



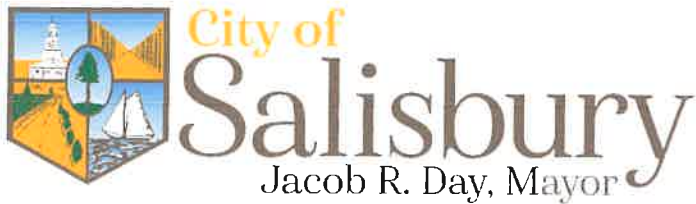
**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

**DECEMBER 16, 2019
COUNCIL CHAMBERS
GOVERNMENT OFFICE BUILDING**

- 4:30 p.m. **SPECIAL MEETING** – Separate Agenda
- 4:40 p.m. **WORK SESSION**
- 4:40 p.m. Employee Handbook Amendments- City Administrator Julia Glanz, Human Resources Director Jeanne Loyd
- 4:55 p.m. Declaration of Surplus of 407 Anne Street- Procurement Director Jennifer Miller
- 5:15 p.m. Council Rules of Order- Council discussion
- 5:25 p.m. Council Representatives on City Boards and Commissions- Council discussion
- 5:35 p.m. 2020 Council meeting dates- Council discussion
- 5:45 p.m. Adjournment

*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).*

Posted 12/11/19



DATE: December 11, 2019

TO: Julia Glanz, City Administrator

FROM: Jeanne Loyd, Director of Human Resources

SUBJ: Employee Handbook

Please find attached a copy of a Resolution to effect changes identified in the City Employee Handbook which include Chapter 3.

Changes include exclusions from the standard pay system for both Police and Fire sworn staff. These changes are based on the two separate pay scales and their development two years ago. This excludes automatic 8 and 12 percent increases for promotions and provides that they follow the rules established for their specific pay scales which is based on service and merit.

This section also clarifies pay in order for an employee to take a lower grade position by the employee's request from where they are currently. This further explains the various ways that an employee will be paid when moved to a lower grade level if for disciplinary reasons or by reorganization.

The City is requesting the removal of the 30 day waiting period to pay individuals that are placed in an acting role to assume a higher level of responsibility for a temporary period of time and to remove the need for advice and consent from the City Council regarding the time period allowed for this acting period.

The City would like to increase the comp time maximum from 120 hours to 160 hours to avoid the common issues faced annually regarding the approval of carrying over additional time. This is also done to be more aligned with what our State and Federal competitors are currently doing regarding the issue of compensatory time. We are also looking to allow employees when moving to a different department to take their comp time with them rather than be paid out at the time of the move.

1 RESOLUTION NO. _____

2 A RESOLUTION OF THE CITY OF SALISBURY TO AMEND THE
3 DISCLAIMER AND CHAPTER 3 OF THE EMPLOYEE HANDBOOK TO
4 UPDATE THE EMPLOYEE HANDBOOK.

5 WHEREAS, the City of Salisbury has an Employee Handbook; and
6

7
8 WHEREAS, the Mayor’s Office and the Human Resources Department have reviewed
9 the Employee Handbook; and

10
11 WHEREAS, the Mayor’s Office and the Human Resources Department recommend
12 updating the Employee Handbook; and

13
14 WHEREAS, the City of Salisbury desires to amend the Employee Handbook in
15 segments; and

16
17 WHEREAS, the City of Salisbury will amend the rest of the Employee Handbooks in
18 future resolutions; and

19
20 WHEREAS, the recommended changes have been approved by the Mayor and reviewed
21 by the City Council.

22
23 NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland that the
24 Disclaimer of the Employee Handbook is amended as follows:
25

26 **Chapter 3**

27
28 **WAGES AND HOURS**

29
30 0301 **Wages and Increases**

31
32 The City’s pay system and working schedules must ~~fit~~ **comply with** the fiscal and service requirements
33 of the City. These guidelines are largely determined by the City Budget. City tax-payers expect and
34 require that in all matters, including our pay system, we stay within our budget. As a City employee, you
35 share in the commitment and responsibility to our tax-paying citizens.

36
37 All wage determinations are subject to the City’s budgetary process and are conditioned upon prior
38 budgetary approval. Any wage increases described in this Chapter 3 are only available if approved as part
39 of the City’s budget.
40

41 0302 **How Our Pay System Works**

42
43 A. Pay and Classification– Each City job is assigned a pay grade according to such factors as: job
44 complexity; education/experience required; scope and impact; supervision received;

45 supervisory duties; working relationships; working environment; and physical demands. Within
46 each paygrade there is a minimum and a maximum compensation level and, a total of thirty pay
47 steps which include the minimum and maximum. The minimum pay step represents the lowest
48 amount that the City feels should be paid to any employee performing a job within that pay
49 grade. The maximum pay step represents the highest amount that the City feels should be paid
50 to any employee performing a job within that pay grade. All employees will be assigned to one
51 of the listed pay steps in the pay grade.

52 B. In most cases, a new employee begins employment at the minimum pay step of the pay grade
53 for the job for which they were hired. Progression from the minimum pay step, through the pay
54 range, is based on the annual step increase approved through the budget approval process and
55 the employee's performance evaluation. An employee must have six months of service with the
56 City before June 30 to be eligible for the annual step increase.* An ~~E~~employee's annual increase
57 may be withheld due to the need to be reevaluated for receiving an overall less than ~~S~~satisfactory
58 ~~Annual or New Employee Probation Period Performance R~~rating. Upon receiving a
59 reevaluation where all areas are now rated at ~~S~~satisfactory, the employee will receive the
60 increase effective on the first full pay period ~~following the completion of the rating period or the~~
61 ~~corresponding number of weeks after~~ in October the annual increase is provided. The annual
62 increase will not be retroactive. If all areas of the evaluation are not brought up to a satisfactory
63 rating after the 90-day performance probation period, the employee forfeits the annual increase
64 for that fiscal year and may be recommended for further performance probation or dismissal.

65 A. **Certified Police Officers and Fire Fighter/EMT/Paramedics must be off of initial*
66 *probation to be considered for an annual increase. Increase will be applied upon completion*
67 *of probation and will be effective on the first day of the next payroll period and will include*
68 *the applicable step increase.*
69

70 Example 1: Employee A received an overall rating of less than satisfactory in
71 February. This employee was then placed on performance probation for 90 days to
72 bring those areas of the evaluation up to ~~S~~satisfactory. At the end of the 90-day
73 probation period, all areas have been brought up to a ~~S~~satisfactory ~~R~~rating. This
74 employee would not receive their annual raise until the first full pay period of October
75 because of the 90-day Performance Probation Period, even though the probation
76 period occurred earlier in the calendar year.

77
78 Example 2: Employee B received an overall rating of less than satisfactory in
79 December and was placed on Performance Probation for 90 days. Following the 90-
80 day probation period, all but two areas of the evaluation had been brought up to a
81 satisfactory rating. This employee forfeits the annual increase and based on the
82 inability to improve all areas of the performance may be recommended for further
83 Performance Probation or dismissal.
84

85 B.C. Annual Increases will take place in the first full pay period of July. This increase will be a
86 minimum one step increase and will be applicable to all Regular Full Time ~~E~~employees. All
87 employees will be notified of the increase prior to the effective date. Part Time employees' pay
88 rates will be reviewed and calculated as an hourly rate. Generally, Part Time employees are not

89 eligible for the annual increase.
90

91 ~~C.D.~~ Salary Scales will be evaluated for Cost-of-Living Adjustments **based on Market Adjustments**
92 every few years to determine if the scale itself requires adjustment. Employees' **salaries will not**
93 **be** will not be moved to meet the scale adjustment unless they are below the **market** minimum.
94

95 ~~D.E.~~ Positions which require reclassification due to a change in the scope of work, the complexity,
96 increased skill level, education, or market concerns require the Department Director to request
97 the reclassification through the Human Resources Department. Once the evaluation is
98 performed, Department Directors will receive a recommendation for the reclassification which
99 should then be included in their Essential Items during the next fiscal budget process. **All**
100 **reclassification requests should be completed prior to December 31 annually in order to be**
101 **included in the upcoming budget for Essential Items.**
102

103 ~~E.F.~~ Market Adjustments to a position may be made with the written approval of the Mayor on a case
104 by case basis provided the evidence for requesting the adjustment is supported by verifiable
105 documentation. This documentation must be reviewed by the Human Resources Director prior
106 to presentation to the Mayor. This should include surveyed rates from private and public sector
107 employers in our labor market for a similar position. A recommendation will be made to the Mayor
108 based on an analysis of the current position and the salary survey information by the Human
109 Resources Department.

110
111 0303 Pay for Newly Hired Employees
112

113 New employees should be ~~appointed~~ **hired** at **within** the minimum **window (first five steps)** of the
114 salary grade to which their classification is assigned. Upon the approval of the Mayor, a new employee
115 may be ~~appointed~~ **hired** at a pay step above the minimum **window** based on the following factors:

- 116 1. Inability to hire qualified applicants at the minimum appointed pay step; or
 - 117 2. A shortage of qualified applicants for the particular position; or
 - 118 3. Experience that exceeds the minimum qualifications for the position.
- 119

120 Such justification must be put in writing enumerating the reasons based on the above mentioned
121 factors and approved by the Mayor before the offer of employment is made. This documentation must be
122 provided by the Department Director and reviewed by the Human Resources Department prior to
123 presentation to the Mayor.
124

125 0304 Pay Upon Promotion
126

127 A. The City encourages current City employees to apply for vacant City positions for which they are
128 qualified. Promotions and transfers are based on the ~~d~~Department **Director's** head's
129 recommendations, work force requirements, performance evaluations, job descriptions and
130 related City requirements.

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132 B. There are two categories of promotions:

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1. Progression because of defined time in grade and/or education, or meeting Career Ladder requirements.

2. Advancement to a higher grade to assume new job duties and responsibilities.

C. The salary of a promoted employee shall be set at the lowest step in the pay grade established for the classification to which he is promoted, which represents at least a four percent (4%) increase if the promotion is because of defined time in grade and/or education, and/or certification. If the promotion is because of advancement to assume new job duties, the salary will be set at the lowest step in the pay grade that represents at least an 8% increase for a one grade increase or 12% for a two or more grade increase. (This section is not applicable to certified Police Officers and Fire Fighters/EMT/Paramedics, who must follow their departmental promotional policy and advance through their own salary scale, which does not provide for an automatic percentage, but rather the same step in the new grade.)

0305 Pay Upon Demotion

A. If an employee applies for or requests to be placed in a job classification that moves the employee to a lower grade level, the employee will be placed in the step of the pay grade which represents the step that the employee would have achieved in the position had he been employed in that position continuously. ~~Non-disciplinary - An employee being demoted reassigned for non-disciplinary reasons shall be placed in the pay grade established for the classification to which he is demoted assigned and shall receive the pay step he would have achieved in the lower position if he had been employed in that position continuously.~~

B. Disciplinary Demotion - An employee being demoted for disciplinary reasons shall be placed in the pay grade established for the classification to which he is demoted and shall be assigned to the highest pay step in that pay grade which represents at least an 8% decrease in pay for a one grade decrease or 12% for a two or more grade decrease.

0306 Pay Upon Lateral Transfer

The pay rate of an employee, who transfers from a position or classification within one pay grade to another position or classification within the same pay grade, shall not be affected by the transfer. Exceptions to this policy may be granted by the Mayor upon the recommendation of the ~~ed~~Department head Director.

0307 Pay Upon Reclassification

A. If the position held by an employee is reclassified to a classification assigned to a higher pay grade, the employee's pay shall be changed in the same way as if the employee had been promoted.

B. If the position held by an employee is reclassified to a different classification, but without a change in pay grade, the employee's pay rate will remain the same.

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C. If the position held by an employee is reclassified to a classification assigned to a lower pay grade, the employee's pay shall be changed in the same way as if the employee had been demoted for non-disciplinary reasons. placed on the step in the lower scale which does not go below their current rate.

0308 Pay for Serving in an Acting Capacity

A. An employee, who is assigned the duties and responsibilities of another position, which is assigned to a higher pay grade, on an acting basis, ~~and who acts in this capacity for more than thirty (30) consecutive days,~~ shall receive a temporary increase in pay. This increase in pay shall be effective upon the first day of the next full pay period after they assume the position; ~~thirty first (31) calendar day in which the employee serves in such acting capacity,~~ and shall continue until the employee is relieved of this additional assignment.

B. The increase in pay for such additional assignment shall be the higher of either the minimum pay rate of the new range, or the lowest pay step, which will provide at least an 8% increase, if the assignment represented an increase of one pay grade, or an increase of at least 12% if the assignment represented an increase of two or more pay grades. * This is not applicable to Certified Police Officers and Fire Fighter/EMT/Paramedic. They must follow their own salary scale as developed to move to the appropriate grade and at the appropriate step.

C. ~~Upon the approval of the Mayor, an employee, who is assigned to work in an acting capacity, may receive a temporary increase in pay earlier than thirty days. Any department head desiring to increase the pay of an employee serving in an acting capacity earlier than the thirty first day shall submit a written explanation to the Mayor enumerating the reasons for the recommendation. The term of the employee being assigned in an acting capacity shall not be for more than a period of six months without the advice and consent of the City Council.~~ written approval of the Mayor. (This contradicts the Charter for the appointment of Department Directors)

0309 Compensatory Time Nonexempt Employees

A. Policy Statement – The City of Salisbury provides compensation in the form of time off or cash payment for employees required to work in excess of their normal workweek.

B. Overview

- 1 Overtime must be authorized by the employee's supervisor before the overtime is worked. Employees may be paid for overtime hours, or if approved by their supervisor, may receive compensatory time in accordance with this policy.
- 2 Overtime hours are calculated based on hours worked during a nonexempt employee's designated workweek. Hours worked up to forty (40) hours in a single workweek accrue ~~overtime pay or compensatory time~~ on an hour for hour basis. Hours worked in excess of 40 hours per week accrue overtime pay ~~or compensatory time~~ at a rate of 1 ½ hours of pay or compensatory time for each hour of overtime.

222 Hours worked means actual work done by the employee. For example, hours taken for
223 sick leave, vacation, holidays, personal leave or other paid or unpaid absences do not
224 count toward the 40 hours per week. Police, Fire and EMS employees will be eligible
225 for the time and a half rate according to department workweek regulations.
226 3. Meal time is excluded from the overtime calculation, provided that the employee is
227 not required to perform any duties during the meal period.
228 4. Take home work is not permitted unless there is a signed telework agreement on file
229 for the position.
230 5. When an employee travels outside of the area for work, transit time (excluding meal
231 times) ~~on an employee's time~~ will be eligible for compensatory time. Also travel time in
232 the area is included in computing hours of work if the employee travels during regular
233 work hours, travels from one worksite to another, or is called out after work hours in
234 emergency situations.

235 C. Accrual

- 236 1. Employees are encouraged to take their compensatory time within 30 days.
- 237 2. Compensatory time should be used before ~~vacation~~ annual leave time unless annual
238 leave time is at risk of being lost when near the end of the fiscal year.
- 239 3. When an employee has accumulated 80 hours of compensatory time, the employee
240 must schedule a meeting with the employee's supervisor to discuss how the
241 compensatory time balance can be drawn down.
- 242 4. When an employee has accumulated ~~120~~ 160 hours, the employee cannot earn any
243 additional compensatory time and must be paid for all overtime exceeding ~~120~~ 160
244 hours.
- 245 5. The City reserves the right at any time to pay an employee for overtime in lieu
246 of accruing or accrued compensatory time.

247
248 D. Payment

- 249 1. Compensatory time must be paid out upon cessation of employment or retirement.
- 250 2. Compensatory time generally is payable at the employee's rate in effect at the time
251 the employee is being paid for compensatory time. An employee who is paid for
252 compensatory time upon cessation of employment or retirement, shall be paid the
253 greater of (i) the average regular rate received by such employee during the last three
254 years of employment, or (ii) the final regular rate received by such employee.
- 255 3. Compensatory time must be paid out when an employee moves from a nonexempt job to
256 an exempt job at the rate last paid to the employee for the non-exempt position.

257
258 E. Not Transferable Non-Convertible

259 Compensatory time may not be converted to any other type of leave or transferred to any other
260 position within The City of Salisbury.

261
262 F. Transition Provision

263
264 ~~Upon adoption an employee will have 180 calendar days to bring their Compensatory Time~~
265 ~~accounts into compliance with these new rules if they exceed the new limits.~~
266

267

268 0310 Compensatory Time Exempt Employees

269

270 A. Policy Statement

271 The City of Salisbury wishes to recognize that in some situations, City of Salisbury employees who
272 are exempt from the overtime provisions of the federal Fair Labor Standards Act and
273 equivalent Maryland law (collectively referred to herein as “FLSA exempt”) may be required to
274 work significantly longer work hours or work weeks than are normally are required. This policy is
275 designed to treat such situations equitably and to recognize the work, commitment and
276 dedication of employees who put in those extended hours. This policy applies to all City of
277 Salisbury employees designated as FLSA exempt and is the only compensatory time policy
278 applicable to these employees.

279

280 B. Purpose of Compensatory Time

281 Full-time FLSA exempt employees generally are expected to work at least thirty-five (35) or forty
282 (40) hours each week, depending on their schedule, and as many hours as necessary to
283 complete their jobs. This policy does not change these expectations. It does, however, recognize
284 the existence of unusual circumstances in which the workload of particular City of Salisbury
285 exempt employees may be especially burdensome. Examples of these circumstances might
286 include but are not limited to:

- 287 1. Temporary high priority project assignments with mandatory deadlines,
- 288 2. Overload work performed while vacancies in a department are being filled,
- 289 3. High volume of service calls, or
- 290 4. Work required in meeting work deadlines related to the administrative cycle.

291

292 5-Employees become eligible for compensatory time in these situations only when they are
293 unable to fulfill the tasks within normal business hours.

294

295 C. How Earned

296 Compensatory time is granted on an hour-for-hour basis. There is no provision for earning time and
297 a half for hours exceeding the work-week. Time will be earned and usable in 15 minute increments.
298 Compensatory time is earned only with prior approval from the Department Head **Director** or his
299 designee. Both the employee and the supervisor shall discuss in advance the need for unusually
300 long work hours in a workweek for which compensatory time might be appropriate. When
301 compensatory time is to be accrued based on discussions described above, all documented hours
302 worked beyond thirty- five (35) or forty (40) in a workweek, depending on their schedule, shall
303 be granted as compensatory time. Work taken home will not be eligible for Compensatory
304 time. For travel outside the area, transit time (excluding meal times) on an employee’s time
305 will be eligible for Compensatory time as will travel time inside the area when during regular
306 work hours; travel from one worksite to another, and if called out after work hours in
307 emergency situations.

308

309 D. How Used

- 310 1. Employees must obtain prior approval from their supervisor in order to use
311 Compensatory time. Compensatory time should be taken before ~~vacation~~ **annual**

312 leave time is taken, unless annual leave time is at risk of being lost when near the
313 end of the fiscal year.

314 2. Employees are encouraged to take Compensatory time within the following 30 days.
315 When 80 hours of Compensatory time are accumulated, the supervisor must schedule
316 a conference to schedule draw down of the Compensatory time with the employee.
317 Compensatory time accumulated in excess of 120160 hours must be taken within 30
318 days. At retirement any accumulated Compensatory time will be either taken or paid
319 out on the same basis as accumulated sick leave at the option of the employee which
320 is a maximum of 25% of the accrued compensatory time. Nothing over 160 hours
321 will be considered in this computation.

322
323 E. ~~Not Transferable~~ **Non-Convertible**
324 Compensatory time may not be converted to any other type of leave ~~or transferred to any other~~
325 ~~position within The City of Salisbury.~~

326
327 F.E. **Records**
328 Compensatory time will be authorized in writing. If the need for compensatory time is due to
329 an emergency, then the authorization will be as soon as practical after the event requiring the
330 compensatory time. The employee's record of accumulated compensatory time will be kept on
331 the City's payroll system by each department's payroll clerk. The amount of accumulated
332 compensatory time, annual leave, and sick leave will be shown on the employee's bi-weekly pay
333 summary.

334
335 G.F. **Separation**
336 Upon cessation of employment prior to retirement or eligibility for retirement, there is no payout of
337 compensatory time, and any remaining compensatory time is lost.

338
339 H.G. **Executive Compensation Time**
340 Department Heads Directors, Deputy City Administrators, and the City Administrator are also
341 eligible to accumulate Compensatory time in the same manner as other exempt employees with
342 the following exceptions:

- 343
344 1. This time is earned and usable in full one hour increments.
345 2. The accumulated Compensatory time will be kept by the executive and reported to the
346 Mayor (in the case of the City Clerk accumulated Compensatory Time will be reported to
347 the City Council President) every June 30th and December 31st.

348
349 I.H. **Transition Provision**
350
351 ~~Upon adoption an employee will have 180 calendar days to bring their Compensatory Time~~
352 ~~accounts into compliance with these new rules if they exceed the new limits.~~

353
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355
356 Underlined and Bold indicate additions

357 ~~Strikethrough~~ indicate deletions

358

359 THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting
360 of the City of Salisbury held on the ____ day of _____ 2020, and is to become
361 effective immediately upon adoption.

362

363 ATTEST:

364

365

366 _____
Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

367

368

369 APPROVED BY ME THIS ____ day of _____, 2020.

370

371

372 _____
Jacob R. Day, Mayor



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: December 16, 2019
Subject: Declaration of Surplus
407 Anne Street, Salisbury, MD (Parcel 1300)

The Department of Procurement received a request from City Administration to declare City-owned real property as surplus for the purpose of redevelopment. This property, located at 407 Anne Street and identified as Parcel 1300, has a location map and SDAT attached.

On the corner of Short and Anne Streets, this .54 acre property is the site of the former Linens of the Week building that was demolished in January 2013, with the warehouse demolition occurring in January 2014. City Administration has determined that there is no current or future municipal use planned for this property and that the interest of the City would best be served by offering this parcel to the public for sale and redevelopment.

Pursuant to Chapter 2.36 of the Salisbury, Maryland, Code of Ordinances, City-owned real property must be deemed surplus by the Director of Procurement, who is then to make a recommendation to City Council as to the sale or disposition of such real property. If approved by Council, the Department of Procurement shall then be directed to invite proposals for development or prepare an advertisement for auction sale.

The Department of Procurement hereby requests Council's approval to declare this parcel surplus, and to allow the City to proceed with the disposition as noted.

Attachments: 3



To: Jennifer Miller, Director of Procurement
From: Julia Glanz, City Administrator
Subject: Surplus of Linens of the Week Property
Date: November 24, 2019

The Christian Shelter has expressed interest in the acquisition and redevelopment of the property formerly known as the Linens of the Week. This property is located at the corner of Short Street and Anne Street, directly west to the Christian Shelter's property, and is parcel 1300. This municipal property is .54 acres of land.

I am submitting this information to you to proceed with declaring the Linens of the Week property as surplus property pursuant to the receipt and selection of a qualified proposal from an interested party with interest in acquiring this property for redevelopment. Council approval of the award of bid should authorize the City to enter into an Exclusive Negotiation Period (ENP) with the real estate developer selected for this project.

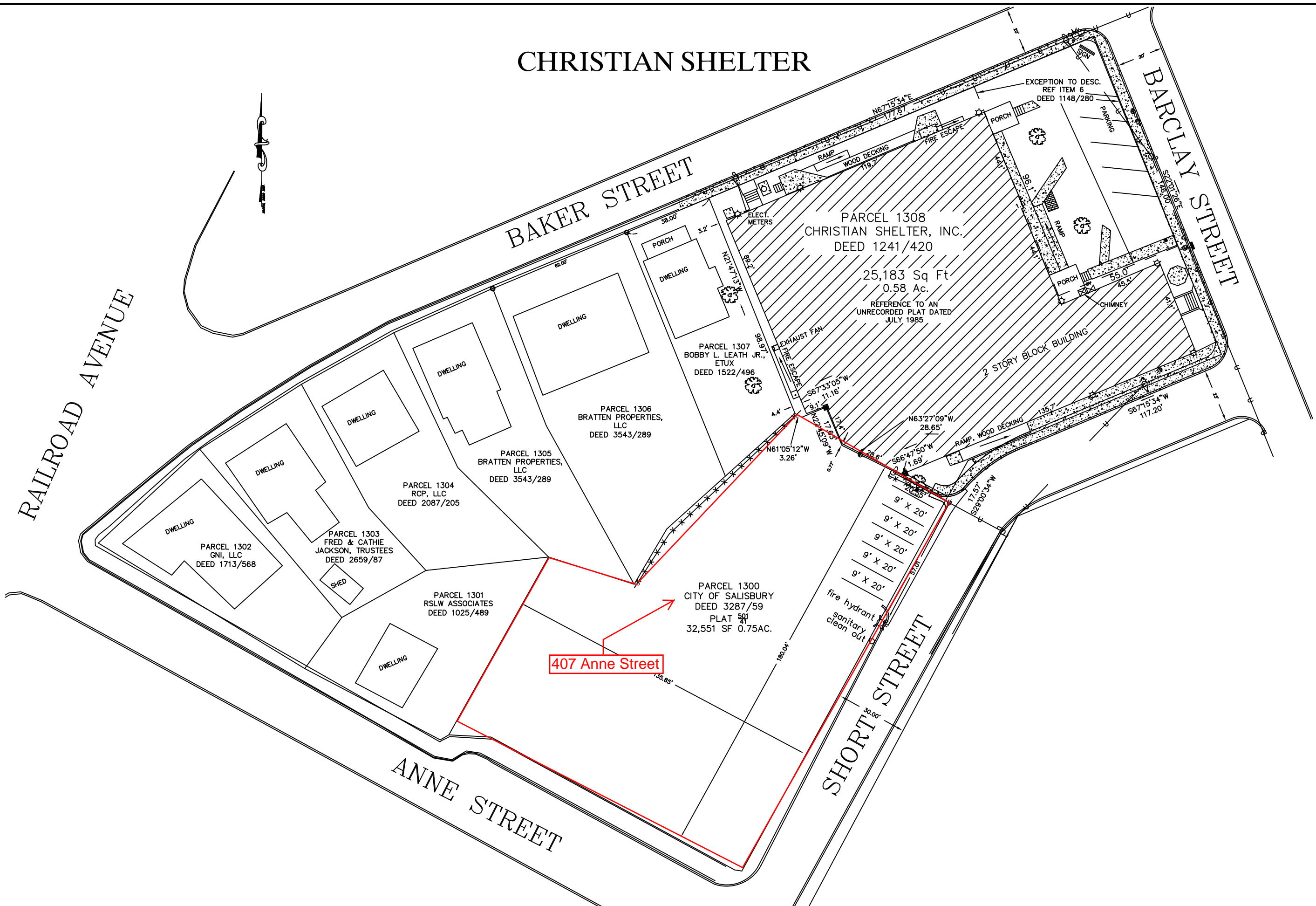
Should you have any questions or require additional information, please contact the Mayor's Office.

Search Result for WICOMICO COUNTY

View Map		View GroundRent Redemption			View GroundRent Registration		
Tax Exempt: None		Special Tax Recapture: None					
Exempt Class: None							
Account Identifier:		District - 05 Account Number - 021693					
Owner Information							
Owner Name:	CITY OF SALISBURY			Use:	EXEMPT COMMERCIAL		
Mailing Address:	125 N DIVISION ST SALISBURY MD 21801-5030			Principal Residence:	NO		
				Deed Reference:	/03287/ 00059		
Location & Structure Information							
Premises Address:	407 ANNE ST SALISBURY 21801-0000			Legal Description:	L-23,551 SQFT 407-411 ANNE & SHORT ST CITY OF SALIS		
Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	
0104	0022	1300	10002.23	0000			
						Lot:	
						Assessment Year:	
						2020	
						Plat No:	
						Plat Ref:	
Special Tax Areas: None			Town:		SALISBURY		
			Ad Valorem:		None		
			Tax Class:		None		
Primary Structure Built	Above Grade Living Area		Finished Basement Area		Property Land Area	County Use	
	19497				23,551 SF		
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	
			/				
Value Information							
	Base Value		Value		Phase-in Assessments		
			As of		As of		
			01/01/2017		07/01/2019		
			As of		As of		
			07/01/2019		07/01/2020		
Land:	67,700		67,700				
Improvements	0		0				
Total:	67,700		67,700		67,700		
Preferential Land:	0						
Transfer Information							
Seller: CHARLES R ANDERSON REVOCABLE TRUST			Date: 02/22/2011		Price: \$0		
Type: NON-ARMS LENGTH OTHER			Deed1: /03287/ 00059		Deed2:		
Seller: ANDERSON, CHARLES R & VIRGINIA C			Date: 09/10/1996		Price: \$0		
Type: NON-ARMS LENGTH OTHER			Deed1: /01508/ 00526		Deed2:		
Seller: SUNSHINE LAUNDRY INC			Date: 11/29/1974		Price: \$122,000		
Type: ARMS LENGTH IMPROVED			Deed1: /00830/ 00584		Deed2:		
Exemption Information							
Partial Exempt Assessments:	Class				07/01/2019	07/01/2020	
County:	670				67,700.00		
State:	670				67,700.00		
Municipal:	670				67,700.00	67,700.00	
Tax Exempt: None		Special Tax Recapture: None					
Exempt Class: None							
Homestead Application Information							
Homestead Application Status: No Application							
Homeowners' Tax Credit Application Information							
Homeowners' Tax Credit Application Status: No Application				Date:			

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

CHRISTIAN SHELTER



SITE - KEY PLAN
SCALE: =NTS

CHRISTIAN SHELTER
KEY PLAN

REVISIONS Δ

STATUS:
PRELIMINARY
DRAFT FOR
REVIEW

ISSUE DATE:
APRIL 03, 2018

SCALE:
AS SHOWN

DESIGN BY:
DON BAUMGARTNER

CHECKED BY:
JCD

TRACKING NO.:

DWG NAME:

COVER
SHEET

DWG. NO.:

CS-1
OF



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

TO: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: Council Rules of Order
DATE: December 10, 2019

The Council Rules of Order are attached for your review. The last time they were amended was in 2014 with Council's approval of Resolution No. 2396, also attached for your review.

SALISBURY CITY COUNCIL
REGULATIONS AND RULES OF ORDER
As Amended on April 28, 2014

1. PREAMBLE

The City Council is the legislative and policy-setting branch of the City's government. The Mayor is responsible for carrying out the executive and administrative duties of the City, including administering the policies and enforcing the laws set by the Council. The laws enacted by the Council are called ordinances. Usually, the policies established by the Council are enacted by resolution. The Council is made up of five (5) members, elected by the people to four (4) year terms.

It is the policy of the Salisbury City Council to facilitate the expression of views and the introduction of legislation by members of the Council and to promote the orderly, open discussion of issues relevant to the government of the City. These Rules shall be construed to promote that policy and shall be in effect upon their adoption by a simple majority of the City Council present and voting until they are amended or new rules are adopted.

2. ATTENDANCE AND PARTICIPATION AT COUNCIL MEETINGS

Council members are expected to attend all meetings (regular, special, work sessions, closed sessions, and budget sessions) of the City Council. If a Council member cannot attend a meeting of the City Council because of illness, vacation, business travel or other unavoidable circumstance, the City Clerk shall be advised of such absence and shall notify the entire Council. Council members shall be physically present in legislative meetings in order to participate and/or vote. Any Council member may participate in work and budget session meetings via any appropriate and available electronic means, such as telephone or video conference, provided that no more than one Council member is exercising this option at one meeting and that no one Council member exercises this option more than four (4) times a year, beginning with the start date of the Council member's term of office.

3. COUNCIL MEETINGS

- A. Regular open meetings of the Salisbury City Council will be held in Room 301 of the City/County Government Building, 125 N. Division Street, Salisbury, Maryland, unless notice to the contrary is given. Regular meetings are held on the second and fourth Mondays of each month at 6:00 p.m. except when Monday falls on a legal holiday. In the event that a City holiday falls on Monday, the meeting will be moved to the following Tuesday.
- B. Special open or closed meetings may be held at any time and place the City Council determines is appropriate.

- C. All meetings of the Salisbury City Council will be electronically recorded by the City Clerk. A recording of an open session made by a member of the public, or any transcript derived from such a recording, may not be deemed a part of the record of any proceeding of the City Council of the City of Salisbury.
- D. Notice of open and closed meetings will be posted on the bulletin board in the lobby of the City/County Government Building, 125 N. Division Street, Salisbury, Maryland and on the City's web site, for a reasonable time in advance of the meeting.
- E. The City Clerk will notify the news media of regular and special open meetings, work sessions and closed sessions.
- F. A representative of the news media or any member of the public may record or photograph the proceedings of the City Council at an open session if:
 - 1. The equipment is operated from a fixed position that does not block the view of any other person. The equipment may be occasionally moved about the room, but only to the extent that the use of the recording device or camera does not become disruptive of the meeting. Artificial light may be used, but only reasonably and not for any extended period of time or in any manner that is disruptive.
 - 2. The equipment or its operator does not create a noise or confusion that disturbs members of the City Council or other persons attending the session.
 - 3. Microphones placed on the City Council table are to be kept in a central location and may not interfere with or disturb the meeting.

A representative of the news media or any member of the public who desires to arrange for the use of a recording device or camera at an open session in a manner not consistent with the provisions of this section may request such special arrangements in advance by contacting the City Clerk's Office.

- G. Council Meetings and Work Sessions are broadcast live on PAC14. An individual Council member desiring to schedule a televised meeting or record a meeting for later broadcast, using the facilities in the Council Chambers, must receive a consensus of the City Council in advance.

4. AGENDAS

- A. On the agenda for each work session shall be an opportunity for Council members to discuss the proposed agendas for upcoming regular Council meetings and work sessions.
- B. The preliminary agenda for each regular Council meeting shall be prepared by the City Clerk by 4:00 p.m. on the Thursday preceding the next regularly scheduled meeting by eleven (11) days. The Clerk shall distribute the preliminary agenda to the

administrative staff and the Council as soon as it is prepared. If any Council member or a member of the administrative staff wishes to add or delete an item, they are to submit the request in writing, including a brief description, timeline, and any other pertinent information related to the item, to the Council President by noon on the Wednesday preceding the next regularly scheduled Council meeting by five (5) days.

The Clerk shall distribute supporting materials and details for items published on the Council agenda to Council no later than the close of business on the Wednesday preceding the Council meeting or Work Session.

- C. The Mayor, a member of the Council, or a member of the public may request that an item be placed upon the agenda for a Council meeting provided such request is made in writing prior to the established deadlines with a copy to the City Clerk who will acknowledge receipt to the requestor. Only matters of an emergency or urgent nature may be added to the agenda after those deadlines.

Any Council member wishing to present a Certificate of Appreciation or Certificate of Recognition must receive a consensus of the Council in advance before it is placed on an agenda.

- D. The Council President shall place upon the agenda of the Council meeting any item which is legal, constitutional and proper for the Council to consider, provided, however, that the Council President may reasonably defer a requested agenda item until a future meeting of the Council in order to secure full attendance by Council members, to afford the public ample opportunity to appear and observe the Council's consideration of such agenda item, or to secure the input of the City's staff.
- E. Items which are matters of a routine, non-controversial nature may be placed on the agenda under Consent Agenda. The purpose of the consent agenda is to provide a method for the expeditious handling of items which, in the opinion of the Council President, City Clerk and City Administrator, will not require discussion and will be approved unanimously by the Council. Items shall be removed from the Consent Agenda at the request of any individual Council member.
- F. Except in the case of an emergency or a matter of an urgent or time sensitive nature, no matter will be discussed in a Council meeting which was not reasonably described in the published agenda for such meeting in accordance with the City's Open Meeting rules.
- G. The Mayor, the Council President, the City Administrator, the City Clerk, and all persons involved in the process of creating meeting agendas, shall endeavor to provide all members of the Council and other relevant City personnel with as much advance notice of agenda items as is feasible in the interest of fostering informed discussion of such agenda items at meetings.

5. CONDUCT OF REGULAR MEETINGS

- A. The Council President or Council Vice President shall call the meeting to order at the appointed hour. In the absence of both the Council President and Council Vice President, a President Pro Tem shall be selected to preside over the meeting.
- B. After calling the meeting to order, the Council President shall entertain a motion to adopt the agenda for the meeting as presented. After such motion has been made and seconded, any Councilmember may request the deletion of any item on the agenda, a change in the order of any agenda item, or the addition of any urgent or emergency item. Such changes may be approved by consensus, or in the absence of a consensus, such changes shall be approved upon affirmative vote of a majority of the Council. Any member of the Council may also request that an item be removed from the consent agenda for discussion, for further information, or in order that there might be a separate vote on that item as described in 4.E.
- C. The Council President shall control discussion of the Council on each agenda item to assure full participation in accordance with the Rules of Order.
- D. Each agenda item shall be separately announced by the Council President for purposes of discussion and consideration. To place an agenda item on the floor, the Council President shall entertain a motion and a second to approve. All discussion shall be germane to the agenda item.
- E. A Council member shall speak only after being recognized by the Council President. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized, shall not be interrupted except by the Council President to enforce these rules. The Council President, as a member of the Council, may enter into any discussion.
- F. In order to afford all Council members an opportunity to speak on an agenda item, a Council member may speak in debate twice on any debatable motion and may speak for up to five minutes each time. A Council member may not save time or transfer/yield their time to another Council member. The period of time allotted for Council debate may be modified by adopting a motion to extend or limit debate.
- G. After being recognized by the Council President, a member of the Council, during discussion of any agenda item, or during a public hearing, may request and receive information, explanations or opinions of the Mayor, City Administrator, City Solicitor, City Clerk or any City department head.
- H. Council members are encouraged to direct comments to agenda items and to conduct meetings in a professional manner as referenced in the adopted City Council Code of Conduct (Resolution No.1513 – April 23, 2007). Council members shall be respectful to the public and City staff members at all times.

- I. For all required public hearings conducted by the City Council, citizens wishing to provide testimony will be administered an oath by the City Clerk, or in the City Clerk's absence, administered by the City Attorney.

6. PUBLIC INPUT

- A. Public comments should be directed to the agenda item under consideration. The Council President shall rule on the germaneness of the citizen comments.
- B. A citizen who has been recognized by the Council President to address the Council is requested to state his or her name, whether he or she is a resident within the corporate limits of Salisbury, and any organization affiliation he or she is representing.
- C. In order to afford all persons an opportunity to speak regarding an agenda item, the Council President may impose a reasonable limit upon comments made by members of the public, and/or may limit the number of times a member of the public may speak regarding an agenda item.
- D. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous in any manner that disrupts the meeting while addressing the Council, may be requested by the Council President to leave the meeting immediately.
- E. No placards, banners, or signs will be permitted in the Council Chambers or in any other room in which the Council is meeting. Exhibits, displays and visual aids used in connection with presentations to the Council are permitted.
- F. The Council President shall accept public comments from citizens during Council consideration of an item, in addition to a general public comments period. A time limit of three minutes per comment may be imposed and citizens are subject to the same rules of conduct as described above. If a prepared statement is available, a copy should be given to the City Clerk. Generally, members of the Council will not comment upon the remarks made by a member of the public. If they are administrative issues, the Council President will refer them to the Mayor's Office for a response. Questions posed by a citizen during the public comments portion will be logged and tracked by the City Clerk. The City Clerk will forward the questions to the City Administrator for a response. All City Council members and the City Clerk will be provided a copy of the response from the City Administrator.
- G. Members of the public shall be courteous to their fellow citizens and the proceedings while the Council is in session by avoiding conversations within the Council Chambers and the entrance hallway into the Chambers.
- H. Signed communications shall be accepted by the Council, but are not to be read in their entirety during the meeting. Signed communications shall be submitted to the City Clerk to be attached to the minutes as part of the record.

7. VOTING AND THE MAKING OF MOTIONS

- A. Any member of the Council, except the Council President, may make or second a motion for the Council to take action regarding any agenda item, subject to the City Ethics Ordinance and State Ethics Law.
- B. Any member of the Council may vote regarding any agenda item, subject to the City Ethics Ordinance and State Ethics Law.
- C. The Council President may not make a motion, and may second a motion only when there are only three (3) members of the Council, including the President, present and voting.
- D. In the absence of the Council President, the Council Vice President shall be subject to the same limitations upon voting and the making of motions as the Council President.
- E. The City Clerk shall record the name of the Council member making each motion and the name of the Councilmember who seconded the motion.
- F. Discussion shall be closed on any item by the Council President with the concurrence of a majority of the Council. At the conclusion of debate, the Council President shall call for a vote.
- G. During the course of the meeting, if it becomes necessary to temporarily delay action on an agenda item because of more urgent business, a Council member may move to “lay the item on the table”. The motion requires a second, is not debatable and requires a majority vote for adoption.
- H. After an agenda item has been laid on the table, it can be taken from the table by a motion to “take the item from the table”. The motion requires a second, is not debatable and a majority vote is required. If a motion to “take from the table” is not received by the close of the meeting, the agenda item dies at the end of the session.
- I. If a Council member wishes to “kill” a motion on the floor, a motion to “postpone indefinitely” shall be used. The motion requires a second, is debatable and a majority vote is required for adoption.
- J. If a Council member wishes to defer an agenda item to another meeting, the motion to “postpone to a certain time” is used. The motion requires a second, is debatable and a majority vote is required for adoption.
- K. In the absence of a rule to govern a point of procedure, the City Council shall follow the general practices of the latest published edition of Robert’s Rules of Order.

8. WORK SESSION MEETINGS

- A. The Council may conduct work session meetings on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on the agenda by the Council President. The agenda shall be distributed on the Wednesday preceding the work session meeting. Because work sessions are considered informal, items not appearing on the printed agenda may be considered for discussion by a consensus of the Council.
- B. At work session meetings, the Council shall receive information and presentation of issues from the Mayor, City staff and/or invited resource persons. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another work session meeting or a regular meeting of Council. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.
- C. Final action on items is not taken at work session meetings. The Council may decide by consensus, or by a majority vote, on how to proceed on various items under consideration. However, no formal vote of the Council in favor or against any agenda item may be taken at a work session meeting.
- D. Work sessions are considered public meetings under the terms of the open meetings law and the public can attend. Members of the public or an interested party may have the right to address the Council only on items under consideration in a work session. The Council President shall control the discussion of the Council and the public in accordance with the Rules of Order. Comment forms shall also be made available for any member of the public to submit written comments on any agenda item for consideration by the Council.

9. CLOSED SESSION MEETINGS

- A. The Council may conduct Closed Session Meetings as permitted by State Law. Everything that is discussed during a closed session, and all materials which are reviewed during a closed session or are prepared in anticipation thereof, shall be considered confidential. No council member shall publicly disclose any such information or material. Public disclosure may be made in the event a majority of the council members vote to approve the public disclosure prior to its disclosure.
- B. No council member shall make any disclosures or release any information which would result in the waiver of the attorney/client privilege without first obtaining the approval of a majority of the council in open session.

10. PROCEDURES FOR SECURITY AT CITY COUNCIL MEETINGS

- A. A Salisbury Police Department officer will report to the City Council Chambers at least one-half hour prior to the meeting and will have their radio. Prior to the meeting, a Salisbury Police Department officer will conduct a visual sweep of the Council Chambers, stairways, elevators and surrounding hallways for any suspicious items such as packages, letters, etc.
- B. The Salisbury Police Department officer must not leave the Council Chambers until the conclusion of the meeting unless an emergency occurs.
- C. If a problem or disturbance arises, the following procedure will be followed:
 - 1. The City Council President will ask the disruptive person to leave the meeting room. In the event of an arrest, the Council President may be summoned to court as a witness.
 - 2. Should the person leave, no further action will be taken.
 - 3. Should the disruptive person refuse to leave, the individual will be requested to leave by the Salisbury Police Department officer. If the person does not leave at that time, the individual will be arrested for trespassing and/or disorderly conduct. If a second member of the Salisbury Police Department is present for the meeting, that person will transport and place the appropriate charges on the arrestee. If a problem was not anticipated, and only a single member of the Salisbury Police Department is present, the member will contact communications to have a patrol officer respond to the meeting room and that officer will conduct the transport while the Salisbury Police Department officer remains in the meeting to ensure continued security. Once the meeting has concluded, and the Council members are safely out of the building, the Salisbury Police Department officer will then respond to headquarters and will charge and transport the arrested subject. If an arrest occurs during the City Council meeting, the Salisbury Police Department officer will notify the Salisbury Police Department Commander upon the conclusion of the meeting.
- D. If there is no problem, the Salisbury Police Department officer will remain at the meeting until its conclusion and will ensure that City personnel are safely out of the building.
- E. The City Council Chambers will be posted with a sign indicating the following:

“For the safety of all persons, all bags and boxes are subject to search. Any persons that refuse to submit to such search may be denied entry.”

If a threat is received or probable cause exists to indicate that there may be a problem with a bag or package, the Salisbury Police Department officer will request that the subject in possession of the bag submit to a search as described.

If the subject refuses to allow the search, the subject will be denied entry to the meeting room. If this causes further disturbance, the above policy regarding arrest will be followed.

- F. If information is received concerning a possible bomb threat, the Salisbury Police Department officer will use the proper procedure to notify the on duty squad commander who will then make the required notifications as outlined in the Salisbury Police Department Written Directives #46.1.5 (BombThreats/ Explosions).

11. USE OF COUNCIL TRAVEL AND TRAINING BUDGET

- A. Council members shall comply with the City of Salisbury Employee Handbook's policies on travel.
- B. Prior to incurring any travel expenses, a Council member shall obtain approval of the travel from the Council. Travel expenses incurred without the prior approval of Council shall not be reimbursed or, if mistakenly reimbursed, shall be refunded by the Council member within thirty (30) days of written notification of the error by the City Clerk.
- C. No member of Council shall use more than 1/5 of the appropriated total of the Council's travel and training budget without prior approval of the Council. If the amount used by any Council member exceeds this amount, the excess shall not be reimbursed or, if mistakenly reimbursed, shall be refunded by the Council member within thirty (30) days of written notification of the error by the City Clerk.

Adopted: 10/23/00 by Resolution No. 737
Amended: 11/26/01 by Resolution No. 806
Amended: 8/26/02 by Resolution No. 876
Amended: 5/12/03 by Resolution No. 972
Amended: 12/8/03 by Resolution No. 1043
Amended: 11/28/05 by Resolution No. 1335
Amended: 3/27/06 by Resolution No. 1386
Amended: 10/23/06 by Resolution No. 1451
Amended: 1/8/07 by Resolution No. 1476
Amended: 10/8/07 by Resolution No. 1577
Amended: 11/26/07 by Resolution No. 1600
Amended: 7/14/08 by Resolution No. 1672
Amended: 7/11/11 by Resolution No. 2072
Amended: 9/10/12 by Resolution No. 2203
Amended: 2/25/13 by Resolution No. 2251
Amended: 4/28/14 by Resolution No. 2396

RESOLUTION NO. 2396

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SALISBURY, MARYLAND AMENDING THE SALISBURY
CITY COUNCIL REGULATIONS AND RULES OF ORDER

WHEREAS, §SC2 - 6 of the Charter of the City of Salisbury provides that the City Council shall determine its own rules and order of business; and

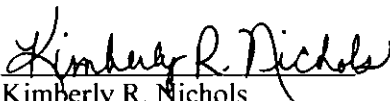
WHEREAS, the City Council of the City of Salisbury has previously adopted Regulations and Rules of Order by Resolution No. 737, and has amended those Regulations and Rules of Order by Resolution Nos. 806, 876, 972, 1043, 1335, 1386; 1451, 1476, 1577, 1600, 1672, 2072 and 2251; and


WHEREAS, the City Council has periodically amended its Regulations and Rules of Order.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Salisbury, Maryland, that the Salisbury City Council Regulations and Rules of Order are hereby amended by the addition of a new section as shown on Attachment A, with deletions struck through and additions underlined.

THE ABOVE RESOLUTION was introduced, read and passed at the regular meeting of the City Council of the City of Salisbury, Maryland held on this 28th day of April, 2014, and shall become effective immediately upon adoption.

ATTEST:


Kimberly R. Nichols
City Clerk


Jacob R. Day
PRESIDENT, City Council

SALISBURY CITY COUNCIL
REGULATIONS AND RULES OF ORDER
As Amended on _____, 2014
As Amended on February 25, 2013

1. PREAMBLE

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- D. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous in any manner that disrupts the meeting while addressing the Council, may be requested by the Council President to leave the meeting immediately.
- E. No placards, banners, or signs will be permitted in the Council Chambers or in any other room in which the Council is meeting. Exhibits, displays and visual aids used in connection with presentations to the Council are permitted.
- F. The Council President shall accept public comments from citizens during Council consideration of an item, in addition to a general public comments period. ~~A time may be established for public comments for citizens to address the Council on any item which is not on the agenda for that meeting.~~ A time limit of three minutes per comment may be imposed and citizens are subject to the same rules of conduct as described above. If a prepared statement is available, a copy should be given to the City Clerk. Generally, members of the Council will not comment upon the ~~comments~~ remarks made by a member of the public. If they are administrative issues, the Council President will refer them to the Mayor's Office for a response. Questions posed by a citizen during the public comments portion will be logged, and tracked, by the City Clerk. The City Clerk will forward the questions to the City Administrator for a response. All City Council members and the City Clerk will be provided a copy of the response from the City Administrator.
- G. Members of the public shall be courteous to their fellow citizens and the proceedings while the Council is in session by avoiding conversations within the Council Chambers and the entrance hallway into the Chambers.

- H. Signed communications shall be accepted by the Council, but are not to be read in their entirety during the meeting. Signed communications shall be submitted to the City Clerk to be attached to the minutes as part of the record.

7. VOTING AND THE MAKING OF MOTIONS

- A. Any member of the Council, except the Council President, may make or second a motion for the Council to take action regarding any agenda item, subject to the City Ethics Ordinance and State Ethics Law.
- B. Any member of the Council may vote regarding any agenda item, subject to the City Ethics Ordinance and State Ethics Law.
- C. The Council President may not make a motion, and may second a motion only when there are only three (3) members of the Council, including the President, present and voting.
- D. In the absence of the Council President, the Council Vice President shall be subject to the same limitations upon voting and the making of motions as the Council President.
- E. The City Clerk shall record the name of the Council member making each motion and the name of the Councilmember who seconded the motion.
- F. Discussion shall be closed on any item by the Council President with the concurrence of a majority of the Council. At the conclusion of debate, the Council President shall call for a vote.
- G. During the course of the meeting, if it becomes necessary to temporarily delay action on an agenda item because of more urgent business, a Council member may move to “lay the item on the table”. The motion requires a second, is not debatable and requires a majority vote for adoption.
- H. After an agenda item has been laid on the table, it can be taken from the table by a motion to “take the item from the table”. The motion requires a second, is not debatable and a majority vote is required. If a motion to “take from the table” is not received by the close of the meeting, the agenda item dies at the end of the session.
- I. If a Council member wishes to “kill” a motion on the floor, a motion to “postpone indefinitely” shall be used. The motion requires a second, is debatable and a majority vote is required for adoption.
- J. If a Council member wishes to defer an agenda item to another meeting, the motion to “postpone to a certain time” is used. The motion requires a second, is debatable and a majority vote is required for adoption.

- K. In the absence of a rule to govern a point of procedure, the City Council shall follow the general practices of the latest published edition of Robert's Rules of Order.

8. WORK SESSION MEETINGS

- A. The Council may conduct work session meetings on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. Items to be considered will be placed on the agenda by the Council President. The agenda shall be distributed on the Wednesday preceding the work session meeting. Because work sessions are considered informal, items not appearing on the printed agenda may be considered for discussion by a consensus of the Council.
- B. At work session meetings, the Council shall receive information and presentation of issues from the Mayor, City staff and/or invited resource persons. Council may ask questions and may request that certain information be provided or issues be addressed when items are considered further at another work session meeting or a regular meeting of Council. Council may direct that matters under consideration be brought forward for formal action at a regular meeting, that further study be conducted if appropriate, that matters under consideration not be pursued further (except for matters requiring a public hearing), or that modifications be made before a matter is considered further.
- C. Final action on items is not taken at work session meetings. The Council may decide by consensus, or by a majority vote, on how to proceed on various items under consideration. However, no formal vote of the Council in favor or against any agenda item may be taken at a work session meeting.
- D. Work sessions are considered public meetings under the terms of the open meetings law and the public can attend. Members of the public or an interested party may have the right to address the Council only on items under consideration in a work session. The Council President shall control the discussion of the Council and the public in accordance with the Rules of Order. Comment forms shall also be made available for any member of the public to submit written comments on any agenda item for consideration by the Council.

9. CLOSED SESSION MEETINGS

- A. The Council may conduct Closed Session Meetings as permitted by State Law. Everything that is discussed during a closed session, and all materials which are reviewed during a closed session or are prepared in anticipation thereof, shall be considered confidential. No council member shall publicly disclose any such information or material. Public disclosure may be made in the event a majority of the council members vote to approve the public disclosure prior to its disclosure.

- B. No council member shall make any disclosures or release any information which would result in the waiver of the attorney/client privilege without first obtaining the approval of a majority of the council in open session.

10. PROCEDURES FOR SECURITY AT CITY COUNCIL MEETINGS

- A. A Salisbury Police Department officer will report to the City Council Chambers at least one-half hour prior to the meeting and will have their radio. Prior to the meeting, a Salisbury Police Department officer will conduct a visual sweep of the Council Chambers, stairways, elevators and surrounding hallways for any suspicious items such as packages, letters, etc.
- B. The Salisbury Police Department officer must not leave the Council Chambers until the conclusion of the meeting unless an emergency occurs.
- C. If a problem or disturbance arises, the following procedure will be followed:
 - 1. The City Council President will ask the disruptive person to leave the meeting room. In the event of an arrest, the Council President may be summoned to court as a witness.
 - 2. Should the person leave, no further action will be taken.
 - 3. Should the disruptive person refuse to leave, the individual will be requested to leave by the Salisbury Police Department officer. If the person does not leave at that time, the individual will be arrested for trespassing and/or disorderly conduct. If a second member of the Salisbury Police Department is present for the meeting, that person will transport and place the appropriate charges on the arrestee. If a problem was not anticipated, and only a single member of the Salisbury Police Department is present, the member will contact communications to have a patrol officer respond to the meeting room and that officer will conduct the transport while the Salisbury Police Department officer remains in the meeting to ensure continued security. Once the meeting has concluded, and the Council members are safely out of the building, the Salisbury Police Department officer will then respond to headquarters and will charge and transport the arrested subject. If an arrest occurs during the City Council meeting, the Salisbury Police Department officer will notify the Salisbury Police Department Commander upon the conclusion of the meeting.
- D. If there is no problem, the Salisbury Police Department officer will remain at the meeting until its conclusion and will ensure that City personnel are safely out of the building.
- E. The City Council Chambers will be posted with a sign indicating the following:

“For the safety of all persons, all bags and boxes are subject to search. Any persons that refuse to submit to such search may be denied entry.”

If a threat is received or probable cause exists to indicate that there may be a problem with a bag or package, the Salisbury Police Department officer will request that the subject in possession of the bag submit to a search as described.

If the subject refuses to allow the search, the subject will be denied entry to the meeting room. If this causes further disturbance, the above policy regarding arrest will be followed.

- F. If information is received concerning a possible bomb threat, the Salisbury Police Department officer will use the proper procedure to notify the on duty squad commander who will then make the required notifications as outlined in the Salisbury Police Department Written Directives #46.1.5 (BombThreats/ Explosions).

11. USE OF COUNCIL TRAVEL AND TRAINING BUDGET

- A. Council members shall comply with the City of Salisbury Employee Handbook’s policies on travel.
- B. Prior to incurring any travel expenses, a Council member shall obtain approval of the travel from the Council. Travel expenses incurred without the prior approval of Council shall not be reimbursed or, if mistakenly reimbursed, shall be refunded by the Council member within thirty (30) days of written notification of the error by the City Clerk.
- C. No member of Council shall use more than 1/5 of the appropriated total of the Council’s travel and training budget without prior approval of the Council. If the amount used by any Council member exceeds this amount, the excess shall not be reimbursed or, if mistakenly reimbursed, shall be refunded by the Council member within thirty (30) days of written notification of the error by the City Clerk.

Adopted: 10/23/00 by Resolution No. 737
Amended: 11/26/01 by Resolution No. 806
Amended: 8/26/02 by Resolution No. 876
Amended: 5/12/03 by Resolution No. 972
Amended: 12/8/03 by Resolution No. 1043
Amended: 11/28/05 by Resolution No. 1335
Amended: 3/27/06 by Resolution No. 1386
Amended: 10/23/06 by Resolution No. 1451
Amended: 1/8/07 by Resolution No. 1476
Amended: 10/8/07 by Resolution No. 1577
Amended: 11/26/07 by Resolution No. 1600
Amended: 7/14/08 by Resolution No. 1672

Amended: 7/11/11 by Resolution No. 2072
Amended: 9/10/12 by Resolution No. 2203
Amended: 2/25/13 by Resolution No. 2251



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

TO: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: Council Boards and Commissions Assignments
DATE: December 10, 2019

The Council assignments for serving on the City Boards and Commission are attached for your review and discussion.

Committee	Heath	Boda	Jackson	Blake	Gregory
Planning & Zoning	X(P)				
Town Gown	X(P)				
Zoo	X				
PAC 14	X				
Disability Advisory					X
Airport Commission			X		
Bicycle Pedestrian					X
Port of Salisbury		X			
City Park		X			
SWMPO	X(P)				
Recreation & Parks			X		
Traffic & Safety				X	
Tr-County Council		X			
Wicomico Library				X	
Human Rights Advisory			X		
Sustainability					
Youth Development					



City of
Salisbury
Jacob R. Day, Mayor

To: City Council
From: Kim Nichols, City Clerk
Subject: 2020 Council Meeting Dates
Date: December 10, 2019

Attached for your consideration and consensus are the 2020 proposed Council Meeting dates for Legislative Sessions and Work Sessions.



**SALISBURY CITY COUNCIL
MEETING DATES
2020**

REGULAR MEETINGS – 6:00 P.M. – Council Chambers

January 13	July 13
January 27	July 27
February 10	August 10
February 24	August 24
March 9	September 14
March 23	September 28
April 13	October 12
April 27	October 26
May 11	November 9
May 26 (Tuesday)	November 23
June 8	December 14
June 22	December 28

WORK SESSIONS – 4:30 P.M. - Council Chambers unless otherwise indicated

January 6	July 6
January 21 (Tuesday) Rm 306	July 20
February 3	August 3
February 18 (Tuesday) Rm 306	August 17
March 2	September 8 (Tuesday)
March 16	September 21
April 6	October 5
April 20	October 19
May 4	November 2
May 18	November 16
June 1	December 7
June 15	December 21