

CITY OF SALISBURY
WORK SESSION
JULY 1, 2024

Public Officials Present

Council President D'Shawn M. Doughty
Vice President Angela M. Blake
Councilmember Sharon C. Dashiell

Mayor Randolph J. Taylor
Councilmember Michele Gregory
Councilmember April Jackson (via Zoom)

In Attendance

City Administrator Andy Kitzrow, Deputy City Administrator John Tull, Delegate Carl L. Anderton, Pocomoke Mayor Todd J. Nock, Cambridge Commissioner Sputty Cephas, Procurement Director Jennifer Miller, Acting Director Information Services Steve Dickerson, Fire Chief Rob Frampton, Police Chief Dave Meienschein, Executive Administrative Assistant Jessie Turner, Human Resources Director Meg Caton, Human Resources Specialist, Training & Development Kacey Lingle, Human Resources Office Administrator II Judith Miller, City Attorney Ashley Bosché, City Clerk Kim Nichols and members of the public.

On July 1, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in Council Chambers of the Government Office Building. The following is a synopsis of the items discussed.

Training & Development presentation

Human Resources (HR) Specialist, Training & Development Kacey Lingle made a presentation on the training and career development for City employees. She explained HR did a 30-day survey for new employees whereby she met with each employee to ensure they knew their benefits and were comfortable. At 60-days she emailed employees a brief survey. At 90-days, new hires met with their supervisor to review brief goals, development, etc. At six-months new employees received a probationary appraisal. Fifty-five employees participated in the recent speech workshops. She discussed the Leadership Core Training which also had fifty-five participants. All City staff had the opportunity to participate in the trainings. The first Leadership Book Club had ten participants and received great feedback.

Ms. Lingle did one-on-one coaching with employees. She would reveal a logo to make the training & development official with the name SBYCares University. She aspired having an in-house university where they had a catalog of classes that employees could take. Coming up were supervisor workshops, roundtables and team building workshops.

President Doughty thanked Ms. Lingle for the presentation and looked forward to seeing the program and the City grow.

Landline necessity discussion

Procurement Director Jennifer Miller and Interim Director Information Services Steve Dickerson joined Council. President Doughty said the discussion began during the budget sessions and Council wondered what the landline cost with the two buildings.

Ms. Miller explained the City had a cost avoidance of approximately \$138,000 in the hardware to get new desk phones. The old desk phones would be “end of life” in 2026, and FY2025 we would have had a large Capital expense purchase new desk phones. Landline costs versus Verizon One Talk costs gave an average yearly savings of about \$20,000. There was a one-time bill incentive credit of \$16,000 and a maintenance cost avoidance. One Talk used an outside company called Masters Telecom which provided the City phone troubleshooting. We did not have the third-party provider fee anymore which ranged from \$20,000 to \$30,000 per year. There was now no cost for this service.

She did not know if there would be savings with less desk phones but provided the data to see the differences. The City had 231 desk phones. There were 103 other phones assigned to conference, break, and training rooms not included in the number. The desk phones cost the City about \$20 each per month. There were 47 City issued cell phones which cost \$40 per month per person and 47 employees who received \$20 per month stipends to use their own cell phones. She said the 47 employees with City issued cells likely also had a desk phone and most with the cell phone stipend also had a desk phone.

Mr. Dickerson explained the central management system. If we went to City issued cell phones instead of desk phones, IS would want to manage the phones to prevent someone returning one that could not be unlocked. That cost per device was \$45 per year.

Ms. Miller said with the Verizon One Talk App on cell phones, employees could make and receive business calls and camouflage their personal cell phone number. She said the City Cell Phone Policy stated cell phones used for voice calls, data, metadata, emails, texts and any other forms of communication to conduct City business may be deemed as public records subject to disclosure under the Public Information Act.

The presentation was for Council information only and no consensus was reached.

Lot 10 Subrecipient Agreement

The developer for Lot 10, Nick Simpson, joined Council at the table. President Doughty said the goal was to fine tune the Lot 10 subrecipient agreement and details.

Mr. Simpson outlined the sequence of events of how they got to this point from the time Lot 10 was surplus on November 14, 2016. He said they had worked with local and state legislators to successfully be approved for \$4 million in state funding for a development that would be an economic driver and a catalyst for downtown. Through email correspondence with Mayor Taylor and feedback he received previously that the definition of where the money was to spent was unclear because the title of the funding

was “Infrastructure Improvements.” He read the long list of what Department of General Services (DGS) defined as what those improvements should be.

Mayor Taylor emailed Ms. Bell at DGS specific questions about what could be funded. He called Delegate Anderton, spoke with Louis Luna with DGS, and went line by line. There was a specific range we could do- design for infrastructure and infrastructure capital. He was bound to stay on the side in the way in which the grant was intended.

President Doughty said did not think it could be clearer. He referred to Appendix A, and the two December 11, 2023 Award Letters from DGS which are attached as part of these minutes. He also spoke with Ms. Bell and persons above her about the funding. The letters stated the monies were to be used for the items on page 2 of 2. Mr. Kitzrow said the \$3 million breakdown showed the buckets the City applied for, and this was the funding award letter that went with it. This was the general information form to receive funding from DGS. The form letter had to be submitted plus the requests for funding. President Doughty said the state gave money based off of this, which was what we submitted. Mr. Kitzrow stated that our request for funding came after we submitted these. The award that was granted to us last summer was based not off of the applications but off of conversations with legislators.

Mayor Taylor said that Mr. Simpson’s budget had things other than infrastructure and design. President Doughty said that HB200 gave the money to the City for infrastructure improvements for Lot 10, and if the state had this, what was the next step. Mayor Taylor thought Ms. Bosché could provide the point of the subrecipient agreement and the conversation was an administrative not legislative discussion. He was doing this for the purposes of transparency to the public. President Doughty said that Ms. Bosché was looking for direction from Administration, which was why they were discussing this.

Mayor Taylor said what Mr. Simpson requested in the budget, relative to the grant application, were two different things. The application on the (attached) pages was not generated when the Paygo Grant was awarded.

Mr. Simpson said the ordinance stating that he was the recipient of the funding was accepted by the Mayor and Council. President Doughty said Ms. Blake reminded Administration that the legislation that came to Council was approved each step of the way and was a balance. President Doughty asked Mr. Simpson if he agreed for the construction costs and architect and engineering fees for the \$3 million and for the \$1 million. Mr. Simpson answered, to avoid doubt, we would remove interior design services and make that very separate. Mayor Taylor said that what he understood from Ms. Bell was that it was not water, sewer, sidewalks, lighting, and not anything to do with on the site. He did not know why it was difficult because it was infrastructure. He had not submitted a site plan to the City to even find out what the existing conditions were. He received from Mr. Simpson budgets that were outside of infrastructure. Mr. Simpson asked if we were using the DGS definition of architect and engineering services and construction work as defined by them in our subrecipient agreement. Mayor Taylor replied the grant was for the purposes of infrastructure.

Ms. Jackson recalled when this first took place the money was allocated just for the project. President Doughty asked Ms. Bosché what pieces she was waiting for to finalize the subrecipient agreement. She answered, in her discussions with Administration, they were looking for some type of deliverables that Mr. Simpson could provide to us, and as he said, he would have to prove he did something and submit a request to be reimbursed. Legal's hold up was what those deliverables would be, and Mr. Simpson had shared those. Mayor Taylor referred to Appendix A's closing line was to "consult with DGS before committing to any cost." He invited Mr. Simpson to his office anytime or to call him with Ms. Bell at DGS. He did not want to inappropriately administer the grant. Mr. Simpson said he was happy to proceed in whichever way was quickly feasible. These were legally binding documents from the City stating we were moving forward, and Mr. Simpson had been paying tax dollars and insurance and other costs on a monthly basis.

Seven members of the public provided the following comments:

- Representing the Chamber of Commerce, speaker encouraged the City and subrecipient to find resolution on behalf of the business community. The hotel/conference center would provide a new economic engine in the City with job creation during the construction phase and hospitality jobs when completed. This grant was identified and earmarked for the project. The business community did not want to risk repurposing the funds in any way that would jeopardize this investment into our community. Projects such as this expanded our commercial tax base, added jobs and pushed new customers into existing businesses.
- We needed to thank Mayor Taylor for what he was doing on this project.
- Speaker authored HB200 and worked for years to secure the \$4 million in state funding for the project with two governors, three or four Mayors, several councils, and this developer. It was not easy to secure \$4 million, at one time in the Governor's discretionary funds in the state budget. The money was divvied up quickly, and for us to grab \$4 million in one year was not easy. Both governors considered this project feasible and viable for Salisbury. He wanted to be sure the funding was used how it was directed. The money was for the project and not to be used elsewhere. Everything Mr. Simpson said about DGS and the applicable uses was accurate. If state funds were used outside the scope of intent, mistrust would be caused in Annapolis. AG and DGS had reached out to determine if they could recoup the money if Salisbury was not going to use the money properly.

Mayor Taylor said that the speaker's information was inconsistent with DGS.

- The County Executive gave away \$1 million of our County budget through the hybridization of the dispensary in a very non-transparent manner. The task force was not advertised to the public.. He gave credit to Mayor Taylor for trying to ensure the agreement was what it said it was. He hoped the developer would call Ms. Bell at DGS. The City had huge cultural, financial, racial and economic issues, but when a developer complained, the tap dancing began.

- The item was on the agenda as Administrative and Council discussion with no mention of a developer being present. Again, a developer was brought in to spar with the Mayor and certain members of the City Council were standing with the developer and pushing the Mayor to agree. The award letter did not specify Lot 10 but was for infrastructure improvements in the City. Speaker applauded Mayor Taylor for taking the time to delve into this grant funding in the interest of City residents, not the developer. Asked Council whose interests they were promoting.
- Speaker spoke with Wicomico County Tourism manager and was told in 2023, only 28% of sports participants were staying in Wicomico County. Salisbury University (SU) was losing out on NCAA playoff tournament bids each year. NCAA did not award SU the playoff tournaments because we had inadequate hotel space. The Ross would be 95% occupied by SU students this August.
- Every side saw their own issue and truth. The Mayor had a legal fiduciary right. She saw nothing wrong with the amazing plans of having a hotel. We had to do it right and follow the laws which indicated the monies were for that particular lot.

Mr. Doughty's goal was to come to a resolution for this subrecipient agreement. Mr. Kitzrow said the draft of the agreement that quasi existed had an exhibit that detailed in more definition, the budget. Based off of the budget, it was a reimbursement schedule that would happen based off of the terms and conditions. It was imperative they come to a consensus on those pieces because if there was an assumption that something would be funded and it was not, the money was spent. President Doughty asked how much time was needed to email with DGS. Mayor Taylor said he would be happy to meet with the developer and call Ms. Bell. President Doughty said he called and emailed people and also wanted to get it right. Council approved the subrecipient agreement to go and fundamentally it would come back to Council for resolution. He said he spent many hours researching and calling the same people and he had different answers.

Mr. Simpson said he and Mayor Taylor had communication last week. They had \$20 million of qualified information that would work for the project. He could have his attorneys draft the subrecipient agreement and send to everyone and the state. It said to consult DGS before committing to costs and he could not wait any longer.

Council reached unanimous consensus to move forward to authorize Council being a part of the conversation with the actual subrecipient agreement. If need be we would draft a resolution to enable Council to have the agreement with Mr. Simpson on behalf of the City. Ms. Bosché would draft it for Council and DGS to review, and would have it done in two weeks. Mr. Kitzrow said he wanted to be sure we were not being sidestepped since Administration ultimately dispersed the reimbursement and reviewed the work.

Administration and Council Comments

Mr. Kitzrow applauded the events team, Field Ops, SPD and Fire for supporting all of the events in June. He was looking forward to the holiday and the fireworks.

Mayor Taylor would be at the Shorebirds Stadium on Friday night with Operation We Care. He wished everyone a Happy 4th of July and said to enjoy the good weather.

Ms. Gregory congratulated PFLAG Salisbury for an amazing event this past weekend. The parade was well attended and it was a great event. She reminded people to check on loved ones who may be sensitive to the heat. It would be very hot for at least a week.

Ms. Jackson thanked everyone for all the get well wishes and she was improving.

Ms. Dashiell said she and President Doughty attended LESMA in Sharptown. Sheriff Lewis gave an update on the new building. Jordan Ray in the Comms team ran the Think Tank at Inspire each month to make this a better place for everyone to prosper. She welcomed her sister Sally from California, who was in the audience.

Ms. Blake said June was very busy. Juneteenth and Pride were well attended. She gave a shout out to the Fire and Police departments. She toured the SPD recently and they did a great job. Salisbury had improvements at community parks. There were youth activities at Truitt and Newton Street. Unity Square was very busy. The Housing Committee had been meeting to discuss housing needs in the City. She would provide an update on the Bicycle and Pedestrian Advisory Committee and asked for an update on the following:

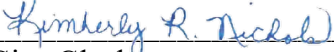
- Twelve or so projects were being held up or delayed. There was grant money to improve some of the sections on the east side of town and there was some type of delay with that.
- As liaison to the Human Rights Committee, she asked about putting on the next Work Session “membership qualifications.”

On July 9th the Governor’s Office put out their new initiative called “Enough,” state funding for youth to meet poverty gaps and possible housing initiatives. She would join on Zoom with Rachel Manning, the City’s Youth Coordinator and bring updates.


President Doughty said was never called a bully and our word choices did matter. While we may disagree, we had to be kind. He acknowledged Pocomoke Mayor Todd Nock and incoming President of MML and Cambridge Commissioner Spuddy Cephas in the room. June was very busy. Have a safe Fourth of July and come to the Red, White and Boom.

Adjournment

With no further business to discuss, the Work Session was adjourned at 5:56 p.m.



City Clerk



Council President

Appendix A

Eligible Project Expenditures

The State may disburse grant funds only to pay for eligible expenses. Your bond bill will state what types of activities your grant funds. In general, to qualify as an eligible use of grant funds, the object of the expenditure must have a useful life expectancy of at least 15 years. This section describes expenditures eligible for grant funding. Consult with DGS before committing to any costs.

I. Real Property Acquisition

Acquiring land interests (freehold, fee, or leasehold) and real property improvements.

II. Architectural/Engineering Services

- A. Preliminary design; project design; preparing plans/specifications and related contract documents; preparing site plans, floor plans, specifications for architectural, structural, site improvements, civil, mechanical and electrical work, and related contract documents.
- B. Construction phase basic engineering; inspection; testing services.
- C. Post-construction phase start-up services.

III. Construction

- A. Work necessary to produce a complete and usable improvement to real property. Examples of construction projects are: erecting, installing, or assembling a new structure; installing, extending, or replacing utility systems; installing fixed equipment that becomes part of the structure; and developing and improving the site. All roofing projects must comply with the State's roofing policy. (See State Policies at page 9.)
- B. Construction projects are categorized:
 - 1. Addition/Expansion/Extension: Increasing an existing structure's overall external dimension.
 - 2. Alteration: Modifying or adapting the interior arrangement and other physical characteristics of an existing structure so that it may be better used for its present functions.
 - 3. Conversion: Modifying or adapting the interior arrangement and other physical characteristics of an existing structure so that it may be better used for new functions.
 - ▶ **Note: Adjusting exterior space is categorized as addition/expansion/extension and is not normally deemed a conversion.**
 - 4. Relocation: Moving an existing structure from one site to another including moving utility lines. Relocation of roads, pavements or similar facilities is excluded. Relocating two or more existing structures resulting in a single structure is deemed a single project.
 - ▶ **Note: Adjusting exterior space is categorized as addition/expansion/extension and is not normally deemed a conversion.**

5. Renovation: Restoring and modernizing a structure or its systems, including building code compliance work, so that the structure may be effectively used for its present functions.
 - ▶ **Note: Renovation is needed to counter deterioration and obsolescence due to age, deferred maintenance, original faulty construction, or damage from natural disasters. Renovation differs from alteration primarily because alteration significantly modifies interior space arrangements, while renovation does not.**
6. Replacement: Completely reconstructing a structure, or a mechanical or utility system, which, because of age, unsafe conditions, obsolescence, or other causes, cannot be economically repaired or renovated and cannot be used for its intended function.
 - ▶ **Note: Reconstructing minor components of a mechanical or utility system is categorized as maintenance and is not normally included as a replacement. Replacement will be allowed as an eligible expenditure only if maintenance or renovation cannot resolve the problem.**
7. Restoration: Work required to bring a structure, to the maximum extent possible, to its former state. Ordinarily, restoration is authorized only for historic properties.
8. Site Development and Improvements: Includes grading; installing drainage facilities; constructing new roads, walks, parking areas, retaining walls, recreational areas, and fences; standard and essential landscaping; outdoor lighting.
9. Utilities: Includes installing, extending or replacing items such as sewer, water and electrical service systems; power plant facilities; heating, ventilating and air conditioning; elevators; fire escapes, sprinklers and fire alarms; and telephone communications and associated control systems.

IV. Equipment and Furnishings

Some equipment and furnishings are eligible expenditures while others are ineligible. Initial equipment and furnishings are eligible expenditures if they:

- Have a life expectancy of at least 15 years, with normal maintenance
 - Are unlikely to become technically obsolete for 15 years
 - Are of durable construction
 - Are heavy enough to prevent easy removal (chairs, however, may be eligible expenditures even if they do not meet this requirement)
 - Are not intended to replace adequate items already on hand [replacement equipment is not eligible for funding]
 - Are necessary to accommodate the functions for which the structure is intended AND
 - Are not elaborate or extravagant. Review is guided by the reasonableness of the cost, the items durability, and the items appropriateness.
- ▶ **Note: In the case of conversion or expansion, only equipment and furnishings needed to support a new function are eligible for funding. In the case of alteration, relocation or renovation, equipment and furnishings will not normally be eligible for funding. Because these projects are related to existing functions, it is expected that existing equipment can be used.**

Ineligible Project Expenditures

The State will not disburse grant funds for ineligible expenses. This section describes expenditures ineligible for grant funding. This list is not exhaustive. The State will determine eligibility on a case-by-case basis. Consult with DGS before committing to any costs

I. Feasibility studies or program development needed before authorizing funds (e.g., master plans)

II. Existing debt, interest (e.g., mortgage, rent, loans)

III. Fund-raising activities

IV. Salaries or wages paid to employees for project work

V. Administrative or legal costs

VI. Permits, licenses, bonds, reimbursables and insurance

VII. Maintenance

- A. Maintenance is ineligible because it does not have a useful life expectancy of 15 years. Maintenance is the recurring periodic (daily, weekly, monthly, annual) or scheduled upkeep required to maintain or fix a structure or a system, or its components, so that it may continue to be appropriately and effectively used for its intended purpose during its life expectancy. Maintenance includes overhauling, reprocessing, and replacing parts or materials that have deteriorated through normal wear and tear. Maintenance includes work undertaken to prevent damage that otherwise would be more costly to restore.)
- B. Maintenance includes upkeep necessary to meet prescribed standards and codes Maintenance does not include major changes necessary to cover new accreditation standards.
- C. Maintenance does not include constructing new maintenance sheds or buildings. Maintenance does not include extending or expanding utilities.
- D. Following are examples of ineligible maintenance projects:
 - 1. Painting, decorating, caulking, repainting, or treating masonry and other surfaces
 - 2. Repairing wall or floor tiles, shingles or siding, and roofs
 - 3. Sealing asphalt surfaces, ditching, replacing gutters and curbs, patching road surfaces
 - 4. Repairing sprinklers and alarm systems
 - 5. Repairing an elevator or escalator
 - 6. Repairing plumbing, sanitary facilities, or the heating, ventilating and air conditioning system
 - 7. Repairing lighting-and-electrical-systems components

VIII. Non-Capital Furnishings & Equipment

- A. Office machines and equipment. Examples: typewriters; computers, printers, and other computer peripherals, including software; calculators; fax machines; copying machines.
- B. Household furnishings. Examples: mattresses, pillows, rugs, mats, pads, curtains, draperies, pictures, statuettes, interior-design items susceptible to the influence of style and frequent turnover, and other similar furnishings.

- C. Small household furniture, household furniture, appliances and accessories. Examples: coat-trees, folding chairs and tables, canisters, wastebaskets, trash cans and receptacles, paper roll dispensers, ironing boards, magazine racks, foot stools, dishes, pans, cutlery, glasses, desk sets, ladders, washing machines, dryers, refrigerators, ovens, stoves, fryers, griddles, hot plates, warmers, including hot food loaders, scales, pegboards, lamps, grills, toasters, irons, clocks, vacuum cleaners, scrubbers and floor polishers, bulletin boards, easels, planter boxes, movable chalk boards, towel racks not fixed, other similar furniture, equipment and accessories
- D. Small equipment, machinery, and appliances. Examples: power tools, electric fans, movable air conditioning units, paint sprayers and paint mixers, welding machines, movie and slide projectors, portable screens, film splicers, slide viewers, audiovisual aids, CD and DVD players, video cassette recorders, record players, television sets, radios, stereo systems, portable paging systems, and other similar machinery and appliances..
- E. Major medical equipment and medical instruments - Examples: ophthalmoscopes, cystoscopes, otoscopes, oxygen tents, porta-lifts, bath lifts, cardiac arrest units, autoclaves, blood volume machines, serological baths, cryostat microtome units, ultra-violet lamps, resuscitators, inhalators, suction devices, refraction machines, eye charts, EEG and EKG machines, X-ray equipment, CT scan and MRI equipment, anesthesia units, obstetrical apparatus, whirlpool baths, and other similar equipment.
- ▶ **Note: Exception may be made for major medical equipment and medical instruments that exceed \$20,000 if the useful life expectancy exceeds 15 years. Consult with DGS.**
- F. Professional, scientific and controlling instruments. Examples: photographic and optical equipment such as spectrophotometers, colorimeters, catheterization trays, fluoroscopes, microscopes, oscilloscopes, balance scales, recorders, lenses and binoculars.
- ▶ **Note: Exception may be made for professional, scientific and controlling instruments that exceed \$20,000 if the useful life expectancy exceeds 15 years. Consult with DGS.**
- G. Glass and glass products, flat, blown or pressed. Examples: distilling apparatus, beakers, vials, test tubes, slides, basins, lamps, chinaware, dishes, mirrors, glass-top tables, and other similar products.
- H. Game equipment. Examples: bowling games, shuffleboards, billiard tables and equipment, ping-pong tables, and game tables.
- I. Vehicular and motorized equipment. Examples: automobiles, trucks, boats, cleaning trucks, food trucks, heated or refrigerated tray trucks, dumpsters, forklifts, farming equipment, trailers or carts, wheelchairs, wheeled carts for maintenance use, and other similar equipment.
- J. Supplies and materials. Examples: blankets, sheets, pillowcases, table linens, janitorial supplies, laboratory supplies, medical products, candle holders, books, flags and bunting, audio or visual tapes or discs, small hand tools, toolboxes, office supplies and other similar supplies and materials.



Wes Moore, Governor | Aruna Miller, Lt. Governor | Atif Chaudhry, Secretary

Deirdra Bell 12/14/2023

Amount: \$1,000,000
Acct: H0103/HB200/SB181
PCA: 88401

PAYGO Funding Award Letter

Re: Name of PAYGO Funded Project: _____
County/City Name: _____
Supplemental Budget No.: _____
Senate Bill: _____ House Bill: _____

Dear

We are pleased to inform you that the Maryland Department of General Services has been authorized to administer the disbursement of your organization's awarded funds as referenced above. These are designated as PAYGO funds from the State of Maryland, to your organization in the amount of _____ for the fiscal year ending June 30, _____.

If you have any questions regarding this correspondence, please direct them to Ms. Deirdra Bell, Director, Capital Grants and Loans. She can be reached at deirdra.bell@maryland.gov or **410-767-4107**.

Sincerely,

A handwritten signature in black ink that reads "Nelson E. Reichart".

Nelson Reichart
Deputy Secretary

Cc: Wyllie Tchantchou, Director of Finance, Department of General Services



12/08/23

Ms. Deirdra Bell
Capital Grants Program
Maryland Department of General Services
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

PAYMENT REQUEST LETTER

Re: **Lot 10 Redevelopment**
HOOH01.03 Miscellaneous Grants, Supplemental Budget

Dear Ms. Bell:

The State of Maryland approved a commitment of funds for the above-referenced project. We are submitting a request for payment in the amount of \$1,000,000 payable to our organization as shown below.

Recipient Organization Information:

Payee: City of Salisbury, Maryland

Address: 116 S. Division Street, Salisbury, MD 21801

Federal ID#: 52-6000806

Amount: \$1,000,000.00

Under penalty of perjury, we certify that the work and services for which payment is requested above that has been or will be performed in accordance with the intended use as provided under the consent of the State Senate and House of Delegates of the State of Maryland for the above referenced legislation

Signature: _____

Title: City Administrator

Capital Project PAYGO Funding General Information Form

(Submit a separate form for each award)



Name of Project

Legislative District

County

Year Authorized

DGS Item # (For DGS use only)

PAYGO Amount (Show this amount only in State Funding Column on Page 2)

\$ _____

Legal Name of Recipient Organization

Address of Recipient Organization

Project Title

Estimated Project Schedule

Design Start _____

Design End _____

Construction Start _____

Construction End _____

Detailed Project Description and Scope (Include purpose and constructions details)

Have you created cash flow projections for this project?
If yes, please attach a copy of it in your email response. Yes No

Recipient Interest in Real Property to be Improved with PAYGO Funding:

Recipient organization is the sole owner.

Recipient organization is a co-owner.

Co-owner name: _____

Recipient does not own the property, but has a long-term lease.

Indicate term: years and provide a copy of lease: _____

Recipient does not own or lease the project property.

Property owner name: _____

	Total Estimated Project Budget		
	This	Other	Total
	State Funding	Funds	Cost
A. Construction Cost (Including Fixed Equipment)			
B. Equipment & Furnishings Not Fixed (Attach a copy of the listing in your email response. It should include the cost of each item)			
C. Architect/Engineer Fees			
D. Land			
E. Total			

You are encouraged (but not required) to solicit minority, small and veteran-owned business participation. For further information on Maryland's socio-economic programs, please visit:

- [Minority Business Enterprise Program](#)
- [Small Business Reserve Program](#)
- [Veteran-Owned Small Business Enterprise Program](#)

Will this project utilize these business(es) to provide construction, goods and/or services? Yes No

Contact Person's Name


Email

Phone (Office)

Phone (Cell)

Name of Recipient Organization

Date



Authorized Representative (Sign)

Authorized Representative (Print Name & Title)

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

City of Salisbury

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

125 N Divison St.

6 City, state, and ZIP code

Salisbury, MD 21801-4940

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-			-		

or

Employer identification number									
5	2	-	6	0	0	0	8	0	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► 

Date ► 12.08.23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Wes Moore, Governor | Aruna Miller, Lt. Governor | Atif Chaudhry, Secretary

Deirdra Bell 12/14/23

Amount: \$3,000,000.00
Acct: H0103/HB 200/HB181 - 6/30/2024
PCA: 88401

PAYGO Funding Award Letter

Re: Name of PAYGO Funded Project: _____
County/City Name: _____
Supplemental Budget No.: _____
Senate Bill: _____ House Bill: _____

Dear

We are pleased to inform you that the Maryland Department of General Services has been authorized to administer the disbursement of your organization's awarded funds as referenced above. These are designated as PAYGO funds from the State of Maryland, to your organization in the amount of _____ for the fiscal year ending June 30, _____.

If you have any questions regarding this correspondence, please direct them to Ms. Deirdra Bell, Director, Capital Grants and Loans. She can be reached at deirdra.bell@maryland.gov or **410-767-4107**.

Sincerely,

A handwritten signature in black ink that reads "Nelson E. Reichart".

Nelson Reichart
Deputy Secretary

Cc: Wyllie Tchantchou, Director of Finance, Department of General Services

Capital Project PAYGO Funding General Information Form

(Submit a separate form for each award)



Name of Project

Legislative District

County

Year Authorized

DGS Item # (For DGS use only)

PAYGO Amount (Show this amount only in State Funding Column on Page 2)

\$ _____

Legal Name of Recipient Organization

Address of Recipient Organization

Project Title

Estimated Project Schedule

Design Start _____

Design End _____

Construction Start _____

Construction End _____

Detailed Project Description and Scope (Include purpose and constructions details)

Have you created cash flow projections for this project?
If yes, please attach a copy of it in your email response. Yes No

Recipient Interest in Real Property to be Improved with PAYGO Funding:

Recipient organization is the sole owner.

Recipient organization is a co-owner.

Co-owner name: _____

Recipient does not own the property, but has a long-term lease.

Indicate term: years and provide a copy of lease: _____

Recipient does not own or lease the project property.

Property owner name: _____

	Total Estimated Project Budget		
	This	Other	Total
	State Funding	Funds	Cost
A. Construction Cost (Including Fixed Equipment)			
B. Equipment & Furnishings Not Fixed (Attach a copy of the listing in your email response. It should include the cost of each item)			
C. Architect/Engineer Fees			
D. Land			
E. Total			

You are encouraged (but not required) to solicit minority, small and veteran-owned business participation. For further information on Maryland's socio-economic programs, please visit:

- [Minority Business Enterprise Program](#)
- [Small Business Reserve Program](#)
- [Veteran-Owned Small Business Enterprise Program](#)

Will this project utilize these business(es) to provide construction, goods and/or services? Yes No

Contact Person's Name


Email

Phone (Office)

Phone (Cell)

Name of Recipient Organization

Date



Authorized Representative (Sign)

Authorized Representative (Print Name & Title)



12/08/23

Ms. Deirdra Bell
Capital Grants Program
Maryland Department of General Services
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

PAYMENT REQUEST LETTER

Re: **Lot 10 Redevelopment**
House Bill 200 (pg 273; 32-34)

Dear Ms. Bell:

The State of Maryland approved a commitment of funds for the above-referenced project. We are submitting a request for payment in the amount of \$3,000,000 payable to our organization as shown below.

Recipient Organization Information:

Payee: City of Salisbury, Maryland

Address: 116 S. Division Street, Salisbury, MD 21801

Federal ID#: 52-6000806

Amount: \$3,000,000.00

Under penalty of perjury, we certify that the work and services for which payment is requested above that has been or will be performed in accordance with the intended use as provided under the consent of the State Senate and House of Delegates of the State of Maryland for the above referenced legislation

Signature: _____

Title: City Administrator

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
City of Salisbury	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<input type="checkbox"/> C Corporation	
<input type="checkbox"/> S Corporation	
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input checked="" type="checkbox"/> Other (see instructions) ▶	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
125 N Divison St.	
6 City, state, and ZIP code	
Salisbury, MD 21801-4940	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	2	-	6	0	0	0	8	0	6

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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