

CITY OF SALISBURY  
WORK SESSION  
JUNE 3, 2019

Public Officials Present

Council President John “Jack” R. Heath  
Council Vice-President Muir Boda  
Councilman James Ireton, Jr.

Mayor Jacob R. Day  
Councilwoman Angela M. Blake  
Councilwoman April Jackson

In Attendance

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, Deputy Chief James Gladwell, Fire Marshal Eric Cramer, Department of Infrastructure and Development (DID) Director Amanda Pollack, Project Specialist Will White, City Clerk Kim Nichols, City Attorney Mark Tilghman, and interested citizens.

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On June 3, 2019 Salisbury City Council convened in Work Session at 4:30 p.m. in Council Chambers, Room 301 of the Government Office Building.

President Heath informed the Public that the City Council members wore blue in solidarity with the City of Virginia Beach and called for a moment of silence to remember the families and all those impacted by the tragedy that occurred on Friday, May 31, 2019.

The following is a synopsis of the topics discussed in the Work Session.

**Hotel licensing and inspections**

Fire Chief John Tull, Deputy Chief James Gladwell and Fire Marshal Eric Cramer joined Council to discuss amending the City Code by adding language concerning hotel licensing and inspections. At the time the Fire Marshal division was established, hotel inspections were not included. A new fee will not be required for hotels and motels that are currently paying a fee payable to the County.

Mr. Boda asked if the fee would be paid to the City and Mr. Tull answered in the affirmative.

President Heath asked how many hotels were in the City, and Fire Marshal answered about twelve.

City Clerk Nichols questioned how appropriate it was for the Clerk’s Office to process applications and licenses, and Mayor Day thought application should be handled in Business Development Dept.

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

**MOU with Salisbury University (SU) for use of Plant Street**

DID Director Amanda Pollack, SU Associate Vice President- Facilities and Capital Management Eric Berkheimer, and Transportation Project Specialist Will White joined Council. Ms. Pollack explained that Plant Street was a 50-foot right-of-way located north of Milford Steel on the east side of the railroad right-of-way. SU planned to build a 3-D art center and the City looked for the best way to guarantee them access to use Plant Street, including building a section of the City's Rail Trail. If the City abandoned the right-of-way, it would be split down the center with half going to each property owner and preventing the City to build the Rail Trail. Ms. Pollack said the MOU gave both entities the best use of the property to include the Rail Trail and access to the Arts Center building, athletic fields and parking lots. Mr. Berkheimer said that when SU purchased the Tri-State Engineering property several years ago, the intent was for it to be used for art. Adjacent to the athletic fields, it was the last "leg" between the fields and Milford Street, and what would allow the completion of the Rail Trail link between the two properties and connect past University Park.

Council reached unanimous consensus to advance the resolution to legislative session.

### **Property line adjustment with 500 Riverside Realty, LLC**

Ms. Pollack explained the Riverside Traffic Circle was bid out, and as part of the project the City had to obtain either easements or right-of-way from three (3) property owners for the sidewalk where it extends out around the circle.

When sharing the plans with 500 Riverside Realty, LLC (to ensure it was incorporated in their development plans), it was apparent that a land swap as opposed to odd-shaped easements would be necessary. The land swap would be very close, adding about 921 sq. ft. to the City and 1,071 sq. ft. to Riverside Realty, LLC, and would allow the City to put in the sidewalks around the circle and would grant a temporary construction easement during construction.

Council reached unanimous consensus for the resolution to advance to legislative session.

### **Constructing bicycle facilities on City streets**

Ms. Pollack explained when the Bicycle Master Plan was adopted, it was decided each year DID would return with an ordinance to indicate the streets that bike facilities were being added. The list included Carroll Avenue, West Market Street, North Park Drive, South Park Drive, South Boulevard, Northwood Drive, Middle Neck Drive, and West College Avenue.

Questions from Council included the following:

- President Heath asked if Northwood Drive would have one lane, and if so, which side. Mr. White answered Northwood Drive would get one lane on each side (two lanes).
- President Heath asked about North Park and South Park. Mr. White said both were recently paved and in keeping with the design Greenway Route Bike Plan, it is a loop. There will be a dedicated lane to ride the perimeter of the Park, except for the section between Main St. and Beaverdam.
- Vice-President Boda asked about Middleneck Drive. Mr. White said it is buffered bike lanes, similar to Northwood Drive. It splits because it runs into the County. Mr. White would reach out to the County to see if they wanted to connect.

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

### **Receiving the donation of trolleys**

Deputy City Administrator Andy Kitzrow explained the operation of the Downtown Trolleys needed to change. Shore Transit was paid to run the trolley Thursday and Friday nights to connect SU to Downtown, and over the past semester, the City became aware that it was not the most effective use of the \$32,000. The City discussed taking over the trolleys, and Shore Transit was happy to turn over the operations along with donating the trolleys, after receiving permission from the MTA. Two of the vehicles were operational and the third one was primarily used for parts.

The most relevant use would be to continue the Downtown Trolley operations throughout the school year from September through May on Thursdays, Fridays, and possibly Saturdays. The trolleys would also be useful for the field trips for the Adventure Summer Camp at the Salisbury Zoo. Other uses would be for special events for extra mobility including the City Festivals and Marathon. Also on trips that would include Council or a number of employees, they would be useful. If the City wanted to explore renting them out, the revenue could go back into the upkeep of the trolleys. Shore Transit could not do those things because it was federally funding, and they were unable to use it in that capacity. The City would hire CDL licensed drivers and the trolleys would be stored at the Field Operations complex. Council, Mayor Day, and Mr. Kitzrow discussed other uses and the branding of the trolleys.

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

### **Receiving the donation of fishing poles**

Mr. Kitzrow reported Mr. Tim Spies donated ten fishing poles to the City to use at the Salisbury Zoo Adventure Camp and other youth programs.

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

### **Discussion regarding receiving donations to the City**

Mr. Kitzrow said donations go through a process going before Council in Work Session and then a resolution. Administration appreciates all of the donations and wants everyone to be receive recognition, but asked if there was desire to expedite the process to handle some of the smaller donations differently, such as holding a group recognition two times a year.

Monetary donations, similar to how grants are managed, are not necessarily known ahead of time, but when the budget is prepared, it is done so with the expenditure noted. Donations could be done in the same way, and he noted the example of the Truitt Street Community Center or the neighborhood walks. There are monetary donations received that cannot be used until the receipt goes through a six week process with Work Session, first and second reading. Mr. Kitzrow suggested creating the budgeted authority to expend monies for Youth Programs if donations were received, but the amounts or donators would be unknown. He distributed a copy of the Policy on Acceptance of Gifts by the City, created in 1998 (attached and made part of the minutes) and asked if Council had interest in adjusting the policy. This would reduce the number of resolutions needing to be passed.

President Heath asked how the individuals would be recognized, and Mr. Kitzrow suggested there would be a more lengthy resolution to list each item. At a Council Meeting, the donations would be recognized and donors invited to attend to be thanked all at one time.

Mr. Ireton was concerned with the threshold Council should consider, such as \$100 or \$200, and suggested Administration ask MML what other Cities do in this situation.

Mr. Boda remarked on the City's cost to process small donations. United Way recently wanted to donate \$125 but it could not be used until it was appropriately received.

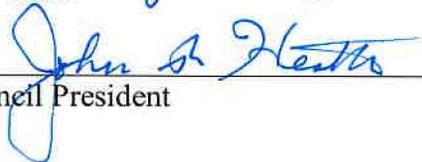
Mr. Tilghman said in order to satisfy the Charter, a provision could be provided for in the budget such as "Santa's Workshop." The gift policy requires every gift to be approved, and it could stipulate "any gift within the amount already budgeted."

Council directed Mr. Kitzrow to make the inquiry to MML to find out the threshold and process of other cities that are the size of Salisbury, and to return to Work Session for further discussion.

**Adjournment**

With nothing further to discuss, the Work Session adjourned at 5:19 p.m.

  
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City Clerk

  
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Council President

**CITY OF SALISBURY, MARYLAND**  
**POLICY ON ACCEPTANCE OF GIFTS BY THE CITY**  
(Effective August 10, 1998)

- 1) Any individual or organization, wishing to donate an item or funds to the City, should first approach the head of the department, which would be responsible for using or maintaining the item or funds. If unsure, the donor should contact the Mayor's Office.
- 2) The head of the department, to which the donation is offered, should evaluate the cost and the benefits to the City and the public in accepting the gift and forward a recommendation to the Mayor. The analysis should include, among other things, the expected beneficiaries of the gift, the use to which it would be put, and the cost of future maintenance and replacement.
- 3) The Mayor will review the analysis of the department and decide whether to accept the gift on behalf of the City. If the gift is a tangible asset, which meets the definition of a capital asset, and which the Mayor thinks should be accepted, the Mayor will forward a recommendation to the City Council. If the City Council accepts the gift, it shall be added to the City's fixed asset inventory. If the gift is in the form of cash, and the Mayor thinks it should be accepted, the Mayor will likewise forward a recommendation to the City Council. If it is intended that the cash is to be expended prior to the end of the fiscal year in which it is received, a budget amendment must be approved by the City Council. If a cash gift is not intended to be expended prior to the end of the fiscal year, it shall be turned over to the City Treasurer to be entered onto the books of the City.
- 4) Anyone disagreeing with the decision of the Mayor concerning the acceptance of a gift, may appeal such decision in writing to the City Council.
- 5) No gift may be accepted by the City without the approval of the City Council.

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