



**CITY OF SALISBURY
SPECIAL MEETING AGENDA**

TUESDAY, SEPTEMBER 6, 2022

6:15 p.m.

Government Office Building, Room 306, Salisbury, Maryland and Zoom Video Conferencing

Times shown for agenda items are estimates only.

6:15 p.m. CALL TO ORDER

6:16 p.m. ADOPTION OF SPECIAL MEETING AGENDA

6:17 p.m. ORDINANCES - City Attorney Ashley Bosche

- **Ordinance No. 2735**- 1st reading- to approve a budget amendment of the FY2023 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget
- **Ordinance No. 2736**- 1st reading- approving an amendment of the City's FY2023 Fire Department Budget and the General Capital Project Fund Budget to provide funds for the Fire Station #16 HVAC project

6:25 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 – City/County Government Office Building, 410-548-3140 or on the City's website at www.salisbury.md. City Council meetings are conducted in Open session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

Next Council Meeting – September 12, 2022

- Resolution No. _ - DOOI for the TownSquare project
- Resolution No. _ - to adopt the Wicomico County Multi-Hazard Mitigation Plan
- Resolution No. _ - to close Paper Streets- Johnson Road & Summersgate
- **Public Hearing**
 - **Charter Amendment Resolution 2022-4**- to provide for collective bargaining for certain employees of the City of Salisbury
- Ordinance No. _ - 1st reading- Zoning Text Amendment to permit Animal Hospitals in Shopping Centers
- Ordinance No. _ - 1st reading- to fund construction of the Waterside parking lot
- Ordinance No. _ - 1st reading- to accept Skatepark donation
- Ordinance No. _ - 2nd reading- Budget Amendment to fund paramedic incentives
- Ordinance No. _ - 2nd reading- Budget Amendment for SFD Station 16 HVAC repairs

To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief
Subject: Budget Amendment
Date: August 17, 2022

As you are aware, the Department is experiencing several factors that are having a direct impact on our service. Call volume has significantly increased over the years and has surpassed our ability to cover this increase with only three (3) staffed EMS units. In 2021, the Department experienced a 12% increase in EMS call volume alone. Through seven (7) months of 2022, we have already experienced an additional 9% increase in call volume. As the City continues to grow and the population increases, calls for service are going to continue to rise. The increased service demand has placed a significant strain on our providers that has affected their mental, physical and behavioral health.

Additionally, the Department has lost the ability to remain competitive with surrounding agencies and other jurisdictions. During the last two (2) testing processes that the Department conducted, we were only able to get one (1) licensed paramedic to apply. While increased call volumes are affecting all jurisdictions, the pool of paramedic resources continue to decrease. In order to address the paramedic shortage, the City and the Department must take a more competitive approach with recruitment and incentivizing members to enroll in the paramedic program.

Based on our recent meeting, the following multi-faceted recommendations were identified and agreed to:

1. Changes to service delivery model
 - a. Maintain and staff a 4th EMS unit 24 hours a day.
 - b. Compensate providers with overtime at time and a half
2. Recruitment of Paramedics from outside agencies
 - a. Offer a \$10,000 sign-on bonus for Maryland Registered Paramedics who come to work for the City
 - b. Create salary ranges
3. Incentivize Current Employees to Become Paramedics
 - a. Offer employees a one-time, \$10,000 bonus for successfully completing the two-year Maryland Paramedic program.
 - b. Continue to pay for the tuition, books and leave for any member who wants to become a Paramedic.

Please find attached a Budget Ordinance approving an amendment of the FY23 General Fund budget to adjust the Fire Department's budget to provide the additional funding needed to implement the recommendations discussed and to become more competitive with recruitment. Unless you or the Mayor have further questions, please forward a copy of this memo and Ordinance to the City Council for their consideration.

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ORDINANCE NO. 2735

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2023 GENERAL FUND BUDGET TO APPROPRIATE FUNDS TO THE SALISBURY FIRE DEPARTMENT'S OPERATING BUDGET.

WHEREAS, the need for the provision of emergency services in the City is great; and

WHEREAS, the Fire Department is experiencing a significant increase in call volume that surpasses the current staffing configurations; and

WHEREAS, the Fire Department has a need to staff an additional EMS unit with overtime funds to cover calls; and

WHEREAS, the Fire Department is no longer competitive with area agencies and is experiencing a Paramedic shortage; and

WHEREAS, the Fire Department needs to provide incentive bonuses to recruit and train new Paramedics; and

WHEREAS, the Fire Department has a college education tuition program that covers the cost for members to obtain Paramedic certification; and

WHEREAS, there are insufficient funds available in the FY23 Fire Department Budget to cover the additional expenses of recruiting, training, and retaining Paramedics and, accordingly, a budget amendment is required; and

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

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

Section 1. The City of Salisbury's Fiscal Year 2023 General Fund Budget be and is hereby amended as follows:

- (a) Increase the Current Year Surplus Account (01000-469810) by \$300,000.00
- (b) Increase the Salisbury Fire Department's Overtime Account (24035-501021) by \$200,000.00
- (c) Increase the Salisbury Fire Department's Employee Incentive Program Account (24035-502088) by \$80,000.00
- (d) Increase the Salisbury Fire Department's Training and Schools Account (24035-555504) by \$20,000.00

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

Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication

55 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
56 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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58 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
59 if such recitals were specifically set forth at length in this Section 5.

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

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63 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
64 Salisbury held on the _____ day of _____, 2022 and thereafter, a statement of the substance
65 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
66 Council of the City of Salisbury on the _____ day of _____, 2022.

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69 **ATTEST:**

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

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76 _____
77 **John R. Heath, City Council President**

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79 Approved by me, this _____ day of _____, 2022.

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Jacob R. Day, Mayor



To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief
Subject: Budget Amendment
Date: August 17, 2022

During the FY23 Capital Improvement Plan and Budget process, the Fire Department submitted a request to replace the existing HVAC system at Fire Station #16. This project is the total replacement of the HVAC system and controller system. The system was originally installed in 2008 and over the last year, we have experienced significant mechanical issues and costly repairs. This system is the same system that experienced a catastrophic failure on the Administrative side of the building in the spring of 2021. The new units installed will provide a more energy efficient system that reduces energy consumption and overall operating cost per year.

The FY23 Budget Schedule “B” includes the appropriation of funds in the amount of \$130,000 for this project. A Declaration of Official Intent was approved (Resolution 3178) for this project to be funded from a future bond issuance planned for FY2024. Due to rising cost for materials, the quote we received was over the approved amount by \$1,120. Based on consultation with the Finance Department, the best solution for the small amount required is to transfer from the Fire Department’s Building Account.

Please find attached a Budget Ordinance approving an amendment of the FY23 Fire Department’s Budget and the General Capital Project Fund budget to provide the additional funds for this project. Unless you or the Mayor have further questions, please forward a copy of this memo and Ordinance to the City Council for their consideration.

ORDINANCE NO. 2736

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE CITY’S FY2023 FIRE DEPARTMENT’S BUDGET AND THE GENERAL CAPITAL PROJECT FUND BUDGET TO PROVIDE FUNDS FOR THE FIRE STATION #16 HVAC PROJECT.

WHEREAS, the City of Salisbury recently planned for repairs to the HVAC system at Fire Station #16; and

WHEREAS, previously, the FY23 Budget appropriated \$130,000 for the repairs; and

WHEREAS, the City has determined an additional \$1,120 is required to complete the project based on bids that have been received; and

WHEREAS, the City has determined an additional \$1,120 can be best be funded by amending the Fire Department’s FY23 budget to transfer funds into the General Capital Project Fund; and

WHEREAS, the appropriations necessary to execute the purpose of the \$1,120 funds, as provided hereinabove, must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

Section 1. Mayor Jacob R. Day is hereby authorized to appropriate funds transferred from the Fire Department’s Building Account to the General Capital Projects Fund Equipment account in the amount of \$1,120.

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

Section 2. The City of Salisbury’s FY23 General Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Decrease	Expense	None	Buildings	24035-534301	\$1,120
Increase	Expense	None	Transfer General Capital Projects Fund	91001-599109	\$1,120

Section 3. The City of Salisbury’s General Capital Project Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	Fire Station #16 HVAC Repair	Transfer In -General Fund	98024-469313-xxxxx	\$1,120
Increase	Expense	Fire Station #16 HVAC Repair	Equipment	98124-577030-xxxxx	\$1,120

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

43 **Section 4.** It is the intention of the Mayor and Council of the City of Salisbury that each provision
44 of this Ordinance shall be deemed independent of all other provisions herein.
45

46 **Section 5.** It is further the intention of the Mayor and Council of the City of Salisbury that if any
47 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
48 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
49 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
50 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.
51

52 **Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
53 if such recitals were specifically set forth at length in this Section 5.
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55 **Section 7.** This Ordinance shall take effect from and after the date of its final passage.
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57 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
58 Salisbury held on the _____ day of _____, 2022 and thereafter, a statement of the substance
59 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
60 Council of the City of Salisbury on the _____ day of _____, 2022.
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62 **ATTEST:**
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66 _____
67 **Kimberly R. Nichols, City Clerk**
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_____ **John R. Heath, City Council President**
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70 Approved by me, this _____ day of _____, 2022.
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76 **Jacob R. Day, Mayor**