



**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

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**OCTOBER 17, 2022**

**Government Office Building, Council Chambers and Zoom Video Conferencing**


- 4:30 p.m. West Road/Diya Patel Properties XIV, LLC Annexation introduction- Building Official William Holland
- 4:35 p.m. Budget Amendment to appropriate funds received from LGIT for Field Operations- Field Operations Director Jana Potvin
- 4:40 p.m. Budget Amendment to appropriate funds to upfit 10 vehicles for the Salisbury Police Department- Police Chief Barbara Duncan
- 4:45 p.m. Budget Amendment to accept grant funds for mobile fingerprint scanner- Police Chief Barbara Duncan
- 4:50 p.m. Budget Amendment to reallocate funds for Paleo 3 Project- Department of Infrastructure & Development Director Rick Baldwin
- 4:55 p.m. Budget Amendment to appropriate additional funds for Zoo Administration Building- Department of Infrastructure & Development Director Rick Baldwin
- 5:00 p.m. Administration and Council Remarks
- 5:05 p.m. Adjournment/Convene in Closed Session

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.  
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).*

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

Posted: 10/12/22

# Memorandum

**To:** Richard Baldwin, Director Infrastructure & Development  
**From:** William T. Holland   
**Date:** 10/10/2022  
**Re:** Work Session – West Road – Diya Patel Properties XIV, LLC Annexation

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The Department of Infrastructure & Development requests the proposed West Road – Diya Patel Properties Annexation be placed on the City Council work session agenda scheduled for Monday, October 17<sup>th</sup>. As part of the presentation, the City Council will be provided information related to this request, including, but not limited to the following:

- Purpose of the request;
- Consistency with applicable plans and policies;
- Overview of next steps; and
- Obtain consent from the Council to proceed with the annexation request.

Consistent with the City's 2006 Annexation Policies and Procedures, the applicant has signed the annexation petition and has paid the required annexation deposit.

The 0.08-acre site is located on the westerly side of West Road and is contiguous to the City corporate line which runs parallel with the three properties. This request contains a concept development plan which the petitioner is proposing the construction of a three story apartment building, with parking, landscaping, and approved storm water management.

Attached, please find the cover letter requesting annexation into the City, a signed annexation petition, annexation survey, the concept development plan, and an aerial view of the location.

Staff is available to answer questions about this request.



528 RIVERSIDE DRIVE  
SALISBURY, MD 21801  
PHONE: 410-749-1023  
FAX: 410-749-1012  
WWW.PARKERANDASSOCIATES.ORG

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LAND SURVEYING • CIVIL ENGINEERING • LAND PLANNING • FORESTRY SERVICES

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July 21, 2022

Les Sherrill, Prof. LS  
City surveyor  
Department of Infrastructure  
City of Salisbury  
125 N. Division St.  
Salisbury, MD 21801

**RE: Petition for Annexation  
West Road lots 11-13**

Dear Les,

On behalf of the developer/owner, I am seeking annexation of lots 11-13, located on West Road, just west of the city limits of Salisbury and containing a total annexation area of 0.80 acres more or less.

Said lots can be found on Tax Map 38, Parcel 346, and further described on the attached plat entitled, "Annexation Plat – 900, 902, 904 West Road Salisbury, MD, lots 11-13"; additionally on plat reference 157/345.

The present zoning of the property is C-2 General Commercial (Wicomico County). I am requesting said lots be annexed into the City of Salisbury and zoned R-8A Residential, a similar request as granted to CFE & Holdings, approximately 515 feet south of the property in question. The proposed use will be multi family, with access to city water & sewer, and private trash collection.

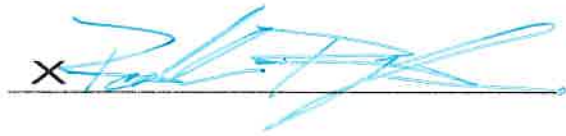
Available on the Plat attached and entitled, "Annexation Plat – 900, 902, 904 West Road Salisbury, MD, lots 11-13", you will find a legal description of the area to be annexed.

The project is currently in the preliminary design stage. If we are able to feasibly obtain annexation and water/sewer services, we will move forward diligently with this project. We strongly feel this project would have success in it's given location.

Please note for the record, that I have been authorized to make this petition on behalf of the developer/client, as his agent.

Thank you for your time and consideration with this project.

Sincerely,

A handwritten signature in blue ink is written over a horizontal line. To the left of the signature, there is a small 'X' mark.

Rachelle Rauenzahn  
CAD Technician/Project Manager  
Parker and Associates

# CITY OF SALISBURY

## *PETITION FOR ANNEXATION*

To the Mayor and Council of the City of Salisbury:

I/We request annexation of my/our land to the City of Salisbury.

Parcel(s) # 346

Lots 11, 12, 13

Map # 38

SIGNATURE (S)



7-29-22  
Date

Printed Rachelle Rauenzahn (agent)

\_\_\_\_\_  
Date

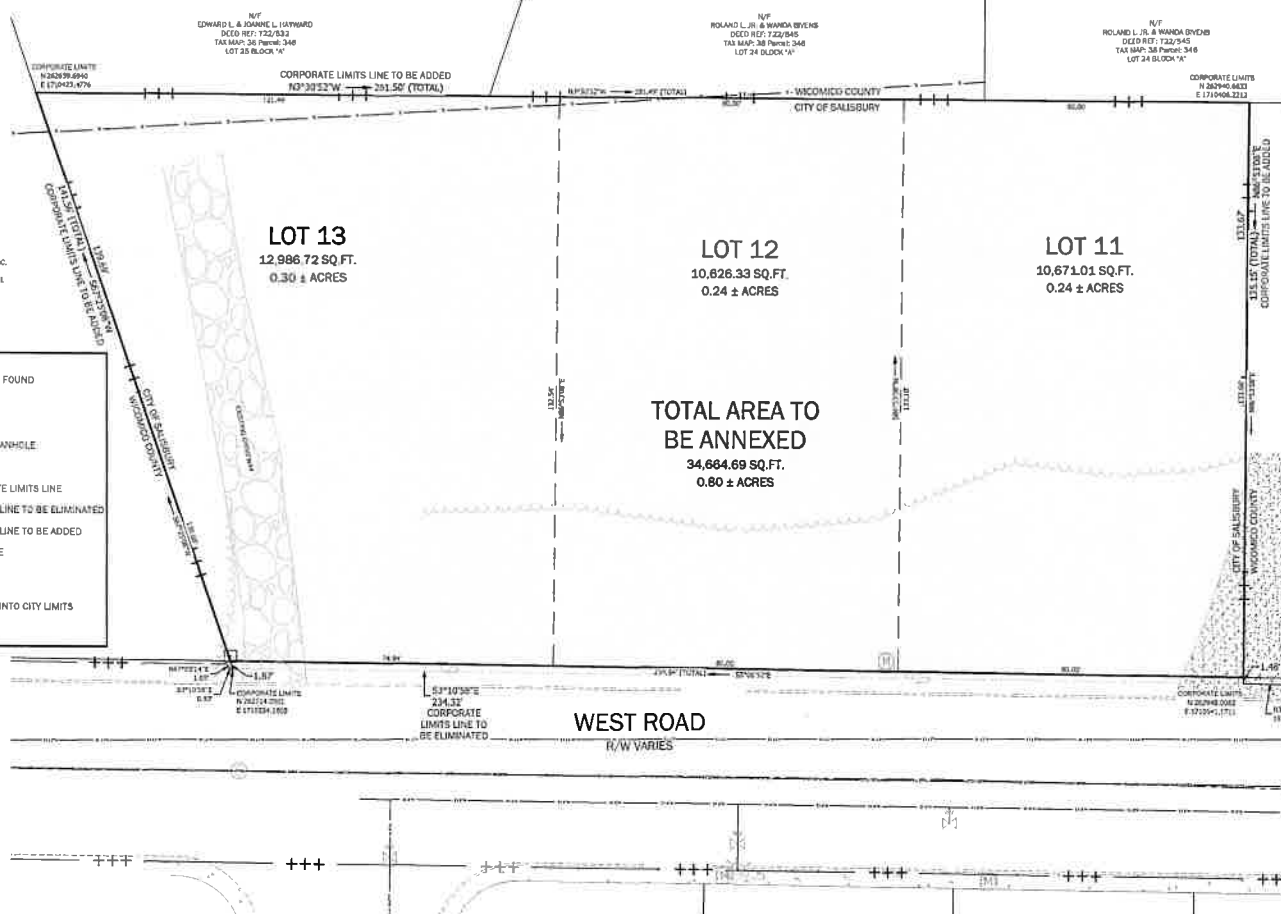
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\_\_\_\_\_  
Date

Printed \_\_\_\_\_

\_\_\_\_\_  
Date

Printed \_\_\_\_\_



VICINITY MAP  
SCALE: 1"=2000

- LEGEND

  - CONCRETE MARKER FOUND
  - WATER METER
  - WATER VALVE
  - SANITARY SEWER MANHOLE
  - UTILITY POLE
  - EXISTING CORPORATE LIMITS LINE
  - CORPORATE LIMITS LINE TO BE ELIMINATED
  - CORPORATE LIMITS LINE TO BE ADDED
  - EXISTING FENCELINE
  - TREE LINE
  - AREA TO BE ADDED INTO CITY LIMITS

### GENERAL NOTES

- 1) THE PROPERTY SHOWN HEREON IS CURRENTLY OWNED BY:  
DIVA PATEL PROPERTIES LLC  
9062 NEW BRIDGE RD  
DELMAR, MD 21875
- 2) DEED REFERENCE: 4594/494
- 3) PLAT REFERENCE: 157/345
- 4) TOTAL NUMBER OF LOTS: 13
- 5) TOTAL AREA OF LOTS: 2,820.0 ± SQ. FT. (0.79 ± ACRES)
- 6) THIS PROPERTY ZONES ARE R-31.8.R. COMMUNITY PLAN, (114 OF 373),  
MAP NUMBER 2940530111E, EFFECTIVE DATE AUGUST 17, 2011, AS BEING  
IN ZONE "R", AREAS DETERMINED TO BE HINDRAL FLOOD HAZARD.
- 7) THE FUTURE ZONING OF THIS PROPERTY IS: C-2 GENERAL COMMERCIAL  
(WISCONSIN COUNTY).
- 8) THE PROPOSED ZONING OF THIS PROPERTY IS: R-8A RESIDENTIAL (CITY  
OF SALSBURRY).
- 9) THE LOTS ARE LOCATED WITHIN G.P.A. MANAGEMENT ZONE A.
- 10) THIS ANNEXATION PLAT WAS PREPARED WITHOUT THE  
BENEFIT OF A TITLE REPORT AND IS SUBJECT TO ANY ENCUMBRANCES,  
RESTRICTIONS, EASEMENTS AND/OR RIGHTS-OF-WAY THAT MIGHT  
AFFECT A THIRD PARTY'S TITLE SEARCH.
- 11) TOTAL AREA TO BE ANNEXED =  $34,666.67 \text{ SQ. FT. } (0.80 \pm \text{ ACRES})$

### LEGAL DESCRIPTION

ALL THAT TRACT OR PARCEL OF LAND SITUATED AND BEING IN THE CITY OF SALISBURY, SALISBURY ELECTION DISTRICT, WISCONSIN COUNTY AND THE CITY OF MARYLAND AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT WITHIN THE WESTERLY SIDE OF WEST ROAD, BEING THE WESTERLY CORNER OF THE WESTERLY CORNER OF THE LANDS HEREIN DESCRIBED, THENCE SOUTH 67°25'08" W. A DISTANCE OF 1.87 TO THE SOUTHEAST EASTERLY PROPERTY OF LOT 13, THENCE FOLLOWING THE SAME COURSE A DISTANCE OF 139.69 FEET TO THE WESTERLY PROPERTY OF LOT 11, THENCE SOUTH 11°13'03" W. WITH THE WESTERLY PROPERTY OF LOTS 11-13 NORTH 3°18'30" E. WEST OF LOT 11, THENCE 28.10 FEET TO THE NORTH WESTERLY CORNER OF LOT 11, THENCE RUNNING BY AND WITH THE NORTHERLY PROPERTY LINE OF LOT 11, THENCE BY AND WITH THE WESTERLY PROPERTY LINE OF LOT 11, THENCE NORTH 11°13'03" W. TO THE WESTERLY PROPERTY LINE OF LOT 11, THENCE NORTH 11°13'03" W. TO THE NORTHEASTLY PROPERTY CORNER OF LOT 11, AND THE WESTERLY RIGHT-OF-WAY OF WEST ROAD, THENCE CONTINUING THE SAME COURSE A DISTANCE OF 1.96 FEET, THENCE RUNNING WITHIN THE WEST ROAD NORTH 11°13'03" W. TO THE WESTERLY PROPERTY CORNER OF LOT 11, THENCE NORTH 11°13'03" W. TO THE PLACE OF BEGINNING, CONTAINING 34,664.69 SQ. FT., MORE OR LESS, ACRES.

PROFESSIONAL CERTIFICATION: I HEREBY CERTIFY THAT THESE DOCUMENTS  
WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED  
LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND  
LICENSE NUMBER 21193, RENEWAL DATE JANUARY 25, 2024.

BROCK E. PARKER

DATE \_\_\_\_\_

| REVISIONS |    |
|-----------|----|
| DATE      | BY |
|           |    |
|           |    |
|           |    |
|           |    |
|           |    |
|           |    |

Drawn: \_\_\_\_\_

S3401-PS-ANNEXATION PLAT

## ANNEXATION PLAT

900, 902, 904 WEST ROAD SALISBURY, MD, LOTS 11-13  
AS SHOWN ON "MANOKIN SUBDIVISION"

LOCATION SALISBURY ELECTION DISTRICT, WICOMICO COUNTY, MARYLAND

|        |          |          |           |         |     |
|--------|----------|----------|-----------|---------|-----|
| SCALE  | 1" = 20' | DATE     | 6/28/2021 | TAX MAP | 38  |
| JOB NO | S2401    | DRAWN BY | RLPR      | PARCEL  | 348 |



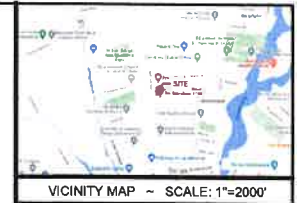
**GENERAL NOTES:**

- THE PROPOSED APARTMENTS ARE LOCATED WITHIN THE EXISTING LOT 1 OF PARCEL 348, WHICH WAS PREVIOUSLY ZONED R-10. THE PROPOSED APARTMENTS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE ZONING REGULATIONS OF WICOMICO COUNTY, MARYLAND.
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# PATEL PROPERTIES APARTMENTS

## ANNEXATION SITE PLAN

WICOMICO COUNTY, MARYLAND



**SURFACE COVERAGE**

| Category | Area (sq. ft.) |
|----------|----------------|
| Asphalt  | 13,200 sq. ft. |
| Grass    | 2,760 sq. ft.  |
| Concrete | 10,500 sq. ft. |
| Other    | 12,500 sq. ft. |

**DENSITY TABULATION**

| Category               | Density (units/acre) |
|------------------------|----------------------|
| Single-Family Detached | 1.0                  |
| Single-Family Attached | 0.75                 |
| Multi-Family Detached  | 0.75                 |
| Multi-Family Attached  | 0.75                 |
| Commercial             | 0.75                 |

**PARKING**

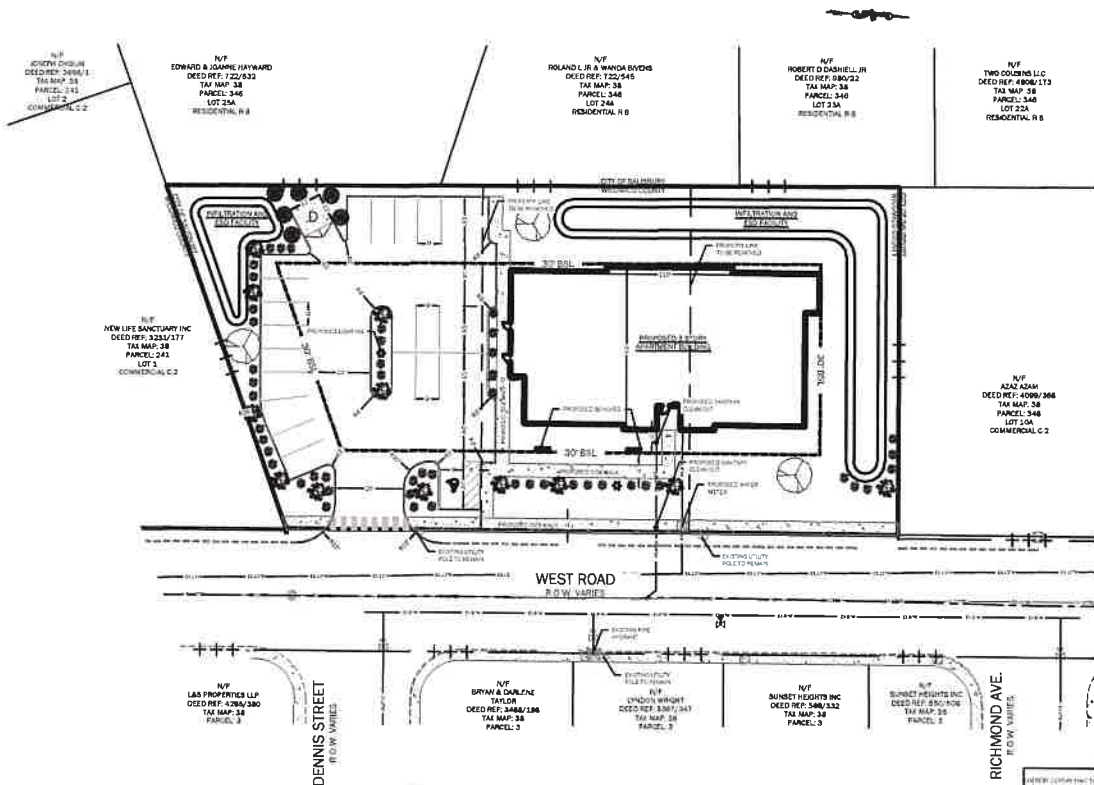
| Category               | Number of Spaces |
|------------------------|------------------|
| Single-Family Detached | 10               |
| Single-Family Attached | 10               |
| Multi-Family Detached  | 10               |

**ESTIMATED WATER & SEWER USAGE**

| Category               | Usage (gallons/day) |
|------------------------|---------------------|
| Single-Family Detached | 10,000              |
| Single-Family Attached | 10,000              |

**LEGEND**

| Symbol   | Description       |
|----------|-------------------|
| [Symbol] | EXISTING DRIVEWAY |
| [Symbol] | EXISTING DRIVEWAY |
| [Symbol] | EXISTING DRIVEWAY |
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**LANDSCAPE LEGEND**

| Symbol   | Description       |
|----------|-------------------|
| [Symbol] | EXISTING DRIVEWAY |
| [Symbol] | EXISTING DRIVEWAY |
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| [Symbol] | EXISTING DRIVEWAY |
| [Symbol] | EXISTING DRIVEWAY |

**LANDSCAPE NOTES:**

- ALL PLANT MATERIALS SHALL BE HARDY SPECIES AND SHALL COMPLY WITH THE AMERICAN STANDARDS FOR PLANT MATERIALS (ASTM) AND THE LATEST EDITION PUBLISHED BY THE AMERICAN ASSOCIATION OF HORTICULTURISTS.
- CONTRACTOR SHALL CONTACT THE UTILITY AND SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES WITHIN THE PROJECT AREA PRIOR TO INSTALLATION OF PLANT MATERIALS.
- ALL PLANT MATERIALS SHALL BE PLANTED WITHIN THE PROJECT AREA PRIOR TO THE COMPLETION OF THE PROJECT.
- THE ROOT BALL OF ANY TREE SHALL NOT BE PLANTED WITHIN 10' OF ANY EXISTING OR PROPOSED DRIVEWAY OR SIDEWALK.

**OWNER'S CERTIFICATION**

I, the undersigned, hereby certify that the information provided on this site plan is true and correct to the best of my knowledge and belief.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SHEET 1**

**ANNEXATION SITE PLAN**

**PATEL PROPERTIES APARTMENTS**

WICOMICO COUNTY, MARYLAND

DATE: 10/1/2023

BY: [Signature]

FOR: [Signature]



CONNECTEXPLORER™



Workspaces ▾



map: Auto (Oblique) ▾ Dates: All ▾ < image 1 of 23 > 04/14/2020







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

To: Julia Glanz, City Administrator  
From: Jake Pavolik, Asset and Facility Manager *Jake Pavolik*  
Thru: Jana Potvin, Director of Field Operations *Jana Potvin*  
Subject: Budget Amendment-Transfer Insurance Proceeds  
Date: September 27, 2022

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The Department of Field Operations is requesting \$14,150.00 be transferred from the Insurance Proceeds Revenue Account (01000-456935) into the Streets Vehicle Expense Account (31150-577025) to assist purchase and upfit of vehicles.

In FY 22, Field Operations S-12, a Ford F-250 Super Duty Pickup Truck VIN#1FTNF21568EB92274, was wrecked and received a total loss payment of \$14,150.00 from LGIT Claim # 088348. If approved, the Department will use these funds to assist in the purchase and upfit of vehicles budgeted in FY 23, as rising costs will create a shortfall in available funds.

Thank you for your consideration on this request.

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY2023 GENERAL FUND BUDGET TO APPROPRIATE ADDITIONAL FUNDS REQUIRED FOR FIELD OPERATIONS.**

**WHEREAS**, the City’s insurer LGIT made a total loss payment of \$14,150 for the vehicle (the “insurance proceeds”); and

**WHEREAS**, the funds set for vehicles and upfitting in FY23 are no longer adequate due to rising costs;

**WHEREAS**, the budget amendment as provided herein 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 is hereby amended as follows:

- (a) Increase the Insurance Proceeds Revenue Account (01000-456935) by \$14,150
- (b) Increase the Vehicles Expense Account (31150-577025) by \$14,150

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

**Section 2.** 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 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 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 4.** 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 4.

**Section 5.** 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 \_\_\_\_\_ day of \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 2022.

***[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]***

***[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]***

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ATTEST:

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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



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

September 30, 2022

TO: City Council

FROM: Colonel David Meienschein

SUBJECT: Ordinance – Up Fitting of Ten Police Vehicles.

Attached, please find an ordinance to authorize the appropriation of \$243,000 of court ordered forfeited funds to equip ten police vehicles for the Salisbury Police Department. Funds will be transferred to the SPD vehicle purchase account to cover the cost.

David Meienschein  
Assistant Chief of Police

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2023 GENERAL FUND BUDGET TO APPROPRIATE FUNDS TO CUSTOMIZE SALISBURY POLICE DEPARTMENT VEHICLES WITH PROPER POLICE EQUIPMENT.**

**WHEREAS**, the City of Salisbury (the “City”) maintains an account in its General Fund in which it deposits monies seized by the Salisbury Police Department (“SPD”) and later forfeited to the City in related court proceedings (the “Forfeited Funds”); and

**WHEREAS**, the SPD desires to utilize the Forfeited Funds to customize, or “upfit”, ten (10) police vehicles with proper police equipment; and

**WHEREAS**, enhancement of SPD vehicles will improve response time, communications by and between officers, overall efficiency of the SPD and can also be utilized in SPD recruitment and retention efforts; and

**WHEREAS**, SPD requests the transfer of Two Hundred Forty-Three Thousand Dollars (\$243,000.00) from the Forfeited Funds account into its Vehicle Purchase account.

**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 Forfeited Fund Budget be and is hereby amended as follows:

(a) Increase the Current Year Surplus Account (10200-469810) by \$243,000.00; and

(b) Increase the Vehicle Purchase Account (21022-577025) by \$243,000.00.

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

**Section 2.** 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 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 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 4.** 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 4.

**Section 5.** 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 \_\_\_\_\_ day of \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 2022.



50 ATTEST:

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55 **Kimberly R. Nichols, City Clerk**

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59 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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



City of  
**Salisbury**  
Salisbury Police Department

October 5, 2022

TO: Julia Glanz

FROM: Colonel David Meienschein

SUBJECT: Ordinance – Acceptance of Grant Funds for Mobile Fingerprint Scanner

Attached, please find a Resolution to accept \$5,728.00 in grant funds from the State of Maryland, awarded through the Governor's Office of Crime Control and Prevention, Youth, and Victim Services to be used for the purchase of the EZ Child ID - Complete EZ Turnkey System. This equipment will be utilized by members of the Salisbury Police Department to capture digital information related to finger prints and photographs to create ID kits for children. With this device, officers will be able to quickly identify children involved in missing or abducted child investigations or other emergencies. When combined with an EZ Child ID, we can quickly share a child's picture, fingerprints and other vital information to agencies across the state if an emergency is reported.

Unless you, or the Mayor, have further questions, please forward this ordinance to the City Council.

Colonel David Meienschein  
Assistant Chief of Police



699 W. Salisbury Parkway  
Salisbury, MD 21801  
410-548-3165  
[www.salisburypd.com](http://www.salisburypd.com)



ORDINANCE No. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT TO THE GENERAL FUND BUDGET REFLECTING THE ACCEPTANCE OF GRANT FUNDS FROM THE STATE OF MARYLAND, GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION AND FURTHER APPROPRIATING SUCH FUNDS TO PURCHASE "EZ CHILD ID - COMPLETE EZ TURNKEY SYSTEM."**

WHEREAS, the Governor's Office of Crime Control and Prevention has awarded the Salisbury Police Department ("SPD") grant funds in the amount of Five Thousand Seven Hundred Twenty-Eight Dollars (\$5,728) to purchase an EZ Child ID - Complete EZ Turnkey System, to assist the SPD with the creation of child identification kits; and

WHEREAS, this technology gives the SPD the ability to create identification kits containing a child's digital fingerprints, photograph, and personal information to be utilized by family members in efforts to quickly identify children involved in missing or abducted child investigations or other emergencies;

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

(a) Increase Governor's Office of Crime Control and Prevention Revenue Account No. 10500-425100-xxxx by \$5,728.

(b) Increase Operating Expense Account No. 10500-546006-xxxxx by \$5,728.

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

**Section 2.** 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 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 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.

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**ATTEST:**

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

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

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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



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

To: Julia Glanz, City Administrator  
From: Richard Baldwin, Director of Infrastructure & Development *RB*  
Date: October 10, 2022  
Re: Budget Amendment for Paleo Well #3

---

Council recently approved award of contract ITB 23-102 Paleo Well #3 Construction Completion at a total contract value of \$2,253,784.95. At that time an initial contract award of \$1,847,681.00 was made as the balance of \$404,027.33 were not in a proper account for award to Paleo Well #3 Construction Completion.

The Department of Infrastructure and Development (DID) is requesting approval of a budget amendment in the amount of \$404,027.33 to provide the balance of funds. No new funds are being requested in the budget amendment, this is simply a reallocation of funds from accounts of completed projects. The source of funds requested are:

- City of Salisbury Water and Sewer Capital projects completed with funds remaining:
  - 24" Water Main in W. Gordy Road.....\$9,208.20
  - Park Water Treatment Plant Aeration Units..... \$5,500.00
  - Replacement of distribution system piping.....\$23,145.00
  - Fitzwater Street Lift Station Replacement..... \$14,080.11
  - Hampshire Road Lift Station Replacement.....\$44,745.15
  - Parkside High School Lift Station Replacement.....\$11,308.77
  - Sewer Trunk Line Rehabilitation.....\$17,632.50
  - Park Well Upgrade..... \$2,905.04
  - Elevated Water Tank Mixing..... \$19,200.00
  - WWTP Control Building HVAC.....\$9,260.00
- Scenic Drive Water Main Replacement deferred pending non-destructive testing to determine condition prior to proceeding with replacement..... \$184,000.00
- Funds remaining following purchase of HV507 Dump Truck.....\$2,892.00
- Unassigned Investment Interest.....\$60,150.56

Construction of Paleo Well #3 is critical to the reliability of City of Salisbury drinking water. Thank you for your consideration on this request.



[illegible]

**WHEREAS**, the City of Salisbury identified the construction of Paleo Well #3 as vital infrastructure necessary to a reliable water supply; and

**WHEREAS**, additional funds are needed to complete the original scope of the Paleo Well #3 project; and

**WHEREAS**, the amendments to the Water Sewer Capital Project Fund Budget identified in the attached Schedule A are needed to provide for \$404,027.33 in expenses associated with construction of Paleo Well #3; and

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

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

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

**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.

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

56  
57        **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
58

59        **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
60 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and thereafter, a statement of the substance  
61 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
62 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
63

64        **ATTEST:**  
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69 \_\_\_\_\_  
70 **Kimberly R. Nichols, City Clerk**

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

71  
72 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
73  
74  
75

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

Exhibit A  
Schedule of Budget Changes by Account


| Org.  | Account |                             | Project      |                           | Account Type | Increase Decrease | Amount       | Project \$ |
|-------|---------|-----------------------------|--------------|---------------------------|--------------|-------------------|--------------|------------|
|       | No      | Description                 | No           | Description               |              |                   |              |            |
| 97010 | 456110  | Investment Interest         |              | Unassigned                | Revenue      | Decrease          | (60,150.56)  |            |
| 97010 | 456110  | Investment Interest         | 49040        | <b>Paleo Well 3</b>       | Revenue      | Increase          | 60,150.56    |            |
| 97010 | 513026  | Construction                | 49040        | <b>Paleo Well 3</b>       | Expense      | Increase          | (60,150.56)  | 60,150.56  |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | 48021        | 24" W in Gordy Road       | Revenue      | Decrease          | (9,208.20)   |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | 49040        | <b>Paleo Well 3</b>       | Revenue      | Increase          | 9,208.20     |            |
| 97010 | 513020  | Engineering/Architectural   | 48021        | 24" W in Gordy Road       | Expense      | Decrease          | (7,971.00)   |            |
| 97010 | 513026  | Construction                | 48021        | 24" W in Gordy Road       | Expense      | Decrease          | (1,237.20)   |            |
| 97010 | 513026  | Construction                | 49040        | <b>Paleo Well 3</b>       | Expense      | Increase          | 9,208.20     | 9,208.20   |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 469161  | Transfers from Water Sewer  | 50014        | Park WTP Aeration Unit    | Revenue      | Decrease          | (5,500.00)   |            |
| 97010 | 469161  | Transfers from Water Sewer  | 49040        | <b>Paleo Well 3</b>       | Revenue      | Increase          | 5,500.00     |            |
| 97010 | 513026  | Construction                | 50014        | Park WTP Aeration Unit    | Expense      | Decrease          | (5,500.00)   |            |
| 97010 | 513026  | Construction                | 49040        | <b>Paleo Well 3</b>       | Expense      | Increase          | 5,500.00     | 5,500.00   |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 456110  | Investment Interest         | 50015        | Replace Distribution Pipe | Revenue      | Decrease          | (23,145.00)  |            |
| 97010 | 456110  | Investment Interest         | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 23,145.00    |            |
| 97010 | 513020  | Engineering/Architectural   | 50015        | Replace Distribution Pipe | Expense      | Decrease          | (23,145.00)  |            |
| 97010 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       | Expense      | Increase          | 23,145.00    | 23,145.00  |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | 55011        | Fitzwater Lift Station    | Revenue      | Decrease          | (14,080.11)  |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 14,080.11    |            |
| 97010 | 513026  | Construction                | 55011        | Fitzwater Lift Station    | Expense      | Decrease          | (14,080.11)  |            |
| 97010 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       | Expense      | Increase          | 14,080.11    | 14,080.11  |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | 55013        | Hampshire Rd Lift Station | Revenue      | Decrease          | (44,745.15)  |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 44,745.15    |            |
| 97010 | 513026  | Construction                | 55013        | Hampshire Rd Lift Station | Expense      | Decrease          | (44,745.15)  |            |
| 97010 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       | Expense      | Increase          | 44,745.15    | 44,745.15  |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | 55015        | Parkside HS Lift Station  | Revenue      | Decrease          | (11,308.77)  |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 11,308.77    |            |
| 97010 | 513026  | Construction                | 55015        | Parkside HS Lift Station  | Expense      | Decrease          | (11,308.77)  |            |
| 97010 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       | Expense      | Increase          | 11,308.77    | 11,308.77  |
|       |         |                             |              |                           |              |                   |              |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | 55023        | Sewer Trunk Line Rehab.   | Revenue      | Decrease          | (17,632.50)  |            |
| 97010 | 456939  | Lawsuit Settlement Proceeds | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 17,632.50    |            |
| 97010 | 513026  | Construction                | 55023        | Sewer Trunk Line Rehab.   | Expense      | Decrease          | (17,632.50)  |            |
| 97010 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       | Expense      | Increase          | 17,632.50    | 17,632.50  |
|       |         |                             |              |                           |              |                   |              |            |
| 97030 | 469314  | PayGO - Previous Years      | 48014        | Scenic Drive Water Main   | Revenue      | Decrease          | (184,000.00) |            |
| 97030 | 469314  | PayGO - Previous Years      | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 184,000.00   |            |
| 97030 | 513020  | Engineering/Architectural   | 48014        | Scenic Drive Water Main   | Expense      | Decrease          | (34,000.00)  |            |
| 97030 | 513026  | Construction                | 48014        | Scenic Drive Water Main   | Expense      | Decrease          | (150,000.00) |            |
| 97030 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       |              | Increase          | 184,000.00   | 184,000.00 |
|       |         |                             |              |                           |              |                   |              |            |
| 97030 | 469161  | Transfers from Water Sewer  | 48054        | HV507 Dump Truck          | Revenue      | Decrease          | (2,892.00)   |            |
| 97030 | 469161  | Transfers from Water Sewer  | <b>49040</b> | <b>Paleo Well 3</b>       | Revenue      | Increase          | 2,892.00     |            |
| 97030 | 577025  | Vehicles                    | 48054        | HV507 Dump Truck          | Expense      | Decrease          | (2,892.00)   |            |
| 97030 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>       | Expense      | Increase          | 2,892.00     | 2,892.00   |
|       |         |                             |              |                           |              |                   |              |            |
| 97030 | 469314  | PayGO - Previous Years      | 49020        | Park Well Upgrade         | Revenue      | Decrease          | (2,905.04)   |            |

Exhibit A  
Schedule of Budget Changes by Account

| Org.  | Account |                             | Project      |                         | Account Type | Increase Decrease | Amount                | Project \$        |
|-------|---------|-----------------------------|--------------|-------------------------|--------------|-------------------|-----------------------|-------------------|
|       | No      | Description                 | No           | Description             |              |                   |                       |                   |
| 97030 | 469314  | PayGO - Previous Years      | <b>49040</b> | <b>Paleo Well 3</b>     | Revenue      | Increase          | 2,905.04              |                   |
| 97030 | 513020  | Engineering/Architectural   | 49020        | Park Well Upgrade       | Expense      | Decrease          | (2,905.04)            |                   |
| 97030 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>     | Expense      | Increase          | 2,905.04              | 2,905.04          |
|       |         |                             |              |                         |              |                   |                       |                   |
| 97030 | 469162  | Transfers from WS Revolving | 50016        | Elevated Water Tank Mai | Revenue      | Decrease          | (19,200.00)           |                   |
| 97030 | 469163  | Transfers from WS Revolving | <b>49040</b> | <b>Paleo Well 3</b>     | Revenue      | Increase          | 19,200.00             |                   |
| 97030 | 513026  | Construction                | 50016        | Elevated Water Tank Mai | Expense      | Decrease          | (19,200.00)           |                   |
| 97030 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>     | Expense      | Increase          | 19,200.00             | 19,200.00         |
|       |         |                             |              |                         |              |                   |                       |                   |
| 97030 | 469161  | Transfers from Water Sewer  | 55519        | WWTP Main Building HVAC | Revenue      | Decrease          | (9,260.00)            |                   |
| 97030 | 469161  | Transfers from Water Sewer  | <b>49040</b> | <b>Paleo Well 3</b>     | Revenue      | Increase          | 9,260.00              |                   |
| 97030 | 513026  | Construction                | 55519        | WWTP Main Building HVAC | Revenue      | Decrease          | (9,260.00)            |                   |
| 97030 | 513026  | Construction                | <b>49040</b> | <b>Paleo Well 3</b>     | Expense      | Increase          | 9,260.00              | 9,260.00          |
|       |         |                             |              |                         |              |                   | <b>Total &gt;&gt;</b> | <b>404,027.33</b> |



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

To: Julia Glanz, City Administrator  
From: Richard D. Baldwin, Acting Director of Infrastructure & Development   
Date: October 7, 2022  
Re: Budget Amendment – ITB 22-109 Zoo Administration Building

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On October 25, 2021 City Council approved contract ITB 22-109 for construction of the Zoo Administration Building. The approved scope of work included design and fabrication delivery and setting of the building. ADA access, utility connections, data and phone lines, electric service and security were items to be completed following building installation.

Previously a total of \$204,000 was appropriated for the Zoo Administration Building. To meet floodplain requirements the building elevation needed to be raised requiring foundations, and site work (dewatering) not in the scope of the original contract. Raising the building height has increased construction and material costs for ADA access, and building skirt. Finally, there is a tree threatening the building originally planned to remain that should be removed. An additional of \$54,000 in funding from City Park Master Plan is requested to address costs associated with raising the building, installing it at the increased elevation and removal of the tree.

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



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN  
AMENDMENT TO THE GENERAL CAPITAL PROJECT FUND  
BUDGET TO APPROPRIATE ADDITIONAL FUNDS REQUIRED  
FOR CONSTRUCTION OF THE ZOO ADMINISTRATION  
BUILDING.**

**WHEREAS**, the City previously approved funding of \$204,000.00 for construction of the Zoo Administration Building; and

**WHEREAS**, American with Disability Act (ADA) access to the building is required; and

**WHEREAS**, the specific goals of the City Park Master Plan include rehabilitation of existing facilities to meet ADA requirements; and

**WHEREAS**, to meet floodplain requirements the building evaluation must be raised, requiring foundation and site work not in the scope of the original contract; and

**WHEREAS**, meeting ADA and floodplain construction requirements has increased the cost of construction for this project by \$54,000; and

**WHEREAS**, the Capital Projects Fund Budget must be amended to provide for these unexpected expenses; and

**WHEREAS**, the budget amendment as provided herein must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury; and

**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 Capital Projects Fund Budget be and is hereby amended as follows:

| <b>Increase<br/>Decrease</b> | <b>Account<br/>Type</b> | <b>Account<br/>Description</b> | <b>Project<br/>Description</b> | <b>Account</b>         | <b>Amount</b> |
|------------------------------|-------------------------|--------------------------------|--------------------------------|------------------------|---------------|
| Decrease                     | Revenue                 | PayGo                          | City Park Phase                | 98119-469313-<br>48041 | 54,000        |
| Decrease                     | Expense                 | Construction                   | City Park Phase                | 98119-513026-<br>48041 | 54,000        |
| Increase                     | Revenue                 | PayGo                          | Zoo Admin Office<br>Space      | 98119-469313-<br>43022 | 54,000        |
| Increase                     | Expense                 | Construction                   | Zoo Admin Office<br>Space      | 98119-513026-<br>43022 | 54,000        |

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

**Section 2.** 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 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 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.

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

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

37           **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
38 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and thereafter, a statement of the substance  
39 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
40 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

41  
42 **ATTEST:**

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

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

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49  
50 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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52  
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54 \_\_\_\_\_  
55 **Jacob R. Day, Mayor**  
56