
- ✚ Taught six week summer ESY transition programs to provide skills and knowledge growth and retention
- ✚ Planned and hosted transition events for students & parents to link with adult agencies and service providers
- ✚ Planned and implemented effective annual fundraising events to support community student learning

- ✚ Senior class advisor, intramural sports coach, hiking /outdoor club advisor, Co-developed a unique outdoor adventure week including a 3 day backpacking trip

**Special Education Teacher     ♦     *Pioneer Day School, San Diego, CA 09/2012- 08/2013***

- ✚ Teaching moderate/severe autistic transition population across all functional domains.
- ✚ Coordinating with adult agencies and service providers to create a seamless transition to the adult setting.
- ✚ Further developing the transition program and services for Pioneer Day School.
- ✚ Collaborating with colleagues to create the most effective educational experience across each student's day.

**Special Education Teacher     ♦     *Wicomico High School, Salisbury, MD 2004 – 2012, 2015-current***

- ✚ Develop and implement IEPs focusing on measurable goals and outcomes, tailored to the individual student's needs and abilities, while meeting all compliance obligations.
- ✚ Provide high quality instruction through active learning, data-driven - differentiated instruction.
- ✚ Utilize research based reading and math intervention programs to increase academic skills.
- ✚ Create an engaging classroom environment, encourage risk-taking, cooperation with high student expectation and accountability.
- ✚ Organized overnight field trips focused on community-based instruction to maximize student independence
- ✚ Collect and apply significant data to measure progress and maximize productivity of instructional time.
- ✚ Curriculum and assignment modifications to support students and teachers in general education classes.
- ✚ Job development with business partnerships in job training and competitive employment opportunities for transitioning students ages 14-21.
- ✚ Manage support staff schedules and responsibilities to maximize student support and achievement.
- ✚ Coordinate related services and agency representatives for students having Intellectual Disabilities, Autism, ADHD, Learning Disabilities, Speech and Visual Impairments, Physical Impairments, and Emotional Disabilities in both self-contained and general education settings.
- ✚ Model, train and consult for teachers in applying best-practices instructional and learning strategies.
- ✚ Chaired 30 member committee through the research and development stages of the county's 18-21 year old postsecondary transition program.
- ✚ Program director and instructor of the post secondary program providing 18-21 year old intellectually disabled students with age-appropriate educational setting and services including: job training, competitive employment, community college classes, transportation training, and academic, career and life skills instruction.
- ✚ Provided Extended School Year instruction for high school students with Autism.
- ✚ Extensive involvement in the Alternative Maryland School Assessment; developing portfolios for students across all content areas to establish annual yearly progress data for the certificate student population.
- ✚ Responsible for generating all diploma and non-diploma special education students' schedules over summer.
- ✚ Taught *Home/Hospital* instruction to secondary students in state assessed math, science, English and civics content classes.

**Special Education Teacher     ♦     *Seaford High School Seaford, DE 2002 – 2004***

- ✚ Provided case management for students with a wide range of disabilities and skills sets.
- ✚ Co-wrote \$100,000+ in grants to purchase equipment and materials in establishing a school-based print shop business to provide both special education and general education students' job training opportunities.
- ✚ Provided best practices instruction in general education and self-contained classrooms in math, science, English and history to meet the academic requirements driven by the students' IEP goals and objectives.
- ✚ Developed and taught successful educational martial arts program as a school physical education class integrating both special and general education students whose training focused on improved concentration, greater respect for self and others, increased confidence, goal-setting, conflict resolution skills, scholarship, and increased health and fitness.

### **TECHNICAL SKILLS**

- Fluent with both Apple and PC
- SMART Board
- Educational apps
- Online classroom for students
- Internet Navigation
- Netrekker
- X2 Operating System

### **TRAINING**

- iPod Classroom Integration Workshop Series
- PERC (Postsecondary Education Research Comm.) Forum
- Common Core and STEM initiatives
- iPad for classroom management
- Methods for Teaching Reading
- Technology Integration in the Classroom I and II
- Success for Secondary Struggling Readers

### **COMMUNITY/VOLUNTEER ACTIVITIES**

- Presenter at annual community Transition Night for postsecondary and transition programs: 2006-present
  - Planned several after school activity nights (movies, carnivals) for students and families 2013-present
  - Toys for Tots annual fundraiser: Winter 2011
  - Chaperone for special needs Spring Ball and dances: 2007 – present
  - Conflict resolution instruction for high school students through adults 2004-present
  - State Committee for Standards Setting for MD Alternative Assessment: 2009
  - State Committee for Revision of DE Alternative Portfolio Assessment: 2003
  - President of the Division on Career Development and Transition, Maryland Chapter 2016-2020
-





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

## **COUNCIL AGENDA – Award of Bids**

**March 23, 2020**

- |   |              |
|---|--------------|
| 1. Award of Bid                                     | \$739,975.00 |
| ITB 20-103  |              |
| Self-Contained Breathing Apparatus                  |              |
| 2. Award of Bid                                     | \$197,081.72 |
| ITB 20-119  |              |
| CDBG Neighborhood Sidewalk Construction             |              |
| 3. Award of Bid                                     | \$171,577.87 |
| RFP 20-103  |              |
| WWTP Laboratory Information Management System       |              |
| 4. Declaration of Surplus                           | \$ 0.00      |
| FO – Vehicles and Equipment                         |              |
| 5. Declaration of Surplus                           | \$ 0.00      |
| SPD K-9   |              |
| 6. Declaration of Surplus                           | \$ 0.00      |
| SFD Self-Contained Breathing Apparatus Fill Station |              |



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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 23, 2020  
**Subject:** Award of Bid  
Contract ITB 20-121 SFD Self-Contained Breathing Apparatus

The Department of Procurement received a request from the Salisbury Fire Department to purchase 90 sets of self-contained breathing apparatus, utilizing a cooperative purchasing contract held by the Public Procurement Authority (PPA), who was the Lead Public Agency for National Purchasing Partners Government Division (NPPGov). The PPA is a public entity in the State of Oregon formed by an Intergovernmental Agreement and is comprised of three participating agencies which are Oregon fire protection districts.

Per Section SC 16-3 "General Policy of Competitive Bidding, Exceptions" of the City of Salisbury Charter, competitive bidding procedures performed by the City of Salisbury are not necessary or appropriate in the following circumstance:

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

This Charter designation, therefore, allows the City of Salisbury to participate in competitive solicitations issued and awarded by other governmental entities such as the Public Procurement Authority. "Self-Contained Breathing Apparatus (SCBA) Solicitation No. 1610", was issued as a Request for Proposals on October 16, 2016, awarded as a Master Price Agreement on May 15, 2017 and expires on May 29, 2020. This awarded contract was then made available for use by all members of PPA and NPPGov through an Intergovernmental Cooperative Purchasing Agreement. The City of Salisbury is a member of NPPGov. The solicitation called for a 25% discount off MSRP but proposers may offer additional discounts based on volume.

The Department of Procurement has verified the contract pricing, terms and conditions, and seeks Council's approval to award Contract ITB 20-121 to Municipal Emergency Services in the amount of \$739,975.00 (see attached quote).

There are sufficient funds in account 24035-577030 (Equipment) to purchase the gear required.



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

## MEMORANDUM

**To:** Jennifer Miller, Director of Procurement  
**From:** John W. Tull, Fire Chief  
**Subject:** Award of Bid – Self-Contained Breathing Apparatus (SCBA)  
**Date:** March 9, 2020

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During the FY20 Capital Improvement Plan and Budget process, the Fire Department submitted a request to replace our existing ninety (90) sets of Self-contained Breathing Apparatus (SCBA). This request was made because the Fire Department's current SCBA has reached its end of serviceable life in accordance with the National Fire Protection Association (NFPA) 1981 *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services* and the Occupational Safety and Health Administration (OSHA) 42 CFR 84 *Respiratory Protective Devices*.

A bid proposal was submitted by Municipal Emergency Services (MES), who is an authorized distributor of 3M Scott Fire & Safety Products servicing the Fire Market for the State of Maryland. Pursuant to a thorough review and pricing verification from the City Procurement Department and the Salisbury Fire Department, please allow this memorandum to serve as the formal Department recommendation to award the bid to MES in the amount of \$739,975.00 to purchase 90 sets of Self-Contained Breathing Apparatus (SCBA) and associated equipment for the Department.

Funding for this project can be found in account number 24035-577030 - *Equipment*.

Please add this to the award of bids content for the earliest possible Council Legislative Agenda. If you should have any questions or comments, please do not hesitate to contact me.



315 Howard Avenue  
Bays D & E  
Rockville, MD 20850

## Quote

Date 02/07/2020  
Quote # QT1336011  
Expires 03/30/2020  
Sales Rep Ward, Scott  
PO # J GLADWELL  
Shipping Method FedEx Ground

**Bill To**  
SALISBURY FIRE DEPT.  
ajenkins@ci.salisbury.md.us

**Ship To**  
SALISBURY FIRE DEPT.  
325 CYPRESS ST  
Salisbury MD 21801  
United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
X8915025305304			Air-Pak X3 Pro SCBA (2018 Edition) with Snap-Change Cylinder Connection, 5.5, Standard Harness with Parachute Buckles, Standard Belt with No Escape Rope, E-Z Flo Regulator with Quick Connect Hose (Rectus fittings), Universal EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, Pak-Tracker, No Case, Packaged 2 SCBA Per Box (Black)	90	6,055.00	544,950.00
200970-01			CYL&VALV,QD,CARB,45/5500 ASSY	90	1,130.00	101,700.00
200970-01			CYL&VALV,QD,CARB,45/5500 ASSY	90	0.00	0.00
201215-21			AV3000 HT with Kevlar lining and 4-strap harness-Red, Small	50	260.00	13,000.00
201215-22			AV3000 HT with Kevlar lining and 4-strap harness-Red, Medium	175	260.00	45,500.00
201215-23			AV3000 HT with Kevlar lining and 4-strap harness-Red, L	50	260.00	13,000.00
200266-04			HHR ASSEMBLY,PAK-TRACKER	2	1,150.00	2,300.00
200433-02			TRK MT CHARGER,PAK-TRACKER	2	345.00	690.00
201564-12			RIT-PAK ASSY, LARGE 5500	3	2,100.00	6,300.00
200972-01			CYL&VALV,CGA,CARB,60/5500 ASSY	3	1,275.00	3,825.00
200077-60			REG ASY, QD, 2018	6	1,295.00	7,770.00
200388-01			TOOL ADAPTER	2	470.00	940.00

Subtotal 739,975.00  
Shipping Cost (FedEx Ground) 0.00  
Total \$739,975.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1336011





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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 23, 2020  
**Subject:** Award of Bid  
ITB 20-119 CDBG Neighborhood Sidewalk Construction

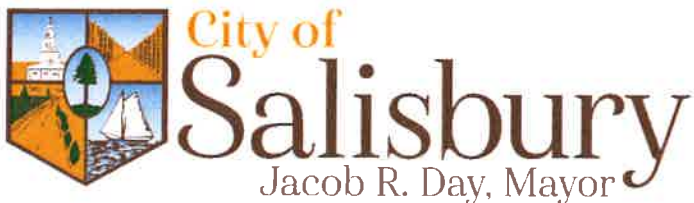
The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for qualified and experienced contractors to furnish all labor, material and equipment necessary for the construction of sidewalk, curb and gutter in CDBG (Community Development Block Grant) Target Areas.

The City followed standard bidding practices by advertising in the Daily Times, and posting the solicitation on the City of Salisbury's procurement portal and on the State of Maryland's website, eMaryland Marketplace Advantage. Four (4) vendors submitted a bid by the due date and time of January 23, 2018, at 2:30 p.m., with Barker's Landing Excavation, LLC, submitting the lowest responsible and responsive bid:

Vendor	Total Price (based on estimated quantities, for bid comparison only)
ECM Corporation	\$157,563.00
Barker's Landing Excavation, LLC	\$180,360.00
Metro Paving Corporation	\$237,737.50
STS Concrete and Hauling, LLC	\$247,195.00

The bid prices noted above were based on the estimated quantities needed to complete curb, gutter and sidewalk along the Church Street-Doverdale Neighborhood, for bid comparison purposes.

The Department of Procurement hereby requests Council's approval to award a contract for this project to ECM Corporation in the amount of \$197,081.72.00, which is the current amount of funding available in account 12800-513026-70064 Low-Mod Income Neighborhood Sidewalk Creation 2020.



To: Jennifer Miller, Director of Procurement  
From: Amanda Pollack, P.E., Director of Infrastructure and Development *AP*  
William White, Transportation Project Specialist  
Date: March 3, 2020  
Re: Award of Bid for ITB 20-119: City of Salisbury CDBG Neighborhood Sidewalk Construction

---

ITB 20-119 bids were opened Thursday, February 20, 2020 at 2:30 P.M. Bids were received from four (4) Concrete Contractors. Bidders responded to construct concrete curb, gutter and sidewalk at various locations within the limits of the Church Street-Doverdale neighborhood. The bid quantities for this contract were for reference only; therefore, the actual awarded contract amount will differ from the bid amount. The bids are summarized below:

- |   |              |
|---|--------------|
| 1. ECM Corporation.....                   | \$157,563.00 |
| 2. Barker's Landing Excavation, LLC ..... | \$180,360.00 |
| 3. Metro Paving Corporation .....         | \$237,737.50 |
| 4. STS Concrete and Hauling, LLC.....     | \$247,195.00 |

The lowest bidder, ECM Corporation, submitted a bid in the amount of \$157,563.00 which is lower than the bid submitted by the next lowest bidder, Barker's Landing Excavation, by 12.6%. Based on a review of the unit prices, the bids are considered financially-feasible and cost-effective. ECM Corporation successfully performed CDBG sidewalk work for the City in FY2019, therefore ECM Corporation is deemed responsible and capable of executing the contract.

The City of Salisbury utilizes federally awarded CDBG funds to install new curb, gutter and sidewalk in areas lacking safe pedestrian paths and to update ADA facilities as necessary in designated CDBG neighborhoods. The funding for this work is held in a grant accounts.

Department of Infrastructure & Development upon review and evaluation of the responsive and responsible bids submitted, recommends this contract be awarded ECM Corporation, the lowest bidder, in the amount of \$197,081.72, which is the full amount of the CDBG funds currently available. Funding is available in account 12800-513026-70064 Low-Mod Income Neighborhood Sidewalk Creation 2020.

*Amanda H. Pollack*  
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:** March 23, 2020  
**Subject:** Award of Bid  
RFP 20-103 WWTP Laboratory Information Management System

The Department of Procurement received a request from the Department of Water Works to solicit proposals from qualified vendors to provide a laboratory information management system (LIMS) to support the City's WWTP environmental laboratory operations. Key features of this system would include workflow and data tracking support, mobile capability and integration with instruments and external systems.

The Department of Procurement followed standard solicitation 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. Five (5) vendors replied by the due date and time of December 10, 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>
Function and user requirements; availability for future integrations	30
Price and billable rates for software, maintenance and support	25
Expertise, experience, and qualifications of the software firm as related to the scope of work, including team member experience, successful related past experience and relevant project references	15
Training for end users	15
Available support during and after implementation, including response times	15

The City conducted interviews with the top three scoring proposers and a Best and Final Offer (BAFO) was requested of the top two vendors.

<u>Vendor</u>	<u>Composite Score</u>	<u>BAFO – includes 4 yr. annual renewal</u>
Labtopia Informatix	87.50	\$171,577.87
Premium LLC	85.00	\$130,216.00
Accelerated Technology Laboratories, Inc.	50.00	N/A
Inceptico LLC	40.00	N/A
LabWare, Inc.	20.33	N/A

The Department of Procurement hereby requests Council's approval to award Contract RFP 20-103 to Labtopia Informatix. The cost for the first year will be \$149,472, which includes licensing, project management and implementation, support and maintenance. There is sufficient funding in account 96113-513020-55512 WWTP Upgrade for the first year. Costs for years 2-5 will be approximately \$5,500 per year (this is a 4 yr average) and will need to be budgeted accordingly by the Department of Water Works to maintain the software licensing.

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



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

To: Jennifer Miller, Director of Procurement  
From: Connie Luffman, Superintendent - Wastewater Treatment Plant  
Date: March 6, 2020  
Re: RFP 20-103 WWTP Laboratory Information Management System

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The Salisbury Wastewater Plant recently advertised a request for proposal for a Laboratory Information Management System software in order to better manage the increase in lab testing and mandated reporting requirements associated with the recent WWTP upgrade.

Five (5) proposals were received of which three (3) were asked to provide demonstrations. Of the three (3) proposals demoed only two (2) scored high enough to qualify for bid opening. Summarized below are overall scoring for the vendors selected for bid opening and first year costs:

Company	Technical Score	First Year Cost
Labtopia	71 / 75	\$149,472.00
Promium	60 / 75	\$94,815.00

Salisbury WWTP reviewed the proposals in accordance with the contract documents. Salisbury WWTP recommends awarding the contract to Labtopia in the amount of \$149,472.00 for the scope of work specified in RFP 20-103. Funding is available from account number 96113-513020-55512.

*[Signature]*  
3/6/20

Coi Cameron  
3-6-20



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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 23, 2020  
**Subject:** Declaration of Surplus  
Vehicles and Equipment

The Department of Procurement received a request from the Department of Field Operations to declare 69 units of vehicles and/or equipment as surplus. These items have been surpassed their useful life, are in poor condition, and costs to bring them back to an operable condition could exceed their current value. Known identification information is included on the attachment for each item where possible. Additional details are in the departmental memo.

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



## MEMORANDUM

**To:** Jennifer Miller, Director, Department of Procurement  
**From:** Tom Stevenson, Director, Department of Field Operations  
**Subject:** Surplus Vehicles and Equipment  
**Date:** February 10, 2020

---

Over the past several years the Department of Public Works (DPW) and/or Field Operations (DFO) have decommissioned a number of vehicles and equipment. While of some value, all have far exceeded their useful life. Through a number of budget cycles most if not all of them were replaced with like-kind units.

Although it would have been prudent, the items were not immediately recommended for surplus. Nevertheless, we have accumulated a fairly substantial number of items on campus and would like to move forward with removing them. A listing of the aforementioned items is attached for your examination.

As you know, per the City of Salisbury Charter, Article XVI/SC16-8, upon a favorable recommendation from the Director of Procurement, obsolete or unused city property which is listed on the city's capital assets inventory shall be sold or otherwise disposed of with approval from the Council.

Charter/Code language provided for convenience:

*Surplus, obsolete or unused city property listed on the city's capital assets inventory shall be sold or otherwise disposed of only upon recommendation of the Director of Procurement and after approval of the Council. If saleable, such property shall be sold for the city's account by the Department of Procurement, subject to the applicable provisions of this Article as to competitive bidding; but if not saleable may be abandoned, destroyed or otherwise disposed of.*

Considering a good portion of the items were stored at the Service Center before the Department of Field Operations was created in July of 2018, I respectfully request some leeway with regard to providing the customary accompanying information. In particular, in some instances it will be difficult to assign a value to the article.

## VEHICLES AND LARGE EQUIPMENT

[illegible]

## SMALL EQUIPMENT

DESCRIPTION	YEAR	MAKE	MODEL	SERIAL #	CONDITION	MILES/HOURS	ID NO.	ENGINE	MEMO (Y/N)	PHOTO (Y/N)
GAR Tire Machine	1995	Coats	5030A	695377355	End of Useful Life	N/A	1801	Air		
GAR Wheel Balancer	1995	Coats	850	895090681	End of Useful Life	N/A	1802	120V		
GAR Floor Jack	Unknown	Unknown	20 ton	Unknown	End of Useful Life	N/A	1803	N/A		
GAR A/C Machine	2002	SPX Robinair	8002K	31101	End of Useful Life	N/A	1804	120V		
GAR Hydraulic Wheel Dolly	Unknown	Hein-Werner	80	1067077	End of Useful Life	N/A	1805	N/A		
GAR Lathe	Unknown	Jet	GHB-1340A	0808209A	End of Useful Life	N/A	1806	220V		
Chop Saw	Unknown	Stihl	TF400		End of Useful Life		18	Gas		
International	1953									
International Generator										
Green Generator										
14" Chainsaw	Unknown	Poulan	Farmhand	Unknown	End of Useful Life		6	Gas		
Tire Chains (7 bags), 2T Chain Hoist	Unknown	Unknown	Unknown	Unknown	End of Useful Life		23			
Blower	Unknown	Stihl	Unknown	Unknown	End of Useful Life		5	Gas		
18" Street Saw	Unknown	Saw Devil	Unknown	Unknown	End of Useful Life		2	Gas		
Sewer Worm	Unknown	Intek206 6.5hp	M-98	Unknown	End of Useful Life		8	Gas		
Jumping Jack Tamp 2 Stroke	Unknown	Wacker	B5600	5292422	End of Useful Life		7	Gas		
Snow Blower 8.5 HP	Unknown	Yard Man	Unknown	Unknown	End of Useful Life		26	Gas		
Snow Blower Attachment (for Toro Groundmaster lawnmower)	Unknown	Toro	Unknown	Unknown	End of Useful Life		25			
Fuel Tank 100 Gallon	Unknown	Unknown	Unknown	Unknown	End of Useful Life		21			
Diesel Fuel Tank L-shaped w/12v Pump and hose	Unknown	Fill-rite, 50 gal	Unknown	Unknown	End of Useful Life		10			
Gas Fuel Tank, Cube shaped w/12v Pump and hose	Unknown	Fill-rite, 50 gal	485000	Unknown	End of Useful Life		11			
Power Washer	Unknown	Generac	2100psi	Unknown	End of Useful Life		1	Gas		
Power Washer-hot water	Unknown	Tuff	Unknown	Unknown	End of Useful Life		9	240V/diesel		
Diaphragm Pump, 3" Multi-quip Suction/Discharge	Unknown	Unknown	MQD305R	88846	End of Useful Life		14	Gas		
Discharge Pump, air operated	Unknown	Unknown	V235	Unknown	End of Useful Life		13	Air		
Plate Tamp, Multi-quip	Unknown	Unknown	H23476104-01	05F61-20-4A	End of Useful Life		4	Gas		
Pump, 3" Suction/Discharge	Unknown	Briggs & Stratton 3.5hp	Unknown	Unknown	End of Useful Life		15			
Discharge Pump	Unknown	Homelite	Unknown	Unknown	End of Useful Life		12	Gas		
Plate Tamp	Unknown	Wisconsin	800168	Unknown	Won't start		17	Gas		
Snow Blower, Push 8.5 HP	Unknown	Yard Man	Unknown	Unknown	End of Useful Life		27	Gas		
Generator	Unknown	Multi-quip	2300W	GA-23R	End of Useful Life		16	Gas		
Generator, Power 6.0	Unknown	Onan	Unknown	Unknown	End of Useful Life		20	Natural Gas		
Generator, Power System	Unknown	Kohler	Unknown	Unknown	End of Useful Life		30	Natural Gas		
Generator, Power 240v 63 amps	Unknown	Onan	1.50JC-3R-14-067	Unknown	End of Useful Life		19	Natural Gas		
Hedge Trimmer	Unknown	Echo	HC150	Unknown	End of Useful Life		22	Gas		
Single Phase Generator/Control Panel	Unknown	Unknown	Unknown	Unknown	End of Useful Life					
Printer Stand	Unknown	Unknown	Unknown	Unknown	End of Useful Life					
2 30 inchX6 foot tables	Unknown	Unknown	Unknown	Unknown	End of Useful Life					
Tire and Rim Size 23 X 10.5 - 12	Unknown	John Deere	Unknown	Unknown	End of Useful Life					
6 inch 50 foot Discharge Hose	Unknown	Unknown	Unknown	Unknown	End of useful life obsolete					
Change-over diesel to gas generator (Garage/vehicle maintenance building)	?	International Harvester	UD18A	UDR25131ID15A	Old and rustic. The generator does not work anymore	?		Gas and Diesel		
Diesel generator, 753 amps, 60 Hz, 500 kW, comes with transfer switch	?	Onan	500DFY632440E	C890217829	Looks good. Still functional	1,086.5 hours		Cummins 1989 engine (model # VTA2861, serial # 25163292)		





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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 23, 2020  
**Subject:** Declaration of Surplus  
Police K-9

The Department of Procurement received a request from the Salisbury Police Department to declare a Police K-9 named "Miso" as surplus which will allow the dog to be retired and rehomed. Additional details regarding the K-9 are in the attached departmental memo.

Upon declaration of surplus, as approved by Council, the Salisbury Police Department will release the dog to a local adoption agency to find suitable new living conditions for the K-9, contingent upon an execution of a Waiver of Liability Agreement between the City and the purchaser of the K-9. A copy of the draft waiver is attached for your reference.

DATE: March 10, 2020

TO: Jennifer Miller  
Director of Procurement

FROM: Colonel David Meienschein  
Assistant Chief of Police

SUBJECT: Surplus of Police K-9 (Miso)

The Salisbury Police Department is requesting that Police K-9 Miso be retired from service with the City of Salisbury. Miso has served the City for 9 years. He was trained in patrol operations and narcotics detection he was purchased from Tarheel Canine in June of 2011 for the amount of \$11,445.00.

Due to personnel changes involving the K-9 handler as well as the age of the K-9 it would be more prudent and cost effective to retire the K-9 instead of retaining another handler.

It is the desire of the Salisbury Police Department to have the K-9 adopted by a third party via release of liability contract. The K-9 would no longer be able to be used for police work and be permanently retired from service.

I am requesting that Police K-9 Miso be declared surplus, and further once this is complete, the K-9 will be adopted by a private third party and considered retired.

Respectfully Submitted,

David Meienschein  
Colonel  
Assistant Chief of Police  
Salisbury Police Department



**K-9 Retirement Agreement and Release and Waiver of Liability Agreement**  
**("Agreement")**

A. In consideration of the sum of One Dollar (\$1.00), and the transfer of Ownership of a certain canine, \_\_\_\_\_ (Dog), from the City of Salisbury, Maryland to \_\_\_\_\_ (Purchaser), the Purchaser hereby releases and forever discharges the City, its agents, employees, heirs and assigns from any and all claims for injury, disability, loss, or property destruction that may occur to anyone, as a result of contact with or actions by the Dog.

B. The Purchaser accepts full responsibility and also agrees to indemnify and hold harmless the City and its agents, employees, heirs, and assigns for any alleged injury or damage to any person or property that may occur or be caused by the Dog after the transfer of ownership, which is effective as of the date listed below, including reasonable costs of defending such claims.

C. The undersigned is fully aware of the nature of the training the Dog received and the nature of the work that the Dog performed during the period of ownership by the City, and understands fully the need to provide the Dog with suitable shelter and reasonable surroundings in keeping with its training and work experience.

D. The undersigned further acknowledges and understands fully that while police dogs are incredibly well-trained, the stress of the job can have and could have had unintended consequences, including anxiety and depression and that dogs that retire from police work may exhibit negative behaviors, including, but not limited to aggression, separation anxiety, or post-traumatic stress disorder. As such, they may require additional training in retirement or even re-socialization. The undersigned should exercise extreme caution when having the Dog around other animals and people until undersigned is sure the Dog has adjusted properly to its new surroundings and environment.

E. The Purchaser also hereby accepts the following conditions of sale.

1. The Purchaser shall not sell or give away the Dog, without the written approval of the City.

2. The Purchaser will use the Dog only as a pet, but may train the Dog further.

3. The Purchaser will not use the Dog as a detection, rescue or service animal in any capacity, without the written approval of the City.

4. The Purchaser will obtain and maintain in force a Homeowner's or Renter's Insurance Policy, issued by a casualty carrier licensed in this state, in the minimum amounts of \$100,000 per claimant and \$300,000 per incident or event.

F. This Agreement shall include and extend coverage to all insurance companies that provide insurance coverage to the City of Salisbury, Maryland for any and all claims noted above pertaining to the Dog.

G. The laws of the State of Maryland, without giving effect to principles of conflict of laws, govern all matters arising out of or relating to this Agreement.

H. Venue concerning any litigation arising out of or relation to this Agreement shall be with the courts of Wicomico County, Maryland.

I. No amendment to this Agreement shall be effective unless executed in writing and signed by the City and Purchaser.

J. If any provision of this Agreement is unenforceable to any extent, the remainder of this Agreement (or the application of that provision to any persons or circumstances other than those as to which it is held unenforceable) will not be affected by that unenforceability and will be enforceable to fullest extent permitted by the law.

K. Purchaser acknowledges that Purchaser has had the opportunity to have this Agreement reviewed by their respective legal counsel. This Agreement is not to be construed against any party on the basis of which party drafted the Agreement.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF SALISBURY, MARYLAND

PURCHASER

\_\_\_\_\_(SEAL)

By:  
Position:

\_\_\_\_\_(SEAL)

Name

Witnessed by:

Witnessed by:

\_\_\_\_\_

\_\_\_\_\_



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

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 23, 2020  
**Subject:** Declaration of Surplus  
SFD Self-Contained Breathing Apparatus Fill Station

The Department of Procurement received a request from the Salisbury Fire Department to declare a Self-Contained Breathing Apparatus Fill Station as surplus. Additional details regarding the fill station are in the attached departmental memo.

Upon declaration of surplus, as approved by Council, the Salisbury Fire Department would like to donate the fill station to the Mardela Volunteer Fire Company.



## MEMORANDUM

**To:** Jennifer Miller, Director of Procurement  
**From:** John W. Tull, Fire Chief  
**Subject:** Surplus Equipment – SCBA fill station  
**Date:** March 10, 2020

---

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

The equipment is described as follows:

Unit Identification:	MAKO SCFS2-4HP
Unit Description:	Self-Contained Breathing Apparatus Fill Station
Motor:	4 hp electric
Cylinder filling capacity:	2
Condition:	Fair

This equipment has been replaced with a new unit capable of filling the Department's new 5500 psi breathing cylinders. The Department has researched the resale value of this unit and we have determined that there is no monetary value to the City to dispose of this item through the normal auction process. Although there is no monetary value left, the Self-Contained Breathing Apparatus Fill Station still has some useful life left. Because of the useful life, the Fire Department respectfully requests the City's authorization to declare this equipment as surplus property and is asking for permission to donate this unit to the Mardela Volunteer Fire Company.

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



cc: File



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

**To:** City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 16, 2020  
**Subject:** RFP 15-17 Disposition & Development of Lot 16 and Salisbury Green

Please find attached a Resolution and the Fourth Amendment to Disposition Contract, authorizing transfer of ownership of Lot 3 ("Salisbury Green") from R. Miller Properties to Davis Strategic Holdings (DSD), LLC. This amendment details the changes to the development plan which consolidates Lot 3 and Lot 16 (previously purchased by DSD) into one development parcel and updates the development timelines.

RESOLUTION NO. 3026

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, FOR THE PURPOSE OF APPROVING THE FOURTH AMENDMENT TO DISPOSITION CONTRACT FOR THE SALE OF PROPERTY KNOWN AS PARKING LOT #16 AND THE SALISBURY GREEN, APPROVING THE SALES CONTRACT BETWEEN DAVIS SIMPSON HOLDINGS, LLC AND R. MILLER PROPERTIES, LLC FOR THE SALE OF THE SALISBURY GREEN, TO CONSOLIDATE THE TWO LOTS AND TO ADJUST THE DEADLINES FOR THE REDEVELOPMENT OF THE LOTS.

WHEREAS, the Mayor and City Council previously approved the surplus, sale and redevelopment of City Parking Lot #16 and the Salisbury Green in Resolutions 2848 and 2849; and

WHEREAS, City Parking Lot #16 was sold to Davis Simpson Holdings, LLC and a Disposition Contract was executed on June 26, 2018; and

WHEREAS, the Third Amendment to the Disposition Contract signed in June 2019 assigning the Buyer's interest to BKR Holdings, LLC, and BKR Holdings, LLC is now known as Davis Strategic Development, LLC; and

WHEREAS, the Salisbury Green was sold to R. Miller Properties, LLC and a Disposition Contract was executed on August 7, 2018; and

WHEREAS, the deeds and disposition contracts for both properties required the property to be developed as described in the individual Disposition Contracts, or the properties would revert to City ownership; and

WHEREAS, the City has determined that it is in the best interest of the citizens of the City to approve the sale of the Salisbury Green by R. Miller Properties, LLC to the owner of Lot #16, Davis Strategic Development, LLC; and

WHEREAS, the sale of the property requires an amendment to the Disposition Contract to be agreed upon and executed between Davis Strategic Development, LLC and the City of Salisbury for the redevelopment of Lot #16 and the Salisbury Green with terms acceptable to the City on or before April 15, 2020, as finally approved by the City Solicitor.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Salisbury, in regular session on the 23rd day of March, 2020, that the City consents to the sale of the Salisbury Green property to Davis Strategic Development, LLC on the condition that the parties, on or before April 15, 2020, negotiate and execute an amendment to the Disposition Contract, similar to the one attached herewith, with such terms and conditions as may be approved by the City Solicitor.

BE IT FURTHER ENACTED AND RESOLVED that this Resolution does not create an amendment to the Disposition Contract, that the consent and approval shall be conditional upon the successful execution of an amendment to the Disposition Contract, and that the Mayor is hereby authorized to execute the said amendment to Disposition Contract.

AND BE IT FURTHER ENACTED AND RESOLVED that this Resolution will take effect from and after its passage.



52 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the  
53 Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2020 and is to become effective  
54 immediately upon adoption.

55  
56 ATTEST:

57  
58 \_\_\_\_\_  
59 Kimberly R. Nichols  
60 CITY CLERK

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

61  
62  
63 APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

64  
65  
66 \_\_\_\_\_  
67 Jacob R. Day  
68 MAYOR, City of Salisbury

## FOURTH AMENDMENT TO DISPOSITION CONTRACT

THIS FOURTH AMENDMENT TO DISPOSITION CONTRACT (this "Amendment") is made this \_\_\_\_ day of \_\_\_\_\_, 2020 (the "Effective Date") by and between THE CITY OF SALISBURY, MARYLAND, a municipal corporation (the "Seller") and DAVIS STRATEGIC DEVELOPMENT, LLC (previously known as BKR HOLDINGS, LLC, assignee of DAVIS SIMPSON HOLDINGS, LLC), a Maryland limited liability company (the "Buyer"), (Seller and Buyer are hereinafter referred to collectively as the "Parties").

### RECITALS

WHEREAS, the City and Davis Simpson Holdings, LLC ("**Davis Simpson Holdings**") entered into a Disposition Contract (the "**Original Lot 16 Contract**"), dated June 26, 2018, pursuant to which the City agreed to sell unto Davis Simpson Holdings, and Davis Simpson Holdings agreed to purchase from the City, in accordance with the terms and conditions set forth therein, all that certain lot or parcel of land situate, lying and being in the City of Salisbury, in Parsons Election District, Wicomico County, Maryland, on the Southerly side of and binding upon East Market Street and on the Northerly side of the Riverwalk sidewalk retained by the City of Salisbury, said southerly side of said Riverwalk sidewalk binding upon the East prong of the Wicomico River and shown as Lot 2A on a Plat entitled, "Lands of City of Salisbury", prepared by Becker Morgan Group, dated March 6, 2019 (Project No.: 2015030.01) and recorded among the Land Records of Wicomico County, Maryland in Plat Cabinet No. 17, Folio 185, being a part of the same property conveyed to the City of Salisbury from Larmar Corporation by Deed dated March 3, 1978 and recorded among the Land Records of Wicomico County, Maryland, in Liber A.J.S. 894, folio 52, and further being part of the property designated and distinguished as Lot 2 on a plat entitled, "Resubdivision Lands of The City of Salisbury", prepared by Leslie S. Sherrill, dated June 23, 2017 and recorded among the aforesaid Land Records in Plat Cabinet M.S.B. 17, Folio 107 (said real property is hereinafter referred to as "**Lot 16**");

WHEREAS, the City and Davis Simpson Holdings amended the Original Lot 16 Contract by that certain First Amendment to Disposition Contract (the "**First Amendment to Lot 16 Contract**"), dated October 12, 2018, which said First Amendment to Lot 16 Contract extended the date of "Initial Settlement" set forth in the Original Lot 16 Contract from July 30, 2018 to November, 30, 2018;

WHEREAS, the City and Davis Simpson Holdings further amended the Original Lot 16 Contract, as amended by the First Amendment to Lot 16 Contract, by that certain Second Amendment to Lot 16 Contract (the "**Second Amendment to Lot 16 Contract**"), dated January 16, 2019, which said Second Amendment to Lot 16 Contract extended the "Approval Dates" (as defined in the Second Amendment to Lot 16 Contract) contained in the Original Lot 16 Contract;

WHEREAS, the City and Davis Simpson Holdings further amended the Original Lot 16 Contract, as amended by the First Amendment to Lot 16 Contract and the Second Amendment to Lot 16 Contract, by that certain Third Amendment to Lot 16 Contract (the "**Third Amendment to Lot 16 Contract**"), dated June 11, 2019, which said Third Amendment to Lot 16 Contract

assigned any and all of Davis Simpson Holdings' right, title and interest in and to the Original Lot 16 Contract, as amended by the First Amendment to Lot 16 Contract and the Second Amendment to Lot 16 Contract, as buyer of Lot 16 thereunder unto BKR Holdings, LLC (n/k/a Davis Strategic Development, LLC (i.e. "DSD")) and further amended the Original Lot 16 Contract (as amended by the First Amendment to Lot 16 Contract and Second Amended to Lot 16 Contract) as more particularly set forth therein (the Original Lot 16 Contract, the First Amendment to Lot 16 Contract, the Second Amendment to Lot 16 Contract and the Third Amendment to Lot 16 Contract are hereinafter referred to collectively as the "**Lot 16 Disposition Contract**");

WHEREAS, Initial Settlement (as defined in the Lot 16 Disposition Contract) on the City's conveyance of Lot 16 to DSD occurred on June 17, 2019;

WHEREAS, the City entered into a Disposition Contract (the "**Lot 3 Disposition Contract**"), dated August 7, 2018, with R. Miller Properties, LLC ("**RMP**"), pursuant to which the City agreed to sell unto RMP, and RMP agreed to purchase from the City, in accordance with the terms and conditions set forth therein, all that certain lot or parcel of land containing 14,027.41 square feet, more or less, being situate and lying on the southerly side of East Market Street and binding upon the northerly side of the East Prong of the Wicomico River in the City of Salisbury, Wicomico County, Maryland, and more particularly shown as "Lot 3 M. 107 P. 901" on that certain plat entitled "RESUBDIVISION LANDS OF CITY OF SALISBURY, MD MAP 107, PARCELS 884, 901, 902 & 904 (KNOWN AS "SALISBURY GREENS" AND "PARKING LOT 16"))", prepared by the City of Salisbury Department of Public Works, said plat being recorded in Liber M.S.B. No. 17, Folio 107, being all that same parcel of real property having a premises address of 200 East Market Street, Salisbury, Maryland 21801, and further being all that same real property identified in the Maryland Department of Assessment and Taxation Records as Map 0107, Parcel 0901 (Maryland Tax ID# 05-057825) (said real property is hereinafter referred to as "**Lot 3**");

WHEREAS, by Deed dated November 29, 2018 and recorded among the Land Records of Wicomico County, Maryland, in Liber 4409, Folio 109, the City conveyed unto RMP all that real property defined herein as Lot 3 subject to the terms and conditions set forth in the Lot 3 Disposition Contract;

WHEREAS, DSD and RMP entered into a Commercial Sales Contract (the "**Lot 3 Contract of Sale**"), dated September 23, 2019, pursuant to which RMP agreed to sell unto DSD, and DSD agreed to purchase from RMP, all that certain real property defined herein as Lot 3, subject to the terms and conditions set forth in the Lot 3 Contract of Sale;

WHEREAS, pursuant to the terms and conditions set forth in Section 10 of the Lot 3 Contract of Sale, DSD and RMP entered into an Assignment of Development Documents (the "**Assignment**"), dated September 23, 2019;

WHEREAS, as provided in Section 6 of the Assignment, DSD and RMP expressly acknowledged and agreed that DSD's obligation to purchase Lot 3 from RMP under the Lot 3 Contract of Sale, and, therefore, DSD's obligations under the Assignment, is expressly

conditioned upon DSD entering into a Disposition Contract with the City for DSD's use and development of Lot 3 as agreed to by DSD;

WHEREAS, as contemplated by the terms set forth in Section 6 of the Assignment, DSD, on or about October 22, 2019, submitted a "Request for Amendment to Disposition Contracts for Lots 3 & Lots 16" (the "**Request**") to the City, whereby DSD requested the City's consent to certain modifications of the Lot 16 Disposition Contract and the Lot 3 Disposition Contract, and suggested terms for DSD's development of the combined Lot 3 and Lot 16 properties (hereinafter referred to as the "**Consolidated Lot**");

WHEREAS, the City wishes to revise certain terms and conditions contained in the Lot 16 Disposition Contract and the Lot 3 Disposition Contract to enable the development of the Consolidated Lot;

WHEREAS, the Disposition Contracts prohibit transfer of any interest in the property until construction is completed;

WHEREAS, the Disposition Contract dated June 26, 2018, Paragraphs 12.C. through 12.G., specify dates for the Preliminary Site Plan Approval, Final Site Plan Approval/Stormwater Approval, Building Permit, Construction Commencement and Certificate of Occupancy, respectively (the "Approval Dates"), and the Third Amendment to Disposition Contract dated June 11, 2019 amended those dates, and those dates have, in some cases, already passed as of the this amendment; and

WHEREAS, Buyer and Seller now desire to again amend the Disposition Contract dated June 26, 2018 as more particularly described below.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties hereto, the Parties hereby agree that the Original Lot 16 Disposition Contract, as previously amended, is hereby amended as follows:

1. Conveyance of 200 E. Market Street property.

The City consents to the sale and transfer of the property previously conveyed to R. Miller Properties pursuant to the Disposition Contract dated August 7, 2018, to Davis Strategic Development, LLC subject the following conditions: the City shall join in said deed to release its legal rights with regard to R. Miller Properties and to establish the City's rights with regard to possession and use of both Lots 3 and 16 prior to final settlement, the City's entitlement to the covenants required by this amended Disposition Contract and the City's rights of reversion of both Lots 3 and 16 before and after final settlement should Buyer fail to meet its obligations under this amended Disposition Contract. Upon the sale and transfer of Lot 3 (the Miller property), Lot 3 shall be consolidated with Buyer's previously acquired adjacent parcel (Lot 16) and shall be subject to the provisions of the

Original Lot 16 Disposition Contract dated June 26, 2018 and all of its amendments as if originally conveyed to Davis Strategic Development, LLC.

2. DSD's Development of Lot 16 and Lot 3.

Upon the consolidation of Lot 16 and Lot 3 into one (1) parcel of land (the "Consolidated Lot") under paragraph 1. of this Amendment, DSD hereby covenants that it shall develop the Consolidated Lot in accordance with the Development Proposal, dated July 6, 2017 (the "Development Proposal"), submitted by DSD and accepted the City, subject to the following modifications:

- a. The four (4) story mixed-used building DSD had planned for development on Lot 16, as set forth in the Development Proposal, shall be developed upon the Consolidated Lot (Lot 16 and Lot 3);
- b. The number of apartment units within the four (4) story mixed-used building planned for development by DSD, under the Development Proposal, shall be increased from thirty-seven (37) apartments to forty-seven (47) apartment units; and,
- c. The four (4) story mixed-used building planned for development by DSD on the Consolidated Lot shall provide for a restaurant with 2,000 square feet of interior floor space, provide designated outdoor seating area(s) and contain roll-up doors for inside and outside seating that presents a beer-garden design aesthetic.

3. Resubdivision of Property.

- a. Buyer shall deliver to the City a Resubdivision Plat consolidating the parcels into one parcel of land.
- b. Buyer shall bear all costs of the resubdivision and comply with all City of Salisbury standards and specifications, as directed by the City of Salisbury Director of Infrastructure and Development.
- c. Buyer shall obtain approval of the Resubdivision Plat prior to submitting the Preliminary Site Plan as described in paragraph 12.C. of the Original Lot 16 Disposition Contract.

4. Approval Dates.

- a. Paragraph 12.C. Preliminary Site Plan Approval. The date September 21, 2019 shall be deleted and the date July 1, 2020 shall be inserted in lieu thereof.
- b. Paragraph 12.D. Final Site Plan Approval/Stormwater Approval. The date of February 15, 2020 shall be deleted and the date January 1, 2021 shall be inserted in lieu thereof.
- c. Paragraph 12.E. Building Permit. The date May 1, 2020 shall be deleted and the date March 16, 2021 shall be inserted in lieu thereof.
- d. Paragraph 12.F. Construction Commence. The date June 1, 2020 shall be deleted and the date April 16, 2021 shall be inserted in lieu thereof.

- e. Paragraph 12.G. Certificate of Occupancy Completion. The date June 1, 2021 shall be deleted and the date April 16, 2022 shall be inserted in lieu thereof.
5. The parties acknowledge and agree that the Buyer identified in the Original Lot 16 Disposition Contract dated June 26, 2018, Davis Simpson Holdings, LLC, which was permitted to assign to BKR Holdings, LLC pursuant to the Third Amendment to the Disposition Contract, now known as Davis Strategic Development, LLC is the Buyer under this amended Disposition Contract; both the assignee and the original Buyer, Davis Simpson Holding, LLC, shall remain obligated to fulfill all of Buyers' obligations under the Agreement and any subsequent amendments.
  6. Upon execution of this Fourth Amendment to Disposition Contract, both Lot 3, previously conveyed to Miller, and Lot 16 which was conveyed at initial settlement to Buyer on June 17, 2019, shall be a Consolidated Lot and developed as required by the June 26, 2018 Original Lot 16 Disposition Contract and all subsequent amendments.
  7. The last sentence of paragraph 3.C. of the original Disposition Contract is hereby eliminated.
  8. At the time of Final Settlement, Seller shall execute a new deed to Buyer with all covenants required by the Disposition Contract, including Seller's rights of reversion and shall add a requirement for easement access to the Riverwalk at both the East and West ends of the Consolidated Lot described herein.
  9. Except as specifically modified by this Fourth Amendment, the terms of the Disposition Contract and any prior amendments, shall remain in full force and effect and are hereby ratified by the Parties.
  10. The Recitals set forth hereinabove are incorporated by reference herein, and made a part hereof, as if fully set forth in this Fourth Amendment.
  11. This Fourth Amendment may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties have executed this Amendment pursuant to due authority in duplicate, each of which shall be considered an original hereof, as of the day and year first above written.

WITNESS/ATTEST:

**SELLER:**  
CITY OF SALISBURY

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

\_\_\_\_\_(Seal)  
By: Jacob R. Day  
Mayor

**BUYER:**  
Davis Strategic Development, LLC

\_\_\_\_\_  
WITNESS

\_\_\_\_\_(Seal)  
By: Bret C. Davis, Authorized Member

ORDINANCE NO. 2586

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE CITY'S CAPITAL PROJECT FUND BUDGET FUND TO PROVIDE ADDITIONAL FUNDING FOR A BATHROOM ADDITION PROJECT.

WHEREAS, Ordinance No. 2539 FY20 Budget authorized the transfer of \$51,000 from the General Fund as PayGO to the General Capital Project Fund to provide funds for a Bathroom Addition Project at the Paleo Water Treatment Plant; and

WHEREAS, the Water Works Department has estimated that an additional \$9,872 is needed to complete the project; and

WHEREAS, the Finance Department has determined that \$9,872 is available in unallocated interest earned on funds in the same pool of capital projects; and

WHEREAS, appropriations necessary for the additional funds for the bathroom project 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 Capital Projects Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Decrease	Revenue	None (unallocated)	Interest	97030-456110-49000	9,872
Increase	Revenue	Bathroom Addition	Interest	97030-456110-50040	9,872
Increase	Expense	Bathroom Addition	Construction	97030-513026-50040	9,872

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 9<sup>th</sup> day of March 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