

CITY OF SALISBURY  
WORK SESSION  
OCTOBER 3, 2022

Public Officials Present

Council President John “Jack” R. Heath  
Council Vice-President Muir Boda  
Councilwoman April Jackson

Mayor Jacob R. Day  
Councilwoman Angela M. Blake  
Councilwoman Michele Gregory

In Attendance

Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, Deputy Chief Chris O’Barsky, Field Operations Director Jana Potvin, Police Chief Barbara Duncan, City Clerk Kimberly Nichols, Attorney Ashley Bosche, and members of the public.

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On October 3, 2022 the Salisbury City Council convened at 4:30 p.m. in a hybrid Work Session in Council Chambers and on Zoom Conferencing Video.

**Amendment to the FY2023 General Fund Budget to provide funds for the red-light camera administration**

Police Chief Barbara Duncan presented the budget amendment for the administration of the red-light cameras, which would be \$239,000 for the fiscal year and covered by the revenue from the program. Each citation under the program would be approximately \$75. Out of that \$48.50 would go to the City and \$26.50 for administration of the program.

When requested clarification of the costs by Mr. Boda, Chief Duncan reported the \$239,000 was what the costs would be for the fiscal year. The revenues generated during the fiscal year would cover that cost. Ms. Blake inquired about the timeline, and Chief Duncan said the company would first assess the intersections, and then install the equipment. She would get a better idea once the company completed the assessment.

President Heath inquired about the intersections. Chief Duncan said the company would evaluate each of the ten intersections to determine the number of violations that occurred and whether or not the intersections were sustainable based on the number of violations.

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

**Budget Amendment to accept grant funds from Wicomico County Circuit Court and associated funds for overtime pay of SPD officers**

Chief Duncan reported the ordinance was in conjunction with the Drug Court Program in Wicomico County. The program was awarded \$5,000 and the City would pay a partial

match of \$4,400. It The Police Department fully supported the program, and the grant covered police officer overtime and fringe.

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

**Budget Amendment of the FY2023 General Fund Budget and Water and Sewer Enterprise Fund Budget to appropriate funds to the Department of Field Operations (FOps) and Department of Water Works Operating Budgets**

Field Operations (FOps) Director Jana Potvin explained the difficulties the City was experiencing recruiting and retaining employees with CDLs in both Field Operations and Water Works. In one month alone FOps lost four CDL drivers from one division. In order to recruit and retain individuals with CDLs, the suggestion was to fund an incentive program. The amount of \$96,400 would move from Field Operations -Surplus into a Bonus Salary line item and \$71,800 for Water Works for the bonus. \$2000 bonus would be paid for individuals with a Class B and \$2,500 for those with a Class A

Ms. Jackson asked why the four drivers left and Ms. Potvin said it was to earn more-about \$10 more per hour. Mr. Boda thought if the City was giving bonuses and paying for them to get their CDL, they would likely just leave after getting certification for more pay and asked if the bonus was enough. Ms. Potvin was not certain of the answer.

Ms. Blake asked if the transfer was allocated for the bonuses and training for each individual needing a CDL for the job, and Ms. Potvin answered in the affirmative. FOps needed about 40 individuals with their CDL, and Water Works needed 35.

Mayor Day reported that in FY22 \$426,000 was drawn from the Unassigned Fund Balance, which was a fairly small amount compared to most years. As far as how FY23 currently stood, it looked like less than that would be the total use of surplus. Although they anticipated using \$2.2 million, it looked like it would be \$300,000 which would be a \$1.9 million savings in the Unassigned Fund Balance. The Unassigned Fund Balance position was currently \$16.7 million, which was higher than recent years. This was close to four months of operating cash. The City's policy was to have at least three months. The target range was four months and the GFOA was two months. Current previous fiscal year Unassigned Fund Balance would have been \$12.6 million, so we were better than last year. A lot of the budget amendments were ARP money.

President Heath remarked this would impact FOps and Water Works in the short term and if was successful, would attract and retain CDL drivers. If unsuccessful, the City would have to re-group.

After discussion on compensation pay, Council reached consensus to advance the budget amendment to legislative agenda. Ms. Blake was not supported in her motion to table the discussion so further questions could be asked to get a broader respective of salaries.

**Amendment to Chapter 1.16 of the Salisbury City Code, entitled “Infractions and Civil Zoning Violations”, to grant authority to issue citations for municipal infractions or civil zoning violations to the City’s Deputy Fire Marshall and Fire Inspector**

Deputy Chief Chris O’Barsky reported the Fire Department recently filled a Deputy Fire Marshall position and realized they needed to add the position and the Fire Inspector position to the ordinance to grant them the authority to issue citations for municipal infractions or civil zoning violations.

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

**Ordinance authorizing the Mayor to enter into a contract with the Community Foundation for the purpose of accepting grant funds in the amount of \$2,500 and to approve a budget amendment to appropriate those funds for the Salisbury-Wicomico Integrated Firstcare Team (SWIFT)**

Deputy Chief O’Barsky reported the Fire Department was requesting the approval of grant funds in the amount of \$2,500 from the Community Foundation of the Eastern Shore to continue supporting SWIFT in their mission to provide medical transport for patients who were otherwise unable to attend necessary medical appointments.

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

**Budget Amendment of the FY2023 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating Budget**

Deputy Chief O’Barsky explained the Fire Department was requesting the approval of a budget amendment in the amount of \$17,205 for proceeds received from the auction sale of an International Telestar Horton ambulance.

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

**Administration and Council Comments**

Mayor Day reported on another community build on October 15<sup>th</sup> at Anne Street Village. This would be a painting day. Come and bring your friends and be prepared to paint!

Ms. Blake asked for anyone healthy enough to please donate blood. Since Hurricane Ian, there has only been a one-day supply of blood.

Ms. Gregory reminded everyone to get their Covid booster.

President Heath concurred with Ms. Blake to donate blood if healthy enough. There would be a lot of rain and wind tonight, so please tie things down.

**Motion to convene in Closed Session**

At 5:16 p.m. President Heath called for a motion to convene in Closed Session to discuss a matter directly related to a negotiating strategy, or the contents of a bid or proposal, in accordance with the Annotated Code of Maryland §3-305(b)(14).


Ms. Jackson moved, Mr. Boda seconded and the vote was unanimous to convene in Closed Session.

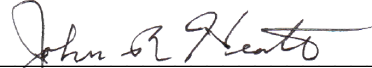
**Convene in Open Session/Adjournment**

At 5:22 p.m. Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to adjourn the Closed Session and convene in Open Session.

Council convened in Open Session and President Heath reported that Council had just come out of Closed Session. The topic of discussion was a contract sale.

With no further business to discuss, President Heath adjourned the Work Session at 5:23 p.m.

  
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City Clerk

  
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Council President