



## CITY OF SALISBURY CITY COUNCIL AGENDA

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**March 9, 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 – Senior Pastor Fred Duncan of Trinity United Methodist Church

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

6:05 p.m. PRESENTATIONS

- Presentation- Lifesaving Awards – Fire Chief John Tull
- Proclamation- National Procurement Month – Mayor Jacob R. Day
- Community Presentation- OC Wind Project - Brady Walker, Orsted, Mid-Atlantic Markets Manager

6:25 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:26 p.m. CONSENT AGENDA – Assistant City Clerk Diane K. Carter

- **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 Bleach 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

6:42 p.m. RESOLUTION – 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
- **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 surplus property to the State of Maryland for a contract price

6:45 p.m. ORDINANCES – 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
- **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
- **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
- **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

6:55 p.m. PUBLIC COMMENTS

7:00 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 – MARCH 23, 2020**

- **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

**CITY OF SALISBURY, MARYLAND**

**SPECIAL MEETING**

**FEBRUARY 18, 2019**

**PUBLIC OFFICIALS PRESENT**

*Council President John “Jack” R. Heath  
Councilwoman Michele Gregory*

*Council Vice-President Muir Boda  
Councilwoman April Jackson*

**PUBLIC OFFICIALS ABSENT**

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

**IN ATTENDANCE**

*City Administrator Julia Glanz, Fire Chief John Tull, Department of Infrastructure & Development (DID) Director Amanda Pollack, Senior Code Enforcement Officer Dan Hogg, City Clerk Kimberly Nichols, City Attorney Mark Tilghman, and interested citizens.*

*\*\*\*\*\*  
The City Council convened in a Special Meeting in Conference Room 305 of the Government Office Building on February 18, 2020. President Heath called the meeting to order at 4:30 p.m.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Mr. Boda moved, Ms. Jackson seconded and the vote was unanimous (4-0 vote) to approve the Special Meeting agenda as presented.*

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

**Ordinance No. 2582**- *2<sup>nd</sup> reading- authorizing the Mayor to enter into an agreement with the Maryland Department of Planning for the purpose of accepting grant funds in the amount of \$19,810 and approving a budget amendment to appropriate the grant funds for the City of Salisbury 2020 Census Outreach Activities*

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

*With no further business to discuss, the Special Meeting adjourned at 4:34 p.m., and the regularly scheduled Work Session immediately followed.*

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

\_\_\_\_\_  
*Council President*

CITY OF SALISBURY  
WORK SESSION  
FEBRUARY 18, 2020

Public Officials Present

Council President John “Jack” R. Heath  
Council Vice President Muir Boda  
Councilwoman April Jackson

Mayor Jacob R. Day (arr. 4:38 p.m.)  
Councilwoman Michele Gregory

Public Officials Absent

Councilwoman Angela M. Blake

In Attendance

City Administrator Julia Glanz, Department of Infrastructure and Development (DID) Director Amanda Pollack, Permits & Inspections Manager Bill Holland, Attorney Michael Sullivan, Field Operations Director Tom Stevenson, Colonel Dave Meienschein, Fire Chief John Tull, Finance Director Keith Cordrey, Internal Services Director Bill Garrett, Senior Code Enforcement Officer Dan Hogg, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.

On February 18, 2020 Salisbury City Council convened in a Work Session at 4:35 p.m. following the Special Meeting in Conference Room 305 of the Government Office Building. The following is a synopsis of the topics discussed:

**Hobbs Road Annexation Introduction**

Permits & Inspections Manager Bill Holland, Attorney Michael Sullivan, Hobbs Road Development LLC’s representative Jeffrey Badger joined Council. Mr. Holland reported the 39.37 acre Hobbs Road annexation was approved by City Council in 2007 and had a planned development of office buildings, restaurants, and two hotels. The financial market tanked a year after the annexation which made financing the project impossible. The representatives of Hobbs Road LLC approached the City about considering amending the annexation agreement.

Mr. Sullivan reported that in 2019 Mr. Badger and Real Estate Consultant Randy Bendler asked the City about amending the annexation agreement. The 2007 agreement was different from those made recently, and he had not seen the assessments imposed on developers before this agreement, namely the process by which the developer had to make a contribution to the City or a charitable group identified by the City to promote workforce housing in the area, calculated based on building square footage. There was a development consideration and another assessment imposed. Mr. Sullivan estimated \$533,000 would be paid by the developer for annexation. He proposed an agreement consistent with the ones made recently, and in lieu of the configuration of assessments of the 2007 agreement, he proposed a flat assessment with an aggregate amount of \$354,774 scheduled over 60 months. The original agreement required the developer to make improvements to Hobbs Road to comply with County Public Works standards. In the 2007 annexation the City and County shared Planning and Zoning services. They discussed extending water and sewer, and said the developer could connect to utilities through the nearby pump station to make development feasible.

Mr. Badger discussed three failed projects the owner tried to develop on the property. When the third project failed he approached Mayor Day about amending the agreement. One of the owner's concerns was the \$749,781.30 in City and County taxes paid since 2007 because the City did not have to police the property. He requested the annexation be treated like the current ones in the City. The agreement allocated \$354,774 for beautification, restoration and revitalization improvements to existing neighborhoods within the City or for any other purpose deemed necessary and appropriate by the City. He asked for credit for what was paid since 2007 when the City had no obligations.

President Heath asked Mr. Badger to submit the request in a letter to Administration. Mayor Day cautioned against discussing taxes as a trade-off because State-assessed value of the property was set. The City was in a better market now from a real estate development standpoint, however, it did not mean the way annexation agreements were constructed at the time were not ideal. Mayor Day said he would work with DID and Mr. Sullivan, and return to Work Session in a couple of weeks.

#### **Using Insurance Funds to purchase new SPD Vehicle**

Colonel Dave Meienschein reported the Police Department had two vehicles totaled as a result of accidents, and asked that the insurance adjustment from them, totaling \$24,756 be used towards the purchase of a new vehicle.

Council reached unanimous consensus to move forward with the budget amendment.

#### **Code of Ordinance & City Charter change request**

Procurement Director Jennifer Miller reported on outdated Procurement charter and code sections that did not offer maximum flexibility with which to respond to everyday requests and changing situations. She discussed the following suggested amendments with Council:

- **2.32.050 Procedure for Competitive Bidding**

The current language restricted publication of solicitations to newspapers published in the City. This was costly as they had electronic outlets with greater reach (eMMA, the City's Procurement Portal). Ms. Miller wanted to specify the content required in the published notice and to remove the antiquated requirement of sending solicitations by mail.

- **2.32.080 Disposition of Surplus Supplies**

The current code stated Council declare surplus all material costing \$2,000 or more, and be listed on the Capital Asset Inventory. Ms. Miller suggested it was confusing as they were unaware whether it referred to the purchase cost or the current value. She asked to clarify that it would be "historical cost", clarify whether it was a Capital Asset or not, and proposed separating the two to state that items which are either considered inventory or a capital asset.

Mr. Boda asked from which avenue of solicitation she received the most response. Ms. Miller could not know because they received a paper copy of each bid. Mr. Boda suggested placing a question on the forms asking where the bid was read.

- **2.32.85 Change Orders**

The proposed amendment would formalize an existing practice with updated approval thresholds. Council approval was being requested to enact an internal approval policy for all

93 construction change orders. In 1994, the policy was created that any change order over  
94 \$5,000 would come to Council. Ms. Miller requested to formalize the process by raising the  
95 limits and proposed change orders for contracts valued at \$100,000 or more to come to  
96 Council, but only those cumulatively 20% or greater than the original cost of the award. The  
97 departments would have the flexibility to respond to changes needing to happen quickly so  
98 as not to delay projects. She would create an internal approval policy for change orders less  
99 than that amount.

100  
101 President Heath thought 20% of a \$100,000 project was a large amount and said Council  
102 had a fiduciary responsibility regarding contracts. Ms. Miller said the oversight of change  
103 orders less than that amount would be handled internally and suggested that the Department  
104 Director, Finance Director, Procurement Director, and Administration sign off to create  
105 multiple levels of checks and balances to ensure proper justification and funding.

106  
107 Mayor Day said the Code did not outline Council notification regarding change orders, and  
108 it should be codified at some level. President Heath regarded 20% too high, and Mr. Boda  
109 thought Council notification was necessary.

110  
111 Ms. Miller handed out the Construction Contract Change Order Threshold summary sheet  
112 (attached as part of the minutes). It outlined the internal policy, notifications, and approvals.  
113 She noted Tiers 5 and 6 change orders would require Council notification. President Heath  
114 asked that Council be notified of the cumulative cost of each project change.

115  
116 Mr. Boda asked that a flag be placed when a certain amount was issued for a project, and to  
117 come to Council for discussion. Ms. Miller suggested it be 20% no matter how many change  
118 orders it took. City Attorney Mark Tilghman repeated the proposed language: "it resulted in  
119 cumulative increase of the original contract by 20% or greater." Council had to be informed.

120  
121 • 2.36.040 Procedure (Disposition of Surplus or Unused Real Property) & 2.36.050 Selection  
122 of Winning Proposals

123 Ms. Miller reported the code stated that once real property was surplus, disposal required  
124 inviting proposals for development, but proposals were not always necessary. The change  
125 would allow the City to receive bids for the sale of real property in addition to the sole  
126 current requirement of requesting development proposals to allow for a quicker sale.

127  
128 • 2.36.050 Selection of winning proposals

129 The proposed revision allowed the City Council to request additional information about the  
130 intended use of a City-owned parcel being sold, but not be mandatory when unnecessary.

131  
132 • 2.36.070 Award of bid

133 Current language restricted conveyance of City-owned property to a land disposition  
134 contract (LDC) including development requirements, when a standard agreement of sale  
135 may be more appropriate.

136  
137 • § SC16-3. - General policy of competitive bidding; exceptions

138 Ms. Miller requested to add two exceptions to competitive bidding, as explained below:

- 139 1. Perishable foods (it was difficult to get competitive pricing on meat for the Zoo).

2. Entertainers, performers, artists, musicians, actors, speakers and other talent providers necessary to conduct budgeted City of Salisbury events.

Council reached unanimous consensus to each of the bulleted points above, and recommended advancing to legislative agenda.

### **Codifying gender-inclusive, single occupancy restrooms**

City Administrator Julia Glanz reported that during the 019 City of Salisbury Elections PFLAG sent out a candidate forum asking if Council candidates would support a gender-neutral bathroom legislation. The City took the language from Baltimore City's bill to require any single use public restroom in the City have signage reading "restroom, bathroom, toilet, family-use restroom" and not place a gender associated with it. The legislation would allow for gender-inclusiveness for non-binary, transgender, mothers, fathers, children, and those needing help with care. She suggested adding the definitions of gender-inclusive signage "gender-neutral or gender-inclusive bathroom" be included in accepted verbiage. Code Enforcement would enforce the legislation.

Mayor Day said the legislation would be required in existing structures and would be a DID plan review component. Ms. Gregory added it would be helpful for parents of disabled children. Two members of the public spoke in support of the legislation – one from Salisbury PFLAG and the other from the City of Salisbury Human Rights Advisory Committee.

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

### **FY21-FY25 Capital Improvement Plan (CIP) presentation**

President Heath remarked that the design of the CIP was very simple and easy to use. Mayor Day said that the success was because of the cooperative effort of the Finance and Communications Teams who spent a lot of time ensuring the document was legible and understandable to not only Council but the average citizen. CIPs of other governments are not simple or easy to understand.

Finance Director Keith Cordrey reported the CIP was organized like prior years with a Summary by Program and Summary by Funding Source and two projects per page with details on each project. Planning was similar to prior years where they tried to limit items funded from General Revenues to \$1.2 million. They were mindful of the policy restricting Debt Service to 10% of the expenditures.

President Heath asked for the net change in Debt Service and Mr. Cordrey reported it started at \$4.2 million at the end of FY21 and ended at \$5.7 million through the five year stretch, if the City funded everything. The total amount funded from Lease was \$2.2 million (FY21), \$2.1 million (FY22), \$1.2 million (FY23), \$1 million (FY24), and \$368,000 (FY25) for a total of \$7.1 million.

Council had several questions and comments for the Department Directors, as outlined below:

- **GOB-** *Were there considerations for security improvements?* Ms. Miller said there were two large, expensive projects taking priority in the next two years- the basement air handler and the roof. They had not discussed additional security measures, but the City and County periodically evaluated building security. Mayor Day said the improvements included FOB access to the stairwell by the back entrance to the south stairwell. The City could lead

security improvements, but the GOB agreement required the County Executive and Mayor to agree to add anything to either budget. Neither could obligate the other and nothing could be spent without Council approval. The City could take a list to the County.

- **IS-** *Where were we with cyber security?* IS Director Bill Garrett reported IS provided an annual phishing test and training to all City staff. The Department of Homeland Security offered free resources to municipal, county and state agencies from trying to penetrate external security, internal phishing, to social engineering. ***Did the City need hardware for this?*** Mr. Garrett said it was already funded in the budget. ***Please expand on the fiber backbone expansion and municipal broadband.*** Mr. Garrett said the fiber backbone was part of the connectivity division. A fiber optic backbone linked the GOB, Fire and Police and had arms out to Utilities, FOPs, and IS. It would connect the WWTP, Paleo, Park Plants, and the Zoo so that facilities with more than three on staff were connected to fiber as opposed to the existing connection. This would create more speed, reliability and efficiency for the remote offices to communicate with other City resources and be a closed, private network. Municipal broadband would offer lower costs to City citizens as an alternative to major internet service providers. There would be a feasibility study in the first year.
- **Fire Department-** *Was the City settled on ambulances?* Fire Chief John Tull reported it had. *Were the prices for that ambulance?* Yes, with an additional 4-wheel drive. ***Have we identified any property on the north end?*** North end property was very expensive in the main corridor area. They were expanding the search to areas off the main corridor area.
- **Field Operations (FOPs) -** *Did we compare a double-wide versus a solid building for life expectancy and cost for the Zoo Administration Building?* FOPs Director Tom Stevenson replied the proposal was for a double-wide, and they did not consider a solid building due to price. ***Were none of the valves and meters in the Park being replaced in the CIP?*** Mr. Stevenson said valve and meter replacement money was set aside to replace 2" water main, and recently metered the Zoo at both ends to know how much water was used. ***What will be different about the new Salt Barn at \$500,000?*** Mr. Stevenson said it would be larger than the current barn, and placed near its current location, but it might not need replacing yet.
- *It was a lot of money for Water Treatment Plant meters at \$60,000.* Mr. Stevenson said it was Water Works' project and was for two 8" high flow meters. Ms. Pollack reported the Wastewater Plant was not metered and they used potable water in the processes.
- **DID-** *Why was there a Zoning Code in the CIP?* Ms. Pollack said it was for the Zoning Code revisions. It was first funded in FY20 in Operating, but was a multi-year project and kept in the CIP. The three-year project was accelerated to a two-year project. ***Was the City considering impervious concrete?*** Ms. Pollack reported it was expensive and they did not have a project currently, but it would be considered in parking areas. ***When the street reconstruction projects were completed, would 90% be taken care of, as we have been playing "catch up"?*** Other streets were getting older, so they wanted to do an assessment.
- **Poplar Hill Mansion-** *Were we on track with the rotten siding?* Mr. Stevenson said they requested \$25,000 in funding but received \$12,500, so were looking to offset the balance of



234 \$19,000 to get the work done. The ramp was the number one priority and would be next.  
235 The siding would be replaced before the ramp was put in.  
236

237 At 6:08 p.m. the Salisbury City Council recessed, and then reconvened at 6:14 p.m.  
238

239 **Program update on National League of Cities**  
240

241 Councilwoman Jackson provided the attached update and PowerPoint presentation on her recent  
242 attendance and experience at the National League of Cities City Summit in San Antonio, Texas.  
243

244 **Council Discussion**  
245

246 Mayor Day announced he was running for Maryland Municipal League President.  
247

248 **Adjournment**  
249

250 With no further business to discuss, the Work Session adjourned at 6:35 p.m.  
251

252 \_\_\_\_\_  
253 City Clerk  
254

255 \_\_\_\_\_  
256 Council President



## EXHIBIT A – CONSTRUCTION CONTRACT CHANGE ORDER THRESHOLD SUMMARY

Questions about this document? Please call (410) 548-3190

Informal Procurements up to \$24,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
1	\$2,000 - \$25,000	≤20.00% of Original PO/Contract	Department Director	Complete Tier 1 Change Order Form; Process cost revision to Purchase Order.
2	\$2,000 - \$25,000	≥20.01% of Original PO/Contract; If ≥50.00% or \$10,000 (whichever is greater), process under Tier 4	Department Director, Procurement Director	Complete Tier 2 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$25,000.00 - \$99,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
3	\$25,000.01 - \$100,000	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director	Complete Tier 3 Change Order Form; Process cost revision to Purchase Order.
4	\$25,000.01 - \$100,000	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 4 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$100,000+				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
5	\$100,000.01+	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 5 Change Order Form; Process cost revision to Purchase Order; Prepare an information report to Mayor and City Council.
6	\$100,000.01+	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator, Mayor City Solicitor, City Council	Complete Tier 6 Change Order Form; Process cost revision to Purchase Order; Prepare a Council Agenda Item under "Award of Bids" and present for City Council approval.

**(NLC) National League of Cities**

**CITY SUMMIT**

**Nov 20-23, 2019**

**San Antonio, Texas**

**Good evening all I would like to start my presentation off with what a wonderful and thrilling time I had at the NLC City Summit in San Antonio, TX, but I am quite sure you would love to hear all about the political, educational and informative part of it first.**

**Let's start: The National League of Cities is an advocacy organization in the United States that represents the country's 19,000 cities, towns, and villages along the 49 State Municipal Leagues. Created in 1924, the organization provides education, research, support and advocacy to city leaders across America, and is based in Washington, DC.**

**The NLC provides training to municipal officials, holds conferences, lobbies and also provide assistance to cities on educational issues. The NLC is also a 501(c) (4) nonprofit organization that advocates for stronger local government, it's also a government sector lobbying association, in which MML is a member.**

**NLC lobbies Congress on Multiple issues such as infrastructure, transportation, supporting local energy efficiency and conservation efforts, it helps strengthen and stabilize the housing market, support community safety, and reforming the country's immigration system as well.**

**The NLC Motto is**

**Cities Strong Together**

**Membership 2000+**

**CEO/ Executive Director: Clarence E. Anthony  
Former Mayor of South Bay, Fla**

**Now to get to the Business portion of my trip that was just some education on the founding, operations, and how business is conducted. My very first meeting was First Time attendees meeting w/ breakfast Nov 20. 2019 which was sponsored by the NLC Service Line Warranty Program.**

**Get involved with others from other cities**

- **We came here to become better Public Servant**
- **Must trust examples of Leadership**

**Community Development Block Grants and Affordable Housing**

- **Helping the Low Income Residents**
- **Allowing local governments to create projects that fit their city's need enables them to leverage private sector capital to complete projects with a public purpose.**
- **Potential leveraging sources**
  - Private Sector Capital-Developer contributions, nonprofit donation
  - State Programs- they vary from state to state
  - Other Federal Programs-HUD
  - Tax Credits- Developers can receive historic, low income and other tax credits

**At this particular meeting is where I was first introduced to CEO/Executive Director Clarence Anthony.**

**My next Meeting: REAL COUNCIL & CHIEF EQUITY OFFICERS**

**REAL stand for "Race Equity And Leadership" this organization is affiliated with 1200 cities. This organization was organized to prevent further conflict.**

**The question was asked what was racial equity? Racial equity was define as both outcome and a process. As an outcome we achieve racial equity when race no longer determines one's socioeconomic outcome, when everyone has what they need to thrive no matter where they live.**

**HOW DO WE DEFINE SUCCESS?**

- **See that all city staff receives racial equity training**
- **Using all staff equity tool**
- **Using equity plan's and goals**
- **All city leaders discuss racial equity to their constituents**
- **Strengthen our local leaders knowledge and capacity to eliminate racial disparities, heal racial divisions and build more equitable communities**

- Community conversation is important strategy for healing divides and building trust among different racial and ethnic groups such as law enforcement and local elected officials

### **Now to my third Class: SMALL CITIES**

- The motive of this class was to connect small cities to key NLC advocacy and policy development efforts
- To be recognized as a voice and advocate for small cities
- To serve as a resource for municipal officials from small cities
- To ensure that council members are well-informed about NLC and can be effective spokespersons about the roles of small cities in NLC
- To recruit more small cities to become NLC members

### **Civic and Voters Engagement**

- In order to permanently strengthen the relationships between cities and their residents
- Mayors can submit election Day as a holiday
- Neighborhood Association, and high school students get involved

### **Civic Engagement are involved with**

- Businesses, government, churches and organization meetings

### **Community Engagement means**

- Supporting events, programs and activities solely in the community (public events)

### **Voters Engagement means**

- To be involved in voters registration awareness, transportation, factual info, education and participation, assisting in filling out of applications (absentees), knocking door to door, "Beat the Streets" voters registration drives year around.

**Now as you would know Salisbury, MD was considered a small city in NLC as oppose to the MML.....NLC quota is 50, 000 citizens, where with MML Salisbury is considered a large City with 32, 338 citizens.**

### **Now my fourth class: Diversity in the Census**

- 1) **Questions? What is the significance of the Census and what is at stake?**
  - a) Finances (Money) for municipalities, CDBG

1. Texas undercounted and loss \$300million for 10 years (1.5 million) people in San Antonio, definite correct count is needed.
2. Remapping of Illinois will lose if not counted correctly
3. Revenue/funding will be loss for infrastructure
4. There will be a great impact to our communities, such as parks, playground, transportation and again block grants
5. SNAP, WIC, Housing (Section 8)

**2) What is the most effective way to promote the Census?**

**a) Designated City/County dollar – a complete count committee**

1. Subcommittees
  - a. Schools, Veterans, LGBTQ, Early child care, Ethnicity, Nonprofits, Faith-base, Education
2. Informing citizens that Census information data is secure building (Trust)
3. Difficulty in communication due to language barriers
4. Create ambassador program for high school giving community service hours.
5. Illinois governor allotted \$30 million for immigrations, school debate team for high school students to prepare them for the Census
6. Use the churches, schools and community events
7. Market the Census to renters, persons with disabilities, and seniors

**b) Any interested events or programs that can help**

1. Bus tours of the city
2. Census count day
3. Mock count day to students to tell their parents they have been counted
4. Mental health events
5. Suicide events

**c) Integrating into your everyday life**

1. Invite Census to your events
2. Public Service Announcements
3. Senior Day programs at Senior developments
4. \$187mil give to help promote these efforts
5. Having both online and applications
6. Teach citizens how to use technology
7. Have Utility Companies to send Census notifications water bills, light bills, cable bills
8. Get support from Fraternities and Sororities
9. Work with Realtors and landlords

**d) Have a KICK OFF**

1. Have an event or events that contributes to the communities for the Census

**e) Hard to persuade migrants**

1. Identify organizations and persons who can help.

**NBC-LEO (National Black Caucus – Local Elected Officials)**

- 1) Artist, Author pride in tackling issues facing the Black and African American Community

At this meeting is where they were getting ready to elect new elected officers seats for the year 2020. They meet 3 times a year City Summit, Congressional City Conference, and a meeting during the summer. This year's meeting they are focused on

- Making the local municipal procurement process equitable and representative of the community
- Helping local elected official better understand the procurement process
- Helping local leader understand their roles in promoting minority owned business opportunities in their cities.
- Elected President for this year is Carlie Jones councilmember Forest Hill, TX
- Denise Mitchell councilmember –College Park, MD...Secretary
- Shireka McCarthy councilmember-Seat Pleasant, MD...Historian
- Laurie Ann Sayles councilmember-Gaithersburg, MD...Regional 3 Director of (Ky, MD, Del, VA, Washington, W. VA

The picture that you saw where MD was strategizing this is when State of MD was trying to get members on the NLC Board and on NBC-LEO, I could not vote because I was not a member of either but attended and watched very carefully how the process works was very educational but lengthy.

There was also the **Closing General Session and Delegates Luncheon** which was awesome, food was delicious again we had the opportunity to network and meet other elected official, we heard from keynote speakers **Common** Oscar and Grammy Award winning Artist, Author and King of Conscious Hip Hop; **Peter Kageyama** Author, For the Love of Cities: The love Affair between People and Their Places; **Karen Freeman-Wilson**, Mayor of Gary, IN; **Joe Buscaino**, Councilmember Los Angeles, CA and now 2020 NLC President; **Kathy Maness**, Councilmember, Lexington, SC; and **Matt Zone** councilmember Cleveland, OH. Service to Cities Award were received and as much as the City of Salisbury is doing we have a great opportunity to be on the receiving end of these awards

Attended the very last official function the **2019 Annual Business Meeting** where policy amendments and resolutions are voted on by NLC members, Board of Directors and officers assure policy and procedure is followed and the new officers and Board of Directors are nominated and elected. Again only NLC members get to vote. Maryland's elected Board of

Director member is Laurie-Anne Sayles, councilmember, Gaithersburg, MD. This where the lobbying begins with Congress on multiple issues.

**Next events: NLC Small Cities Council Conference: July 15-18, 2020, Lake Worth, Fla**

**Congressional City Conference held in Washington, DC: Sunday March 8- Wednesday March 11, 2020**

**I definitely had the time of my life, I enjoyed the educational and informative forums and classes, I enjoyed and networked with numerous elected officials to many to mention, the hotel was enormous and beautiful, the convention center was wrapped around the Grand Hyatt, so my classes were right in my reach, did not have to walk far or use transportation.....The awesome but beautiful River Walk, the scenery, the restaurants were just minutes away walking, like 2 blocks over...They had guided tours but most of them were when I was in class or attending meeting. But most importantly I did get to go see the Alamo and all the other beautiful attractions. Thank you City Of Salisbury for allowing me to go to the NLC City Summit it was indeed an honor to be among so many great leaders in their own special way networking and getting plenty of new ideas. I hope and truly believe that we should become members of the NLC because we are networking with other city, towns, and villages that have great ideas and the NLC makes it available for us all to visually see, hear and learn about what we all have to bring to the round table to make our cities and America great!!! Thank you! Thank you!! Thank you!!!**



# City Summit NLC 2019

## San Antonio, TX

### Cities Strong Together

#### Our Arrival to San Antonio, TX



## The beginning of my NLC Journey



## Strategizing to get Maryland on the NLC Board of Directors & NBC-LEO



## Diversity in the Census class

What is the significance of the Census and what is the stake?



## NLC NETWORKING with

Mayors and Councilmembers from all over the United States





DMO- Democratic Municipal Official Breakfast  
with former presidential candidate Julian Castro and  
local officials from the state of Maryland.



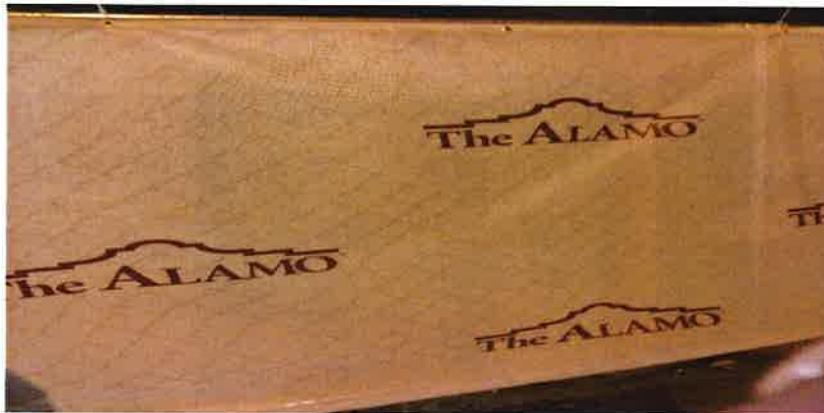
O I get it fake news

Former President Clinton's  
White House Tech Advisor and  
President Obama's Campaign  
Aide

Franklin Urteaga



## The Alamo...Awesome!



## Councilwoman April Jackson at the Alamo



## San Antonio's Tourist Attractions

Front of the Alamo



The sides of The Alamo

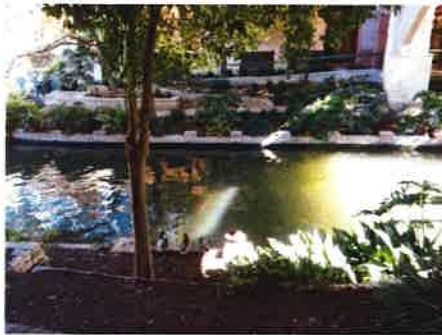


## The Alamo

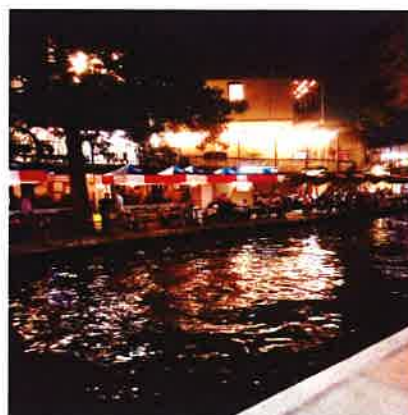




## San Antonio River Walk: A beautiful sight to behold especially at night



## San Antonio River Walk & Restaurants



Tower of the Americas: 750-ft. observation tower-restaurant located in the Hemisfair District; a beautiful sight in the evening



## NBC-LEO Meeting & Election





## Closing General Session & Delegate Luncheon Entertainment and he was Great!



## Service to Cities Award



## “Great Leadership” Keynote Speakers



## CEO/Executive Director of NLC Clarence E. Anthony



2020 NLC President Joe Buscaino  
Councilmember Los Angeles (urgency  
homelessness)



2019 Keynote Speaker “Common” Oscar &  
Grammy award winning Artist, Author & King  
of Conscious Hip Hop



## The Closing Business Meeting 2019



**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**FEBRUARY 24, 2020**

**PUBLIC OFFICIALS PRESENT**

*President John “Jack” R. Heath*

*Mayor Jacob R. Day (arrived 6:02 p.m.)*

*Vice-President Muir Boda*

*Councilwoman Michele Gregory*

*Councilwoman April Jackson*

**PUBLIC OFFICIALS ABSENT**

*Councilwoman Angela M. Blake*

**IN ATTENDANCE**

*City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Police Chief Barbara Duncan, Fire Chief John Tull, Department of Infrastructure and Development (DID) Director Amanda Pollack, Procurement Director Jennifer Miller, Supervisory Civil Engineer Rick Baldwin, Media and Event Specialist Becca Brown, Water Works Director Cori Cameron, City Planner Anne Roane, Assistant City Clerk Diane K. Carter, City Attorney Mark Tilghman, and interested citizens.*

\*\*\*\*\*

**CITY INVOCATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President John R. Heath called the meeting to order and invited Associate Pastor Bill Reid of Parkway Church of God to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.*

**PRESENTATIONS**

*Mayor Jacob R. Day announced the City stood with and supported County Executive Bob Culver through his battle with liver cancer.*

• **Proclamation- Black History Month**

*Mayor Day said he was honored to announce the City of Salisbury was celebrating African American history, and read the proclamation proclaiming the month of February 2020 as National African American History Month in the City and encouraged all citizens to join as the City proudly honors the history and contributions of African Americans in our City, State Nation and global communities. Mayor Day then invited Wicomico County NAACP 2<sup>nd</sup> Vice President Kelsie Mattox forward to receive the proclamation.*

*Ms. Mattox said the City of Salisbury has been very supportive of the Wicomico County NAACP. Councilmembers attend their meetings, participate and make suggestions.*



48  
49 • **Youth Civics Council (YCC) Introduction**

50 *Youth Develop Specialist Jermichael Mitchell was invited forward to the podium. He*  
51 *asked each member of the Youth Civics Council to introduce themselves. Present were:*  
52 *Zoey Dispasua (Chairwoman), Jadasia McCarter (Vice Chair), Almani Russell (Asst.*  
53 *Secretary, Hannah Kim (Treasuer), Alycia George (Member At Large), Lyric Campbell,*  
54 *Donesha George, and Ianyrah Jones.*  
55

56 *Ms. Dispasua spoke about the YCC's two initiatives, the Blessings Boxes and the*  
57 *Bullying Campaign. The Blessing Boxes help fight poverty and hunger in the community,*  
58 *and the Bullying Campaign will help raise bullying awareness to help bring awareness to*  
59 *the two losses in the community from students who have committed suicide.*  
60

61 **ADOPTION OF LEGISLATIVE AGENDA**  
62

63 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve the*  
64 *legislative agenda as presented.*  
65

66 **CONSENT AGENDA** – *presented by Assistant City Clerk Diane K. Carter*  
67

68 *The Consent Agenda consisting of the following items was unanimously approved (4-0 vote) on a*  
69 *motion and seconded by Mr. Boda and Ms. Jackson, respectively:*  
70

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

71  
72 **AWARD OF BIDS** – *presented by Procurement Director Jennifer Miller*  
73

74 *The Award of Bids, consisting of the following items, was unanimously approved on a 4-0 vote on a*  
75 *motion by Ms. Jackson that was seconded by Mr. Boda:*  
76

- 77 • *Award of Bid, ITB 20-102, Mt. Hermon Road Sewer Extension      \$186,106*

- *Award of Bid, RFP A-20-105, Stormwater Management Support Service* *\$135,500 (FY20 Budget)*
- *Award of Bid, RFP A-20-104, City-wide Generator Maintenance* *\$120,000 (3 yr contract estimate)*
- *Award of Bid, ITB 20-107, Fire Department EMS Uniforms* *\$120,000 (3 yr contract estimate)*
- *Award of Bid, ITB 19-117, Change Order #1, Phase 1 Manhole Rehabilitation* *\$23,960.00*

**PUBLIC HEARING** – Charter Amendment Resolution – presented by City Administrator Julia Glanz

- **Charter Amendment Resolution No. 2020-1**- to amend the Charter of the City of Salisbury, Maryland by adding exceptions to competitive bidding in Article XVI § SC16-3

*There were no requests to be sworn in to speak in the Public Hearing.*

*Mr. Boda moved and Ms. Jackson seconded to approve Charter Amendment Resolution No. 2020-1.*

*Ms. Glanz presented Charter Amendment Resolution No. 2020-1.*

*President Heath opened the Public Hearing at 6:32 p.m., and as there were no requests to speak, immediately closed the Public Hearing at 6:33 p.m.*

*Charter Amendment Resolution No. 2020-1 was approved by unanimous vote in favor. (4-0 vote) President Heath announced the Charter Amendment would become effective on April 14, 2020.*

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

- **Resolution No. 3009**- adopting a Capital Improvement Plan for the five-year period FY21 – FY25

*Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve Resolution No. 3009.*

**PUBLIC HEARING** – Text Amendment– City Attorney Mark Tilghman

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

the City of Salisbury to amend the fee schedule for FY 2020 to establish fees for the Critical Area Program

One person was sworn in to speak in the Public Hearing.

Mr. Boda moved and Ms. Jackson seconded to approve Ordinance No. 2578 for second reading.

City Attorney Mark Tilghman presented Ordinance No. 2578 for second reading.

President Heath opened the Public Hearing at 6:42 p.m., and as there were no requests to speak, immediately closed the Public Hearing at 6:43 p.m.

Ordinance No. 2578 for second reading was approved by unanimous vote in favor on a 4-0 vote.

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

- **Ordinance No. 2577**- 2<sup>nd</sup> reading- approving a budget amendment of the FY20 General Fund Budget to appropriate the funds received from the Heron Agility Group for the purchase of K-9 bullet proof vests

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

- **Ordinance No. 2579**- 2<sup>nd</sup> reading- authorizing the Mayor to sign the grant agreement and accept a grant of \$100,000.00 from the Maryland Department of Transportation Maryland Bikeways Program for the design and construction of the West Side Bike Network and approving an amendment of the FY20 Budget to allocate said funds for purposes of implementation

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

- **Ordinance No. 2580**- 2<sup>nd</sup> reading- to amend the fee schedule for FY 2020

Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to approve

Ordinance No. 2580 for second reading.

- **Ordinance No. 2581**- 2<sup>nd</sup> reading- requiring a permit for placement of facilities or utilities in the City rights-of-way and adopting specific regulations applicable to above ground facilities including communications facilities, small cell facilities, and wireless support structures in the rights-of-way

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



- 173 • **Ordinance No. 2583**- 1<sup>st</sup> reading- requiring that certain single-user restrooms in the City  
174 be made available to all individuals regardless of gender; requiring that certain single-  
175 user restrooms use gender neutral signage to identify the restroom; defining certain  
176 terms; establishing certain penalties; and providing for a special effective date  
177

178 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve*  
179 *Ordinance No. 2583 for first reading.*  
180

- 181 • **Ordinance No. 2584**- 1<sup>st</sup> reading- approving a budget amendment of the FY20 General  
182 Fund Budget to appropriate insurance proceeds received in FY20 towards the purchase  
183 of a new vehicle for the Police fleet  
184

185 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to*  
186 *approve Ordinance No. 2584 for first reading.*  
187

- 188 • **Ordinance No. 2585**- 1<sup>st</sup> reading- to amend Chapter 2.32 Purchases and Sales to amend  
189 the procedure for public notice and bids and to add contract change orders and to amend  
190 Chapter 2.36 Disposition of Surplus or Unused Real Property to amend the definitions of  
191 cost and inventory of surplus supplies and to amend the procedure for the selection and  
192 award of proposals and bids  
193

194 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to*  
195 *approve Ordinance No. 2585 for first reading.*  
196

197 **PUBLIC COMMENTS**  
198

199 *There were no requests for Public Comment.*  
200

201 **COUNCIL COMMENTS**  
202

203 *Ms. Jackson thanked Mayor Day, Police Chief Barbara Duncan, and the Salisbury City Police for*  
204 *answering to the call of duty. When a phone call was made, the response was overwhelming.*  
205

206 **ADJOURNMENT**  
207

208 *With no further business to discuss, the Legislative Session adjourned at 7:05 p.m.*  
209

210 \_\_\_\_\_  
211 *Assistant City Clerk*  
212

213 \_\_\_\_\_  
214 *City Clerk*  
215

216 \_\_\_\_\_  
217 *Council President*

CITY OF SALISBURY  
WORK SESSION  
MARCH 2, 2020

Public Officials Present

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

Mayor Jacob R. Day  
Councilwoman Angela M. Blake  
Councilwoman April Jackson

In Attendance

Deputy City Administrator Andy Kitzrow, Human Resources Director Jeanne Loyd, Housing and Community Development (HCD) Director Everett Howard, Water Works Director Cori Cameron, Field Operations (FOps) Director Tom Stevenson, FOps Deputy Director Service Ben Baker, City Clerk Kim Nichols, and City Attorney Mark Tilghman.

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On March 2, 2020 Salisbury City Council convened in a Work Session at 4:30 p.m. The following is a synopsis of the topics discussed:

**617 W. Isabella Street property donation**

HCD Director Everett Howard and Deputy City Administrator Andy Kitzrow joined Council. Mr. Howard reported the property donation was initiated two years prior but there were issues with the title. It was a triangular shaped lot on the corner of Isabella Street and Delaware Avenue, part of the block where Field Operations was located. It was not buildable, but would be a nice location for a memorial garden. The property was owned by Gertrude Shockley, the first City of Salisbury African American Councilwoman. Ms. Shockley’s family wished to donate the property to the City.

Ms. Jackson said she spoke with former councilwomen and Speaker pro tempore Sheree Sample-Hughes of the Maryland House of Delegates. They all agreed the lot should become a memorial garden because Mrs. Shockley was the first City of Salisbury African American councilwoman and they should share the history of these important people with the community families and children.

Council President said Council would seek the Mayor’s recommendation for the use of the property once it was conveyed to the City.

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

**Amending Chapter 4 of Employee Handbook**

Human Resources Director Jeanne Loyd joined Council and reported they identified a few benefits that were not listed in Chapter 4 of the Employee Handbook. The following were discussed:

1. House Keys 4 Employees (\$2,500 grant to employees or volunteers who buy a home in City limits to be applied towards closing costs. Last year all three of the grants were given away. This year, two have been granted. Dollar amount was not listed, as that could change.)

2. Paid parental leave for maternity and paternity leave for individuals with the City for one year or more. The program qualifies under the Family Medical Leave, and the City was one of the few governmental agencies on the Lower Eastern Shore that had the benefit in place.
3. Changed some structure of paragraphs and made other corrections to verbiage to prevent having to return and with more amendments. (discussed the City's 457 Plan and FSA).

Council reached unanimous consensus to move forward with the resolution to amend the handbook.

#### **Budget Amendment for Paleo Water Treatment Plant bathroom remodel**

Water Works Director Cori Cameron joined Council and reported the bathroom was listed in the FY19 CIP for the Paleo Plant, which was built in 1976 and had one single bathroom. They were building two bathrooms, one of which will have a full shower. The shower would not fit through the door of the Plant, so they had to remove the door and replace with a larger ADA compliant door that the shower could fit through. The moisture resistant board had to also be added. The funds were available from an old purchase order that was done for a water model, which was finished in 2016. With the \$13, 000 in the account, she needed \$9,872 more for the project.

Council reached unanimous consensus to advance the budget amendment to legislative agenda.

#### **Donation of drinking fountain for Zoo**

FOps Director Tom Stevenson and Deputy Director Service Ben Baker joined Council to discuss the donation from the Estate of Kathy Yowell to purchase and install by the Education Building a Halsey Taylor Outdoor Hydroboost Bottle Filling Station with Safe Drinking Fountain. The money from the estate was given to the Zoo Commission, which purchased the fountain. The request was to accept the fountain from the Zoo Commission. The amount of the donation was \$5,536.

#### **Council Discussion**

Mayor Day updated Council on the Salisbury Board of License Commissioners legislation which was provided in a legislative request to Delegate Anderton, who filed the bill, and co-sponsored by Speaker pro tempore Sheree Sample-Hughes. The bill had several amendments and received a letter of support from the County and the City to accept an amendment which was critical for passage, but was a major shift from what was proposed. The legislation, as amended, would expand the current board to five member, require that three of the members be residents of the City of Salisbury (neither of the two current members were residents of the City of Salisbury), and require the Mayor and County Executive agree to the appointment of the three appointees.

#### **Adjournment**

With no further business to discuss, the Work Session adjourned at 4:53 p.m.

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

\_\_\_\_\_  
Council President



## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

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

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**Date:** March 5, 2020

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

<u>Name</u>	<u>Term Ending</u>
Bradley Phillips	February 2023

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

Bradley T. Phillips  
401 Pennsylvania Avenue  
Salisbury, MD 21801  
August 3, 2016

Dear Ms. Odom:

Thank you for assisting me in the reappointment process to the Salisbury Historic District Commission. I have enjoyed serving on the Commission, and I believe that preserving the historic integrity of our community is an important task.

My family and I moved to Salisbury in 2012, and we currently live in our third historic home since we were married 16 years ago. The first two were in Denver, CO and were built in 1896 and 1910. This home here in Salisbury was built in 1928, and seems to be well known to the Commission and to the area at large. I personally enjoy maintaining and working on these old houses, with an eye towards the preservation of historic features. Where would we be as a community if we did not make a sincere attempt to preserve our architectural heritage?

In addition to my love of historic homes, I also enjoy the vintage automobile hobby. I have restored and preserved around thirty vintage vehicles of various types over the years. (Currently I'm restoring a 1917 Willys-Overland and a 1966 Sunbeam Tiger.) I have also served as a judge at national events in the Antique Automobile Association of America on several occasions.

My career has been in the technology and insurance sectors, and my wife (Dr. Maida Finch) teaches at Salisbury University. I have been a small business owner, as well as the past President of the Greater Stapleton Business Development Association back in Colorado. My wife and I are originally from Hampton, Virginia, and we have two children- Oliver (12) and Vivian (10).

Hopefully this gives the Council a brief introduction to who I am, and why I am interested in continuing as a member of the Historic District Commission. I believe the work the Commission has done over the past several years has been important, reasonable, and well accepted by the community, and I look forward to continuing to hone our process and do good civic work.

Thank you again for your consideration. My work experience is attached.

Sincerely,

Bradley Phillips

## Experience


### Client Relations Manager- North America

**HAGERTY**

Hagerty (U.S.)

September 2014 – Present (2 years) | Salisbury, MD

Currently responsible for managing and developing strategies related to key business development and retention across Hagerty's Commercial and Private Client Services divisions in the United States and Canada.

Add Media:  Document  Photo  Link  Video  Presentation

### Private Client Services- National Account Executive

**HAGERTY**

Hagerty (U.S.)

January 2013 – September 2014 (1 year 9 months) | Salisbury, MD

Responsible for driving new business and building relationships for our Private Client Services division across the United States. This division within Hagerty focuses on the special needs of the high value or institutional collector, with impact across all lines of business. We dynamically support our clients through the direct and agency sales channels, with my personal goal of providing a truly unique level of service, knowledge, and expertise.

Add Media:  Document  Photo  Link  Video  Presentation

### Regional Sales Manager- Eastern US

**HAGERTY**

Hagerty (U.S.)

November 2009 – January 2013 (3 years 3 months) | Nashville, TN

Responsible for managing a multi-state field sales staff across in the Eastern US, utilizing my experience in specialty insurance, channel and strategic partnership development, and sales management. Our goal is to build relationships and drive business through both our agent and direct channels. We market our insurance products to clubs, institutions, and collectors by enthusiastically participating in hobby events of all kinds, in all 50 states, the UK, and Canada.



Add Media:  Document  Photo  Link  Video  Presentation

## President

### Tennebama Insurance

July 2008 – November 2009 (1 year 5 months) | Nashville, TN

Owned independent insurance agency, with an emphasis on collector auto, marine, and other specialty insurance products. Provided best of breed solutions to clients primarily in Tennessee and Alabama, on both personal and commercial lines. Dissolved company after being recruited by Hagerty Collector Car Insurance.

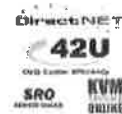
Add Media:  Document  Photo  Link  Video  Presentation






## Director of Sales

### 42U/DirectNET

February 2008 – June 2008 (5 months) | Louisville, Colorado

While in the process of selling my insurance agency, I took an interim position as Director of Sales for 42U, a technology VAR in Colorado. I managed an inside and outside sales team of about a dozen people, interviewed and hired for key positions, as well as sourced and hired my permanent replacement. Left company on good terms to pursue an opportunity in Nashville, Tennessee.



Add Media:  Document  Photo  Link  Video  Presentation

## President

### Allstate/Brad Phillips & Associates

October 2003 – May 2008 (4 years 8 months) | Denver, CO

Started Allstate insurance agency in Denver, Colorado. Rookie of the Year for my territory, also winning multiple Regional and National production awards for Allstate. Also focused on Collector Car & Boat Insurance through Hagerty, becoming one of the top 20 producing agents in the country. Sold business in May of 2008 to another agency looking to grow by acquisition.



## **Regional Sales Manager**



### **Avocent Corporation**

June 1997 – September 2003 (6 years 4 months)

Started with Cybex Computer Products in 1997 as a Territory Manager for the Mid-Atlantic states. Then became the District Manager for the Southwest, and was moved to Dallas. (I was the first field based sales person in the history of Cybex/Avocent.) Then became the Regional Sales Manager of the Southwest, and moved to Denver. Somewhere in here I was also a Major Accounts Manager. Then a Strategic Accounts Manager covering the Western states. Left company on good terms to start my own business in 2003.



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<u>Name</u>	<u>Term Ending</u>
Bradley Phillips	February 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 Disability Advisory Committee  
**Date:** March 5, 2020

---

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

<u>Name</u>	<u>Term Ending</u>
Stephen Bullock	March 2022

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

Attachments

# STEPHEN BULLOCK

803 Cross Bow Ct, Salisbury, MD 21804 · 443-614-9634

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

Jake Day  
Mayor  
Salisbury, MD  
125 N Division St  
Salisbury, MD 21801

## DEAR MAYOR DAY,

I have served on your Disability Advisory Committee for the past three years and have found it a welcome way to connect with and serve my community in ways I've not had the pleasure to experience before. I am interested in extending this enjoyment another three years. Having taught high school students with special needs in this area for over 3 decades I relish the chance to get to know the city government departments and find ways to assist them in serving those in our community with special needs. With so many departments and services provided I feel I'm just starting to get a handle on how this committee can serve you as mayor and the rest of our city's government.

I commend you on the assignment of Laura Baasland as the liaison with this committee for the past couple of years. She has worked diligently to effectively facilitate the smooth operation of the committee and its connections with the branches of city government. I look forward to this committee's working with the newly assigned liaison, Julie English, who has shown a good start in her position.

In service to our community,

Steve Bullock  
Enclosure

# STEPHEN BULLOCK

803 Cross Bow Ct, Salisbury, MD 21804 · 443-614-9634

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

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

## EXPERIENCE

**SEPTEMBER 2014 – PRESENT**

**EMPLOYMENT SPECIALIST (P/T CONTRACTUAL), WICOMICO PUBLIC SCHOOLS**

Develop job training sites, place and coach high school students with special needs in these; Develop jobs for older students, place and coach them to success; Organize and orchestrate annual Employer Appreciation Luncheon; Assist in planning and implementing annual Pathways to Success Night, an inclusive job and college fair for students in Somerset, Worcester and Wicomico Counties

**SEPTEMBER 1989 – JUNE 2014**

**TRANSITION SPECIAL EDUCATION TEACHER, WICOMICO PUBLIC SCHOOLS**

Develop job training sites, place and coach high school students with special needs in these; Develop jobs for older students, place and coach them to success; Organize and orchestrate annual Employer Appreciation Luncheon; Case manage approximately 12 high school certificate students with special needs; Develop lesson plans and implement for Health, Employment Preparation and Daily Living Skills; Department Chair for Special Education Dept of Wicomico High School for 20 years for 15 special education teachers and 20 Instructional Assistants

**SEPTEMBER 1984 – AUGUST 1989**

**SPECIAL EDUCATION TEACHER, HOLLY CENTER SCHOOL, SALISBURY, MD**

Cotaught class of Students with Severe and Profound Intellectual Disabilities, Hearing and Visually Impairments; Developed methods and materials to facilitate students' use of hearing and visual abilities previously underutilized

## EDUCATION

**MAY 1993**

**MASTERS OF EDUCATION, SALISBURY STATE UNIVERSITY**

Concentration in Counseling; Papers for various courses all focused on Community Based Vocational Instruction, an innovative approach at the time

**MAY 1981**

**BACHELOR OF SCIENCE IN EDUCATION, UNIVERSITY OF MARYLAND, COLLEGE PARK**

Dual Major in Special Education K-12 and Elementary Education

## **SKILLS**

- Assessment of areas of need resulting in innovative approaches to meet said needs
- Mentor of trainees in various areas: vocational training, Habitat for Humanity work sites, job coaching colleagues, fellow teachers of students with special needs in Sunday School
- Development of materials and teaching approaches to use with students with special needs
- Chairing committees of various types in multiple areas
- Patient with students, parents, colleagues, and administrators

## **ACTIVITIES**

Habitat for Humanity of Wicomico County has been my every Friday place to volunteer ever since October 2014. I assist in construction and rehabbing of homes in the Salisbury area for sale to families in need who meet the qualifications of Habitat for Humanity. Since January 2016 I have chaired the Construction Committee for this local affiliate of Habitat for Humanity. Since September 2017 I have served on the Board of Directors of this affiliate. I greatly enjoy helping teach other volunteers who have little experience in home building, whether they are future Habitat homeowners, college students seeking community volunteer experience, individuals ordered by courts to serve community service, or women volunteering with coworkers during annual Women's Build Weeks.

I have assisted or been lead teacher of a Sunday School class for 4 year olds for over 10 years. My class often includes students with special needs whom I enjoy including with the group of students without disabilities.

I have served my community of faith by helping families in need of home repair who are unable to afford to pay a professional. I have worked with groups of men, collaborative groups of men and youth, and occasionally independently. We have replaced roofs, fixed electrical problems, corrected plumbing leaks, replaced rotten drywall, installed handicapped accessible bathrooms, and even simple trimming of shrubbery.

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<u>Name</u>	<u>Term Ending</u>
Stephen Bullock	March 2022

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 Disability Advisory Committee  
**Date:** March 5, 2020

---

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

<u>Name</u>	<u>Term Ending</u>
Amy Crouse	February 2023

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

Attachments

Letter of intent for service

Amy Crouse

Blind Industries and Services of Maryland (BISM)

2240 Northwood Drive

Salisbury, MD 21801

443-827-1708

410-845-2333

[acrouse@bism.org](mailto:acrouse@bism.org)

Service:

Disability Advisory Committee

Reason:

I am a rehabilitation teacher and program manager for Blind Industries and Services of Maryland (BISM). I teach alternative techniques to blind and low vision adults and students on the Eastern Shore. BISM's mission is to help individuals reach their independent living goals. I have served on this committee of caring, community-minded citizens for the past 3 years. I would like to continue my involvement with the disability advisory committee in order to contribute to the City of Salisbury while advocating for the blind.

Thank you for your consideration.

Peace,

Amy Crouse



# Amy Crouse

Phone: 443-827-1708

Rehab office: 410-845-2333

c/o BISM

2240 Northwood Dr.

Salisbury, MD 21801

## Career Qualifications

*Rehabilitation Teacher and Program Manager Salisbury Training Center*

## Work History

### **Blind Industries & Services of MD 2003-present**

*Job description:*

- *Provide instruction and manage our training center for blind individuals who need to learn the skills of blindness; Braille, cane travel, technology and independent living skills*
- *Facilitate support groups for visually impaired senior adults on the Eastern Shore of Maryland*
- *Provide home teaching for seniors who want to learn alternative techniques in order to live independently (instruction in Braille, technology, cooking and home management)*
- *Provide resources and information about BISM and other agencies that offer services for the blind and elderly*
- *Coordinate and present community-based demonstrations to health agencies, schools, senior living facilities, and other community groups in order to inform local groups about BISM programs and non-visual methods of daily living for the blind*
- *Provide support for BISM associates*

### **Wicomico Co. Board of Education 1986-2003**

*Job description:*

- *First grade classroom teacher; responsible for all instruction to students in my class in general education curriculum (reading, math, language, science, social studies etc....)*

## Education

BS degree Elementary Education Salisbury State College

Masters Equivalency elementary education; MSDE

12 Graduate hours in Rehabilitation Counseling at UMES

## References

Fred Puente, President, BISM 410-749-1366 (Salisbury location)

Andy McIver, Director of Rehabilitation 410-737-2648

## Languages

Completed ASL 1(MSDE Credit), ASL 2 (Wor-Wic Community College) & ASL 3 (Catonsville Interpreter Training)

## Interests and Activities

Walk Wicomico, Pedestrian & Cycling Safety, Eastern Shore Running Club, OC Velo, National Federation of the Blind, and Disability Advisory committee

## Volunteer Experience

Blood Bank of Delmarva canteen volunteer; Project Read teacher/mentor, & Church ministries

**RESOLUTION NO. 3012**

BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is reappointed to the Disability Advisory Committee, for the term ending as indicated.

Name  
Amy Crouse

Term Ending  
March 2023

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on March \_\_\_\_\_, 2020.

ATTEST:

Kimberly R. Nichols  
CITY CLERK

John R. Heath  
PRESIDENT, City Council

APPROVED BY ME THIS

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

Jacob R. Day  
MAYOR, City of Salisbury



## MEMORANDUM

**To:** Mayor Jacob Day

**From:** Julie English, Administrative Assistant

**Subject:** Reappointment to the Revolving Loan Advisory Committee

---

**Date:** March 5, 2020

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

<u>Name</u>	<u>Term Ending</u>
Nestor Bleech	March 2024

Attached you will find information from Nestor Bleech 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



*Savings and Loan Association*

106-108 SOUTH DIVISION STREET

P.O. BOX 4248

SALISBURY, MD 21803-4248

410-546-1101 FAX: 410-546-9590

www.firstshorefederal.com E-mail: info@firstshorefederal.com

February 25, 2020

Honorable Jacob Day  
Mayor of Salisbury  
125 N. Division Street  
Salisbury, MD 21801

Mayor Day:

My term on the Revolving Loan Advisory Committee expired in December of 2019.

I am writing to advise that I would be interested in continuing to serve on that Committee to the extent that you are interested having me on that Committee.

Attached is an updated resume which details my twenty-eight (28) years of Banking experience. Do not hesitate to contact me for any discussion at (410) 546-1101.

Thank you for your consideration.

Sincerely,

Nestor T. Bleech,  
Vice President & Chief Lending Officer



1116 Mt. Hermon Road  
Salisbury, MD 21804  
(410) 543-0761

1315 Market Street  
Pocomoke City, MD 21851  
(410) 957-2626

11029 Racetrack Road  
Berlin, MD 21811  
(410) 208-1668

#### BRANCHES

310 Franklin Avenue  
Berlin, MD 21811  
(410) 641-0350

107 Green Street  
Snow Hill, MD 21863  
(410) 632-1788

220 Washington Street  
Millsboro, DE 19966  
(302) 934-1239

35742 Atlantic Avenue  
Millville, DE 19967  
(302) 537-5474



## **Nestor T. Bleech, Vice President & Chief Lending Officer**

### **First Shore Federal Savings and Loan Association**

106 N. Division Street, Salisbury, MD 21801

February 25, 2020

1991- Bachelor of Science, Business Administration, Perdue School of Business, Salisbury State University – cum laude

1990 – Russian Field Study Abroad (St. Petersburg, Moscow & Kiev USSR / Ukraine) - Winter Semester, Salisbury State University

1987 – North Carolina High School Graduation, Denton, MD

1985 – Danish Field Study Abroad / Foreign Exchange Student Program (Holstebro & Copenhagen, Denmark) - Summer Session

1992 – First National Bank of Maryland, Commercial Credit Analyst, Commercial Loan Group (equivalent of Middle Market and Business Banking Units), 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsibilities included analysis of commercial financial statements, preparation of credit memos, preparation of credit reviews & commercial loan extensions, presentation of credit requests at Senior Loan Committee and support of seven (7) account officers located on the Eastern Shore of Maryland.

1996 – First National Bank of Maryland, Officer, Business Development, Business Banking, 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsible for business calling efforts and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland.

1998 – First National Bank of Maryland, Assistant Vice President, Business Banking, 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsible for business calling efforts and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland.

2000 – Allfirst (successor in interest to First National Bank of Maryland), Vice President, Business Banking, 201 W. Main Street Regional Headquarters, Salisbury, Maryland. Responsible for business calling efforts and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland.

March 2007 – Manufacturers and Traders Trust Company (successor in interest to Allfirst), Vice President & Team Leader, Chesapeake Business Banking, 155 E. Carroll Street Regional Headquarters, Salisbury, Maryland. Responsible for management of a staff of four (4) Business Banking Relationship Managers and one Relationship Liaison charged with calling efforts, business development, customer service and management of a Business Banking loan portfolio of accounts located on the Eastern Shore of Maryland and the State of Delaware.

May 2008 – December 2009 – Manufacturers and Traders Trust Company, Vice President & Team Leader, Chesapeake Business Banking, 170 Jennifer Road, Annapolis, Maryland. Responsible for management of a staff of thirteen (13) Business Banking Relationship Managers, two (2) Assistant Relationship Managers and two (2) Relationship Liaisons charged with calling efforts, business development, customer service and management of a Business Banking loan portfolio of accounts located in Anne Arundel and Howard Counties, Maryland

January 2010 – September 2011 – Manufacturers and Traders Trust Company, Vice President & Team Leader, Chesapeake Business Banking, 170 Jennifer Road, Annapolis, Maryland. Responsible for management of a staff of six (6) Business Banking Relationship Managers, one Assistant Relationship Manager and two (2) Relationship Liaisons charged with calling efforts, business development, customer service and management of a Business Banking loan portfolio of accounts located in Anne Arundel County Maryland (The Anne Arundel County & Howard County group was partitioned from one team into two (2) teams at 12/31/09)

October 2011 June 2013 Manufacturers and Traders Trust Company, Vice President & Commercial Banking Team Leader, Delaware Commercial Banking, 155 E. Carroll Street, Salisbury, Maryland. Responsible for management of one Commercial Banking Portfolio Manager, and one Relationship Liaison charged with calling efforts, business development, customer service and management of a Commercial Banking / (i.e. Middle Market) loan portfolio of accounts located on the Lower Eastern Shore of Maryland.

July 2013 – 2016 First Shore Federal Savings and Loan Association, Vice President of Commercial Lending, 106 N. Division Street, Salisbury, Maryland. Responsible for management, development, underwriting analysis and review of the Bank's Commercial Loan portfolio of accounts located on the Eastern Shore (Maryland, Delaware, Virginia). Other duties include management of "Special Assets" Commercial Credits, Commercial Participation Loans and a Commercial Loan Assistant.

2016 – Present – First Shore Federal Savings and Loan Association, Vice President & Chief Lending Officer, 106 N. Division Street, Salisbury, MD. Responsible for all Lending, Analysis & Underwriting, Servicing, Credit Administration and Loan Portfolios of a \$300MM Bank

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<u>Name</u>	<u>Term Ending</u>
Nestor Bleech	March 2024

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 5, 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>
Karen Lutz	March 2023

Attached you will find information from Karen Lutz 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

26 Camelot Circle  
Ocean Pines, Maryland 21811  
February 5, 2020

Mayor Jake Day  
Office of the Mayor  
City of Salisbury, Md  
125 North Division Street, Room 304  
Salisbury, Maryland 21811

Dear Mayor Day:

I'm writing to request that I be reappointed as a member of the Salisbury Zoo Commission. My term expired the end of December and I have enjoyed being part of Salisbury's best kept secret. I serve as the docent representative and secretary on the Zoo Commission. Many new improvements are planned for the zoo and I would like to help with the process.

I received my Bachelor's and Master's degrees from Salisbury University. I am a retired Wicomico County public school teacher and department head. I have been a docent at the zoo since 2011 and work mainly with Story Time. My other activities include: member of the Ladies Auxiliary of the Knights of Columbus of Ocean City, kitchen volunteer for Friday night bingo, and board member of Town Cats of Ocean City. I also have two young grandsons who live in Ocean Pines and they keep me busy spoiling them.

Thanks for your timgreee and consideration.

Sincerely,

*Karen Lutz*

Karen Lutz



## **M. Karen Lutz**

26 Camelot Circle  
Ocean Pines, MD 21811

443.366.7699

410.208.3065

klutziop26@gmail.com

### **Education**

**Masters Degree in Education/English**  
**Salisbury University 1985**

**B.A. in English/Education**  
**Salisbury University 1975**

### **Experience**

**Classroom teacher/department head**

Dec 1987 – June 2010

**Mardela Middle and High School**

**English Instructor**

Sept 1986 – Dec 1987

**Wor Wic Community College**

June 1981

**Classroom teacher**

**Wicomico Senior High School**

Sept 1975 –

### **Volunteer Activities**

Salisbury Zoo Docent

Salisbury Zoo Commission

Town Cats of Ocean City

Ladies Auxiliary of the      Knights of Columbus

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<u>Name</u>	<u>Term Ending</u>
Karen Lutz	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 Salisbury Zoo Commission

---

**Date:** March 5, 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>
Donald Pulver	February 2023

Attached you will find information from Donald Pulver 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

**Name**

Donald Pulver

**Phone**

(410) 868-2089

**Email**

[donaldpulver67@gmail.com](mailto:donaldpulver67@gmail.com)

**Address**

27725 Riverside Drive Ext.  
Salisbury, Maryland 21801  
[Map It](#)

**Where would you like to serve?**

Salisbury Zoo Commission

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

I am retired and have had the pleasure of seeing the Zoo several times and have met with Ron Alessi and Ralph Piland along with the members of the Commission and Staff. I can see the tremendous opportunity for visitors to learn from what is being offered as for Education and Awareness of the world around us. I feel I can add value and contribute by serving on the Commission and in turn give back to the community.

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

- [Donald Pulver Resume-1.pdf](#)
-

DP

# Donald Pulver

## Professional Summary

I am retired and have no desire to find any employment, but have the desire to give back to the community I reside in serving on the Salisbury Zoo Comission.

## Work History

Worthington Industries Inc. - Vice President of Operations  
Columbus, OH  
04/1974 - 05/2014

- Directed HR operations, including strategic workforce planning, goal cascading, performance management, staffing and benefits administration
- Tracked and analyzed profitability and key metrics of [Type] establishment to improve overall profitability and bring in new clientele
- Launched staff engagement, gender diversity and cultural programs in addition to robust reporting tool that increased operational quality
- Drove year-over-year business growth while leading operations, strategic vision and long-range planning
- Developed and maintained relationships with [Type] customers and suppliers through [Action] and [Action]
- Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness
- Oversaw global product development and partner relationships, enabling footprint expansion into new markets
- Led company to successful product launch and growth by developing initial product roadmap and go-to-market strategy

## President of BayWatch II Condo Association

Involvement on the board for 25 years.

Lead the ownership I a direction to maintain the value of the properties,  
Create a financial plan that protects our investment

donaldpulver67@gmail.com  
(410) 868-2089  
Salisbury, MD 21801

## Skills

- Profitability and revenue generation
- Capital spending
- Strategic planning and execution
- Cost analysis and savings
- Process improvements
- Business development
- Effective leader
- Delegation
- Conflict resolution
- Budget development
- Coaching and mentoring
- Relationship building

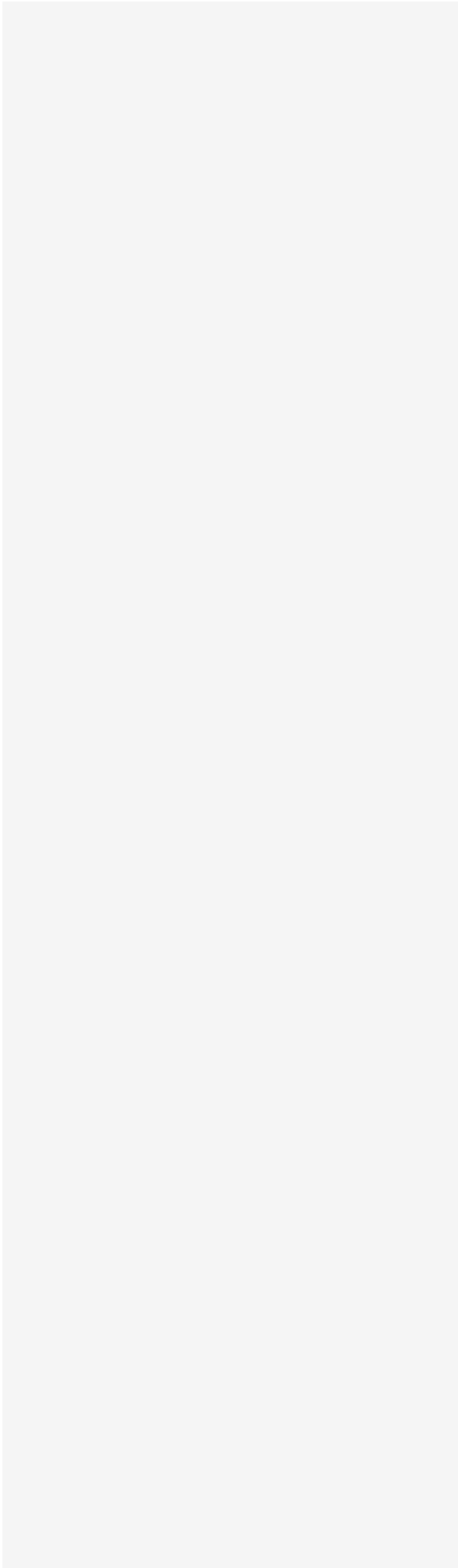
## Education

05/1971  
York College of Pennsylvania  
York, PA  
Bachelor of Science: Business  
Administration/Marketing

---

*Received Wicomico Tree Farm of the year 2019*

Purchase a farm 5 years ago and have been working closely with the State and County Agencies to create a property for Wildlife.



## RESOLUTION NO. 3015

BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Salisbury Zoo Commission, for the term ending as indicated.

Name

Donald Pulver

Term Ending

March 2022

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on March \_\_\_\_\_, 2020.

ATTEST:

Kimberly R. Nichols

CITY CLERK

John R. Heath

PRESIDENT, City Council

APPROVED BY ME THIS

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

Jacob R. Day

MAYOR, City of Salisbury



DATE: February 10, 2020

TO: Julia Glanz, City Administrator

FROM: Jeanne Loyd, Director of Human Resources 

SUBJ: Employee Handbook Changes

Please find attached a copy of a Resolution to effect the changes identified in the City Employee Handbook which covers Chapter 4, Employment Benefits.

We have updated our list of benefits to include Paid Parental Leave and House Keys for Employees. Both of which have been in place but needed a short narrative in our Handbook.

We have also removed from section D. the name of the former company, ICMA RC. In addition to that we have removed the amounts of the FSA Medical and Dependent Care plans. This is done merely avoid having to change them as the amounts change.



1 RESOLUTION NO. 3016

2 A RESOLUTION OF THE CITY OF SALISBURY TO UPDATE THE  
3 EMPLOYEE HANDBOOK BY AMENDING CHAPTER 4.

4  
5 WHEREAS, the City of Salisbury has an Employee Handbook; and

6  
7 WHEREAS, the Mayor's Office and the Human Resources Department have reviewed  
8 the Employee Handbook; and

9  
10 WHEREAS, the Mayor's Office and the Human Resources Department recommend  
11 updating the Employee Handbook; and

12  
13 WHEREAS, the City of Salisbury desires to amend the Employee Handbook in  
14 segments; and

15  
16 WHEREAS, the City of Salisbury has already amended chapters 1 -3, and will amend the  
17 rest of the Employee Handbooks in future resolutions; and

18  
19 WHEREAS, the recommended changes have been approved by the Mayor and reviewed  
20 by the City Council.

21  
22 NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland that  
23 Chapter 4 of the Employee Handbook is amended as follows:  
24

25 Chapter 4

26 **EMPLOYMENT BENEFITS**

27  
28 0401 About Your Benefits

29  
30 The City of Salisbury provides an excellent employment benefit package for regular full-time employees.  
31 ~~Briefly, Qualified~~ employees of the City of Salisbury enjoy the following benefits:

- 32 - Health ~~Insurance, incl. Major Medical~~, Prescription Drugs, Dental and Vision  
33 Insurance  
34 - State of Maryland Retirement Benefits  
35 - Deferred Compensation Program  
36 - Supplemental Insurance, incl. Accident, Cancer, Specified Health, Hospitalization and  
37 Short Term Disability  
38 - Flexible Spending Accounts (medical and dependent care)  
39 - Credit Union  
40 - Blood Bank Participation  
41 - Life Insurance  
42 - Free Parking  
43 - Paid Leave

- Paid Parental Leave
- College Tuition Reimbursement
- House Keys for Employees

Most of these employee benefit programs are provided through insurance carriers or various State agencies. For each benefit plan there is a formal plan document which describes all the details, qualifications and exclusions applicable to the particular plan. These documents are readily available upon request. **In all matters, the provisions of the plan documents supersede any description contained in this Employee Handbook** because it is impossible, in the format of this Handbook, to fully describe all provisions of each plan. It is hoped, however, that this Employee Handbook gives you some background sufficient for a general understanding of these valuable benefits. Some of the above-referenced benefits may require the Employee to pay part or all of the cost. Employees ~~who~~ that did not elect to participate in certain benefits ~~programs during as~~ new hires or ~~during~~ open enrollment may elect to participate provided they have a qualifying event as defined by the Regulations issued by the Department of Treasury for Section 125 Plans (birth or adoption of a child, marriage, divorce, etc.).

A. 0402 Health Insurance

The City of Salisbury currently provides group health insurance coverage for Regular Full-time City employees. This insurance coverage is purchased through a private health insurance carrier and includes Medical, Dental, Vision, and Prescription Drugs. The details of the plan and coverage are readily available in the Human Resources Department.

Regular Full-time City employees are eligible to participate in the plan on the first day of the month following the completion of at least 30 days of employment. It is the responsibility of the employee to complete all necessary forms for the enrollment process and to keep all personal information current.

1. Pre-Tax Deduction

As an additional benefit to City employees, the deduction for Health Insurance coverage is paid through the City's flexible benefit plan. The plan allows City employees to pay for coverage ~~with~~ through pre-tax dollars.

2. Termination Coverage (COBRA Rights)

Upon termination of employment, employees may be eligible to continue their insurance coverage under the Federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act of 1995). Under COBRA, under certain circumstances, an employee and the employee's dependents may continue coverage for a particular period of time until alternative coverage is available. Any terminated employee seeking to continue insurance coverage should immediately contact the Human Resources Department.

3. Health Insurance upon Retirement

a. Eligibility

- i. For employees hired prior to 9/1/2017, to be eligible to participate in the City's health insurance program following retirement, the employee must have worked for the City for a minimum of 10 years.
- ii. For employees hired on or after 9/1/2017, to be eligible to participate in the City's health insurance program following retirement, the employee must have worked for the City for a minimum of 20 years.
- iii. For employees retiring through accidental disability after July 1, 2008, no minimum number of years of service is required. The employee's retirement must meet the State Retirement Agency's criteria for

accidental disability and the employee must have been awarded accidental disability retirement from the State Retirement Agency to be eligible for the waiver of years of service.

b. Benefit

- i. For eligible employees who retire prior to 9/1/17, the City will pay 50% of the retiree's health insurance premium and 50% of the premium attributable to eligible dependents, until the retiree becomes eligible for Medicare coverage.
- ii. For eligible employees who retire on or after 9/1/17, the City will pay 50% of the retiree's health insurance premium and 50% of the premium attributable to eligible dependents, up to the maximum benefit amounts, until the retiree becomes eligible for Medicare coverage.
- iii. When the retiree becomes eligible for Medicare, any eligible dependents will be converted to policies independent of the Medicare eligible retiree for the duration of the dependent's eligibility.
- iv. The City will pay the applicable premium attributable to dependent health insurance, provided that the retired employee's dependent was enrolled at the level of dependent coverage requested for at least three years prior to retirement or for the entire time that the dependent was eligible to be enrolled if the dependent was eligible for less than three years. If a retiree has a spouse working for the City and the spouse has maintained health insurance coverage under the City policy (either individually or combined) for at least the three years prior to the retiree's retirement, the retiree may combine policies with the spouse. This combination can occur at the retiree's retirement or at when there is a change in employment status of the spouse (i.e. spouse resigns, spouse goes part-time, etc.). The combined coverage may not be at a higher level than previous separate coverage, nor may it allow for the coverage of additional dependents not covered prior to the time of combination. ~~[This exception is now being included based on approval of Resolution 1826 on September 14, 2009.]~~
- v. The City will pay 50% of the premiums for Medicare supplemental insurance for all eligible retirees, but only up to the maximum benefit amounts for employees who retiring on or after 9/1/17.
- vi. The maximum benefit amounts are set in the City's Annual budget or as otherwise updated by subsequent ordinance.

B. Life Insurance

The City of Salisbury provides life insurance for all regular full-time employees. Coverage begins on the first day of the first month following completion of at least 30 days of employment. Eligible employees are subject to a death benefit of \$10,000. This benefit will be reduced based on age. The plan also provides for certain payments in the event of dismemberment. It is the employee's responsibility to seek and complete the necessary insurance forms and to keep beneficiary information current. Specific information about the plan can be obtained from the Human Resources Department.

C. State of Maryland Retirement Plan

All regular full-time and regular part-time City employees must participate in the State of Maryland Retirement System. The plan in which you participate depends upon your job classification. Eligibility and qualification for participation are fully controlled by the Maryland Retirement System documents.

To participate, you must obtain an enrollment form from the Human Resources Department and fully complete the form. It is the employee's responsibility to assure that the application is properly completed. A full description of the State of Maryland Retirement System programs, including all eligibility and participation requirements, is contained in documents which may be obtained from the Maryland State Retirement Agency or the Human Resources Department.

#### 0405D. Deferred Compensation Program

All regular full-time City employees are eligible to enroll in the ~~ICMA Retirement Corporation~~ Deferred Compensation Plan through payroll deductions. This plan allows participants the opportunity to defer income. Information regarding this plan and the qualifications for participation are available from the Human Resources Department.

#### 0406E. Supplemental Insurance

All regular full-time employees are eligible to enroll in a variety of supplemental insurance policies offered by the City of Salisbury. Accident, Cancer, Specified Health, Hospitalization, Short Term Disability, Dental and Vision Plans are offered. The costs of these plans are completely covered at the expense of the employee.

#### 0407F. Flexible Spending Accounts

All regular full-time City employees are eligible to enroll in Flexible Spending Account Plans. Medical FSA and Dependent Care FSA plans are offered. ~~The Medical FSA is limited to \$2500 tax deferred payroll and the Dependent Care FSA is limited to \$5000 tax deferred each plan year.~~

#### 0408G. Credit Union

All full-time City employees and their immediate families are eligible to join the Maryland State Employees Credit Union. Employees may make loan repayment deductions directly from their payroll checks. For more information, contact the Department of Finance Payroll Section.

#### 0410H. Parking

The City of Salisbury provides free parking in assigned lots for full-time employees during duty hours. Employees are expected to park in the appropriate lots. Please be mindful not to damage the vehicles of coworkers. City employees are not permitted to use, and are subject to disciplinary measures for use of, the metered spaces in Lot No. 9 for their personal vehicles during working hours. This lot is intended for citizens doing business with government offices.

### I. Paid Parental Leave

**All regular full-time employees that have been here 12 months and have worked 1250 hours in the past 12 months will be eligible for six (6) weeks of paid parental leave for the birth of a child or the**

**placement of a child for adoption in your home.**

**0411J. College Tuition Reimbursement Program**

All City employees may be eligible to be reimbursed for **a portion of their** college tuition. A College Tuition Reimbursement Program is designed to provide an opportunity for employees to obtain education in order to increase their competence in their present jobs and to prepare for future advancements within the City. This is dependent on availability of funding and meeting criteria set forth in the College Tuition Reimbursement Program.

**K. House Keys for Employees**

**The City of Salisbury budgets money to assist employees with closing costs on housing purchased within the city limits. Request an application from Human Resources.**

Underlined and Bold indicate additions

~~Strikethrough~~ indicate deletions

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

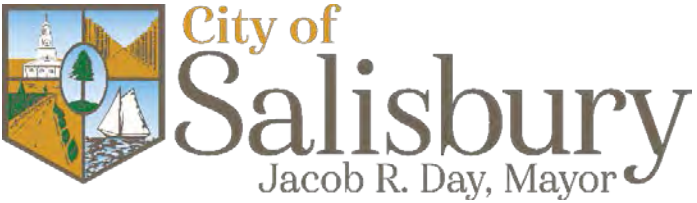
ATTEST:

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor



To: Julia Glanz, City Administrator  
From: Tom Stevenson, Director of Field Operations  
Date: February 25, 2020  
Re: Zoo Donation – New Drinking Fountain Donation

The Salisbury Zoo Commission received a donation from the Estate of Miss Kathy Yowell designated to support the purchase and installation of a Halsey Taylor Outdoor Hydroboost Bottle Filling Station with Side Drinking Fountain. This drinking fountain has been ordered and will replace the old one near the Zoo's Gift Shop. The Salisbury Zoo Commission would like to donate this drinking fountain to the City of Salisbury.

Attached is a Resolution for consideration to accept the drinking fountain donation from the Salisbury Zoo Commission at a value of \$5,536.00.

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

1 RESOLUTION NO. 3017

2  
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING A  
4 DONATION OF A HALSEY TAYLOR OUTDOOR HYDROBOOST BOTTLE FILLING  
5 STATION WITH SIDE DRINKING FOUNTAIN FROM THE SALISBURY ZOO  
6 COMMISSION FOR THE SALISBURY ZOOLOGICAL PARK.  
7

8 WHEREAS, the Council of the City of Salisbury supports the acceptance of donations at  
9 the Salisbury Zoo; and  
10

11 WHEREAS, the Salisbury Zoo Commission would like to donate to the City a new  
12 Halsey Taylor Outdoor Bottle Filling Station with side drinking fountain; and  
13

14 WHEREAS, the fountain is freeze resistant, non-refrigerated, encourages recycling and is  
15 ADA compliant, thus making it the most desirable option; and  
16

17 WHEREAS, this drinking fountain will be used to replace the old one near the Zoo's Gift  
18 Shop; and  
19

20 WHEREAS, the Salisbury Zoo Commission received a financial donation the Estate of  
21 Miss Kathy Yowell to fund the purchase and placement of the drinking fountain; and  
22

23 WHEREAS, the drinking fountain has been ordered by the Zoo Commission and once  
24 received will be installed at the Salisbury Zoo.  
25

26 NOW, THEREFORE BE IT RESOLVED that the Council of the City of Salisbury,  
27 Maryland does hereby accept the donation of the drinking fountain valued at \$5,536.00.  
28

29 THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the  
30 City of Salisbury, Maryland held on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 and is to become  
31 effective immediately upon adoption.  
32

33 ATTEST:  
34  
35

36 \_\_\_\_\_  
37 Kimberly R. Nichols  
38 CITY CLERK  
39  
40

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

41 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2020  
42  
43

44 \_\_\_\_\_  
45 Jacob R. Day  
46 MAYOR, City of Salisbury

# MEMORANDUM

To: Andy Kitzrow  
From: Everett Howard, Director of HCDD  
Date: February 14, 2020  
Re: 617 W. Isabella St. (Property Donation)

---

Attached you will find a resolution to accept the donation of 617 W. Isabella St., to the City of Salisbury. This is a vacant lot at the corner Delaware and W. Isabella St which is a part of the block containing the Field Operations Division.

The vacant lot is owned by the family of the late Gertrude Shockley. Mrs. Shockley was the first African American Councilwoman for the City of Salisbury. The family wishes to donate it to the City of Salisbury.

This donation was initiated in 2017 with the title now being cleared thru the City Attorney's Office.

The lot although oddly situated at the intersection, would be an addition to the Field Operations Site. It would also be an ideal spot for a garden, park, or memorial to the late councilwoman.

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



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

**Wicomico County, MD**

Salisbury, MD 21803-4036

**Consolidated Real Property Taxes  
Wicomico County and State of Maryland  
And Municipal Where Applicable****Delinquent Notice**  
07/01/2019 to 06/30/2020

Levy Period	Customer	Parcel	Year	Cycle	Status	Bill No.	Bill Date
07/01/2019 -06/30/2020	167892	09-056521	2020		NOT PRIN RES	20026635	01/16/2020

WILLIAMS ARTIE B  
514 MALVERN HILL CIR  
HAMPTON, VA 23663-1927

09-056521

**Property Description**BL-7 L-1 58.5X95.8  
617 W ISABELLA ST  
CITY OF SALIS  
NOT A PRINCIPAL RESIDENCE

Charge Description	Assessment	Rate	Amount
STATE REAL ESTATE	3,400	.112000	3.81
COUNTY REAL ESTATE	3,400	.934600	31.78
TOTAL TAX			35.59
INT/PEN TO 01/15/2020			1.06
TOTAL DUE			36.65

Payment Schedule			
If paid in:	Disc/Int	Pent/Fee	Amount Due
JAN	0.90	0.16	36.65
FEB	1.25	0.32	37.16

Tax rate per \$100 of assessed value is \$.9346. The state says .9172 would have yielded last year's revenue. Tax rate is higher than the constant yield by .0174 cents.

The County is required to advertise the property four times prior to the June Tax Sale. Should the property be advertised, the owner is responsible for the expense. If any questions, please call 410-548-4840.

**IF NOT PAID BY FEB. 29, 2020, PLEASE CALL  
410-548-4840 FOR CURRENT AMOUNT DUE.****Wicomico County, MD**

Salisbury, MD 21803-4036

Property ID.	FY	Bill No.	Customer No.
09-056521	2020	20026635	167892

Payment Schedule			
If paid in:	Disc/Int	Pent/Fee	Amount Due
JAN	0.90	0.16	36.65
FEB	1.25	0.32	37.16

**Return this portion with  
Payment****Enclose a self addressed stamped envelope  
if a receipt is required.****Make checks payable and mail to:****Wicomico County  
P.O. Box 4036  
Salisbury, MD 21803-4036**WILLIAMS ARTIE B  
514 MALVERN HILL CIR  
HAMPTON, VA 23663-1927

09-056521

Payment Date	Amount

**PLEASE DO NOT STAPLE OR FOLD - DO NOT WRITE BELOW LINE**

00002082020620026635100000036657



# Resolution

WHEREAS, it was with great sorrow that the Mayor and Council of the City of Salisbury learned of the death of former City Councilwoman Gertrude H. Shockley who served on the City Council from January, 1987 when she was appointed to fill a vacancy, through her successful election in May, 1990 until her death on March 24, 1991; and

WHEREAS, Councilwoman Gertrude Shockley was admired not only for her political achievements but for her contributions to community improvement and the welfare of all Salisbury residents; and


WHEREAS, she will be missed by the Mayor and Council and by her constituents for her wisdom, helpfulness and the comfort she was able to give in all her work over the years through her associations with many business, charitable, governmental, educational and civic organizations;

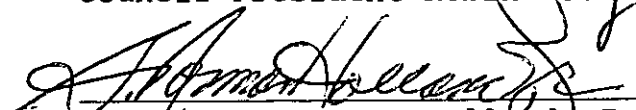
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Salisbury, Maryland, by this Resolution and public record, recognize the respected place in the history of the Government of the City of Salisbury of Gertrude H. Shockley, the first Black to be elected and the second woman to serve on the City Council.


AND BE IT FURTHER RESOLVED that this Resolution be spread upon the Minutes of the meeting of the City Council held on the 8th day of April, 1991 and a copy be presented to her family as a token of respect and sympathy.

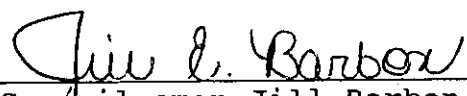
IN WITNESS WHEREOF, we have hereunto set our hands and the Seal of the City this 8th day of April, 1991.

  
Mayor

  
Council President Robin Cockey

  
Councilman Norman Holland, Jr.

  
Councilman Donald Davis

  
Councilwoman Jill Barbon

RESOLUTION NO. 3018

A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING THE  
DONATION OF THE REAL PROPERTY LOCATED AT 617 W. ISABELLA  
STREET, SALISBURY, MARYLAND 21801, FROM ARTIE B. WILLIAMS.

WHEREAS, the donor, owner Artie B. Williams, desires to donate the real property  
located at 617 W. Isabella Street, Salisbury, Maryland 21801, by deed dated June 9, 1993, and  
recorded in the Wicomico County, Maryland Land Records in Liber 1341, folio 229; and

WHEREAS, there are outstanding charges due to the City of Salisbury for this property  
in the amount of \$470.00; and

WHEREAS, there are real estate taxes owed on this property to Wicomico County for  
\$36.65; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,  
Maryland does hereby accept the donation of the real property located at 617 W. Isabella Street,  
Salisbury, Maryland 21801 from Artie B. Williams and that the City will pay or waive any  
outstanding fees and taxes currently due on this property.

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

ATTEST:

\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

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

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Jacob R. Day, Mayor



**To:** City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** March 5, 2020  
**Subject:** Recommendation for Surplus  
312 E. Market Street

The City of Salisbury has received an offer from the State of Maryland State Highway Administration (SHA) to purchase City-owned Parcel 904 located at 312 E. Market Street. Its location and size, .077 acre, makes this parcel of land is too small to serve as a parcel for redevelopment on its own. Should Council approve the sale to SHA, it is my understanding that this will remain a landscaped area but will be enhanced with storm water improvements.

Per §16-3.A.(9) Competitive Bidding, Exceptions, the City may choose to waive competitive bidding for "Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract."

It is my recommendation that this parcel be designated as surplus land by the City Council, and allow the City to proceed with the sale to SHA.

cc Jacob Day  
Julia Glanz  
Andy Kitzrow

1 RESOLUTION NO. 3019

2  
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, FOR THE PURPOSE OF  
4 SURPLUSING A PORTION OF THE CITY-OWNED PROPERTY LOCATED ON EAST  
5 MARKET STREET, SALISBURY, MARYLAND 21801, AND APPROVING A CONTRACT  
6 TO SELL THE SURPLUSSED PROPERTY TO THE STATE OF MARYLAND FOR A  
7 CONTRACT PRICE.  
8

9 WHEREAS, the City of Salisbury owns property known as 312 East Market Street in  
10 Salisbury, Maryland, Map 107, Parcel 904, which is now part of a remnant parcel; and  
11

12 WHEREAS, the State Highway Administration of Maryland (SHA) is widening U.S.  
13 Route 13 and making improvements of the areas adjacent to U.S. Route 13; and  
14

15 WHEREAS, SHA has presented an Option Contract to purchase a portion of parcel 904  
16 from the City, said portion being .077 acres; and  
17

18 WHEREAS, the Director of Procurement has recommended that this .077 portion of the  
19 property be surplusued; and  
20

21 WHEREAS, the City of Salisbury acquired the parcel by deed dated March 2, 1982, and  
22 recorded in the Wicomico County, Maryland Land Records in Liber 970, Folio 629; and  
23

24 WHEREAS, the square footage of this vacant land is only 3,346, and does not make it a  
25 buildable lot; and  
26

27 WHEREAS, this sale is exempt from competitive bidding pursuant to Salisbury  
28 Municipal Charter 16-3.A.(9) which provides an exemption for contracts in which the City  
29 receives a contract price negotiated by the State, County, or other governmental entity pursuant  
30 to a valid contract, and pursuant to Salisbury Municipal Code, Section 2.36.090 B.  
31

32 NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury,  
33 Maryland does hereby approve the sale from the City of Salisbury to the State Highway  
34 Administration of Maryland, pursuant to the Standard Option Contract dated September 30,  
35 2019, attached hereto and made a part hereof, and being a portion the real property located at 312  
36 East Market Street, Parcel # 904, Salisbury, Maryland 21801, as shown on State Highway  
37 Administration plat numbered 60836 and designated as "City of Salisbury 111041."  
38

39 BE IT FURTHER ENACTED AND RESOLVED that above described property on the  
40 attached plat is hereby surplusued.  
41

42 THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of  
43 the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2020 and is to  
44 become effective immediately upon adoption.  
45  
46

47 ATTEST:

48

49

50

51 \_\_\_\_\_  
Kimberly R. Nichols

52 CITY CLERK

53

54

55 APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

56

57


58

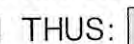
59 \_\_\_\_\_  
Jacob R. Day, Mayor


\_\_\_\_\_  
John R. Heath

PRESIDENT, City Council



RINNIE DEVELOPMENT COMPANY 111039 PARCEL 1		
REC'D LIBER	FOLIO	
1	S 14°38'20" W	15.44'
2	S 14°32'25" W	130.76'
3	N 19°02'52" W	20.25'
4	N 76°08'33" W	7.00'
5	N 13°51'27" E	446.85'
6	S 75°21'40" E	24.10'
7	S 14°38'20" W	317.36'
FEE SIMPLE AREA 9,510 SQ. FT. OR 0.218 ACRES± SHOWN THUS: 		

RINNIE DEVELOPMENT COMPANY 111039 PARCEL 2		
REC'D LIBER	FOLIO	
1	S 14°38'20" W	130.87'
2	N 75°21'40" W	3.00'
3	N 14°38'20" E	317.36'
4	N 75°21'40" W	24.10'
5	N 13°51'27" E	175.15'
6	N 49°23'43" E	30.96'
7	S 75°21'40" E	8.84'
8	S 14°38'20" W	181.93'
9	S 75°21'40" E	3.00'
10	S 14°38'20" W	205.13'
FEE SIMPLE AREA 5,887 SQ. FT. OR 0.135 ACRES± SHOWN THUS: 		

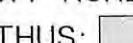
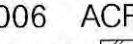
RINNIE DEVELOPMENT COMPANY 111039 PARCEL 3		
REC'D LIBER	FOLIO	
1	N 38°54'27" W	22.81'
2	N 13°51'27" E	134.00'
3	N 09°05'38" E	12.04'
4	N 54°52'00" E	30.48'
5	N 06°31'22" E	3.94'
6	S 82°21'53" E	1.61'
7	N 07°38'07" E	4.08'
8	S 82°23'40" E	2.42'
9	S 14°38'20" W	12.26'
10	S 82°23'40" E	8.34'
11	S 14°38'20" W	180.00'
12	N 75°21'40" W	9.57'
FEE SIMPLE AREA 4,966 SQ. FT. OR 0.114 ACRES± SHOWN THUS: 		


RESUBDIVISION OF THE LANDS OF  
FIRST MARYLAND BANCORP AND  
URBAN RIVER ASSOCIATES  
REC'D 7-1-1983  
IN A.J.S. NO. 7 FOLIO 47-188


MARYLAND COORDINATE SYSTEM  
NAD 83/91

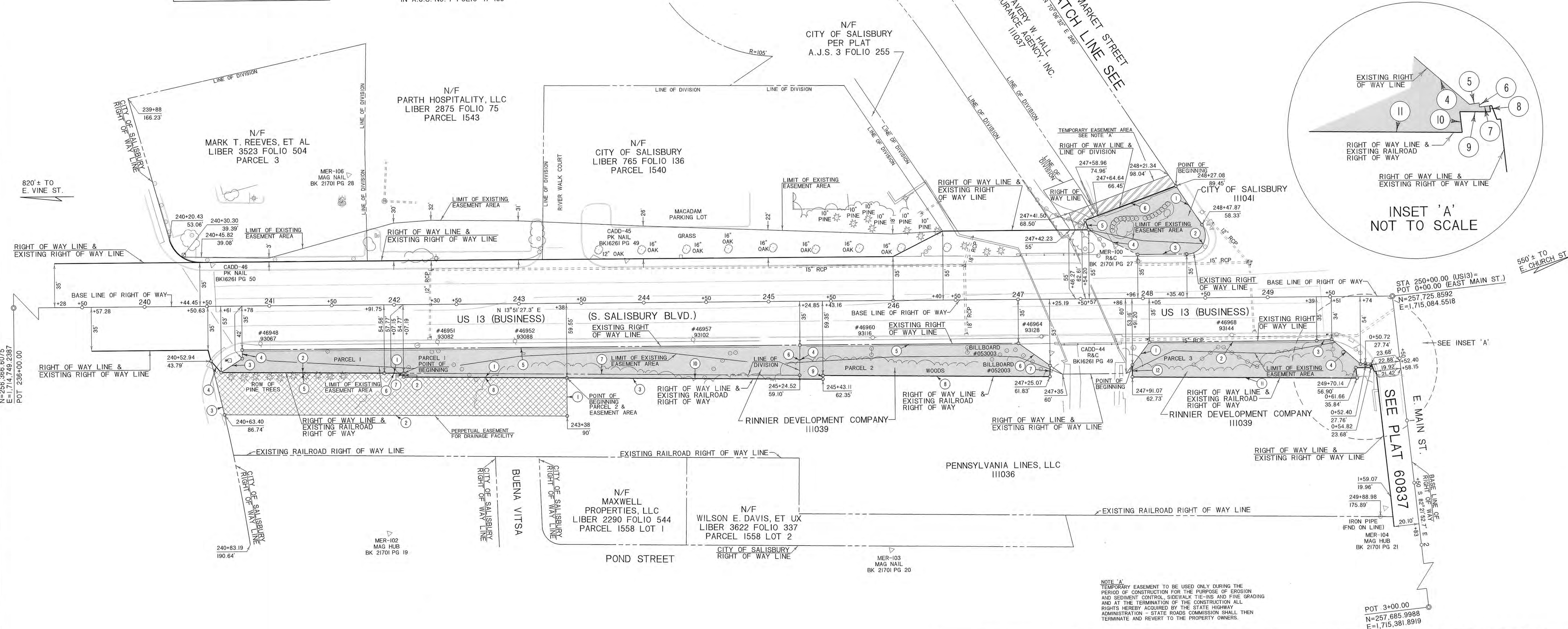
EAST MARKET STREET  
RESUBDIVISION  
REC'D 2-25-1982  
IN A.J.S. NO. 7 FOLIO 19-75

N/F  
CITY OF SALISBURY  
LIBER 894 FOLIO 52  
PARCEL 902

CITY OF SALISBURY 111041		
REC'D LIBER	FOLIO	
1	N 70°06'32" E	37.42'
2	R = 15.00' L=32.40'	
3	CHD. S 48°00'58" E	26.46'
4	S 13°51'27" W	39.40'
5	S 41°00'26" W	43.83'
6	S 83°39'32" W	8.11'
7	N 06°21'28" W	77.67'
FEE SIMPLE AREA 3,346 SQ. FT. OR 0.077 ACRES± SHOWN THUS: 		
TEMPORARY EASEMENT AREA 260 SQ. FT. OR 0.006 ACRES± SHOWN THUS: 		

PENNSYLVANIA LINES, LLC 111036		
REC'D LIBER	FOLIO	
1	S 76°08'33" E	30.45'
2	S 14°32'12" W	274.62'
3	R = 1477.69' L=44.21'	
4	CHD. N 89°50'00" W	44.21'
5	N 62°40'02" E	12.24'
6	N 14°38'20" E	15.44'
7	S 75°21'40" E	3.00'
8	N 14°38'20" E	130.87'
PERPETUAL EASEMENT AREA 9,006 SQ. FT. OR 0.207 ACRES± SHOWN THUS: 		


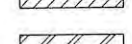
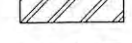



AVERY W. HALL INSURANCE AGENCY, INC. 111037		
REC'D		
LIBER	FOLIO	
TEMPORARY EASEMENT AREA 665 SQ. FT. OR 0.015 ACRES ± SHOWN THUS: 		



THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON ARE AN INTERPRETATION OF: (i) DEEDS AND PLATS OF RECORD; (ii) STATE HIGHWAY ADMINISTRATION PLATS; AND (iii) FIELD SURVEYS. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT AND THE SURVEYING WORK REFLECTED IN IT. THIS PLAT WAS DEVELOPED IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR REGULATION 09.13.06.

PATTIANNE SMITH  
PROFESSIONAL LAND SURVEYOR  
MD REG. NO. 21267  
EXP. DATE 06/13/2019  
DATE 7-11-2017



- LEGEND
-  REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
  -  TEMPORARY CONSTRUCTION EASEMENT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON THIS PLAT.
  -  PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
  -  PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT.
  -  PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO AN EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
  -  PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.

SENT TO RECORD OFFICE SEPTEMBER 5 2018

APPROVED BY: STATE ROADS COMMISSION CHAIRMAN SEPTEMBER 5 2018

COORDINATES AND BEARINGS SHOWN HEREON ARE REFERENCED TO THE SYSTEM OF COORDINATES ESTABLISHED BY THE MARYLAND COORDINATE SYSTEM NAD83(99) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION PLATS & SURVEYS DIVISION CONTROL STATIONS:			
DESIGNATION	NORTH	EAST	BOOK/PAGE
BVD 9	257,791.802	1,715,117.072	16261/48
BVD 8	256,595.826	1,714,847.462	16261/50
POINT DESCRIPTION	REBAR & CAP REBAR & CAP		
BOOKS	REVISIONS	PART OF PLATS	LOCATED IN
16261 (TRAV) 21701 (TRAV)	1901 (REV. 10-18-1937) 1902 2872 (REV. 12-21-1938) VALUATION PLAT V-19/7	1901 (REV. 10-18-1937) 1902 2872 (REV. 12-21-1938) VALUATION PLAT V-19/7	WICOMICO COUNTY
PREPARED BY: PLATS & SURVEYS DIVISION			
ADDRESS: 211 E. MADISON STREET BALTIMORE MD 21202			
CONSTRUCTION PROJECT: US 13 (BUSINESS) REPLACE BRIDGE #220004000 ON US 13 OVER THE WICOMICO RIVER			
CONSTRUCTION PROJECT NO.: W1222180			

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT: US 13 (BUSINESS)  
BRIDGE #220004000 OVER THE WICOMICO RIVER

RIGHT OF WAY PROJECT NO. W1222180

FEDERAL AID PROJECT NO. 220004000

ISSUED JULY 11 2017

SCALE: 1" = 40'

CHIEF, PLATS & SURVEYS DIVISION

PLAT No. 60836



SHA 63.30-10(02/01/95)

Office of Real Estate

660 West Road

Salisbury, Maryland 21802

Standard Option Contract  
with the  
State Highway Administration

of the  
Maryland Department of Transportation

R/W Contract No.

WI222A31

Item No.

111041

THIS OPTION, granted this 30<sup>th</sup> of September in the year 2019,

BY:

Name:

City of Salisbury, Maryland

Address:

125 N. Division Street  
Salisbury, MD 21801

and the Mortgagees, Trustees and/or Lien Holders listed in the PAYEE CLAUSE who will be contacted by the STATE HIGHWAY ADMINISTRATION for the purpose of agreeing to release the land, easements and/or rights hereinafter described from the operation and effect of any mortgage and/or lien which they may hold upon the property of the above mentioned persons, it being understood and agreed that they retain their rights as mortgagees and/or lienors in and to the remainder of the land of the above mentioned persons not hereby agreed to be conveyed.

All as the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE.

- A. **WHEREAS**, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. **WI2225180** for the improvements to **US 13 (Business) Bridge #220004000 Over The Wicomico River in Wicomico County**.
- B. **WITNESSETH**, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, the exclusive right and option to purchase for a period of six (6) months from the date hereof, **for the sum of Fifty-Three Thousand Six Hundred Fifty Dollars (\$53,650.00)** all of the following described land, easements, rights, privileges and controls.
- C. **ALL OF THE LAND AND PREMISES**, together with the appurtenances thereto belonging, or in anywise appertaining, lying on the westside of US 13 Business between the outermost lines designated "Right of Way Line", as shown and/or indicated, on State Highway Administration's **Plat Numbered 60836 (Issued 7/11/17)**, all of which plats are made a part hereof, and which are duly recorded, or intended to be recorded among the Land Records of the aforesaid County.
- D. **TEMPORARY CONSTRUCTION EASEMENT: TOGETHER** with the temporary right during the period of construction to use the area of land shown hatched thus ☐ on the aforesaid plat for the purpose of erosion and sediment control, sidewalk tie-ins and fine grading and at the termination of construction, all rights hereby acquired by the State Highway Administration – State Roads Commission shall then terminate and revert back to the property owner.

E. **ON-SITE IMPROVEMENTS:** IT IS FURTHER AGREED that the cash consideration of **\$53,650.00** called for on page one, paragraph 'B' of this contract includes the sum of **\$3,029.00** as payment in full for all trees, shrubs, paving, flowers, curbing and other on-site improvements that lie within the fee and/or easement areas to be conveyed.

E. **IT IS FURTHER AGREED** that the deed or deeds or other instruments of conveyance executed by the GRANTORS conveying to the GRANTEE all of the land, premises, easements, rights and privileges described in this option must contain covenants (running with and binding the remaining property of the GRANTORS, and binding the GRANTORS, their heirs, successors and assigns) that will perpetuate all of the rights and privileges agreed to be conveyed to the GRANTEE under the provisions of this option. The terms and conditions of this contract shall survive the execution and delivery of the deed and shall not become merged therein.

E. **IT IS FURTHER AGREED** that the GRANTORS herein do hereby authorize and designate

Name:  
City of Salisbury, Maryland

Address:  
125 N. Division Street  
Salisbury, MD 21801

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon the mailing by the GRANTEE to said Agent or Grantor, by mail, of the said notice of the acceptance of this option. The taking possession of said land and premises by the GRANTEE, however, shall not be construed as a waiver of any objection to title.

F. **IT IS FURTHER AGREED** that upon acceptance of this option by the GRANTEE, said GRANTORS will, upon demand, convey unto the State of Maryland, to the use of the State Highway Administration of the Department of Transportation (or to such person or persons as may be designated by the GRANTEE), by a special warranty deed, or deeds, a good and marketable fee simple title, the same to be delivered to the office of the GRANTEE at Baltimore, Maryland, or to a duly appointed agent acting for the GRANTEE in this particular instance, within thirty (30) days from the date of said demand, to be made in writing within three (3) months from the date of the acceptance of this option; provided that, GRANTORS and GRANTEE further agree each to employ their best efforts to conform with said time periods except, however, that no cause of action shall lie for the failure of such best efforts to so conform. The deed or deeds, and other instruments of conveyance must meet with the approval of the Office of Counsel of the State Highway Administration and shall contain the covenants set forth in this option.

G. **IT IS FURTHER AGREED** that all taxes on the land hereby agreed to be conveyed in fee simple shall be apportioned as of the date the GRANTEE takes possession, or has the right to take possession, or upon the actual transfer of title to the property to the GRANTEE whichever occurs first. For the purpose of this option, said date is considered to be **date of settlement**.

H. **PAYEE CLAUSE:** Payment shall be made for the land and rights herein agreed to be conveyed, upon receipt of the approvals mentioned in this option, by check, from the Treasurer of the State of Maryland, said checks, except as herein otherwise provided, to be made payable to, **the City of Salisbury, Maryland, its heirs, successors and assigns.**

I. **IT IS FURTHER AGREED** that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, anything not herein written,

shall vary the terms of this option, and that the payment of \$53,650.00 by the GRANTEE shall constitute full and final payment for the acquisition of the property described in this option, and any damages to the remainder thereof, if any. Relocation Assistance payments and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.  
SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

WITNESS/ATTEST

Walter Judd Vickens

Jacob R. Day (SEAL)  
Jacob R. Day, Mayor, City of Salisbury, Maryland

WITNESS/ATTEST

STATE OF Maryland COUNTY OF Wicomico

I hereby certify that, before me, the subscriber, a NOTARY PUBLIC of the STATE OF Maryland, in and for Dorchester County

Jacob R. Day, Mayor personally appeared and each severally acknowledged t(SEAL)he foregoing option to be \*his \*her or \*their respective act, or \*to be the act of the said body corporate. (Note - \*Strike out the words not applicable).

AS WITNESS MY HAND AND NOTARY SEAL, this 30th of September in the year 2019

NOTARY PUBLIC Walter Judd Vickens

NOTARY SEAL

My Commission expires 03/12/2022

The foregoing option is hereby accepted this 8th of October in the year 2019.

STATE HIGHWAY ADMINISTRATION  
of the  
DEPARTMENT OF TRANSPORTATION OF MARYLAND  
by: [Signature]

**AFFIDAVIT OF NO ENCUMBRANCES**

**I, the undersigned, do hereby make the following affidavit for the purpose of inducing the State Roads Commission of the State Highway Administration, acting for and on behalf of the State of Maryland,**

**To accept title to property known as: 0.077 acres of fee land, that is located on the west side of US13 Business in Salisbury, MD.**

**Item No.: 111041**

**Name: City of Salisbury, Maryland**

**and for the purpose of inducing State Roads Commission to pass the title to said property.**

**There are no unpaid bills or claims for labor or services performed, or for material furnished or delivered on the above described real property. There are no chattel mortgages, conditional bills of sale, retention of title agreements or personal property leases affecting any kind or nature on or about or appurtenant to said real property.**

**The undersigned further certifies that there is no existing lease on said premises and that here are no unpaid mortgages, judgments, liens, chattel mortgages or outstanding contracts of sale against the above described property other than those accounted for and paid at the time of settlement.**

**The undersigned further agrees, consents and covenants that in the event they receive any sum or sums in partial payment or in full settlement for the purchase of the aforesaid property, either prior to or subsequent to title examination of said property, and any such existing encumbrances enumerated aforesaid are not made part of the title examination of said property, to reimburse the State Highway administration, its representatives, attorneys, servants, agents and employees, the amount of said encumbrances immediately upon it being disclosed.**

**ATTEST/WITNESS:**

<hr/>	_____ (SEAL) Jacob R. Day, Mayor
<hr/>	_____ (SEAL)
<hr/>	_____ (SEAL)

---

**SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2020.**

**Notary Seal**

\_\_\_\_\_  
**Notary Public**

**My Commission Expires** \_\_\_\_\_

**cc: (2) Assembly  
Property Owner**

## SETTLEMENT SHEET

Date: \_\_\_\_\_

Property Name: City of Salisbury, Maryland

Property Address: 312 East Market Street

Salisbury, Maryland 21801

Item No.: 111041

Contract No.: WI222A31

Amount of Option: \$53,650.00

Deposited in Court \$ \_\_\_\_\_

Delivered at Settlement \$53,650.00

**TOTAL**

\$53,650.00

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## RECEIPT

Date: \_\_\_\_\_

I hereby acknowledge receipt of

\$53,650.00

To be withdrawn from Court

\$0

Previously withdrawn from Court

\$

**TOTAL**

\$53,650.00

\_\_\_\_\_  
Jacob R. Day, Mayor

CERTIFIED TRUE AND CORRECT

\_\_\_\_\_  
State Highway Administration  
Settlement Officer

Mailing Address:  
Records and Research Section  
707 North Calvert Street  
Baltimore, Maryland 21202

**DEED**  
TO  
THE STATE OF MARYLAND  
TO THE USE OF  
THE STATE HIGHWAY  
ADMINISTRATION  
OF THE  
MARYLAND DEPARTMENT OF  
TRANSPORTATION

Right of Way Item No. 111041  
R/W Contract No. WI222A31

**THIS DEED** made this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

From **CITY OF SALISBURY, a municipal corporation of the State of Maryland**, Grantor, unto the State of Maryland to the use of the State Highway Administration of the Department of Transportation, Grantee.

WHEREAS, the State Highway Administration of the Maryland Department of Transportation, acting for and on behalf of the State of Maryland, finds it necessary to acquire the land, easements, rights and/or controls, located in Wicomico County and shown and/or indicated on State Highway Administration Plat numbered **60836**, which plat has been or is intended to be filed for record with and electronically recorded by the Maryland State Archives, in order to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Roads System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, known as US 13 (Business) Replace Bridge #2200040000 on US 13 over the Wicomico River under its Contract Number WI2225180, and to thereafter use, maintain and/or further improve said highway and/or bridge, as a part of the Maryland State Roads System; and


WHEREAS, the total payment per §10-912(b) of the Tax-General Article of the Annotated Code of Maryland is Fifty-Three Thousand Six Hundred Fifty and 00/100 Dollars (\$53,650.00); and

WHEREAS, the undersigned certifies under penalties of perjury that the following is true to the best of his knowledge, information and belief, that in accordance with §10-912(d)(1)(i) of the Tax-General Article of the Annotated Code of Maryland, Grantor is a resident entity under Section 10-912 (a) (4) of the Tax-General Article of the Annotated Code of Maryland, the undersigned is an agent of Grantor, and the undersigned has the authority to sign this document on Grantor's behalf.

NOW, THEREFORE, THIS DEED WITNESSETH: That for and in consideration of the above premises, One Dollar (\$1.00) and other good and valuable consideration, the receipt whereof is hereby acknowledged, Grantor does hereby grant and convey unto the STATE OF MARYLAND, TO THE USE OF THE STATE HIGHWAY ADMINISTRATION OF THE MARYLAND DEPARTMENT OF TRANSPORTATION, its successors and assigns, FOREVER IN FEE SIMPLE, all right, title and interest, free and clear of all liens and encumbrances, in and to:

ALL THE LAND, containing 3,346 square feet or 0.077 of an acre of land, more or less, together with the appurtenances thereto belonging, or in anywise appertaining, lying between the outermost lines designated "Right of Way Line" as shown shaded on State Highway Administration Plat numbered 60836, all of which plat is made a part hereof, so far as the property and/or rights may be affected by the said proposed highway and/or bridge, and the appurtenances thereto belonging, or in anywise appertaining.

A reduced copy of State Highway Administration Plat numbered 60836 is attached hereto and incorporated herein as Exhibit No. 1.

TOGETHER with the temporary right during the period of construction to use the area of land containing 260 square feet or 0.006 of an acre of land, more or less, shown hatched thus  on State Highway Administration Plat numbered 60836, for the purpose of erosion and sediment control, sidewalk tie-ins and fine grading. Upon completion of this construction, all right to utilize this area by the State Highway Administration shall cease to exist.

BEING a part of the same property conveyed by a deed dated June 7, 1989 and recorded April 19, 1989 among the Land Records of Wicomico County, Maryland in Liber No. 1182, folio 777, from C. Stanley Morris and Don E. Richardson, and Grant's Transmission Service, Inc., a body corporate unto the City of Salisbury, a municipal corporation of the State of Maryland

TOGETHER with the buildings and improvements thereupon erected, made or being and all and every the rights, roads, alleys, ways, waters, privileges, appurtenances and advantages, to the same belonging, or anywise appertaining.

AND GRANTOR DOES hereby covenant and agree, on behalf of itself, its successors and assigns, to abide by and respect each and every control or restriction set forth in this instrument of writing, it being the intention of this conveyance to perpetuate all the rights and privileges granted to the State of Maryland, to the use of the State Highway Administration, by this deed. It is expressly understood and agreed that these covenants shall run with and bind upon Grantor, its successors and assigns, forever.

IT IS UNDERSTOOD AND AGREED that the actual consideration paid by Grantee to Grantor shall constitute full and final payment for the Grantee's acquisition of the land, easements, rights, privileges and controls, as well as Grantee's use thereof, all as described herein including, if applicable, any damages available under Section 12-104 of the Real Property Article of the Annotated Code of Maryland.

TO HAVE AND TO HOLD the land and premises above described and mentioned and hereby intended to be conveyed unto the proper use and benefit of the State of Maryland, to the use of the State Highway Administration of the Maryland Department of Transportation, its successors and assigns, forever in fee simple, together with the rights, easements, privileges and controls hereinbefore mentioned.

AND Grantor covenants that it has neither done, nor suffered to be done, anything to encumber the property, easements and/or rights, etc., hereby conveyed and that it will execute such other and further assurance of same as may be requisite and will specially warrant the herein conveyed property.  
The actual consideration paid by Grantee to Grantor is Fifty-Three Thousand Six Hundred Fifty and 00/100 Dollars (\$53,650.00).

IN WITNESS WHEREOF Grantor has hereunto caused this instrument to be executed and delivered by its proper and duly authorized officer as the act and deed of said entity.

ATTEST:

CITY OF SALISBURY,  
a municipal corporation of the State of Maryland

By: \_\_\_\_\_ (Seal)  
JACOB R. DAY, Mayor

STATE OF MARYLAND - COUNTY OF \_\_\_\_\_

I hereby certify that, before me, the subscriber, a NOTARY PUBLIC of the STATE OF MARYLAND, in and for \_\_\_\_\_ County, personally appeared **Jacob R. Day**, who acknowledged himself to be the Mayor of the City of Salisbury, a municipal corporation of the State of Maryland ("Corporation") and that he, as such officer, being authorized so to do executed the foregoing deed on behalf of the Corporation and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange or other transfer of all or substantially all of the property and assets of the Corporation.

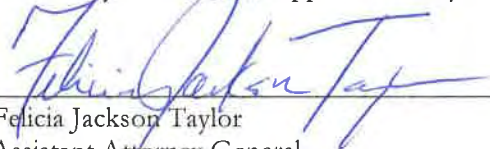
AS WITNESS MY HAND AND NOTARIAL SEAL this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
(Seal)  
Notary Public

My Commission Expires: \_\_\_\_\_

Return Recorded Deed to:  
Chief  
Records and Research Section  
State Highway Administration  
707 North Calvert Street  
Baltimore, MD 21202

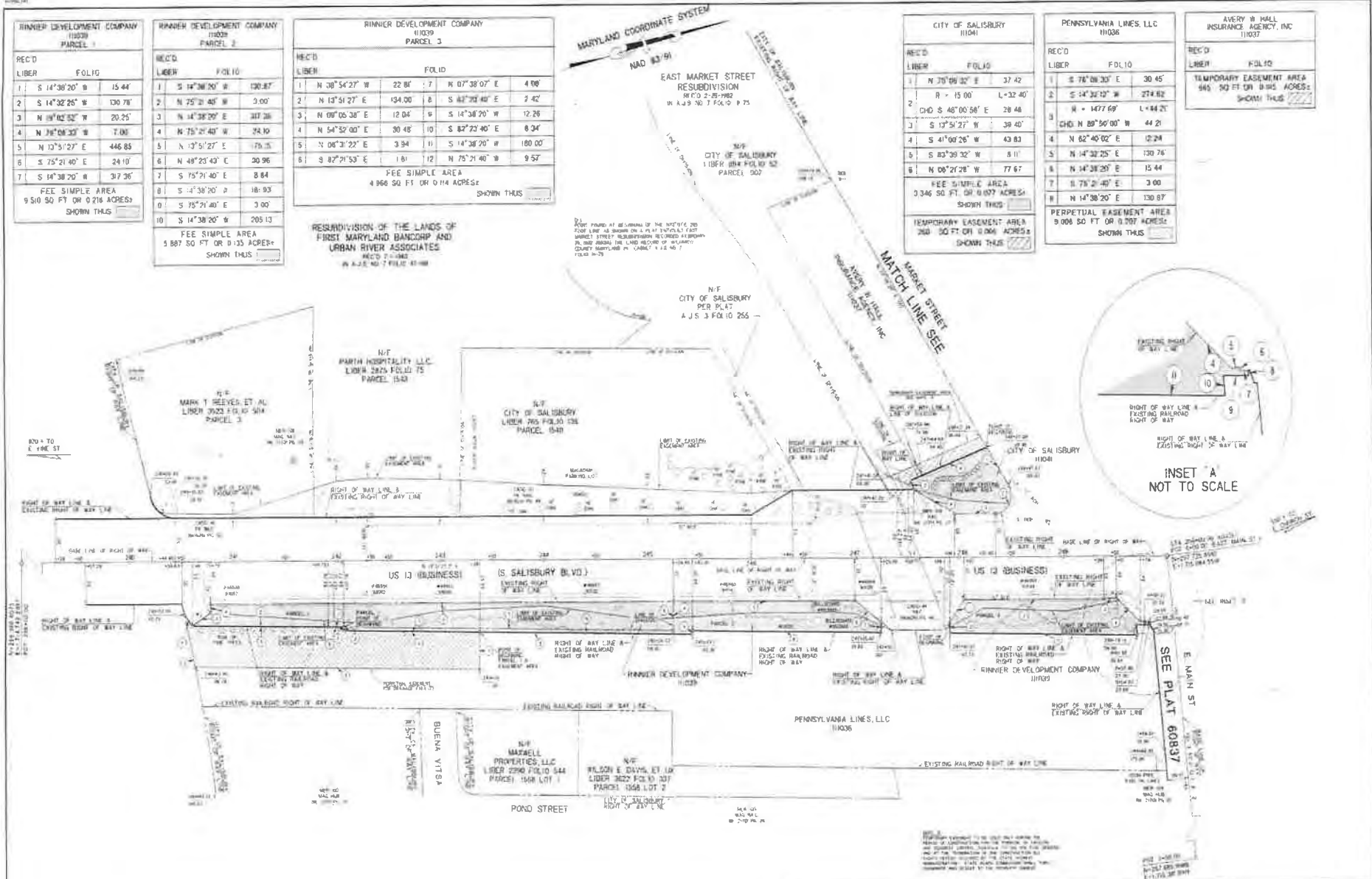
I HEREBY CERTIFY that this instrument was prepared under my supervision, an attorney admitted to practice by the Court of Appeals of Maryland.

  
\_\_\_\_\_  
Felicia Jackson Taylor  
Assistant Attorney General

As a transfer of property to an agency of the State of Maryland, this instrument is not subject to recordation tax (Pursuant to Section 12-108(a) of the Tax-Property Article of the Annotated Code of Maryland) and transfer tax (Pursuant to Section 13-207(a)(1) of the Tax-Property Article of the Annotated Code of Maryland).

This instrument is being presented for recording by, or on behalf of, an agency of the State of Maryland, which is a party to this instrument. Therefore, for the reasons described in a letter from the Office of the Attorney General dated December 21, 2001, this instrument is to be recorded without charge for the recording fee and Real Property Records Improvement Fund surcharge which would otherwise be due pursuant to Section 3-601 of the Real Property Article and Section 13-604 of the Courts and Judicial Proceedings Article, respectively, of the Annotated Code of Maryland.





<p>THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON ARE AN INTERPRETATION OF THE RECORDS AND PLATS OF RECORD FOR THE STATE HIGHWAY ADMINISTRATION PLAT, AND THE FIELD SURVEY OF THE PREPARED BY THE SURVEYOR. ANY CHANGES IN THE PREPARATION OF THIS PLAT AND THE SURVEYOR'S RIGHT INTERESTS IN IT, THIS PLAT BEING REVISED IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN FEDERAL REGULATION 23.103-3.</p> <p>REVISIONS: 0011 PROFESSIONAL LAND SURVEYOR SEP 11 2003 SEP 11 2003</p>		<p>STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION</p> <p>RIGHT OF WAY PROJECT: US 13 BUSINESS BRIDGE #22000-4000 OVER THE WICOMICO RIVER</p> <p>RIGHT OF WAY PROJECT NO. 22000-4000 ISSUED JULY 11, 2002</p> <p>SCALE: 1"=40'</p> <p>PLAT No. 60836</p>	
<p>THIS PLAT WAS PREPARED BY THE SURVEYOR FOR THE STATE HIGHWAY ADMINISTRATION PLAT, AND THE FIELD SURVEY OF THE PREPARED BY THE SURVEYOR. ANY CHANGES IN THE PREPARATION OF THIS PLAT AND THE SURVEYOR'S RIGHT INTERESTS IN IT, THIS PLAT BEING REVISED IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN FEDERAL REGULATION 23.103-3.</p> <p>REVISIONS: 0011 PROFESSIONAL LAND SURVEYOR SEP 11 2003 SEP 11 2003</p>		<p>STATE OF MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STATE ROADS COMMISSION</p> <p>RIGHT OF WAY PROJECT: US 13 BUSINESS BRIDGE #22000-4000 OVER THE WICOMICO RIVER</p> <p>RIGHT OF WAY PROJECT NO. 22000-4000 ISSUED JULY 11, 2002</p> <p>SCALE: 1"=40'</p> <p>PLAT No. 60836</p>	

Exhibit No. 1

ORDINANCE NO. 2583

AN ORDINANCE OF THE CITY OF SALISBURY REQUIRING THAT CERTAIN SINGLE-USER RESTROOMS IN THE CITY BE MADE AVAILABLE TO ALL INDIVIDUALS REGARDLESS OF GENDER; REQUIRING THAT CERTAIN SINGLE-USER RESTROOMS USE GENDER INCLUSIVE SIGNAGE TO IDENTIFY THE RESTROOM; DEFINING CERTAIN TERMS; ESTABLISHING CERTAIN PENALTIES; AND PROVIDING FOR A SPECIAL EFFECTIVE DATE.

WHEREAS, the City of Salisbury seeks to provide all citizens privacy and safety with regard to being able to utilize available single user restrooms; and

WHEREAS, requiring certain single-user restrooms to be made available for anybody's use will further protect the health, safety and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT the Municipal Code of the City of Salisbury is hereby amended by adding a new Chapter 9.12 to Title 9- Public Peace, Morals and Welfare to read as follows:

**Chapter 9.12 – PUBLIC RESTROOMS**

**9.12.010 – Definitions.**

**A. In general.**

**In this Chapter, the following terms have the meanings indicated.**

**B. Gender inclusive signage.**

**“Gender inclusive signage” means a sign identifying a restroom that does not indicate a specific gender, such as “Restroom”, “Bathroom”, “Toilet”, “Family Use Restroom”, “Gender Neutral”, “Gender Inclusive”, or a symbol indicating the restroom’s availability for use by any individual regardless of gender.**

**C. Place of public accommodation.**

**“Place of public accommodation” has the meaning stated in State Government Article, § 20-301 {“ ‘Place of public accommodation’ defined”}.**

**D. Public single-user restroom.**

**1. “Public single-user restroom” means a single-occupancy restroom for public use with at least one water closet and with an outer door that can be locked by the occupant.**

**2. “Public single-user restroom” does not include:**

49 a. Any private restroom in a residence, apartment, hotel, or hospital; or

50  
51 b. A restroom only accessible from a private room or office.

52  
53 9.12.020 – Requirements for single-user restrooms.

54  
55 Any public single-user restroom in a commercial or industrial establishment, a place of  
56 public accommodation, or a City-owned or City-occupied building must be:

57  
58 A. Made available for use by individuals of any gender; and

59  
60 B. Identified with gender inclusive signage.

61  
62 9.12.030 – Department to enforce.

63  
64 Enforcement of this Chapter shall be conducted by enforcement officers designated by  
65 the Housing and Community Development Department.

66  
67 9.12.040 – Enforcement by citation.

68  
69 A. In general.

70  
71 1. A citation under this section may only be issued after the issuance of a  
72 written warning and a failure to correct the violation within thirty (30) days of the date of the  
73 warning.

74  
75 2. In addition to any other civil remedy or enforcement procedure, any person  
76 found in violation of the provisions of this Chapter shall be guilty of a municipal infraction  
77 and shall be subject to a fine not to exceed One Hundred Dollars (\$100.00) per violation in  
78 accordance with Chapter 1.16 of the City of Salisbury Municipal Code. Each day a violation  
79 continues shall be deemed a separate offense.

80  
81 B. Process not exclusive.

82  
83 The issuance of a municipal infraction citation to enforce this Chapter does not  
84 preclude pursuing any other civil remedy or enforcement action authorized by law.

85  
86  
87 \*Information shown as **BOLD UNDERLINED** language is being added to the existing City of  
88 Salisbury Municipal Code.

89  
90 AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY OF SALISBURY,  
91 MARYLAND, that the Ordinance shall take effect six (6) months following the date of final  
92 passage.

93  
94 THIS ORDINANCE was introduced and read at a meeting of the City Council of the City of  
95 Salisbury held on this 24<sup>th</sup> day of February 2020, and thereafter, a statement of the substance of the

Ordinance having been published as required by law, was finally passed by the Council on the 9<sup>th</sup> day of March, 2020.

**ATTEST:**

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor

ORDINANCE NO. 2584

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY20 GENERAL FUND BUDGET TO APPROPRIATE INSURANCE PROCEEDS RECEIVED IN FY20 TOWARDS THE PURCHASE OF A NEW VEHICLE FOR THE POLICE FLEET.

WHEREAS, the Salisbury Police Unit #1601, a 2014 Ford Fusion, vehicle identification number 3FA6P0G78GR332860, was involved in a motor vehicle accident and declared a total loss; and

WHEREAS, insurance proceeds from the loss of Unit #1601 total \$12,300.00; and

WHEREAS, the Salisbury Police Unit #1482, a 2014 Chevrolet Caprice, vehicle identification number 6G3NS5U38EL940038, was involved in a motor vehicle accident and declared a total loss; and

WHEREAS, insurance proceeds from the loss of Unit #1482 total \$12,456.00; and,

WHEREAS, Salisbury Police Department is requesting the insurance proceeds for vehicles #1601, and #1482, in the amount of \$24,756.00, be placed in Police Services - Vehicle Account, 21021-577025; and

WHEREAS, Salisbury Police Department will utilize the funds appropriated from the insurance proceeds toward the purchase of a new vehicle for the Salisbury Police Department; and

WHEREAS, appropriations necessary for the vehicle purchase must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

- 1) Increase Insurance Proceeds (01000-456935) by \$24,756.00
- 2) Increase the Police Department-Police Services-Vehicle Account (21021-577025) by \$24,756.00

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 24<sup>th</sup> day of February, 2020, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 9<sup>th</sup> day of March, 2020.

50 ATTEST:

51

52

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

54

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

55

56 Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2020

57

58

59 \_\_\_\_\_  
Jacob R. Day, Mayor

**ORDINANCE NO. 2585**

AN ORDINANCE OF THE CITY OF SALISBURY 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.

WHEREAS, the ongoing application, administration and enforcement of Title 2, Administration and Personnel of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation and amendments that will keep Title 2 current; and

WHEREAS, the Director of Procurement may amend the rules adopted pursuant to Chapter 2.32, Purchases and Sales of the Salisbury Municipal Code, in accordance with specific provisions of Chapter 2.32.090, Authority to establish rules and regulations; and

WHEREAS, the Mayor and City Council requested that the Director of Procurement periodically review Chapters 2.32 and 2.36 in light of existing procedural practices and input from the City Council and Department Directors; and

WHEREAS, the Salisbury Municipal Code contains requirements for competitive bidding and awarding of contracts, and requires Council approval for all contracts in excess of \$100,000.00; and

WHEREAS, after a contract award has been approved by Council, contracts sometimes require changes that may alter the work to be performed, the time frame of the project and the cost of the contract, known as Change Orders; and

WHEREAS, there is currently no provision in the Salisbury Municipal Code that requires Council approval of Change Orders; and

WHEREAS, the procedure and selection for disposition of surplus property contains references to bids and proposals in different sections of Chapter 2.36; and

WHEREAS, disposition of unused real estate currently mandates the inclusion of certain provisions in a disposition contract and later provides that said provisions shall be included as considered appropriate by the City Council, this ordinance is intended to clarify the discretion afforded to the City Council; and

WHEREAS, the Director of Procurement has recommended and the Mayor and City Council desire to add a requirement for Council approval of certain construction contract change orders, to add bids and proposals to all sections of Chapter 2.36, and to clarify that for a

disposition contract for the disposition of unused real property, the City Council will approve those provisions deemed necessary by the Council.

NOW, THEREFORE, be it enacted and ordained by the City of Salisbury, that Chapters 2.32 and 2.36 of the City of Salisbury Municipal Code be amended as follows:

Chapter 2.32 – Purchases and Sales.

2.32.050 - Procedure for competitive bidding.

Whenever the estimated value of the purchase or contract is twenty-five thousand dollars (\$25,000.00) or less, the council authorizes informal bidding procedures in the case of any single contract, purchase, or sale. Whenever the estimated value of the purchase or contract is in excess of twenty-five thousand dollars (\$25,000.00), the following procedures shall be followed:

A. Determination of When Bidding Required. On receiving any requisition for any purchase or any request for the making of any contract or council approval of any sale of city property, the **[[director of procurement]]***Director of Procurement* shall estimate the value and shall determine whether the same appears to require competitive bidding and what form it should take. If in doubt, he/she may submit such question to the city solicitor, who shall render an opinion informally or in writing as may be required by the **[[director of procurement]]***Director of Procurement*.

B. Fixing of Terms, Conditions and Specifications of Bidding. After consulting the head of the using agency, the **[[director of procurement]]***Director of Procurement* shall fix and determine all the detailed terms and conditions of bidding pursuant to Article XVI of the Charter and this section, including the form and content of source selection, notices to bidders, times and conditions for bidding, specifications, surety for bids and other details. Bids may be requested in whole or in parts and with one or more alternates as the **[[director of procurement]]***Director of Procurement* may determine. In every instance, the city shall reserve the right to reject any bids, waive any irregularities and make the award in the best interests of the city.

Council approval shall be required for all unbudgeted capital outlay items and all capital outlay which exceeds budgeted funds. For budgeted goods and services, council approval shall only be required for contracts in excess of one hundred thousand dollars (\$100,000.00).

C. Methods of Source Selection. If the estimated value is twenty-five thousand dollars (\$25,000.00) or more, the **[[director of procurement]]***Director of Procurement* shall solicit bids using one of the following methods:

1. Competitive Sealed Bidding.

a. A public notice **[[and invitation to bid]]***inviting bids* shall be **[[published]]**  
*advertised using print or electronic media* **[[at least once in a newspaper**



published in the city and]] allowing ample time for preparation of bids, but in no event less than seven calendar days before the date for submitting bids.

- i. The notice **[[and invitation to bid]]** shall be **[[mailed]]** made available to persons listed on the city's list of prospective bidders.
- ii. Other persons shall be notified by suitable means as the **[[director of procurement]]** Director of Procurement may select, in his/her discretion, in order to discourage uniform bidding and to obtain as full and open competition as possible.
- iii. The notice shall contain a description of the project or purchase being sought, the availability and location of specifications, where bids must be submitted, the deadline for submitting bids, the time and place of the bid opening, and a statement indicating that the city reserves the right to reject all bids submitted.

- b. Sealed bids submitted to the **[[director of procurement]]** Director of Procurement on time shall be opened in public at the time and place designated and shall be tabulated, which shall be open to public inspection.
  - i. The **[[director of procurement]]** Director of Procurement, on his/her own authority, may reject all bids or any part thereof, and re-advertise for bids when, in his/her judgment, the public interest will be served thereby.
  - ii. The director may select the successful bidder by lot if the best bids are identical and the public interest will not permit the delay of re-advertising.
- c. The **[[director of procurement]]** Director of Procurement shall award the contract to the responsible bidder who submits the responsive bid that is either the lowest bid price, or is the lowest evaluated bid price, or is the bid most favorable to the city.
- d. If, after competitive sealed bids have been opened, the **[[director of procurement]]** Director of Procurement determines that only one responsible bidder has submitted a responsive bid, the **[[director of procurement]]** Director of Procurement may negotiate the procurement contract with that one bidder under the procedure for noncompetitive negotiation (sole source procurement).
- e. After competitive sealed bids have been opened, the director may award a procurement contract on the basis of revised bids if:
  - i. All bids are rejected;
  - ii. All bid prices exceed the funds available for the procurement; or
  - iii. The director determines that all bids are unreasonable as to at least one requirement and the delay that would result from issuing a new invitation for bids with revised specifications or quantities would be fiscally disadvantageous or otherwise not in the best interests of the city;
  - iv. If there is more than one bidder, discussions about revised specifications or quantities shall be conducted with all responsible bidders who submitted responsive bids. The bidders shall be treated fairly and equally with respect to any discussions;

- v. An invitation for revised bids shall state whether the award will be made without competitive negotiations; such invitation is not subject to the notice requirements in subsection (C)(1)(a);
- vi. After revised bids have been submitted, negotiations with bidders may not be conducted unless the director determines that there is a compelling reason to negotiate. Award shall be made pursuant to subsection (C)(1).

2. Multi-Step Bidding.

- a. May be used when the director determines that an initial preparation of specifications for price bids is impracticable;
- b. Shall follow notice and invitation to bid requirements found in subsection (C)(1)(a);
- c. Includes a request for unpriced technical offer or samples;
- d. Directs bidders to submit sealed price bids separately either with the technical offers or after the technical offers are evaluated and they have been found acceptable under the criteria set forth in the invitation to bid;
- e. Only those prices submitted by bidders whose technical offers have been found acceptable will be considered;
- f. Sealed price bids may not be opened until after a complete evaluation of the technical offers has been made;
- g. Award is made pursuant to requirements under competitive sealed bidding.

3. Competitive Sealed Proposals.

- a. Competitive sealed proposals may be used when the **[[director of procurement]]***Director of Procurement* determines that specifications cannot be prepared that allow an award based on the lowest bid price, the lowest evaluated bid price, or the bid most favorable to the city; or when the use of competitive sealed bidding is not practicable or not advantageous to the city.
- b. A request for proposals shall follow the notice and invitation to bid requirements found in subsection (C)(1)(a).
- c. A request for proposals shall include a statement of the scope of the procurement and the factors including price, that will be used in evaluating proposals and the relative importance of each factor.
- d. After receipt of proposals, but before award, the director may conduct discussions with an offeror to:
  - i. Obtain the best price for the city;
  - ii. Ensure full understanding of the city's requirements and the offeror's proposal.
- e. If discussions are conducted, the director:
  - i. Shall provide an opportunity to participate to each responsible offeror who submits a proposal that, in the judgment of the director, is reasonably susceptible of being selected for award;
  - ii. Shall treat all of those responsible offerors fairly and equally;

- 171                   iii. May allow all of those responsible offerors to revise their initial proposals  
172                   by submitting best and final offers, if discussions indicate that it would be in  
173                   the best interest of the city to do so;
- 174                   iv. May conduct more than one series of discussions and requests for best and  
175                   final offers; and
- 176                   v. May not disclose to an offeror any information derived from a proposal of or  
177                   discussion with a competing offeror.
- 178                   f. Proposals are irrevocable for the period specified in the request. A best and final  
179                   offer is irrevocable for the period specified in the request for best and final  
180                   offers.
- 181                   g. The director shall award the procurement contract to the responsible offeror  
182                   who submits the proposal or best and final offer determined to be the most  
183                   advantageous to the city considering the evaluation factors set forth in the  
184                   request for proposals.
- 185                   4. Competitive Negotiations.
- 186                   a. To be used for certain professional, architectural, engineering, or other  
187                   specialized services;
- 188                   b. The director requests statements of qualifications and information including  
189                   description of work, time estimate, past experiences, references, hourly rates, if  
190                   applicable;
- 191                   c. All responses are evaluated and discussions may be conducted with any bidder  
192                   to clarify qualifications or discuss the approach to the work;
- 193                   d. Once evaluations and discussions are completed, the using department head and  
194                   the director shall select, in order of qualification ranking, at least three  
195                   acceptable suppliers. The best qualified supplier is then requested to submit cost  
196                   or pricing data. A contract is then negotiated with that supplier;
- 197                   e. If a contract cannot be negotiated, the reasons for failure are documented and  
198                   the same process is followed with the next most qualified supplier.
- 199                   5. Noncompetitive Negotiation-Sole Source Procurement.
- 200                   a. Noncompetitive negotiation can be utilized if at least two sources are available  
201                   for the services but the absence of effective competition makes it unreasonable  
202                   to expect bids or proposals from the available sources.
- 203                   b. A request for general expressions of interest shall be published in the same  
204                   manner as required for invitation for bids, shall state the general requirements  
205                   for services, and shall request interested service providers to respond in writing  
206                   with general expressions of interest.
- 207                   c. The director may conduct discussions with any responsible service provider  
208                   who has submitted an expression of interest; the director shall treat fairly and  
209                   equally with respect to discussions all responsible service providers who have  
210                   submitted expressions of interest.
- 211                   d. The director may award a procurement contract to the provider offering the best  
212                   price, conditions, and services and in the best interests of the city.

- 213 e. Sole source procurement exists whenever the director determines that there is  
214 only one available source for the subject of a procurement contract and he/she  
215 may award the contract without competition to that source.
- 216 6. Procedure for Informal Competitive Bidding.
- 217 a. If the estimated value is less than twenty-five thousand dollars (\$25,000.00) the  
218 **[[director of procurement]]***Director of Procurement* shall solicit informal  
219 competitive bids by giving notice by mail, telephone, fax, or other means  
220 deemed effective by the director to such persons as he/she may select, at his/her  
221 discretion, in order to discourage uniform bidding and to obtain as full and open  
222 competition as possible.
- 223 b. At least three competitive bids shall be secured whenever possible, and an  
224 award shall be made by the director to the lowest and best bid in the case of  
225 purchases or the highest and best bid in the case of sales.
- 226 c. The director shall keep a record of all competitive bids submitted pursuant to  
227 this procedure, and such records shall be open in his/her office.
- 228 D. Small Business Preference Program.
- 229 1. Applicability. The small business preference program applies to all competitive  
230 bidding conducted pursuant to this section by the city.
- 231 2. Procedures.
- 232 a. The **[[director of procurement]]***Director of Procurement* shall screen all  
233 procurements potentially eligible for a small business preference and shall  
234 determine which of those procurements is appropriate for preferences under  
235 these procedures. The **[[director of procurement]]***Director of Procurement*  
236 shall also determine which percentage preference is to be applied. The  
237 determination shall be based on the availability of qualified, certified small  
238 businesses and other appropriate factors.
- 239 b. The proposed small business procurement preference may not exceed a base  
240 percentage preference of five percent of the total contract value. A two percent  
241 preference may be added to the base percentage preference for veteran-owned  
242 small businesses and a three percent preference may be added to the base  
243 percentage preference for disabled-veteran-owned small businesses.
- 244 c. Any solicitation for a procurement designated for a small business preference  
245 shall include a statement that the procurement has been so designated and shall  
246 indicate the price preference percentage to be applied to that procurement.
- 247 d. Small business preferences shall apply only to those businesses which meet the  
248 definition of a small business, veteran-owned small business, or disabled-  
249 veteran-owned small business under Maryland law and COMAR, and in the  
250 case of the city's small business preference program, any small business,  
251 veteran-owned small business or disabled-veteran-owned small business must  
252 also have its principal place of business within the city limits, **[[.]]** Maryland or  
253 be at least fifty-one (51) percent owned and controlled by an individual  
254 domiciled in the city.

- e. The **[[director of procurement]]***Director of Procurement* shall maintain a list of all small businesses, veteran-owned small businesses and disabled-veteran-owned small businesses qualified under both state law and this Code to be designated as such. It is the responsibility of the small business and not the **[[director of procurement]]***Director of Procurement*, to request that its name be included on the list. The director will, however, verify whether each small business is qualified for inclusion on the list and demand whatever proof is required. If any business is found not qualified, the **[[director of procurement]]***Director of Procurement* will notify the business and afford it an opportunity to appeal the director's decision to the city administrator. The decision of the city administrator is final.
3. Direct Solicitation. When soliciting bids for a procurement designated for a small business preference, the **[[director of procurement]]***Director of Procurement* shall **[[send]]***make available* a solicitation or notice of the solicitation to all certified small businesses on the list which are appropriate for the subject of the contract.
4. Evaluation. When a procurement under this code section has been designated for a small business preference, the procurement officer shall accept the most favorable responsive bid from a responsible small business if the bid does not exceed the most favorable responsive bid price received from a responsible bidder that is not certified as a small business by:
- a. More than five percent;
  - b. More than seven percent for a veteran-owned small business;
  - c. More than eight percent for a disabled-veteran-owned small business; or
  - d. The predetermined percentage preference.

#### 2.32.080 - Disposition of surplus supplies.

All using agencies shall submit to the **[[director of procurement]]***Director of Procurement*, at such times and in such form as he/she may prescribe, a request to declare as surplus all supplies, materials and equipment**[[, costing]]** *with a historical cost of* two thousand dollars (\$2,000.00) or more**[[ and listed on the capital asset inventory which]]**, *that* are no longer used or which have become obsolete, worn out or scrapped. The director may transfer such stock to other agencies which have need for or can use it or, if not thus usable, may sell or otherwise dispose of same in accordance with the Charter. All supplies, materials, and equipment **[[costing]]** *with a historical cost of* less than two thousand dollars (\$2,000.00), which are no longer used or which have become obsolete, worn out or scrapped, may be disposed of as determined by the head of the department *that is* disposing of such property.

#### 2.32.85 – Change Orders.

City Council approval is required for any Change Order of a contract that has an original award amount in excess of \$100,000.00, and that results in a cumulative increase of the original contract of 20% or greater.

## Chapter 2.36 – Disposition of Surplus or Unused Real Property.

### 2.36.040 - Procedure.

The following procedure shall guide the sale of city-owned surplus or unused real property:

- A. The **[[director of procurement]]**Director of Procurement shall determine whether city-owned land is surplus or unused in accordance with the City Charter and make recommendations to the city council as to the sale or disposition of such real property.
- B. The city council may approve the sale or disposition of such property, and, if approved, the **[[director of procurement]]**Director of Procurement shall be directed to either publish a notice inviting *bids or* proposals for development or prepare an advertisement for auction sale.
- C. A notice inviting proposals or an auction advertisement shall be published in a local newspaper of general circulation not less than three times within thirty (30) days prior to the date that proposals shall be made or auction held, and such notice or auction advertisement shall identify the specific property to be sold, **[[the]]** *by* site, *size***[[side]]** and location.
- D. If sealed bids are requested, the **[[director of procurement]]**Director of Procurement shall establish the manner in which all *bids or* proposals shall be submitted in response to the notice. All *bids or* proposals for the purchase of said surplus or unused property shall contain sufficient information to specifically address the items listed in Section 2.36.050 of this chapter and be accompanied by a deposit of ten percent of the bid price.
- E. If an auction is offered, the **[[director of procurement]]**Director of Procurement shall set the terms of the auction, including a deposit of ten percent of the successful bid.

### 2.36.050 - Selection of winning proposals.

After all *bids or proposals* have been opened and all information reviewed and compiled, the **[[director of procurement]]**Director of Procurement shall make a report to the city council; the city council shall then consider all such information, the nature of all *bids or***[[development]]** proposals and make a selection which, in the council's judgment, is the highest and best *bid or* proposal and in the best interest of the city.**[[,]]** The City Council may **[[considering]]**request

additional information and consider the following factors to aid in its determination of the bid or proposal which will be in the best interest of the city:

- A. The demonstrated financial and legal ability of the person making the proposal to implement the proposal;
- B. The significance of the proposal in having a positive impact on the city of Salisbury;
- C. The potential of the development for providing employment opportunities;
- D. The monetary value offered for the surplus land, as well as the monetary value of the proposed development after completion;
- E. A preliminary development plan for the property which shall consist of a description of all proposed uses and the type of development proposed for the property and the preliminary design of all proposed buildings and structures and a preliminary site plan showing a footprint of the proposed buildings or structures and all amenities proposed to be developed on the site;
- F. Such other and further factors as the city council may wish to consider.

#### 2.36.070 - Award of bid.

The city council shall make an award by resolution and proceed to sell or dispose of the property pursuant to the terms of a disposition contract. The disposition contract for the sale of the property shall not merge into any deed, unless specified in the contract, and the disposition contract **[[shall]]** may contain the requirements of Section 2.36.080(A) and such other specific requirements as the **[[c]]**City **[[c]]**Council deems necessary to accomplish the purposes of this chapter. As a condition precedent to the city's obligation to convey the property, the purchaser shall submit to the city evidence satisfactory to the city that the purchaser has the equity capital and commitments for mortgage financing necessary for the construction of the improvements to the property. The city council may not convey such property until after the disposition contract is executed.

#### 2.36.080 – Disposition contract.

- A. In addition to the regulations set forth in the city building code, zoning code, historic district ordinance and other applicable codes and ordinances, the following controls **[[shall]]** may be implemented by provisions in a disposition contract as are considered appropriate by the city council:

**EXPLANATION:**

\* *ITALICIZED AND UNDERLINED PRINT INDICATE MATERIAL ADDED TO EXISTING LAW.*

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

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

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 24<sup>th</sup> day of February, 2020 and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the 9<sup>th</sup> day of March, 2020.

ATTEST:

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor





## EXHIBIT A – CONSTRUCTION CONTRACT CHANGE ORDER THRESHOLD SUMMARY

Questions about this document? Please call (410) 548-3190

Informal Procurements up to \$24,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
1	\$2,000 - \$25,000	≤20.00% of Original PO/Contract	Department Director	Complete Tier 1 Change Order Form; Process cost revision to Purchase Order.
2	\$2,000 - \$25,000	≥20.01% of Original PO/Contract; If ≥50.00% or \$10,000 (whichever is greater), process under Tier 4	Department Director, Procurement Director	Complete Tier 2 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$25,000.00 - \$99,999.99				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
3	\$25,000.01 - \$100,000	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director	Complete Tier 3 Change Order Form; Process cost revision to Purchase Order.
4	\$25,000.01 - \$100,000	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 4 Change Order Form; Process cost revision to Purchase Order.

Formal Procurements \$100,000+				
Tier	Original Purchase Order/Contract	Cumulative Increase in Original Purchase Order/Contract	Approval Authority	Process
5	\$100,000.01+	≤20.00% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator	Complete Tier 5 Change Order Form; Process cost revision to Purchase Order; Prepare an information report to Mayor and City Council.
6	\$100,000.01+	≥20.01% of Original PO/Contract	Department Director, Procurement Director, Finance Director, City Administrator, Mayor City Solicitor, City Council	Complete Tier 6 Change Order Form; Process cost revision to Purchase Order; Prepare a Council Agenda Item under “Award of Bids” and present for City Council approval.



# City of Salisbury

## TIER 6 CHANGE ORDER

Original PO \$100,000.01+  
Cumulative Increase  $\geq$  20.01%

Contract #: RFP ##-### or ITB ##-###  
Contract Name:  
Change Order #:  
P.O. #:  
Initiation Date:  
Contract Date:  
Account #:

TO: Vendor Name  
Vendor Street Address  
Vendor City, State, Zip Code

You are directed to make the following changes in this contract:

1. Description of changes to be made
2. Description of changes to be made
3. Description of changes to be made

Signature of the Contractor indicates their agreement herewith, including any adjustment in the Contract Sum or Contract Time. The terms and conditions of the original contract shall prevail; no other terms and conditions accompanying this charge order shall be valid or enforceable unless specifically acknowledged by written contract amendment issued by the City of Salisbury. Not valid until signed by all parties indicated below.

The original Contract Sum was..... \$  
Net change by previously authorized Change Orders..... \$  
The Contract Sum prior to this Change Order was..... \$  
The Contract Sum will be (increased), (~~decreased~~), (~~unchanged~~) by..... \$  
The Cumulative Contract Sum including this Change Order will be..... \$  
Therefore, the Cumulative Contract Sum will be (increased), (~~decreased~~), (~~unchanged~~) by.... %  
The Contract Time will be (increased), (~~decreased~~), (~~unchanged~~) by..... ( ) days or ( ) weeks  
Therefore, the revised date of substantial completion is.....

### AUTHORIZED:

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Amanda Pollack, P.E.	Director of Infrastructure & Development		
Jennifer Miller, CPPO, CPPB	Director of Procurement		
Keith Cordrey	Director of Finance		
Julia Glanz	City Administrator		
Mark Tilghman, P.A.	City Solicitor		
Jacob R. Day	Mayor		
John R. Heath	President, City Council		

### VENDOR ACKNOWLEDGEMENT (Please sign and return two originals):

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>



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

To : Andy Kitzrow, Deputy City Administrator  
From: Cori Cameron, Director of Water Works  
Date: February 25, 2020  
Re: Paleo Water Treatment Plant Bathroom Remodel

The new Paleo bathroom shower will not fit thru the exterior doors of the building. The door needs to be removed, block work to be done and replaced with an ADA compliant door with a wider frame. The attached budget amendment is to remove the current door and block work and replace with a larger door and hardware. This change will allow for the shower in the scope of work to fit thru the door as well as the new bathroom will be handicap accessible. In addition upgrades are being made to the original plans by using a moisture resistant abuse board, additional cost to utilize 18 gauge CSJ studs 16" on center and cover with 5/8" plywood on top so the maintenance man, can get up to the pipes and electric in ceiling and eliminate the shelving on the plans to allow access to the corner area and the roof drains.

The original CIP budget amount for this project was \$51,000. An additional \$9872 is needed to complete this project. Funds are available in the Water and Sewer Capital Project Fund 97030-49000-50040, in the amount of \$9872, to transfer to this Paleo Bathroom remodel Project.

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Department of Water Works  
1142 Marine Rd.  
Salisbury, MD 21801  
[www.salisbury.md](http://www.salisbury.md)



# City of Salisbury

Contract No. ITB 20-113  
Paleo Water Treatment Plant Bathroom Remodel

Acct No. 97030-513026-50040

## STANDARD FORM OF AGREEMENT

THIS AGREEMENT, made as of the 13<sup>th</sup> day of December in the year of Two-Thousand and Nineteen by and between the City of Salisbury, party of the first part, herein after called the City, and Evans Builders, Inc., 706 Naylor Mill Road, Salisbury, MD 21801, party of the second part, hereinafter called the Vendor.

The City and the Vendor agree as set forth below:

### ARTICLE – 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, The Conditions of the Contract (General, Supplementary and other Conditions), Instructions to Bidders, the Specifications, all Addenda issued prior to and all Modifications issued after execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents appears in Article 9.

### ARTICLE – 2 WORK

The Vendor will perform all the Work required by the Contract Documents for:

CONTRACT NO. ITB 20-113  
PALEO WATER TREATMENT PLANT BATHROOM REMODEL

ARTICLE – 3  
TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Work to be performed under this Contract will be commenced within fifteen (15) days from the Notice-to-Proceed and, subject to authorized adjustments, Substantial Completion will be achieved not later than 90 calendar days.

ARTICLE – 4  
CONTRACT SUM

The City will pay the Contract in current funds for the providing of the services, as provided in the Contract Documents, the Contract Sum of **Fifty Six Thousand, Six Hundred Seventy Two Dollars**.

**The Contract Sum is determined as follows:**

ITEM		QTY	UM	Price	Extended
101.	Paleo Water Treatment Plant Bathroom Remodel.	1	L.S.	\$ 49,772.00	\$ 49,772.00
201.	Additional costs to utilize 18ga CSJ for walls of the bathroom.	1	L.S.	\$ 1,750.00	\$ 1,750.00
202.	Additional costs to utilize moisture resistant abuse board in lieu of standard abuse board.	1	L.S.	\$ 1,200.00	\$ 1,200.00
203.	Additional cost to utilize 18ga CSJ studs 16" on center and cover with 5/8" plywood as specified.	1	L.S.	\$ 2,500.00	\$ 2,500.00
204.	Eliminate shelving on plan sheet A1 G9 for accessing the corner behind the bathroom.	1	L.S.	\$ 1,450.00	\$ 1,450.00
<b>Total</b>					<b>\$ 56,672.00</b>

ARTICLE – 5  
PROGRESS PAYMENTS

Based upon the Vendor's work completed, the City will make payments to the Vendor. Payment will be paid by the City of Salisbury within a specified time, generally within a thirty (30) day period after receipt of invoice and acceptance of work.

ARTICLE - 6  
FINAL PAYMENT

Final Payment will be paid by the City of Salisbury within a specified time, generally within a thirty (30) day period after receipt of final invoice and acceptance of work.

ARTICLE - 7  
SUSPENSION OR TERMINATION OF CONTRACT FOR CONVENIENCE

A. The City will have the right, at any time by written notice, for its convenience, to suspend for such time as may be determined by the City to be necessary or desirable up to ninety (90) days, unless a longer term is agreed upon in writing by both parties; and thereafter, to require resumption of the whole or any part of the work without invalidating the provisions of this contract.

B. The City will have the right, at any time by written notice, for its convenience, to terminate the work in whole or in part.

C. Any notice issued pursuant to Sections A and B above will state the extent and effective date of such termination. Upon the effective date of such notice, except as otherwise directed, the Vendor will stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities, except as necessary for the completion of such portion of the work not terminated.

D. The Vendor, within thirty (30) days of the notice of termination, will submit a final invoice reflecting the services actually furnished pursuant to this Agreement to the satisfaction of the City and for which no previous invoice was submitted to the City.

E. In the event of a termination, pursuant to Section B above, the City will pay the Vendor's expenses verified by final invoice as set forth in Section D for the following:

(1) Completed and acceptable work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such work;

(2) Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the Contract Documents in connection with uncompleted work, plus fair and reasonable sums for overhead.

F. The Vendor will not be paid on account of loss of anticipated profits or revenues or for work not completed prior to the date of termination of the Contract.

ARTICLE – 8  
CONTRACT CHANGES

**NO CLAIMS** may be made by anyone that the scope of the project or that the Vendor's services have been changed (requiring changes to the amount of compensation to the Vendor or other adjustments to the Contract) **UNLESS** such changes or adjustments have been made by an approved **WRITTEN AMENDMENT** (Change Order) to the Contract signed by the Director of Procurement (and the City Council, if required), prior to extra work being initiated. Extra work performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Vendor, and payment will not be made by the City of Salisbury (Owner).

**NO ORAL** conversations, agreements, discussions, or suggestions, which involve changes to the scope of the Contract, made by anyone including any City of Salisbury employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Director of Procurement (with City Council approval, if required) will be honored or valid.

If any change ordered in the work results in a reduction in the work, the Vendor will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated.

No inspection, or any failure to inspect, at any time or place, will relieve the Vendor from his obligation to perform all the work strictly in accordance with the requirements of the specifications. The City's Project Representatives (construction inspectors) are NOT authorized to revoke, alter, enlarge, relax, or release any requirement of the specifications, nor to approve or accept any portion of work, nor to issue instruction contrary to the drawings and specifications.

ARTICLE - 9  
CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire Agreement between The City and the Vendor, are listed in Article 1 and, except for Modifications issued after execution of this Agreement are enumerated as follows:

ADVERTISEMENT

ITB 20-113 PALEO WATER TREATMENT PLANT BATHROOM REMODEL SOLICITATION DOCUMENT

ADDENDUM 1

ADDENDUM 2

ADDENDUM 3

REVISED FORM OF PROPOSAL- ITB 20-113

STANDARD FORM OF AGREEMENT

**CONTRACT ITB 20-113**

This agreement entered into as of the day and year first written above.

(FIRM TO SIGN BELOW)

Evans Builders Inc

Name of Firm

BY:

[Signature]  
(Authorized Official)

Date 12/16/19

Joshua Matthews Estimator

Printed Name and Title

ATTEST

[Signature]  
(Witness)

Date 12/16/19

(CORPORATE SEAL)

**THE CITY OF SALISBURY**

CERTIFIED: Unobligated Appropriation Balance is sufficient to cover cost.

[Signature]  
Keith Cordrey

Director of Finance

Date 12/20/19

APPROVED FOR EXECUTION:

[Signature]

Cori Cameron

Director of Water Works

Date 12-20-19

[Signature]

Jennifer Miller

Director of Procurement

Date 12/23/19



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 \_\_\_\_ day of \_\_\_\_\_ 2020 and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the \_\_\_\_ day of \_\_\_\_\_, 2020.

**ATTEST:**

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor