



CITY OF SALISBURY CITY COUNCIL AGENDA

MAY 26, 2020

6:00 p.m.

ZOOM MEETING

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS
- 6:02 p.m. SILENT MEDITATION
- 6:03 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:04 p.m. PRESENTATION – Mayor Jacob R. Day
- 6:14 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- **May 11, 2020** Legislative Session Minutes
 - **May 18, 2020** Special Meeting Minutes
 - **Resolution No. 3035**- approving the appointment of Matt Drew to the Bicycle & Pedestrian Advisory Committee for the term ending May 2023
- 6:18 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller
- Change Order #3, ITB 19-120, Newton Street Community Center Remodel
- 6:23 p.m. RESOLUTION – City Administrator Julia Glanz
- **Resolution No. 3036**- for the purpose of accepting the offer from Rinnier Development Company for the purchase of Surplus Real Property located at 1141 South Division Street
 - **Resolution No. 3037** - approving and adopting the FY2021-2025 Vision Zero Action Plan
 - **Resolution No. 3038** - to approve the amended Citizen Participation Plan for the Community Development Block Grant (CDBG) Entitlement Program
- 6:30 p.m. ORDINANCE – City Attorney Mark Tilghman
- **Ordinance No. 2592**- 2nd reading- approving an amendment of the FY 2020 General Fund budget to appropriate funds needed to cover the shortfall in the November 2019 Elections Budget
 - **Ordinance No. 2596**- 1st reading- approving an amendment of the City's Capital Project Fund budget fund to provide additional funding for the Zoo Administration office space project

- **Ordinance No. 2597-** 1st reading- approving a budget amendment of the FY2020 General Fund to appropriate funds for building improvements for the Government Office Building
- **Ordinance No. 2598-** 1st reading- to amend the Salisbury Municipal Code by adding Chapter 3.24 concerning a public safety officer real property tax credit

6:50 p.m. PUBLIC COMMENTS

7:00 p.m. ADJOURNMENT (following adjournment, Council will convene in a Special Work Session)

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

NEXT COUNCIL MEETING – JUNE 8, 2020

- **Ordinance No. 2593-** 2nd reading- appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2020 to June 30, 2021, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
- **Ordinance No. 2594-** 2nd reading- to establish that there is no rate change for Water and Sewer rates. It is effective for all bills dated October 1, 2020 and thereafter unless and until subsequently revised or changed.
- **Ordinance No. 2595-** 2nd reading- to set fees for FY2021 and thereafter unless and until subsequently revised or changed
- **Ordinance No. 2596-** 2nd reading- approving an amendment of the City's Capital Project Fund budget fund to provide additional funding for the Zoo Administration office space project
- **Ordinance No. 2597-** 2nd reading- approving a budget amendment of the FY2020 General Fund to appropriate funds for building improvements for the Government Office Building
- **Ordinance No. 2598-** 2nd reading- to amend the Salisbury Municipal Code by adding Chapter 3.24 concerning a public safety officer real property tax credit

Join Zoom Meeting

<https://us02web.zoom.us/j/81845578519>

Meeting ID: 818 4557 8519

One tap mobile

+19292056099,,81845578519# US (New York)

+13017158592,,81845578519# US (Germantown)

Call: 1-301-715-8592

CITY OF SALISBURY, MARYLAND

REGULAR MEETING (VIA ZOOM MEETING)

MAY 11, 2020

PUBLIC OFFICIALS PRESENT

*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

*City Administrator Julia Glanz, Department of Infrastructure and Development Director
Amanda Pollack, Finance Director Keith Cordrey, City Attorney Mark Tilghman, City Clerk
Kimberly Nichols, other City staff and interested citizens.*

CITY INVOCATION – PLEDGE OF ALLEGIANCE

*The City Council met in regular session at 6:00 p.m. via a Zoom Meeting. Council President
John R. Heath called the meeting to order.*

ADOPTION OF LEGISLATIVE AGENDA

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

CONSENT AGENDA – presented by City Clerk Kimberly Nichols

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

- **April 27, 2020 Legislative Session Minutes**
- **May 4, 2020 Special Meeting Minutes**
- **May 4, 2020 Work Session Minutes**

RESOLUTION – presented by City Administrator Julia Glanz

- **Resolution No. 3032-** to authorize the Mayor to sign an agreement with Wicomico County
to provide municipal water service to the Salisbury-Ocean City-Wicomico Regional Airport

*Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve
Resolution No. 3032.*

PUBLIC HEARING- Charter Amendment Resolution No. 2020-2- presented by City
Administrator Julia Glanz

- **Charter Amendment Resolution No. 2020-2**- to amend the Charter of the City of Salisbury, Maryland by deleting the maximum tax rate described in Section § SC7-35 of Article VII

Ms. Blake moved and Ms. Jackson seconded to approve Charter Amendment Resolution No. 2020-2.

Ms. Glanz presented Charter Amendment Resolution No. 2020-2.

President Heath opened the Public Hearing at 6:08 p.m. Nobody requested to speak in the Public Hearing, and President Heath closed the hearing at 6:09 p.m.

Charter Amendment Resolution No. 2020-2 was approved by unanimous vote in favor and would become effective on June 30, 2020.

PUBLIC HEARINGS- John Deer Drive-Milford Street Associates Property Annexation-
presented by City Administrator Julia Glanz

- **Resolution No. 2875**- to approve the John Deere Drive – Milford Street Associates property annexation

Ms. Blake moved and Mr. Boda seconded to approve Resolution No. 2875.

Ms. Glanz presented Resolution No. 2875.

President Heath opened the Public Hearing at 6:13 p.m. and immediately closed it as nobody requested to speak.

Resolution No. 2875 was approved by unanimous vote in favor.

- **Resolution No. 2876**- to approve the John Deere Drive – Milford Street Associates property annexation plan

Ms. Jackson moved and Mr. Boda seconded to approve Resolution No. 2876.

Ms. Glanz presented Resolution No. 2876.

President Heath opened the Public Hearing at 6:16 p.m. and immediately closed it as nobody requested to speak.

Resolution No. 2876 was approved by unanimous vote in favor.

ORDINANCE- presented by City Attorney Mark Tilghman

- Ordinance No. 2592- 1st reading- approving an amendment of the FY 2020 General Fund budget to appropriate funds needed to cover the shortfall in the November 2019 Elections Budget

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Ms. Jackson moved, Ms. Blake seconded, and the vote was 4-1 to approve Ordinance No. 2592 for first reading. Ms. Blake voted “nay” and thought the County Council should be informed about the situation.

Mayor Day was concerned that when the City received an estimate from the County, its accuracy had to be trusted, and wanted to document that any variation would be the County’s responsibility to cover.

PUBLIC COMMENTS

There were no requests for Public Comment.

COUNCIL COMMENTS

President Heath welcomed Senator Mary Beth Carozza to the audience.

ADJOURNMENT

With no further business to discuss, the Legislative Session adjourned at 6:22 p.m.

City Clerk

Council President

CITY OF SALISBURY, MARYLAND

SPECIAL MEETING via ZOOM

MAY 18, 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

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, City Clerk Kimberly Nichols, City Attorney Mark Tilghman, and interested City employees and citizens.

The City Council convened in a Special Meeting via Zoom on May 18, 2020. President John “Jack” R. Heath called the meeting to order at 4:30 p.m. followed by a moment of silent meditation.*

ADOPTION OF LEGISLATIVE AGENDA

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve the Special Meeting agenda as presented.

PUBLIC HEARINGS- BUDGET ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2593**- appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2020 to June 30, 2021, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds

Mr. Tilghman presented Ordinance No. 2593.

President Heath opened the Public Hearing at 4:37 p.m. City Clerk Nichols individually swore in three members of the Public prior to speaking in the Public Hearing. One of the three did not actually have comments pertaining to Ordinance No. 2593 and decided to report back to the Work Session scheduled after the Special Meeting. The other two members of the Public provided the following comments regarding Ordinance No. 2593:

- *The Unit Registration fee increase should be removed from the budget*
- *Appreciated the funds provided for renters and the multi-lingual information bulletins*
- *Thought it was a good idea to remove the unit fee increases*

46 *President Heath closed the Public Hearing at 4:49 p.m.*

- 47
- 48 • **Ordinance No. 2594**- *to establish that there is no rate change for Water and Sewer rates.*
49 *It is effective for all bills dated October 1, 2020 and thereafter unless and until*
50 *subsequently revised or changed.*

51

52 *Mr. Tilghman presented Ordinance No. 2594.*

53

54 *President Heath opened the Public Hearing at 4:57 p.m. As there were no requests to*
55 *speak in the Public Hearing, he closed the hearing at 4:58 p.m.*

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- 57 • **Ordinance No. 2595**- *to set fees for FY2021 and thereafter unless and until subsequently*
58 *revised or changed*

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60 *Mr. Tilghman presented Ordinance No. 2595.*

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62 *President Heath opened the Public Hearing at 4:59 p.m. and as there were no requests to*
63 *speak, immediately closed the hearing.*

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65 **PUBLIC HEARING- CONSTANT YIELD TAX RATE** – *presented by City Attorney Mark*
66 *Tilghman*

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68 *Mr. Tilghman provided the overview of the Constant Yield Tax Rate.*

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70 *President Heath opened the Public Hearing at 5:02 p.m., and as there were no requests to speak,*
71 *immediately closed the hearing.*

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73 *President Heath announced that the second reading and vote on each of the budget ordinances*
74 *would be on May 26, 2020 at the 6:00 p.m. Zoom Legislative Session. Since this meeting, it was*
75 *decided to hold the second readings and votes on June 8, 2020.*

76

77 *With no further business to discuss, the Special Meeting adjourned at 5:03 p.m.*

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79 _____
80 *City Clerk*

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82 _____
83 *Council President*



MEMORANDUM

To: Mayor Jacob Day
From: Julie English, Administrative Assistant
Subject: Appointment to the Bicycle & Pedestrian Advisory Committee
Date: May 21, 2020

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

<u>Name</u>	<u>Term Ending</u>
Matt Drew	May 2023

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

Attachments

I would like to re-appoint Mr. Drew! Julie, can you please process this and send to City Council for approval? Thank you.

Jacob R. Day

Mayor
City of Salisbury
125 North Division Street
Salisbury, MD 21801
410-548-3100 (o)
443-235-6233 (m)

www.salisbury.md

From: Matt Drew <matt@bike-sby.org>
Sent: Thursday, May 7, 2020 5:11 PM
To: Anne Roane <aroane@salisbury.md>
Cc: Jacob Day <jday@salisbury.md>; John Foley <foleyisirish@gmail.com>; William White <wwhite@salisbury.md>
Subject: Fwd: Drew Application to join B-PAC

Hi Anne

Could you please check on the status of my application? I haven't heard anything since sending this in in February.

Thanks
Matt

----- Forwarded message -----

From: Bike-SBY <matt@bike-sby.org>
Date: Sat, Feb 8, 2020 at 7:29 PM
Subject: Drew Application to join B-PAC
To: Jacob Day <jday@salisbury.md>
CC: Will White <wwhite@salisbury.md>, John Foley <foleyisirish@gmail.com>

Hi Mayor Day—

I would like to be considered for the current citezen opening on the Salisbury Bicycle Pedestrian Advisory Committee. I reside in Salisbury at 301 N Clairmont Drive and have been active in the community for over 30 years.

I was previously a member of B-PAC, but let my membership expire 2 years ago as I was living part time in Atlanta. I have since returned full time to Salisbury.

I very much would like to join this group and plan to attend the next meeting.

My resume is attached. Please let me know if additional information is required.

Thanks for your consideration!

Matt

Here's a link to "GMD Resume (word).docx" in my Dropbox:

<https://www.dropbox.com/s/azxfktbx1b08dcw/GMD%20Resume%20%28word%29.docx?dl=0>

Matt Drew
mobile 443-880-8304

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Matt Drew

G. Matthew Drew, P.E.

443-880-8304 drewg@asme.org 301 North Clairmont Drive, Salisbury, Maryland 21801

Profile

I have dedicated thirty years toward providing professional engineering services and leading organizations. My focus has been leadership, project management and engineering for the industrial manufacturing and commercial sectors. By working both as a consultant and as an owner's representative, I have hands-on experience in developing and executing projects that satisfy the needs of industrial users. Through my own personal initiative and drive, I have worked to become fluent with technical requirements of the offshore wind industry and have developed a grass-roots, industry advocacy group (Lower Shore Wind). I am ready to use my talents and experience in other industrial sectors to help the offshore wind industry grow, thrive and prosper in the U.S.

Skills & Areas of Expertise

- Project Planning, Execution and Deployment of Operational Assets
- Technical Design, Planning and Engineering
- Strategic Planning and Leadership
- Productivity and Efficiency Improvement
- External Contractor Relationship Development
- Design-Build Project Delivery
- Outreach & Community Relations
- Leadership, Training and Team Building
- Financial Management and Plan Development
- Negotiation and Communication
- Problem Solving & Decision Making

Experience

LEAD SOURCING & ONSHORE FACILITIES MANAGER, ORSTED US, ANNAPOLIS MD — AUGUST 2019 TO PRESENT

Responsible to develop key land-based facilities that will support Orsted Skipjack project. Provide interface with internal and external stakeholders. Support and lead Orsted's plans to foster the development a US-based supply chain for the manufacture and construction of offshore wind components and support services.

PRESIDENT, RECONNECT LLC, SALISBURY MD — JUNE 2018 TO AUGUST 2019

I formed REconnect in the summer of 2018 to serve the emerging offshore wind industry in the United States. My focus for this company is to help leverage the strengths of existing US industrial manufacturing companies to serve this new industry. I have worked closely with Tier 1 equipment suppliers, US commercial land developers, structural steel fabricators, and offshore wind project developers to help them bring US-commercial content into their business plans to serve the offshore wind market.

EXEC. VICE PRESIDENT, AWB ENGINEERS, SALISBURY MD — 2001 TO JUNE 2018

Principal business partner and group leader responsible for mechanical & site design of commercial and industrial building support systems, utilities, and manufacturing processes. Areas of focus include process & equipment layout, coordination of utilities, site development, and building design. Key project manager for poultry, research & development, and business park development projects. From 2003 to present, grew firm income from \$450,000 to \$2.5 million per year; resulting in 4-fold increase in firm's stock value.

PLANT ENGINEER, VPI MIRREX, SALISBURY MD - 1992 TO 2001

Responsible for implementing all engineering improvements to site operations and facilities. Supervised projects involving coordination between outside trades, in-plant maintenance and production departments in order to maintain a 24 hour/day, 7 days per week plant operating schedule.

MACHINE DESIGN ENGINEER, SOLO CUP CORPORATION, FEDERALSBURG, MD — 1989 TO 1992

Created proprietary designs for high-speed machinery. Projects ranged from idea conception to individual part detailing. In charge of creating CNC programs with CAM software.

PLANT ENGINEER, SHERWIN-WILLIAMS, CRISFIELD, MD 1988 TO 1989

Responsibilities included designing new equipment and coordinating capital projects.

Education, Professional Registrations & Societies

Kettering University, Flint Michigan, Bachelor of Science Mechanical Engineering, 1988

Professional Engineer Registration

Maryland (1996) # 22109
Virginia (2002) # 037224
Delaware (2002) # 12659
Idaho (2008) # 13110

Georgia (2009) # 33731
Minnesota (2014) # 51528
NCEES (2002) # 2094
Rhode Island (2018) #12771

Greatest Achievement

In 2012, I began a personal project to bring bike improvements to Salisbury, Maryland. At that time, there were no groups advocating to help improve our city for bikes, and the local government was extremely skeptical. Over the next three years, I was able to help to change to conversation and bring in over \$150,000 in grant funding for four major bike improvement projects. With this success, Salisbury became a certified Bicycle Friendly Community in 2015. In 2016, our city created a 5-year Bicycle Master plan, and dedicated \$761,000 in local funding in 2017 to enact the plan. I am very proud of this achievement for our community, as it has made Salisbury a better place to live. As a result of this work, I was awarded the 2015 Citizen Award by the I Heart SBY community group and the 2018 Environmental Advocacy by the Wicomico Environmental Trust.

Community Involvement and Advocacy

COMMUNITY GROUPS & BOARD PARTICIPATION

(Current)

Founding Member - Lower Shore Wind
Founder & Chairman - Bike-SBY (bike advocacy group)
Founding Builder - Ben's Red Swings Community Playground
League Cycling Instructor (LCI #4612)
Member – Business Network for Offshore Wind

(Past)

Member - Greater Salisbury Committee
Board - ACE Mentoring
Board - Lower Shore Enterprises
Board - Salisbury Chamber of Commerce
Vestry - St. Alban's Episcopal Church
Board - Quality Health Solutions
Member - Wicomico County School Building Commission
Chairman - City of Salisbury Bicycle-Pedestrian Advisory Committee

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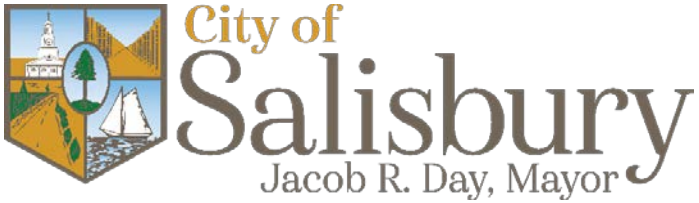
<u>Name</u>	<u>Term Ending</u>
Matt Drew	May 2023

ATTEST:

John R. Heath
PRESIDENT, City Council

_____ day of _____, 2020

Jacob R. Day
MAYOR, City of Salisbury



COUNCIL AGENDA – Award of Bids

May 26, 2020

- | | |
|--|-------------|
| 1. Change Order #3 | \$27,360.69 |
| ITB 19-120 | |
| Newton Street Community Center Remodel | |



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: May 26, 2019
Subject: Change Order #3 to ITB 19-120
Newton Street Community Center Remodel


The Department of Procurement received a request from the Department of Infrastructure & Development to process Change Order #3 in the amount of \$27,360.69 for Invitation to Bid (ITB) 19-120 Newton Street Community Center Remodel. This Change Order provides for the purchase and installation of windows that are required per the Historic District Commission. The departmental memo and change order are attached for reference.

The Department of Procurement requests Council's approval to process Change Order #3 as noted above to the contractor awarded the original bid, Ocean Tower Construction, LLC.



City of Salisbury

Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director of Infrastructure & Development 
Date: April 28, 2020
Re: Contract 19-120 Newton Street Community Center Remodel- Change Order No.3

Through Contract 19-120 Newton Street Community Center Remodel, Ocean Tower Construction, LLC was contracted by the City to provide Construction Services for the City's planned Community center located at the corner of Newton Street and Light Street.

Change Order No.2 provided funding for the costs of unforeseen interior conditions and the majority of exterior changes to comply with Historic District requirements. Change Order No.3 provides a seventy-three (73) day no cost time extension and allocates additional funding to complete exterior Historic District changes. These last items to be addressed are to pay for the remaining balance left to purchase and install all 43 windows for 29 openings to make a weather tight building envelope.

The total cost to furnish and install the windows is \$52,360.69. This includes \$32,361.43 for materials, \$15,145.05 for labor and \$4,854.21 for mark up. The contract included a \$25,000 allowance for windows, therefore the additional cost is \$27,360.69. The contract amount of \$484,759.70 will increase as noted below:

Task #	Description	Adjustment
102-b	Windows to be replaced	\$27,360.69
	TOTAL Change Order No. 3	\$27,360.69

Please process Change Order No.3 which results in an increase of \$27,360.69. The contract end date of March 20, 2020 is increased by seventy-three (73) days to a new substantial completion date of June 1, 2020. Funding is available in account number 98117-513026-48029.



City of Salisbury

TIER 6 CHANGE ORDER

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

Contract #: ITB 19-120
Contract Name: Newton Street Community Center Remodel
Change Order #: 3
P.O. #: 2180222-00
Initiation Date: 04/28/2020
Contract Date: 5/22/2019
Account #: 98117-513026-48029

TO: Ocean Tower Construction, LLC
12905 Coastal Hwy
Ocean City, MD 21842

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

- Provides a seventy-three (73) day, no cost time extension.
- Allocates additional funding to purchase and install Windows in order to comply with Historic District guidelines for exterior renovations.

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.

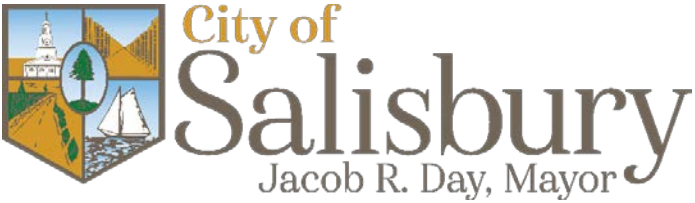
The original Contract Sum was.....	\$355,169.00
Net change by previously authorized Change Orders.....	\$129,590.70
The Contract Sum prior to this Change Order was.....	\$484,759.70
The Contract Sum will be (increased), (decreased), (unchanged) by.....	\$27,360.69
The Cumulative Contract Sum including this Change Order will be.....	\$512,120.39
Therefore, the Cumulative Contract Sum will be (increased), (decreased), (unchanged) by....	44.19%
The Contract Time will be (increased), (decreased), (unchanged) by.....	(73) days or () weeks
Therefore, the revised date of substantial completion is.....	<u>June 1, 2020</u>

AUTHORIZED:

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Amanda Pollack, P.E.	Director of Infrastructure & Development	<i>Amanda H Pollack</i>	4/28/2020
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>



To: City Council
From: Jennifer Miller
Director of Procurement
Date: May 4, 2020
Subject: 1141 S. Division Street – offer to purchase

On April 10, 2020, the City of Salisbury received an offer from Blair Rinnier, of Rinnier Development Company, Salisbury, MD, to purchase a City-owned parcel of land located at 1141 S. Division Street for \$16,000. The price offered for this 18,000 sq. foot parcel is consistent with an appraisal performed by W.R. McCain and delivered to the City on April 1, 2020.

This parcel was declared surplus by City Council on July 8, 2019, and was publicly advertised for sale by the City of Salisbury three times in September 2019, and no offers were received by the due date of October 28, 2019.

Per § SC16-3.A.6 “General Policy of Competitive Bidding; Exceptions” of the Salisbury Charter, competitive bidding procedures are not necessary or appropriate when public bidding fails to produce a proposal acceptable to the Council and the City receives a proposal acceptable to Council within a period of six months.

It is the Mayor’s recommendation that the City proceed with the sale to Mr. Rinnier, upon Council approval.

Attachments:

- Offer from Mr. Rinnier
- W.R.McCain Appraisal Report

April 10, 2020

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

RE: 1141 South Division Street

Mrs. Miller:

I would like to make an offer on this property that the City owns. I looked this lot up on the zoning map and it's in the County. I talked to my engineer and, as a stand-alone lot in the County, this lot could be difficult and expensive to develop (if at all possible under current regulations) with a septic system because the lot is small. On the other hand, to annex it and to pay annexation fees and connection fees for water and sewer in the City would also be an expensive and time consuming process. Lastly, with the lot being on the corner of South Division and Onley, it may be required to have two front yard setbacks which could make this harder to fit/build a house on intuitively. I don't want to say the lot doesn't have a value, but the cost to bring it to condition where it can be built on would take a material amount of time and money and this may discourage other potential uses for this property as an individual lot by itself. However, with me owning the neighboring two properties that have already started an annexation process, I think it makes me the right buyer. My intent would be to combine this with the two neighboring properties I own; 1135 and 1137 S. Division Street.

I would like to offer the city \$16,000 for the lot subject to it being approved to be annexed into the City. My intent for the use of this property in the future would be to develop it into student housing when the demand for student housing returns to Salisbury. I believe this is consistent with the Salisbury Comprehensive Plan that shows this lot surrounded by the teal colored University District on the "Future Uses" map. Additionally, this would put the property back on the tax assessable properties of the City and eliminate the cost the City now has to pay to maintain the lot. Please let me know what additional information you may need from me for the City to consider this proposal. Thank you for your time and consideration in this request.

Best Regards,


Blair Rinnier



**APPRAISAL REPORT OF
REAL PROPERTY IDENTIFIED AS**

Vacant Lot
1141 S Division St
Salisbury, MD 21801



PREPARED FOR

Blair Rinnier
Jennifer Miller

FILE NUMBER(S)

CC15714

PREPARED BY:

W. R. McCain & Associates
205 Executive Plaza
Salisbury, Maryland 21804

205 Executive Plaza
Salisbury, MD 21804

410-742-3201
888-400-2766
Fax 410-860-5313

www.wrmccain.com



Delaware Office
Route 26
Atlantic Avenue
Ocean View, DE 19970



R. Braxton Dees, MAI
President/CEO

Ginger P. Williams, CCRA
Vice President
Senior Analyst

William R. McCain, MAI, MBA
Founder/Chairman

Shelly Durham
Senior Analyst
Residential Division

Lee Gosnell
Manager - Ag/Conservation
Division

Lori Mrohs - Senior Analyst

Valuation Analysts

Clyde Marriner
Gretchen Nichols
J. Warren Pitsenbarger
Karen Ranney
Bridget Peters
Benjamin Bauer
Corrine Bayline
Matthew Polly
Julie Horner
Lydia Buck
Heather Hazewski

Office Administration

Jackie Ford, Controller
Tami Harris, Receptionist
Jordan Teagle, Researcher



CELEBRATING

31

YEARS OF SERVICE



April 1, 2020

Blair Rinnier
Jennifer Miller

Re: Vacant Lot
1141 S Division St
Salisbury, MD 21801
CC15714

Dear Mr. Rinnier/Ms. Smith.:

Upon your request, we have inspected and investigated the above referenced subject property for the purpose of preparing an appraisal report, which establishes an opinion of its current market value.

The subject property consists of 0.41 +/- acres / 18,000 +/- square feet and is currently vacant land.

"The global outbreak of a "novel coronavirus" known as COVID-19 was officially declared a pandemic by the World Health Organization (WHO). The reader is cautioned and reminded that the conclusions presented in this appraisal report apply only as of the effective date(s) indicated. The appraiser makes no representation as to the effect on the subject property of any unforeseen event, subsequent to the effective date of the appraisal."

This Appraisal Report is subject to the limiting conditions and assumptions that are included in the introductory section of this report. The report presents summary discussions of the data, reasoning and analysis used in the appraisal process to develop the value opinion.

As a result of the valuation procedure and analysis, it is the opinion of the appraisers that the current "as is" Fee Simple market value of the subject property, as of March 29, 2020, is:

SIXTEEN THOUSAND DOLLARS
\$16,000

The supporting data, analyses and conclusions, upon which this valuation is based, are contained in the accompanying appraisal report and in the work file. ***This letter must remain attached to the report in order for the value opinion set forth to be considered valid.***

Respectfully Submitted,



Gretchen M. Nichols
MD Certified General # 04-32182
DE Certified General # X1-0000483



R. Braxton Dees, MAI
MD Certified General #04-31651
DE Certified General #X1-0000592
VA Certified General #4001-016237
GA Certified General #307258

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CERTIFICATION

CERTIFICATION: The appraisers certify and agree that, to the best of their knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. The appraisers have no present or prospective interest in the property that is the subject of this report, and have no personal interest with respect to the parties involved.
4. The appraisers have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. The engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. The compensation for completing this assignment is not contingent upon the developing or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
8. Gretchen Nichols has inspected the subject property. R. Braxton Dees has also inspected the subject property.
9. No one provided significant real property appraisal assistance to the persons signing this certification.
10. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
11. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
12. As of the date of this report, R. Braxton Dees has completed the continuing education program for Designated Members of the Appraisal Institute.

13. I/We have not performed appraisal services, as appraisers, regarding the property that is the subject of this report, within the three-year period immediately preceding acceptance of this assignment. I/We have performed no other services in any other capacity regarding the property that is the subject of this report, within the three-year period immediately preceding acceptance of this assignment.

Respectfully Submitted,



Gretchen M. Nichols
MD Certified General # 04-32182
DE Certified General # X1-0000483



R. Braxton Dees, MAI
MD Certified General #04-31651
DE Certified General #X1-0000592
VA Certified General #4001-016237
GA Certified General #307258

ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal report has been made with the following general assumptions:

1. No responsibility is assumed for the legal description provided or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
5. All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property.
6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
7. It is assumed that the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless the lack of compliance is stated, described, and considered in the appraisal report.
8. It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless a nonconformity has been identified, described and considered in the appraisal report.
9. It is assumed that all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value opinion contained in this report is based.
10. It is assumed that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.
11. Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The presence of substances such as asbestos, urea-formaldehyde foam insulation, and other potentially hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that

there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or Engineering knowledge required to discover them. No evidence of environmental contamination was observed.

12. The appraisers have not made a specific compliance survey and analysis of the building and/or other improvements erected on the subject property to determine whether or not the property is in conformity with the various detailed requirements of the Americans with Disabilities Act (ADA). If the property does not comply with the ADA or these regulations, this fact could have a negative effect on the value or marketability of the property.

This appraisal report has been made with the following general limiting conditions:

1. Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
2. Possession of this report, or a copy thereof, does not carry with it the right of publication.
3. The appraisers, by reason of this appraisal, are not required to give further consultation or testimony or to be in attendance in court with reference to the property in question unless arrangements have been previously made.
4. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraisers.
5. The appraisal report is based on data and information available or made available at the time the assignment is in process. Any Amendments, Addendums, and/or Modifications requested after the reports have been turned in, will be made as soon as reasonably possible, for an additional fee.

SUBJECT PHOTOGRAPHS



Front of Lot



Additional View



Additional View



Street Scene



Street Scene

SUMMARY OF IMPORTANT DATA AND CONCLUSIONS

REPORT TYPE:	Appraisal Report File No. CC15714	
REPORT DATE:	April 1, 2020	
LOCATION:	1141 S Division St Salisbury, MD 21801 Map 48 Parcel 200	
OWNER OF RECORD:	City of Salisbury	
LAND AREA:	0.41+/- Acres	18,000+/- Square Feet
EXISTING IMPROVEMENTS:	Vacant Lot	
ZONING:	I-1 Light Industrial / Neighborhood Preservation District	
CENSUS TRACT:	105.02	
FLOOD MAP STATUS:	Zone X Panel 24045C0253E, August 17, 2015	
FLOOD ZONE COMMENTS	The subject is not located in a flood zone	
HIGHEST AND BEST USE VACANT:	Annexed into the city and acquire a residential zoning. This would most likely be R-8, similar to the surrounding properties.	
PROPERTY RIGHTS APPRAISED:	Fee Simple	
OPINION OF CURRENT VALUE VIA		EFFECTIVE DATE
SALES COMPARISON APPROACH:	\$16,000	
FINAL OPINION OF CURRENT VALUE:	\$16,000	March 29, 2020
APPRAISERS:	Gretchen Nichols R. Braxton Dees, MAI	

DEFINITION OF MARKET VALUE

Market value is defined as "The most probable price in terms of money which a property will bring in a competitive and open market, under all conditions requisite to a fair sale, the buyer and seller each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their best interests;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
- The price represents the normal consideration for the property sold unaffected by creative financing or sales concessions granted by anyone associated with the sale."

Federal Register, Vol. 55, No. 163, Wednesday, August 22, 1990, Rules and Regulations.

PROPERTY RIGHTS APPRAISED

The property rights appraised address the Fee Simple interest.

Fee Simple - "Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat. " ¹

¹ The Dictionary of Real Estate Appraisal, 5th Edition, Appraisal Institute.

SCOPE OF WORK

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and the intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value
- the effective date of value;
- the assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

Client:	Blair Rinnier / Jennifer Miller
Purpose:	To estimate the current 'as-is' value for potential acquisition.
Intended Use:	To estimate the current 'as-is' value for potential acquisition.
Intended User:	Client
Inspection date:	March 29, 2020
Information Sources	Wicomico County Office of Economic Development, the U.S. Census Bureau, and the Maryland Department of Public Instruction, Planning, Research, and Evaluation.
Type of Value:	Market Value
Valuation Analyses:	
Cost Approach:	A Cost Approach was not applied as this is not a typical approach when valuing vacant land.
Sales Comparison Approach:	A Sales Approach was applied as there is adequate data to develop a value estimate and this approach reflects market behavior for this property type.
Income Approach:	An Income Approach was not applied as this is not a typical approach when valuing vacant land.
The omission of any approaches does not hinder the appraiser from reaching a credible value conclusion.	
Hypothetical Conditions	There are no hypothetical conditions for this appraisal.
Extraordinary Assumptions:	There are no extraordinary assumptions for this appraisal.

In formulating the approach to value, the market data obtained was collected from office files, multiple list publications, other appraisers, Realtors, property owners and municipal offices in the subject area.

In estimating the highest and best use of the subject, an analysis was made of all the data pertaining to the property, neighborhood and region. In addition, a study of the commercial/industrial/residential

market in the subject area was made in order to help determine the economic feasibility of the improvements. Upon assembling and analyzing the data defined herein, a final opinion of market value has been reached.

PROPERTY IDENTIFICATION



Address:	1141 S Division St Salisbury, MD 21801 Wicomico County
Tax I.D.:	Map 48 Parcel 200
Census Tract:	105.02

TITLE DATA & SALES HISTORY

Owner:	City of Salisbury
Recent Transfers:	None Known
Deed Reference:	2824/386
Current Contracts:	There is currently an offer to purchase the property by Blair Rinnier for a consideration of \$5000. This offer is subject to the property being included and approved with Mr. Rinnier's two neighboring properties, 1135 & 1137 S. Division Street for annexation into the city for no additional fees.
Recent Listing History:	None Known
Lease History:	None Known

HIGHEST AND BEST USE

The definition of highest and best use from The Dictionary of Real Estate Appraisal, Fourth Edition (page 135), is, *"The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value."* The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability.

An analysis of the highest and best use of a property is the most important part of the appraisal process, for it is in terms of highest and best use that market value is estimated. This study and selection of highest and best use is based upon the above-mentioned criteria. Furthermore, since land use can be limited by the improvements upon it, highest and best use is determined for the site, as if vacant, and for the property as improved, if appropriate. The subject property is currently zoned for light industrial uses with county zoning. However, it is located in a mostly residential area that is within close proximity to the college and is surrounded by city properties with R-8 zoning. The subject has good potential for city annexation.

AS VACANT

Legally permissible: The I-1 zoning code permits a range of mostly industrial uses as well as office buildings, banks, etc. However, the area is mostly residential.

Physically possible: Generally, the physical attributes of the site are suited to any number of potential uses. Given the current county zoning and reliance on private utilities, the property is somewhat limited because of its smaller size and county jurisdiction which would require septic reserve areas of 10,000 sf in addition to the original septic area which would limit buildable area. Therefore, annexation into the City of Salisbury for public utilities would be a good option. Once annexed, the S. Division Street location near the college fairs well for residential development particularly student housing, which is characteristic of the area. It is noted that the surrounding properties are zoned R-8 (closest to the subject) and R-5A. It's assumed that the subject property would be zoned similarly. Access is good. Moreover, the availability potential for public utilities would allow for expanded possibilities.

Financially feasible: The residential market seems to be gaining momentum after an exceptionally slow period.

Maximally productive: The subject's size, shape, access, and visibility are more conducive to residential development, particularly given the surrounding area. Therefore, it appears the highest and best use of the subject property, as if vacant, would be annexation into the city and acquire a residential zoning. This would most likely be R-8, similar to the surrounding properties.

SALES COMPARISON APPROACH

The Sales Comparison Approach is a method of comparing similar properties to the subject for an indication of value. Often called the market data approach, this method represents an interpretation of the reactions of typical purchasers in the market. Basic to this approach is the principle of substitution, implying that a prudent person will pay no more to buy a property than it will cost to buy a comparable substitute property.

Application involves a comparative analysis of the important attributes of the sale properties to those of the subject under the general divisions of location, physical characteristics, conditions of sale and the change in the market over time. Consideration of the dissimilarities in terms of their probable effect upon the sale price of the subject, gives an indication of market value.

Numerous land sales have been investigated with the focus on those most similar to the subject. Several sales were chosen as the most comparable to the subject, and consequently, the most indicative of value. The summary data for each sale is presented in the grid, followed by a discussion of its comparability to the subject.

Given that the highest and best use is considered to be residential, as well as the likely potential for a zoning change, the comparables utilized are of a similar residential use. Due to the lack of residential lot sales in the city, the time search was expanded.

Land Comparable 1



Transaction

ID	10280	Date	9/20/2019
Address	Canal Park Dr	Price	\$80,000
City	Salisbury	Price per Acre	\$33,473
County	Wicomico	Transaction Type	Closed Sale
State	MD	Property Rights	Fee Simple
Tax ID	Map 117 Parcel 181 lots 3B & 3C	Financing	Conv
Grantor	Bancshares Realty LLC	Distance	0.96
Grantee	EZ Prop LLC	Conditions of Sale	Typical
Book/Page or Reference Doc	4528/102	Verification	Tax Records Deed Broker MLS #1001563502

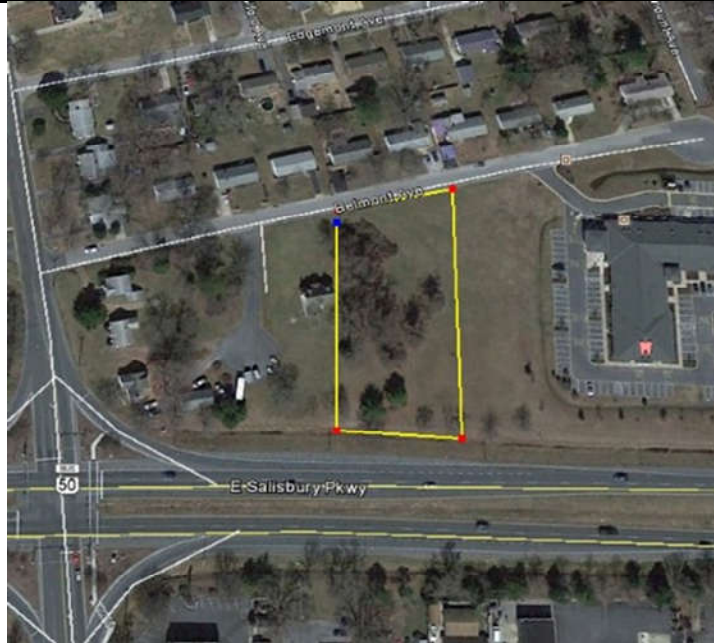
Site

Acres	2.39	Topography	clear
Land SF	104,108	Zoning	R 5-A
Utilities	Public	Flood Zone	AE
Shape	Irregular	Encumbrance Or	None Known
		Environmental Issues	None Known

Comments

These lots total 2.39 acres and are located on a pond. The R-5A zoning allows for condos at 12 per acre. It was a foreclosure, however, it was on the market for 734 days and appears to be within market ranges.

Land Comparable 2



Transaction

ID	7795	Date	5/1/2017
Address	Belmont Ave	Price	\$60,000
City	Salisbury	Price per Acre	\$52,826
County	Wicomico	Transaction Type	Closed Sale
State	MD	Property Rights	Fee Simple
Tax ID	0038 - 0011 -0129 & 0336	Financing	Cash to Seller
Grantor	Estate of Evea J. Bainum	Distance	2.31
Grantee	Milford W. Twilley, Inc.	Conditions of Sale	Cash to Seller
Book/Page or Reference Doc	4162 / 460	Verification	MLS#507300, Tax Records, Deed

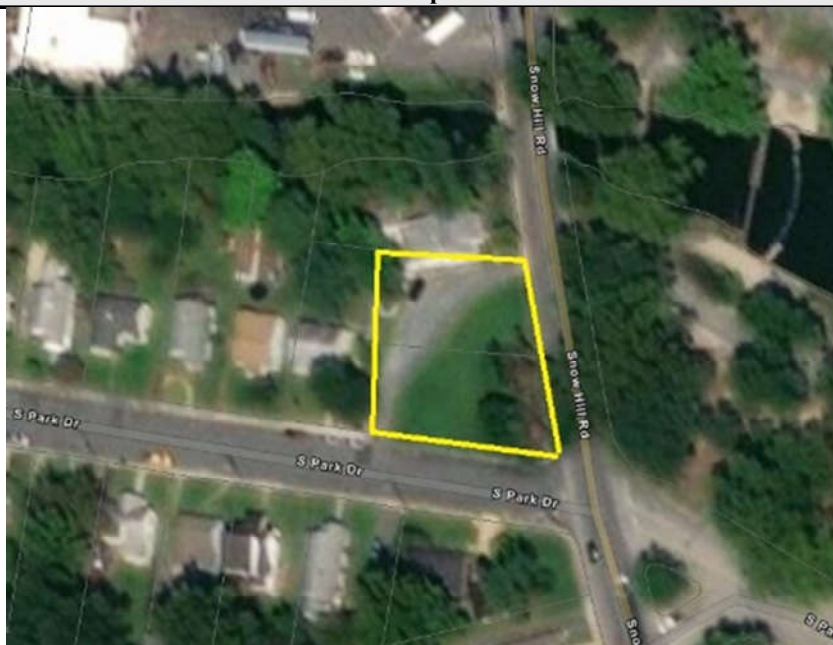
Site

Acres	1.14	Topography	Mostly Clear/Level
LandSF	49,476	Zoning	R-8
Utilities	Private		
Shape	Mostly Rectangular		

Comments

Transaction includes two adjacent parcels with frontage on Belmont Ave. and Rt. 50. Access is only from Belmont Ave.

Land Comparable 3



Transaction

ID	9585	Date	6/19/2018
Address	116 Snow Hill Rd.	Price	\$10,000
City	Salisbury	Price per Acre	\$37,514
County	Wicomico	Transaction Type	Closed Sale
State	MD	Property Rights	Fee Simple
Tax ID	0107-0016-1545	Financing	Cash to Seller
Grantor	Paul & Wanda Ferrier, Trustee	Distance	1.48
Grantee	Greenbranch Properties, LLC	Conditions of Sale	Motivated Seller
Book/Page or Reference Doc	4342 / 162	Verification	MLS# 1001564258, Tax Records, Deed

Site

Acres	0.27	Topography	Cleared / Level
Land SF	11,612	Zoning	R-8
Utilities	Public		
Shape	Rectangular		

Comments

This is the sale of two vacant lots located near the Salisbury Park. subsequent to transfer the two parcels have been combined.

Land Comparable 4



Transaction

ID	8582	Date	3/26/2018
Address	3151 Prince Street	Price	\$12,500
City	Salisbury	Price per Acre	\$68,231
County	Wicomico	Transaction Type	Closed Sale
State	MD	Property Rights	Fee Simple
Tax ID	Tax Map 0112, Parcel 1996	Financing	Conventional
Grantor	Dion Enright	Distance	0.96
Grantee	Barry Phippin	Conditions of Sale	Typical
Book/Page or Reference Doc	4304/249	Verification	MLS #512913, Assessment records, Deed

Site

Acres	0.18	Topography	Cleared / Level
Land SF	7,980	Zoning	R8
Utilities	Public		

Comments

This is the sale of a residential lot in Salisbury. It was listed for \$12,500 and sold after 166 days on the market.

Land Comparable 5



Transaction

ID	7181	Date	6/1/2014
Address	326 E. Vine St.	Price	\$13,000
City	Salisbury	Price per Acre	\$72,222
County	Wicomico	Transaction Type	Closed
State	MD	Property Rights	Fee Simple
Tax ID	Map 112 Grid 8 Parcel 2028	Financing	Cash to Seller
Grantor	Freda Lamar		
Grantee	Vasquez Santos		
Book/Page or Reference Doc	3718 / 411	Verification	MLS# 490255 Tax Record Deed

Site

Acres	0.17		
Land SF	7,500	Zoning	R-8
Utilities	Public		

Comments

Cleared Residential Building lot within the City of Salisbury.

Land Analysis Grid			Comp 1		Comp 2		Comp 3		Comp 4		Comp 5	
Address	1141 S Division St		Canal Park Dr		Belmont Ave		116 Snow Hill Rd.		3151 Prince Street		326 E. Vine St.	
City	Salisbury		Salisbury		Salisbury		Salisbury		Salisbury		Salisbury	
State	MD		MD		MD		MD		MD		MD	
Date	3/30/2020		9/20/2019		5/1/2017		6/19/2018		3/26/2018		6/1/2014	
Price	--		\$80,000		\$60,000		\$10,000		\$12,500		\$13,000	
Acres	0.41		2.39		1.14		0.27		0.18		0.17	
Acre Unit Price	\$0		\$33,473		\$52,826		\$37,514		\$68,231		\$76,471	
Transaction Adjustments												
Property Rights	Fee Simple		Fee Simple	0.0%	Fee Simple	0.0%	Fee Simple	0.0%	Fee Simple	0.0%	Fee Simple	0.0%
Financing	Conventional		Conv	0.0%	Cash to Seller	0.0%	Cash to Seller	0.0%	Conventional	0.0%	Cash to Seller	0.0%
Conditions of Sale	Typical		Typical	0.0%	Cash to Seller	0.0%	Motivated Seller	0.0%	Typical	0.0%	Typical	0.0%
Adjusted Price			\$80,000		\$60,000		\$10,000		\$12,500		\$13,000	
Market Trends Through	3/30/2020	0.0%	0.0%		0.0%		0.0%		0.0%		0.0%	
Adjusted Price			\$80,000		\$60,000		\$10,000		\$12,500		\$13,000	
Location												
% Adjustment			-10%		-20%		20%		20%		20%	
Acres	0.41		2.39		1.14		0.27		0.18		0.17	
% Adjustment			-30%		-20%		30%		30%		30%	
Zoning	I-1 - Zoning change to R-8 likely		R 5-A		R-8		R-8		R8		R-8	
% Adjustment			-20%		-10%		-5%		-5%		-5%	
Utilities	Public Potential		Public		Public Potential		Public		Public		Public	
% Adjustment			-20%		0%		-20%		-20%		-20%	
Topography	Cleared		Cleared		Mostly Cleared		Cleared		Cleared		Cleared	
% Adjustment			0%		0%		0%		0%		0%	
Sale Comments	Typical		Typical		2 Lots		Typical		Typical		Typical	
% Adjustment			0%		-20%		0%		0%		0%	
Adjusted Price			\$16,000		\$18,000		\$12,500		\$15,625		\$16,250	
Net Adjustments			-80.0%		-70.0%		25.0%		25.0%		25.0%	
Gross Adjustments			80.0%		70.0%		75.0%		75.0%		75.0%	

LAND SALES ADJUSTMENT ANALYSIS



Adjustments have been applied for the major discernable differences having the most impact on value. These are primarily outlined as follows:

- **Conditions of Sale:** Conditions of sale usually reflect the motivations of the buyer and seller.
- **Market Conditions:** All sales occurred under similar market conditions, as such no adjustments are deemed necessary.
- **Location:** These adjustments take into consideration the demographics of the area, the overall commercial exposure, and the ease of access. Sale 1 is located on a pond and is considered superior. Sale 2 is considered superior as it has frontage on Route 50 And Belmont Avenue. Sales 3-5 are considered inferior locations. These sales were adjusted accordingly.
- **Acres:** Typically, the price per square foot varies inversely with parcels size, a smaller parcel will generate a higher per unit value. As such, adjustments have been applied on this premise.
- **Zoning:** This element takes into consideration the range of potential uses. All sales are considered similar in this regard negating the need for adjustment. Sale 1 was adjusted downward for its superior zoning. Sale 2 has superior zoning and was adjusted downward accordingly. Sale 3-5 have R-8 zoning

but given that they are smaller lots, they don't benefit from the zoning and are considered to be building lots. This is considered superior but with a smaller adjustment.

- **Utilities:** Properties with public utility availability can typically be developed at a higher rate and offer a greater percentage of buildable site area. Sales 1, 3, 4, & 5 have public utilities and were adjusted downward.
- **Topography:** This element takes into consideration the amount of useable land as well as the condition of the land with regard to the amount of site prep needed prior to development.
- **Sale Comments:** Any additional elements having a significant impact on value have been addressed here. Sale 2 includes two lots that could be sold separately. Therefore, this sale was adjusted downward.

The comparables have been adjusted as discussed. Where possible, paired sales have been utilized to determine the specific numerical adjustment amounts. Otherwise, the actual adjustments were quantified by the appraisers, based on the opinions of market participants.

In considering the opinion of value through the Sales Comparison Approach, it is, as noted, necessary to consider the differences, as well as the similarities of the comparable properties. The sales included offer a relatively accurate view of the subject market and, after adjustment, are indicative of current trends. Sale 5 was given less weight due its date of sale.

After analyzing the results of the comparable land sales, it is the appraisers' opinion that the current market value of the subject land, is as follows:

Land Value Ranges & Reconciled Value				
Number of Comparables:	5	Unadjusted	Adjusted	% Δ
	Low:	\$10,000	\$12,500	25%
	High:	\$80,000	\$18,000	-78%
	Average:	\$35,100	\$15,675	-55%
	Median:	\$13,000	\$16,000	23%
Reconciled Final Value:			\$16,000	
Sixteen Thousand Dollars				

ADDENDA

Appraisal Qualifications for Gretchen M. Nichols

LICENSE/DESIGNATIONS:

Certified General Real Estate Appraiser
Maryland Real Estate Appraisers Commission (#04-32182)

Certified General Real Estate Appraiser
Delaware Real Estate Appraisers Commission (#X1-0000483)

Approved FHA Appraiser

EDUCATION:

Old Dominion University	1988-1992
Salisbury University	1992-1994

EXPERIENCE:

January 2003 to Present
Commercial/Residential Real Estate Appraiser
W. R. McCain & Associates, Inc.
Salisbury, Maryland

June 2000 to January 2003
Systems Associate
Xerox Corporation
Wilmington, Delaware

November 1994 to June 2000
Coordinator, Advertising & Literature
Dresser Industries
Salisbury, Maryland

APPRAISAL COURSES:

Real Estate Principles of Appraising Wor-Wic Community College Salisbury, MD	3/2003
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Real Estate Practices of Appraising Wor-Wic Community College Salisbury, MD	5/2003
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Real Estate Appraisal Standards & Ethics MD Association of Appraisers, Inc	3/2003
Online Analyzing Operating Expenses Appraisal Institute Chicago, IL	9/2005
7-Hour National USPAP Update McKissock Inc.	10/2005
Appraising the Farm Property MD Association of Appraisers, Inc.	10/2005
Residential Income Approach Course 205 MD Association of Appraisers, Inc.	4/2006
Residential Sales Comparison Course 203 MD Association of Appraisers, Inc.	10/2007
Condemnation Appraising: Basic Principles & Applications Course SE 710 Appraisal Institute Baltimore, MD	11/2007
General Sales Comparison Course 401G Appraisal Institute Chicago, IL	11/2007
7-Hour National USPAP Update Leslie Pruitt	4/2009
Delaware Law, Rules & Regulations Loomis Appraisal School, Inc.	9/2009
7-Hour National USPAP Update Leslie Pruitt	4/2011
Delaware Law, Rules & Regulations McKissock.	10/2011
Mastering Unique & Complex Property Appraisal Wor-Wic Community College Salisbury, MD	10/2011

7-Hour National USPAP Update Leslie Pruitt	6/2013
Construction Details & Trends McKissock	3/2013
Appraising & Analyzing Retail Shopping Centers for Mortgage Underwriting McKissock	3/2013
Land & Site Valuation McKissock	9/2013
Delaware Law, Rules & Regulations McKissock	9/2013
7-Hour National USPAP Update Leslie Pruitt	3/2015
Highest & Best Use Analysis Beach Appraisal Seminars	10/2015
Appraisal of Owner-Occupied Commercial Properties	10/2015
Appraisal of Self-Storage Facilities McKissock	10/2015
Delaware Law, Rules & Regulations McKissock	10/2015
7-Hour National USPAP Update Leslie Pruitt	10/2017
Complex Properties: The Odd Side of Appraisal McKissock	10/2017
Basic Hotel Appraising - Limited Service Hotels McKissock	10/2017
Exploring Appraisal Liability McKissock - Salisbury, MD	10/2017
Delaware Law, Rules & Regulations McKissock	10/2017
Understanding Residential Construction McKissock	11/2017
The Cost Approach McKissock	11/2017

7-Hour National USPAP Update Leslie Pruitt	2/2018
Economics as the Foundation of Appraising Beach Appraisal Seminars	9/2019
Delaware Law, Rules & Regulations Beach Appraisal Seminars	9/2019

LICENSE NO. X1-0000483

STATE OF DELAWARE
DIVISION OF PROFESSIONAL REGULATION

NOT TRANSFERABLE

861 Silver Lake Blvd.
Cannon Building, Suite 203
Dover, DE 19904-2467

PROFESSION: Certified General Real Property Appraiser

EXPIRATION DATE: 10/31/2021

ISSUED TO: Gretchen Moore Nichols

MAILING ADDRESS

Gretchen Moore Nichols
205 Executive Plaza
Salisbury MD 21804

PROFESSIONAL LICENSE

THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO
CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS
DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

Gretchen Moore Nichols
LICENSEE SIGNATURE

575913



LICENSE * REGISTRATION * CERTIFICATION * PERMIT

STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

COMMISSION OF RE APPRAISERS & HOME INSPECTORS

CERTIFIES THAT:

GRETCHEN NICHOLS

Lawrence J. Hogan, Jr.
Governor

Boyd K. Rutherford
Lt. Governor

Kelly M. Schulz
Secretary

IS AN AUTHORIZED: 04 - CERTIFIED GENERAL

LIC/REG/CERT
32182

EXPIRATION
11-25-2020

EFFECTIVE
11-21-2017

CONTROL NO
5097403

Gretchen Moore Nichols
Signature of Bearer

Kelly M. Schulz
Secretary DLLR

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

THIS DOCUMENT IS VOID WITHOUT BLUE BACKGROUND. CONTAINS
COPY VOID FEATURE & ARTIFICIAL WATERMARK ON THE BACK.

Real Estate Appraisal Qualifications of
R. Braxton Dees, MAI

Licenses

Certified General Real Estate Appraiser

Maryland Real Estate Appraisers Commission (04-31651)

Delaware Real Estate Appraisers Commission (X1-0000592)

Virginia Real Estate Appraisers Board (4001 016237)

Georgia Real Estate Appraisers Commission (307258)

MAI - Member Appraisal Institute (#505024)

Education

Bachelor of Science-Corporate Finance

1997

University of North Florida

Jacksonville, FL

Experience

August 2019 to Present

President/CEO

W. R. McCain & Associates, Inc.

Salisbury, MD

August 2012 to August 2019

Review/Valuation Analyst

W. R. McCain & Associates, Inc.

Salisbury, MD

June 1999 to August 2012

Review Appraiser/Commercial Lender

SunTrust Banks, Inc.

Atlanta, GA

Appraisal Education Courses/Seminars

Beracah Homes Facility & Tour	9/2019
DE Council on Real Estate Appraisers, License Law and Reg.	5/2019
Delaware Real Estate and Valuation Update	11/2018
FHA Appraising - Principles and Procedures	9/2018
Eminent Domain and Condemnation	9/2018
7-Hour National USPAP Update	8/2018
The Tough One: Mixed-Use Properties - Income Cap. Approach	5/2018
Solving Land Valuation Puzzles	3/2018
DE Council on Real Estate Appraisers, License Law and Reg.	9/2017
Hospitality and Senior Health Care Valuation	5/2017
Delmarva Real Estate Outlook	12/2016
The Commercial Construction Process: The Contractor's View	11/2016
Development in New Castle County	11/2016
Subdivision Valuation	8/2016
New Technology for Real Estate Appraisers	8/2016
Small Hotel/Motel Valuation	8/2016

7-Hour National USPAP Update	2/2016
FHWA Resource Center Right-of-Way Workshop	2/2015
The Appraiser as a Trusted Advisor	11/2014
Delmarva Real Estate Outlook	9/2014
Advanced Concepts and Case Studies	6/2014
General Demonstration Report Writing	6/2014
Advanced Income Capitalization	4/ 2014
DE Subdivision Market Overview and Appraisal Techniques	1/2014
Appraising Cell Towers	12/2013
Forecasting Revenue	10/2013
Introduction to Green Buildings: Principles and Concepts	10/2013
DE Law, Rules & Regulations	6/2013
Current Appraisal Issues	6/2013
Advanced Internet Search Strategies	10/2012
7-Hour National USPAP Update	4/2012
General Appraiser Report Writing & Case Studies	10/2010
State of Atlanta: The Good, The Bad, The Ugly	9/2010
General Appraiser Income Approach Part 2	7/2010
Residential Highest and Best Use and Market Analysis	6/2010
General Appraiser Sales Comparison Approach	4/2010
Real Estate Finance, Statistics, and Valuation Modeling	1/2010
Business Practice and Ethics	10/2009
General Appraiser Market Analysis and Highest and Best Use	8/2009
General Appraiser Income Approach Part 1	6/2008
General Appraiser Site Valuation & Cost Approach	9/2007
Residential Report Writing and Case Studies	4/2006
Basic Appraisal Procedures	2/2006
Basic Appraisal Principles	1/2006
410 National USPAP 15 Hour Course	11/2005

Associations/Affiliations

Delaware Chapter of the Appraisal Institute, Vice President	2018 - Present
Delaware Chapter of the Appraisal Institute, Secretary	2016 - 2017
Appraisal Institute	2009 to Present

THIS DOCUMENT IS VOID WITHOUT BLUE BACKGROUND. CONTAINS COPY VOID FEATURE & ARTIFICIAL WATERMARK ON THE BACK.



LICENSE * REGISTRATION * CERTIFICATION * PERMIT

Lawrence J. Hogan, Jr.
Governor

Boyd K. Rutherford
Lt. Governor

James E. Rzepkowski
Acting Secretary

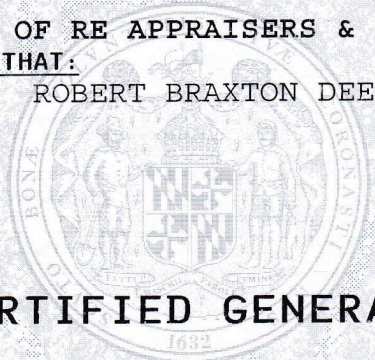
STATE OF MARYLAND

DEPARTMENT OF LABOR, LICENSING AND REGULATION

COMMISSION OF RE APPRAISERS & HOME INSPECTORS

CERTIFIES THAT:

ROBERT BRAXTON DEES



IS AN AUTHORIZED:

04 - CERTIFIED GENERAL

LIC/REG/CERT
31651

EXPIRATION
02-14-2022

EFFECTIVE
02-11-2019

CONTROL NO
5314779

Robert Braxton Dees

Signature of Bearer

James E. Rzepkowski

Acting Secretary DLLR

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

LICENSE NO. X1-0000592

STATE OF DELAWARE
DIVISION OF PROFESSIONAL REGULATION

NOT TRANSFERABLE

861 Silver Lake Blvd.
Cannon Building, Suite 203
Dover, DE 19904-2467

PROFESSION: Certified General Real Property Appraiser

EXPIRATION DATE: 10/31/2021

ISSUED TO: Robert B. Dees

MAILING ADDRESS

Robert B. Dees

120 Covered Bridge Lane
Fruitland MD 21826

PROFESSIONAL LICENSE



THIS CERTIFIES THAT THE PERSON NAMED IS HEREBY LICENSED TO CONDUCT OR ENGAGE IN THE PROFESSION INDICATED ABOVE. THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF DELAWARE.

Robert B. Dees

LICENSEE SIGNATURE

659339

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
08-31-2020

NUMBER
4001016237

REAL ESTATE APPRAISER BOARD

CERTIFIED GENERAL REAL ESTATE APPRAISER



ROBERT BRAXTON DEES JR
120 COVERED BRIDGE LANE
FRUITLAND, MD 21826



Jay W. DeBoer
Jay W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

Mailing Address

205 Executive Plaza
Salisbury, MD 21804

410-742-3201
888-400-2766
Fax 410-860-5313

www.wrmccain.com

Delaware Office

Route 26
Atlantic Avenue
Ocean View, DE 19970



R. Braxton Dees, MAI
President / CEO

Ginger P. Williams, CCRA
Vice President / COO

William R. McCain, MAI, MBA
Founder / Chairman

Shelly Durham
Senior Analyst
Residential Division

Lee Gosnell
Ag/Conservation Division

Lori Mrohs - Senior Analyst

Valuation Analysts

Clyde Marriner
Gretchen Nichols
J. Warren Pitsenbarger
Karen Ranney
Bridget Peters
Benjamin Bauer
Matthew Polly
Julie Horner
Lydia Buck
Heather Hazewski

Office Administration

Jackie Ford, Controller
Tami Harris, Receptionist
Jordan Teagle, Researcher

CELEBRATING

31

YEARS OF SERVICE

CONTRACT FOR SERVICES

1. **PARTIES:** Blair Rinnier, hereby referred to as CLIENT, agrees to engage W.R. McCain & Associates, hereby referred to as APPRAISER, for appraisal services.
2. **ASSIGNMENT:** CLIENT requests an opinion of market value for 1141 S Division St, Salisbury. The purpose of this report is to aid in determining value of the property for possible purchase. APPRAISER agrees to complete the assignment in conformity with the requirements of all applicable licensing regulations, government agencies and professional organizations. APPRAISER agrees to provide the following product(s) per this engagement: Narrative Report.
3. **COMPLETION:** The APPRAISER estimates completion within 1 week following receipt of signed contract and retainer, subject to unforeseen circumstances or conditions beyond APPRAISER'S control. One electronic copy is provided per this engagement. Hard copy available upon request.
4. **PAYMENT:** CLIENT agrees to pay APPRAISER a fee not to exceed \$975 for appraisal report. Furthermore, CLIENT agrees to pay APPRAISER a retainer of \$0, with the balance, if any, being paid upon completion of the ASSIGNMENT prior to delivery. Any subsequent work pertaining to the appraisal assignment will be billed on a monthly basis.
5. **IF APPLICABLE:** An hourly rate of \$350 for subsequent research, preparation, and for expert testimony by the firm's principals and an hourly rate of \$250 for any subsequent research, preparation, and for expert testimony by the firm's associates. Travel time will be billed at an hourly rate of \$150, plus reimbursements of travel and associated expenses.
6. **CANCELLATION:** In the event that CLIENT wishes to cancel the engagement prior to its completion, APPRAISER shall be compensated at an hourly rate as stated above for any work performed prior to the cancellation notice.

7. **LITIGATION:** APPRAISER shall not be required to provide testimony or attend any public or private hearing with reference to this PROPERTY as a result of this ASSIGNMENT unless otherwise stipulated or agreed to. In the event that APPRAISER volunteers, is subpoenaed, or otherwise required to give testimony or attend any public or private hearing as a result of this ASSIGNMENT, CLIENT agrees to compensate APPRAISER at an hourly rate of \$350. There will be a \$250 fee to hold a date for a possible court and/or deposition date.
8. **PAYMENT:** Should payment, or additional cost due APPRAISER, become delinquent, CLIENT will pay interest thereon at the rate of 1.5% per month (One and a Half Percent Per Month) and further agrees to pay all costs of collection thereof, including reasonable attorney's fees, collection agency fees, court cost, etc.
9. **THIRD PARTIES:** In the event that CLIENT directs APPRAISER to secure payment from a third party, CLIENT shall assume all payment obligations outlined in this contract in the event of DELINQUENCY by said third party.
10. **WARRANTIES AND INDEMNITY:** CLIENT agrees to indemnify APPRAISER, his/her employees and independent contractors from all claims, suits and charges of any nature that may arise out of this agreement.
11. **INTENDED USE/USER:** CLIENT understands that the appraisal will be done for the CLIENT and for the Purpose noted. Any other use of appraisal is prohibited. APPRAISER cannot change either the Intended Use or the Intended User once the report has been issued.

Client: W. Blair Rinnier
Signature

W. Blair Rinnier, Authorized Person for OT 2000, LLC 3-25-2020

APPRAISER: R. B. McCain
W. R. McCain & Associates

Date: 3/25/2020

7308T.D2 7/30/07

THIS DEED, made this 30th day of July, in the year Two Thousand Seven, by MALINDA LEE STEERE, now known as MALINDA FINNEY, and BRANDI MARIE STEERE, Remaindermen, residents of Wicomico County, State of Maryland.

WITNESSETH

THAT FOR AND IN CONSIDERATION of the sum of Ten Dollars (\$10.00) and other good, valuable and sufficient considerations, receipt of which is hereby acknowledged, the said MALINDA LEE STEERE, now known as MALINDA FINNEY, and BRANDI MARIE STEERE, do hereby grant and convey unto CITY OF SALISBURY, a municipal corporation of the State of Maryland, its successors and assigns, the following described property: ALL that lot or parcel of land situate, lying and being in Camden Election District of Wicomico County, in the State of Maryland, South of and near the corporate limits of the City of Salisbury, and on the Easterly side of and binding upon South Division Street Extended and on the Northerly side of and binding upon Onley Road, formerly known as Nutter Adkins Road, thence running by and with the Easterly line of South Division Street Extended North 11 degrees 38 minutes East a distance of 87.5 feet to a stake; thence running by and with the Southerly line of the Stephen B. Hopkins land South 82 degrees 37 minutes East a distance of 200 feet to a stake; thence by and with the Westerly line of the Elmer C. Adkins land South 11 degrees 38 minutes West a distance of 84.9 feet to a stake on the Northerly line of said Onley Road; thence by and with the Northerly side of said Onley Road North 83 degrees 22 minutes West a distance of 200.05 feet to a stake at the point of beginning; AND BEING the same property conveyed unto Malinda Lee Steere, now known as Malinda Finney, and Brandi Marie Steere, Remainderman, by Gregory W. Steere, Personal Representative of the Estate of Dorothy M. Steere, by deed dated July 30, 2007, and intended to be recorded among the Land Records of Wicomico County, Maryland, immediately prior hereto.

REFERENCE to the aforesaid deed and plat and all prior deeds to and plats of the above property is hereby made for a more definite description of the property hereby granted and conveyed, or for any other purpose, to the same extent as though herein more fully set forth.

TOGETHER WITH the buildings and improvements thereon and all the rights, ways, privileges and appurtenances to the same belonging or in anywise appertaining.

LAW OFFICES
WEBB, BURNETT,
CORNBROOKS, WILBER,
VORHIS, DOUSE
& MASON, LLP
P. O. BOX 910
SALISBURY, MARYLAND
AREA CODE 410
TELEPHONE 742-3176

7308T.D2 7/30/07

TO HAVE AND TO HOLD the above described property unto the said CITY OF SALISBURY, a municipal corporation of the State of Maryland, its successors and assigns, forever in fee simple.

AND the said MALINDA LEE STEERE, now known as MALINDA FINNEY, and BRANDI MARIE STEERE, do hereby covenant that they will warrant specially the property hereby granted and conveyed, and that they will execute such other and further assurances of the same as may be requisite.

AS WITNESS the hands and seals of the said Grantors the day and year first above written.

TEST:

Amy L. Smith
Amy L. Smith

Malinda Lee Steere N/K/A
Malinda Finney (SEAL)
MALINDA LEE STEERE, now known as
MALINDA FINNEY
Brandi Marie Steere (SEAL)
BRANDI MARIE STEERE

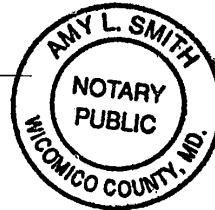
STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this 30th day of July, 2007, before me, the subscriber, a Notary Public for the state and county aforesaid, personally appeared MALINDA LEE STEERE, now known as MALINDA FINNEY, and BRANDI MARIE STEERE, and they acknowledged the foregoing deed to be their respective act and deed.

AS WITNESS my hand and Notarial Seal.

Amy L. Smith
Notary Public

My Commission Expires: 10.1.10



Not in Salisbury Md's
Incorporated limits and
no city taxes or services.
7/30/07
Date

I HEREBY CERTIFY THAT TAXES ARE PAID ON
THE PROPERTY COVERED BY THIS DEED AS
WELL AS ANY OTHER TAXES WHICH SHOULD
BE COLLECTED BEFORE TRANSFER OF SAME
PURSUANT TO SECTION 14 ARTICLE 21 OF THE
ANNOTATED CODE OF MARYLAND
PATRICIA B. PETERSEN
DIRECTOR OF FINANCE
WICOMICO COUNTY, MARYLAND
MB
7/30/07

7308T.D2 7/30/07

I, Paul D. Wilber, as Solicitor for the CITY OF SALISBURY, hereby certify under the penalties of perjury that the actual consideration paid or to be paid for the foregoing conveyance, including the amount of any mortgage or deed of trust assumed by the grantee, is in the sum of \$ 150,000.

TEST:

Amy L. Smith

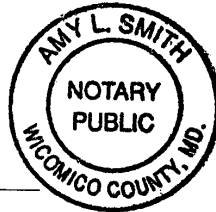
CITY OF SALISBURY

Paul D. Wilber (SEAL)

By: Paul D. Wilber, City Attorney

SUBSCRIBED AND SWORN TO
before me, a Notary Public
of the State of Maryland,
County of Wicomico, this
30 day of July,
2007.

Amy L. Smith
Notary Public



My Commission Expires: 10.1.10

I HEREBY CERTIFY that the within instrument has been prepared by or under the supervision of the undersigned Maryland attorney.

Paul D. Wilber
Paul D. Wilber, Esquire

MSB H102
Jul 30, 2007 04:14 PM

WICOMICO COUNTY CIRCUIT COURT (Land Records) MSB 2824, p. 0388, MSA_CE100_2894, Date available 04/21/2008, Printed 03/23/2020.

LAW OFFICES

WEBB, BURNETT,

CORNBROOKS, WILBER,

VORHIS, DOUSE

& MASON, LLP

P. O. BOX 910

SALISBURY, MARYLAND

AREA CODE 410

TELEPHONE 742-3176

Received for Record JUL 30 2007 and
recorded in the Land Records of Wicomico
County, Maryland in Liber M.S.B.
No. 2824 Folios 3810-388

Mad J. Bowe

Clerk

State of Maryland Land Instrument Intake Sheet

☐ Baltimore City ☐ County: WICOMICO

LIBER 2824 FOLIO 389

Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office only

(Type or Print in Black Ink Only--All Copies Must Be Legible)

① Type(s) of Instruments		<input type="checkbox"/> Check Box if Addendum Intake Form is Attached:																																																																					
		<input checked="" type="checkbox"/> Deed	<input type="checkbox"/> Mortgage	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____																																																																		
		<input checked="" type="checkbox"/> Deed of Trust	<input type="checkbox"/> Lease																																																																				
② Conveyance Type Check Box		<input type="checkbox"/> Improved Sale Arms-Length [1]	<input type="checkbox"/> Unimprvd ArmLnth [2]	<input type="checkbox"/> Multiple Accounts Arms-Length [3]	<input type="checkbox"/> Not an Arms-Length Sale [9]																																																																		
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Residential <input type="checkbox"/> or Non Residential <input type="checkbox"/>		Fee Simple <input type="checkbox"/> or Ground Rent <input type="checkbox"/>		Amount:																																																																			
Partial Conveyance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Description/Amt. Of SqFt./Acreage Transferred:																																																																					
If Partial Conveyance, List Improvements Conveyed:																																																																							
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Distribution: White - Clerk's Office Canary - SDAT Pink - Office of Finance Goldenrod - Preparer																																																																							

- (1) Permitted uses in the AB District shall give the County maximum flexibility in its site marketing and development program and consistent with the County's overall economic development objectives and programs.
 - (2) Minimum development standards for this district are intended to ensure application of good site planning principles in the development of each site.
- B. Permitted Uses. To accomplish the purposes of this district, it is in the best interest of the County that uses within this district be as approved by the Wicomico County Airport Commission in accordance with specific plans to assure that the County will benefit from the proposed district with a minimum impact on the surrounding areas and the environment.
- C. General Requirements. Provisions of the AB district where found to be in conflict with the following shall supersede those other provisions with which they conflict:
- (1) Other provisions of this chapter; and
 - (2) Provisions of the Wicomico County Subdivision Chapter.
- D. Site Plan approval in the AB Airport Business District
- (1) The authority for site plan review and approval for proposed private development activities located in the AB district is hereby delegated to the Airport Commission.
 - (2) Site plan review and approval under this subsection shall be done in accordance with Section 225-13.

Section 225-41. I-1 Light Industrial District.

- A. The purpose of the I-1 Light Industrial District is to provide areas for light industrial development, including manufacturing, wholesaling, research and development activities, and selected businesses and commercial uses. Development performance standards have been established to ensure that no use is permitted which may be detrimental because of odor, smoke, dust, toxic fumes, fire, noise, explosion, outside storage or toxic or hazardous chemicals.
- B. Permitted Uses.
- The permitted uses shall be those specified in the Table of Permitted Uses, Section 225-67.
- C. Development Options.
- A Planned Industrial Park is permitted with a Development Plan.
- D. General Requirements
- (1) Accessory buildings and structures shall be provided for all uses in accordance with the requirements of section 225-59 and the general requirements of Article VI.
 - (2) Bulk regulations, including lot area, setback requirements and height limitations,

shall be provided for all uses in accordance with the general requirements of Article VII.

- (3) Lighting shall be provided for all uses in accordance with the requirements of section 225-73.
- (4) Signage shall be provided for all uses in accordance with the general requirements of Article IX.
- (5) Parking shall be provided for all uses in accordance with the general requirements of Article X.
- (6) Landscaping shall be provided for all uses in accordance with the general requirements of Article XI.

E. Supplemental Requirement In keeping with the purpose of this district:

- (1) all nonagricultural uses shall be conducted entirely within an enclosed building or buildings; and
- (2) no use may be permitted which may be detrimental to the area because of odor, smoke, dust, toxic fumes, fire, noise, explosion, outside storage or toxic or hazardous chemicals.

Section 225-42. I-2 Heavy Industrial District.

A. The purpose of the I-2 Heavy Industrial District is to encourage industrial growth in the county by providing areas suitable for the development of heavy manufacturing, assembling, or industrial processing activities that have characteristics that could be detrimental if allowed to operate in other districts within the County. The standards and restrictions established for this district are intended to protect both nearby areas and industries which propose to locate or already have located within this district.

B. Permitted Uses.

The permitted uses shall be those specified in the Table of Permitted Uses, Section 225-67.

C. Development Options

A Planned Industrial Park is permitted with a Development Plan.

D. General Requirements

- (1) Accessory buildings and structures shall be provided for all uses in accordance with the requirements of section 225-59 and the general requirements of Article VI.
- (2) Bulk regulations, including lot area, setback requirements and height limitations, shall be provided for all uses in accordance with the general requirements of Article VII.
- (3) Lighting shall be provided for all uses in accordance with the requirements of section 225-73.
- (4) Signage shall be provided for all uses in accordance with the general requirements of Article IX.
- (5) Parking shall be provided for all uses in accordance with the general requirements of Article X.

buffer area may be counted toward the overall percentage of the site required to remain undisturbed.

G. Planning Commission review and approval procedures.

- (1) Once a complete application has been received by the Zoning Administrator, and deemed of sufficient concern to warrant a full review, the proposal for development of any lot or parcel of land for any permitted use described herein shall be submitted to the Planning Director for the preparation of a report to be reviewed and approved by the Planning Commission.
- (2) The Planning Commission shall review the use, its operating characteristics and the proposed location relative to any existing or future possibility of contamination of the Paleochannel through the operation, storage or handling of raw or waste materials or from the particular manufacturing, storage or other process proposed. The Planning Commission may solicit any technical advice or information it deems necessary in its review of the proposed use to assure that possible contamination will not occur, including but not limited to an environmental impact statement or any information necessary to obtain any permit from any applicable state or federal agency or an impact statement from an independent consultant to be selected by the Planning Commission and paid for by the applicant.
- (3) If the Planning Commission is satisfied that the proposal poses no risk of contamination to the Paleochannel, the application shall be approved and notice provided the Zoning Administrator.
- (4) If the Planning Commission determines that there is the potential that the proposal will contaminate or may pose a serious risk of contamination to the Paleochannel, and then the request shall be denied. A written findings of fact, listing the final decision of the Planning Commission and its reasons for denial, shall be provided within ninety (90) days of the Planning Commission's action.
- (5) A proposal which has been rejected by the Planning Commission may be resubmitted for review, provided that there has been a major change in the method proposed for processing, storage or handling of materials, products or wastes that eliminates or substantially reduces the risk of contamination to the Paleochannel.
- (6) Appeal from the Planning Commission's final decision may be made to the Board of Appeals in accordance with the provisions of Article XIII of this Chapter.

Section 225-46. Neighborhood Preservation Overlay District.

- A. Purpose. The purpose of this district is to preserve, protect and maintain those areas which were established as single-family residential or are planned to be in predominantly single-family residential development. Special restrictions are designed to encourage high standards of residential development for single-family use, thus ensuring existing and future residents of the continued advantages of low-density development and compatible land uses, thereby resulting in stable property values and neighborhoods. The following use restrictions and standards have been developed in order to conserve and protect these neighborhoods.
- B. Establishment of boundaries. The Neighborhood Preservation District shall be shown on the Official Zoning Map as a district overlying the existing underlying zoning. The boundaries of this district may be changed from time to time without the necessity of

showing a mistake in the original boundaries or a change in the neighborhood.

C. Uses.

- (1) Permitted and accessory uses shall be those allowed in the underlying zoning district in which the property is located, except as modified in this Section.
- (2) For any use that includes the term "family," the following definition shall apply:
FAMILY -- One person or two or more persons related by blood or marriage, or a group of not more than two persons not necessarily related by blood or marriage, in any case, living together as a single housekeeping unit.

D. Prohibited uses. The rental of guest rooms shall be a prohibited use in districts over which the Neighborhood Preservation District is applied.

SubPart B - Legislatively Approved Floating Districts

Section 225-47. Approval.

- A. The following PDDs are therefore set forth in the text of this Chapter, with specific boundaries to be established on the Official Zoning Map after approval by the County Council of a Preliminary Development Plan. These districts are "floating districts" and under Maryland case law are analogous to special exceptions. Criteria for establishment of these districts are set forth in the purpose for each district and shall be the basis for approval or denial by the County Council without the necessity of showing a mistake in the original zoning or a change in the neighborhood.
- B. Application for the establishment of a floating district shall be made in accordance with the procedures applicable to the amendment of zoning districts set forth in Section 225-20, Amendments, of this Chapter.
- (1) Such application shall include a Development Plan that sets forth the land uses requested.
 - (2) It shall not be necessary for the applicant to show a mistake in the original zoning district boundaries or a change in the character of the area in order for the County Council to approve the floating district request.
- C. The Planning Commission shall make an analysis of and recommendation concerning the proposed district.
- D. The County Council, upon consideration of the recommendations of the Planning Commission, may approve a floating district when it finds that the proposed district satisfies the purposes and standards of this section, including the following:
- (1) All necessary infrastructure for the proposed development is or will be made available to the district at the time and location required.
 - (2) The proposed district will not adversely affect the health, safety and general welfare of the residents or workers in the area.
 - (3) The proposed district is compatible with and will not be detrimental to the use or development of adjacent properties or the general neighborhood.
 - (4) The proposed development has been designed so as to minimize possible adverse affects on adjacent properties or on the immediately surrounding area.

Table of Permitted Uses – Part II – Commercial, Institutional, Business and Industrial Districts							
P = Permitted SE = Special Exception by the Board of Appeals SPC = Special Exception by the Planning Commission							
USE DESCRIPTION	Zoning Districts						
	C-1	C	C-3	LB-1	LB-2	I-1	I-2
AGRICULTURAL							
Agriculture equipment sales, service and repair		P	P	P		P	
Agricultural Operations, Farming (See Section 225-76)							
- Agricultural uses (less than 5 Acres)		S				P	
- Agricultural uses (5 acres or more)		P	P			P	
Farmers' Market (See Section 225-92)	P			P			
Farm-related Business (See Section 225-91)		P				P	P
Fisheries			P				P
Forestry	P	P	P	P	P	P	P
Grain mills and feed supply		P				P	P
Hatcheries, Poultry						P	
Kennel, Commercial (See Section 225-99)		P					
Livestock Market (See Section 225-101)							SE
Nursery, Commercial (See Section 225-104)		P					
Roadside Stand	P				P		
Sand, gravel or clay excavations, including storage, drying and sales (mineral extraction) (See Section 225-111)							SE
Sawmill and other wood processing facilities, except treatment (See Section 225-112)							P
Wayside Stand (See Section 225-118)	P	P					
COMMERCIAL RETAIL AND WHOLESALE							
Adult Bookstore and/or Adult-oriented Entertainment Establishment			SPC				
Auction Houses		P				P	
Building supply or lumberyards		P	P				P
Convenience/mini-market with or without fuel sales	P	P	P	SPC			
Mail order house		P	P	P		P	

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Manufactured Home sales and service		SE					
Marine supplies, boats or equipment sales, service or repair		P					P
Restaurants	SPC	P	P	P	SE		
- Drive-Thru / Fast Food		P		SPC	SE	SE	
Retail Sales (See Section 225-108)	P	P	P	SPC	P		
- Freestanding retail department or general merchandising stores >50,000 square feet, not located in a shopping center.		P	SPC				
- Specialty food/retail stores	P	P	P	P	P		
Self Storage	SE	P				P	P
Shopping Centers (See Section 225-115)							
- Community Shopping Center		SPC	SPC				
- Neighborhood Shopping Center	SPC	SPC		SPC			
- Regional Shopping Center		SPC	SPC				
Wholesale sales, 10,000 square feet of gross floor area or greater	P	P					
Wholesale sales, less than 10,000 square feet of gross floor area	P	P	P	P			
COMMERCIAL SERVICE							
Bakery, including candy and ice cream	P	P	P				
Broadcasting, recording, television and communication offices and studios, excluding accessory antennas, towers and satellite disks	P	P	P	P	P		
Conference Center		SPC	SPC	SPC			
Day care as an independent use or day care services for employees and patrons of the permitted use as an accessory use	P	P	P	P	P		
Financial institutions	P	P	P	P	P	P	
Entertainment uses including nightclubs, bars and dance halls, but not including adult uses		P	P				
Funeral Home	P	P		P	P		
Health Club	P	P		P			
Hotel / Motel with 50 rooms or more	SPC	P	P	SPC			

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Hotel / Motel with less than 50 rooms	P	P	P	SPC			
Office buildings and offices	P	P	P	P	P	P	P
Service establishments (See Section 225-113)	P	P	P	P	P		
Small Contracting Business		P				P	
Studios of a photographer, artist and writer, including teaching studios for art, crafts, drama, dance and	P	P	P	P	P		
Veterinary Clinic		P					
EMERGENCY SERVICES							
Fire Station with Assembly Hall	P	P	P	P	P	P	P
Fire Stations without assembly hall	P	P	P	P	P	P	P
Rescue squad, ambulance service (Private Companies)	P	P	P	P	P	P	P
INDUSTRIAL							
Asphalt Plants							SE
Assembly of leather goods and products						P	P
Assembly of products from previously processed metals, including bolts, nuts, screws, rivets, ornamental iron products, firearms, electrical appliances, tools, pumps, dies, machinery, hardware, wire						P	P
Assembly and repair of products from previously processed wood, including boxes, furniture, cabinets, baskets and other wood products of similar nature						P	P
Assembly and repair or the manufacture of finished products from sheet-metal materials, including heating, ventilating, cooking or refrigeration supplies and appliances							P
Assembly of equipment, including medical and dental equipment, drafting materials, optical and musical instruments, watches, clocks, toys, games and electrical or electronic apparatus, gas pumps and related products and tools						P	P
Assembly of Finished Products	SE					P	P

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Assembly of products from previously prepared materials, including fiber glass, ceramics, microchips, computer products, glass, plastic, precious or semiprecious stones or metals						P	P
Assembly of products from textiles, including rugs, mattresses, pillows, quilts, millinery, hosiery, clothing, yarn, thread, fabrics and printing and finishing of textiles and fibers into fabric goods						P	P
Assembly of shipping containers, corrugated board, fiber and wire-bound and wood and plastic containers						P	P
Blacksmith shop, forge or foundries						P	P
Blending or bottling of beverages						P	P
Blending, mixing or bottling of beverages or distilling of grain for fuel							P
Bulk storage or processing of grain or feeds						P	P
Bulk storage, drying or sales of natural, unadulterated sand, gravel, clay or stone							P
Coal or wood yards storage or sales							P
Composting facility, as either a principal or accessory use							SE
Compounding of and mixing of products from previously processed materials, cosmetics, toiletries, drugs and pharmaceutical products						P	P
Concrete or terra cotta or brick products manufacturing, storage or sales							P
Contractor's yard							P
Fertilizer manufacture							SE
Fertilizer mixing or storage							P
Food processing facility for either animal, poultry or human consumption, including on-site storage and distribution							P
Ice factories							P
Light Industry (See Section 225-100)		SE				P	P
Machine shops							P
Manufacturing							P
Manufacture of bakery products, candy, dairy products and ice cream						P	P

Table of Permitted Uses – Part II – Commercial, Institutional, Business and Industrial Districts

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Marina/shipyard, industrial, including the storage or sale or service of boats or marine equipment or supplies							SPC
Marine, terminal							SPC
Micro Brewery:							
- As an accessory use in restaurant	SPC	P	P	P		SE	
- As a stand-alone use		SE	SPC			P	P
Petroleum, propane, chemical or natural gas manufacture, refining or storage on five (5) acres or more							SE
Photographic processing and blueprinting establishments						P	P
Portable storage containers, as an accessory use						P	P
Power Generating Facilities, Privately Owned							SE
Printing, publishing or bookbinding		P				P	P
Rail yards							P
Recycling Facility						SE	SE
Research Establishment				SPC		P	P
Rubble Landfill							SE
Sanitary landfill, publicly or privately owned							SE
- With outside storage	SPC	SPC	SPC				
- Without outside storage	SPC	P	P				
Sheet metal stamping						P	P
Shipyard, boat or marine equipment manufacturing							SPC
Sludge Handling							SE
Soil Remediation facility							SE
Stone crusher							SE
Stone monuments, cutting or polishing							P
Truck or railroad terminals, including related repair or storage facilities						SE	SE

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Warehouse (See Section 225-117)							
- less than 40,000 sq. ft. gfa.		P		P		P	P
- greater than 40,000 sq. ft. gfa.		SPC				P	P
Welding shops, ornamental iron works						P	P
Wood treatment facility for the treatment of wood or wood products with chemicals of any type							SE
Winery, including incidental sales of wine products produced on-site						P	P
Wood products assembly or manufacture							P
INSTITUTIONAL							
Cemeteries not affiliated with Places of Religious Assembly (See Section 225-83)							
-Lot less than 5 acres		SE					
-Lots 5 acres and greater		P					
Crematorium (See Section 225-84)		SE	SPC			SE	
Hospitals, sanitariums or sanatoriums (See Section 225-98)	SPC	SE	SPC				
Libraries, museums, art galleries, meeting rooms	P	P		P			
Medical facility or clinic for human care	P	P	P	P			
Nursing Care Facility		SE	SPC	SPC			
Places of Religious Assembly (See Section 225-105)	P	P	P	P	P	P	
Private Clubs [Service Clubs & Fraternal Organizations]	P	P		P			
Schools							
- Nursery	SPC			SPC	SPC		
- of General Instruction (See Section 225-114)				P	SPC		
- of Special Instruction		P		P	SPC		
MISCELLANEOUS USE							
Accessory Structures and Uses	P	P	P	P	P	P	P
Outdoor advertising structure		SE				SE	SE
Zoos and Zoological Gardens		SE	SPC				

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
MOTOR VEHICLE-RELATED SALES AND SERVICE OPERATIONS							
Car Wash		P					
Motor Vehicle Rental		P	P				P
Motor Vehicle Sales		P	P				
Motor Vehicle Service Stations - with or without fuel sales	P	P	P	SPC			P
Parking lot or parking structure	P	P	P				P
Salvage Yard (See Section 225-110)							SE
Storage trailer sales or rental facility							SE
PUBLIC AND SEMI-PUBLIC FACILITIES							
Transportation							
- Bus Depot	P	P	P	P		P	P
- Park and Ride Facilities	P	P	P	P		P	P
- Train station		SE	SPC			SE	SE
RECREATION, AMUSEMENT, ENTERTAINMENT							
Amusement Parks		SE					
Automobile and motorcycle racing tracks		SE					
Campgrounds, Recreational Vehicle Parks (See Section 225-81)		SE					
Commercial recreation uses		P	P			P	
Go Cart, Off-Road Motorcycle, and Off-Road Bicycle Tracks		SE					
Golf Courses (See Section 225-94)		SE					
Golf Driving Range, not part of a golf course		SE					
Golf-Miniature		SE					
Indoor recreation		P	P	P		SE	SE
Indoor rifle and pistol ranges, commercial	SPC	SE	SPC			SE	
Marina							
- Commercial		SPC					SPC
- Recreational		SPC					

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USE DESCRIPTION	Zoning Districts						
	C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Outdoor Community Events		P					
Rifle and pistol range, war games, archery ranges		SE					
Stadium		P	P				
Theater							
– indoor	P	P	P				
- outdoor (See Section 225-109)		SE					
RESIDENTIAL							
Accessory Apartment	SPC	SE					
Bed and breakfast (See Section 225-80)							
Country Inn					P		
Day Care (See Section 225-82)							
- Center		P		P	P		
- Elderly		P		P	P		
- Family		P		P	P		
Dwelling							
– Single Family Detached					P		
– Manufactured Home – Double-wide (See Section 225-87)							
– Two-Family					P		
– Apartments and apartment projects (See Section 225-78)					P		
– Townhouse (See Section 225-90)				P			
Dwelling Unit with a commercial/business/office building	P	P		P	P		
Group Homes/Youth Group Homes (See Section 225-96)					P		
Guest Rooms (See Section 225-97)					P		
Home – Based Business (See Section 225-97)							
- Type I Home-based business				P	P		
- Type II Home-based business				SPC	SPC		
- Type III Home-Based Business							

Table of Permitted Uses – Part II – Commercial, Institutional, Business and Industrial Districts									
P = Permitted			SE = Special Exception by the Board of Appeals			SPC = Special Exception by the Planning Commission			
			Zoning Districts						
USE DESCRIPTION			C-1	C-2	C-3	LB-1	LB-2	I-1	I-2
Manufactured Home Park (See Section 225-102)				SPC					
Mobile Office, temporary in conjunction with an approved construction or development project			P	P	P	P		P	P
Rehabilitative Housing (See Section 225-107)							P		
UTILITIES									
Privately Owned and Operated Utility				P				P	P
Public Utility									
- Public Utility as defined in Section 225-3 and 225-66			P	P	P	P	P	P	P
- Relay stations, storage stations, electric substations, and overhead electric power transmission lines of >69,000kv			SPC	SE	SPC	SPC	SPC	SE	SE
Wireless Telecommunication Facilities (See Section 225-119)				SE					SE

1 RESOLUTION NO. 3036

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, FOR THE PURPOSE OF
4 ACCEPTING THE OFFER FROM RINNIER DEVELOPMENT COMPANY FOR THE PURCHASE
5 OF SURPLUS REAL PROPERTY LOCATED AT 1141 SOUTH DIVISION STREET.
6

7 WHEREAS, the Mayor and City Council have determined that there is surplus City-owned
8 property that should be redeveloped, and that there is a strong public need for increased infill
9 development in the City; and
10

11 WHEREAS, the City of Salisbury declared 1141 South Division Street, Salisbury, MD surplus
12 property on July 8, 2019; and
13

14 WHEREAS, the City of Salisbury, pursuant to SC 16-8 et seq. and Chapter 2.36 of the City
15 Code, has the right to offer at public sale surplus property and make awards in the best interest of the
16 City; and
17

18 WHEREAS, City-owned surplus or unused property should be developed, not only in
19 consideration of the highest bid price, but in consideration of the type of development proposed, and such
20 development should require a commitment from the purchaser to develop such property in a manner
21 which will raise the City's tax base and be in the best interest of the citizens of the City of Salisbury; and
22

23 WHEREAS, the City has determined that it is in the best interest of the citizens of the City to sell
24 the City's surplus property loc 1141 South Division Street, Salisbury, MD; and
25

26 WHEREAS, the City of Salisbury advertised for proposals to purchase and redevelop 1141 South
27 Division Street three times in September 2019 and no bids were received by the due date of October 28,
28 2019; and
29

30 WHEREAS, the City received an offer to purchase the property on April 10, 2020 from Rinnier
31 Development Company; and
32

33 WHEREAS, § SC16-3.A.(6) of the City Charter allows for an exemption to competitive bidding
34 if a surplus property was offered for bid, no bid was received, and an acceptable bid is received with 6
35 months of the request for bids; and
36

37 WHEREAS, the City of Salisbury is in agreement to sell 1141 South Division Street, Salisbury,
38 MD for \$16,000 to Rinnier Development Company following the execution of a Disposition Contract
39 with terms acceptable to the City on or before September 1, 2020, as approved by the City Solicitor.
40

41 NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Salisbury, in regular
42 session on the ____ day of _____2020, that the offer to purchase submitted by Rinnier
43 Development Company, dated April 10, 2020, is accepted, on the condition that the parties, on or before
44 September 1, 2020, execute a Disposition Contract with such terms and conditions as approved by the
45 City and the City Solicitor for the purchase price of \$16,000.
46

47 BE IT FURTHER RESOLVED that this Resolution does not create a Disposition Contract, and
48 that the award is conditioned upon the successful execution of a Disposition Contract.
49
50
51

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

55
56 ATTEST:

57
58 _____
59 Kimberly R. Nichols
60 CITY CLERK

John R. Heath
PRESIDENT, City Council

61
62
63 APPROVED by me this ____ day of _____, 2020.

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

Disposition Contract

WHEREAS, the Mayor and City Council have determined that there is a strong public need for increased development in the City;

WHEREAS, the Mayor and City Council have determined that there is a surplus of unused City-owned property that should be developed;

WHEREAS, the Mayor and City Council, pursuant to the Salisbury Charter, SC 16-8, have the right to offer at public sale surplus property and make awards in the best interest of the City;

WHEREAS, City-owned surplus or unused property should be developed, not only in consideration of the highest bid price, but in consideration of the type of development proposed, the design of the site and the preservation of significant buildings;

WHEREAS, the Mayor and City Council have determined that the sale, lease or other transfer or control of such property should be conditioned upon and require a commitment from the purchaser to develop such property in a manner which will best promote and support the City and which will promote development, raise the City's tax base, make effective use of past investment and capital improvements and prevent land speculation;

WHEREAS, the City has determined that it is in the best interest of the citizens of the City to sell the City's surplus property located at 1141 South Division Street, Salisbury, Maryland;

WHEREAS, pursuant to the City's Charter and Municipal Code, the property was offered for sale in October of 2019, but no bids were received;

WHEREAS, on April 10, 2020, the City received an offer Rinnier Development Company in the amount of Sixteen Thousand Dollars (\$16,000.00) for the purchase of said property;

WHEREAS, pursuant to Resolution No. _____, the City was authorized to accept the offer upon the terms and conditions set forth therein and, in addition, to include certain other requirements and obligations as the City determined; and

WHEREAS, the City Solicitor was authorized to prepare a Disposition Contract for the sale of the property.

NOW, THEREFORE, THIS DISPOSITION CONTRACT is made this _____ day of _____, 2020, between the City of Salisbury, Maryland, ("Seller"), and Rinnier Development Company, a corporation in the State of Maryland, ("Buyer").

The Seller does hereby bargain and sell unto Buyer, and Buyer does hereby purchase from Seller the following described property, situated in Salisbury, Wicomico County, State of Maryland:

A. All that land which is located at 1141 South Division Street, Salisbury, Maryland, being more particularly described as all that lot or parcel of land situate, lying and being in Camden Election District of Wicomico County, in the State of Maryland, South of and near the corporate limits of the City of Salisbury, and on the Easterly side of and binding upon South Division Street Extended and on the Northerly side of and binding upon Onley Road, formerly known as Nutter Adkins Road, thence running by and with the

Easterly line of South Division Street Extended North 11 degrees 38 minutes East a distance of 87.5 feet to a stake; thence running by and with the Southerly line of the Stephen B. Hopkins land South 82 degrees 37 minutes East a distance of 200 feet to a stake; thence by and with the Westerly line of the Elmer C. Adkins land South 11 degrees 38 minutes West a distance of 84.9 feet to a stake on the Northerly line of said Onley Road; thence by and with the Northerly side of said Onley Road North 83 degrees 22 minutes West a distance of 84.9 feet to a stake on the Northerly line of said Onley Road; thence by and with the Northerly side of said Onley Road North 83 degrees 22 minutes West a distance of 200.05 feet to a stake at the point of beginning; AND BEING the same property conveyed unto the City of Salisbury by deed dated July 30, 2007, and recorded among the Land Records of Wicomico County, Maryland in Liber M.S.B. No. 2824, Folio 386, hereinafter, the Property.

B. Buyer hereby agrees that Seller will reserve all appropriate easements for sidewalks and for installation and maintenance of utilities and roadways.

1. PURCHASE PRICE AND METHOD OF PAYMENT:

The purchase price shall be SIXTEEN THOUSAND DOLLARS - - - - - (\$ 16,000.00) of which ONE THOUSAND DOLLARS - - - - - (\$1,000.00) shall be paid at the signing of this contract. The deposit shall be held in an account of the City with the deposit to be applied towards the purchase price at settlement.

2. TO BE PAID IN THE FOLLOWING MANNER:

Buyer shall pay unto Seller cash at the time of settlement.

3. REPRESENTATIONS OF SELLER.

The Seller makes the following representations and warranties to the Buyer:

A. The Seller is the fee simple owner of the property described above.

B. Seller hereby certifies to Buyer that there is no tenant with any right to possession of the property.

C. At the Settlement, there will be no contracts affecting the Property or any part thereof, no contracts or agreements for the management of the Property, or any part thereof, and there will be no commission due or owing in connection with any lease or on account of any tenancy or sale of the Property.

D. The Seller has no knowledge of any actions, suits or proceedings which have been instituted or threatened against or affecting the Property, at law or in equity, before any federal, state or municipal governmental commission, board, bureau, agency or instrumentality which will materially adversely affect the value, occupancy, use or operation of the Property. The Seller will give the Buyer prompt written notice of any such action, suit or proceeding arising subsequent to the date hereof and prior to the Settlement Date to the extent Seller acquires knowledge thereof.

E. The Seller has duly and validly authorized, executed and delivered this Agreement, and neither the execution and delivery of this Agreement nor its performance are restricted by or violate any legal, contractual or other obligation of the Seller.

F. There are no assessments for public improvements against the Property which remain unpaid, including, without limitation, those for construction of sewer or water lines or mains, streets, sidewalks and/or curbs.

G. To the best of the Seller's knowledge, all improvements on the Property lie within the boundaries of the property, but not withstanding this assertion, Buyer purchases this Property, as is, and, prior to settlement will, at its expense, satisfy itself of the legal boundaries of the Property and will provide a proposed legal description to the City Solicitor prior to settlement for his approval.

4. DELIVERY OF CERTAIN MATERIALS TO SELLER AND BUYER.

Promptly, but in no event later than _____ (___) days following the date hereof, Buyer shall deliver to the City Solicitor its legal description of the property to be conveyed pursuant to this Agreement; and a deed will be executed, as approved by the City Solicitor.

5. ADDITIONAL UNDERTAKINGS.

A. Seller shall give to the Buyer and its agents, engineers, and other representatives full access to the Property during normal business hours, upon reasonable notice, during the period prior to the Settlement Date. During such period, the Seller shall furnish to Buyer all information concerning the Property which the Buyer may reasonably request. Buyer may, at its sole expense, make such engineering and other studies of the Property prior to the Settlement Date as it may deem necessary.

B. The Seller agrees that, from the date of this Agreement to the Settlement Date, it will:

(i) Operate the Property only in the ordinary course and usual manner and that it will not enter into any new lease or enter into any agreement that will encumber the Property.

(ii) Not become a party to any service contract or similar agreement with respect to or affecting the Property without the prior written consent of the Buyer.

(iii) Maintain, at its expense, all existing fire and extended coverage policies covering the Property. The herein described Property is to be held at the risk of Seller until legal title has passed. Buyer's remedy in the event of loss is limited to return of the deposit.

C. All utilities shall be adjusted and apportioned as of the Settlement Date.

D. All public or governmental charges or assessments against the premises, which are or may be payable on an annual basis (including all assessments, liens or encumbrances for sewer, water, drainage or other public improvements completed or commenced on or prior to the date hereof, or subsequent thereto, shall be adjusted and apportioned as of the Settlement Date and shall be assumed and paid thereafter by the Buyer, whether assessments have been levied or not as of the Settlement Date.

E. The cost of all State and local recordation and transfer taxes shall be paid by the Buyer.

6. BUYER PURCHASES THE PROPERTY "AS IS."

A. The obligation of the Buyer to purchase the Property pursuant to the provisions of this Agreement is not contingent upon the condition of the Property or any inspection of the

property which has or will be conducted by the Buyer prior to the Settlement Date. During the bid process, Buyer has conducted a thorough inspection of all aspects, and potential hazards present on the Property and agrees to accept the Property in its current condition. Seller has made no warranties or representations to Buyer regarding the condition of the said property, and Buyer has not relied upon any statements regarding the condition of the Property made by Seller, its agents or contractors. Buyer agrees that the Seller shall not be obligated to perform any environmental assessment and Seller will not be held liable and assumes no responsibility for any remedies, costs or procedures.

B. Buyer may have thirty (30) days following execution of this contract to perform any reasonably required preconstruction engineering tests and environmental assessments. If these tests reveal any environmental or other defects, Buyer shall have no recourse against Seller, except that Buyer may terminate this Disposition Contract and receive a return of Buyer's deposit.

C. Buyer shall indemnify, defend and save harmless Seller from and against any suits, actions, legal or administrative proceedings, demands, claims, liabilities, fines, penalties, losses, injuries, damages, expenses or costs, including interest and attorneys' fees, in any way connected with any injury to any person or damage to any property arising out of the inspections and tests set forth in Paragraph 6B above or any loss to Seller occasioned in any way by hazardous substances originating on the property or by the negligent or intentional activities of Buyer before, during or after Buyer's acquisition of the property.

D. This indemnity specifically includes the obligation of Buyer to perform any remedial or other activities required or ordered by any properly empowered government official, or otherwise reasonably necessary to avoid injury or liability to any person or to prevent the spread of pollution, originating thereon (hereinafter the "remedial work"). Buyer shall perform all such work in its own name in accordance with applicable law, as herein defined.

E. Whenever Seller has incurred costs described in this section, Buyer shall, within ten (10) days of receipt of notice thereof, reimburse Seller for all such expenses.

7. SETTLEMENT ATTORNEY/TITLE COMPANY:

Buyer shall have the option of selecting its own Title Insurance company or Title Attorney.

8. SETTLEMENT:

Settlement shall be held in Salisbury, Wicomico County, Maryland, on or before the ____ day of _____, 2020 (the "Settlement Date"). At Settlement, the Seller shall execute:

A. A deed to the Property, containing a covenant of special warranty and further assurances, which shall convey to Buyer a good and merchantable fee simple title to the Property subject to zoning and occupancy restrictions of public record which are generally applicable to properties in the immediate neighborhood or the subdivision in which the Property is located, and publically recorded easements for public utilities and any other easements which may be observed by inspection of the Property. The deed shall be recorded at the expense of the Buyer. The deed will be subject to the covenants described in Section 12.B.

B. Any other documentation reasonably required to consummate the Buyer's purchase of the Property.

9. POSSESSION:

Possession of the Property shall be given to Buyer at the time of Settlement.

At the time of settlement or occupancy (whichever occurs first), Seller makes no warranties with regard to the condition of the Property included in this Agreement, as Buyer has agreed to accept the property as is. SELLER WILL DELIVER THE PREMISES IN SUBSTANTIALLY THE SAME PHYSICAL CONDITION AS OF THE DATE OF RATIFICATION OF THIS CONTRACT AND BUYER, AT ITS EXPENSE, HAS THE PRIVILEGE OF INSPECTION OF ALL OF THE PREMISES PRIOR TO THE SETTLEMENT OR OCCUPANCY (WHICHEVER OCCURS FIRST) TO VERIFY THE SAME. Except as expressly contained herein no other warranties have been made by the Seller.

10. A. BUYERS' REMEDIES. In the event the Seller should be in default of any obligation on its part to be performed hereunder, or in the event any representation or warranty of Seller should be incorrect, or in the event any condition or obligation referred to in Agreement shall not be satisfied within the time period specified, then, as its sole recourse pursuant to this agreement the Buyer shall be entitled to cancel this Agreement and to receive the immediate return of the deposit referred to in this Agreement. Notice of such default shall be given, in writing, by the injured party within thirty (30) days after the default has occurred. If the party defaulting on this agreement fails or refuses to release monies, the holder of the deposit may deliver the deposit by way of interpleader to the appropriate Court to determine ownership thereof and have all costs and expenses in connection therewith deducted from said deposit.

B. SELLER'S REMEDIES. In the event the Buyer should be in default of any obligation to be performed hereunder prior to settlement, Seller shall be entitled to the deposit as liquidated damages. This limitation shall not, however, apply to the indemnity provision of the Agreement or to any enforcement of the terms of this Agreement, after settlement, for damages or injunctive relief, in any claim made by Seller.

11. MISCELLANEOUS:

A. The parties hereto agree that this entire agreement shall be binding upon their respective heirs, Personal Representatives, administrators, successors and assigns. **ALSO THE PARTIES RECOGNIZE THAT THIS AGREEMENT IS LEGALLY ENFORCEABLE AND ARE HEREBY ADVISED TO SEEK LEGAL ADVICE IF NOT UNDERSTOOD.**

B. This contract contains the entire agreement between the parties hereto, and neither they nor their agents shall be bound by any terms, conditions or representations not herein written.

12. USE OF THE PROPERTY:

A. Speculation Forbidden. Buyer covenants that the purpose of this purchase is not for speculation.

B. Covenants. The deed conveying the property shall expressly provide in a format acceptable to the attorney for the City and the attorney for Buyer that the agreements and covenants provided for in the this Disposition Contract shall be included therein as covenants running with the land and shall be binding upon the land for the benefit and in favor of the Seller.

C. Non-Merger. Buyer agrees that none of the provisions of this Disposition Contract are intended to or shall be merged by reason of any deed transferring title to the property to Buyers or to any successor in

interest.

D. Code Covenant. Buyer agrees that all final plans for structures, site improvements, landscaping, etc. shall be in accordance with the City Code and approved by all appropriate City and other government agencies.

E. Completion. The term "Completion" shall be defined for the purposes of this agreement to mean when the building is structurally complete to the point that the building inspector of the City would ordinarily issue an occupancy permit.

F. Default. Buyer agrees that if, subsequent to the conveyance of the property to Buyer, Buyer shall default in or violate the Disposition Contract, and such violation is not cured within sixty (60) days after written demand by the Seller, then the Seller shall have the right, but not the obligation, to enforce the terms of this Disposition Contract by seeking damages, injunctive relief or reversion of the Property to Seller. Seller's rights under this Contract, including Seller's right to reversion, shall be superior to any subsequent sale, lease, mortgage or lien against the Property as a result of any action by Buyer. Seller's rights shall only be subordinated by the written agreement of Seller. In the event of the bankruptcy or insolvency of Buyer, or its assignee, equitable title to of the Property shall immediately revert to the Seller.

13. NOTICE.

Any notice to be given to a party under this Agreement shall be deemed to be given on the date hand-delivered to the party, or on the second business day following the date when deposited in the United States mail, postage prepaid, certified mail, return receipt requested,

addressed to the Seller at:
S. Mark Tilghman
City Solicitor
110 N. Division Street
Salisbury, MD 21801

addressed to the Buyer at:
Blair Rinnier.
Rinnier Development Company
218 East Main Street
Salisbury, MD 21801

14. TIME OF THE ESSENCE. Time shall be of the essence in this Agreement.

AS WITNESS the hands and seals of the parties hereto, the day and year first above written.

ATTEST:

CITY OF SALISBURY

Kimberly R. Nichols
City Clerk

BY: Jacob R. Day
Mayor

BUYER


WITNESS

BY: Blair Rinnier, President

Rinnier Development Company



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Amanda Pollack, P.E., Director of Infrastructure and Development 
Date: May 7, 2020
Re: Resolution to Adopt and Approve the FY 2021-2025 Vision Zero Action Plan

Per Resolution No. 2934 which was adopted in April 2019, the Department of Infrastructure and Development was charged with developing a Vision Zero Action Plan. The resolution called for the adoption of the plan by July 1, 2020.

Vision Zero prioritizes system-wide safety over speed and throughput, especially the safety of pedestrians and cyclists, who are the most vulnerable street users. The program recognizes that all traffic deaths are ultimately preventable and that humans are fallible, and therefore make mistakes. That failure should be anticipated and street design should restrict the severity of such events so that death is not the price of such mistakes. The Action Plan outlines steps that the City can take to improve traffic safety throughout Salisbury.

DID has assembled the Action Plan over the past year with input from various other City Departments, agencies, and stakeholders to guide City Transportation staff in project planning and execution. Concurrently, the Plan is meant to guide Capital Programming and Budgetary priorities.

The Vision Zero Action Plan is attached along with a resolution to adopt the plan. Unless you or the Mayor have further questions, please forward a copy of this memo, the Action Plan and the resolution to the City Council.

1 RESOLUTION NO. 3037

2 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND APPROVING AND ADOPTING
3 THE FY2021-2025 VISION ZERO ACTION PLAN.
4

5 WHEREAS, Resolution No. 2934 adopted Vision Zero as the City's Traffic and Engineering
6 Policy; and
7

8 WHEREAS, the Department of Infrastructure and Development was charged with working with a
9 Vision Zero Task Force to develop a Vision Zero Action Plan; and
10

11 WHEREAS, the FY 2021-2025 City of Salisbury Vision Zero Action Plan is a guiding document
12 for the Mayor, City Council, Transportation Staff and the developers of Salisbury, setting forth
13 recommendations and prioritizing projects based on traffic safety; and
14

15 WHEREAS, the City of Salisbury strives to eliminate traffic fatalities and serious injuries within
16 the City limits by January 1, 2030; and
17

18 WHEREAS; the development and implementation of the Plan demonstrates the commitment of
19 City officials and various partner agencies and committees; and
20

21 WHEREAS, the Department of Infrastructure and Development desires to begin executing the
22 various projects and strategies outlined in the Plan to the benefit of the residents and visitors of the City of
23 Salisbury.
24

25 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
26 SALISBURY, MARYLAND that the attached FY2021-2025 Vision Zero Action Plan is adopted.
27

28 THIS RESOLUTION was duly introduced, read, and passed at a meeting of the Council of the
29 City of Salisbury, MD held on the _____ day of _____, 2020, and is to become effective
30 immediately upon adoption.
31

32 ATTEST:
33

34 _____
35 Kimberly R. Nichols, City Clerk
36

_____ John R. Heath, City Council President

37
38 Approved by me, this _____ day of _____, 2020.
39

40 _____
41 Jacob R. Day, Mayor

Vision Zero



FY 2021-2025 ACTION PLAN

THE MISSION TO END TRAFFIC FATALITIES
AND SERIOUS INJURIES BY 2030

The High Cost of Traffic Fatalities

In 2018, 36,560 people were killed in traffic crashes in the United States while approximately 4.5 million were injured.



“The economic costs of these crashes totaled \$242 billion. Included in these losses are lost productivity, medical costs, legal and court costs, emergency service costs (EMS), insurance administration costs, congestion costs, property damage, and workplace losses”

– NHTSA (Blincoe)

The high financial cost is only part of the tragedy of a fatal crash; inevitably children are left without parents, parents lose children, and, in many cases, whole families are killed in crashes...

...and every single crash was preventable.

City Council



Councilwoman
April R. Jackson D.1



Vice President
Muir Boda D.2



President
John 'Jack' R. Heath
D.3



Councilwoman
Michele Gregory D.4



Councilwoman
Angela Blake D.5

City Administration



Mayor
Jacob R. Day



City Administrator
Julia Glanz



Deputy City Administrator
Andy Kitzrow

The Authors and Contributors of the Action Plan

Author

- William White – Transportation Projects Specialist, Infrastructure & Development

Principle Reviewer & Oversight

- Amanda Pollack, P.E.–Director, Infrastructure & Development

City Agency Contributors

- Bill Sterling – Field Operations
- Chief James Gladwell - Deputy Chief, Salisbury Fire Department
- John O’Brien – Asst. Director for GIS, Information Services
- Everett Howard – Director, Housing & Community Development
- Kevin Lindsay – Neighborhood Relations, Housing & Community Development
- Dan Hogg – Code Compliance, Housing & Community Development

Partner Agency Contributors

- Eric Berkheimer, Salisbury University
- Lt. Joel Davies, Salisbury University Police Department
- Bicycle Pedestrian and Advisory Committee
 - John Foley – Chair
 - Sandy Pope Co-Chair
 - Marion Keenan
 - Mary Buffington
 - Alex McRae
 - Melissa Wilson

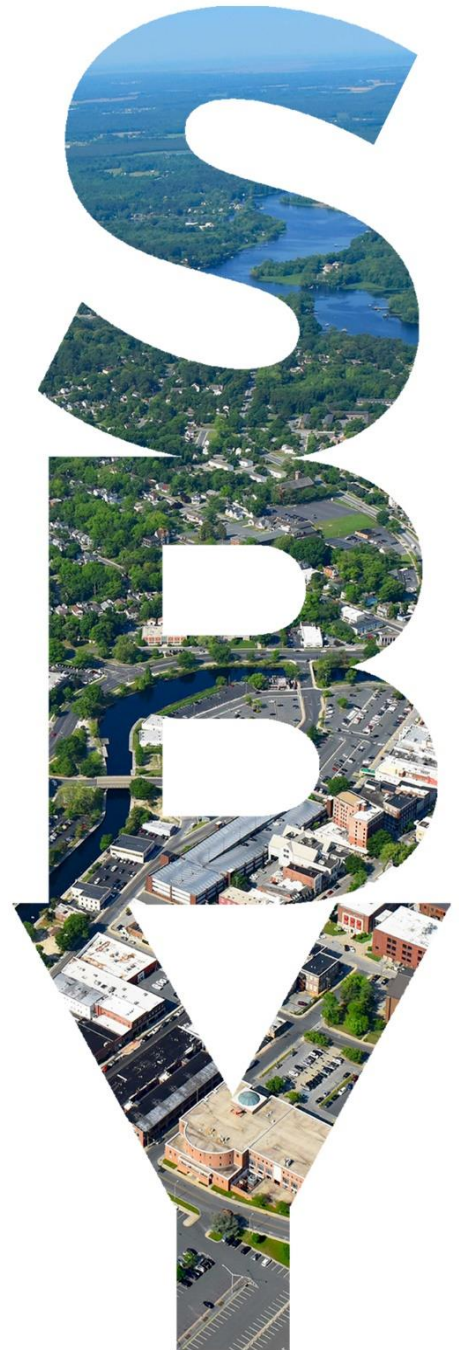
Peer Reviewer (From Outside Agency)

- Jana Potvin –Assistant District Engineer-Traffic MDOT-SHA, District 1

A Special thanks to the RAVEN Team from the GIS Program at Washington College for their efforts in data research and compilation which made this plan possible and to MDOT-MVA Highway Safety Office who funds RAVEN and ensures the data flow continues

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A Message from The Mayor

40,000 people.

Forty Thousand. That's how many Americans died in crashes last year. And the year before. Forty Thousand every year. The first thought that probably comes to mind when you hear that number probably is, "well, not here, not in Salisbury, not in my little town," and then you realize that in the last three years, eight of our neighbors, our friends, were killed in crashes. Eight families will never see their loved ones again. Eight companies lost cherished co-workers. Eight neighborhoods became just a little bit smaller.

Fifty-three of our neighbors had their lives irrevocably changed when they were involved in crashes that left them seriously injured in those three years. Fifty-three lives forever changed.

135 of the people who we see everyday suffered some sort of injury just for riding their bike or walking down the street. Every single one of these incidents were preventable.

It must stop, and it must stop now.

As Mayor, as a resident of our beloved City, and as father, I am proud to present our mission, our commitment to you; **Vision Zero – the end of traffic fatalities and serious injuries on City Streets by January 1, 2030.**

Over the last year, I have instructed the City staff to come together, study what other great cities have done before us and produce the document that you now have in front of you, Salisbury's Vision Zero Action Plan. The Plan is meant to be a living document that evolves with technologies and techniques that ensure safe travel for all, and it will guide our staff as they work toward a safer transportation network for everyone. Along the way, some amazing partners joined our team; Salisbury University and the Salisbury University Police Department have made the commitment to stand by us. MDOT-SHA and MDOT-MVA have lent their support and assistance and will continue to do so as we strive **Toward Zero Deaths** together.

Every resident of our City deserves freedom from the fear that they may be killed or seriously injured by an automobile. No one should fear walking down their street. No child should fear taking their bike out of their yard. No one should fear their commute to work. Everyone has the basic right to the freedom of **safe** mobility in their own community. The days of prioritizing the speed of the automobile over the safety of human beings end here. We now proudly join the Vision Zero Community, a group of cities that is growing across our nation and the world. Together, our cities will take the steps necessary to do the right thing, as hard as those may sometime be, in order to make sure our children will never have to fear the world beyond their front steps ever again.

This Plan was created with all our heart and soul to do right by you, our neighbors.



Mayor Jake Day



RESOLUTION NO. 2934

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ADOPTING VISION ZERO AS THE CITY'S TRAFFIC AND ENGINEERING POLICY AND ESTABLISHING A VISION ZERO TASK FORCE.

WHEREAS, the Salisbury Charter (SC11-2) gives the City charge of all public ways of the City, excepting those under State or County jurisdiction; and

WHEREAS, the City of Salisbury desires to pursue an end to traffic fatalities and serious injuries within the City's limits; and

WHEREAS, the City recognizes that all people have a fundamental right to safe and equitable transportation networks via foot, bicycle, transit or automobile; and

WHEREAS, the City recognizes that there are no traffic "accidents" and that every traffic-derived collision, injury or fatality is preventable; and

WHEREAS, it is the express goal of the City to eliminate all traffic fatalities and serious injuries by January 1, 2030; and

WHEREAS, the City recognizes that the most effective way to prevent traffic fatalities is to work at the systemic level of the transportation system by improving corridors and neighborhoods; and

WHEREAS, Vision Zero is an internationally recognized and proven way to reduce traffic fatalities and serious injuries; and

WHEREAS, the City desires to adopt Vision Zero as the City's Traffic and Engineering Policy for all public ways in the City for which the City has jurisdiction; and

WHEREAS, the City Council determined that a Task Force could be helpful in advising the City and overseeing all Vision Zero efforts; and

WHEREAS, the Vision Zero Task Force shall collect, analyze and act on crash and street data in order to prepare the Vision Zero Action Plan and recommend policy related to Vision Zero; and

WHEREAS, the Vision Zero Task Force may consist of members from the following organizations:

- City of Salisbury Mayor and Administration
- City of Salisbury Department of Infrastructure and Development
- City of Salisbury Department of Field Operations
- City of Salisbury Police Department
- City of Salisbury Fire Department
- City of Salisbury Department of Information Services
- City of Salisbury Housing and Community Development Department
- City of Salisbury Traffic and Safety Advisory Committee
- City of Salisbury Bicycle and Pedestrian Advisory Committee

Maryland Department of Transportation – State Highway Administration
Maryland Department of Transportation – Maryland Highway Safety Office
Maryland State Police
Wicomico County Sheriff's Office
Salisbury University
Salisbury/Wicomico Metropolitan Planning Organization Technical Advisory Committee

WHEREAS, the Council requires that the City of Salisbury Vision Zero Action Plan be presented to Council by the Director of the Infrastructure and Development Department and adopted no later than July 1, 2020 with the Plan subsequently updated every five years; and

WHEREAS, the Director of the Infrastructure and Development Department shall make a yearly progress report to Council in an open forum prior to July 31st every year, beginning in July 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SALISBURY, MARYLAND that for the purposes and reasons hereinabove set forth, the City of Salisbury adopts Vision Zero as the City's traffic and engineering policy and establishes a Vision Zero Task Force.

THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on this 8th day of April 2019 and is to become effective immediately upon adoption.

ATTEST:


Kimberly R. Nichols, City Clerk


John R. Heath, City Council President

Approved by me this 15th day of APRIL 2019.


Jacob R. Day, Mayor

Why Vision Zero?

Salisbury is in a unique position. While Salisbury is a small city, it remains the regional hub of the Eastern Shore of Maryland and as such, the City serves the same purpose of an employment, institutional and service center that much larger cities typically fulfill in other areas. While Salisbury has an approximate population of 32,809 people (2018 est.); it is also home to a student population of nearly 9,000 for the majority of the year (whose families entrust us with their safety); serves as the weekday work destination for a vast swath of the region's residents; and serves as the hub where visitors passing through the region on their way to the beach, in an area of fourteen square miles.

Salisbury manages to achieve that with a relatively small number of fatalities and serious injuries compared to some areas; however, every single fatality leaves a trail of devastation behind and serious injury - causing crashes leave our neighbors debilitated, financially ruined and can cost the community millions of dollars in lost productivity every year. Couple this with the fact that the same streets causing these tragedies are the same streets that have served as barriers dividing our communities for decades and made our City difficult to walk, bike or enjoy ourselves and the friendship of our neighbors in and the conclusion is obvious. Now is the time to act; now is the time for

Vision Zero.

The Numbers

- In 2018, an estimated 36,650 died in traffic crashes every year; another 4.5 million were injured annually.
- 1.9 million of those were serious, debilitating injuries
- In a 2018 study published by *Health Affairs* and analyzed by the news site *Curbed*, over fifty years of data were analyzed to prove that **American children are twice as likely to die in automobile crashes as our nearest peer nations** (*Curbed* – See notes page for reference)

Official Financial
cost of a single
traffic fatality
(calculated by the
US DOT) to society
in 2010 – \$9.2 to 10
million



Our Mission;

An End to Traffic Fatalities and Serious Injuries by 2030

Each year, approximately 36,000 people die in traffic crashes across the United States. In Maryland alone, 511 people were killed in 2018. Seven of those deaths occurred in Wicomico County. 783 people were injured in crashes in the County.

We do not have to accept fatal or life altering crashes as inevitable. These crashes are preventable. Safe mobility is a basic right of every citizen of the City of Salisbury, regardless of the mode of travel or the destination. With that in mind, the City of Salisbury is proud to announce our commitment to eliminating traffic deaths and serious injuries by

January 1, 2030.

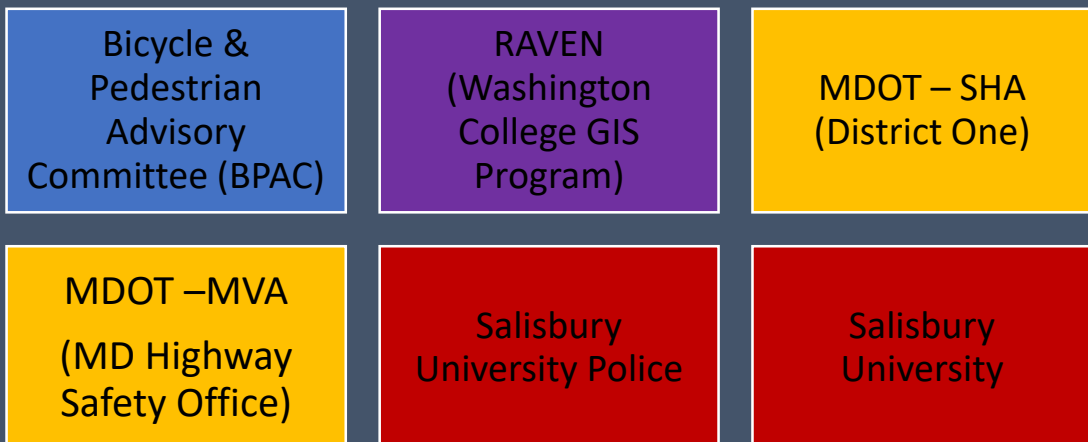


The Team

City Departments are primarily responsible for the implementation of Vision Zero. The Effort is coordinated from the Department of Infrastructure & Development and every Department is accountable to the Mayor and City Council

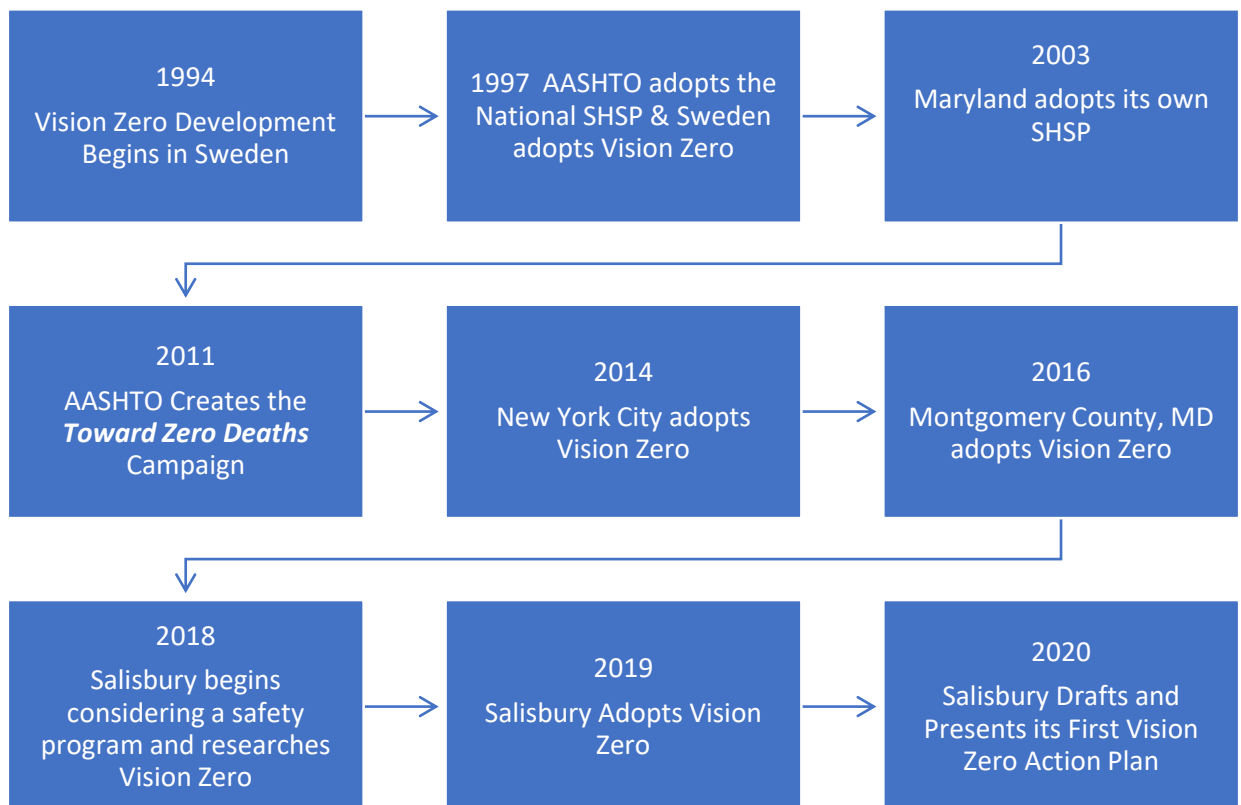


Supporting Partners are made of agencies from outside the City Staff. They are not beholden to the City to achieve Vision Zero, but they voluntarily support the effort and/or contribute expertise, outreach, knowledge, data and eyes on the street.



How Did the City Get to Vision Zero?

- In 1997 AASHTO, the American Association of State Highway Transportation Officials, published the first National Strategic Highway Safety Plan (SHSP). In 2003 Maryland Followed suit with a State SHSP and began encouraging Counties to create their own for local roads and streets as well. The method by which crash reductions were to be achieved were not mandated;
- Simultaneously, in 1997, Sweden officially adopted Vision Zero after three years of planning with a focus on operating speed reduction;
- Salisbury chose Vision Zero because it is contextually better suited for our urban environment, it is aggressive in its approach and timeline and is rooted in equity



What is Vision Zero?

Vision Zero is a product of necessity. It is a safety program, rooted in ethics, with the express goal of eliminating traffic deaths and serious injury. Originally developed in Sweden in the 1990's, the adoption of Vision Zero has cut Swedish traffic fatalities to half and the system has spread throughout Europe. In 2014, New York City became the first US city to adopt Vision Zero. This resulted in their lowest ever recorded crash rate, the largest single-year reduction and the longest sustained reduction in crashes year-over-year. In wake of that success, other American cities have adopted Vision Zero.

Vision Zero is the recognition that every life matters and that the loss of life does not have to be inevitable in the transportation system. For too long, we designed our streets and roads to move automobiles as fast as possible, to the detriment of the people who live and work along those same streets and roads. As a society we forgot that the first mission of the transportation network was to serve the public in its entirety, not just the automobile.

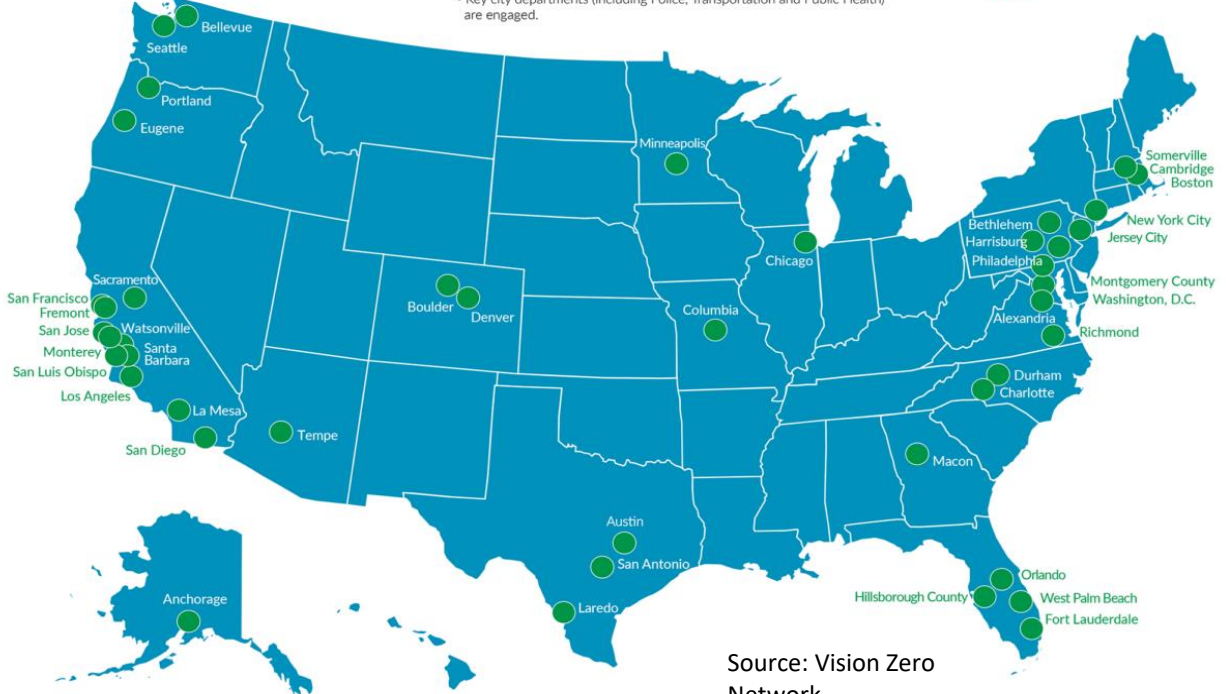
Last year (2019) Oslo (pop. 1,027,000), the capital of Norway, an early Vision Zero adopter, suffered only one traffic fatality and achieved the goal of ZERO pedestrian or bicycle fatalities. Authorities in Oslo, the first ever municipality to adopt Vision Zero still say that the sole loss of life was too many.

What is Vision Zero?

Vision Zero Cities

A Vision Zero City meets the following minimum standards:

- Sets clear goal of eliminating traffic fatalities and severe injuries
- Mayor has publicly, officially committed to Vision Zero
- Vision Zero plan or strategy is in place, or Mayor has committed to doing so in clear time frame
- Key city departments (including Police, Transportation and Public Health) are engaged.



Source: Vision Zero Network

While every city or county adapts Vision Zero to their needs, the fundamental principles are held as a universal truth. Adherence to the *Fundamental Principles* and the *Three Components* drive every decision and interaction under the Vision Zero Plan

Boston, Denver, San Francisco, Washington, D.C., and even Montgomery County, Maryland are all Vision Zero organizations. In 2019, Maryland became the first state to adopt Vision Zero statewide

The Fundamental Principles of Vision Zero

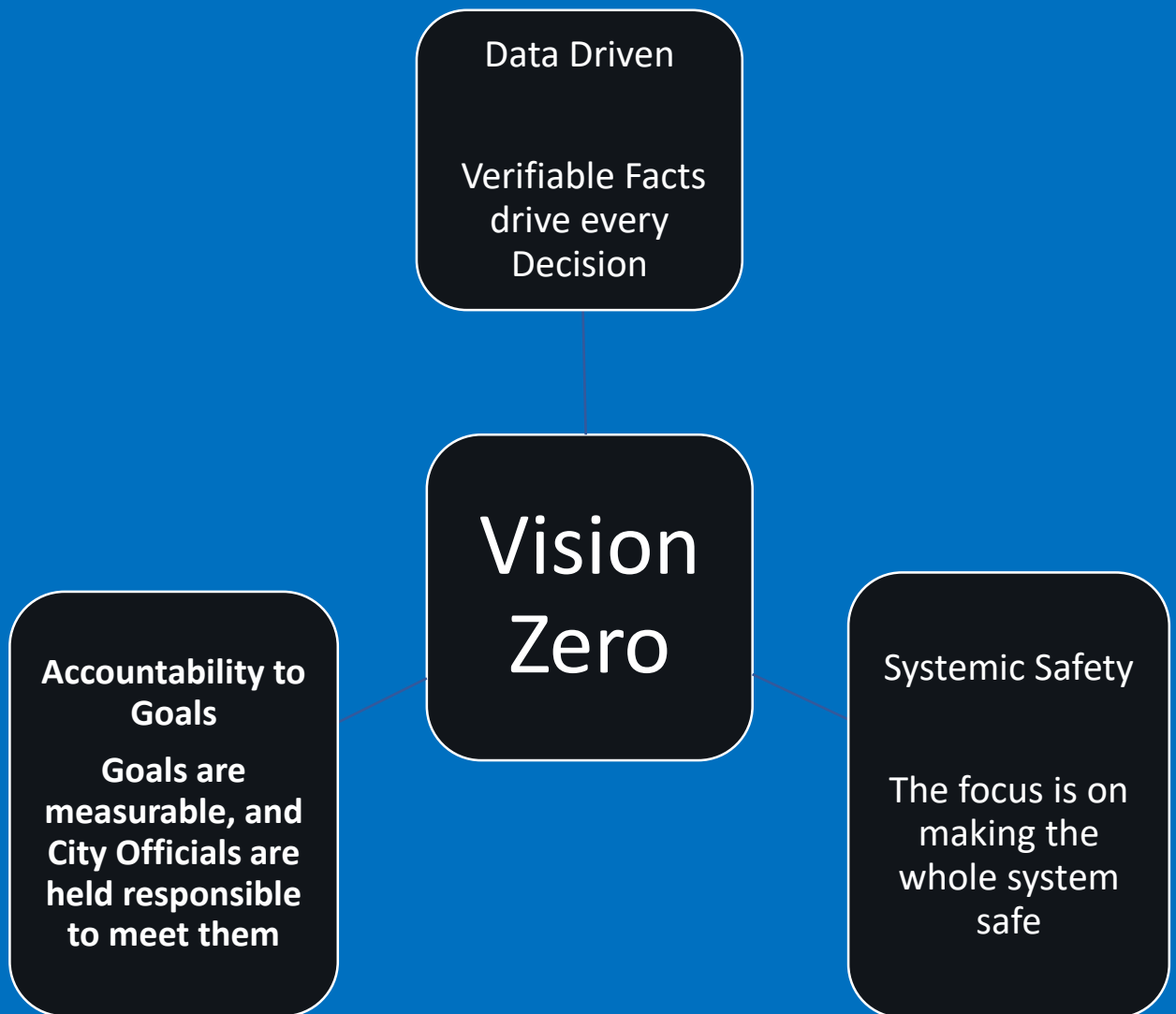
1. **Traffic deaths and severe injuries** are absolutely **preventable and unacceptable**. The lives of our neighbors are not a price we must pay;
2. **Human life is the ABSOLUTE priority** of Transportation system and takes precedence over mobility. The transportation system must be safe for all;
3. **Human error is inevitable**, and transportation systems should be forgiving and anticipate error;
4. True safety is a **systems-level** effort and includes safe behavior, education, enforcement and design;
5. Human beings are not capable of surviving the violent impact of traffic crashes and **speed is the primary factor** in determining survival.

Vision Zero recognizes that there is no such thing as a traffic “accident”. Every single crash is preventable through changes in design, education and choice

Source—Vision Zero Network

How is Vision Zero Different from any other safety program?

Vision Zero is distinguished by uniquely emphasizing **Three Components** that make it effective when implemented with full support



The Components of Vision Zero

Data - Driven

From the focus on reducing automobile speed to the prioritization of projects, every decision is supported by verifiable data. Intersections, corridors and neighborhoods with the highest crash rates are prioritized for projects. The reduction of both automobile speed and speeding (the illegal act of exceeding the posted speed limit) is targeted because speed is the most frequent contributing factor to serious and fatal crashes.



Waverly Drive, Looking north

The Components of Vision Zero

Accountability

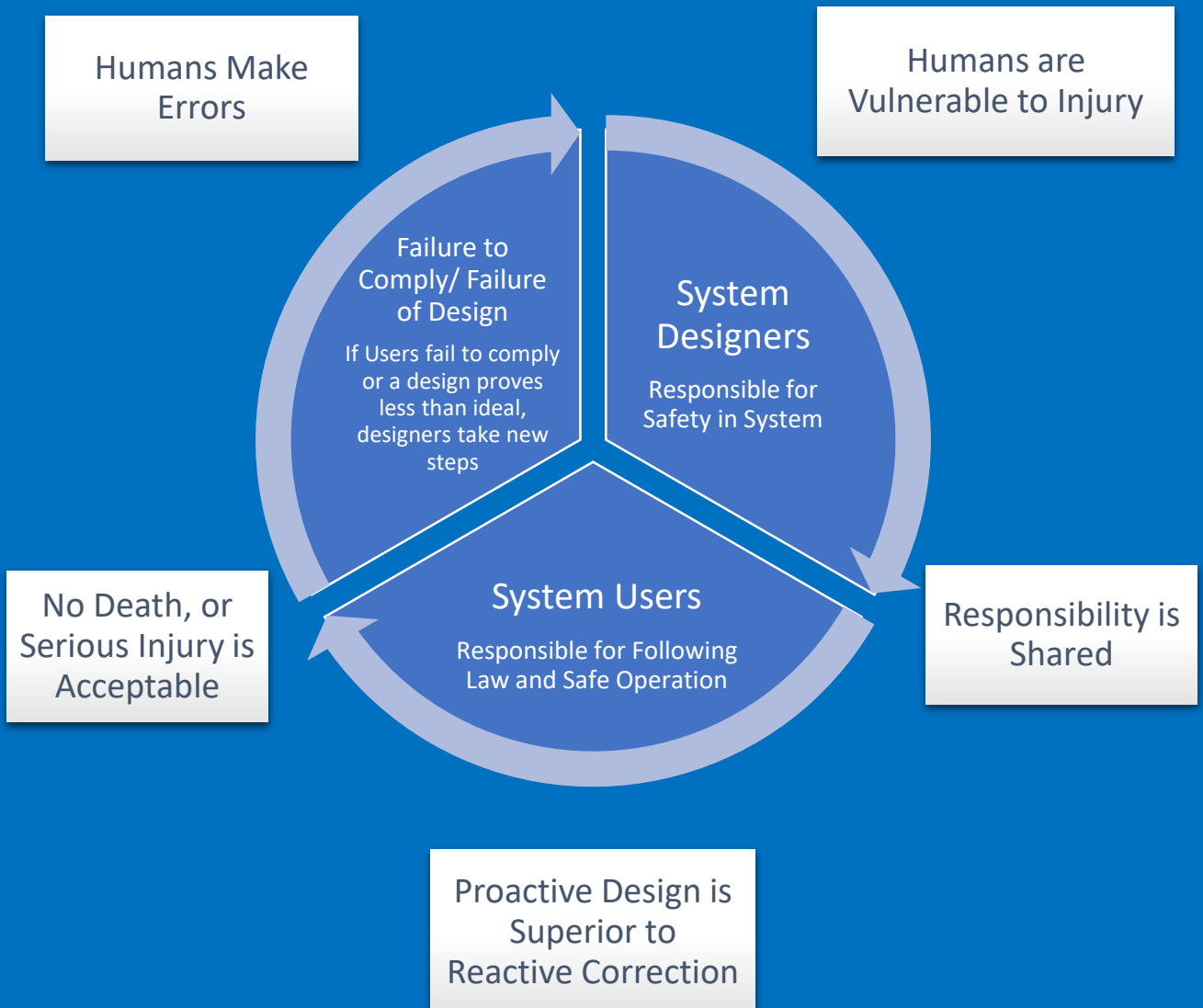
Staff and public officials accept responsibility for reducing serious and fatal crashes in Vision Zero. Plans are made public and a yearly update report shall be presented to City Council throughout the Plan's duration. Updated plans likewise go before Council. Success or failure to meet the Plan's goals are evident in the data.



The Components of Vision Zero

Systemic Safety

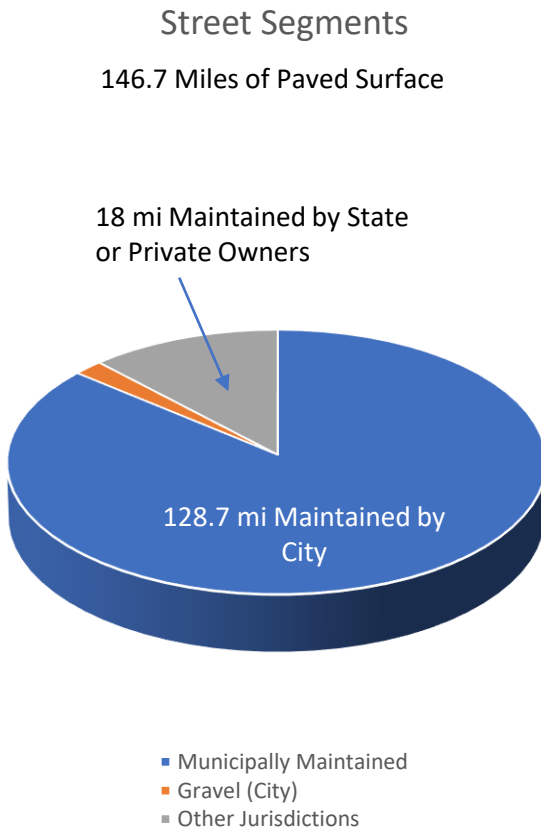
- Recognize that people will make mistakes and the transportation system, *in its entirety*, must be designed to both minimize mistakes, and the consequences of those mistakes when they inevitably occur - death should not be the punishment for error.
- Systemic Safety Recognizes that:**



The Data

The Network Today

- The network within City limits is a mix of State, private and City maintained facilities.
- Wicomico County does not control any streets within the City limit. However, the corporate limits are extremely irregular making it possible to drive on a single street/road that enters and exits the City several times



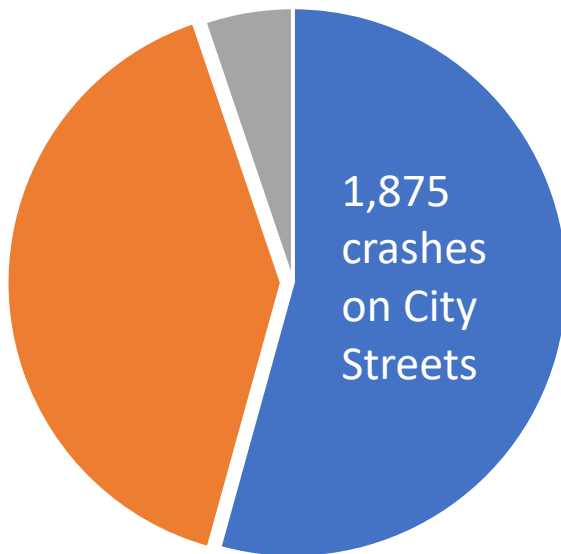
Municipally Maintained System
(Total minus MDOT miles) – 128.7

A driver traveling from Salisbury University going to northern Salisbury along College Avenue and then continuing onto Beaglin Park Dr will traverse the City/County limits 6 times

Citywide Crash Data

From 2015-2018 there were 3,456 crashes within the City Limits. 1,875 of those crashes occurred on City-controlled streets. All conclusions that follow draw on this crash data unless otherwise noted.

Crashes by Facility Owner 2015-2018



■ City ■ State ■ Private/Other

The City of Salisbury owns most of the street rights-of-way within the City Limits, however, some of the busiest corridors are overseen by MDOT-SHA. These are;

- US 13 & US 13 Business
- US 50 & US 50 Business
- Snow Hill Rd (south of Vine Street)
- MD 350 - Mt. Hermon Rd.
- MD 346 - Old Ocean City Rd.

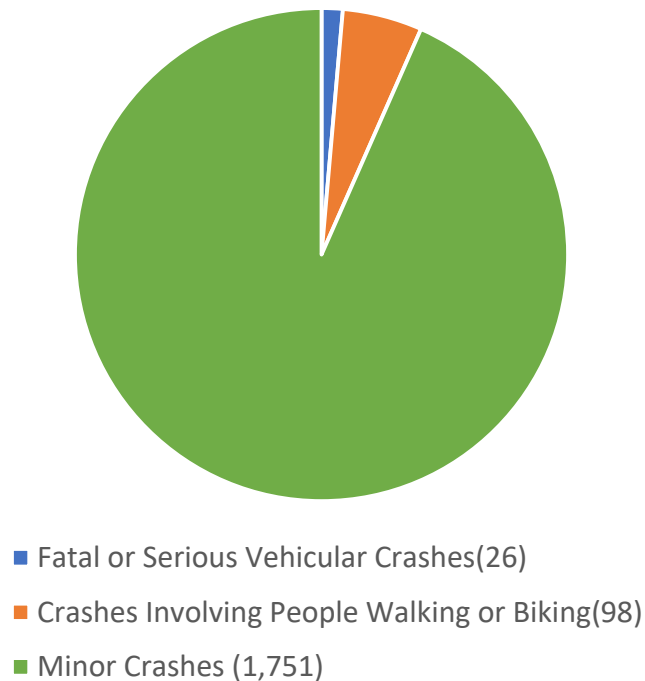
MDOT-SHA has been a long-term signatory to the Toward Zero Deaths Campaign by AASHTO and MDOT-SHA has actively worked with the City as partners to increase safety for every user.

On April 30, 2019 The State of Maryland voted to adopt Vision Zero state-wide with an effective date of October 1, 2019 and as such safety planning at MDOT is currently evolving. As new guidance comes from the State, the City will seek to deepen its existing relationship with MDOT-SHA and integrate its updated Action Plan with that of MDOT.

At this time, the Salisbury Vision Zero Action Plan addresses only the Street Rights-of-Way that are under the City's direct control.

Focusing Efforts

Breakdown in Crashes on City Streets by
Severity (2015-2018)

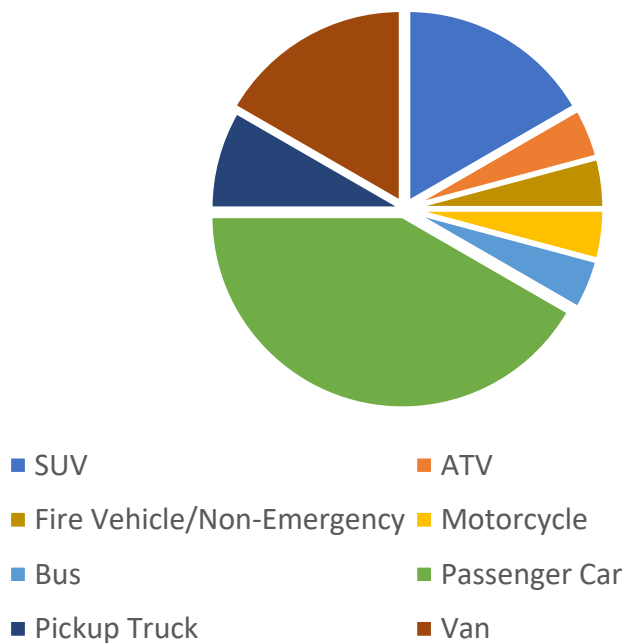


Most crashes are minor “fender-benders” or rear-end collisions with no injuries. While every crash is important, Transportation Staff focus on the areas where serious or fatal crashes are concentrated and on concentration of crashes involving persons walking and biking due to the vulnerability of such users

Focusing Efforts

Vehicular Severe Injury Crashes on City Streets (2015-2018)

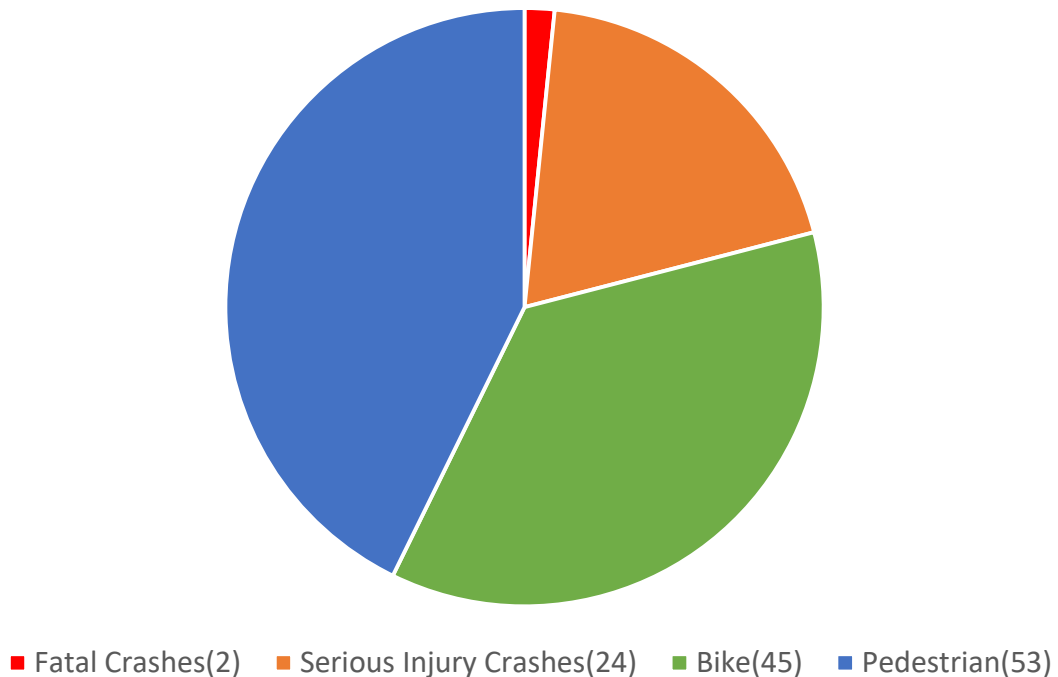
By Body Type of Vehicle 1 (Primary vehicle involved in crash)



Vehicular crashes, crashes that do not involve people walking or biking, can be particularly dangerous due the speeds at which they occur. The human body cannot handle the severe force created in vehicular crashes at high speed.

Focusing Efforts

Crashes with Severe or Fatal Consequences or
Involving a Vulnerable User(2015-2018)



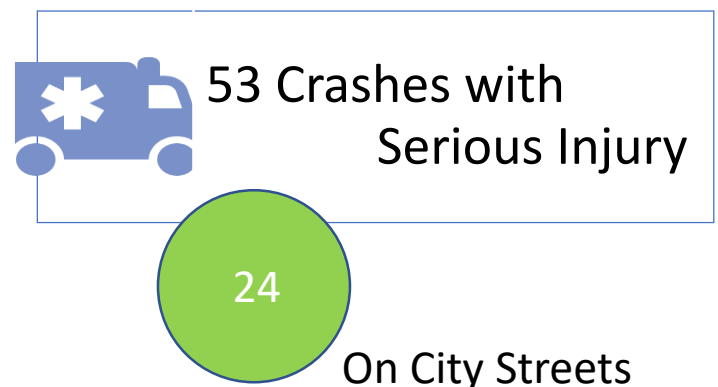
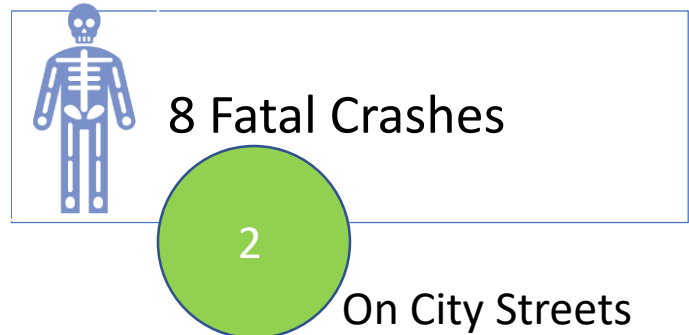
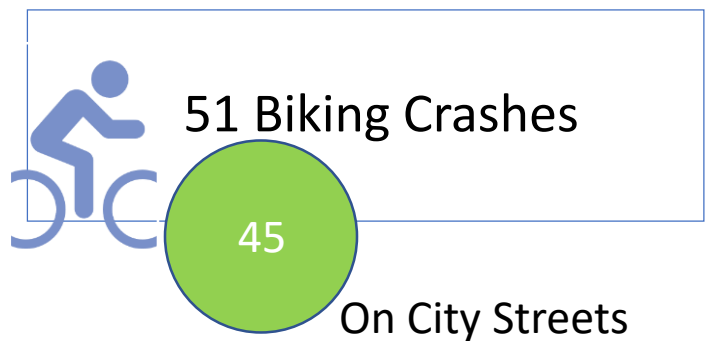
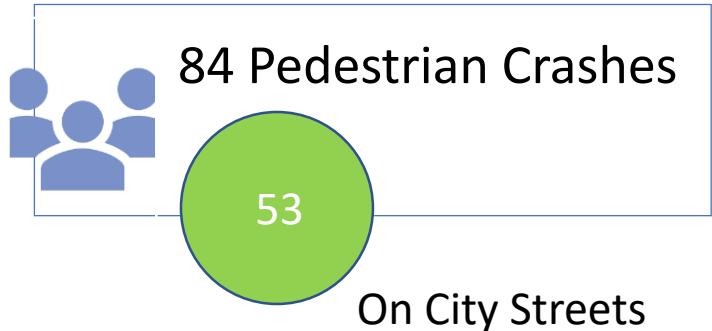
The Crashes of Focus fall into two types:

- Crashes involving any users that has fatal or severe consequences
- Crashes involving people walking or cycling

Crashes of Focus

Understanding the vulnerability of users with special needs, those who choose to walk or bike and recognizing that a street that is safe for a person walking is also inherently safe for a person driving, the City prioritizes the design in the following manner:

- The disabled or young children
- General pedestrian
- Bicyclist
- Transit
- Automobiles

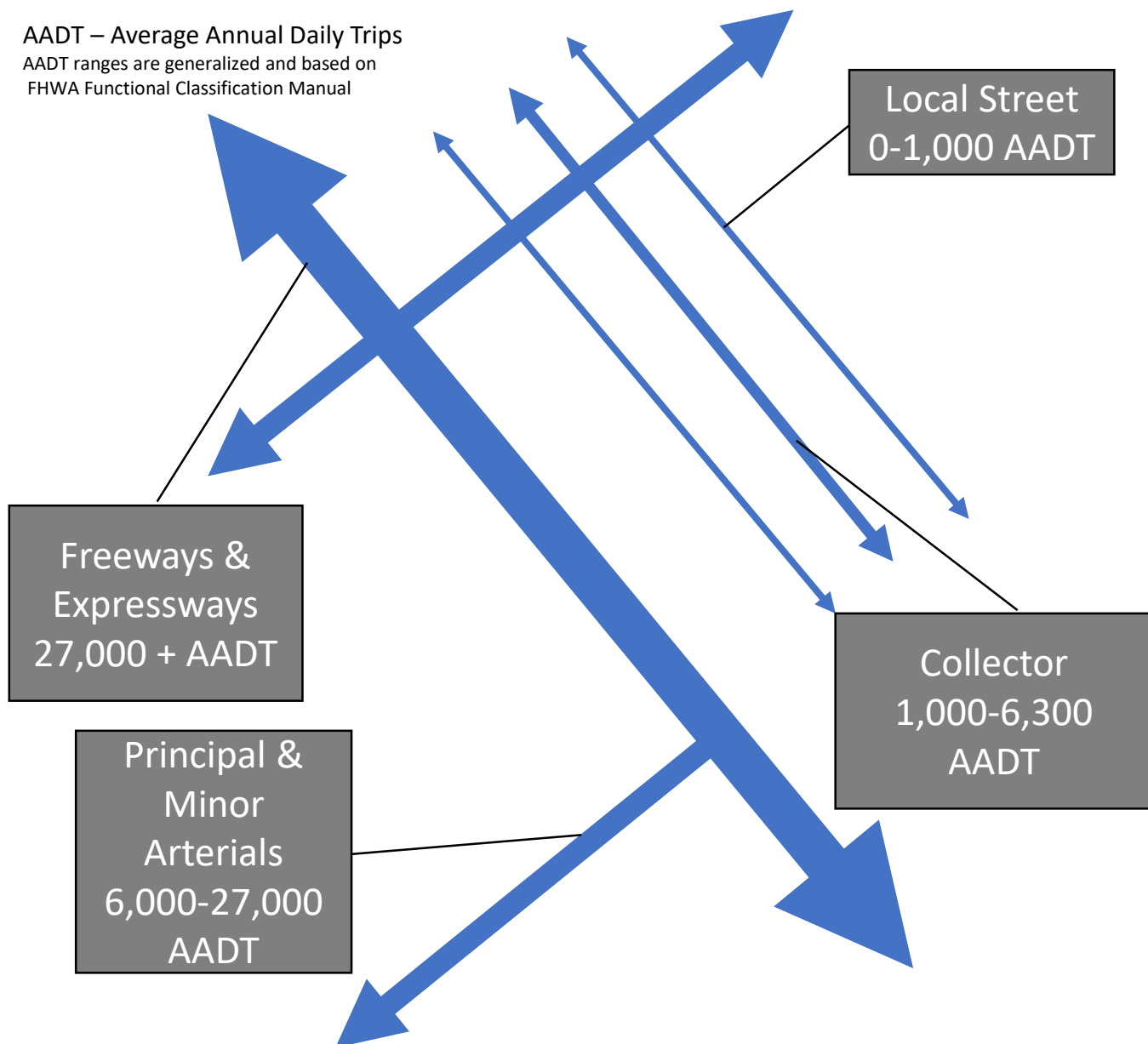


Not All Streets were Designed Equal

Post-1940, different City streets were designed to move different levels of traffic as part of a functional classification system; as a result traffic is funneled onto relatively few streets while access was not managed resulting in High-Injury Areas. When designing Highways and Interstates, this created a relatively safe system; when these standards were imported to urban street design, where automobiles mix with all other forms of traffic, it became dangerous. This increased danger is reflected in the High-Injury Network, a relatively small selection of City streets, where most of the City's crashes occur.

AADT – Average Annual Daily Trips

AADT ranges are generalized and based on
FHWA Functional Classification Manual



The High Injury Network

- The High Injury Network (HIN) consist of the streets where the majority of fatal and serious-injury causing crashes occur
- The vast majority of the serious or fatal crashes on any street network occur on a small percentage of the streets
- HIN Streets are the areas where the City's initial efforts will be focused

Fatal Crashes and serious injuries occur on approximately 2% of City Streets

- City streets are those within City limits that are directly controlled by the City and not the State

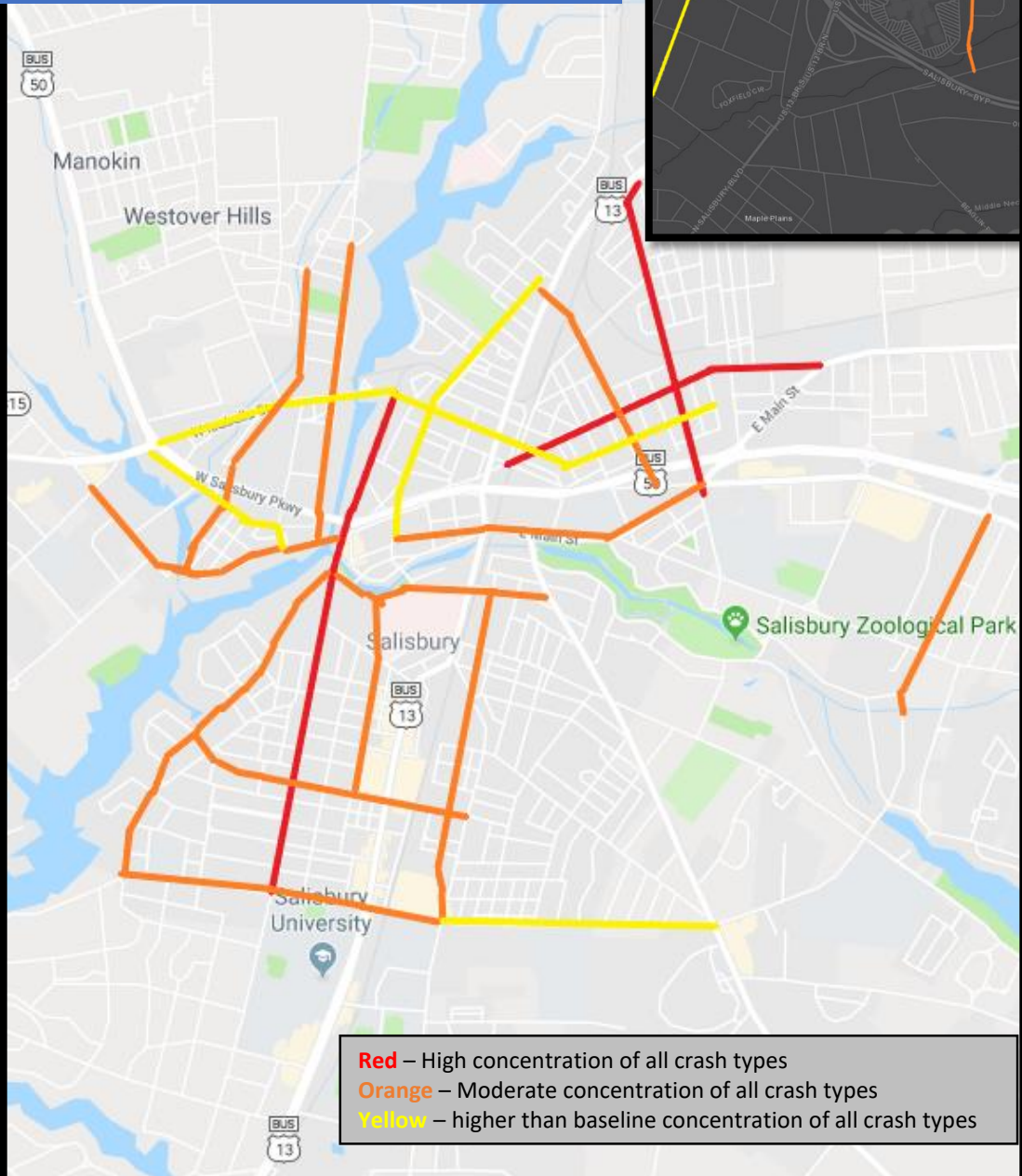
Approximately 50% of Serious Injury Crashes on City Streets occur on just 6.4% of the City's Streets

- Every street in this category except Lake St, carries more than 8,000 auto trips per day. All but Carroll St. have uncontrolled access, meaning a high frequency of driveways

37.8% of Pedestrian related crashes occur on just 5 streets

- Meanwhile, 24.5% of bicycle crashes occur on just 3 streets

The High Injury Network



The High Injury Network

High Crash Corridors- People Walking and Biking



West Carroll Street

West College
Avenue

East Main Street

West Main Street

South Boulevard



West Isabella
Street

West Main
Street

East Church
Street

The High Injury Network – People Walking & Biking Crashes



Red – High concentration of all Bike Crashes
Orange – Moderate concentration of Bike Crashes

In 2019, Helsinki, Finland – a City of 631,695 people and early Vision Zero adopter – eliminated non-driver fatalities while suffering three driver fatalities. Next year, Helsinki hopes to eliminate traffic fatalities entirely



Orange – Moderate concentration of Pedestrian Crashes
Yellow – higher than baseline concentration of Pedestrian Crashes

The High Injury Network



Top City Streets with
Serious Injury
Crashes

Eastern
Shore Drive

East Church
Street

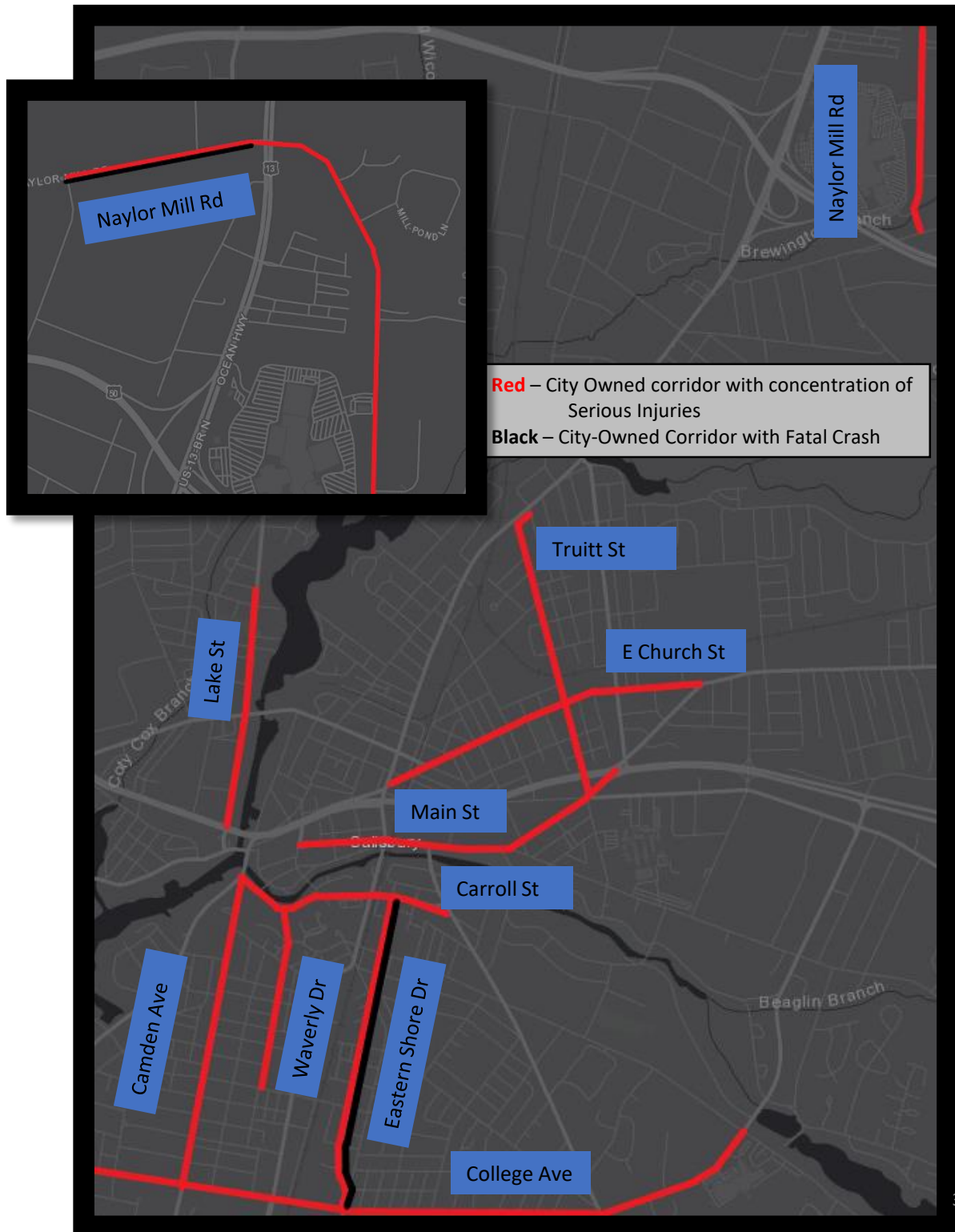


Top City
Streets with
Fatal Crashes

Eastern
Shore Drive

Naylor Mill
Road

The High Injury Network – Top Fatal & Serious Injury Corridors



The High-Injury Network

Top Concentrations of Intersection Crashes

Intersections are where approximately 40% of severe crashes are concentrated nationally, according to FHWA statistics

Top Intersections For All Crashes

- Mill St. at W. Main St.
- Mill St. at Riverside Dr.
- E. Church St. at Truitt St.
- Eastern Shore Dr. at E. Carroll St.
- Eastern Shore Dr. at College Ave.
- Naylor Mill Rd. at Northgate Dr.

Top Intersections for Bicycle Crashes

- W. Isabella St. at W. Main St
- Mill St. at W. Main St.

Top Intersections for Pedestrian Crashes

- Mill St at W. Main St.
- Mill St. at Riverside Dr.

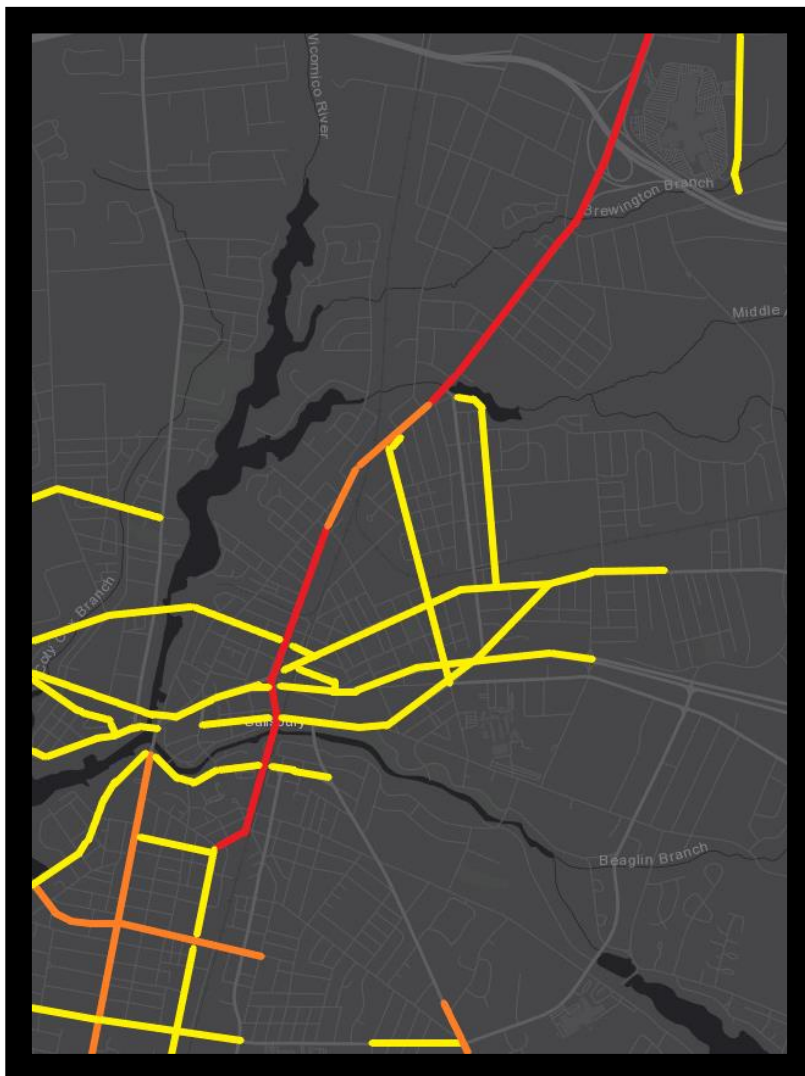
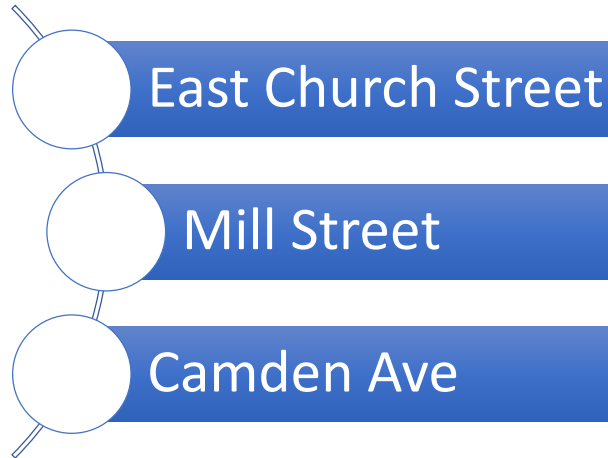
Intersections where Fatal Crashes Occurred

- Eastern Shore Dr at Washington St.
- Naylor Mill Rd. at Northgate Dr.

The High Injury Network – Intersections



High Crash Corridors All Crash Types



DUI Citations

Of the 21 corridors with above average DUI citations, all but 4 are also in the High-Injury Network of streets

Red – High concentration of DUI's
Orange – Moderate concentration of DUI's
Yellow – higher than baseline concentration of DUI's

Timing of Crashes (2013-2017)

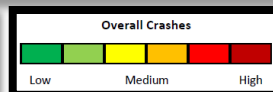
Time/Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
000	9	3	4	5	2	4	16	43
0100	11	3	5	2	2	2	11	36
0200	10	4	3	4	5	10	7	43
0300	10	2	1	0	3	5	9	30
0400	4	3	3	2	2	0	4	18
0500	4	1	2	3	2	1	1	14
0600	3	10	3	6	7	5	2	36
0700	1	15	13	12	16	9	6	72
0800	2	18	16	19	19	21	10	105
0900	7	13	12	22	7	12	6	79
1000	4	15	16	13	9	13	13	83
1100	8	20	17	22	22	13	17	119
1200	13	13	24	18	24	23	19	134
1300	14	20	11	26	20	24	16	131
1400	14	24	25	22	31	32	10	158
1500	8	29	27	24	21	39	16	164
1600	20	27	22	19	24	30	11	153
1700	11	14	14	23	28	22	12	124
1800	13	17	12	17	16	16	13	104
1900	15	11	10	4	9	18	13	80
2000	9	5	8	8	5	11	12	58
2100	8	8	5	8	10	12	8	59
2200	7	6	2	3	2	7	8	35
2300	7	4	4	3	6	8	11	43
Total	212	285	259	285	292	337	251	1,921

Time of Day	
0000	43
0100	36
0200	43
0300	30
0400	18
0500	14
0600	36
0700	72
0800	105
0900	79
1000	83
1100	119
1200	134
1300	131
1400	158
1500	164
1600	153
1700	124
1800	104
1900	80
2000	58
2100	59
2200	35
2300	43

Day of Week	
Sunday	212
Monday	285
Tuesday	259
Wednesday	285
Thursday	292
Friday	337
Saturday	251

Top Times of Day	
1500	
1400	
1600	

Top Days of the Week	
Friday	
Thursday	
Wednesday	



Top Times and Days	
Friday at 1500	
Friday at 1400	
Thursday at 1400	

In late 2018, the City requested a study from RAVEN, a data analysis team funded through MDOT, of crash data from 2013-2017 concentrating on timing of crashes. Crashes rates increase all throughout the work day and week, but are much more likely to occur in the afternoon, especially on Thursday and Friday.

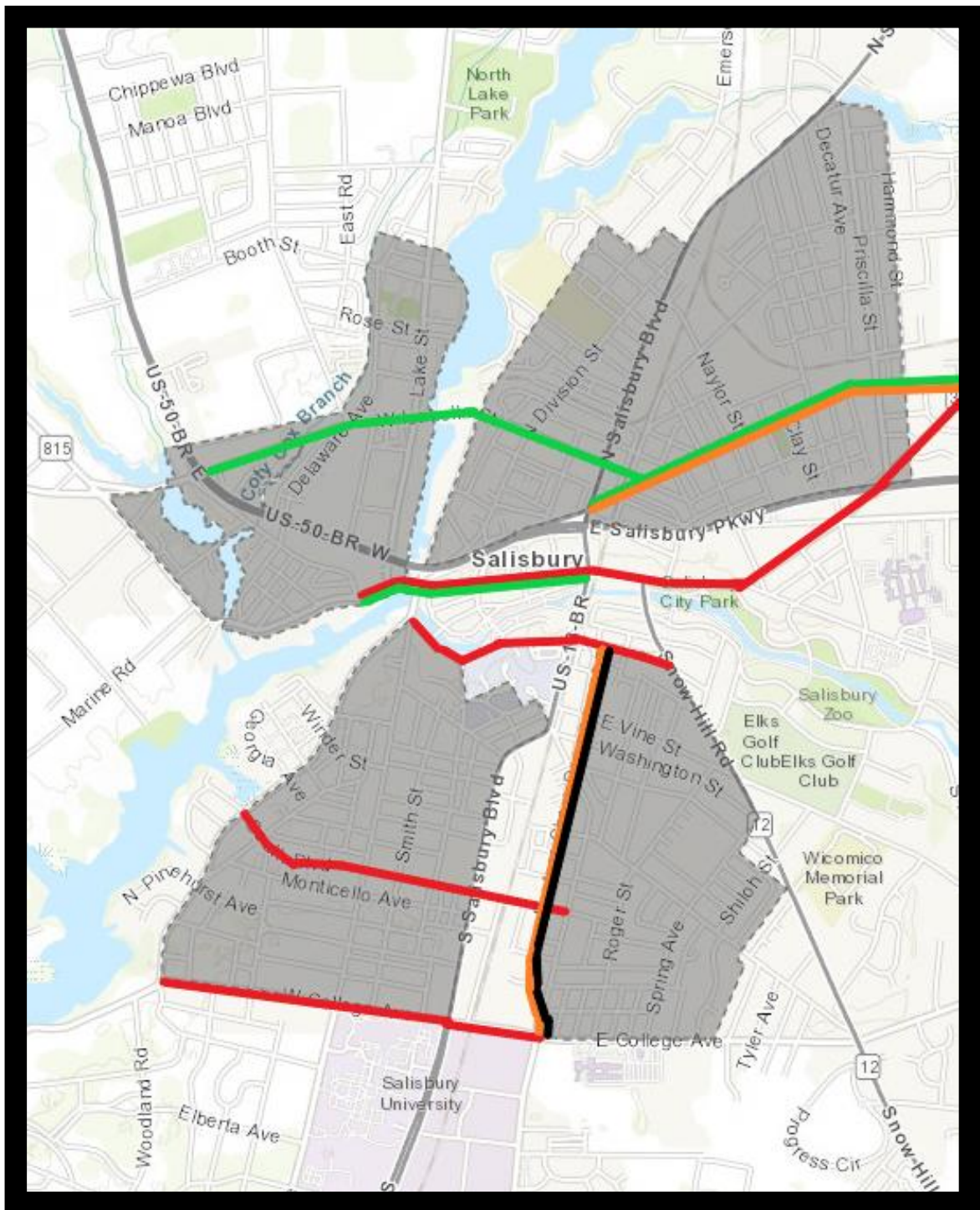
Communities of Concern

- Areas with high concentrations of crashes also tend to be communities that were historically neglected and contain disproportionate levels of families in the low-moderate income category. This is true nationwide.
- This follows a national trend where the highest crash concentration tend to be in low-mod income areas; the presumed leading cause? These neighborhoods have higher proportions of residents who rely on walking and biking for transportation, and they also were the neighborhoods that were most affected by the high-speed road building practices of previous eras
- A local example: Church St. was once part of the Georgetown Neighborhood, a community that was largely demolished for the construction of US 50 Business
- Because these areas have high concentration of people walking and biking, they are generally prioritized for bike and pedestrian infrastructure



Low-Moderate Income areas or “Low-Mod” areas are neighborhoods that are eligible for Community Development Block Grant (CDBG) funds from the US Department of Housing & Urban Development. They are areas where at least 51% of households have incomes at or below 80% of the area median income. (Source: hud.gov)

Communities of Concern



- Red** – High concentration of all Pedestrian Crashes
- Green** – High Concentration of Bike crashes
- Orange** – High concentration of Serious Injury Crashes
- Black** – Corridor with Fatal Crashes on record

Taking Action

Taking Action

The City is on a Mission to Eliminate Traffic Fatalities and Serious Injuries by 2030

Our Goals to get us there:

Reduce Speeds to Safe Levels

- Use the Context of each street to set a safe limit
- Reduce occurrences of speeding in the City

Eliminate Fatal Crashes on the High-Injury Network

- Enact countermeasures to decrease the severity of crashes when they do occur
- Prioritize Streets in the High Injury Network to eliminate the most dangerous hazards first

Reduce occurrences of all crashes on City Streets by 50% by 2030 (5% per year)

- Reduce conflict points and manage access
- Design with the principle that humans make mistakes, and mistakes should not be fatal

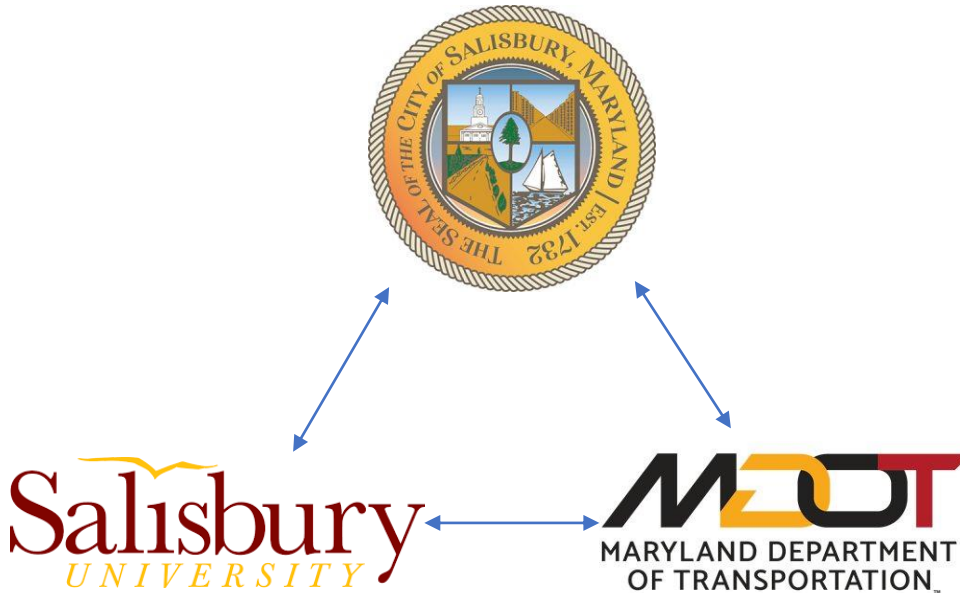
Reduce VMT (Vehicle Miles Traveled) by 15% by 2030 (1.5% each year)

- Work to expand Transit and multi-modal options
- Provide multiple safe options for reaching destinations
- Reductions in VMT is directly related to reductions in crashes

Educate the Public Expand the Understanding that Speed is the leading factor in fatal crashes

- Increase the awareness around the danger of speed
- Help the public adapt to new ways of thinking and design

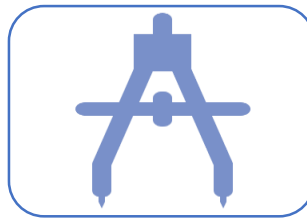
Working with our Jurisdictional Partners



- The nature of the transportation network means that there are streets in the City Network that are controlled by the City – the vast majority by centerline mile - others that are controlled by MDOT – the largest and busiest – and even some owned and maintained by Salisbury University;
- As such the City does not have jurisdiction everywhere, but all of the jurisdictional partners are committed to working together toward a safer network for all of our residents and the City remains committed to working with them. It is not a hierarchical relationship, but a consortium of equals;
- Each Agency has its own priorities and objectives, however our core mission remains the same; the end of traffic fatalities and severe injuries by 2030.

The Tools at our Disposal - The Five E's of Vision Zero

- Using Systemic Safety design practices, **engineering** techniques will be used to reduce the likelihood of crashes, **enforcement** will be stepped up, to ensure compliance with law and **education** & outreach will be widespread to make sure citizens understand what we are doing and why. **EMS** provides and opportunity to preserve life when all else has failed and can provide the most up to date and pertinent information to crash analyses. Data will be used to **Evaluate** the effectiveness of the Vision Zero program.



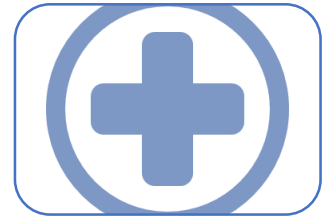
Engineering



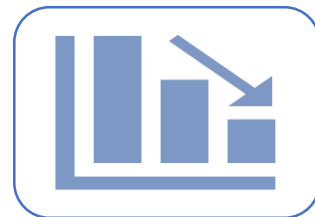
Education



Enforcement

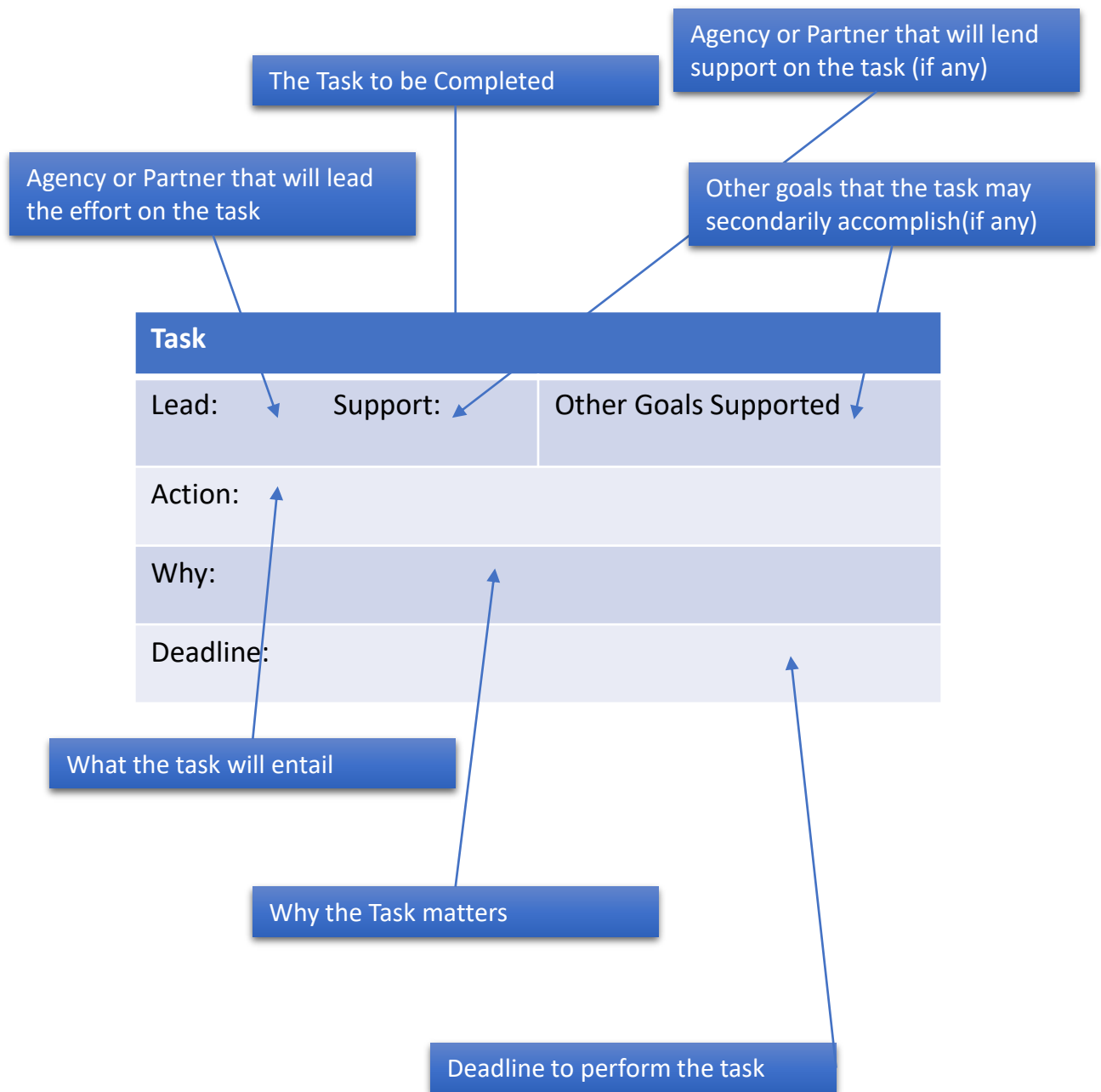


EMS



Evaluation

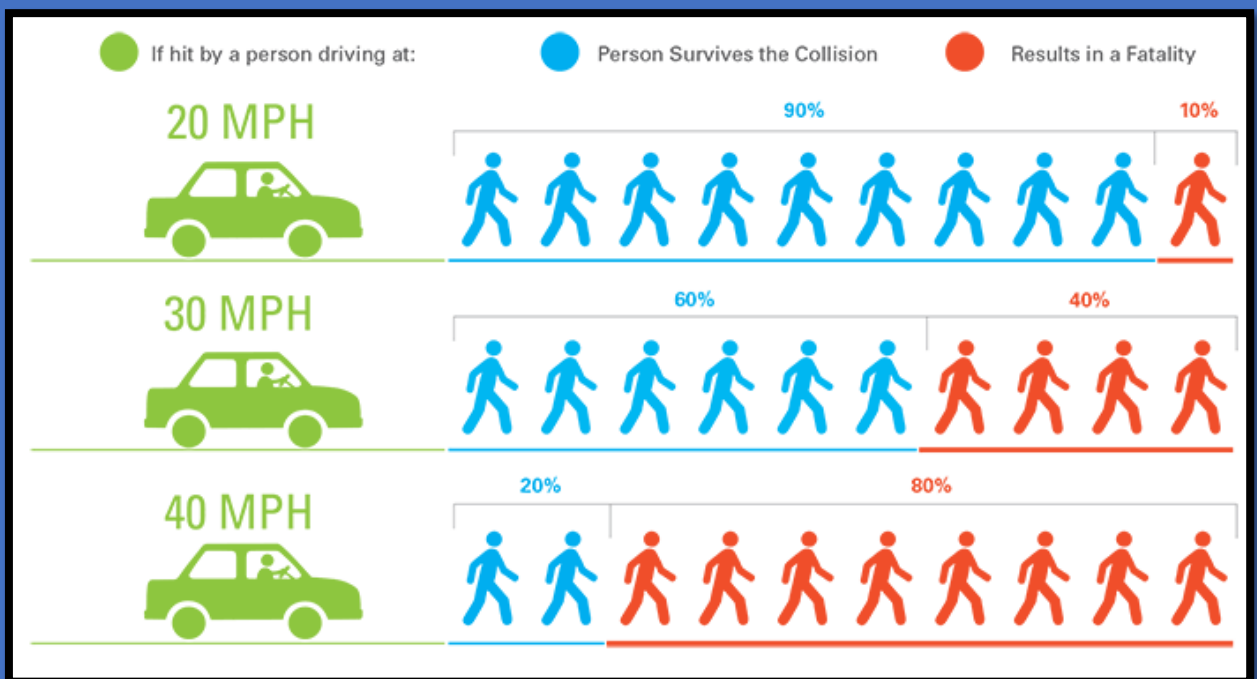
How to Read the Action Plan



Each Task is appears grouped by which Citywide Goal it primarily supports

Reducing Speed Limits to Safe Levels

Speed is the largest contributing factor to crash severity. A difference of a few miles per hour can be the difference between life and death. As such, the core of Vision Zero's effort revolve around reducing the speed of automobiles, and completely separating modes and/or directions of travel wherever possible. Reduction of operating speeds, and sometimes posted speed limits, are the most effective way to reduce severe injuries and fatalities in the transportation network. Excessive speed is the leading contributing cause of such events and the level of speed at the time a crash occurs directly correlates to the survivability of the crash.



Source: Vision Zero Network

Reducing Speed Limits to Safe Levels

A1. Context Based Speed Limit Analysis

Lead: DID Support: FieldOps

Other Goals: Eliminate Fatalities

Action: Using a context-based method of review to begin a study of speed limits throughout the City.

Why: Speed is the largest contributing factor to the severity of crashes. Traditional methods of speed limit review are losing favor nationally as the default method. Context-based methods allow speed limits to be set based on safety, intended use of the right-of-way and the surrounding land use.

Deadline: July 1, 2022

A2. Expansion of the Speed Camera Program

Lead: DID Support: SPD

Other Goals: Eliminate Fatalities

Action: Expand use of automated speed enforcement cameras to deter speeding

Why: Placement of additional automated speed cameras will provide a deterrent to speeding along key corridors. State Law currently allows placement of speed cameras in the proximity of schools, which fits with the City's desire to prioritize school zones for Vision Zero Improvements

Deadline: July 1, 2025

A3. Speed Awareness and Safety Program

Lead: DID Support: SPD

Other Goals: Reduce Crashes

Action: Utilize driver feedback signs and educate the public on the dangers of speed

Why: Speeding on City streets, especially on neighborhood/residential streets is a major safety issue and prevents safe use of the street space by non-motorized users

Deadline: July 1, 2022

Reducing Speed Limits to Safe Levels

A4. Slow-Zone Program

Lead: DID Support: FieldOps

Other Goals: Eliminate Fatalities

Action: Designate specific slow-zones around the City where speed limits are reduced to lower risk to the disabled, children, pedestrians and cyclists

Why: Certain areas of the City have higher than normal concentrations of a vulnerable user type – the disabled, children and people walking and cycling – Slow zones recognizes those areas and impose lower speed limits for safety in areas such as schools, parks, the University District etc...

Deadline: July 1, 2022

A5. Expand Current Pop-Up Events

Lead: HCDD Support: DID, SFD, SPD, FieldOps

Other Goals: Education

Action: Increase the use of Pop-up bus stops and incorporate “tactical urbanism” demo project during the Neighborhood Walks. Pop-Ups could include curb extensions, lane narrowing, crosswalks and bike lanes

Why: HCDD regularly conducts neighborhood walks through the City and often couples them with “pop-up” bus stops. The use of temporary traffic calming techniques should be expanded to demonstrate to residents the benefit of traffic calming techniques for safety and normalize them to the general public

Deadline: Ongoing

Eliminate Fatalities on the High-Injury Network



While the Elimination of Fatalities and Serious Injuries throughout the entire City is the central goal of Salisbury's Vision Zero program, there are low-cost, easily implemented techniques that we can do NOW to eliminate, or at least, severely reduce the chance of fatalities on the identified High-Injury Network while permanent design solutions are sought

Eliminate Fatalities on the High-Injury Network

B1. Modifications to the High Injury Network

Lead: DID Support: GIS, FieldOps

Other Goals: Reduce Crashes

Action: Begin study of crash characteristics of each of the high crash corridors and identify what the root cause of the issues are; Once identified design and implement strategies to eliminate fatal and serious injury crashes. Initial designs can be of an interim nature pending permanent solutions

Why: Focusing the City's limited resources on the most at-risk corridors first, and prioritizing each project by its ability to reduce crash occurrences and severity is most effective way for the City to reach Zero

Deadline: July 1, 2025

B2. Modifications to the High Injury Intersections

Lead: DID Support: GIS, FieldOps

Other Goals: Reduce Crashes

Action: Immediately begin study of the high-crash intersections to include signal or roundabout warrant analyses (some of which are already in the funding pipeline). Implement recommended countermeasures as soon as funding permits

Why: Focusing the City's limited resources on the most at-risk intersections and prioritizing each project by its ability to reduce crash occurrences and severity is most effective way for the City to reach Zero. As crashes tend to concentrate around intersections, countermeasures there may have the greatest impact

Deadline: July 1, 2025

B3. High Injury Network Streetlight Installation Program

Lead: DID Support: FieldOps

Other Goals: Reduce Crashes, Reduce VMT

Action: Install Streetlights to achieve the new City standard of ½ foot-lumen in all high crash areas (up from 1/10 foot-lumen)

Why: A large percentage of crashes occur at night. Streetlighting is a proven countermeasure to reduce crash risk by increasing visibility

Deadline: July 1, 2025

Eliminate Fatalities on the High-Injury Network

B4. Study for expansion of Hike and Bike System to Naylor Mill Rd

Lead: DID Support:

Other Goals: Reduce VMT

Action: Begin study and planning for the expansion of the Hike and Bike System, currently present along Beaglin Park Dr, to Naylor Mill Rd

Why: As development increases along the Naylor Mill Rd Corridor traffic, and correspondingly crashes, are expected to increase. Expansion of the Hike and Bike along the corridor will keep persons walking and biking safe from passing automobiles.

Deadline: July 1, 2025

B5. Naylor Mill Rd Corridor Study

Lead: DID

Other Goals: Eliminate Fatalities

Action: Using an ongoing developer funded traffic study as a starting point, conduct a study of the E. Naylor Mill Rd corridor from Gordy Rd to Jersey Rd with emphasis on the intersections with S. Mall Rd, N. Mall Rd, Parsons Lake Dr., Northgate Dr. and Jersey Rd.

Why: Recent and planned auto-oriented development has led to increased use of the corridor and increased crashes, one of which was fatal in the past 5 years.

Deadline: July 1, 2025

B6. Road Safety Audit Working Group

Lead: DID Support: SPD, SFD, FieldOps

Other Goals: Reduce crashes, Eliminate Fatalities

Action: Create a working group to conduct road multidisciplinary safety audits of high crash areas

Why: Road Safety audits are conducted by a mixed team of professions in order to provide the widest variety of insight possible. By working “outside the silos” teams may be able to identify previously undocumented factors leading to collisions

Deadline: July 1, 2022

Eliminate Fatalities on the High-Injury Network

B7. Execution of Eastern Shore Visioning Study

Lead: DID

Other Goals: Eliminate Fatalities,
Reduce Crashes

Action: Conduct preliminary engineering, survey and outreach for modifications to Eastern Shore Drive

Why: Eastern Shore Drive is a high injury corridor due to excessive width, high speeds, poor bike facilities and uncontrolled access. The City has begun work on a long-term plan to revamp the corridor into a safe, mixed-use corridor

Deadline: July 1, 2025

B8. Camden Ave. and College Ave Improvements

Lead: DID Support: SU

Other Goals: Eliminate Fatalities,
Reduce Crashes

Action: Install traffic calming and safety measures along College and Camden Avenues where the streets border the University

Why: Camden and College Avenue jointly appear on the High Injury Network, largely due to the high amounts of mixed traffic each street carries due to the presence of the University. Low-Cost Safety improvements, would help reduce both the occurrences and severity of crashes on each corridor

Deadline: July 1, 2025

B9. Citywide Striping & Signage Maintenance and Renewal

Lead: FieldOps

Other Goals: Eliminate Fatalities,
Reduce Crashes

Action: Using contractors or equipment to be purchased by the City, establish a pattern of renewing striping and Signage on City streets regularly, before the striping and Signs lose retroreflectivity and becomes hard-to-see.

Why Signage and striping have a minimum standard of retroreflectivity. When the striping meets the minimum standards it is extremely easy to see in all conditions and assist drivers in navigation of the right-of-way.

Deadline: July 1, 2022 (equipment purchase) Ongoing (scheduled maintenance)

Reducing Overall Crashes & Eliminating Serious and Fatal Crashes

Reduction of the overall crash rate and Eliminating Serious and Fatal Crashes are one of the primary missions of Vision Zero. By making small changes in how we evaluate design solutions and how we prioritize modes, lives can be saved.



Reducing Overall Crashes & Eliminating Serious and Fatal Crashes

C1. School Zone/Pedestrian Dense Area Crosswalk Program

Lead: DID Support: FieldOps

Other Goals: Eliminate Fatalities

Action: Install marked high-visibility “continental” crosswalks at all intersections in the Downtown and Marina Districts, within ½ mile of every school or Park within City limits and within 1 mile of SU

Why: While crosswalks are “implied” at every corner under Maryland Law, marked crossing provide an effective, and relatively cheap tool for decreasing the chance of crashes.

Deadline: July 1, 2022

C2. Scheduled Traffic Signal Replacement Warrant Analyses

Lead: DID Support: FieldOps

Other Goals: Reduce Crashes

Action: As old traffic signal assemblies age out and are scheduled for replacement, conduct signal warrant analyses to determine if the signals are still “warranted,” i.e., needed. Unwarranted traffic signals INCREASE the risk of crashes.

Why: Recently many signals scheduled for replacement, such as Circle Ave/S. Division and Main/Division were no longer warranted and presented a higher crash risk to remain in place. Truitt/Church St and Old Ocean City Rd/Moss Hill have also recently been deemed unwarranted and will be removed.

Deadline: Ongoing (based on Signal Replacement Schedule)

C3. Improvements to Dogwood Dr & Wesley Dr Corridors

Lead: SU Support: DID

Other Goals: Reducing VMT

Action: Improve non-motorist connectivity between the Main Campus and the future Court Plaza Student Housing Development

Why: The Future 700+ bed Court Plaza Project is expected to generate large amounts of non-motorist activity along these two corridors and the University desires to make proactive improvements along both streets to minimize crashes

Deadline: July 1, 2023

Reducing Overall Crashes & Eliminating Serious and Fatal Crashes

C4. Development of a Roundabout Policy/Program

Lead: DID

Other Goals: Reduce Speed

Action: Develop a policy that encourages, or preferably, mandates the construction of roundabouts rather than traffic signals where feasible

Why: Roundabouts produce a massive reduction in serious and fatal traffic crashes by virtually eliminating the possible occurrence of a head-on collision or “T-Bone” crash. There are situation where roundabouts would not be preferred, but they are rare and can be handled on a case-by-case basis

Deadline: July 1, 2022

Why Roundabouts? International and US data has proven that roundabouts produce up to a 90% reduction in fatal crashes and Maryland Specific data shows a 51% reduction in injury-causing crashes while a 37% reduction in crashes overall. Additionally, the two most dangerous crash types, head-on and “t-bone” crashes, are virtually eliminated in a roundabout

C5. Publish New Street Design Guidelines

Lead: DID

Other Goals: Reduce VMT

Action: Refine the drafted Complete Street Design Guidelines that will dictate how new streets are constructed and old ones rebuilt, and publish for public consumption. Will be based on Professional and Federal Guidelines and the new MDOT Contextual Guidelines

Why: The City will never be able to catch up in street redesigns if all new streets constructed as the City expands are built to old, auto-centric design standards. Updates to the guidelines will mean all new streets meet the newest safety standards for all users.

Deadline: July 1, 2021

Reducing Overall Crashes & Eliminating Serious and Fatal Crashes

C6. Installation of Pedestrian Signals at all New or Existing Signals

Lead: DID Support: FieldOps

Other Goals Supported: Reduce VMT

Action: Acquire funding and install pedestrian crossing signals and all existing traffic signals that do not currently possess them. Simultaneously, create a policy to require them on all new signals in City Limits. Signals within ½ mile of schools will be prioritized

Why: Pedestrian Signals significantly reduce the crash risk presented to pedestrians at large signalized intersections.

Deadline: Ongoing

C7. Rectangular Rapid Flashing Beacon (RRFB) Installation Program

Lead: DID Support: FieldOps

Other Goals Supported: Reduce VMT

Action: Install RRFB's in areas where pedestrians, cyclists or children congregate.

Why: RRFB's have been proven to increase yield rates from automobiles by over 90% vs. conventional flashing beacons and are comparatively cheap. Several examples are already in use in the City. They are coupled with crosswalks to increase safety to persons walking or biking.

Deadline: Ongoing

C8. Work to Develop a Tri-Lateral Working Group with County Roads and MDOT-SHA

Lead: DID

Other Goals Supported: Reduce Crashes

Action: Further deepen the ties between the City, County Roads and MDOT-SHA

Why: Due to MDOT-SHA having jurisdiction over the largest roads in the City and the skewed City limits that mean many streets are split between City and County jurisdiction, the City cannot unilaterally make improvements on every corridor. A Trilateral Working Group would present an opportunity to deepen ties and address crash concentrations outside of the City's jurisdiction in a formal manner

Deadline: July 1, 2022

Reducing Overall Crashes & Eliminating Serious and Fatal Crashes

C9. Traffic Signal High Visibility Upgrades

Lead: DID Support: FieldOps

Other Goals: Reduce Crashes

Action: Install Retroreflective backing plates and second signal heads (if needed) on all City signals not scheduled for removal

Why: The retroreflective backing plates that have recently been developed provide exponential greater visibility of signals in all environments and conditions. Some older City signals do not have two signal heads per direction, a more recent requirement of the MD Manual of Uniform Traffic Control Devices

Deadline: July 1, 2022

C10. Intersection Visibility Audit and Improvements

Lead: DID Support: FieldOps

Other Goals: Reduce Crashes

Action: Audit every intersection in the City (priority being the high-crash intersections) to ensure that ample lines of sight are present. Coordinate tree trimming, landscape maintenance and new signage as necessary

Why: Every intersection has a “sight triangle” and objects that obstruct sight within that triangle decrease visibility of opposing or crossing traffic and increase risk. Even small shrubs can impede the visibility of a person walking or biking

Deadline: July 1, 2025

C11. Street Surface Maintenance Program

Lead: DID

Other Goals: Reduce Crashes

Action: Take the new City Street Surface maintenance program and increase it spread ensuring that street surfaces are getting crack-sealed and a receiving a surface treatment such as slurry, micro-surfacing or cape seal on a regular schedule

Why: Proper surface maintenance ensures that street surfaces have the proper levels of skid-resistance, which in turn reduces crashes in poor (wet/icy) weather conditions. It also proactively prolongs the life of the pavements, thereby stretching the City budget further.

Deadline: Ongoing

Reducing Overall Crashes & Eliminating Serious and Fatal Crashes

C12. Expand Transportation Team and Hire a Vision Zero Coordinator

Lead: DID

Other Goals: Eliminate Fatalities

Action: Expand the City Transportation staff from 1 dedicated position with support from other personnel to a dedicated staff of at least three people to include a Vision Zero Coordinator

Why: Current growth and a renewed emphasis on transportation *improvements* rather than just maintenance has stretched the single dedicated professional staff member for Transportation thin and additional staff are needed in order to support the workload. Additionally, the hiring of a Vision Zero Coordinator would remove bureaucratic burden and policy-writing from the hands of transportation staff allowing them to implement more projects faster.

Deadline: July 1, 2023

C13. Create an Internal GIS Viewer for Vision Zero

Lead: GIS

Other Goals: Education

Action: Create an Internal GIS Viewer that will consolidate all relevant information into a single application

Why: By creating a single tool with the necessary information such as crosswalk locations, sidewalk gaps, street condition, available lighting and more Transportation staff will be able to easily identify necessary improvements and more readily identify causes of known severe crashes

Deadline: July 1, 2021

C14. Crosswalk Campaign

Lead: DID, SU Support: SUPD

Other Goals: Education

Action: Develop and implement a “crosswalk campaign” where signature signage is used to grab attention

Why: Using special custom signage embedded onto the sidewalk to grab distracted pedestrian’s attention at danger areas has been used nationally to reduce crashes- The University District will be prioritized given the amount of distracted pedestrians in that area

Deadline: July 1, 2022

Reduction of Vehicles Miles Traveled (VMT) and Providing New Alternatives

The number of crashes that occur in any given area is directly proportional to the Vehicle Miles Traveled (VMT) in that area. VMT is a measure of the amount of automobile traffic in a given space. By reducing VMT, we can reduce the number of crashes of all types, while also reducing greenhouse gas emissions and creating a less stressful environment for walking and cycling



Reduction of Vehicles Miles Traveled and Providing New Alternatives

D1. Execution of the Rail Trail and Urban Greenway Masterplans

Lead: DID Support: SU

Other Goals: Reduce Crashes

Action: Continue the final design and implementation of the Bike Network, Rail Trail and Urban Greenway Masterplans

Why: The planned, Rail Trail and Urban Greenways will provide ample and safe routes for pedestrians and cyclists with the Rail Trail serving as a north-south backbone and the Urban Greenway creating the same core in an east-west configuration

Deadline: July 1, 2025

D2. Plan for Improvements to East-West Connectivity for Salisbury University

Lead: SU Support: DID, MDOT

Other Goals: Eliminate Fatalities

Action: Improve non-motorists connectivity between the Main and East Campus facilities for SU; currently the two campuses are highly divided by US13 Business

Why: Student housing development on/around East Campus is increasing daily non-motorist activity along US13, meanwhile a major student housing development to the south of Main Campus is expected to increase pedestrian and cyclist activity along the Milford St corridor and US 13 crossing, especially on game days

Deadline: July 1, 2025

D3. Bike Share Implementation

Lead: Mayor's Office Support: DID/SU

Other Goals: Reduce Crashes

Action: Continue and execute the final contractual requirements for Bike Share Implementation

Why: The planned Bike Share system will provide short-term rentals of Bikes to residents across the City, when they need them, where they need them, freeing them from the constraints of a single mode for any individual trip

Deadline: July 1, 2021

Reduction of Vehicles Miles Traveled and Providing New Alternatives

D4. Execution of the Bicycle Network Masterplan

Lead: DID	Support: SU/MDOT	Other Goals: Reduce Crashes
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Action: Continue the final design and implementation of the Bike Network

Why: The planned Bike Network will provide a safe, equitable transportation option to City residents. With the Network spreading radially from Downtown and Salisbury University, the network will combine with the Urban Greenway and Rail Trail every resident will have a bike facility of some type within ¼ mile of them

Deadline: Ongoing

D5. Increase in BPAC Presence and outreach

Lead: BPAC	Support: DID	Other Goals: Education
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Action: BPAC will expand its outreach into the community by making the bike valet more visible and present at more events while also distributing educational materials and biking-related items to the public at events

Why: BPAC (Bicycle and Pedestrian Advisory Committee) is the City's link to the public at events such as Third Friday, the National Folk Festival and more. They organize bike valet parking to encourage higher ridership and entire bike events that benefit all residents. Expanding their reach and message will help educate the public and encourage them to choose alternative travel modes

Deadline: July 1, 2021

D5. ADA Upgrades of Sidewalks

Lead: DID	Other Goals:
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Action: Increase the rate of installation of ADA compliant ramps, driveways and sidewalk widenings

Why: The City regularly updates ADA facilities in the sidewalk network. Increasing the frequency of such projects increasing the walkability of the network for all users and encourages higher use

Deadline: Ongoing

Reduction of Vehicles Miles Traveled and Providing New Alternatives

D6. Mobility-as-a-Service Study

Lead: DID Support: GIS

Other Goals:

Action: Study the potential implementation of a MaaS (mobility-as-a-Service) program within the City

Why: MaaS, which is just now emerging in the US but has been functional in Europe since 2014, provides the single greatest promise to reduce VMT across the City when coupled with transit expansion. If implemented, residents could sign up for a program where they pay monthly subscription fees to have access to a variety of transportation modes – car share, bike share, shuttle, mass transit – through a single app that also provide estimated arrival times by each mode and detail which option is the most convenient at that time

Deadline: July 1, 2023

D7. Transit Expansion

Lead: Mayor's Office Support: DID/SU

Other Goals:

Action: Work with Partner Agencies to expand transit service and frequency

Why: Expansion of Mass Transit would provide enormous benefits to the public; fast, frequent and reliable service would be available for every resident. If coupled with MaaS real, measurable decreases in VMT are possible and additionally, improved service would benefit residents historically locked out of wider employment opportunities due to a lack of transportation

Deadline: July 1, 2025

D8. Salisbury Long Range Transportation Plan

Lead: DID

Support:

Other Goals: Reducing Crashes

Action: Develop a Long Range Transportation Improvement Plan (TIP)

Why: The S/W MPO already develops a regional TIP, however, developing a City specific TIP, utilizing the regional plan as the guide, will allow the City to get into greater detail and plan for specific measures up to 30 years out

Deadline: July 1, 2025

Education and Understanding

Despite the best efforts of staff to design and implement a safe transportation network, there will be occasions where individual choice comes into play. The long-term goal of Vision Zero is to establish a transportation network where mistakes made by individuals will not be fatal; in the short-term we can make a difference, save lives, and expand the message of Vision Zero through Education and Outreach



Education and Understanding

E1. Integration of Traffic Safety Modules into the Junior Fire Academy

Lead: SFD Support: DID

Other Goals: Reduce Crashes

Action: Expand the curriculum of the successful Junior Fire Academy by adding traffic safety modules

Why: The Junior Fire Academy reaches children from across the City. By providing a little extra education in traffic safety the City may be able to preempt the occurrence of crashes; additionally, those participant are likely to spread the message to their friends, multiplying the effect

Deadline: July 1, 2023

E2. Expand Traffic Safety Education Program and Distribution

Lead: SFD Support: DID

Other Goals: Reduce Crashes

Action: Work with DID to create educational materials that can be distributed at events where the SFD is already participating; Third Fridays, National Folk Festival, etc...and through the Department's social media.

Why: By providing educational outreach regularly and consistently, the SFD can assist in helping educate the public on the risks associated with automobile travel.

Deadline: July 1, 2021

E3. Introduction of Traffic Safety Education into SPD Mentor Program

Lead: SPD Support: DID

Other Goals: Reduce Crashes

Action: Integrate traffic safety education into SPD's local school mentor program that reaches third and fourth graders.

Why: The SPD mentorship program already reaches young people in the neighborhoods that are most affected by the High Injury Network. By adding traffic safety into that program the City hopes to increase safety for the young users of our transportation network.

Deadline: July 1, 2021

Education and Understanding

E4. Neighborhood Walks

Lead: HCDD Support: DID, SFD, SPD, FieldOps

Other Goals: Reduce Crashes

Action: Adding the distribution of Vision Zero materials to Neighborhood Walks, increase participation of transportation staff in the walks and develop a method for cataloging the information

Why: HCDD regularly conducts neighborhood walks through the City where many of comments received revolve around traffic safety. It is an existing, established way to reach residents and can be expanded easily to contribute to the City's Vision Zero efforts

Deadline: Ongoing

E5. University Student Educational Campaign

Lead: SUPD Support: SU, DID

Other Goals: Reduce Crashes

Action: Using City developed materials, distribute educational traffic safety materials and media to Students

Why: The University District contains several High-Injury Network Corridors and the nature of the University community lends itself well to outreach through SUPD at events and gathering areas, maximizing distribution

Deadline: July 1, 2022

E6. Develop Vision Zero Website and GIS App

Lead: DID Support: GIS

Other Goals: Reduce Crashes

Action: Create a Vision Zero Webpage as part of the City's website giving residents the latest news and information on progress. The page will be coupled with a GIS based app displaying the high-risk areas and should allow public participation/reporting

Why: Transparency is vital to Vision Zero and the web page will allow Citizen participation/contributions of data and give residents the idea of how the schedule is progressing

Deadline: July 1, 2021

In Closing

Together,
we can
eliminate
Fatal and
Serious
Crashes
by 2030.

Achieving our Mission, the end of fatal and serious injury causing crashes by 2030, is ambitious. It will require the focus and effort of not only the City and its partners, but our residents as well. We must treat all users of our transportation network as equals. Everyone must walk, bike and drive as if not only your neighbor's lives depend upon it, but your own as well. Quite frankly, it does.



Our community has the tools and abilities to end these tragedies; **now is the time to do so.**

References

Agencies/Groups

- Vision Zero Network-
www.visionzeronetwork.org
- US Department of Transportation-
www.transportation.gov
- Federal Highway Administration-
highways.dot.gov
- National Highway Traffic Safety Administration – www.nhtsa.gov
- Maryland Dept. of Transportation – mdot.maryland.gov
- MDOT – State Highway Administration – roads.maryland.gov
- MDOT – MVA, Maryland Highway Safety Office -
<http://www.mva.maryland.gov/safety/mhso/index.htm>

DATA

- All City Specific Data utilized in the formation of this plan was taken from data sets gathered at crash scenes and aggregated through various State office and programs. All agencies involved took every step necessary to validate data for accuracy.

• Articles

Curbed, “140 countries pledged to eliminate traffic deaths. The U.S. did not” by Alissa Walker
<https://www.curbed.com/2020/2/25/21150851/stockholm-declaration-road-safety-vision-zero>

Blincoe, L. J., Miller, T. R., Zaloshnja, E., & Lawrence, B. A. (2015, May). *The economic and societal impact of motor vehicle crashes, 2010. (Revised)* (Report No. DOT HS 812 013). Washington, DC: National Highway Traffic Safety Administration



Housing & Community Development Department

MEMO

To: Keith Cordrey

From: Deborah Stam

Subject: Resolution Approving the Updated / Revised Citizen Participation Plan for the City of Salisbury

Date: May 14, 2020

As you are aware, the City of Salisbury is an entitlement jurisdiction for Community Development Block Grant (CDBG) funds. As such, we receive an allotment of CDBG funds directly from HUD each year, following HUD's review and approval of our Consolidated Plan and/or Annual Action Plan.

The City's Consolidated Plan must include, as one of its elements, a Citizen Participation Plan which describes how the City will solicit input from its local citizens during the development of the Consolidated Plan, the Annual Action Plan, any substantial amendments to these documents, and the Consolidated Annual Performance and Evaluation Report (CAPER).


This year, in response to the COVID-19 pandemic, HUD has issued certain Plan Amendment Waivers and CARES Act CDBG Flexibilities which allow for alternate / virtual public hearing procedures and expedited public comment periods during disasters and/or emergencies. As a result, all entitlement jurisdictions are now required to amend their Citizen Participation Plans to include these new elements.

Therefore, I have drafted a revised/updated Citizen Participation Plan for the City of Salisbury, which includes these new elements. I have also added some additional language regarding the public participation requirements for the Environmental Review process, and I expanded the information in some of other sections for greater clarity.

HUD regulations specify that the Citizen Participation Plan must be adopted by the Salisbury City Council. Attached you will find a copy of the updated City of Salisbury Citizen Participation Plan, and a resolution approving/adopting that document. Please forward this information to the City Council so that this item may be placed on their agenda for the May 26, 2020 legislative meeting. Thank you for your assistance.

Attachments

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



Deborah J. Stam
Grants Manager
Finance Department / HCDD

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WHEREAS, the Maryland State Office of the U.S. Department of Housing & Urban Development (HUD) has determined that the City of Salisbury qualifies as an "entitlement community"; and

WHEREAS, the Consolidated Plan must include, as one of its elements, a Citizen Participation Plan which describes how the City will solicit input from its local citizens during the development of the Consolidated Plan, the Annual Action Plan, any substantial amendments to these documents, and the Consolidated Annual Performance and Evaluation Report (CAPER); and,

WHEREAS, all entitlement jurisdictions are required to amend their Citizen Participation Plans to include these new elements; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Salisbury, Maryland does hereby approve the amendments to the Citizen Participation Plan and adopt the City of Salisbury Citizen Participation Plan, as attached.

ATTEST:

John R. Heath
CITY COUNCIL PRESIDENT

46 APPROVED BY ME THIS_____ day of May, 2020.

47

48 _____

49 Jacob R. Day

50 MAYOR

City of Salisbury

Citizen ~~APPENDIX A:~~ ~~CITY OF SALISBURY~~ ~~CITIZEN PARTICIPATION PLAN~~

Participation Plan



Finance Department / HCDD
May 2020

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City of Salisbury **Citizen Participation Plan**

1) Participation

The City of Salisbury will provide for and encourage citizen participation in the development of priority housing and community development needs eligible for funding by the federal Community Development Block Grant (CDBG) Program. In particular, the City will encourage citizen participation in the development of the Consolidated Plan, the Annual Action Plan, any amendments, and the **Consolidated Annual Performance and Evaluation Report (CAPER)**.~~performance report.~~ The City will also encourage citizen participation in the method of fund distribution.

The City will especially encourage the participation of low-~~to~~-moderate-income persons, including minorities, and advocates for those with physical and/or mental disabilities, the elderly, and others with special needs. In addition, the City will encourage the participation of residents of public and assisted housing, recipients of tenant-based assistance, officials of the local Public Housing Agency, and representatives of the homeless. In particular, the City will encourage the participation of those deemed to be prospective beneficiaries of the Program, and those residents in areas and neighborhoods to be served by the Program.

2) Access to Information

The previously cited citizens, public agencies, and other interested parties, including those citizens directly affected, will be provided adequate information on the Program, including the anticipated amount of CDBG funds that will be available for the current fiscal year, and the range of activities that the City may undertake with these CDBG funds. They also will be provided the opportunity to review and submit comments on any of the identified housing and community development needs, the amount of funds expected to be received, and the activities proposed to be undertaken to resolve the identified needs.

Anti-displacement

~~The City proposes to take all reasonable steps to minimize the displacement of any persons in undertaking all CDBG-funded activities. However, if any persons are displaced, the City will provide the affected persons with assistance as outlined in the City of Salisbury Residential Anti-Displacement and Relocation Assistance Plan, or will require the grantee to provide this same level of assistance.~~

3) Plan Publication

The City of Salisbury will widely publish its Consolidated Plan in order to provide its citizens the opportunity to review and comment on it. ~~The In particular, a summary of the Consolidated Plan, and/or the Annual Action Plan and the CAPER will be posted published in the Daily Times and~~ on the City of Salisbury website under the Housing & Community Development Department (HCDD) – Community Development section. ~~Hard. In addition, summaries and/or complete~~ copies of the ~~plans~~Plan will ~~also~~ be ~~placed made available~~ at the Wicomico County ~~Free~~Library – Downtown Branch. ~~A printed copy of and at the plan may be requested from the City of Salisbury, Finance Department / HCDD by contacting / Wicomico County Government Office Building. A selected number of copies of the Consolidated Plan and Annual Action Plan will be distributed free to the department in advance at (410) 341-9550, public (upon request).~~

4) Public Hearings

The City will also schedule and hold at least two (2) Public Hearings annually to solicit citizen comments on its Consolidated Plan and/or Annual Action Plan. Although held at different stages of the program year, these hearings will address housing and community development needs, proposed activities to resolve the needs, and program performance. These hearings will be held at times and locations that are convenient to both potential and actual beneficiaries. All locations will be accessible to those with physical disabilities. If the City expects that a significant number of non-English speaking residents will be participating in the hearing, the City will attempt to provide an interpreter for the non-English language expected to be most prevalent among people at the hearing. All such hearings will be scheduled separately from the regularly scheduled City Council meetings.

In the event that national or local officials recommend social distancing and/or limited public gatherings for public safety reasons, virtual or web-based hearings will be used in lieu of in-person hearings. If this format is used, accommodations for real-time responses, timely responses from local officials to all citizen questions and issues, public access to all questions and responses, and accommodations for persons with disabilities or limited English proficiency will be made to the greatest extent possible.

The hearings will generally address housing, social, and community development needs, proposed activities, and the review of program performance. On the day of the public hearing, comments may be submitted in writing or made orally during the hearing.

5) Notice of Public Hearings

Adequate advance notice of each public hearing will be provided to all of Salisbury's citizens. In particular, at least two (2) weeks prior to a public hearing, a notice will be published in the local newspaper (i.e. the Daily Times) and posted on the City of Salisbury website. This notice will include sufficient information ~~on~~about the hearing, including the purpose, date, time, location, and any important constraints.

6) Notices During Disasters or Emergencies

In the event of certain disasters or emergencies, HUD may provide waivers and/or alternative requirements relative to public notification processes. In such events, the City may avail itself of those alternatives provided that they will help in expediting notifications for the delivery of assistance to the community.

7) Access to Meetings

All meetings and public hearings related to the CDBG Program will be held in reasonably accessible locations.

8) Public Comments

It is the policy of ~~In preparing its Consolidated Plan,~~ the City to provide residents, service providers, government agencies, and other stakeholders a sufficient time period to review and comment on the proposed Consolidated Plan, Annual Action Plans, and substantial amendments.

When any draft plan or report is complete or a substantial amendment is proposed, the availability for public review and comment will be publicly announced along with the date(s) of applicable public meeting(s).

All public notices will advise interested persons of the process to submit comments and obtain additional information regarding the proposed action(s). The City of Salisbury will consider any comments received during the public comment period and make modifications, if appropriate, in response to the comments, before it completes, adopts or submits the information to HUD, as applicable.

A summary of all comments or ~~the views of its citizens~~ received in writing, or orally, public agencies, and all other interested parties. In particular, prior to submission of the Plan to HUD for approval, the City will provide for at public hearings, along with a summary of any comments not accepted and reasons thereof, will be attached and made a part of the corresponding document~~least a thirty (-~~

The City provides citizens timely opportunities to review and submit comments on the Consolidated Plan, Action Plans, substantial amendments, and performance reports as outlined below:

Consolidated Plan & Annual Action Plans --- ~~30 days~~ day citizen comment period.

Substantial Amendments --- 30 days

Consolidated Annual Performance & Evaluation Reports (CAPER) --- 15 days

Emergency Special Waivers / Flexibilities --- 5 days

Comments may be made in person or in writing to:

Grants Manager

Finance Department / HCDD

City of Salisbury

207 West Main Street, Suite 102

Salisbury, Maryland 21801

Or emailed to: dstam@salisbury.md

In person: Monday through Friday, from 8:30 a.m. until 4:30 p.m.

9) Substantial Amendments

The City of Salisbury may amend its Consolidated Plan as the need arises. Any substantial amendments to the Consolidated Plan will provide for a 30-day public comment period. The City will give citizens reasonable notice and an opportunity to comment on the proposed amendment. All citizen comments provided to the City either orally or in writing will be considered prior to implementing the Plan change. A summary of these citizen comments and the City's decision and reasoning with respect to their acceptance will be included with the changes or "substantial amendments" to the Plan.

Federal regulations require the inclusion of specific criteria in the Citizen Participation Plan for determining what constitutes a change in programming activities significant enough to be classified as a "Substantial Amendment" to the Consolidated Plan.

The City of Salisbury will use the following criteria to determine whether a change is substantial enough to warrant an amendment to the City's Consolidated Plan:

- A change in which the total grant award for an entitlement program increases or decreases by more than 50% during the program year.

- To carry out an activity that was not previously identified in the plan.
- A change in ~~The~~ purpose, scope, location, funding, or beneficiaries from one ~~of a~~ CDBG activity ~~is the~~ eligible activity to another by more than 50% of the total amount previously authorized.

A change in federal rules or regulations that mandates an alteration in current programming operations would not be ~~—A change in the purpose is~~ considered a “substantial amendment, but rather a conforming regulatory requirement.

10) Disasters, Emergency Events, and Urgent Needs

In the event of a declared disaster or emergency, it may be necessary to expedite substantial amendments to the Consolidated Plan and/or Annual Action Plan. These amendments may include funding new activities and/or the reprogramming of funds, including canceling activities to meet needs resulting from a declared disaster or emergency. In these instances the City may utilize CDBG funds to meet these needs with a 5-day public comment period instead of a 30-day public comment period (otherwise required for substantial amendments).

With respect to a declared disaster or emergency event, the City may elect to use CDBG funds to address needs not provided for by the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential ~~”when the~~ eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, or any other CDBG-eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well.

Urgent Needs

To comply with the “Urgent Needs” National Objective, activities undertaken in response to disaster or emergency events will meet community development needs having particular urgency. These activities will alleviate existing conditions that the City certifies:

- Pose a serious and immediate threat to the health and welfare of the community;
- Are of recent origin or recently became urgent;*
- Are unable to be financed by the City on its own;** and
- Other resources of funding are not available to carry out the ~~activity-changes,~~ e.g., from rehabilitation to demolition.

~~The scope of a CDBG-funded activity means the type of action within the eligible activity changes. A “substantial change” in scope occurs when the effect within the eligible activity changes, e.g., a substantial change in the number of housing units to be rehabilitated.~~

~~The location of a CDBG-funded activity is the site where the funded activity takes place. A change in location is considered “substantial” when the service area of the activity changes.~~

~~The~~ * A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City’s certification.

** If HUD allows activities under Urgent Needs to be funded without the requirement that the participating jurisdiction is unable to finance the activity on its own and with no other resources available to carry out the activity, the City will only certify that the activity poses a serious and immediate threat to the health and welfare of the community. Therefore, it is of recent origin or recently became urgent.

Activities to address “Urgent Needs” include, but are not limited to the following:

- Clearance of debris;
- Provision of extra security patrols;
- Demolition, clearance and/or reconstruction of damaged property posing an immediate threat to public safety;
- Emergency reconstruction of essential water, sewer, electrical, medical, and telephone facilities;
- Emergency repair of streets and sidewalks; and
- Providing a variety of relief services to individuals

11) Environmental Review Process

An environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment, and the property site itself will not have an adverse environmental or health effect on end-users. Not every project is subject to a full environmental review (i.e., every project’s environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws. As part of this process, public notification and solicitation of comments may be required. Environmental Review Records (ERR’s) for all CDBG-funded projects are maintained on file at the City of

Salisbury Housing & Community Development Department, 207 West Main Street, Suite 102, Salisbury, Maryland 21801, and may be viewed by the public Monday through Friday between the hours of 8:30 am and 4:30 pm.

Dissemination and/or Publication of the Findings of No Significant Impact

If the City of Salisbury makes a “finding of no significant impact” it will prepare a Notice of Finding of No Significant Impact (FONSI). This FONSI notice will be published in the local newspaper (the Daily Times), and copies of the notice will be mailed to all agency representatives on the City’s environmental mailing list, and to the HUD Field Office. There is an expectation that the City of Salisbury will publish the FONSI notice in the Daily Times newspaper, however, if the notice is not published, it will be prominently displayed in City Hall, and may also be published on the City’s website and/or social media.

The City of Salisbury may disseminate or publish a FONSI notice at the same time it disseminates or publishes the Notice of Intent to Request Release of Funds (NOI-RROF) as required by 24 CFR §58.70. If the notices are released as a combined notice, the combined notice shall:

- Clearly indicate that it is intended to meet two separate procedural requirements; and
- Advise the public to specify in their comments which “notice” their comments address.

The City of Salisbury will consider any comments received during the below public comment period and make modifications, if appropriate, in response to the comments, before it completes its environmental certification and submits the RROF to HUD.

Public Comment Period - Environmental Review

Required notices must afford the public the following minimum comment periods, counted in calendar days:

<u>Notice of Finding of No Significant Impact</u>	<u>15 days when published, or, if no publication, 18 days when mailing and posting</u>
<u>Notice of Intent to Request Release of Funds</u>	<u>7 days when published, or, if no publication, 10 days when mailing or posting.</u>

<u>Concurrent or Combined Notices</u>	<u>15 days when published, or if no publication, 18 days when mailing and posting.</u>
---------------------------------------	--

Written comments related to environmental reviews must be submitted to:

Grants Manager

Finance Department / HCDD

City of Salisbury

207 West Main Street, Suite 102

Salisbury, Maryland 21801

Or emailed to: dstam@salisbury.md

~~beneficiaries of a CDBG-funded activity are the persons or groups targeted to receive the benefits of that activity. A change in beneficiaries is considered substantial when the sponsor or the City cancels the project or the category of the people served changes.~~

~~A change in budget will be deemed "substantial" if the budget revision is proposed resulting in a transfer between approved projects and activities of a cumulative amount more than 10% of the grant award.~~

12) Consolidated Annual Performance and Evaluation Report (CAPER) Reports

Within 90 days after the close of the City's fiscal year (September 30th), HUD regulations require the City to ~~The City of Salisbury will~~ submit a performance report - the Consolidated Annual Performance and Evaluation Report (CAPER). Principally, the CAPER provides information on how the federal funds were spent and the extent to which they were used for activities that benefited low and moderated income citizens.

The CAPER also provides HUD with information to assess whether the City carried out its programs in compliance with applicable regulations and requirements, as stated in that year's plan. Additionally, the CAPER is a vehicle through which the City can describe its program achievements to local citizens.

~~to HUD on the City's CDBG-funded activities outlined in the Annual Action Plan.~~ Like the Consolidated Plan and the Annual Action Plan, the citizens will be provided with an opportunity to comment on the CAPER performance report. Prior to submission of the CAPER ~~this performance report~~ to HUD, all citizens will be provided a fifteen (15) day comment period. Any citizen comments provided either orally or in writing to the City

will be considered prior to submission of the report. A summary of the citizen comments will be attached to the report.

13) Plan Availability and Access to Records

The City of Salisbury's Consolidated Plan, Annual Action Plan, any substantial amendments to either of those documents~~document~~, and the Consolidated Annual Performance and Evaluation Report (CAPER)~~performance report~~ will be made available to the public. In particular, all of these documents, as well as any related documents, will be available to any interested party, upon request, in the City of Salisbury ~~Housing Office of Business~~ & Community Development Department (HCDD), 207 West Main, 125 North Division Street, Suite 102, (Room 104), Salisbury, Maryland 21801.

14) Antidisplacement

The City proposes to take all reasonable steps to minimize the displacement of any persons in undertaking all CDBG-funded activities. However, if any persons are displaced, the City will provide the affected persons with assistance as outlined in the City of Salisbury Residential Antidisplacement and Relocation Assistance Plan, or will require the subrecipient grantee to provide this same level of assistance.

15) Technical Assistance

If needed, and requested in writing, the City of Salisbury will offer technical assistance directly to groups representing low-to-moderate-income persons, neighborhood organizations, and community service organizations. Alternatively, the City may refer these groups to a competent local organization that can provide such assistance. Generally, such assistance would include the development of project proposals for CDBG-funding assistance.

16) Complaints

Any ~~written~~ complaints from citizens with respect to the Consolidated Plan, the Annual Action Plan, any amendments, and /or the Consolidated Annual Performance and Evaluation Report (CAPER)~~the performance report~~ will be responded to by the City within a reasonable period of time. Such a response will be provided by the City within fifteen (15) days, if practicable. Written complaints shall receive a written response.

Approved by the Salisbury Mayor and City Council

May XX, 2020 ~~March 22, 2004~~



City of
Salisbury
Jacob R. Day, Mayor
MEMORANDUM

TO: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: Budget Amendment for Elections
DATE: March 6, 2020

Upon completion of the 2019 Elections process, the Clerks Office received the attached final invoice from the Wicomico County Board of Elections on December 11, 2019 in the amount of \$26,171.19.

The billed amount on Page 1 for services provided by staff on Wicomico County time was \$20,552.14. Our estimate for that amount, received on February 5, 2019, was \$4,500. As there are funds in the Elections accounts totaling \$9,623, a budget amendment in the amount of \$16,550 is necessary in order to pay the invoice.

Wicomico County Board of Elections

345 Snow Hill Road
Salisbury, MD 21804



410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091

City of Salisbury
Kim Nichols, City Clerk
125 N. Division St., Room 305
Salisbury, MD 21801

Re: Billing for Services – Wicomico County Time and Rental of Election Equipment

Dear Kim:

Enclosed please find an invoice covering County time spent by the Wicomico County Board of Elections office staff performing services for the City of Salisbury in the preparation for and implementation of your recent General Election. The invoice also includes the voting equipment rental and postage.

These rates were part of the contract signed between Wicomico County and the City of Salisbury. We utilized temporary help for many tasks in order to reduce the expenses.

Payment for these services should be remitted to:
Wicomico County Finance Department
Attn: Michele Ennis, Director of Finance
P.O. Box 870
Salisbury, MD 21801-0870

Please feel free to contact me if you have any questions or concerns.

Wicomico County Board of Elections,

Dionne Church
Deputy Election Director

Enclosure

Cc: Michele Ennis, Director of Finance
Kim Nichols, City Clerk

Wicomico County Board of Elections

345 Snow Hill Road
Salisbury, MD 21804



410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091

Invoice

To: City of Salisbury
Attention: Kim Nichols
125 N. Division St., Room 305
Salisbury, MD 21801

Remit to: Wicomico County Finance Dept.
Attn: Michele Ennis, Finance Director
P.O. Box 870
Salisbury, MD 21801

General Election 2019

Prepared December 11, 2019

Services Provided by Staff on Wicomico County Time

Munis Salaries Account #01010007-500004

Anthony Gutierrez	38.50 hours @ \$38.50 per hour = \$1,501.50
Dionne Church	50.00 hours @ \$31.22 per hour = \$1,561.00
Bill Blockston	59.50 hours @ \$23.02 per hour = \$1,369.69
Jocelyn Abbott	171.75 hours @ \$20.18 per hour = \$3,465.92
Elise Koch	211.00 hours @ \$20.18 per hour = \$4,257.98
Wayne Burton	122.50 hours @ \$24.98 per hour = \$3,060.05
Temporary Workers	209.25 hours @ \$12 per hour = \$2,511.00
Temporary Workers	125.00 hours @ \$13 per hour = \$1,625.00
Voting System Techs	100.00 hours @ \$12.00 per hour = \$1,200.00

Subtotal for Services

\$20,552.14

Munis Regional Support Account #01010007-520020-41058

General Election:

Binding of Precinct Registers (Minuteman Press)	Direct Bill
Absentee Applications	\$152.00
Voter Notification Cards	\$221.60
Election Judge Manuals	\$700.00

Subtotal

\$1,073.60

Wicomico County Board of Elections

345 Snow Hill Road
Salisbury, MD 21804



410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091
Salisbury, MD 21803-4091

Voting Equipment Rental Munis Salaries Account #01010007-500004

General Election Rental:

E Pollbook Programming - SBE	\$ Direct Bill
Ballot Programming, including ADA audio voting unit - SBE	\$ Direct Bill
10 DS-200 Scanner Units (\$100 each; 2 per polling place)	\$ 1,000.00
5 BMD (ADA) voting units (\$100 each; 1 per polling place)	\$ 500.00
12 DS-200 Scanner Unit memory sticks (\$50)	\$ 600.00
10 Electronic Pollbooks (\$100)	\$ 1,000.00
2 DS-200 Scanner Units (\$100 each; 2 for post-election canvasses	\$ 200.00
Equipment Transportation (445 per site) – Vendor will bill	

Subtotal for Rentals **\$ 3,300.00**

Postage for Absentee Applications & Ballots Munis Regional Support Account #01010007-520012

General Applications:	\$41.50
General Ballots:	\$53.95
Voter Notification Cards – Polling Place Change (2,300 voters @ \$.50)	\$1,150

Postage total **\$1,245.45**

Grand Total Amount Due..... \$26,171.19

ORDINANCE NO. 2592

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2020 GENERAL FUND BUDGET TO APPROPRIATE FUNDS NEEDED TO COVER THE SHORTFALL IN THE NOVEMBER 2019 ELECTIONS BUDGET

WHEREAS, the City Clerks Office received an estimate from the Wicomico County Board of Elections to administer and conduct the November 5, 2019 City of Salisbury Elections; and

WHEREAS, the invoiced amount for Services Provided by Staff on Wicomico County Time was for significantly more than the estimate received from the Wicomico County Board of Elections.

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

- 1) Increase Current Surplus Available (01000- 469810) by \$16,550
- 1) Increase Elections by \$16,550

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

MEMORANDUM

To: Julia Glanz, City Administrator
From: Tom Stevenson, Director of Field Operations
Subject: Fund Reallocation (Zoo Administrative Office/Trailer)
Date: April 23, 2020

Attached please find an ordinance that will have the effect of amending the City's Capital Project Fund budget account to provide additional funding for the Zoo's administrative office/trailer project. The initial request was \$180,000.00 wherein, \$100,000.00 was included in the FY'20 budget. Following numerous reviews of the project, it is believed by using in-house resources the project can be completed for less. Therefore, please consider reallocating bond interest proceeds in the amount of \$40,000.00.

Unless you or Mayor Day have any questions, please advance this request to the City Council for further consideration.

C.c. Andy Kitzrow, Deputy City Administrator

ORDINANCE NO. 2596

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE CITY'S CAPITAL PROJECT FUND BUDGET FUND TO PROVIDE ADDITIONAL FUNDING FOR THE ZOO ADMINISTRATION OFFICE SPACE PROJECT.

WHEREAS, Ordinance No. 2539, FY20 Budget, authorized funding of \$100,000 from bond proceeds for the Zoo Administration Office Project; and

WHEREAS, the Department of Field Operations has estimated an additional \$40,000 is needed to complete the project; and

WHEREAS, the Finance Department has determined that \$40,000 is available in unallocated interest earned on funds in the same pool of capital projects.

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
Increase	Revenue	Zoo Admin. Office Space	Interest	98019-456110 43032	40,000
Increase	Expense	Zoo Admin. Office Space	Construction	98119-513026-43022	40,000

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.

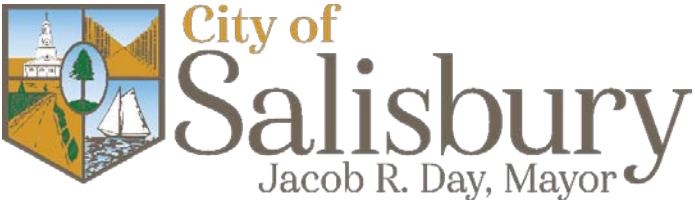
ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2020.

Jacob R. Day, Mayor



To: City Council
From: Jennifer Miller
Director of Procurement
Date: May 18, 2020
Subject: Request for Budget Amendment

I am requesting a Budget Amendment in the amount of \$55,000 to cover necessary safety work in the Government Office Building (GOB). This expense would provide for the relocation of three large transformers from the basement of the GOB to a location outside the building, along with the installation of a disconnect switch near the transformers. Delmarva Power and Light will cover the cost of the new transformers and the installation, while the County and the City would bear the cost of connecting the new transformers to the building. While the failure of a transformer located within a structure is rare, it is possible. Should there be an event, such as a transformer exploding, it would wreak havoc on the entire building, especially the City finance office. Fortunately, there is space relatively close to the existing service entrance for relocation of the transformers.

The work would be performed by Carter's Electrical Service (Pittsville, MD) who holds a master contract with both the City and the County, thereby affording favorable rates for labor and materials. The current estimate of the work is \$110,000, which includes Carter's pricing proposal of \$98,800 and \$11,200 in contingency. This cost would be shared evenly between the City and the County.

ORDINANCE NO. 2597

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2020 GENERAL FUND TO APPROPRIATE FUNDS FOR BUILDING IMPROVEMENTS FOR THE GOVERNMENT OFFICE BUILDING.

WHEREAS, the City of Salisbury has determined the Government Office Building electric system should be improved to relocate transformers to outside the building and allow electric to be turned off from outside should the need arise, thereby providing a safer environment within the Government Office Building; and

WHEREAS, the General Services Department of Wicomico County, who will oversee the work, estimates the cost of the necessary electrical improvements to be \$55,000.

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

- 1) Increase Current Year Surplus (01000-469810) by \$55,000.00
- 2) Increase Buildings (19500-577015) by \$55,000.00

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

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

ATTEST:

Kimberly R. Nichols, City Clerk


John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2020.

Jacob R. Day, Mayor



MEMORANDUM

To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief 
Subject: Public Safety Property Tax Credit
Date: May 13, 2020

Attached you will find an Ordinance that proposes amending the Salisbury Municipal Code by adding a new section concerning a Public Safety Real Property Tax Credit. The purpose of this new section would be to establish a tax credit program that would provide public safety officials who reside within the municipal limits of the City of Salisbury with an annual reduction on their real property tax bills.

To qualify, public safety officials must use the city property as their principal residence, be employed full-time as a member of the Fire/Police Department or serve as an active Volunteer member of the Fire Department. Subject to the conditions in the proposed ordinance, the tax credit may be granted in an amount of up to \$2,500 per dwelling, but not to exceed the amount of the real property tax. The eligible Public Safety Officer may receive:

- In tax year beginning July 1, 2020 and July 1, 2021, the tax credit not to exceed \$1,000.00;
- In tax year beginning July 1, 2022 and July 1, 2023, the tax credit not to exceed \$1,500.00;
- In tax year beginning July 1, 2024 and July 1, 2025, the tax credit not to exceed \$2,000.00;
- In tax year beginning July 1, 2026 and beyond, the tax credit not to exceed \$2,500.00;

This proposed tax credit will serve as an important tool in recognizing all of our First Responders who provide an invaluable service to our citizens and community, and to help with our recruitment and retention efforts by providing an incentive to live in the City they serve.

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

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WHEREAS, the State of Maryland has authorized the governing body of a county or municipal corporation to grant, by law, a certain property tax credit against the county or municipal corporation property tax imposed on a certain dwelling that is owned by a public safety officer under certain circumstances; and

WHEREAS, there does not currently exist a provision in the City Code in connection with a property tax credit for a public safety officer; and

WHEREAS, the City of Salisbury wishes to establish a tax credit against City real property tax for certain real property owned by public safety officers that are full time employees or volunteers in good standing who reside at the same location and meet the eligibility requirements set out in §9-105 and §9-260 of the Tax-Property Article.

Chapter 3.24 – Public Safety Officer Real Property Tax Credit

In this section, the following words have the following meanings indicated.

“Public Safety Officer” has the meaning set forth in § 9-260 of the Tax-Property Article of the Annotated Code of Maryland.

In accordance with § 9-260 of the Tax-Property Article of the Annotated Code of Maryland, there is a City of Salisbury property tax credit against the tax on real property that qualifies under this section.

48
49 3.24.030 – Eligibility.
50

51 A Public Safety Officer is eligible for a city real property tax credit under this section by
52 meeting the requirements of either 3.24.030 A, B or C and the requirement of 3.24.030 D.
53

54 A. 1. Employed full-time by:
55

56 a. The City of Salisbury Fire Department as a Firefighter/EMT or
57 Firefighter/Paramedic; or
58

59 b. The City of Salisbury Police Department as a Police Officer; and
60

61 2. Has completed at least one (1) year of full-time employment.
62

63 B. Serving as a Volunteer Member that:
64

65 1. Is a member in good standing of a Volunteer Corporation in accordance with
66 Chapter 2.16 – Fire Department of the City of Salisbury Municipal Code; and
67

68 2. Meets the operational standards for Volunteer Personnel as established by the
69 Standard Operating Procedures of the City of Salisbury Fire Department; and
70

71 3. Has qualified as active within the previous year under the guidelines established
72 in the Length of Service Awards Program (LOSAP).
73

74 C. Has received a service related disability, retired from the job in good standing or
75 served as a Volunteer member for more than twenty (20) years of active service and
76 has become a Lifetime member in accordance with Chapter 2.16 – Fire Department of
77 the City of Salisbury Municipal Code.
78

79 D. The public safety officer is eligible for the credit authorized by § 9-105 of the Tax-
80 Property Article of the Annotated Code of Maryland for the dwelling for which the
81 credit is sought. The property must be the primary residence of the public safety
82 officer.
83

84 The credit cannot be combined with other optional real property tax credits as permitted
85 under Title 9 of the Tax-Property Article of the Annotated Code of Maryland or this title.
86

87 3.24.040 – Amount of Credit:
88

89 A. Subject to the conditions in this Section, the tax credit may be granted in an amount
90 of up to \$2,500 per dwelling, but may not exceed the amount of the real property tax
91 imposed on the dwelling.
92

93 B. The eligible Public Safety Officer shall receive:

- 94
- 95 1. In tax years beginning July 1, 2020 and July 1, 2021, the tax credit not to exceed
- 96 \$1,000.00;
- 97
- 98 2. In tax years beginning July 1, 2022 and July 1, 2023, the tax credit not to exceed
- 99 \$1,500.00;
- 100
- 101 3. In tax years beginning July 1, 2024 and July 1, 2025, the tax credit not to exceed
- 102 \$2,000.00;
- 103
- 104 4. In tax years beginning July 1, 2026 and beyond, the tax credit not to exceed
- 105 \$2,500.00.
- 106

107 3.24.050 – Application.

108

- 109 A. Application and annual verification. To receive the credit, a Public Safety Officer
- 110 shall submit an application to the City of Salisbury Director of Finance on the
- 111 appropriate application. The appropriate application may be obtained from the
- 112 Department of Finance.
- 113
- 114 B. An annual verification form must be submitted each year to be eligible to receive the
- 115 credit. The annual verification form may be obtained from the Department of
- 116 Finance.
- 117
- 118 C. An application for, or renewal of, the tax credit created by this section shall be filed
- 119 on or before April 1 immediately before the taxable year for which the tax credit is
- 120 being sought. If the application or renewal is filed after April 1, the credit shall be
- 121 disallowed that year but shall be treated as an application or renewal for a tax credit
- 122 for the following taxable year.
- 123

124 3.24.060 – Termination of Credit.

125

126 The tax credit created by this section shall terminate if any of the following occurs:

127

- 128 A. The Public Safety Officer is no longer employed full time by the public safety agency
- 129 for a reason other than retirement or service related disability, or is no longer eligible
- 130 under subsection (C)(3) for volunteer firefighters; or
- 131
- 132 B. The Public Safety Officer no longer resides in the dwelling for which the tax credit
- 133 was granted.
- 134

135

136 AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF

137 SALISBURY, MARYLAND, THAT this ordinance shall take effect immediately upon adoption.

138

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

143
144 ATTEST:

145
146 _____
147 Kimberly R. Nichols
148 CITY CLERK

John R. Heath
PRESIDENT, City Council

149
150
151 APPROVED BY ME THIS _____ day of _____, 2020

152
153 _____
154 Jacob R. Day, Mayor