

CITY OF SALISBURY  
WORK SESSION (VIA ZOOM MEETING)  
DECEMBER 7, 2020

Public Officials Present

Council President John “Jack” R. Heath  
Councilwoman Michele Gregory

Council Vice President Muir Boda  
Councilwoman April Jackson

Public Officials Absent

Mayor Jacob R. Day  
Councilwoman Angela M. Blake

In Attendance

City Administrator/Acting Mayor Julia Glanz, Deputy City Administrator Andy Kitzrow, Department of Infrastructure & Development (DID) Director Amanda Pollack, Finance Director Keith Cordrey, City Planner Anne Roane, Housing & Homelessness Manager Christine Chestnutt, Human Resources Director Jeanne Loyd, Police Chief Barbara Duncan, Police Captain Howard Drewer, Deputy Fire Chief James Gladwell, Community Development Director Ron Strickler, City Attorney Mark Tilghman, and City Clerk Kimberly Nichols.

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On December 7, 2020 the Salisbury City Council convened in a Work Session at 4:30 p.m. via Zoom. The following is a synopsis of the topics discussed:

**Presentation of FY20 Audit**

Finance Director Keith Cordrey reported the City’s revenues exceeded expenditures during FY20 by \$881,074 (New Change in Fund Balances). \$1.6 million was budgeted for use of surplus. Encumbrances were carried forward from the previous year of \$1.2 million. There were ordinances during the year of \$1.4 million. Total favorable variances was \$5.1 million. In Revenue Variances, Debt Proceeds, EMS, and Taxes were large items, as almost a million dollars more were received in taxes. Revenue received less than expected included School Cameras. In Expenditure Variances, the Police had almost a million dollars, and Debt Service had expenditure variances due to how it was structured during FY20.

In the City’s target of (3) month’s minimum in Unassigned Fund Balance, the City was a bit short with \$9.7 million at the end of 2020.

Timothy Sawyer, CPA, CGMA of Barbacane, Thornton & Company provided the auditor’s overview. They issued unmodified or clean audit opinions on governmental activities, business-type activities, each major fund, aggregate remaining fund information, report on internal control over financial reporting and on compliance and over other matters based on an audit of financial statements performed in accordance with government auditing standards.

Mr. Sawyer informed Council the firm tested 40 expenditure transactions and 40 water/sewer billings and noted no issues. They also assisted with the preparation of journal entries necessary to reflect the pension and OPEB liabilities in accordance with GASB 68 and GASB 75.

Council welcomed Barbacane, Thornton & Company back to the City as the auditors and commended the Finance Department for their great efforts and the favorable audit report.

The final audit report would be submitted to the City on Monday, December 14, 2020.

**Text Amendment to allow single family dwelling units in the Light Business and Institutional Zones**

City Planner Anne Roane reported the text amendment to allow single family dwelling units in the Light Business and Institution Zones was approved by the Planning Commission, which held the first required Public Hearing on October 15, 2020. The second required Public Hearing would be held by City Council. The text amendment was brought to the Planning Commission because of one property located within the Light Business and Institution Zone. It always existed as a single-family residential unit.

Council reached unanimous consensus to advance the text amendment to the next legislative agenda.

**Text Amendment to allow medical office/clinics as a permitted use in the Shopping Center Zone**

Ms. Roane reported that currently medical offices were not permitted in Shopping Centers. The proposal was approved by the Planning Commission, which held the first required Public Hearing on October 15, 2020. The second required Public Hearing would be held by City Council.

Council reached unanimous consensus to advance the text amendment to the next legislative agenda.

**Ordinance accepting grant dollars for ESG for Hazard Pay**

Housing & Homelessness Manager Christine Chestnutt informed Council the grant was provided from the Somerset County Health Department for COVID-19 Hazard Pay to support the City of Salisbury's Homeless Services employees for their work during the COVID-19 pandemic. The Somerset Health Department, the pass-through entity which provided the HUD grant, provided the City of Salisbury \$2,000 to be divided between the employees of the Homeless Services team within the Housing and Community Development department. The pay was for the period March 5, 2020 through June 30, 2020.

Council commended Ms. Chestnutt on her wonderful job working with the homeless.

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

### **Budget amendment to fund vehicle for SWIFT**

Fire Chief John Tull reported on the ordinance to authorize the Mayor to enter into a contract with the Wicomico County Health Department for grant funds for \$27,310 to purchase a 2020 Subaru Outback to be used for the SWIFT vehicle. The current vehicle being used, a 2006 Chevrolet Suburban, was at the end of its life cycle, mechanically unreliable, not easily accessed by patients due to its height, and had poor fuel economy. The new vehicle would provide a lower platform to better facilitate ingress/egress, has numerous built-in safety features to protect both patient and providers, should be mechanically reliable and realize four times the fuel efficiency.

Council reached unanimous consensus to advance the budget amendment to legislative agenda.

### **Resolution to amend the Employee Handbook to incorporate changes to the 2 weeks' notice of resignation**

Human Resources Director Jeanne Loyd explained the current requirement for employees was to provide two-week's notice in order to leave the City employment in good standing. Now, with COVID-19 and additional opportunities for the City to be exposed to catastrophic incidents during that two-week period, Human Resources wanted to be able to change employees from regular full-time to at-will employees, and to accept resignations effective immediately in lieu of the individual completing the two weeks. New employees were at-will until they came off of probation. She added that when tenured employees provided notice and were not on probation, they would like to be able to move them into a less hazardous job and still pay the two weeks' pay.

President Heath asked if it only applied to the two weeks following resignation, and Ms. Loyd said it did. Mr. Boda said the change was wise as it could reduce risk, and if there were situations where something malicious could be done, it also reduced that risk.

Council reached unanimous consensus to advance the handbook change to legislative agenda.

### **Budget amendment to fund Truitt Community Center**

Deputy City Administrator Andy Kitzrow reported last Spring the Council was approached with a budget amendment for the Truitt Street Community Center where a State Grant was received for \$100,000. Since the past Spring, the State was unresponsive with transferring the funds to the City. The City has incurred monthly rental fees in FY21 of over \$14,000. To expedite the process, the request was to process the budget amendment for \$100,000 from Surplus to settle.

City Administrator Glanz added the Governor's Office was initially unable to expedite the grant in a timely manner. A second request has been sent and an answer was expected this week. Due to COVID-19, everything had slowed down. Mr. Kitzrow said if the grant payment or agreement came through before the ordinance was presented for final passage, it would not move forward.

Council reached unanimous consensus to advance the budget amendment to legislative agenda.

### **Budget Amendment – Funding for Air Purifiers and PPE Distribution**

City Administrator Julia Glanz informed the Council the Wicomico County Health Department (WiCHD) received a direct allocation of funds through the Federal Coronavirus Relief Fund (CRF) to help support Emergency medical response expenses related to COVID-19. The City of Salisbury submitted a request for funding to purchase 20 air purifier units to filter and clean air in smaller office spaces and for masks (adult and children), hand sanitizer, and tables and cones, for distribution to the public during outreach events through the Vulnerable Populations Task Force. The total cost of the project was \$26,274.44 and it was approved by the WiCHD.

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

**Ordinance accepting grant dollars from the GOCCP for the purpose of exploring the predictive policing with machine learning project**

Police Chief Barbara Duncan told Council that John O'Brien, Assistant Director of IT: GIS worked with a local data scientist on machine learning funded by the Governor's Office of Crime Prevention, Youth, and Victim Services. Out of the \$100,000 grant, \$80,000 would support the work of University of Maryland research professors and support staff to bring the machine learning project forward for additional testing and review, and the remaining \$20,000 would go towards clerical and administrative support for the Police Department.

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


**SPD Criminal Justice Reform Task Force Presentation**

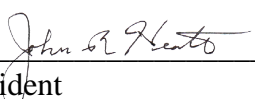
Chief Duncan, joined by Captain Howard Drewer, presented the Salisbury City Criminal Justice Reform Task Force PowerPoint, attached and included as part of the minutes. Over 200 persons were interested in serving on the task force. 26 people were selected to serve from the following: business community, community activists/organizers, neighborhood members, representatives with industry experience, faith leaders, advocates, and post secondary academia. There were 7 Salisbury Police officers serving as resources to the participants. The first meeting was held on September 15, 2020 and facilitated by Michele Ennis, Director of Tri Community Mediation.


Council and Ms. Glanz thanked Chief Duncan and the task force for their hard work and commended Michele Ennis on her facilitation skills. Ms. Ennis stated that it was Tri Community's goal to ensure all of the task force member's voices were heard. They all showed up each time, and as a facilitator, she insisted all of the members were heard from.

**Adjournment**

At 5:43 p.m., upon the adjournment of the Work Session, President Heath called the Special Meeting to order.

  
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City Clerk

  
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Council President



## Salisbury City Criminal Justice Reform Task Force

Progress Update  
Presentation to City Council

Chief Barbara Duncan and  
Captain Howard Drewer

City Council Work Session  
December 7, 2020

**TASK FORCE GOALS:** opportunity to update policy,  
educate the community, and  
create stronger relationships between police and community

26 Community Members selected to serve from the Salisbury area including members from:  
business community                      faith leaders  
community activists/organizers        advocates  
neighborhood members,    post secondary academia,  
representatives with industry experience,

7 Salisbury Police officers serving as resources to the participants

First meeting: September 15, 2020, with 22 CJRTF members participating

Meeting facilitated by Director of Tri Community Mediation: Michele Ennis  
Introductions were by way of the first experience with law enforcement

## 5 WORKGROUPS

Officer Wellness, Use of Force, Implicit Bias, Mental Health calls for service and \*Recruitment and Retention.

- deeper dive into subject matter
- bring back to main TF group
- TF to finalize recommendations to Mayor's Office:
  - policy change,
  - better resources,
  - better or different types training,
  - 24 hour resources to support mental health related issues within the public.

\*Recruitment and Retention did not generate enough interest from the group for the purposes of developing under its own committee. Therefore it will be address by the TF as work progresses.

Main TF group has held three meetings (9/15, 10/14 and 11/11) with a fourth one scheduled this week on December 12, 2020 at 6pm. Meetings are conducted via zoom and are open to the public.

The committees meetings held on four separate occasions

10/28/20 Mental Health (communication gap)  
10/28/20 Officer Wellness

11/04/20 Use of Force  
11/04/20 Implicit Bias

11/25/20 Mental Health  
11/25/20 Officer Wellness

12/02/20 Use of Force  
12/02/20 Implicit Bias

The December 9<sup>th</sup> meeting will be the final meeting this year. TF members decided to attend the Citizens Police Academy to obtain additional insight and information.

Citizens Academy scheduled for January 13 through April 7, 2021.

## Accomplishments

**Mental Health:** Upon the conclusion of the October City Council meeting wherein Mobile Crisis presented information to the Council, Salisbury Police established weekly meetings with Mobile Crisis.

Since October 29, 2020 – Salisbury Police Department called Mobile Crisis / Affiliated Sante Group 111 times. 66 calls for service have resulted in a response from Mobile Crisis.

27 calls for service - Mobile Crisis could not respond due to client receiving alternate services, client the services or staffing constraints.

18 calls for service - Mobile Crisis was scheduled to conduct follow ups with the client.

### **Information Sharing and Developing SPD Internal Cultural Awareness:**

TF Community members have now committed to meeting once a week for 12 weeks to gain understanding.

Law Enforcement scheduled ride-a-longs for TF members (suspended due to COVID uptick).

TF members independently purchased reading material SPD assigns for promotional testing.