



## CITY OF SALISBURY CITY COUNCIL AGENDA

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December 13, 2021

6:00 p.m.

Government Office Building, Room 301, Salisbury, Maryland and Zoom Video Conferencing

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Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS/PLEDGE
- 6:02 p.m. CITY INVOCATION- Pastor Martin Hutchison, Community of Joy
- 6:03 p.m. PRESENTATION- Mayor Jacob R. Day
- Certificate of Recognition
- 6:09 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:10 p.m. CONSENT AGENDA- City Clerk Kimberly Nichols
- November 8, 2021 Council Meeting Minutes
  - November 8, 2021 Closed Session Minutes (separate email)
  - November 15, 2021 Work Session Minutes
  - **Resolution No. 3138**- approving the appointment of Noah Bressman to the Sustainability Advisory Committee (Green Team) for term ending November 2024
  - **Resolution No. 3139**- approving the appointment of Megan Outten to the Sustainability Advisory Committee (Green Team) for term ending November 2024
- 6:14 p.m. **PRESENTATION/APPROVAL OF FY21 AUDIT**- Finance Director Keith Cordrey and Timothy Sawyer, CPA, CGMA of Barbacane Thornton & Company
- FY21 Audit and Financial Statements
- 6:24 p.m. AWARD OF BIDS- Procurement Director Jennifer Miller
- **Award of Contract**
    - ITB 22-104 Market Street Riverbank Stabilization
    - RFP A- 22-104 Hydrogeologist
    - ITB A-22-101 Pump Station Wet Well Cleaning
    - ITB 22-107 WWTP Controls Bldg HVAC Replacement
    - RFP 03-14 Skatepark Phase 2a Construction – CO #9
  - **Declaration of Surplus**
    - City Parking Lot #5
- 6:34 p.m. RESOLUTION- City Administrator Julia Glanz

- **Resolution No. 3140**- authorizing the Mayor to sign a memorandum of understanding with Eastbound Disc Golf, Inc. regarding the creation of disc golf courses in the vicinity of the City Park

6:38 p.m. ORDINANCES- City Attorney Ashley Bosche

- **Ordinance No. 2695**- 2<sup>nd</sup> reading- authorizing the mayor to enter into a contract with the Maryland Department of Transportation Transportation Alternatives Program for the purpose of accepting grant funds in the amount of \$597,024, and to approve a budget amendment to the Grant Fund to appropriate these funds for the Citywide Bike Network Design Project
- **Ordinance No. 2696**- 2<sup>nd</sup> reading- authorizing the Mayor to enter into a contract with the United States Conference of Mayors for the purpose of accepting Police Reform and Racial Justice Grant Program funds in the amount of 75,000, and to approve a budget amendment to the Grant Fund to appropriate these funds so that they may be applied to the Salisbury Police Mental Health Collaborative Partnership
- **Ordinance No. 2697**- 2<sup>nd</sup> reading- authorizing the Mayor to enter into a contract with the Somerset County Health Department for the purpose of accepting Emergency Solutions Grants – Cares Act (ESG-CV2) funds in the amount of 117,600, and to approve a budget amendment to the Grant Fund to appropriate these funds for a Homeless Services Case Specialist, Rapid Re-housing Rental Assistance, portable toilets and hand washing stations
- **Ordinance No. 2699**- 2<sup>nd</sup> reading- authorizing the Mayor to accept additional grant funding from the Maryland Department of the Environment (MDE) Bay Restoration Fund (BRF) and to approve a budget amendment to the FY 2022 General Fund budget to appropriate such MDE BRF funds for repair and maintenance projects to be completed at the Waste Water Treatment Plant
- **Ordinance No. 2700**- 1<sup>st</sup> reading- to grant a property tax credit against the City Property Tax imposed on certain real property owned by Salisbury Neighborhood Housing Services, Inc.
- **Ordinance No. 2701**- 1<sup>st</sup> reading- authorizing the Mayor to appropriate funds in the FY2022 General Fund Budget, General Capital Projects Fund Budget and the FY22 Water Sewer Fund budget
- **Ordinance No. 2702**- 1<sup>st</sup> reading- accepting grant funds from the Governor's Office of Crime Prevention, Youth, and Victim Services in the amount of \$20,000 under the FY22 Police Recruitment and Retention Program and amending the Grant Fund Budget to appropriate these grant funds to supplement the cost of gym memberships for Salisbury Police Officers

7:00 p.m. PUBLIC COMMENTS

7:05 p.m. ADMINISTRATION and COUNCIL COMMENTS

7:10 p.m. ADJOURNMENT

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

**NEXT COUNCIL MEETING – January 10, 2021**

- PUBLIC HEARING- PennTex / Beaver Run Annexation
- **Ordinance No. 2700**- 2<sup>nd</sup> reading- to grant a property tax credit against the City Property Tax imposed on certain real property owned by Salisbury Neighborhood Housing Services, Inc.
- **Ordinance No. 2701**- 2<sup>nd</sup> reading- authorizing the Mayor to appropriate funds in the FY2022 General Fund Budget, General Capital Projects Fund Budget and the FY22 Water Sewer Fund budget
- **Ordinance No. 2702**- 2<sup>nd</sup> reading- accepting grant funds from the Governor's Office of Crime Prevention, Youth, and Victim Services in the amount of \$20,000 under the FY22 Police Recruitment and Retention Program and amending the Grant Fund Budget to appropriate these grant funds to supplement the cost of gym memberships for Salisbury Police Officers

Join Zoom Meeting

<https://us02web.zoom.us/j/88186172560>

Meeting ID: 881 8617 2560

Phone: 1.301.715.8592

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING (COUNCIL CHAMBERS AND ZOOM)**

**NOVEMBER 8, 2021**

**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, Deputy City Administrator Andy Kitzrow, Housing and Homelessness Manager Christine Chestnutt, Assistant City Clerk Julie English, Special Assistant to the Mayor Nate Sansom, Executive Administrative Assistant- Mayor’s Office Jessica Turner, Department of Infrastructure and Development Director Amanda Pollack, Procurement Director Jennifer Miller, City Attorneys Ashley Bosche and Michael Sullivan, City Clerk Kimberly Nichols, members of the press and public*

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**CITY INVOCATION – PLEDGE OF ALLEGIANCE**

*The City Council met in regular session at 6:00 p.m. in a hybrid meeting (in person and on Zoom Conferencing Video) and Council President John R. “Jack” Heath called the meeting to order. After the recital of the pledge to the flag, Rev. John Wright of Unitarian Universalist Fellowship provided the invocation.*

**PRESENTATIONS-** *presented by Mayor Jacob R. Day*

***Albert Allen, III Citation***

*Mayor Jacob R. Day presented the citation to Albert Allen, III. Mr. Allen has served over 5 years on the Board of Zoning Appeals, and served the community through his involvement in Horizons Salisbury, Rotary Club of Wicomico County, and Westside Historical Society.*

***Epilepsy Awareness Month Proclamation***

*Mayor Day presented the Epilepsy Awareness Month proclamation. Epilepsy is an incurable neurological disorder that causes people to experience recurring seizures. It is the third most common neurological condition where one in twenty-six people in the United States will develop epilepsy in his or her lifetime due to abnormal brain development, illness, brain injury, or unknown causes while 470,000 children in the United States are currently living with epilepsy. It receives ten times less funding than other disorders making it very costly for people and families.*

***Municipal Government Works Month Proclamation***

*Mayor Day presented the Municipal Government Works Month proclamation. Municipal government represents the most responsive level of government allowing citizens direct access to elected officials. Maryland is home to 157 municipalities including the City of Salisbury which was incorporated in 1854.*

47  
48 **ADOPTION OF LEGISLATIVE AGENDA**  
49

50 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve the*  
51 *legislative agenda as presented.*  
52

53 **CONSENT AGENDA-** *presented by City Clerk Kimberly Nichols*  
54

55 *The Consent Agenda, consisting of the following items, was approved by unanimous vote in favor*  
56 *on a motion and seconded by Mr. Boda and Ms. Jackson, respectively:*  
57

- 58 • *October 18, 2021 Work Session Minutes*
- 59 • *October 25, 2021 Legislative Session Minutes*
- 60 • *October 25, 2021 Closed Session Minutes (separate email)*
- 61 • *November 1, 2021 Work Session Minutes*
- 62 • **Resolution No. 3133-** *to approve the appointment of Amber Green to the Housing*  
63 *Board of Adjustments & Appeals for term ending October 2025*
- 64 • **Resolution No. 3134-** *to approve the appointment of Sally Perret to the Human Rights*  
65 *Advisory Committee for term ending November 2023*  
66

67 **AWARD OF BIDS-** *presented by Procurement Director Jennifer Miller*  
68

69 *The Award of Contracts, consisting of the following items, was unanimously approved on a*  
70 *motion and seconded by Ms. Blake and Ms. Jackson, respectively.*  
71

- 72 • **Award of Contracts**
  - 73 ○ *ITB A-22-108 Citywide Speed Humps and Cushions \$150,000.00 - \$225,000.00 (3 yr. est.)*
  - 74 ○ *ITB 22-112 Police Vehicles \$170,650.00*

75 **ORDINANCES-** *presented by City Attorney Michael Sullivan*  
76

- 77 • **Ordinance No. 2692-** *2<sup>nd</sup> reading- to establish a program to encourage the expansion of*  
78 *residential housing in the City of Salisbury, known as the Housing Expansion Incentive*  
79 *program*

80 *Ms. Blake moved and Mr. Boda seconded to approve Ordinance No. 2692 for second*  
81 *reading.*

82 *Mr. Boda moved to amend Ordinance No. 2692 as read by Mr. Sullivan. Ms. Blake*  
83 *seconded, and the amendment was unanimously passed.*  
84

85 *Ordinance No. 2692, as amended for second reading, was unanimously approved.*  
86

- 87 • **Ordinance No. 2693-** *2<sup>nd</sup> reading- to establish a payment in lieu of taxes (“PILOT”) to*  
88 *encourage affordable housing development*  
89

Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve Ordinance No. 2693 for second reading.

- **Ordinance No. 2694**- 1<sup>st</sup> reading- authorizing the Mayor to enter into a memorandum of understanding with the Somerset County Health Department for the purpose of accepting Emergency Housing Program grant funds in the amount of \$34,000, and to approve a budget amendment to the grant fund to appropriate these funds for the 2021 Cold Weather Shelter

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2694 for first reading.

### **PUBLIC COMMENTS**

No comments were received from the public.

### **ADMINISTRATION AND COUNCIL COMMENTS**

Mayor Day said that there were a few other items that would be presented to Council in association with “Here is Home.” The City was beginning a new tradition for Veterans Day. Meet at the War Memorial at sunrise to raise the flag for Veterans Day.

Mr. Boda said that the City was not “giving away money” in the “Here is Home” legislation. The money had never been paid into the City. Much of it was to promote growth, which in the future would expand the tax base. The City needed housing several years ago, and they were using every tool to expand housing in the City.

Ms. Blake commented that if she had the power to ticket those in the way of First Responders, the City would never be in debt. She asked the public to be respectful of First Responders and clear the roadways for everyone’s safety. If healthy enough, she asked everyone to donate blood. The region continued to be short and in vital need.

Ms. Gregory thanked the Mayor and City for recognizing Epilepsy Awareness Month. Her family was impacted by it, and people did not always realize all of the things that went along with it. The more awareness the better because a lot of families were dealing with it on a daily basis.

Ms. Jackson saluted all of the veterans and told Mayor Day the City appreciated him and his sacrifice. Thursday was Veterans Day, and she said to thank a veteran and to wear poppies.

President Heath said that two of the comments hit home for him. Ms. Blake and her reminder to yield to emergency vehicles and Ms. Gregory’s comments regarding epilepsy and disabilities. He had a lot of friends he kept in touch with after working eight years with Lower Shore Enterprises.

### **VOTE TO CONVENE IN CLOSED SESSION**

135 *With no further business to discuss, at 6:50 p.m. President Heath called for a motion to convene in*  
136 *Closed Session to discuss a matter directly related to a negotiating strategy or the contents of a bid*  
137 *or proposal in accordance with the Annotated Code of Maryland §3-305(b)(14).*

138  
139 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to convene in Closed Session.*

140  
141 **VOTE TO END CLOSED SESSION / CONVENE IN OPEN SESSION / REPORT TO PUBLIC**

142  
143 *At 7:05 p.m., upon a motion and second by Ms. Jackson and Ms. Gregory, respectively, and*  
144 *approved by unanimous vote in favor, the Closed Session was adjourned and Council convened in*  
145 *Open Session.*

146  
147 *President Heath reported that while in Closed Session Council discussed a negotiating strategy in*  
148 *reference to a contract.*

149  
150 *At 7:06 p.m., Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to adjourn the*  
151 *Open Session.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
OCTOBER 25, 2021

*TIME & PLACE:* 7:00 p.m., Council Chambers  
*PURPOSE:* Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

*VOTE TO CLOSE:* Unanimous (4-0)

*CITATION:* Annotated Code of Maryland §3-305(b)(14)

*PRESENT:* Council President John “Jack” R. Heath, Mayor Jacob R. Day, Council Vice-President Muir Boda, Councilwoman April Jackson, Councilwoman Michele Gregory, City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, City Clerk Kim Nichols, City Attorney Michael Sullivan

*ABSENT:* Councilwoman Angela Blake

\*\*\*\*\*

The City Council convened in Legislative Session at 6:00 p.m. At 7:00 p.m. President Heath called for a motion to convene in Closed Session as permitted under the Annotated Code of Maryland §3-305(b)(14). Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous to convene in Closed Session.

Council was briefed by Procurement Director Jennifer Miller on development proposals received by the City.

After discussion, Council unanimously approved of the path moving forward in the potential sale of City property.

At 7:20 p.m., Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous (4-0) to adjourn the Closed Session.

Council immediately convened in Open Session and President Heath reported that Council had met in Closed Session and discussed the negotiating strategy to a potential sale.

Mayor Day reminded everyone that the State of the City was at Revival at 6:30 p.m. on October 26, 2021 and everyone was invited to attend.

The Open Session was adjourned at 7:22 p.m.

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

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



CITY OF SALISBURY  
WORK SESSION  
NOVEMBER 15, 2021

Public Officials Present

Council President John “Jack” R. Heath                      Mayor Jacob R. Day (arrived 4:52 p.m.)  
Council Vice-President Muir Boda                      Councilwoman Michele Gregory  
Councilwoman April Jackson

Public Officials Absent

Councilwoman Angela Blake

In Attendance

Housing & Homelessness Manager Christine Chestnutt, Department of Infrastructure & Development (DID) Director Amanda Pollack, Water Works Director Cori Cameron, Building Official William Holland, Assistant City Clerk Julie English, City Clerk Kimberly Nichols, Attorneys Ashley Bosche, Heather Konyar and Michael Sullivan, and members of the public.

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On November 15, 2021 the Salisbury City Council convened in a hybrid Work Session (in person and on Zoom Conferencing Video) at 4:30 p.m. in Council Chambers.

**Ordinance to accept ESG-CV2 funds for Rapid Rental Assistance and Case Manager position**

Christine Chestnutt, Housing & Homelessness Manager informed Council that the City received an award from the Emergency Solutions Grants – Cares Act (ESG-CV2) in the amount of 117,600 to provide funding for a third Case Manager to help with the homeless and rapid rehousing used to get people out of homelessness and into housing. Ms. Chestnutt hoped the new person would begin in January 2022.

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

**Budget amendment for HVAC replacement at WWTP Controls Building**

Water Works Director Cori Cameron reported that the past two years the WWTP received an operations and maintenance grant from MDE. This year, \$440,000 was received and typically the funds have been used the next year for maintenance. There were two urgent needs identified which were the HVAC (\$100,000 over what was budgeted) and the electricity at the WWTP. She wanted to move \$180,000 into a project account and get the engineering side of the electrical upgrades done. In the CIP next year they could forward with the rest of the work. There would be an additional \$159,000 left in the grant and would go towards the electrical work at the WWTP.

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

45  
46 **Ordinance to accept Target grant**  
47

48 Chief Barbara Duncan stated the grant was applied for last Spring through the US  
49 Congress of Mayors and Target Corporation. The request was for \$75,000 to establish a  
50 co-responder model in the City involving a police and social worker responding out to  
51 mental health related calls for service. The \$75,000 would go into the formulation of a  
52 group to set up and acquire training for the program. Social workers would respond out  
53 to calls for service with police officers, document the process and present a report to the  
54 Mayor at the end of the period to discuss how to move forward.  
55

56 President Heath said he was amazed at the department heads ability to find grant money  
57 for the City. Mayor Day reported said that the City was selected from among other small  
58 cities under 100,000 population. There were two others selected for this grant. Selected  
59 at the 100,000 to 1 million population range was Albuquerque, New Mexico. The one  
60 selected at the million plus population range was Dallas, Texas.  
61

62 Council reached unanimous consensus to advance the legislation to legislative agenda.  
63

64 **Safford Kia Annexation introduction**  
65

66 Building Official Bill Holland, joined by James Graham, owner of Safford Kia and  
67 James Smith of AWB Engineers. The City received an application from Safford Kia to  
68 annex the 2.5-acre site on Rt. 13 North contiguous to the City's corporate limits. Mr.  
69 Graham showed a drawing of the proposed building and stated the new building would  
70 be built next door to the current building.  
71

72 Mayor Day pointed out that there were multiple barriers to automobile dealerships being  
73 inside City limits. This was an example of working in collaboration with the company  
74 ensuring the City could reduce those barriers to a reasonable point. It was also another  
75 reminder of why water and sewer were important to development. He hoped this was  
76 going to be a continued relationship with Safford.  
77

78 Mr. Holland said it would move to the Planning Commission on December 16, 2021 for  
79 rezoning.  
80

81 Council reached unanimous consensus to move forward with the annexation.  
82

83 **Beaver Run Drive Annexation agreement**  
84

85 Mr. Holland reported the annexation agreement was being returned to Council. Last time  
86 Council reached consensus for him to take it to the Planning Commission for rezoning to  
87 Mixed Use- Non-Residential to allow it to be redeveloped and connect to City utilities.  
88 As part of the annexation agreement, prior to the issuance of the permits, PennTex was  
89 required to pay a Development Assessment Fee of \$24,150.00 to be used for purposes of  
90 beautification, restoration, revitalization of improvements to existing neighborhoods in

the City's corporate limits. In the Fiscal Impact Statement, once fully developed its value would be approximately \$1.4 million with expected revenue expected to be about \$13,700 with a positive net fiscal impact of \$10,464.00. The next step for this would be to move to the annexation introductions.

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

#### **Summersgate restated Annexation agreement**

DID Director Amanda Pollack informed Council Summersgate was annexed under a much older style of annexation agreement. One of the requirements of their agreement was to relocate a 750-foot portion of Johnsons Road. After researching, DID was unable to determine where the requirement came from, so DID wanted to restate the annexation agreement. The drafted, restated annexation agreement put the annexation in the current agreement terms, including the development assessment for reinvestment in existing neighborhoods in the value of approximately \$241,000.00. The road relocation had already been dedicated to the City, so if the restated agreement was approved, they would return to Council to abandon the right of way. State Highway was in the process of putting the traffic signal in at Robins Avenue and Snow Hill Road. The relocation would have tied into that as a fourth leg, and Summersgate was looking to build that fourth leg to come into their development.

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

#### **Budget amendment to accept the Transportation Alternatives Program (TAP) Grant from MDOT**

Ms. Pollack explained the TAP Grant was recently awarded from the MD Department of Transportation to design approximately 8.9 miles of bike lanes on City streets. The grant would complete and implement the Bicycle Master Plan. The 8.9 miles encompassed 15 streets, 6 intersections controlled by the City, and 3 intersections controlled by State Highway. The total amount of the grant was \$597,024 representing 80% of design costs. The total project cost was estimated to be \$746,280 requiring the City to provide a match in the amount of \$149,256.00 coming from the FT22 Bicycle Master Plan account.

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

#### **Resolution to authorize an agreement with Delmarva Power for the location of a gateway sign**

Several years ago the City designed new gateway signs. Delmarva Power & Light, located at 2530 N. Salisbury Boulevard, currently had a small brick Welcome to Salisbury sign. Once the agreement was approved, the installation of the 8' tall illuminated letters would be put out to bid.

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

137  
138 **Ordinance to adopt new Police Department pay scale**  
139

140 Mayor Day reported that as part of the March 2020 Trust Rebuilding Plan, the City  
141 announced nine steps it would take to address fallout from the theft of the Property  
142 Room. In the wake of announcing that, things have gotten even more challenging for the  
143 City's relationship with the police and the people who rely on and fund the Police  
144 Department and all other City services. Part of that has been an effort to improve  
145 recruitment and retention. Seen in neighboring community in some cases has been that  
146 certain police services have been halted, suspended, or hours cut, requiring other  
147 agencies such as the Sheriff's Office and Maryland State Police to be relied on. Not  
148 wanting this to happen in Salisbury, Mayor Day said he wanted trust to continue to be  
149 the foundation of the Police Department, and he believed part of that included improving  
150 recruitment and retention efforts.  
151

152 The proposed budget amendment was to implement a mid-year raise for all officers of  
153 4% - 8.7%. Those who were with the department for nine or more years would receive  
154 greater than 4% increase. The funds were already available in the salary line and they  
155 could have just done a budget transfer, but the goal was to adopt the Pay Plan. This 4%  
156 increase pay would help with starting salaries for new officers. They were also offering a  
157 lateral bonus of \$25,000.  
158

159 President Heath asked for the total impact on an annual basis and Mayor Day replied it  
160 was \$387,656.00 plus the impact of LEOPS. The wages impact this year would be  
161 \$224,000.00 and LEOPS would increase to \$292,000.00. This would be less than  
162 \$600,000.00 next year and was not easy to do, but was important.  
163

164 President Heath invited Chief Barbara Duncan forward and asked if he was correct that  
165 since he had been on Council the department had never been at full strength. Chief  
166 Duncan confirmed that to be true and this new pay scale should help. He asked what the  
167 average turnover for the department was, and she replied approximately four per year,  
168 but she would get exact numbers later. There were approximately 50,000 calls for  
169 service last year. Mayor Day said that the City offered officers pay increases every year,  
170 new pay structure, predictability, and career ladders. Paired against the challenge of  
171 increased scrutiny heightens the expectations of a very busy agency. The other facets of  
172 the proposal, including incorporating a Special Investigation Unit and changes to the  
173 online reporting system would help lessen the burden. The compensation piece would  
174 ensure those who had invested the time and stuck with agency, and who the City did not  
175 want to lose to slower, neighboring organizations, would be retained.  
176

177 Mr. Boda thought this would address the issues the City was currently facing and would  
178 face in the future. Staffing law enforcement in any municipality was tough. It was hard  
179 to find people who wanted that career path, and this made Salisbury more attractive.  
180

181 Council reached unanimous consensus to advance the budget amendment to legislative  
182 session.

183  
184 **Marina Landing amended and restated LDA**  
185

186 Mayor Day said the RFP 09-16 was issued on 12-29-15. The street was removed and  
187 rebuilt in front of the Marina and COVID delayed things, but they had been working  
188 through the steps for a long time. He said the agreement was complicated because the  
189 City had an active marina.  
190

191 Joining Council were John Custis of Long, Badger and Sheller (representing the  
192 developer), Keith Fisher of Fisher Architecture, LLC and Ms. Pollack. Ms. Pollack said  
193 the agreement set deadlines for site plan and building permit approval, and the project  
194 was eligible for the HORIZON and HERE IS HOME incentive programs, receiving soil  
195 from the Treatment Plant, and the Riverwalk Reimbursement Program. Once the LDA  
196 was approved, they would get started on everything else. She noted that they did not  
197 have to go before the Board of Zoning Appeals because now the property that they  
198 would own included the parking lot. They already obtained a lot of the environmental  
199 permits from FEMA and the State already.  
200

201 Council reached unanimous consensus to advance the legislation to legislative agenda.  
202

203 **Administration and Council Comments**  
204

205 Mayor Day said this was a full agenda and very much accomplished in an hour.  
206

207 Mr. Boda said the City was actively addressing the major issues in the City right now  
208 and touched on every single one this evening. He was looking forward to seeing shovels  
209 in the ground and was excited for the City.  
210

211 Ms. Jackson concurred with Mayor Day and Mr. Boda, and was very proud of Salisbury.  
212 She said that the VFW Post 10159 was hosting a blood drive on December 8, 2021.  
213 There was a great need for blood and she encouraged those able to donate blood to do so.  
214

215 Ms. Gregory encouraged those eligible to get their booster shots to do so.  
216

217 President Heath said there was a serious shortage of blood and encouraged those to  
218 donate if possible.  
219

220 **Adjournment of Work Session / Motion to Convene in Closed Session**  
221

222 With no further business to discuss in the Work Session, at 5:26 p.m. President Heath called for a  
223 motion to enter into Closed Session to discuss a matter directly related to a negotiating strategy  
224 or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the  
225 ability of the public body to participate in the competitive bidding or proposal process in  
226 accordance with the Annotated Code of Maryland §3-305(b)(14). Ms. Jackson moved, Mr. Boda  
227 seconded, and the vote was 4-0 to convene in Closed Session.  
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243

**Motion to end Closed Session / Convene in Open Session / Report to Public**

At 5:42 p.m. upon a motion and seconded by Mr. Boda and Ms. Jackson respectively and approved by unanimous vote in favor (4-0), Council ended the Closed Session and convened in Open Session.

President Heath reported that Council had met in Closed Session to discuss a proposal and the Open Session was then immediately adjourned.

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

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



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

## MEMORANDUM

**To:** Jacob R. Day, Mayor  
**From:** Jessie Turner, Administrative Assistant  
**Subject:** Appointment to the Sustainability Advisory Committee (Green Team)  
**Date:** November 17, 2021

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The following person has applied for appointment to the Sustainability Advisory Committee (Green Team) for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Noah Bressman	November 2024

Attached is the information from Mr. Bressman and the resolution necessary for his appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

OK

on agenda 12/13/21

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<u>Name</u>	<u>Term Ending</u>
Noah Bressman	November 2024

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2021

Jacob R. Day, Mayor



## MEMORANDUM

**To:** Jacob R. Day, Mayor  
**From:** Jessie Turner, Administrative Assistant  
**Subject:** Appointment to the Sustainability Advisory Committee (Green Team)  
**Date:** November 17, 2021

---

The following person has applied for appointment to the Sustainability Advisory Committee (Green Team) for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Megan Outten	November 2024

Attached is the information from Ms. Outten and the resolution necessary for her appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

OK

on agenda 12/13/21

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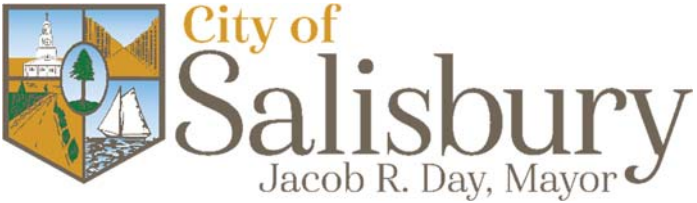
<u>Name</u>	<u>Term Ending</u>
Megan Outten	November 2024

ATTEST:

John R. Heath  
PRESIDENT, City Council

\_\_\_\_\_ day of \_\_\_\_\_, 2021

Jacob R. Day, Mayor



## **COUNCIL AGENDA**

### **Department of Procurement**

**December 13, 2021**

#### **Award of Contract**

- |  |                            |
|--|----------------------------|
| 1. ITB 22-104 Market Street Riverbank Stabilization  | \$ 324,363.00              |
| 2. RFP A-22-104 Hydrogeologist                       | \$ 300,000.00 (3 yr. est.) |
| 3. ITB A-22-101 Pump Station Wet Well Cleaning       | \$ 240,000.00 (3 yr. est.) |
| 4. ITB 22-107 WWTP Controls Bldg HVAC Replacement    | \$ 190,500.00              |
| 5. RFP 03-14 Skatepark Phase 2a Construction – CO #9 | \$ 142,401.00              |

#### **Declaration of Surplus**

1. City Parking Lot #5



# City of Salisbury

Jacob R. Day, Mayor

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** December 13, 2021  
**Subject:** Award of Bids

The Department of Procurement seeks approval from City Council for four procurement awards, one approval of a Tier 6 Change Order and one request for surplus.

For all procurement award recommendations, the City followed required bidding practices by publicly posting the solicitations on the City of Salisbury's Procurement Portal and the State of Maryland's procurement website, eMaryland Marketplace Advantage. The departmental memos provide further details.

#### ITB 22-104 Market Street Riverbank Stabilization

- Scope of Work: Repair of Wicomico River shoreline between Circle Avenue and Camden Street, and on the southeast side of Circle Avenue bridge.
- Bid date: 10/14/2021
- Bid opening: 11/17/2021 @ 2:30 p.m.
- Total bids received: 2
- Lowest responsive & responsible bidder recommended for award:
  - Murtech, Inc (Salisbury, MD)
- Cost: \$324,363.00
- GL Account(s): 98122-513026-48013
- Notes: N/A

#### RFP A-22-104 Hydrogeologist

- Scope of Work: Professional Hydrogeologic services for well rehabilitations, new well design and construction administration for well construction
- Proposal date: 08/23/2021
- Proposal opening: 09/29/21 at 2:30 p.m.
- Total proposals received: 6
- Three highest ranked proposer recommended for award:
  - 94.33 – Whitman, Requardt and Associates (Baltimore, MD)
  - 91.28 – Earth Data Incorporated (Centreville, MD)
  - 90.72 – Golder Associates (Richmond, VA)
- Cost: \$300,000.00 (3 yr. estimate)
- GL Account(s): TBD at time of purchase requisition
- Notes:
  - Indefinite Delivery, Indefinite Quantity contract, with no guarantee of project assignment to the firms selected.
  - Initial 1 yr. term with 2 optional 1 yr. renewals

---

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

ITB A-22-101 Pump Station Wet Well Cleaning

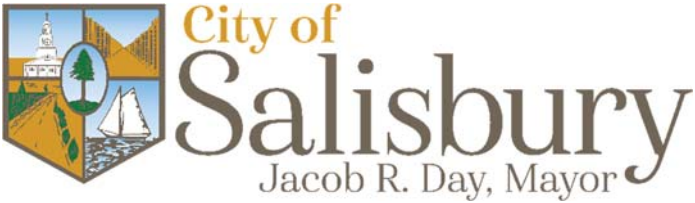
- Scope of Work: Quarterly, annual and as-needed cleaning of the Northside and Southside wastewater pump station wet wells.
- Bid date: 06/04/2021
- Bid opening: 07/07/2021 at 2:30 p.m.
- Total bids received: 2
- Second lowest responsive & responsible bidder recommended for award:
  - Chesapeake Environmental Services, LLC (Delmar, MD)
- Est. annual cost: \$80,000 (may vary due to number of quarterly cleanings performed)
- GL Account(s): 86083-523600
- Notes:
  - Contract Termination for Convenience – B&P Environmental One (Crofton, MD)
    - Contract originally awarded 9/13/21
  - Initial 1 yr. term with 2 optional 1 yr. renewals

ITB 22-107 WWTP Controls Bldg HVAC Replacement

- Scope of Work: Replace the HVAC system at the WWTP Controls Building
- Bid date: 09/01/2021
- Bid opening: 10/05/2021 at 2:30 p.m.
- Total bids received: 2
- Lowest responsive & responsible bidder recommended for award:
  - J.F. Fischer, Inc. (Baltimore, MD)
- Cost: \$190,500.00
- GL Account(s):
  - 96216-577015-55519: \$ 90,000.00
  - 96216-513026-55519: \$100,500.00
- Notes:
  - Award contingent upon approval of Ordinance 2699

RFP 03-14 Skatepark Design/Build – CO #9

- CO Scope of Work: Design/build of Phase 2b (final phase) of the Salisbury Skatepark
- Original awarded vendor: Adira Construction, Inc. (Chesapeake, VA)
- Cost: \$142,401.00
- GL Account(s): 12800-513026-73039
- Notes: N/A



#### Request for Surplus – Executive Office

- Item: City Parking Lot 5, Parcel 0869
- Background:
  - Located next to Avery Hall Insurance in downtown Salisbury, this 6,566 SF property is currently used as a permit parking lot which includes 15 permit spaces. The Mayor believes it to be in the City's best interest to divest of the property for the purposes of future street realignment and expanded parking capabilities in the downtown area,
  - Pursuant to Chapter 2.36 of the Salisbury, Maryland, Code of Ordinances, City-owned real property must be deemed surplus by the Director of Procurement, who is then to make a recommendation to City Council as to the sale or disposition of such real property. If approved by Council, the Department of Procurement shall then be directed to invite bids or proposals for development or prepare an advertisement for auction sale.
- Method of disposition: Public real estate sale through KLN Commercial Real Estate Services (the City's contracted commercial real estate broker)
- Notes: plat map and SDAT attached

The Department of Procurement hereby requests Council's approval to award these four contracts and one change order to the vendors as indicated, and to allow the Department of Procurement to proceed with the disposition of the real property as indicated.



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

To: Jennifer Miller, Director of Procurement  
From: Amanda H. Pollack, P.E., Director of Infrastructure and Development  
Date: November 30, 2021  
Re: ITB 22-104 Market Street Riverbank Stabilization

---

The Department of Infrastructure and Development recently worked with the Procurement Department to advertise bid ITB 22-104 Market Street Riverbank Stabilization. The work involves clearing and grubbing trees, brush and stumps, removing existing bulkhead, brick wall, concrete wall, trees, stumps and piles, select excavation, placing top soil, installing rip-rap and rock lining, installing 36-inch storm drain, fine grading, plantings and erosion and sediment control.

Bids were opened on Wednesday November 16, 2021 at 2:30 PM for Contract ITB 22-104. Two bids were received as summarized below. The bid quantity for bid item 8 was adjusted from 778 square yards to 140 square yards as a result of a unit error on the bid form. The adjusted base bid is shown below.

Vendor	Base Bid	Adjusted Base Bid	Adjusted Base Bid with Contingent Items
Murtech, Inc	\$359,038.00	\$319,163.00	\$324,363.00
HGS, LLC	\$483,216.60	\$473,646.60	\$485,688.60

Murtech, Inc was the lowest responsive and responsible bidder. The bid was reviewed in detail and was found to be consistent with the project estimate. The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Murtech, Inc has successfully completed similar projects for the City and is capable of performing this type of work. The Department of Infrastructure and Development recommends awarding Contract ITB 22-104 to Murtech, Inc in the amount of \$324,363.00. Funds are available in account 98122-513026-48013.

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Michael Zimmerman  
Project Engineer

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



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

To: Jennifer Miller, Director of Procurement  
From: Amanda Pollack, P.E., Director of Infrastructure and Development  
Date: November 15, 2021  
Re: RFP A-22-104 Hydrogeologist Services

---

AP

The City recently advertised a Request for Proposals for Hydrogeologist Professional Services. The RFP was to solicit qualified consultants to assist with Hydrogeologic services for well rehabilitations and new well design including test well program, well design criteria, hydraulic design calculations, well capacity calculations and coordination with State and Local review agencies. The RFP includes the full team to design well projects.

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

Six (6) Vendors submitted proposals by the due date of September 29, 2021. All of the Vendors was considered technically qualified based on the technical proposal evaluation conducted by the selection committee. The selection committee consisted of staff from the Departments of Water Works and Infrastructure and Development. Following completion of the technical review the billing rates/cost proposal of each qualified firm was opened and evaluated.

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

- 30 Points: Billable rates for the Consultant Team members.
- 30 Points: Expertise, experience, and qualifications of the Consultant Team as related to the Scope of Work, including team member experience.
- 20 Points: Experience working with municipal governments and municipal projects with emphasis on projects similar in scope to the project as described in the proposal documents.
- 20 Points: Project Approach and performance on all projects within the last five years including, but not limited to: project success, relevance of projects to Scope of Work contained in the proposal documents, ability to meet deadlines, thoroughness and completeness of submittals.
- Total Points = 100

The results of the evaluations are summarized below:





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

Consultant	Composite Score	Comment
Whitman, Requardt and Associates	94.33	Composite Score out of 100  Proposals were technically qualified and billing rates were evaluated.
Earth Data Incorporated	91.28	
Golder Associates	90.72	
Barton & Longuidice	87.62	
EA Engineering and Technology Inc.	83.26	
Rummel, Klepper and Kahl	72.64	

The selection committee discussed the qualifications of each Vendor and the anticipated work tasks. The Department of Infrastructure and Development recommends awarding RFP A-22-104 to three (3) Vendors: Whitman, Requardt and Associates, Earth Data Incorporated, and Golder Associates. Each of these Vendors displayed a clear understanding of the scope of work and has performed similar work successfully for similar Maryland municipalities.

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

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



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

To: Jennifer Miller, Director of Procurement  
From: Amanda H. Pollack, Director of Infrastructure & Development *AP*  
Date: November 16, 2021  
Re: ITB 22-107 Wastewater Treatment Plant Controls Building HVAC Replacement

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The Department of Infrastructure and Development worked with the Department of Procurement to advertise Invitation to Bid (ITB) 22-107 Wastewater Treatment Plant Controls Building HVAC Replacement. The purpose of the project is to provide reliable energy efficient heating and cooling in the Main Operations Building at the WWTP. The contract duration for this project is 150-days from the Notice to Proceed date.

Two (2) firms submitted bids by the due date of Tuesday October 5, 2021 at 2:30 PM, as summarized below:

<u>Vendor</u>	<u>Total</u>
J.F. Fischer, Inc.	\$190,500.00
Denver-Elek, Inc.	\$268,200.00

The Department of Infrastructure and Development reviewed the bids and found that J.F. Fischer, Inc. presented a proposal that is consistent with the bid documents. J.F. Fischer's references were complimentary of the work performed and would hire the contractor again.

Please award contract ITB 22-107 to J.F. Fischer, Inc. in the amount of \$190,500.00, of which \$90,000.00 is currently available in account 96216-577015-55519, and pending the approval of the budget amendment (Ordinance 2699), funds of \$100,500 will be available in account 96216-513026-55519.



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

To: Jennifer Miller, Director of Procurement  
From: Amanda Pollack, P.E., Director of Infrastructure and Development  
Date: November 17, 2021  
Re: RFP 03-14 Skatepark Design/Build – Change Order No. 9

AP

RFP 03-14 provided the contract with Adira Construction for a design/build team for the Skatepark. The Skatepark was initially planned to be constructed in two phases. Available funding has resulted the construction occurring over 3 phases. Phases 1 and 2a are complete. Phase 2b is the final remaining phase. When the original contract was awarded, the vendor provided overall planning for all phases. The stormwater management was constructed for all phases. The actual design, preparation of construction drawings and construct has occurred as funding has been secured on a phase by phase basis. The City was recently awarded grant funding from Maryland Department of Natural Resources through the Community Parks and Playgrounds program for Phase 2b.

Change Order No. 9 for Contract No. RFP 03-14 is for the design/build of Phase 2b of the Salisbury Skatepark. The scope of Change Order No. 9 includes: Design and preparation of Phase 2b Construction drawings, Construction Inspection, Quality Control, Quality Assurance, As-built drawings, Project Management, and preparation of Construction Cost estimates for Phase 2b. Phase 2b will include one Public meeting for final input on skate surface features and details to be included in this phase. The original footprint of the Skatepark will remain unchanged.

Please process Change Order No. 9 which results in an increase of \$142,401.00. This Change Order includes an increase of 1,218 Contract days. The current contract end date is August 31, 2019. This Change Order extends the date to December 31, 2022. Funding is available in account 12800–513026–73039. This is a Tier 6 Change Order.

*Amanda H Pollack*

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



# City of Salisbury

## TIER 6 CHANGE ORDER

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

**Contract #:** RFP 03-14  
**Contract Name:** Skatepark Design Build  
**Change Order #:** 9  
**P.O. #:**  
**Initiation Date:** November 17, 2021  
**Contract Date:** March 25, 2014  
**Account #:** 12800-513026-73039

**TO:** Adira Construction Inc.  
1512 Technology Drive, Suite 103  
Chesapeake, VA 23320

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

1. Hosting a design meeting to obtain public input, finalizing the Phase 2b design drawings, and preparing construction drawings.
2. Construction of Phase 2b.
3. Extension of contract time due to the delay in obtaining grant funding for Phase 2b.

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.....	\$216,250.00
Net change by previously authorized Change Orders.....	\$202,069.50
The Contract Sum prior to this Change Order was.....	\$418,319.50
The Contract Sum will be (increased), ( <del>decreased</del> ), ( <del>unchanged</del> ) by.....	\$142,401.00
The Cumulative Contract Sum including this Change Order will be.....	\$560,720.50
Therefore, the Cumulative Contract Sum will be (increased), ( <del>decreased</del> ), ( <del>unchanged</del> ) by....	34%
The Contract Time will be (increased), ( <del>decreased</del> ), ( <del>unchanged</del> ) by.....	( ) days or ( 17 ) weeks
Therefore, the revised date of Substantial Completion is.....	<u>December 31, 2022</u>
Therefore, the revised date of Final Acceptance is.....	<u>December 31, 2022</u>

### AUTHORIZED:

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Amanda Pollack, P.E.	Director of Infrastructure & Development		
Jennifer Miller, CPPO, CPPB	Director of Procurement		
Keith Cordrey	Director of Finance		
Andy Kitzrow	Deputy City Administrator		
Michael P. Sullivan, Esquire	City Solicitor		
Julia Glanz	City Administrator		
John R. Heath	President, City Council		

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

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



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

## MEMORANDUM

**To:** Jennifer Miller, Director of Procurement

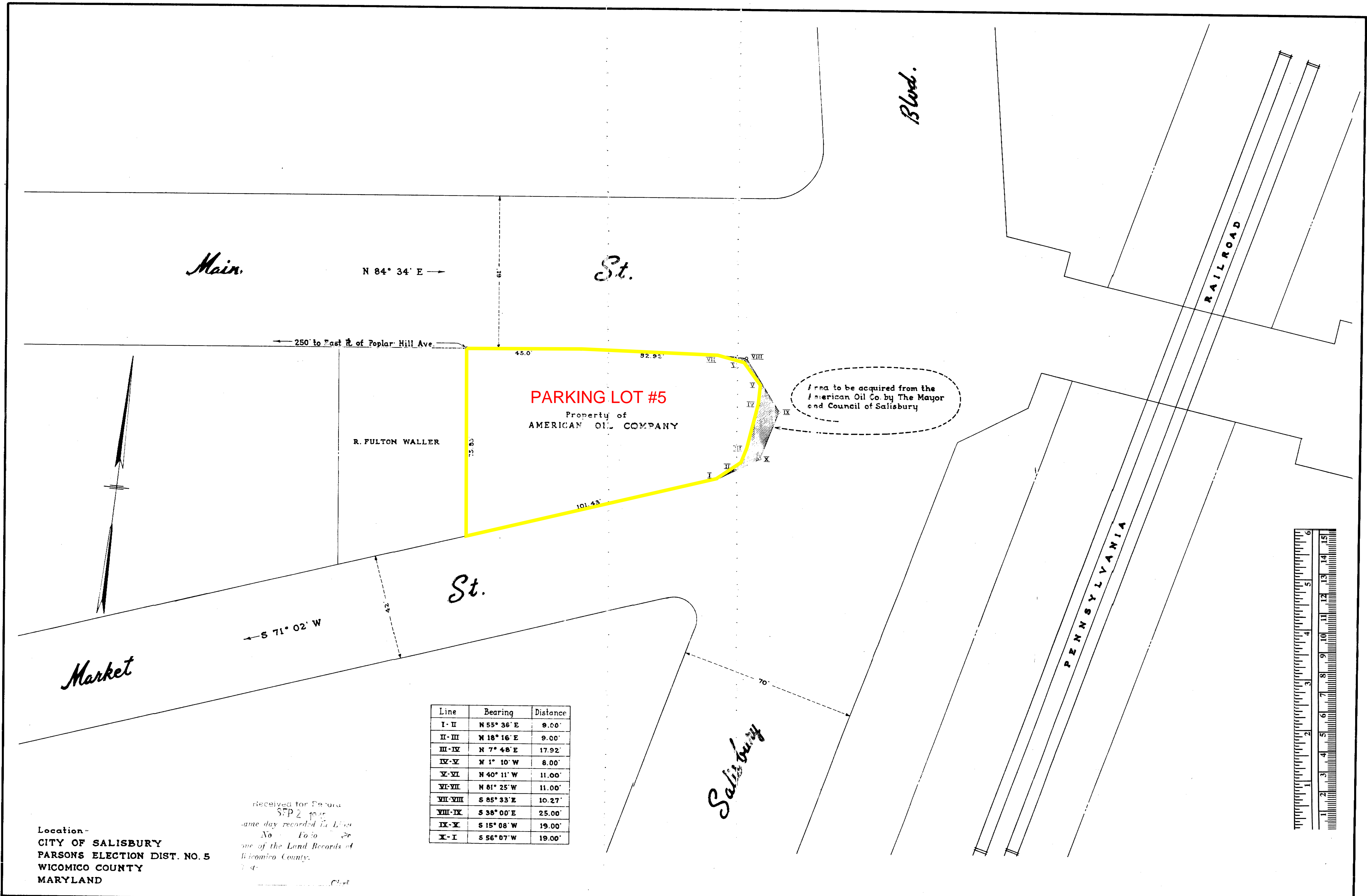
**From:** Jacob R. Day, Mayor

**Subject:** Surplus Parking Lot 5

**Date:** 12/1/21

---

As we develop parking lots on the east end of downtown, the current parking users in that part of Downtown are looking for new parking solutions, which may include the closure of Market Street. This street closure is something that the City supports. This is one step in the process of securing more parking for the current parking permit holders.



MAYOR & COUNCIL  
SALISBURY MARYLAND

APPROVED: Apr. 1, 1949  
DATE  
*Charles Gardner*  
CITY ENGINEER

PROPERTY TO BE ACQUIRED FOR STREET PURPOSES  
FROM THE AMERICAN OIL CO.

SCALE  
1"=20'

1:3  
P-49-7  
ST

Search Result for WICOMICO COUNTY


View Map		View GroundRent Redemption		View GroundRent Registration	
<b>Special Tax Recapture: None</b>					
<b>Account Identifier:</b>		<b>District - 05 Account Number - 007178</b>			
Owner Information					
<b>Owner Name:</b>		CITY OF SALISBURY		<b>Use:</b>	EXEMPT COMMERCIAL
<b>Mailing Address:</b>		125 N DIVISION ST SALISBURY MD 21801		<b>Principal Residence:</b>	NO
				<b>Deed Reference:</b>	/01182/ 00777
Location & Structure Information					
<b>Premises Address:</b>		322 E MAIN ST SALISBURY 21801-0000		<b>Legal Description:</b>	L-98X67AV 322-328 E MAIN ST CITY OF SALIS
<b>Map:</b>	<b>Grid:</b>	<b>Parcel:</b>	<b>Neighborhood:</b>	<b>Subdivision:</b>	<b>Section:</b>
0107	0015	0869	11002.23	0000	
<b>Block:</b>					
<b>Lot:</b>					
<b>Assessment Year:</b>					
2020					
<b>Plat No:</b>					
<b>Plat Ref:</b>					
Town: SALISBURY					
<b>Primary Structure Built</b>		<b>Above Grade Living Area</b>		<b>Finished Basement Area</b>	
				Property Land Area 6,566 SF	
<b>Stories</b>	<b>Basement</b>	<b>Type</b>	<b>Exterior</b>	<b>Quality</b>	<b>Full/Half Bath</b>
			/		
<b>Garage</b>					
<b>Last Notice of Major Improvements</b>					
Value Information					
		<b>Base Value</b>		<b>Value</b>	
				As of	
				01/01/2020	
<b>Land:</b>		65,600		65,600	
<b>Improvements</b>		4,600		6,200	
<b>Total:</b>		70,200		71,800	
<b>Preferential Land:</b>		0		0	
				71,267	
				71,800	
Transfer Information					
<b>Seller:</b> MORRIS, C STANLEY		<b>Date:</b> 06/09/1989		<b>Price:</b> \$185,000	
<b>Type:</b> ARMS LENGTH IMPROVED		<b>Deed1:</b> /01182/ 00777		<b>Deed2:</b>	
<b>Seller:</b> ROHRER, JOHN E & ANNA C		<b>Date:</b> 05/29/1986		<b>Price:</b> \$170,000	
<b>Type:</b> ARMS LENGTH IMPROVED		<b>Deed1:</b> /01066/ 00665		<b>Deed2:</b>	
<b>Seller:</b> DYKES, WALTER W & HENRIETTA F		<b>Date:</b> 03/30/1978		<b>Price:</b> \$75,000	
<b>Type:</b> ARMS LENGTH IMPROVED		<b>Deed1:</b> /00895/ 00415		<b>Deed2:</b>	
Exemption Information					
<b>Partial Exempt Assessments:</b>		<b>Class</b>		<b>07/01/2021</b>	
<b>County:</b>		610		71,267.00	
<b>State:</b>		610		71,800.00	
<b>Municipal:</b>		610		71,267.00 71,800.00	
				71,267.00 71,800.00	
<b>Special Tax Recapture: None</b>					
Homestead Application Information					
<b>Homestead Application Status:</b> No Application					
Homeowners' Tax Credit Application Information					
<b>Homeowners' Tax Credit Application Status:</b> No Application				<b>Date:</b>	

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





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

To: Julia Glanz, City Administrator  
From: Amanda Pollack, P.E., Director of Infrastructure and Development   
Date: November 17, 2021  
Re: Resolution authorizing the Mayor to sign a MOU with Eastbound Disc Golf

---

At the Parks and Recreation Committee meeting on November 10, 2021, Eastbound Disc Golf (EDG), Inc. presented their design for two (2) disc golf courses in the City Park. The Parks and Recreation Committee voted to recommend approval of these courses per the attached letter. Attached is a Memorandum of Understanding (MOU) regarding the development and maintenance of the disc golf courses in the Salisbury City Park.

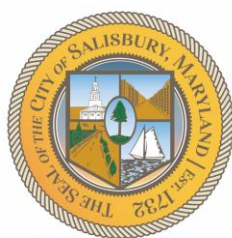
The purpose of the MOU is to delineate the responsibility of EDG and the City. EDG will design the disc golf courses, obtain necessary permits and approvals for construction of disc golf courses, supervise volunteers during construction and maintenance of disc golf courses, coordinate with the City on course modifications, and purchase and install all signs. The City will review the design and implementation plans, encourage police patrols of the disc golf courses, authorize EDG to have informational displays about the disc golf courses, and acknowledge that EDG built and maintains the disc golf courses.

EDG is proposing to construct two courses: The Chris Roberts Memorial Disc Golf Course & Papa Bear's Run. The Chris Roberts Memorial (CRM) Course will be located across the River from the Zoo between Memorial Plaza and Beaverdam Drive. The CRM Course starts and ends at Memorial Plaza. This is a beginner level course. The tee boxes for CRM are set up so that discs will be throw away from the River, thereby minimizing any chance that they will be thrown in the water. Additionally, the tee boxes are close to the Urban Greenway path. Players will have a clear sight line of anyone using the path and will wait for pedestrians to get out of the way. There are no blind throws towards the path. No trees will need to be removed to install this course. Eastbound has a donor to fund the CRM Course.

Pap Bear's Run (PBR) Course is proposed near the Scout Field on North Park Drive. The proposed locations for the tees and baskets are still a work in progress. This would be a top level challenging course. This course will draw professional players and tournaments. This course is not funded and Eastbound will fundraise for this.

Attached is a Resolution authorizing the Mayor to sign the MOU. Unless you or the Mayor has further questions, please forward the resolution, MOU and supporting materials to the City Council.





# City of Salisbury

## Parks and Recreation Committee

DAVID PLOTTS  
CHAIRMAN

November 11, 2021

JOSEPH ANDERSON, PH.D.  
VICE CHAIRMAN

Dear Mayor Day,

DAVID HERRICK  
SECRETARY

On February 20, 2018, our committee voted that the City should establish a Disc Golf course in the City Park. The installation of a Disc Golf course is also included in the 2017 City Park Master Plan, as recommendation number 36.

BRANTÉ DASHIELL, PH.D.

### 36. Disc Golf

DOMINIQUE SESSA

An 18-hole disc golf course should be established, starting with the Boy Scout Field and operating along North Park Drive to the new parking lot on the former softball field. A third course in the area will attract tournament play. A Memorandum of Understanding should be established with Delmarva Disc Golf for design, installation, and maintenance of the course, similar to Ben's Red Swings. The estimated cost of a disc golf course is \$10,000.

MARY GRACE KILEY

MICHAEL PERRY

MICHAEL PIORUNSKI

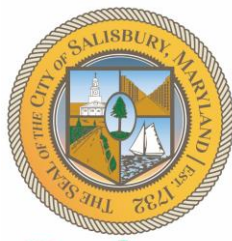
Since that time Chris Roberts, a committee member and leader in the regional Disc Golf community, had been working to plan a course. Previously he had designed numerous courses, including the one at Schumaker Park.

DOUG DRAPER  
PARKS SUPERINTENDENT

After Chris' death in September 2021 we met with Eastbound Disc Golf, a local disc golf club, to take over planning the courses design and implementation. At our November 2021 meeting the committee received their proposal, a copy of which is attached.

The Committee has voted to recommend the City begin taking the next steps to implement the proposal from Eastbound Disc Golf, and enter into a Memorandum of Understanding with Eastbound Disc Golf, a 501(c)3 nonprofit. Both members of the Committee and members of Eastbound Disc Golf are available to present the proposal to you and other members of the City's leadership, if desired.

Eastbound has proposed two courses. The first, the Chris Roberts Memorial course would be an entry level course in the north side of the park between Memorial Plaza and Beaver Dam Drive. The second course, Papa Bear Run, would be a more difficult course along North Park Drive, between the Dog Park and the Scout Field.



# City of Salisbury

## Parks and Recreation Committee

Eastbound has identified a donor who will completely cover the \$11,000 cost of the Chris Roberts Memorial course and would be willing to fundraise for a portion of the \$27,000 Papa Bear Run course.

Having quality disc golf courses will benefit the city and region. Clubs and leagues will form, as they have at Schumaker Park, and create bonds of unity and friendship. Groups of all ages, as Chris Roberts used to say, from ages 8 to 80, can get together to enhance the quality of their lives by socializing and playing. In addition to providing a venue for recreational outlet that everyone can participate in, disc golf helps stimulate a positive economic impact.

Disc golfers love to travel to play different courses. These enthusiasts are likely spend money at local businesses, dine at local restaurants, and stay in local hotels. Disc golf courses are especially likely to positively impact a community when they host regular tournaments.

Establishing the two courses in the City Park will allow for increased single course tournaments and the ability to join with Schumaker Park to offer multi-course tournaments at three different experience levels.

Additionally, our recommendation includes naming the parks as presented, in memory of Chris and the many years of disc golf leadership and education he has provided locally.

If you have any questions, or would like more information, please feel free to contact me.

Thank you,

David Plotts  
Chairman

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**RESOLUTION NO. 3140**

**A RESOLUTION OF THE CITY OF SALISBURY AUTHORIZING THE  
MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH  
EASTBOUND DISC GOLF, INC. REGARDING THE CREATION OF DISC  
GOLF COURSES IN THE VICINITY OF THE CITY PARK.**

**WHEREAS**, Eastbound Disc Golf, Inc. ("Eastbound Disc Golf") is interested in promoting disc golf as an outdoor recreation and fitness activity; and

**WHEREAS**, the City seeks to partner with Eastbound Disc Golf to develop disc golf courses on City property in the Salisbury City Park; and

**WHEREAS**, Eastbound Disc Golf desires to develop and maintain safe, sustainable and environmentally sound disc golf courses for golfers of all ability levels in the Salisbury City Park; and

**WHEREAS**, Eastbound Disc Golf, the City of Salisbury Parks and Recreation Committee and the Department of Infrastructure & Development developed the attached Memorandum of Understanding which defines the responsibilities of each party in regards to disc golf course design and maintenance; and

**WHEREAS**, Eastbound Disc Golf will provide semi-annual updates on their disc golf activities to the City through the Parks and Recreation Committee.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1:** The Mayor is hereby authorized to execute, on behalf of the City of Salisbury, the Memorandum of Understanding attached hereto and incorporated herein as **Exhibit A** accepting the responsibilities of each party regarding design and maintenance of disc golf courses in the Salisbury City Park.

**Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Resolution shall be deemed independent of all other provisions herein.

**Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Resolution shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and enforceable.

**Section 4.** The recitals set forth hereinabove and **Exhibit A** attached hereto are incorporated into this section of the Resolution as if such recitals and **Exhibit A** were specifically set forth at length in this Section 4.

**THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is to become effective immediately upon adoption.

50 ATTEST:

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53 \_\_\_\_\_  
Kimberly R. Nichols

54 CITY CLERK

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

PRESIDENT, City Council

56 APPROVED BY ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

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**MEMORANDUM OF UNDERSTANDING**  
**between the City of Salisbury, Maryland**  
**and Eastbound Disc Golf, Inc.**

**THIS MEMORANDUM OF UNDERSTANDING** is executed in duplicate, effective this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and between the City of Salisbury, hereinafter called “City”, and Eastbound Disc Golf, Inc., hereinafter called “EDG”.

**WHEREAS**, the City and EDG are interested in promoting disc golf as an outdoor recreation and fitness activity and in developing and maintaining a safe course for all ability levels in the Salisbury City Park.

**WHEREAS**, EDG encourages, welcomes, and promotes the use of disc golf courses by other user groups, including but not necessarily limited to mountain bikers, hikers, fishermen, naturalists and joggers, and asks the City allow EDG to design, build and maintain the courses for use by the general public.

**WHEREAS**, the purpose of this Memorandum of Understanding is to state the terms and conditions under which EDG will provide services, including the design of technical disc golf courses, features for the refurbishment and maintenance of paths in the disc golf courses, design and construction of any future pin (basket) placements, installation, course maintenance, and special event activities, which EDG has agreed to provide as a service to the City, establish the responsibilities and conditions under which volunteer service will be provided, and to delineate the responsibilities of the City.

**NOW, THEREFORE**, in consideration of the mutual understanding and agreements contained herein, the parties covenant and agree as follows:

- I. The recitals set forth hereinabove are incorporated into this Memorandum of Understanding as if such recitals were specifically set forth herein.
- II. EDG shall:
  - a. Provide technical support to the City in determining the design of technical and trail features located within the disc golf courses in the Salisbury City Park and any future trails created for use in the disc golf course locations, consistent with the current landscape of the park. EDG shall submit design plans to the City for approval, showing existing conditions drawings and proposed improvements plan drawings. At a minimum, the plans shall show walking paths and above ground features such as trees, tee pads, signs, landscaping, utilities, topography, limits of disturbance, rights-of-ways and easements.
  - b. Provide design plans to the Parks and Recreation Committee for review and recommendation for approval, and provide design plans for final approval by the City to the Director of Infrastructure and Development.
  - c. Obtain all necessary approvals from the appropriate agencies, including but not limited to the Wicomico Soil Conservation District, Maryland Department of the Environment Non-Tidal Wetlands Division, Salisbury-Wicomico Planning and Zoning Department (Forest Conservation) and Maryland Department of Natural Resources (Critical Area).
  - d. Assure all individuals assigned to work under this Memorandum of Understanding in the Salisbury City Park are volunteers of EDG and are covered under the insurance policies and building and safety procedures of EDG. Volunteers are not employees, agents or individual volunteers of the City. EDG shall produce copies of their certificates of insurance and carry the same level of coverage as the City.
  - e. Provide and supervise volunteers in the use and construction of approved equipment. Utilize tools owned by EDG. Design technical features and alignment changes that

- conform to Professional Disc Golf Association (PDGA) guidelines and City approval. Train and supervise volunteers in appropriate construction techniques in accordance with PDGA guidelines.
- f. Identify and maintain a current contact list of EDG and City primary contacts for the purposes of initial design approval, ongoing maintenance, or course related questions:
- i. Eastbound Disc Golf: [eastbounddiscgolf@gmail.com](mailto:eastbounddiscgolf@gmail.com)
  - ii. Joshua Maxfield – EDG President 443-614-4802
  - iii. Shawn Johnson – EDG Vice President 443-534-4542
  - iv. Paul Whitney – EDG Project Manager 410-430-7752
  - v. Kevin Gleason – PDGA MD State Coordinator / EDG Ambassador 443-235-4227
  - vi. Amanda Pollack, Director of Infrastructure and Development, 410-548-3170, [apollack@salisbury.md](mailto:apollack@salisbury.md)
  - vii. Doug Draper, Parks Supervisor, 410-548-3177, [ddraper@salisbury.md](mailto:ddraper@salisbury.md)
- g. Coordinate work schedules and on-site public notifications, when needed, with the City Parks Supervisor.
- h. Provide volunteers to inspect and maintain the course. Ensure that all such volunteers have received training in course inspection and maintenance responsibilities. EDG volunteers are authorized to sculpt and/or remove downed trees found on the course topography and to perform routine maintenance activities. In the event that EDG is unable to safely and promptly address an identified issue that may create an unsafe situation, the EDG volunteer should notify the City Parks Supervisor.
- i. EDG shall notify the designated City Parks Supervisor when there are fallen trees that an EDG volunteer feels he/she cannot safely remove from the disc golf course, either due to size or unsafe conditions. City crews will be responsible for clearing such trees if clearing or removal is feasible.
- j. Prior to making any course alignment changes, submit recommendations to the City Parks Supervisor for changes that may be contemplated by EDG in carrying out the volunteer duties as outlined in this Memorandum of Understanding. Any planned reroute that brings a disc golf hole closer to a wetland may require additional approvals. Changes that do not need City Park Supervisor approval are course re-routings within 50 feet of the existing course that do not impact wetland areas or tree removal.
- k. After initial installation, prior to making any significant course changes, provide details to the Parks & Recreation Committee, for review. Changes must be approved by the Director of Infrastructure and Development.
- l. Recommend to the Parks and Recreation Committee, then with approval of the Director of Infrastructure and Development, the purchase and installation of signage. Signage plans shall include the type, location and language for course directional, cautionary and informational signs. Signs shall notify the public about the operation of the course, any warnings or hazards, and that the course is for use between sunrise and sunset unless special exception is granted by the City.
- m. Except as addressed elsewhere in this Agreement, EDG shall be responsible for its own acts and the results thereof. EDG therefore assumes all risk and liability to itself, its agents, volunteers and employees, for the injury to persons or property resulting in any manner from the conduct of its own operations, and the operation of its agents, volunteers and employees under this Memorandum of Understanding, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any acts or acts of negligence, or the failure to exercise proper precautions, of or by itself or its own agents or its own volunteers or employees, while occupying or visiting the premises under and pursuant to this Memorandum of Understanding.
- n. To the fullest extent permitted by law, EDG shall indemnify and hold the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City,

harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of EDG, or anyone acting on its behalf in connection with or incident to EDG, except EDG shall not be responsible to the City for damages caused by or resulting from the City's sole negligence. EDG shall, at its own cost and expense, defend any such claims and any suits, action, or proceeding which may be commenced thereunder, and EDG shall pay any and all judgments which may be recovered in any suit, action or proceeding, and any and all expense including, but not limited to, costs, attorney's fees and settlement expenses, which may be incurred therein.

III. The City shall:

- a. Assign the Director of Infrastructure and Development as the City primary contact for design and initial installation.
  - b. Assign the Parks Supervisor as the City primary contact for maintenance.
  - c. Review the design and implementation plans for all agreed to volunteer activities in a timely manner.
  - d. Encourage City police officers to patrol the course.
  - e. Review and approve recommended technical features design, construction schedules, and any course maintenance schedules.
  - f. Allow the display of a message about the EDG organization and event opportunities in a manner approved by the City at a location approved by the Parks Supervisor.
  - g. Authorize EDG to have an informational kiosk at course entrances for the purposes of providing information about EDG memberships and disc golf events, as approved and coordinated with the Parks Supervisor. Informational displays may also be approved for City permitted disc golf events.
  - h. Authorize EDG to hold tournaments at the course periodically, when approved and coordinated with the Parks Supervisor.
  - i. Recognize the Disc Golf Course as an asset of the City park system and protect it accordingly.
- IV. This Memorandum of Understanding shall be in effect upon execution by both the City and EDG. It may only be modified by mutual agreement in writing signed by both parties, and shall continue in force until terminated by either party in writing, upon delivery of written notice. No provision of this Memorandum of Understanding shall be interpreted for or against any party hereto by reason that said party or his or her legal representative drafted all or any part hereof.
- V. Nothing in this Memorandum of Understanding shall be construed to create a partnership, agency, or joint venture between or among the Parties. Neither Party has the authority to make any statements, representations, nor commitments of any kind on behalf of the other Party except as the Parties may agree in writing.
- VI. All course improvements and equipment, including baskets, pads, signage, and similar improvements as well as materials, including records, data, and other information acquired, developed, or documented under this Memorandum of Understanding shall be the property of the originating party, unless otherwise mutually agreed upon in writing by both parties. EDG will make the information available to the City when requested.
- VII. It is agreed by both parties that this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

VIII. It is further agreed by both parties that the Parks and Recreation Committee shall receive an annual report on the activities of the Disc Golf Course.

IX. It is further agreed that, should any provision of this Agreement be found, held, or deemed to be unenforceable, voidable, as contrary to law or public policy under the laws of Maryland, or the federal government, the parties intend that the remaining provisions of this Agreement shall nevertheless continue in full force and be binding upon the parties, its assigns, and successors.

**IN WITNESS WHEREOF**, the parties hereto have set their hands as of the day and year first above written.

**City of Salisbury, Maryland**  
125 N. Division Street  
Salisbury, MD 21801

**Eastbound Disc Golf, Inc.**  
49 Deep Channel Dr.  
Berlin, MD 21811

BY: \_\_\_\_\_  
Mayor, City of Salisbury

By: \_\_\_\_\_  
President

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_



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**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND DEPARTMENT OF TRANSPORTATION TRANSPORTATION ALTERNATIVES PROGRAM FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$597,024, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE CITYWIDE BIKE NETWORK DESIGN PROJECT.**

**WHEREAS**, the Maryland Department of Transportation (“MDOT”) administers a Transportation Alternatives (“TA”) grant program; and

**WHEREAS**, the City of Salisbury (“City”) Department of Infrastructure and Development has been awarded a TA Program grant in the amount of \$597,024 from MDOT–SHA for the purpose of designing a citywide bike network; and

**WHEREAS**, this project will enhance bicycle safety and improve transportation alternatives for the population of the City; and

**WHEREAS,** all funds shall be used for the purpose of designing a citywide bike network; and

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

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

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:**

**Section 1.** Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Maryland Department of Transportation (“MDOT”) Transportation Alternatives program, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$597,024.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** as follows:

**Section 2.** The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:

- (a) Increase MDOT Revenue Account No. 10500-425805-XXXXXX by \$597,024.
- (b) Increase Engineering Expense Account No. 10500-513020-XXXXXX by \$597,024.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** as follows:

**Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

**Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

**Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.

**Section 6.** 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 Mayor and Council of the City of Salisbury held on the 22<sup>nd</sup> day of November, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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**Jacob R. Day, Mayor**

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**ORDINANCE NO. 2696**

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE UNITED STATES CONFERENCE OF MAYORS FOR THE PURPOSE OF ACCEPTING POLICE REFORM AND RACIAL JUSTICE GRANT PROGRAM FUNDS IN THE AMOUNT OF 75,000, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS SO THAT THEY MAY BE APPLIED TO THE SALISBURY POLICE MENTAL HEALTH COLLABORATIVE PARTNERSHIP.**

**WHEREAS**, the Salisbury Police Department has been awarded a grant in the amount of \$75,000 from the United States Conference of Mayors and Target Corporation, to be applied to salary support of a collaboration between mental health professionals and the Salisbury Police Department; and

**WHEREAS**, mental health professionals from within the community and the Salisbury Police Department will train together to develop best practices for a co-responder model with regard to service calls involving persons appearing to be mentally ill, substance abusers, and/or homeless; and

**WHEREAS**, the goal of training and developing a co-responder model is for the mental health professionals and the Salisbury Police Department to better understand each other's role while providing the best assistance to the public at large; and

**WHEREAS**, the above described collaboration and development of a co-responder model will lessen the possibility for negative police encounters as well as lessen the possibility of injuries to members of the public, law enforcement, mental health professionals and other responders; and

**WHEREAS**, the Salisbury Police Department shall utilize all grant funds for salary support for both mental health professionals and the Salisbury Police Department; and

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

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

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the United States Conference of Mayors, on behalf of the City of Salisbury, for the City's acceptance of grant funds in the amount of \$75,000.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 2.** The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:

**(a)** Increase U.S. Conference of Mayors Revenue Account  
No. 10500-XXXXXX-XXXXX by \$75,000.

**(b)** Increase Operating Expense Account No. 10500-546006-XXXXX by \$75,000.

52           **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
53 **SALISBURY, MARYLAND**, as follows:

54           **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each  
55 provision of this Ordinance shall be deemed independent of all other provisions herein.

56           **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
57 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,  
58 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
59 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
60 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

61           **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance  
62 as if such recitals were specifically set forth at length in this Section 5.

63           **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
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65           **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
66 Salisbury held on the 22<sup>nd</sup> day of November, 2021 and thereafter, a statement of the substance of the  
67 Ordinance having been published as required by law, in the meantime, was finally passed by the Council  
68 of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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70 **ATTEST:**  
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74 \_\_\_\_\_  
75 **Kimberly R. Nichols, City Clerk**  
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\_\_\_\_\_ **John R. Heath, City Council President**

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78 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.  
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83 **Jacob R. Day, Mayor**  
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**ORDINANCE NO. 2697**

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE SOMERSET COUNTY HEALTH DEPARTMENT FOR THE PURPOSE OF ACCEPTING EMERGENCY SOLUTIONS GRANTS – CARES ACT (ESG-CV2) FUNDS IN THE AMOUNT OF \$117,600, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR A HOMELESS SERVICES CASE SPECIALIST, RAPID RE-HOUSING RENTAL ASSISTANCE, PORTABLE TOILETS AND HAND WASHING STATIONS.**

**WHEREAS**, the Somerset County Health Department has been charged with the administration of grant funds received by the Maryland Department of Housing and Community Development (“DHCD”) Emergency Solution Grants (“ESG-CV 2”), a program under the Coronavirus Aid, Relief and Economic Security Act of 2020 (the “CARES Act”) to prevent, prepare for and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance, and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus; and

**WHEREAS**, the City of Salisbury submitted a grant application to the Somerset County Health Department for funding to hire an additional Homeless Services Case Specialist, provide additional Rapid Re-Housing rental assistance to homeless clients, and provide funding for two (2) portable toilets and two (2) hand washing stations for one (1) year; and

**WHEREAS**, the Somerset County Health Department has awarded the City ESG-CV2 grant funds in the amount of \$117,600; and

**WHEREAS**, the City of Salisbury must enter into a grant agreement with the Somerset County Health Department defining how these funds must be expended; and

**WHEREAS**, all funds shall be used to hire a new Homeless Services Case Specialist, provide additional Rapid Re-Housing rental assistance, and provide funding for two (2) portable toilets and two (2) hand washing stations for one year; and

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

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

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Somerset County Health Department, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$117,600.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 2.** The City of Salisbury’s Grant Fund Budget be and hereby is amended as follows:

(a) Increase DHCD / ESG-CV2 Revenue Account No. 10530–423603–XXXXX by \$117,600.

(b) Increase City Grant Match Revenue Account No. 10530–499000–XXXXX by \$6,298.

- (c) Increase Salaries–Non-Clerical Expense Account No. 10530–501002–XXXXX by \$36,792.
- (d) Increase FICA Expense Account No. 10530–502010–XXXXX by \$2,815.
- (e) Increase Health Insurance Expense Account No. 10530–502020–XXXXX by \$14,944.
- (f) Increase Life Insurance Expense Account No. 10530–502030–XXXXX by \$26.
- (g) Increase Retirement Expense Account No. 10530–502041–XXXXX by \$3,889.
- (h) Increase Worker’s Comp Expense Account No. 10530–502070–XXXXX by \$1,832.
- (i) Increase Operating Expense Account No. 10530–546006–XXXXX by \$3,600.
- (j) Increase Rapid Re-Housing – Rental Assistance Expense Account No. 10530–534505–XXXXX by \$60,000.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** as follows:

**Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

**Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

**Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.

**Section 6.** 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 Mayor and Council of the City of Salisbury held on the 22<sup>nd</sup> day of November, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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



No. 96216-513026-55519 by \$100,500.00.

(c) Increase WWTP Electrical System Upgrade Design Account  
No. XXXXX-513020-XXXXX by \$180,000.00.

(d) Increase WWTP Electrical System Upgrade Construction Account  
No. XXXXX-513026-XXXXX by \$159,466.00.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF  
SALISBURY, MARYLAND,** as follows:

**Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

**Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

**Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.

**Section 6.** 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 Mayor and Council of the City of Salisbury held on the 22<sup>nd</sup> day of November, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ATTEST:**

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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





**To:** All Council Members  
**From:** Nathaniel Sansom, Special Assistant to the Mayor  
**Subject:** Salisbury Neighborhood Housing Services – Tax Credit  
**Date:** December 8, 2021

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The Administration's request for an Ordinance establishing a Salisbury Neighborhood Housing Services tax credit is outlined below.

**Current Situation & Request**

In an effort to bolster the supply of affordable housing in the City, Mayor Day announced his *Here is Home* comprehensive housing initiative on September 29<sup>th</sup>. Shortly thereafter, the Administration introduced an ordinance to create a real property tax credit for Habitat of Humanity. The Administration would now like to propose a similar tax credit program benefiting Salisbury Neighborhood Housing Services, Inc (SNHS). The text of this ordinance is similar to that of Ordinance 2689, which brought about the Habitat tax credit. The only notable difference is the enabling legislation by which we are able to extend this benefit to SNHS.

**Background**

SNHS has stated that, at most, they would have three projects underway at the same time and that they may own the properties for up to two years before the property is ready for sale. In the ordinance, we kept the five-year window to align with the credit provided to Habitat. The properties only are eligible for the tax credit as long as they are being rehabilitated. After they are transferred to a private owner, they are reinstated on the City tax rolls at the beginning of the next fiscal year.

**Fiscal Note**

Based upon estimations provided by SNHS, the properties they purchase are generally valued at \$60,000-\$70,000 at the time of purchase and have a market value between \$175,000 - \$190,000 after they are rehabilitated. Based on the current City property tax rate of \$0.98 per \$100 of assessed value, if SNHS were to have three properties each with an assessed value of \$65,000, the total annual tax burden would be roughly \$1,911 (\$637 per property). Once rehabilitated, if we assume an average market value of \$182,500, the total tax annual revenue these properties would generate would be equal to \$5,365.50 (\$1,788.50 per property).

Stated simply, it is evident that by forgoing tax revenue for a short period of time to allow for rehabilitation, the City stands to gain in the future from increased tax revenues while simultaneously supporting a local non-profit specializing in the rehabilitation of houses to support City residents.



## MEMORANDUM

### **Legal Authority**

Tax-Property Article § 9-324, of the Annotated Code of Maryland enables municipal corporations in Wicomico County to provide a property tax credit for residential development projects that construct or substantially rehabilitate structures that “substantially increase the assessed value of the property”<sup>1</sup>.

### **Recommendation**

The Administration requests that the Council adopt the attached ordinance to amend Title Three of the City Code of Ordinances to create this tax credit for Salisbury Neighborhood Housing Services, Inc.

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<sup>1</sup> [https://mgaleg.maryland.gov/2021RS/chapters\\_noln/Ch\\_716\\_sb0794T.pdf](https://mgaleg.maryland.gov/2021RS/chapters_noln/Ch_716_sb0794T.pdf)

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**ORDINANCE NO. 2700**

**AN ORDINANCE OF THE CITY OF SALISBURY TO GRANT A PROPERTY TAX CREDIT AGAINST THE CITY PROPERTY TAX IMPOSED ON CERTAIN REAL PROPERTY OWNED BY SALISBURY NEIGHBORHOOD HOUSING SERVICES, INC.**

**WHEREAS**, Salisbury Neighborhood Housing Services, Inc. (“SNHS”) is a local nonprofit housing organization with the stated goal of increasing home ownership, reducing neighborhood blight, and fostering sustainable change; and

**WHEREAS**, in furtherance of its goal, SNHS regularly acquires residential properties within the corporate limits of the City of Salisbury (the “City”), on which it performs rehabilitation, significantly increasing the value of such properties, and ultimately transferring such properties to families in need; and

**WHEREAS**, the City seeks to incentivize and encourage the ongoing rehabilitation by SNHS of residential housing within City limits; and

**WHEREAS**, granting SNHS a tax credit against the City property tax imposed on eligible properties (the “SNHS Tax Credit”) will encourage SNHS to acquire properties within City limits, which will further result in positive economic and social effects, including, but not limited to, combatting blight and increasing the inventory of residential housing in the City; and

**WHEREAS**, the City through the Finance Department shall process applications connected to the SNHS Tax Credit to ensure eligibility of a particular property for the tax credit; and

**WHEREAS**, the Mayor joins with the City Council in recommending the implementation of the SNHS Tax Credit; and

**WHEREAS**, the City’s establishment of the SNHS Tax Credit hereunder is authorized by Section 9-324 of the Property-Tax Article of the Annotated Code of Maryland.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** Title 3 of the Salisbury City Code, entitled “REVENUE AND FINANCE”, be and hereby is amended by adding a new Chapter 3.21, titled “Salisbury Neighborhood Housing Services Tax Credit”, as follows:

**Chapter 3.21 Salisbury Neighborhood Housing Services Tax Credit**

**3.21.010 – Salisbury Neighborhood Housing Services tax credit**

- A. In accordance with the provisions of the Tax-Property Article § 9-324 of the Annotated Code of Maryland, there is hereby established a City property tax credit of 100% for real property, provided that:**
- 1. The property is owned by Salisbury Neighborhood Housing Services, Inc. with the intention of relinquishing ownership within five (5) years from the date of acquisition;**
  - 2. The property is used exclusively for the purposes of development, rehabilitation, and transfer to a private owner; and**

- 52 3. The property is not occupied by administrative or warehouse buildings owned  
53 by Salisbury Neighborhood Housing Services, Inc.  
54 B. Salisbury Neighborhood Housing Services, Inc. shall submit an annual report each year  
55 to the Mayor and City Council of the City of Salisbury documenting:  
56 1. All real property holdings of Salisbury Neighborhood Housing Services, Inc. in  
57 the City of Salisbury;  
58 2. All transactions involving the real property holdings referenced in the above  
59 subparagraph (B(1); and  
60 3. The annual report shall be delivered to the City of Salisbury on or before July  
61 15 and shall include all holdings as of the preceding June 30 and shall include  
62 the date of acquisition of each parcel of real property for which a credit is  
63 applicable on the preceding June 30.  
64 C. The tax credit for each property shall continue until such time as the property is  
65 transferred from Salisbury Neighborhood Housing Services, Inc. to a private owner, but  
66 in no event for more than five (5) years. When the tax credit ceases, the property and its  
67 assessment shall be reinstated on the City of Salisbury real property tax roll at the  
68 beginning of the next fiscal year.  
69 D. The allowance of the tax credit shall be administered by the City of Salisbury Finance  
70 Department.  
71 1. In order to obtain the tax credit, Salisbury Neighborhood Housing Services, Inc.  
72 shall submit such documentation as the City of Salisbury Finance Department  
73 requires to determine the eligibility of a parcel of real property. The required  
74 documentation shall be provided upon acquisition of a property and shall  
75 include, but not be limited to, a copy of the property settlement agreement.  
76 2. If the Finance Department makes a finding of the ineligibility of a parcel for the  
77 tax credit, the Finance Department may disallow or revoke a tax credit, effective  
78 as of the date of ineligibility.  
79 3. The tax credit shall be allowed on and after October 1, 2021, and shall be pro-  
80 rated as of the date of acquisition by SNHS.  
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82 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
83 **SALISBURY, MARYLAND, as follows:**

84 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this  
85 Ordinance shall be deemed independent of all other provisions herein.

86 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section,  
87 paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or  
88 otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to  
89 the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this  
90 Ordinance shall remain and shall be deemed valid and enforceable.

91 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such  
92 recitals were specifically set forth at length in this Section 4.

93 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.  
94

95 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
96 Salisbury held on the \_\_\_\_ day of \_\_\_\_\_, 2021 and thereafter, a statement of the substance of  
97 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council  
98 of the City of Salisbury on the \_\_\_\_ day of \_\_\_\_\_, 2021.  
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**ATTEST:**

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**Kimberly R. Nichols, City Clerk**

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**John R. Heath, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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



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

To: City Council

From: Julia Glanz, City Administrator

Subject: Ordinance to Amend the FY22 General Fund and Water and Sewer Fund Budget

Date: December 3, 2021

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The City has realized a large surplus from previous years' budgets. In order to reduce the burden on the FY23 budget and to address immediate needs, the attached ordinance is for your consideration. Many of these projects have been included in previous Capital Improvement Plans or budget requests.

Included in the ordinance is the funding for the Tiny Home community, a major component of the Here is Home legislative package. Additional requests include resources for the Police Trust Rebuilding Plan announced in 2020, playground equipment for neighborhood parks, additional support for arts and culture, support for the Carroll Street redevelopment plan, and a critical need for additional water meters. A full listing of the projects is included in the budget ordinance.

The City Team looks forward to getting all of these projects underway immediately. Please let me know if you have any questions.

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**ORDINANCE NO. 2701**

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE  
MAYOR TO APPROPRIATE FUNDS IN THE FY2022 GENERAL FUND  
BUDGET, GENERAL CAPITAL PROJECTS FUND BUDGET AND THE  
FY22 WATER SEWER FUND BUDGET.**

**WHEREAS**, the City of Salisbury recently determined there is a return of over 3 million into surplus FY 2020; and

**WHEREAS**, during the course of the past few months, the City Administration has been assessing urgent needs and opportunities that should be funded; and

**WHEREAS**, the appropriations below, as provided hereinabove, must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** The City of Salisbury's FY22 General Fund Budget be and hereby is amended as follows:

<b>Increase Decrease</b>	<b>Account Type</b>	<b>Account No</b>	<b>Account Description</b>	<b>Amount</b>	<b>Dept</b>
Increase	Revenue	01000-469810	Current Year Surplus	1,945,000	
Increase	Expense	21021-577030	Equipment	30,000	Police
Increase	Expense	25200-577025	Vehicles	30,000	Housing First
Increase	Expense	11600-555513	Events	30,000	River & ABCD Events
Increase	Expense	21021-577025	Vehicles	80,000	Police CRU Vehicles
Increase	Expense	91001-599105	Trf Special Revenue NFF	100,000	NFF
Increase	Expense	91001-599109	Trf General Capital Projects	1,675,000	General Cap Projects

**Section 2.** The City of Salisbury's General Capital Project Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Account No	Project No	Account Description	Amount	Project
Increase	Revenue	98022-469313	Various	Trf In - General Fund	1,675,000	Various Projects Below
Increase	Expense	98122-577026	TBD	Construction	25,000	Police Officers Gym
Increase	Expense	98122-577026	TBD	Construction	10,000	Police Shooting Range
Increase	Expense	98122-577026	TBD	Construction	500,000	Tiny Homes for Homeless
Increase	Expense	98122-577010	TBD	Land	180,000	City Yard Land Acquisition
Increase	Expense	98122-577026	TBD	Construction	600,000	Carroll Street Bikeway
Increase	Expense	98122-577026	TBD	Construction	30,000	Wayfinding
Increase	Expense	98122-577026	TBD	Construction	25,000	Historic Markers
Increase	Expense	98122-577026	TBD	Construction	70,000	Sign inventory
Increase	Expense	98122-577026	TBD	Construction	65,000	GIS/Paving
Increase	Expense	98122-577026	TBD	Construction	70,000	Community Centers
Increase	Expense	98122-577026	TBD	Construction	30,000	Murals
Increase	Expense	98122-577026	TBD	Construction	30,000	Riverfront Games Park
Increase	Expense	98122-577030	TBD	Equipment	7,500	Doverdale playground equip.
Increase	Expense	98122-577030	TBD	Equipment	5,000	Doverdale playground equip.
Increase	Expense	98122-577030	TBD	Equipment	5,000	Woodcock playground equip.
Increase	Expense	98122-577030	TBD	Equipment	7,500	Lake Street playground equip.
Increase	Expense	98122-577026	TBD	Construction	15,000	Waterside Basketball Painting

**Section 3.** The City of Salisbury's FY2022 Water Sewer Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Account No		Account Description	Amount	Purpose
Increase	Revenue	60100-469810		Current Year Surplus	200,000	Water Meters
Increase	Expense	82076-546012		Equipment & Maintenance	200,000	

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** as follows:

**Section 4.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

**Section 5.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

**Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.

**Section 7.** This Ordinance shall take effect from and after the date of its final passage.



47       **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
48 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and thereafter, a statement of the substance  
49 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
50 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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52 **ATTEST:**

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56 \_\_\_\_\_  
57 **Kimberly R. Nichols, City Clerk**

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

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60 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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64 \_\_\_\_\_  
65 **Jacob R. Day, Mayor**  
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City of  
**Salisbury**  
Jacob R. Day, Mayor

November 12, 2021

TO: Julia Glanz  
FROM: Colonel David Meienschein  
SUBJECT: Ordinance – PRAR Grant

Attached, please find an ordinance to authorize the Salisbury Police Department to accept funds from the Office of Crime Prevention, youth, and victim services in the amount of \$20,000 for the under the FY22 Police Recruitment and Retention grant. (PRAR) The purposes of these grant funds are to help with police retention and Recruitment at the Salisbury Police Department.

Unless you or the Mayor has further questions, please forward this Resolution to the City Council.

David Meienschein  
Assistant Chief of Police

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**ORDINANCE NO. 2702**

**AN ORDINANCE OF THE CITY OF SALISBURY ACCEPTING GRANT FUNDS FROM THE GOVERNOR'S OFFICE OF CRIME PREVENTION, YOUTH, AND VICTIM SERVICES IN THE AMOUNT OF \$20,000 UNDER THE FY22 POLICE RECRUITMENT AND RETENTION PROGRAM (PRAR) AND AMENDING THE GRANT FUND BUDGET TO APPROPRIATE THESE GRANT FUNDS TO SUPPLEMENT THE COST OF GYM MEMBERSHIPS FOR SALISBURY POLICE OFFICERS.**

**WHEREAS**, the Salisbury Police Department has been awarded a grant in the amount of \$20,000 from the Governor's Office of Crime Prevention, Youth, and Victim Services under the FY22 Police Recruitment and Retention (PRAR) program to assist in the recruitment and retention of police officers for the City of Salisbury, Maryland (hereafter referred to as the "Grant Funds"); and

**WHEREAS**, the Grant Funds are specifically provided to supplement the cost of gym memberships for Salisbury police officers; and

**WHEREAS**, the Grant Funds shall supplement the cost of a one-year membership to a local gym for police officers holding the rank of Captain and below; and

**WHEREAS**, this incentive shall include current police officers as well as new recruits hired in FY22, for a maximum of 94 police officers; and

**WHEREAS**, police officers shall be required to sign a contract of commitment to remain with the City of Salisbury Police Department for at least one year after receiving the Grant Funds; and

**WHEREAS**, the Grant Funds shall be divided equally among the police officers taking advantage of this incentive; and

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

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

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Governor's Office of Crime Prevention, Youth, and Victim Services under the FY22 Police Recruitment and Retention (PRAR) program, on behalf of the City of Salisbury, for the City's acceptance of grant funds in the amount of \$20,000.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 2.** The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:

**(a)** Increase GOCCP Revenue Account No. 10500-425805-XXXXX by \$20,000.

**(b)** Increase SPD Operating Expense Account No. 10500-546006-XXXXX by \$20,000.

52           **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
53 **SALISBURY, MARYLAND**, as follows:

54           **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each  
55 provision of this Ordinance shall be deemed independent of all other provisions herein.

56           **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
57 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,  
58 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
59 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
60 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

61           **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance  
62 as if such recitals were specifically set forth at length in this Section 5.

63           **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
64

65           **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
66 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and thereafter, a statement of the substance  
67 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
68 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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70 **ATTEST:**  
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74 \_\_\_\_\_  
75 **Kimberly R. Nichols, City Clerk**  
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\_\_\_\_\_ **John R. Heath, City Council President**

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78 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.  
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83 \_\_\_\_\_  
84 **Jacob R. Day, Mayor**