



CITY OF SALISBURY CITY COUNCIL AGENDA

AUGUST 8, 2022

6:00 p.m.

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

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 Greg Carlson, Park Seventh-day Adventist Church
- 6:04 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:05 p.m. CONSENT AGENDA- City Clerk Kimberly Nichols
- **July 18, 2022** Work Session Minutes
 - **July 25, 2022** Council Meeting Minutes
- 6:08 p.m. AWARD OF BIDS- Procurement Director Jennifer Miller
- Award of Bids**
- | | |
|--|----------------|
| • ITB 23-102 Paleo Well #3 Construction Completion | \$2,253,784.95 |
| • ITB 23-106 SFD Portable Radios | \$ 103,753.65 |
| • RFP A-23-102 Automated Traffic Enforcement | N/A |
- Declaration of Surplus**
- Department of Field Operations – Misc. Vehicles & Equipment
- 6:15 p.m. **PUBLIC HEARING**- City Administrator Julia Glanz
- **Resolution No. 3180**- authorizing an application to the Maryland Department of Commerce to renew and expand the boundaries of the existing Salisbury- Wicomico Enterprise Zone
- 6:25 p.m. ORDINANCES- City Attorney Ashley Bosche
- **Ordinance No. 2732- 2nd reading**- to authorize the Mayor to enter into a contract with the Department of Housing and Community Development for the purpose of accepting grant funds in the amount of \$27,000, and to approve a budget amendment to the grant fund to appropriate these funds to be used for eligible expenses associated with the 2022 National Folk Festival
 - **Ordinance No. 2733- 2nd reading**- approving a budget amendment of the FY2023 General Fund Budget and authorizing the Mayor to amend the authorized positions included in the FY23 General Fund Budget

- 6:35 p.m. PUBLIC COMMENTS
- 6:40 p.m. ADMINISTRATION and COUNCIL COMMENTS
- 6:45 p.m. ADJOURNMENT

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

NEXT COUNCIL MEETING – August 22, 2022

Join Zoom Meeting
<https://us02web.zoom.us/j/88186172560>
Meeting ID: 881 8617 2560
Phone: 1.301.715.8592

CITY OF SALISBURY
WORK SESSION
JULY 18, 2022

Public Officials Present

Council President John “Jack” R. Heath (Zoom)	Mayor Jacob R. Day
Council Vice-President Muir Boda	Councilwoman Angela M. Blake
Councilwoman Michele Gregory	Councilwoman April Jackson (Zoom)

In Attendance

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, Deputy Fire Chief Darrin Scott, EMT Ryan Jones, Human Resources Director Meg Caton, Business Development Director Laura Soper, Sergeant Brandon Caton, Assistant City Clerk Julie English, Attorney Ashley Bosche, and members of the public.

On July 18, 2022 the Salisbury City Council convened at 4:30 p.m. in a hybrid Work Session in Council Chambers of the Government Office Building and on Zoom Conferencing Video.

Ordinance to accept DHCD funds for the 2022 National Folk Festival

Business Development Director Laura Soper presented the ordinance to accept DHCD funds in the amount of \$27,000 to support the 2022 National Folk Festival in Maryland. She explained that the funds would be put toward things such as coordinators, office expenses, and marketing expenses.

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

Charter Amendment to provide for Collective Bargaining

City Administrator Julia Glanz began by introducing Human Resources Director Meg Caton, Sergeant Brandon Caton, and EMT Ryan Jones. Ms. Glanz explained that she would be presenting legislation allowing employees to have collective bargaining. At the request of Ms. Glanz, Ms. Bosche reviewed the roadmap that was presented to Council, which explained the process for obtaining collective bargaining.

Mr. Jones, the local IFF President, spoke to the benefits collective bargaining would provide for the fire fighters. He believed it would be a step in the right direction. He then requested the support of the Council in this matter.

Sergeant Caton, Vice President of the Wicomico Lodge 111 FOP, first thanked the firemen for bringing collective bargaining forward. He believed collective bargaining would keep the Salisbury Police Department competitive as well as aiding in keeping everyone in the City safe.

Before taking Council comments, Mr. Boda reminded everyone that this was the first step in a multi-step process.

Ms. Gregory was in support of collective bargaining and was pleased to secure things for the future.

Ms. Blake requested clarification from Ms. Bosche as to whether or not the Labor Code referenced in the packet already existed or would need to be created. Ms. Bosche responded that the Labor Code did not exist and would be a new section added to the charter.

Ms. Jackson concurred with Ms. Gregory and Ms. Blake. She believed this was needed and she appreciated the workers in the city.

Mr. Heath asked to hear from Ms. Caton on the subject. She believed collective bargaining would assist with hiring and retention within the city. In addition, she felt there were things that would need to be focused in on so the right thing would be done for all parties involved.

Mr. Boda received clarification from Ms. Caton that this legislation would allow for other departments in the city to join as well. He was supportive of collective bargaining and reflected on positive changes the Council had approved in the past.

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

Administration and Council Comments

Mayor Day thanked Council for moving collective bargaining through to legislative session. He acknowledged the long road ahead and the work it would require. He also mentioned the effects collective bargaining will have on employee retention in the fire department.

Ms. Gregory encouraged everyone to vote regardless of how they would vote.

Ms. Blake reminded the public about the upcoming National Night Out, which would be held on Tuesday, August 2nd from 5-8pm at the Salisbury City Park. She also mentioned the need for more volunteers for the National Folk Festival on August 26-28th. Ms. Blake shared that she used the Citizen Reporter for the first time and encouraged citizens to use it to report any issues in the city. Lastly, she noted that she was finally healthy enough to donate blood herself and encouraged others to do the same.

Ms. Jackson asked everyone to be safe and blessed.

Mr. Heath also encouraged everyone to donate blood. In addition, he asked that everyone get out and vote. He added that not everyone had that opportunity and it counts.

Mr. Boda concurred with previous remarks and encouraged everyone to visit Two Scoops in Downtown Salisbury for a milkshake after they vote.

Adjournment of Work Session

With no further business to discuss, Vice President Boda adjourned the Work Session at 4:49 p.m.

City Clerk

Council President

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JULY 25, 2022

PUBLIC OFFICIALS PRESENT

Council President John “Jack” R. Heath (via Zoom) Council Vice-President Muir Boda
Councilwoman Angela M. Blake Councilwoman Michele Gregory
Councilwoman April Jackson

PUBLIC OFFICIALS ABSENT

Mayor Jacob R. Day

IN ATTENDANCE

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, City Attorney Ashley Bosche, City Clerk Kimberly Nichols, and members of the public

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. via Zoom and in person and Council Vice-President Muir Boda called the meeting to order. After the recital of the pledge to the flag, Bishop J. Anthony Dickerson of the Greater Mt. Olive Full Gospel Baptist Church provided the invocation.

ADOPTION OF LEGISLATIVE AGENDA

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (5-0) to approve the legislative agenda as presented.

CONSENT AGENDA- presented by City Clerk Kimberly Nichols

The consent agenda, consisting of the following items, was unanimously approved (5-0 vote) on a motion and seconded by Ms. Jackson and Mr. Heath, respectively:

- **July 5, 2022** Closed Session Minutes (separate email)
- **July 11, 2022** Council Meeting Minutes
- **Resolution No. 3180-** approving the reappointment of John A. Foley III to the Bicycle & Pedestrian Advisory Committee (BPAC) for the term ending July 2025

Vice-President Boda thanked Mr. Foley for his continued service to the BPAC Committee.

ORDINANCE- City Attorney Ashley Bosche

- **Ordinance No. 2732- 1st reading-** to authorize the Mayor to enter into a contract with the Department of Housing and Community Development for the purpose of accepting grant funds

in the amount of \$27,000, and to approve a budget amendment to the grant fund to appropriate these funds to be used for eligible expenses associated with the 2022 National Folk Festival

Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve Ordinance No. 2732 for first reading.

PUBLIC COMMENTS

There were no requests for public comments.

ADMINISTRATION AND COUNCIL COMMENTS

Ms. Glanz announced the City's Neighborhood Walk would be from 5pm – 7pm. in the Lake Street Neighborhood. The City's first River Fest would be on Saturday and will include events such as stand up paddleboard races, kayak races, and have many vendors attend. The ribbon cutting would be held for the new River Walk Games Park which has the first public bocce court on the Eastern Shore. National Night Out would be held in the City Park from 5 p.m. - 8 p.m. on August 2nd.

Ms. Blake reminded everyone to volunteer for the National Folk Festival coming up on August 26 – 28. If healthy enough, please donate blood as the area continued to be very low in blood supply. The Blood Bank could be reached at 1-888-825-6638 or the website at www.delmarvablood.org.

Ms. Jackson encouraged everyone who was not vaccinated or boosted for COVID to do so. There would be the Unity Day community event on August 6th at the VFW # 10159 and the Day in the Park on August 13th.

Ms. Gregory asked for volunteers for the National Folk Festival. She enjoyed the Bucket Brigade.

President Heath said he would home in two weeks and it was good to see everyone on Zoom. He asked those healthy enough to please give blood and also asked to remember the people in the Ukraine, as they were still battling for their freedom. He thanked those who voted in the Primary. Lastly, Mr. Heath encouraged the public to volunteer at the National Folk Festival

Vice-President Boda echoed the request to volunteer for the National Folk Festival. He asked everyone to check on their neighbors and family since it was very hot. The Civic Center was the local Cool Station. The Wicomico County Fair would be August 17 through August 21st.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 6:17 p.m.

City Clerk

Council President



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Department of Procurement

August 8, 2022

Award of Bid(s)

- | | |
|---|----------------|
| 1. ITB 23-102 Paleo Well #3 Construction Completion | \$2,253,784.95 |
| 2. ITB 23-106 SFD Portable Radios | \$ 103,753.65 |
| 3. RFP A-23-102 Automated Traffic Enforcement | N/A |

Declaration of Surplus

1. Department of Field Operations – Misc. Vehicles & Equipment



City of Salisbury

Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: August 8, 2022
Subject: Award of Bids and Declaration of Surplus

The Department of Procurement seeks approval from City Council to award the following procurements:

ITB 23-102 Paleo Well #3 Construction Completion

- Department: Infrastructure and Development
- Scope of Work: Complete the construction of a new production well and raw water main for connection to the existing raw water main for Well No. 1 located along Naylor Mill Road
- Bid date: 05/27/22
- Bid opening: 07/20/22
- Total bids received: 2
- Lowest responsive & responsible bidder: Harper & Sons, Inc. (Easton, MD)
- Cost: \$2,253,784.95
- GL Account(s):
 - 97010-513026-49040 Paleo Well 3 Construction \$1,849,757.62
 - 82708-513026-49040 Paleo Well 3 Construction \$ 404,027.33

For ITB 23-102, the City followed required bidding practices by publicly posting this solicitation on the City of Salisbury's Procurement Portal and the State of Maryland's procurement website, eMaryland Marketplace Advantage.

ITB 23-106 Portable Radios

- Department: Salisbury Fire Department
- Specifications: Motorola APX6000 700/800 Model 2.5 Portable Radios (qty 108)
- Vendor: Motorola Solutions
- Cost: \$103,753.65
- GL Account(s):
 - 24035-577030 Equipment - \$103,532
 - 24035-546006 Operating - \$221.65
- Notes:
 - Municipal Code 2.32.050.C.5, "Noncompetitive Negotiation – Sole Source Procurement"
 - Sole Source Justification and vendor letter, attached
 - State of Maryland DoIT contract pricing



City of Salisbury

Jacob R. Day, Mayor

RFP A-23-102 Automated Traffic Enforcement, Collection and Violation Processing

- Department: Salisbury Police Department
- Scope of Work: Provide equipment, violation processing and collection services for a red-light camera program, including potential future contracting options for license plate reader and “speed on green” cameras
- Vendor: Conduent State and Local Solutions, Inc.
- Term: Original term of 5 years plus five (5) additional 1 year extensions
- Cost(s) are fixed for original term of 5 years, with first renewal year to include a price adjustment that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the South:
 - Red-light camera: \$26.50 per paid violation
 - License plate reader camera: \$280 per camera, per month
 - “Speed on Green” camera: \$750 per camera, per month
- Notes:
 - Utilizing Montgomery County Contract RFP 1081683
 - City of Salisbury Charter, Section SC 16-3 (9) General Policy of Competitive Bidding, Exceptions – “Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract.”

The Department of Procurement seeks approval from City Council to declare the following items as surplus and to dispose of the items as indicated:

Department of Field Operations


- Item(s):
 - 2000 Ford E-250 Van
 - 1996 Sutorbilt Vacuum Trailer
 - 1995 Vermeer Chipper
 - 1980 Kubota Tractor
 - 1995 OBD Leaf Machine
 - 2008 Ford F-250 Truck
 - John Deere Gator
- Method of disposal: Online auction

Additional details regarding the condition of each item can be found in the departmental memo.



City of Salisbury

Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Richard D. Baldwin, Director of Infrastructure & Development 
Date: August 2, 2022
Re: Contract ITB 23-102 – Award of Bids Paleo Well Number 3 Construction

The Department of Infrastructure and Development recently worked with the Procurement Department to advertise a bid Construction Completion of Paleo Well Number 3. The construction involves installation of Well pump, an access road, well house construction, piping, valves and instrumentation within the well house, raw water main and interconnections, electrical and mechanical installations for the well house and pump to include a backup generator, SCADA, and electrical service to the building. The Bid also includes contingent items for excavation, gravel bedding, fill, concrete, proctor and density testing, chain link fencing, and miscellaneous ductile iron fittings.

Bids were opened on Wednesday, July 20, 2022 at 2:30 PM for Contract ITB 23-102. Two bids were received, Harper & Sons, Inc., \$2,253,784.95 and Johnson Construction Company, \$2,662,505.95 for base bids and contingencies. Harper & Sons, Inc. was determined to be the lowest responsive and responsible bidder with a total bid of \$2,253,784.95. The bid was reviewed in found to be consistent with the project estimate.

The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Staff called and emailed references for Harper & Sons, Inc and each was complementary of the work performed and would hire the contractor again. The Department of Infrastructure and Development recommends awarding the contract to Harper & Sons, Inc. for \$2,253,784.95 for the work specified in the Invitation to Bid ITB 23-102. Funds are available in account numbers:

97010-513026-49040
82078-513026-49040

Richard D. Baldwin
Director of Infrastructure & Development



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: Chris O'Barsky, Deputy Fire Chief
Subject: Award of Bid – Portable Radios
Date: July 26, 2022

During the FY23 Capital Improvement Plan and Budget process, the Fire Department submitted a request to replace our existing one hundred and eight (108) APX6000 700/800 Model 2.5 portable radios. Due to rising costs, the Fire Department was granted permission to purchase fifteen (15) portable radios in FY23. This request was made because the Fire Department's current portable radios are reaching their end of serviceable life. These new portable radios will be in accordance with the National Fire Protection Association (NFPA) 1802 *Standard on- Two Way, Portable RF Voice Communications Devices for Use by Emergency Services Personnel in the Hazard Zone*.

A bid proposal was submitted by Motorola Solutions, who is an authorized distributor of the APX 6000 Series portable radios servicing Wicomico County, and surrounding areas. Pursuant to a thorough review and pricing verification from the City Procurement Department and the Salisbury Fire Department, please allow this memorandum to serve as the formal Department recommendation to award the bid to Motorola Solutions in the amount of \$103,753.65.00 to purchase fifteen (15) APX6000 700/800 Model 2.5 portable radios and associated equipment for the Department.

Funding for this project can be found following accounts
24035-577030 – *Equipment* (\$103,532.00)
24035-546006- *Operating* (\$221.65)

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



SOLE SOURCE: The product or service is unique, meaning that only one vendor, to the best of the requestor's knowledge and belief, is capable of furnishing the product or service. A sole source justification is required for every purchase over the direct buy limit of \$2,000.00, and must be approved by the Director of Procurement prior to an order being placed. A thorough definition of sole source purchases is on the back of this form.

POLICY PURPOSE: It is the policy of the City of Salisbury to consistently purchase goods and services using full and open competition. The citizens of the City of Salisbury are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes the Department of Procurement can help to avoid delays and to facilitate effective market research. However, there may be instances when other than full and open competition may be justified. When a using agency determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for that course of action must be submitted to the Director of Procurement for approval in order to waive the competitive bid/proposal process.

Please provide the following information to document the sole source request. Attach additional pages as necessary.

Explain why the product or service requested is the only one that can satisfy your requirements, and why all alternatives are unacceptable. Be specific with regard to unique specifications, features, characteristics, requirements, capabilities, compatibility, and performance.

The Salisbury Fire Department needs to purchase fifteen (15) hand held radios that have become obsolete due to age, and maintenance issues. Currently, Motorola is a sole source for the specific radios the Department will need to purchase. The Salisbury Fire Department operates off the Wicomico County 911 Center's radio system, which only deals with Motorola radios for the county.

Explain why this service provider, supplier, or manufacturer is the only practicably available source from which to obtain this product or service and describe efforts that were made to verify and confirm this. Obtain and include a letter from the manufacturer or vendor confirming claims of sole source provision, and a quote from the manufacturer or distributor.

This supplier is the only practicably available source due to the Wicomico County 911 Center working exclusively with this vendor.

Describe your efforts to identify other potential products or sources.

Not applicable

Is there a grant or unique funding source that directs a specific source be used? If yes, please attach applicable portion.

No

Will this purchase obligate the City to a particular vendor for future purchases (either in terms of maintenance that only this vendor will be able to perform and/or will purchasing this item will cause the City to need more like items in the future)?

Yes. The Salisbury Fire will be in the need to replace additional hand-held radios in the coming fiscal years.

Describe the negotiation efforts that have been made with the supplier to obtain the best possible price.

Based on a contract price

STATEMENT OF NEED AND CERTIFICATION

I am aware that City procurement regulations require procurements to be done competitively whenever practicable. I am requesting a sole source procurement based on the following criteria: The statements I have made are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage, gain, or privilege has (or will) accrue to me or my immediate family through the purchase from this vendor, nor is there a conflict of interest in any way with this request.

Submitted by: Deputy Chief Chris O'Barsky Date: 7/26/22
Signature of Individual Requesting Sole Source Purchase Justification

Printed Name: Deputy Chief Chris O'Barsky Department: Salisbury Fire Department

FOR PROCUREMENT USE ONLY

This situation as stated on this form and its attachments:

- ☒ Constitute a Sole Source Procurement ☐ Does NOT constitute a Sole Source Procurement
☐ There is insufficient information for justification

Comments to Requestor: [Click here to enter text.](#)

Signature: Jennifer Miller Date: 07.26.22
Jennifer Miller, Director of Procurement

SOLE SOURCE JUSTIFICATION CRITERIA

The following list of criteria should be used in determining if a sole source situation exists:

1. Only one manufacturer makes the item meeting salient specifications; that manufacturer only sells directly or exclusively through one regional or national representative.
2. Item required must be identical to equipment already in use by the end user, to insure compatibility of equipment, and that item is only available from one source.
3. Collaborative project- Supplier is named by the funding source or interagency agreement where the identical equipment is required for compatibility and continuity.
4. Maintenance or repair calls by the original equipment manufacturer are required for a piece of equipment, and the manufacturer does not have multiple agents to perform these services.
5. Replacement or spare parts are required from the original equipment manufacturer, and the manufacturer does not have distributors for these parts.
6. Patented items or copyrighted materials, which are only available from the patent or copyright holder.
7. Unique expertise, background in recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination, or talent. Consultant has advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field of experience.
8. A Market Survey has been conducted to determine whether other potential sources capable of satisfying the requirement exist. Market survey may be conducted by phone or in writing. The extent of the market survey depends on what constitutes a reasonable effort under the circumstances to ensure that competition is not feasible. A list of suppliers contacted, along with the reason why each supplier could not meet the requirement may justify a sole source purchase.

NOTE: An item being a "sole brand" or a "sole manufacturer" does not automatically qualify as a "sole source." Many manufacturers sell their products through distributors. Therefore, even if a purchase is identified as a valid "sole brand" or "sole manufacturer," the requestor should verify whether the manufacturer has multiple distributors. If multiple distributors for an item exist, competition should be sought among those distributors.



7/27/2002

Chief John Tull
Salisbury Fire Department
325 Cypress Street
Salisbury, MD 21801

Dear Chief Tull,

The Salisbury Fire Department operates their radio communications on the Wicomico County P25 radio system. The procurement of this system was a competitively bid process and was awarded to Motorola Solutions. The State of Maryland, MD FiRST statewide network was also competitively bid and awarded to Motorola Solutions.

The County only allows Motorola subscribers to operate on their Public Safety Network. This is done to maintain the integrity and security of system operation. Additionally there are some components of subscriber radio configuration that are unique to Motorola products and not available elsewhere.

Quote 1813774 was created using the State of Maryland 700 MHz contract managed by Maryland DoIT for pricing of the equipment. This contract can be accessed using the following link: <http://www.doit.state.md.us/itmc/mcDetails.aspx?mcID=13&smc=14>

If you have any questions please contact me.

Richard Morris

Richard Morris

Sr Account Manager
Motorola Solutions

Salisbury City Council
Red-Light Camera Program Recommendation

August 2, 2022

In an effort to reduce motor vehicle crashes, change motorist's behavior, and augment traditional enforcement, I recommend the City of Salisbury piggy-back off of an existing service contract currently held by the Montgomery County Maryland Police Department for the installation and use of automated red-light traffic cameras and license plate readers. The current Montgomery County contract became effective in April of 2022 and has a (5) five-year life span renewable in (1) one-year increments for an additional (5) five year period. The service provider for the project is Conduent State and Local Solutions, Inc. located at 12410 Milestone Center Drive, 4th Floor, Germantown MD, 20876 with a business mailing address at PO Box 201322, Dallas, TX 75320-1322.

Montgomery County currently operates a Photo Enforcement program pursuant to the Maryland Code Ann., Transportation, §21-202.1 (Traffic Control Signal Monitoring Systems) and §21-809 (Speed Monitoring Systems). Montgomery County has fifty-one (51) digital red-light camera sites which are serviced by Conduent. We would be seeking to enter into a memoranda of understanding (MOU) with Montgomery County and agree to piggy-back off of the service contract with the vendor Conduent. Montgomery County conducted a competitive bid process in order to contract with Conduent. As you know this eliminates the individual Request For Proposal (RFP) process.

Salisbury's Transportation Project Specialist Will White has provided heat maps displaying crashes related to speed and distracted driving. The areas with the highest concentration of crashes were along routes 13 and 50. Once we enter into contract with Conduent, the vendor will provide video validation in order to assess ten of our intersections to determine suitability.

Conduent would conduct training on how to use the vendor's software and testify in court. Conduent employees undergo background checks.

Here are the financial and logistical considerations associated with this project:

- There is no cost for installation or operation of the red-light cameras.
- Red light camera violations would be \$75.00 per citation. Conduent would take \$26.50 per citation leaving \$48.50 per citation to the City.
- The cost per license plate reader is \$290.00 per month, per reader, when operational.
- The cost for Speed on Green capability is listed at \$750.00 per month, per camera, when operational in Montgomery County and can be discussed with Conduent should we decide to use this option.
- Each intersection under State Highway Administration control will require approval from SHA for installation of cameras and Conduent will assume responsibility to work with SHA for approval.

Thank you for your consideration in this matter and please advise of any questions.

Barbara Duncan





MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: Jake Pavolik, Asset and Facility Manager
Subject: Surplus Vehicles and Equipment
Date: July 29, 2022

The city has accumulated several decommissioned vehicles and pieces of equipment, through budgeted purchases and uneconomical repairs.

We would like to continue with our pro-activeness of replacing vehicles and equipment to optimize cash flow allowing the city to continue replacing equipment. A listing of the surplus vehicles and equipment are attached for your examination at the end of this memo. Reason for surplus varies and consists of end of life, no longer needed, and inoperable.

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

Charter/Code language provided for convenience:

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

Cc. Jana Potvin



MEMORANDUM

I.D.	YEAR	DESCRIPTION	MAKE	MODEL	SERIAL #	MILES/HOURS	Reason
WP-1	2000	Van	Ford	E-250	1FMRE11W0YHB32217	141,429mi	End of life costly to maintain
SEW-6	1996	Sewer vac trailer	Sutorbilt	Vacuum trailer	1J9111729SD124065	1,008hrs	Sweepers have same capability
S-34	1995	Chipper	Vermeer	935	1014	537hrs	Replaced / not needed
S-12	1980	Tractor	Kubota	MF4500F	10189	3,599hrs	Replaced / not needed
PM-15	1995	Leaf Machine	ODB		M221207310P01102	1,474hrs	Replaced / not needed
S-33	2008	Pickup	Ford	F-250	1FTNF21568EB92274	59,919mi	Wrecked beyond repair
Zoo Gator	N/A	Gator	John Deere	HPX 615 E	1M0615EACNM050237	N/A	Inoperable



Memo

To: City Administration
From: Laura Soper
Date: 7/19/22
Subject: Enterprise Zone re-designation

The Maryland Enterprise Zone program is a local economic development program established by the Maryland General Assembly that gives local governments the legal authority to offer real property and state income tax credits for businesses located in a Maryland enterprise zone in return for job creation and investments. The Salisbury-Wicomico Enterprise Zone was first designated in 1982, and gets re-designated every 10 years. As such, our current zone expires December 14, 2022 and must be re-designated through the Department of Commerce in order to maintain these benefits City & County-wide.

Included in this packet is a Resolution approving the re-designation and expansion of our Zone, as well as a map of the area. This application is due to the Department of Commerce by October 15, 2022 and will also go in front of County Council for a Public Hearing and their vote.

Since the program's inception, 82 businesses have applied for and received Enterprise Zone benefits. As it stands, the current Enterprise Zone is mainly comprised of Downtown Salisbury and surrounding areas, a small retail stretch by Salisbury University, and both Northwood and Westwood Industrial Parks. The proposed expansion is in three areas, the first in Westwood Commerce Park to clean up a parcel that was previously bisected. The second area is the Centre at Salisbury, and the third is a commercial pocket at the south end of Salisbury University by student apartment communities. In order to apply to add these areas, it needs to be demonstrated that they are in a State-designated Priority Funding Area and meet the requirements as set forth in Economic Development Artist 5-704. These three areas qualify under the criteria of demonstrating that it is a low-income poverty area. If approved, they would add an additional 155.55 acres to the existing 5,281 acre zone.

In order to qualify for the Enterprise Zone credits, an applicant must plan to make a capital investment in its commercial property of \$50,000 or more (Real Property Credit) or must hire two or more full time employees that are paid 150% of the federal minimum wage (State Income Tax Credit). The Real Property credit is a ten-year credit against local property taxes is available to companies that locate, expand, or substantially improve business properties in the Enterprise Zone. The property tax credit is equal to 80% of the difference between the base value of the property (the assessment in the year prior to new construction, expansion, or substantial improvement) and the newly assessed value of the property after the investment is made. The property tax credit is 80% for five years. During the last five years, the property tax credit declines 10% annually; the credit is 70%, 60%, 50%, 40%, and 30% respectively. This tax credit is administered to the real property owner in their Property Taxes. The State Income credit is a one-time credit of \$1,000 per new employee hired.

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**A RESOLUTION OF THE CITY OF SALISBURY,
MARYLAND AUTHORIZING AN APPLICATION TO
THE MARYLAND DEPARTMENT OF COMMERCE TO
RENEW AND EXPAND THE BOUNDARIES OF THE
EXISTING SALISBURY- WICOMICO ENTERPRISE
ZONE**

WHEREAS, the Maryland General Assembly established the Maryland Enterprise Zone Program to give local governments the legal authority to offer real property and state income tax credits for businesses located in an “Enterprise Zone” as a way to encourage economic development through job creation and investments;

WHEREAS, the Council of the City of Salisbury has historically participated in the Maryland Enterprise Zone Program and, with approval and authority granted by the Maryland Department of Commerce, has identified a designated Enterprise Zone;

WHEREAS, in order to continue to improve economic development potential, the Council of the City of Salisbury now wishes to renew and expand the boundaries of its designated Enterprise Zone, as indicated on the map attached hereto as **Exhibit 1** and fully incorporated herein;

WHEREAS, expansion of the Enterprise Zone requires the submission of an application to the Maryland Department of Commerce, accompanied by consent of the overlying County and evidence and certification of a public hearing held with adequate notice and publicity (at least two weeks prior to the public hearing).

NOW, THEREFORE, BE IT RESOLVED, on this ____ day of _____, _____, that, upon the conclusion of a public hearing held on this Resolution in the Council Chambers at the City-County Office Building in Salisbury, Maryland, the Council of the City of Salisbury, does hereby authorize the submission of the Enterprise Zone Application for Renewal and Expansion of the designated Enterprise Zone as set forth in the attached Exhibit 1.

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

ATTEST:

City Clerk

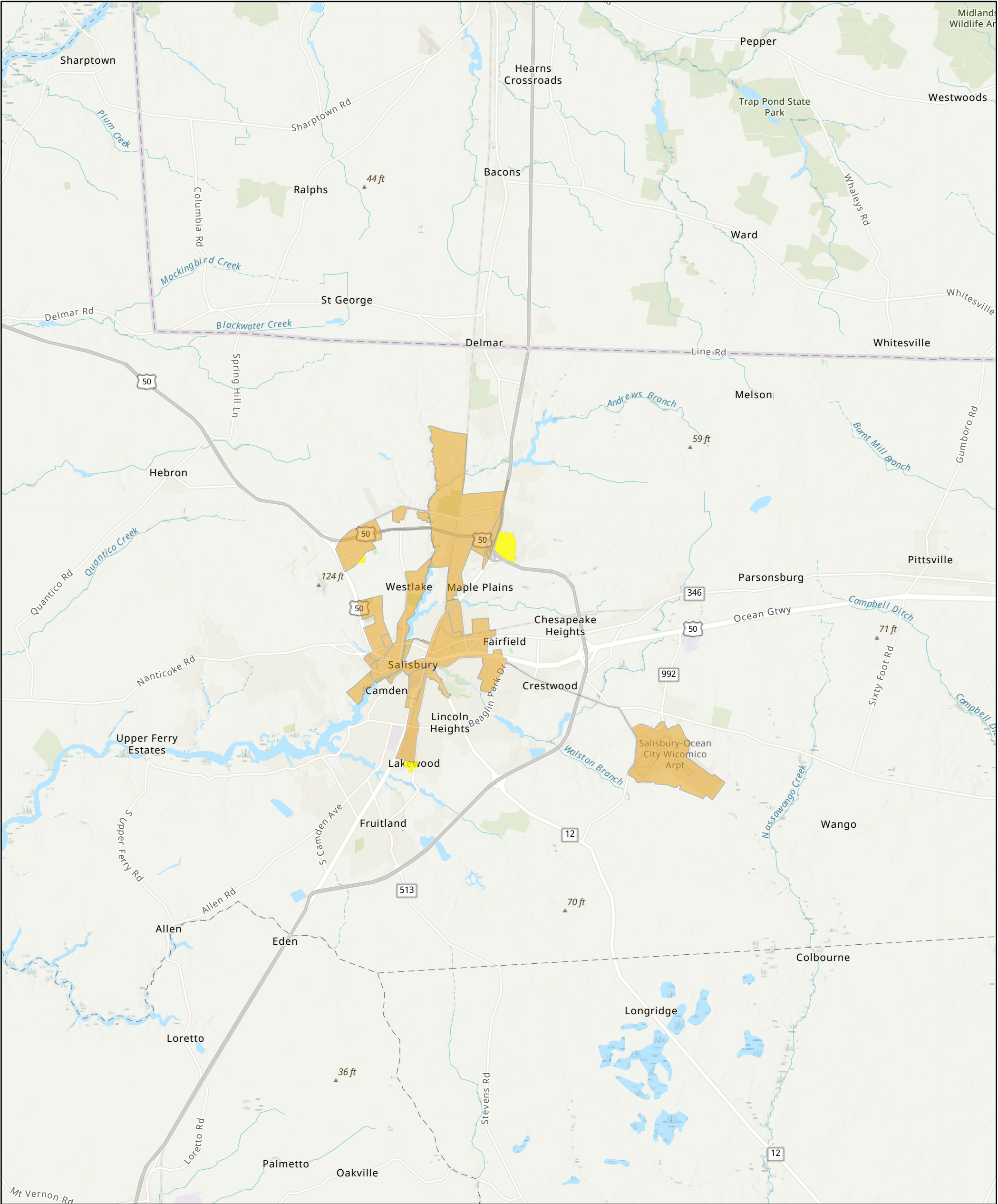
Council President

APPROVED BY ME THIS:

_____ Day of _____, _____

Mayor

Enterprise Zone Map

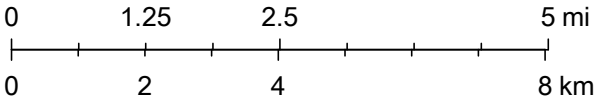


7/19/2022, 10:04:23 AM

Proposed Enterprise Zone Annexation

- Proposed
- Enterprise Zone

1:144,448



Esri, NASA, NGA, USGS, VGIN, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

Web AppBuilder for ArcGIS

Esri, NASA, NGA, USGS | VGIN, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA | MD iMAP, COMMERCE, DHCD, MDP, MHT, MDOT, MDOT SHA, USDOT, FHWA,

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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 25th day of July, 2022 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 8th day of August, 2022.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2022.

Jacob R. Day, Mayor

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WHEREAS, the need for the provision of emergency services in the City is great; and

WHEREAS, the Salisbury-Wicomico Integrated Firstcare Team (SWIFT) Grant has heretofore funded one Firefighter/Emergency Medical Technician for the City and those grant funds are set to expire; and

WHEREAS, the need for the Firefighter/Emergency Medical Technician remains, despite the fact the funds from the SWIFT Grant are set to expire; and

WHEREAS, the Fire Department has also determined there is a pressing need to reclassify a firefighter/EMS position to a Deputy Fire Marshal position to assist the Fire Marshal with his/her duties; and

WHEREAS, there are insufficient funds available in the FY23 Fire Department Budget to fund these positions and reclassifications; and

WHEREAS, to effectuate these aforementioned changes, the position appropriations set forth below 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 Fiscal Year 2023 General Fund Budget be and is hereby amended as follows:

(a) Increase the Current Year Surplus Account (01000-469810) by \$98,000.00

(b) Increase the Salisbury Fire Department's Salaries Non-Clerical Account (24035-501002) by \$98,000.00

Section 2. The City of Salisbury's FY23 Authorized Position Budget be and hereby is amended as follows:

Position Title	Division	Org	FY22 Grade	FY20	FY21	FY22	FY23	FY23 Revised
Salisbury Fire Department 24035	24035	24035						
Fire Chief	24035	24035	PS9	1	1	1	1	1
Deputy Fire Chief	24035	24035	PS8	2	2	2	2	2
EMS Officer	24035	24035	PS5-PS7	0	0	0	0	1
Maintenance & Supply Officer	24035	24035	PS5-PS7	0	0	0	0	1
Training Officer	24035	24035	PS5-PS7	0	0	0	0	1
Deputy Fire Marshal	24035	24035	PS5-6	0	0	0	0	1
Assistant Fire Chief	24035	24035	PS7	5	5	5	6	5
Captain	24035	24035	PS6	7	7	7	6	4
Lieutenant	24035	24035	PS5	4	4	4	8	8
Sergeant EMT/PM	24035	24035	PS4/4P	8	8	8	13	13
Probationary/FF-PM/Driver-PM	24035	24035	PS1P-3P	22	22	22	19	19
Probationary/FF-EMT/Driver-EMT	24035	24035	PS1-3	24	24	24	30	30
Fire Inspector I/II/SR	24035	24035	7/8	1	1	1	1	1
Office Manager I/II/III	24035	24035	6	1	1	1	1	1
Office Associate III	24035	24035	3	1	0	0	0	0
Administrative Assistant I/II/III	24035	24035	5	0	1	1	1	1
Total 24035 Salisbury Fire Department	24035	24035		76	76	76	88	89

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 1st day of August, 2022 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 8th day of August, 2022.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2022.

Jacob R. Day, Mayor