



## CITY OF SALISBURY CITY COUNCIL AGENDA

**MAY 8, 2023**

**6:00 p.m.**

**Government Office Building, Room 301, Salisbury, Maryland and Zoom Video Conferencing**

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS/PLEDGE
- 6:02 p.m. INVOCATION- Rev. John Wright, Unitarian Universalists Fellowship at Salisbury
- 6:04 p.m. PROCLAMATION- Mayor John R. "Jack" Heath
- Jewish American Heritage Month
- 6:09 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:10 p.m. CONSENT AGENDA- City Clerk Kimberly Nichols
- April 3, 2023 Closed Session Minutes (separate email)
  - April 10, 2023 Council Meeting Minutes
  - April 10, 2023 Closed Session Minutes (separate email)
  - **Resolution No. 3255-** to approve the appointment of La'Tanya Christopher to the Disability Advisory Committee for term ending May 2026
- 6:12 p.m. AWARD OF BIDS- Procurement Director Jennifer Miller
- RFP A-23-106 Live Production Services \$155,500.00
  - Declaration of Surplus
    1. SPD – Unit 1201
    2. SPD – K9 Hank
- 6:20 p.m. RESOLUTIONS- City Administrator Andy Kitzrow
- **Resolution No. 3256-** to approve the City's Action Plan for Community Development Block Grant (CDBG) funds for CDBG Program Year 2023
  - **Resolution No. 3257-** to approve property transfers connected to the Community Development Projects Fund
- PUBLIC HEARINGS**
- 6:30 p.m. **Charter Amendment Resolutions-** City Administrator Andy Kitzrow
- **Charter Amendment Resolution No. 2023-1-** to amend §SC2-2 and § SC20-1 of the City Charter to change all references to the "Board of Supervisors of Elections" in the Charter to the "City of Salisbury Election Board."

- **Charter Amendment Resolution No. 2023-2**- to amend § SC6-11 of the City Charter to conform with state election laws
- **Charter Amendment Resolution No. 2023-3**- to amend § SC6-13(H) of the City Charter to change the reference to the “Board of Supervisors of Elections” in the Charter to the “City of Salisbury Election Board” and to remove the random sampling requirement of verifying signatures on a recall petition

6:45 p.m. **FY24 Budget, Water & Sewer Rates, Fees & Constant Yield Tax Rate** - City Attorney Ashley Bosché

- **Ordinance No. 2802**- appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2023 to June 30, 2024, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and Storm Water Funds
- **Ordinance No. 2803**- to amend Water and Sewer rates to increase rates by 12% and making said changes effective for all bills dated October 1, 2023 and thereafter unless and until subsequently revised or changed
- **Ordinance No. 2804**- to set Fees for FY 2024 and thereafter unless and until subsequently revised or changed
- **Constant Yield Tax Rate**

7:25 p.m. ORDINANCES- City Attorney Ashley Bosché

- **Ordinance No. 2797**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2023 General fund budget to appropriate funds to the Salisbury Fire Department’s Operating Budget
- **Ordinance No. 2798**- 2<sup>nd</sup> reading- to 1) authorize the Mayor to enter into a contract with the Department of Housing and Community Development for the purpose of accepting grant funds in the amount of \$500,000; 2) authorize the Mayor to enter into a sub recipient agreement with Railroad Avenue Investments, LLC; and 3) to approve a budget amendment to the Grant Fund to appropriate the aforementioned funds to be used for eligible expenses associated with the Union Railway Station Stabilization Project
- **Ordinance No. 2799**- 2<sup>nd</sup> reading- to authorize the Mayor to enter into a contract with the Department of Housing and Community Development (DHCD) for the purpose of accepting grant funds in the amount of \$25,000, and to approve a budget amendment to the Grant Fund to appropriate these funds to be used for eligible expenses associated with an event fund for the Main Street District
- **Ordinance No. 2800**- 2<sup>nd</sup> reading- amending Chapter 1.08 of the Salisbury City Code, entitled “Election Board,” and Chapter 1.12, entitled “City Campaign Advertising and Finance,” to adopt recommendations made by the City of Salisbury Election Board
- **Ordinance No. 2801**- 2<sup>nd</sup> reading- to authorize the Mayor to enter into a contract with the Maryland Department of Housing and Community Development (DHCD) for the purpose of accepting funds from the Connected Communities Grant in the amount of \$34,228 for the Anne Street Village Fiber Internet Project
- **Ordinance No. 2805**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2023 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating Budget
- **Ordinance No. 2806**- 1<sup>st</sup> reading- approving a budget amendment of the FY23 General Fund Budget to appropriate the funds received from the recycling of scrap metal
- **Ordinance No. 2807**- 1<sup>st</sup> reading- approving a budget amendment of the FY023 General Fund Budget and the FY2023 Water Sewer Fund Budget to appropriate additional funds required for Field Operations

- 7:50 p.m. PUBLIC COMMENTS
- 7:55 p.m. ADMINISTRATION and COUNCIL COMMENTS
- 8:00 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 [www.salisbury.md](http://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 – May 22, 2023**

- Ordinance No.\_- 2<sup>nd</sup> reading to accept funds received from recycling scrap metal
- Ordinance No.- 2<sup>nd</sup> reading- to purchase expanded storage system
- Ordinance No.- 2<sup>nd</sup> reading- to approve the purchase of 9 mm guns

Join Zoom Meeting

<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>

**Meeting ID:** 881 6325 3286

**Passcode:** 812389

Phone: 1.301.715.8592

*Posted 05/04/23*

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**APRIL 10, 2023**

**PUBLIC OFFICIALS PRESENT**

*Council President Muir W. Boda  
Council Vice President April Jackson  
Councilwoman Michele Gregory*

*Mayor John R. “Jack” Heath  
Councilwoman Angela M. Blake  
Councilwoman Megan Outten*

**IN ATTENDANCE**

*City Administrator Andy Kitzrow, Executive Administrative Assistant Jessie Turner, Director of Communications Kacey Martin, City Attorney Ashley Bosché, City Clerk Kimberly Nichols, and members of the public*

**PLEDGE OF ALLEGIANCE / CITY INVOCATION**

*The City Council met in regular session at 6:00 p.m. via Zoom and in Council Chambers. Council President Boda called the meeting to order. After the recital of the pledge to the flag, President Boda invited everyone to a moment of silent meditation.*

**OATH OF OFFICE TO CITY ADMINISTRATOR ANDY KITZROW-** administered by James “Bo” McAllister, Clerk of Circuit Court

*Circuit Court Clerk James “Bo” McAllister administered the oath of office to City Administrator Andy Kitzrow, and afterwards Mr. Kitzrow signed the oath and register.*

**PROCLAMATION-** presented by Mayor John R. “Jack” Heath

**Fair Housing Month**

*Mayor Heath presented the Fair Housing Month proclamation and encouraged all residents to participate in promoting fair housing opportunities for everyone in the community. The Fair Housing Act prohibits discrimination in housing. The City’s Zoning Ordinance is intended to affirmatively further fair housing by abiding by the provisions of the Fair Housing Act of 1968 as amended, promoting fair housing choice for all residents in the City, assuring everyone’s rights identified as a member of a protected class by the Federal Government, and preventing housing discrimination based on race, color, national origin, religion, sex, familial status or handicap.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (5-0 vote) to approve the legislative agenda as presented.*

**CONSENT AGENDA-** presented by City Clerk Kimberly Nichols

*The Consent Agenda, consisting of the following items, was unanimously approved on a motion*

48 and second by Ms. Blake and Ms. Jackson, respectively.

49

- 50 • February 27, 2023 Council Meeting Minutes
- 51 • March 6, 2023 Work Session Minutes
- 52 • March 13, 2023 Council Meeting Minutes
- 53 • March 20, 2023 Work Session Minutes
- 54 • March 20, 2023 Special Meeting Minutes
- 55 • Resolution No. 3247- to approve the appointment of Tanya Dickson to the Disability
- 56 Advisory Committee for term ending April 2026
- 57 • Resolution No. 3248- declaring Red Brick Holdings LLC eligible to receive Enterprise
- 58 Zone benefits for property located at 117-119 W Main Street, Salisbury, MD

59

60 President Boda thanked Tanya Dickson for volunteering to serve the City.

61

62 **AWARD OF BIDS**- presented by Contract Specialist Michael Lowe

63

64 The following items were unanimously approved on a motion and seconded by Ms. Jackson and  
65 Ms. Gregory, respectfully:

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- |    |  |                         |
|----|--|-------------------------|
| 67 | 1. RFP 23-104 Salisbury Town Square Construction | \$3,468,944             |
| 68 | 2. ITB A-23-108 Citywide HVAC Services           | \$ 293,000 (3 yr. est.) |
| 69 | 3. RFP A-23-105 Citywide Generator Services      | \$ 203,000 (3 yr. est.) |

70

71 **RESOLUTIONS**- presented by City Administrator Andy Kitzrow

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- 73 • **Resolution No. 3249**- to approve and adopt rules of procedure for the Salisbury Board  
74 of Appeals

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76 Ms. Jackson moved, Ms. Gregory second, and the vote was unanimous to approve  
77 Resolution No. 3249.

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- 79 • **Resolution No. 3250**- adopting a formal employment agreement for the position of  
80 City Administrator

81

82 **PUBLIC HEARINGS**

83 **South Division Street Annexation**- presented by City Administrator Andy Kitzrow

84

- 85 • **Resolution No. 3201**- proposing the annexation to the City of Salisbury of a certain area  
86 of land contiguous to and binding upon the Corporate Limits of the City of Salisbury to  
87 be known as "South Division Street Annexation"

88

89 Ms. Blake moved and Ms. Jackson seconded to approve Resolution No. 3201. Mr. Kitzrow  
90 presented the resolution. At 6:28 p.m. President Boda opened the Public Hearing, and as  
91 there were not requests to speak, it was immediately closed.

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93 Resolution No. 3201 was approved by unanimous vote in favor.

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- **Resolution No. 3202-** proposing the annexation plan for the “South Division Street Annexation”

*Ms. Blake moved and Ms. Gregory seconded to approve Resolution No. 3202. Mr. Kitzrow presented the resolution. At 6:35 p.m. President Boda opened the Public Hearing. There were no requests to speak, and it was closed at 6:36 p.m. One person was sworn in but did not wish to speak.*

*Resolution No. 3202 was approved by unanimous vote in favor.*

**Permitting additional residential uses and revising development standards for Harbor Pointe Phase III-** presented by City Attorney Ashley Bosché

- **Ordinance No. 2785-** 2<sup>nd</sup> reading- amending sections 17.136.010, 17.136.030 and 17.136.050 of the Salisbury City Code to permit additional residential uses and revise development standards for Harbor Pointe Phase III

*Ms. Jackson moved and Ms. Gregory seconded to approve Ordinance No. 2875 for second reading. Ms. Bosché presented the ordinance. At 6:37 p.m. President Boda opened the Public Hearing. There were no requests to speak, and it was immediately closed.*

*Ordinance No. 2785 for second reading was unanimously approved.*

**ORDINANCES-** presented by City Attorney Ashley Bosché

- **Ordinance No. 2787-** 2<sup>nd</sup> reading- approving a budget amendment of the FY2023 General Fund budget to appropriate funds to purchase and customize Police Department vehicles with proper police equipment

*Ms. Jackson moved, Ms. Outten seconded, and the vote was unanimous to approve Ordinance No. 2787 for second reading.*

- **Ordinance No. 2789-** 1<sup>st</sup> reading- to set fees for the newly created Board of Appeals and to amend and supplement the Fee Schedule for FY 2023

*Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve Ordinance No. 2789 for first reading.*

- **Ordinance No. 2792** – 1<sup>st</sup> reading- to authorize the Mayor to enter into a contract with the Department of Housing and Community Development (DHCD) for the purpose of accepting grant funds in the amount of \$20,000, and to approve a budget amendment to the Grant Fund to appropriate these funds to be used for eligible expenses associated with the 2023 Maryland Folk Festival

139 Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous to approve  
140 Ordinance No. 2792 for first reading.

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- 142 • **Ordinance No. 2791**- 1<sup>st</sup> reading- to authorize the Mayor to enter into a contract with the  
143 National Endowment of the Arts (NEA) for the purpose of accepting grant funds in the  
144 amount of \$10,000, and to approve a budget amendment to the Grant Fund to appropriate  
145 these funds to be used for eligible expenses associated with the 81st National Folk Festival

146  
147 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance  
148 No. 2791 for first reading.

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- 150 • **Ordinance No. 2790**- 1<sup>st</sup> reading- to amend Authorized Positions to include an additional  
151 Event Coordinator position for the Arts, Business and Culture Department

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153 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve  
154 Ordinance No. 2790 for first reading.

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- 156 • **Ordinance No. 2793**- 1<sup>st</sup> reading- to authorize the Mayor to enter into a contract with the  
157 Maryland State Arts Council (MSAC) for the purpose of accepting grant funds in the amount  
158 of \$4,000, and to approve a budget amendment to the Grant Fund to appropriate these funds  
159 to be used for eligible expenses associated with Bundle Up And Get Outside

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161 Ms. Jackson moved, Ms. Outten seconded, and the vote was unanimous to approve  
162 Ordinance No. 2793 for first reading.

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- 164 • **Ordinance No. 2794**- 1<sup>st</sup> reading- authorizing the Mayor to transfer from the Parking Fund  
165 and appropriate funds for the Parking Fund Automation Project in the Parking Capital  
166 Project Fund

167  
168 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve  
169 Ordinance No. 2794 for first reading.

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- 171 • **Ordinance No. 2795**- 1<sup>st</sup> reading- authorizing the Mayor to enter into a memorandum  
172 of understanding with the Wicomico County Local Behavioral Health Authority for the  
173 purpose of accepting Community Mental Health Services (COVID relief) Block Grant funds  
174 in the amount of \$12,562 and to approve a budget amendment to the Grant Fund to  
175 appropriate these funds for the Homeless Services Case Specialist position

176  
177 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve  
178 Ordinance No. 2795 for first reading.

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- 180 • **Ordinance No. 2796**- 1<sup>st</sup> reading- approving a budget amendment of the Water Sewer  
181 Capital Project Fund Budget to reallocate additional funds required for the Filter Project

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183 Ms. Jackson moved, Ms. Outten seconded and the vote was unanimous to approve  
184 Ordinance No. 2796 for first reading.

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**PUBLIC COMMENTS**

*One member of the public expressed concern about the removal of the traffic signal at South Boulevard and Camden Avenue. There was not adequate sight distance through the intersection. Speaker said she hoped the Council would review the design. Intersection should at least remain a 4-way Stop and not have Camden yield to South Boulevard. More signage was needed during the transitional period because not everyone knew what a flashing yellow and flashing red light meant.*

*Administration would pass the concerns along to the Traffic Division.*

**ADMINISTRATION AND COUNCIL COMMENTS**

*Mayor Heath congratulated Mr. Kitzrow on his appointment as City Administrator. Please donate blood as the area remained very low. Hops on the River and Opening Day for the Westside Little League was on Saturday. On Sunday, he was presenting Holocaust Memorial Day proclamation. The ribbon cutting for Anne Street Village would be held on April 21<sup>st</sup> at 12:00 p.m.*

*Ms. Outten announced a jobs fair on Friday, April 21<sup>st</sup> at the Newton Street Community Center.*

*Ms. Blake asked those healthy enough to please donate blood.*

*Ms. Jackson said she had a wonderful Easter holiday. She thanked Stations 2 and 16, the VFW #10159, We Here Car Club, the Thunderguards, and her family and friends who helped.*

*Ms. Gregory invited everyone out to Hops on the River. She would be volunteering by pouring beer.*

*Mr. Boda reported that Council would be starting their Budget Sessions next Tuesday at 8:30 a.m.*

**ADJOURNMENT / MOTION TO CONVENE IN CLOSED SESSION / OPEN SESSION**

*With no further business to discuss, the Legislative Session was adjourned at 7:08 p.m. President Boda then called for a motion to convene in Closed Session to consult with counsel to obtain legal advice on a legal matter under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(7). Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (5-0) to convene in the Closed Session.*

*At 7:49 p.m., Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous (5-0) to adjourn the Closed Session.*

**CONVENE IN OPEN SESSION / REPORT TO PUBLIC**

*At 7:52 p.m. Council convened in Open Session and President Boda reported that Council had met in Closed Session and received advice from Counsel on a legal matter.*

*The Open Session was then adjourned.*



CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
APRIL 3, 2023

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236 *TIME & PLACE:* 5:04 p.m., Council Chambers, Government Office Building & Zoom  
237 *PURPOSE:* to obtain legal advice on a legal matter and to discuss the appointment,  
238 employment, assignment, promotion, discipline, demotion, compensation,  
239 removal, resignation, or performance evaluation of appointees, employees,  
240 or officials over whom this public body has jurisdiction; or any other  
241 personnel matter that affects one or more specific individuals  
242 *VOTE TO CLOSE:* Unanimous (5-0)  
243 *CITATION:* Annotated Code of Maryland §3-305(b)(1)(7)  
244 *PRESENT:* Council President Muir W. Boda, Mayor John R. Heath, Vice-President April  
245 Jackson, Council member Angela M. Blake, Council member Michele  
246 Gregory, Council member Megan Outten, City Administrator Andy Kitzrow,  
247 City Attorneys Ashley Bosché and Heather Konyar, City Clerk Kim Nichols  
248 \*\*\*\*\*  
249 *The City Council convened in Work Session at 4:30 p.m. in Council Chambers of the Government*  
250 *Office Building and via Zoom Video Conferencing. President Boda called for a motion to enter into*  
251 *Closed Session to obtain legal advice on a legal matter and to discuss the appointment,*  
252 *employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or*  
253 *performance evaluation of appointees, employees, or officials over whom this public body has*  
254 *jurisdiction; or any other personnel matter that affects one or more specific individuals as*  
255 *permitted under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland*  
256 *General Provisions Article § 3-305(b)(1)(7).*  
257  
258 *Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous (5-0) to convene in Closed*  
259 *Session.*  
260  
261 *City Attorney Heather Konyar provided an update on a law suit in which the City was involved and*  
262 *received feedback from Council to continue moving in the same direction.*  
263  
264 *Mayor Heath explained the reason for the employment contract with a particular City employee*  
265 *and details of the contract were discussed with City Administrator Andy Kitzrow and City Attorney*  
266 *Ashley Bosché.*  
267  
268 *At 5:22 p.m. Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (5-0) to adjourn*  
269 *the Closed Session.*  
270  
271 *Council then convened in Open Session and President Boda reported that Council had met in*  
272 *Closed Session and discussed the appointment, employment, assignment, promotion, discipline,*  
273 *demotion, compensation, removal, resignation, or evaluation of appointees, employees, or officials*  
274 *over whom Council had jurisdiction, and also discussed a legal strategy with counsel.*  
275  
276 *The Open Session was then adjourned.*  
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CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
APRIL 10, 2023

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*TIME & PLACE:* 7:08 p.m., Council Chambers, Government Office Building & Zoom  
*PURPOSE:* to consult with counsel to obtain legal advice on a legal matter  
*VOTE TO CLOSE:* Unanimous (5-0)  
*CITATION:* Annotated Code of Maryland §3-305(b)(7)  
*PRESENT:* Council President Muir W. Boda, Mayor John R. Heath, Council Vice-President April Jackson, Council member Angela M. Blake, Council member Michele Gregory, Council member Megan Outten, City Administrator Andy Kitzrow, City Attorney Ashley Bosché, City Clerk Kimberly Nichols

\*\*\*\*\*  
*The City Council convened in Legislative Session at 6:00 p.m. in Council Chambers of the Government Office Building and via Zoom Video Conferencing. Council President Muir Boda called for a motion to enter into Closed Session to consult with counsel to obtain legal advice on a legal matter as permitted under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(7).*

*Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous (5-0) to convene in Closed Session.*

*City Attorney Ashley Bosché provided an update on the Labor Code with her recommendations and reviewed the road map for collective bargaining.*

*No votes were taken or consensus reached as the discussion was for Council information only.*

*At 7:49 p.m. Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous (5-0) to adjourn the Closed Session.*

*At 7:52 p.m. Council convened in Open Session and President Boda reported that Council had met in Closed Session to receive an update and advice on a legal matter.*

*The Open Session was then adjourned.*

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

To: Jack Heath, Mayor  
From: Jessie Turner, Administrative Assistant  
Subject: Appointment to the Disability Advisory Committee  
Date: May 4, 2023

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The following person has applied for appointment to the Disability Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
La' Tanya Christopher	May 2026

Attached is the applicant's information and the resolution necessary for this appointment. If this appointment is approved, it will be placed on the next City Council agenda for review.

Attachments

1 **RESOLUTION NO. 3255**

2  
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following  
4 individual is appointed to the Disability Advisory Committee for the term ending as  
5 indicated.

<u>Name</u>	<u>Term Ending</u>
La'Tanya Christopher	May 2026

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12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the  
13 Council of the City of Salisbury, Maryland held on May\_\_\_\_\_, 2023.

14 ATTEST:

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19 \_\_\_\_\_  
20 Kimberly R. Nichols  
21 CITY CLERK

22  
23 \_\_\_\_\_  
24 Muir W. Boda  
25 PRESIDENT, City Council

26 APPROVED BY ME THIS

27 \_\_\_\_\_ day of \_\_\_\_\_, 2023

28  
29 \_\_\_\_\_  
John R. Heath, Acting Mayor



City of  
**Salisbury**  
Jacob R. Day, Mayor

**COUNCIL AGENDA – Department of Procurement**

**May 8, 2023**

**Award of Bid(s)**

- |  |              |
|--|--------------|
| 1. RFP A-23-106 Live Production Services | \$155,500.00 |
|--|--------------|

**Declaration of Surplus**

1. SPD – Unit 1201
2. SPD – K9 Hank



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** May 8, 2023  
**Subject:** Award of Bids

**The Department of Procurement seeks Award of Bid approval from City Council for the solicitation(s) as defined herein. The City followed required bidding practices as defined by the Salisbury Code of Ordinances, and publicly posted these solicitations on the City of Salisbury's Procurement Portal and the State of Maryland's website, eMaryland Marketplace Advantage.**

RFP A-23-106 Live Production Services

- Department: Arts, Business & Culture
- Scope of Work: Provide a complete production package with staging, lights, audio, backline, crews and talent booking for the Maryland Folk Festival.
- Proposal date: 02/07/23
- Proposal opening: 03/23/23
- Total proposals received: 2
  - T.E.A.M. Productions (Ocean City, MD)
  - Zeo Brothers Productions (Hatboro, PA)
- Highest ranked responsive and responsible vendor:
  - T.E.A.M. Productions (Ocean City, MD) – 97.67 pts
- Cost: \$155,500
- GL Account: 10125-513000-73045 Maryland Folk Festival
- Notes:
  - The contract includes a renewal clause: "The City reserves the right to renew all or portions of this contract with the same prices, terms and conditions as the original contract for two (2) one-year terms, contingent upon mutual agreement between the City and the supplier."

**The Department of Procurement seeks approval from City Council to declare the following items as surplus and to dispose of the items as indicated:**

Salisbury Police Department

- Item(s): Unit #1201, 2012 Chevrolet Express Passenger Van
- Method of disposal: Total loss insurance claim
  
- Item(s): K9 Hank
- Method of disposal: Adopted by a private third party

Additional details can be found in the departmental memo.

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Department of Procurement  
125 N Division St., #104 Salisbury, MD 21801  
410-548-3190 (fax) 410-548-3192  
www.salisbury.md



# City of Salisbury

## MEMORANDUM

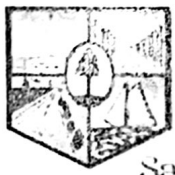
**To:** Jennifer Miller, Director of Procurement  
**From:** Allen Swiger, ABCD Director  
**Subject:** MDFF Live Production Service - Award of Bid  
**Date:** 4/11/23

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Through RFP A-23-106 Live Production Services, the Arts, Business and Culture Department reviewed bids and found that T.E.A.M. Productions LLC presented a bid that is consistent with the bid documents. They have a substantial track record of managing similar events and come highly recommended by local event organizers.

Please issue a Purchase Order to T.E.A.M. Productions LLC in the amount of \$155,500.  
Funds are available in account 10125-513000-73045

Do not hesitate to reach out should you have any questions.



City of

# Salisbury

Salisbury Police Department

DATE: April 17, 2023  
TO: Colonel David Meienschein  
Assistant Chief of Police  
FROM: Kenneth D. Wilson #2784  
Quartermasters Office  
SUBJECT: SURPLUS VEHICLE 1201- DECLARED TOTALED

The Salisbury Police Department is requesting that unit #1201, a 2012 Chevrolet Express Passenger Van, (VIN:1GAZGZFA6C1190000) be declared as surplus since it is no longer able to be put into service. An approximate cash value of this vehicle is \$13,363. This vehicle was in an accident on February 3<sup>rd</sup>, 2023 causing damage to the frame and LGIT has declared the vehicle totaled and it is no longer useable by the Salisbury Police Department. On 4/11/2023, Kelly's Collision sent the city a check in the amount of \$2,034.83 and LGIT will pay the city approximately \$11,328.17 for this vehicle once the title is released and they have claimed this vehicle for salvage.

Respectfully Submitted,

Approved:

Kenneth D. Wilson #2784  
Quartermasters Office  
Administrative Assistant

Colonel David Meienschein  
Assistant Chief of Police







City of  
**Salisbury**  
Salisbury Police Department

DATE: April 12, 2023  
TO: Jennifer Miller  
Director Of Procurement  
FROM: Colonel David Meienschein  
Assistant Chief of Police  
SUBJECT: Surplus of Police K-9 (Hank)

The Salisbury Police Department is requesting that Police K-9 Hank be retired from service with the City of Salisbury. Hank has served the City for 8.5 years. He was trained in patrol operations and narcotics detection. He was purchased from Tarheel Canine in September of 2014 in the amount of \$10,225.00.

It is the desire of the Salisbury Police Department to have the K-9 adopted by a third party via release of liability contract. The K-9 would no longer be able to be used for police work and be permanently retired from service.

I am requesting that Police K-9 Hank be declared surplus, and further once this is complete, the K-9 will be adopted by a private third party and considered retired.

Respectfully Submitted,

Colonel David Meienschein  
Assistant Chief of Police

# Finance Department – Grants Office

## MEMO

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**To: Andy Kitzrow**

**From: Jo Ellen Bynum**

**Subject: Resolution Authorizing the Mayor to Submit  
the 2022 CDBG Action Plan to HUD**

**Date: April 21, 2023**

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The Finance Department- Grants Office has completed the 2023 Community Development Block Grant (CDBG) Action Plan. For PY 2023 Salisbury's allocation from HUD is \$363,857; approximately 1% less than what was received in PY 2022.

For the 2023 Action Plan, the following projects have been approved by the City Administration:

General Administration (20%)	\$72,771
City of Salisbury – Low-Mod Sidewalk Construction & Pedestrian Improvements	\$222,086
City of Salisbury- Homeless Services Intensive Case Manager	\$ 19,000
City of Salisbury- Anne Street Village Construction/Rehab	\$ 50,000
Total	<u>\$363,857</u>

The first public hearing on the 2023 Action Plan was held on April 12, 2023 in the Council Chambers. This hearing provided an overview of the 2023 Action Plan and allowed citizens an opportunity to comment on the proposed project and provide their views on the community development needs of the City of Salisbury. No comments were received.

A second CDBG public hearing will be held on April 26, 2023 to provide citizens with a status report on the CDBG projects that are currently underway and/or have been completed in the last year, as well as an opportunity to comment on the housing and community development needs of the City of Salisbury.

The draft of the 2023 CDBG Action Plan was made available for public review beginning on March 24, 2023. The Action Plan was posted on the City website under the Housing & Community Development Department – Community Development section. The 30-day public comment period will end on April 24, 2023. No comments have been received.

Attached is the Resolution to approve the 2023 CDBG Action Plan for the City of Salisbury, and to authorize the Mayor to submit said plan to HUD for their review and approval. Please include this item for the May 1, 2023 legislative meeting. Thank you for your assistance.

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Jo Ellen Bynum  
Grants Manager  
Finance Department

Attachment  
CC: Olga Butar  
Kim Nichols  
Julie English



44 **ATTEST:**

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**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_ **Muir W. Boda, City Council President**

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51 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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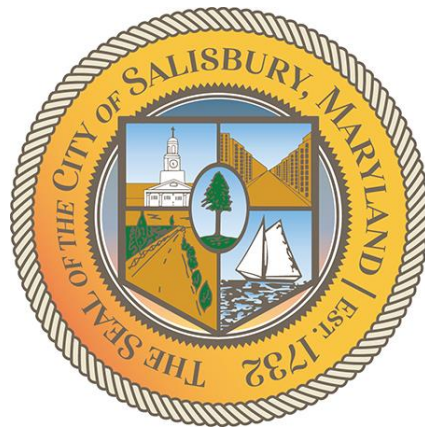
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**John R. Heath, Acting Mayor**

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# City of Salisbury



## Annual Action Plan

**CDBG PY 2023**  
**(7/1/2023 – 6/30/2024)**

Prepared By:  
City of Salisbury  
Finance Department – Grants Office  
125 N. Division Street, #103  
Salisbury, Maryland 21801

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The City of Salisbury has prepared a Consolidated Plan which covers a five (5) year period from July 1, 2019 - June 30, 2024. For each CDBG Program Year the City must also prepare an Annual Action Plan to guide its use of affordable housing and community development resources. Both Plans address three basic goals: (1) the provision of decent housing, (2) the creation of a suitable living environment, and (3) the expansion of economic opportunities, primarily to benefit low- and moderate-income persons. The Consolidated Plan and Annual Action Plans also serve as the City of Salisbury’s application for federal Community Development Block Grant (CDBG) Program funds. The City is not eligible as a grantee for any other formula entitlement programs administered by HUD.

The Strategic Plan portion of Salisbury’s Consolidated Plan covers a five (5) year period from July 1, 2019 to June 30, 2024 (using CDBG Program Year (PY) 2019–2023 funds). This Annual Action Plan covers the upcoming one-year program period beginning July 1, 2023 and ending June 30, 2024 (using CDBG PY 2023 funds).

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The “Vision” of the Five-Year Consolidated Plan is to serve as a consolidated planning document, an application, and a strategic plan for the City of Salisbury. The City of Salisbury’s PY 2019-2023 Five Year Consolidated Plan proposes the following six (6) strategies to address the priority needs in the City:

#### Housing Strategy -

Priority Need: There is a need for additional decent, safe, sanitary, and affordable housing for homebuyers, homeowners, and renters.

Goals:

HS-1 Homeownership – Increase the supply of owner-occupied housing units through housing counseling, down payment assistance, and closing cost assistance.

HS-2 Housing Construction – Encourage the construction of new affordable housing units in the City for owners and renters.

HS-3 Housing Rehabilitation – Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the City by addressing code violations, emergency repairs and handicap accessibility.

#### Homeless Strategy -

Priority Need: There is a need for housing access for homeless persons and persons at-risk of becoming homeless.

Goals:

HO-1 Housing – Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.

HO-2 Operation/Support – Assist providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.

#### Other Special Needs Strategy -

Priority Need: There is a need for housing access, services, and facilities for persons with special needs.

Goals:

SN-1 Housing – Support an increase in the supply of accessible, decent, safe, sanitary, and affordable housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.

SN-2 Social Services – Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

#### Community Development Strategy -

Priority Need: There is a need to improve the community facilities, infrastructure, public services, and quality of life in the City of Salisbury.



Goals:

CD-1 Community Facilities and Infrastructure – Improve the City’s public facilities and infrastructure through rehabilitation, reconstruction, and new construction.

CD-2 Public Safety and Services – Improve and enhance public safety, public services, and public programs.

CD-3 Connectivity – Improve connectivity within the City and to surrounding communities through physical, visual, transportation, and accessibility improvements.

CD-4 Clearance/Demolition – Remove and eliminate slum and blighting conditions throughout the City.

Economic Development Strategy –

Priority Need: There is a need to encourage employment and economic opportunities in the City of Salisbury.

Goals:

ED-1 Employment – Support and encourage job creation, job retention, and job training opportunities.

ED-2 Development – Support business and commercial growth through expansion and new development.

ED-3 Redevelopment – Plan and promote the development, redevelopment, and revitalization of vacant commercial and industrial sites.

Additional Summary Information

ED-4 Financial Assistance – Support and encourage new economic development through local, state, and federal tax incentives and programs such as Tax Incremental Financing (TIF), Tax Abatements (LERTA), Payment in Lieu of Taxes (Pilot), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, etc.

ED-5 Access to Transportation – Support the expansion of public transportation and access to bus and automobile service to assist residents’ transportation needs for employment and job training opportunities.

## Administration, Planning, and Management Strategy –

Priority Need: There is a need for planning, administration, management, and oversight of federal, state, and local funded programs.

Goals:

AM-1 Overall Coordination – Provide program management and oversight for the successful administration of federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing activities, and compliance with all federal, state, and local laws and regulations.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each year the City prepares its Consolidated Annual Performance Evaluation Report (CAPER). This report is submitted within ninety (90) days after the start of the new program year. The CAPER is available for review on the City of Salisbury website under the Housing and Community Development Department (HCDD) - Community Development section.

The PY 2021 CAPER, which was the third CAPER for the PY 2019-2023 Five Year Consolidated Plan, was submitted to HUD prior to the September 2022 due date and is still being reviewed by the Baltimore filed office. In the PY 2021 CAPER, the City expended 100% of its CDBG funds to benefit low- and moderate-income persons. The City expended 0% of its funds during the PY 2021 CAPER period on public service, which has a statutory maximum of 15%. The City expended 19.07% of its funds during this CAPER period on Planning and Administration, which is below the statutory maximum of 20%. As a CDBG Entitlement grantee, in accordance with the CDBG regulations at 24 CFR 570.902, the City must have a balance no greater than one and one-half (1.5) times its annual grant remaining in the Line of Credit, 60 days prior to the end of the program year. As of March 20, 2023 the City of Salisbury had an expenditure ratio of 1.41:1, and is in compliance with the standard. On January 30, 2023 Salisbury completed a substantial drawdown on the PY 2020 and PY 2021 Truitt Street Community Center Rehab/Expansion projects, resulting in meeting timeliness standards 3 months prior to the May deadline.

One project was funded in PY 2022 to for the Rehabilitation/ Expansion of Waterside Park. The Environmental Review Record is underway and development of a project scope and procurement package is in process.

The City did not make any changes to its Five-Year Priorities and Goals during the previous plan year.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Salisbury, in compliance with the City's Citizen Participation Plan, advertises and holds two (2) public hearings annually on the community development needs of the City. These hearings are held in the City Council Chambers to provide residents with the opportunity to discuss the City's CDBG program and to offer their suggestions on future CDBG program priorities.

The CDBG public hearings are additionally broadcast live on Cable Channel 14 (PAC-14), and the recordings of the hearings are posted on YouTube for viewing after the original broadcast. A copy of the notices for both of the CDBG Public Hearings which ran in the Daily Times newspaper and the minutes from both meetings is included in the 'Citizen Participation' section of the exhibits of the final version of the Annual Action Plan.

All CDBG Public notices are published in the Legal section of the Daily Times newspaper, and posted on the City's website and the City's Facebook page. Copies of all CDBG Public Notices are also e-mailed to the local HALS CoC Director, and to the Wicomico County NAACP Branch Director, per their individual requests.

The City of Salisbury updated its Citizen Participation Plan in 2020 to include the new procedures that were authorized by HUD to allow for alternate methods of holding public hearings and expedited public comment periods during disasters and/or emergencies. The updated Citizen Participation Plan was approved by the Salisbury City Council at their legislative meeting on May 26, 2020.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Two public hearings for CDBG PY 2023 were scheduled for April of 2023.

The first public hearing was April 12, 2023. The hearing allowed citizens an opportunity to comment on the 2023 Action Plan and provide their views on the community development needs of the City of Salisbury. No public comments were received at the meeting. Written comments were accepted through April 24 at 4:30 p.m.; no written comments were received.

The second public hearing was held on April 26, 2023. This hearing provided citizens with a status report on the CDBG projects that are currently underway and those that were completed over the last year; no public comments were received.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

The 30-day public comment period for the PY 2023 CDBG Action Plan will run from March 24, 2023 to April 24, 2022. Written comments were accepted from the public on the PY 2023 Action Plan during the 30-day public comment period; however no public comments were received.

## **7. Summary**

As outlined in the Citizen Participation Plan adopted by the City Council, the Finance Department encourages service providers, citizens and other interested individuals to comment on the City's housing and community development needs. All CDBG Public notices are published in the Legal section of the Daily Times newspaper, and posted on the City's website and the City's Facebook page. Copies of all CDBG Public Notices are also e-mailed to the local HALS CoC Director, and to the Wicomico County NAACP Branch Director, per their individual requests.

The overall goal of the housing, homeless, other special needs, community development, economic development, anti-poverty, and planning programs covered by the Five Year Consolidated Plan is to strengthen cooperation with other jurisdictions and to develop partnerships among all levels of government and the private sector. This includes for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every resident.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SALISBURY	Finance Department

**Table 1 – Responsible Agencies**

**Narrative (optional)- In PY 2021 it read managed by Grants Manager, who reports to the Assistant Director of Finance - Operations**

The City of Salisbury's Finance Department is the administrating agency for the CDBG Program. The CDBG Program is managed by the Grants Manager, who reports to the Assistant Director of Finance – Operations. The Department is responsible for the preparation of the Five-Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERRs), Consolidated Annual Performance Evaluation Reports (CAPERs), as well as monitoring, processing pay requests, contracting, and oversight of the projects / programs on a day-to-day basis.

In those years when the City elects to hold an open funding round for CDBG, it conducts a competitive application process to award funds to other public agencies and local 501(c)(3) non-profit organizations to undertake CDBG eligible activities. However, in some years the City may choose to utilize the CDBG funds internally to conduct eligible activities that meet a national objective.

**Consolidated Plan Public Contact Information**

Jo Ellen Bynum  
Grants Manager  
City of Salisbury  
125 N. Division St  
Salisbury, MD 21801  
Email: [jbynum@salisbury.md](mailto:jbynum@salisbury.md)  
Phone: 410-548-3110

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

In those years when the City elects to hold an open funding round for the Community Development Block Grant (CDBG) program, it conducts a competitive application process to award funds to other public agencies and local 501(c)(3) non-profit organizations to undertake CDBG eligible activities. The applications received are reviewed by the CDBG Review Committee and/or City Staff members. A public hearing is held to allow the applicants to make a verbal presentation on their project to the CDBG Review Committee, and field questions from the Committee members. Following the public hearing the Committee members formulate an award recommendation which is submitted to the Mayor and/or City Administrator for review and approval. When the projects / amounts have been finalized the draft Action Plan is created, and the public is given an opportunity to provide comments. When the public comment period has elapsed, the City Council passes a Resolution approving the Action Plan and authorizing the Mayor to submit it to HUD for review and approval. A percentage of the City's CDBG funds are then awarded to the non-profit applicants for eligible activities. However, in some years the City may choose to utilize the CDBG funds internally to conduct eligible activities that meet a national objective.

Each year, as a part of the CDBG application process, local agencies/organizations and individuals are invited to participate in the consultation process through attending a public hearing or responding directly to the draft documents that are posted for public comment.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City acts as the single point of contact to coordinate efforts between public and assisted housing providers, as well as private and governmental health, mental health, and social service agencies. The City works with the following agencies to enhance funding and service allocations to address the housing and community development needs of the City:

- Salisbury Finance Department -- oversees the City's CDBG grant program
- The Wicomico County Housing Authority -- manages the Housing Choice Voucher Program and Public Housing Units
- Social Services Agencies -- provide supportive services to address the needs of low- and moderate-income persons
- Housing Providers -- rehabilitate and develop affordable housing units for low- and moderate-income households

- Homeless Alliance for the Lower Shore Continuum of Care (HALS CoC) Committee -- oversees the Continuum of Care (CoC) network including the City

Collaboration and coordination with these entities will continue in order to capitalize on potential future funding opportunities, as well as potential project partnerships, that would result in increased benefits to low- and moderate-income households and persons.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Homeless Alliance for the Lower Shore Continuum of Care Committee (HALS CoC) is the Continuum of Care for Salisbury. The HALS CoC was formed to provide supportive services and housing for the homeless individuals and families in Wicomico, Somerset, and Worcester Counties. Members include representatives from local housing programs, county homeless boards, area shelters, non-profits, service organizations, state, federal and county agencies, faith community, law enforcement, universities, Board of Education representatives of the three school districts, mental health agencies, hospitals, employment agencies, permanent supportive housing providers, landlords, local providers, foundations, the business community, local residents and formerly homeless individuals.

Subrecipient CoC and ESG funded projects address the needs of homeless persons through the Continuum of Care Lead Agency's direction to prevent and end homelessness in the area. Various organizations and individuals participate in an assortment of ways through joint collaboration to end homelessness. These organizations accomplish this goal by addressing the immediate and ongoing needs of homeless persons (chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness. The City, through various departments, regularly meets with CoC representatives to discuss efforts to address the needs of homeless persons and persons at risk of homelessness. Additionally, CDBG funds have been used to financially support and leverage the efforts of the CoC, including but not limited to: shelter/housing support, supportive service activities, administrative support and eviction prevention assistance.

Since 2016, the City of Salisbury, in partnership with the Wicomico County Health Department (WiCHD) and Help and Outreach Point of Entry, Inc. (HOPE), has been running a permanent supportive housing (PSH) program for chronically homeless persons. This program adheres to a 'Housing First' philosophy, stressing a relatively low barrier for access to the program and high bar for ejection from the program. In 2023, the City of Salisbury placed 1 additional household in the PSH program, consisting of 3 adults and 3 children. One household exited the program and moved out of state. Currently the City's PSH program has 10 active households, with a total of 13 people, consisting of 13 adults.



Participants are housed in private, scattered-site rentals, with the majority of the cost of housing (rent and utilities) covered by the City. Participants are required to contribute 30% of their income to the payment of their rent. The WiCHD provides targeted case management (TCM) to participants of the program, reimbursable through Medicaid. The case managers meet with the program participants approximately once a week. As needed, the Homeless Alliance of the Lower Shore provides ongoing support and advice to the City on operating the program.

The City launched its “Here Is Home” program in September 2021, to address housing supply, affordability, and homelessness. As part of this initiative the City has constructed Anne Street Village. This facility consists of a community of tiny homes and offers 24 transitional housing units for chronically homeless residents; currently slated to open Spring 2023. The facility occupants will be provided access to jobs services through the City’s “Way To Work” jobs program and will receive intensive case management services.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The CoC manages ESG funds and consults with the state agency that awards ESG funds for the balance of the state to the three (3) local jurisdictions to fund sub-recipients for ESG services. All of the ESG program sub-recipients are active participants of the CoC and serve on the CoC's governing board. In 2018 the State combined all homeless funding under the Homelessness Solutions Programs (HSP), including ESG. The CoC submits the application to the State for agencies providing ESG funded services for Outreach, Shelter, Rapid Rehousing and Prevention, all with case management. The CoC Ranking Committee reviews the project applications and forwards their recommendations to the CoC Lead for submission to the State. The City of Salisbury is one of the agencies that submits projects to provide rapid rehousing and outreach to the HALS CoC for inclusion in the annual HSP application. The CoC uses HMIS reports and the State Data Warehouse to monitor program progress by accessing data quality, number of clients served, bed utilization, length of stay, returns to homelessness, and exits to permanent housing. HMIS data is also used for PIT, HIC, AHAR/LSA, SSVF, and numerous HMIS reports that assures HMIS data can be used to prevent and end homelessness in the local CoC.

The CoC uses a ranking tool for both CoC and ESG funded projects with objective criteria. For CoC funded projects, the agencies use the CoC ranking spreadsheet provided by HUD that captures APR results to measure progress in ending chronic homelessness, housing stability, increasing income, and obtaining mainstream benefits for project participants. This tool is used by the monitoring and ranking committee to rank projects and the recommendation is then presented to the full CoC for a vote. The CoC ranking is made available to CoC members and is posted on its website.

For ESG, CoC, and SSVF funded projects, the HMIS administrator sends reports to agencies to document data quality. While the data quality standard is 90%, the CoC routinely exceeds this threshold. Should reports show data quality issues, the HMIS system administrator provides additional applicable training to staff. For projects submitting data into the State Data Warehouse, the HMIS administrator provides technical assistance and additional training to ensure that ESG programs meet the performance and data quality standards. The HMIS administrator goes over report results with program management staff and trains management and agency staff in how to ensure data quality. On a monthly basis, the HMIS administrator runs data quality reports and provides comprehensive HMIS data to the CoC on all projects on a quarterly basis.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Salisbury Neighborhood Housing Services, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services – Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City continues to work with SNHS by providing CDBG-CV3 funding for the COVID-19 Rental/Mortgage Assistance Program, and CDBG funding for the Homebuyer Assistance Grants program.
2	<b>Agency/Group/Organization</b>	HABITAT FOR HUMANITY OF WICOMICO COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services – Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	In 2021 the City awarded funding to Habitat for a housing unit to be constructed at 313 Barclay Street. Construction began on the house in March 2022, and was completed January 2023. The Director contacted the City in the fall of 2022 and expressed that they are seeking another property to acquire for the purpose of constructing an additional unit and would welcome the opportunity to partner with the City in the next open funding round for the house construction.

3	<b>Agency/Group/Organization</b>	Wicomico County Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Wicomico County Housing Authority was contacted for updated information on their new apartment complex, as well as the funding allocated for the management and operation of its existing public housing units and any physical improvements to be made to those units.
4	<b>Agency/Group/Organization</b>	Homeless Alliance for the Lower Shore Continuum of Care Committee
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Homeless Alliance of the Lower Shore (HALS) is the local Continuum of Care (CoC) organization which serves Somerset, Wicomico, and Worcester Counties. They provide updated information on the activities and accomplishments of the CoC. The City of Salisbury participates in the monthly HALS CoC meetings. The Strategic Planning Subcommittee of the HALS CoC works with various types of local facilities (i.e. health care, mental health, foster care, and correctional) to ensure that persons being discharged from a system of care are not routinely discharged into homelessness. Copies of all CDBG Public Notices are e-mailed to the local HALS CoC Director, per her request.
5	<b>Agency/Group/Organization</b>	Wicomico County Health Department
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Health Agency Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Wicomico County Health Department handles the Lead Poisoning Prevention Program. The purpose of the Lead Poisoning Prevention Program is to identify children with elevated Blood Lead Levels (BLL) and provide appropriate intervention to improve their health status. Families of children with BLL 10 mcg/dl or greater will receive case management services until the client has two BLL's less than 5 mcg/dl. Families of children with BLL 5-9 mcg/dl will receive educational services.

6	<b>Agency/Group/Organization</b>	Tidal Health Peninsula Regional
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Major Employer
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
7	<b>Agency/Group/Organization</b>	Wicomico County Department of Social Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Service-Fair Housing Child Welfare Agency Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

8	<b>Agency/Group/Organization</b>	Wicomico Partnership for Families & Children
	<b>Agency/Group/Organization Type</b>	Services-Children Child Welfare Agency Other government - County Planning organization Community Needs Assessment
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Services for children, adolescents and families
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
9	<b>Agency/Group/Organization</b>	MAC, INC.
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

10	<b>Agency/Group/Organization</b>	Shore-Up, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Education Services-Employment Child Welfare Agency Energy Assistance and Tax Preparation
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
11	<b>Agency/Group/Organization</b>	Wicomico County NAACP Branch 7028
	<b>Agency/Group/Organization Type</b>	Regional organization Civic Leaders Advocacy
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so. Copies of all CDBG Public Notices are also e-mailed to the local NAACP Director, per her request.
12	<b>Agency/Group/Organization</b>	Telamon Corp.
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Service-Fair Housing Advocacy
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
13	<b>Agency/Group/Organization</b>	VILLAGE OF HOPE
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Village of Hope is a transitional facility that serves homeless women and their children. They have received ESG funds through the City of Salisbury in the past, however now they are no longer eligible for these funds due to changes in regulatory enforcement pertaining to restrictions on gender of head-of-household. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area. The City is in the process of awarding CDBG-CV3 funds to the Village of Hope to address emergency food needs exacerbated by the aftermath of the pandemic.
15	<b>Agency/Group/Organization</b>	Diakonia
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Diakonia serves many of the homeless individuals who come from the Salisbury area. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area.
16	<b>Agency/Group/Organization</b>	Samaritan Shelter
	<b>Agency/Group/Organization Type</b>	Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Samaritan Shelter serves some of the homeless individuals who come from the Salisbury area. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area.
17	<b>Agency/Group/Organization</b>	Salisbury Urban Ministries
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless Services-Education Food Pantry, Meals for the Homeless, Prescription Assistance, Kid's Cafe After-School Program
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

18	<b>Agency/Group/Organization</b>	Joseph House Crisis Center
	<b>Agency/Group/Organization Type</b>	Services-homeless Food Pantry, Meal Provision, Cash Assistance for Vital Needs
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
19	<b>Agency/Group/Organization</b>	Christian Shelter
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
20	<b>Agency/Group/Organization</b>	Help and Outreach Point of Entry (HOPE)
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	HOPE works to connect chronically homeless individuals with the necessary services. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area.
21	<b>Agency/Group/Organization</b>	HALO Ministry
	<b>Agency/Group/Organization Type</b>	Services-homeless Day Facility, HALO Cafe, Thrift Ministry
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
22	<b>Agency/Group/Organization</b>	Life Crisis Center
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services – Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Victims of domestic violence, rape, and sexual assault.
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

23	<b>Agency/Group/Organization</b>	Hudson Health Services
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Substance Abuse Disorders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
24	<b>Agency/Group/Organization</b>	Center 4 Clean Start
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Substance Abuse Disorders
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
25	<b>Agency/Group/Organization</b>	Salisbury Area Chamber of Commerce
	<b>Agency/Group/Organization Type</b>	Business Leaders

	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
26	<b>Agency/Group/Organization</b>	Salisbury-Wicomico Economic Development
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
27	<b>Agency/Group/Organization</b>	MARYLAND CAPITAL ENTERPRISES
	<b>Agency/Group/Organization Type</b>	Micro & Small Business Loans, Mentoring & Education, Consulting Services
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

28	<b>Agency/Group/Organization</b>	Maryland Legal Aid Bureau
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing Legal Services for Low-Income Individuals
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
29	<b>Agency/Group/Organization</b>	Wicomico County Administration
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Community Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
30	<b>Agency/Group/Organization</b>	Wicomico County Council
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Community Needs



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
31	<b>Agency/Group/Organization</b>	Bay Area Center for Independent Living, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

**Identify any Agency Types not consulted and provide rationale for not consulting**

All agency types were consulted. In those years when the City elects to hold an open funding round, local agencies/organizations are invited to submit proposals for CDBG-eligible activities and to participate in the consultation process through attending a public hearing and/or responding directly to the draft documents that are posted for public comment.

The City of Salisbury, in compliance with the City's Citizen Participation Plan, advertises and holds two (2) public hearings annually on the community development needs of the City. These hearings provide residents and interested agencies with the opportunity to discuss the City's CDBG program and to offer their suggestions on future CDBG program priorities. The CDBG public hearings are held in the Council Chambers and broadcast live on Cable Channel 14 (PAC-14). Videos of the hearings are posted on YouTube for viewing after the original broadcast.

A copy of the notice for both CDBG Public Hearings to be run in the Daily Times is included in the 'Citizen Participation' section of the exhibits.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Somerset County Health Department	The Homeless Alliance for the Lower Shore (HALS) CoC is the primary provider of housing and supportive services for the City of Salisbury's homeless population and those at risk of becoming homeless. The goals of the City and the HALS CoC are complementary.
Annual and Five Year Capital Plan	Wicomico County Housing Authority	The Wicomico County Housing Authority (WCHA) is the lead agency providing public housing assistance and Section 8 vouchers in the area. The goals of the City and the WCHA are complementary.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

City of Salisbury is the county seat for Wicomico County. Close consultation is maintained between City and County departments to ensure that the needs of the area are adequately addressed.

Wicomico County and the City of Salisbury have conducted joint planning activities since 1943 through the joint Planning and Zoning Commission and a joint planning office to provide assistance to both the City and the County. In 1989, in response to increased growth and change, the Planning Office was re-designated as the Department of Planning, Zoning and Community Development (PZ&CD). In 2003, the City of Salisbury joined with the State of Maryland, Wicomico County, Delmar, and Fruitland to establish the federally recognized Salisbury/Wicomico Metropolitan Planning Organization (MPO). The PZ&CD Department was designated as the MPO agency, and the administrator of related regional transportation planning funds. In December of 2011, a reorganization of certain County departments resulted in the transfer of the

permitting, inspection, and development related functions from the Department of Public Works to the PZ&CD Department. In 2017 a City Planner position was created in the City's Department of Infrastructure & Development (DID) to orchestrate City planning efforts and to perform the duties of the Planning Office. The City and County still share a joint Planning and Zoning Commission. The structure of the MPO is unchanged.

Development policies are determined by the Mayor and Council for the City of Salisbury. The Planning and Zoning Commission and the MPO Council have policy roles as designated by the governing bodies. The Planning Division of the Infrastructure & Development Department is an agency of the City government and follows the City administrative policies and procedures. It is funded by the City.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation**

#### **Summarize citizen participation process and how it impacted goal-setting**

The City of Salisbury, in compliance with the City's Citizen Participation Plan, advertises and holds two (2) public hearings annually on the community development needs of the City. These hearings provide residents with the opportunity to discuss the City's CDBG program and to offer their suggestions on future CDBG program priorities. The CDBG public hearings are held in the Council Chambers and broadcast live on Cable Channel 14 (PAC-14). Videos of the hearings are posted on YouTube for viewing after the original broadcast.

A copy of the notice to be run in the Daily Times for both CDBG Public Hearings is included in the 'Citizen Participation' section of the exhibits, including minutes from both meetings.

A "Draft" Action Plan was displayed on the City's website at <http://www.salisbury.md> from March 24, 2022 until April 24, 2022 for review and comment. No comments were received; no comments on the Action Plan were rejected and/or not accepted by the City of Salisbury.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The first public hearing was held on April 12, 2023. This hearing provided an overview of the projects included in the 2023 Action Plan, and gave the public the opportunity to comment on the City's housing and community development needs.	Proposed projects for the PY2023 funding year were outlined; no comments were received.	No comments were received.  No comments were rejected and/or not accepted	
2	Public Meeting	Non-targeted/broad community	The second public hearing was scheduled for April 26, 2023 to provide citizens with a status report on the CDBG projects that are currently underway and those that were completed in the last year.	No comments were received.	No comments were rejected and/or not accepted	

**Table 4 – Citizen Participation Outreach**

## **Expected Resources**

### **AP-15 Expected Resources – 91.220(c)(1,2)**

#### **Introduction**

HUD has informed the City of Salisbury that it will receive \$363,857 in CDBG funds for the PY 2023 program year. This amount is approximately 1.00% less than the amount of funding awarded to the City in PY 2022. The City's PY 2023 CDBG program year starts on July 1, 2023 and concludes on June 30, 2024.

The City is not a direct recipient of HUD's Emergency Solutions Grant (ESG), Housing Opportunities for People With AIDS (HOPWA), or HOME Partnership (HOME) funds. Entities within the City are encouraged to apply for funding under these programs through the Maryland Department of Housing and Community Development (DHCD). The City will support applications that are submitted to DHCD that address the needs and strategies identified in the Consolidated Plan.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	363,857	0	0	363,857	0  • New Con Plan will be developed for PY24-PY28	The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic prospects, principally for low- and moderate-income persons.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City will continue to utilize federal, state and private resources currently available to develop and expand affordable rental opportunities, homeownership options for low- and moderate-income households, and to promote other critical community sustainability initiatives.

Other resources available to help the City address its housing and community development needs include funds from the Maryland Department of Housing and Community Development (DHCD), such as low interest mortgage finance (HOME funds), housing rehabilitation money (Maryland Housing Rehabilitation Program - MHRP funds), Special Targeted Area Rehabilitation (STAR) Program funds, lead-based paint reduction funds (Lead Hazard Reduction Program), first-time homebuyer settlement expenses, rental allowance funds (Rental Allowance Program), and neighborhood revitalization program (Community Legacy and Neighborhood Partnership) funds.

Salisbury has successfully obtained funding from the Environmental Protection Agency, the National Fish & Wildlife Foundation, the Maryland Department of Natural Resources, the Department of Transportation, and the State Highway Administration. To help with crime reduction and revitalization activities the City has received funds through the Law Enforcement Block Grant program, the Edward Byrne Memorial Justice Assistance Grant (JAG) program, the Bulletproof Vest Partnership Program (DOJ), as well as Wicomico Exile (gun control), the Gun Violence Reduction Initiative, and the Maryland Criminal Intelligence Network (MCIN) through the Governor's Office of Crime Control & Prevention (GOCCP).



**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan?**

In December 2020 the City completed the acquisition of the Truitt Street Community Center, so that property is now owned by the City / publicly owned. The acquisition was accomplished with a combination of State of Maryland grant funds received through the Department of General Services (DGS), some reallocated 2018 CDBG funds, and City funds. The Truitt St. Community Center is located in the Church Street - Doverdale CDBG Target Neighborhood.

Now that the City owns the Truitt St. Community Center we are moving forward with making some much-needed major improvements to the facility. The City set aside \$150,000 in PY 2020 CDBG funds, \$85,796 in PY 2021 CDBG funds, and the City has allocated \$220,000 in bond funding for the rehabilitation / expansion of the Truitt St. Community Center. This gives the project a total budget of \$455,796. The City has completed the exterior of the major expansion and is currently in the process of developing a procurement package for the interior build-out of the new facility

The Truitt Street Community Center is open to anyone who would like to participate in the activities offered, however the youth served at the Community center are typically between 10 and 24 years of age. The Center is located in the Church Street-Doverdale CDBG target neighborhood, which has an average low-mod percentage of 77.5%.

The City has committed PY 2022 CDBG funds to make improvements to another City owned / publicly owned facility - Waterside Park. The Waterside Park Improvements project will include the installation of restrooms and a pavilion with picnic tables. This project will be completed with a combination of CDBG funds and City funding. Waterside Park is located in the Westside CDBG Target Neighborhood, in Census Tract 3 / Block Group 2, which has a low-mod percentage of 94.9%.

The program year 2023 CDBG allocation will be utilized in part to complete improvements at the City-owned Anne Street Village; a tiny homes community created to provide transitional housing for the homeless. Improvements will include the construction of a laundry facility, storage shed, installation of additional security lighting/cameras, and ADA modifications to the shower unit. The Village will service the homeless population; therefore, the low-mod benefit percentage will be 100%. City funds in the amount of \$542,500 are dedicated to completing the facility.

## **Discussion**

The City will utilize available federal, state and private resources currently available to address the needs identified in the City's Consolidated Plan.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AM-1 Overall Coordination	2019	2023	Planning	Citywide Low-Mod	Administration, Planning, and Management Need	CDBG: \$72,771	Other: 1 Other
2	CD-1 Community Facilities and Infrastructure	2019	2023	Non-Housing Community Development	Presidents-Princeton CDBG Target Area	Community Development Need	CDBG: \$222,086	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4280 Persons Assisted
3	HO-2 Operation/Support	2019	2023	Homeless	Citywide Low-Mod	Homeless Need	CDBG: \$19,000	Homeless Person Overnight Shelter: 50 Persons Assisted
4	HO-1 Housing	2019	2023	Homeless	Citywide Low-Mod Church Street-Doverdale CDBG Target Area	Homeless Need	CDBG: \$50,000	Homeless Person Overnight Shelter: 50 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	AM-1 Overall Coordination
	<b>Goal Description</b>	Provide program management and oversight for the successful administration of federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing activities, and compliance with all federal, state, and local laws and regulations.
2	<b>Goal Name</b>	CD-1 Community Facilities and Infrastructure
	<b>Goal Description</b>	Improve the City's public facilities and infrastructure through rehabilitation, reconstruction, and new construction.
3	<b>Goal Name</b>	HO-2 Operation/Support
	<b>Goal Description</b>	Operating housing or providing support services for the homeless and persons or families at risk of becoming homeless
4	<b>Goal Name</b>	HO-1 Housing
	<b>Goal Description</b>	Support efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City of Salisbury's PY 2023 CDBG Program year begins July 1, 2023 and ends June 30, 2024. The

following projects will be funded with the City's PY 2023 CDBG allocation:

1. CDBG Program Administration --- \$ 72,771
2. CoS – Low-Mod Neighborhood Sidewalk Construction & Pedestrian Improvements --- \$222,086
3. CoS – Homeless Services Intensive Case Manager --- \$ 19,000
4. CoS – Anne Street Village Construction/Rehab --- \$ 50,000
- 5.

**Projects**

#	Project Name
1	General Program Administration
2	Low-Mod Sidewalk Construction & Pedestrian Improvements
3	City of Salisbury - Homeless Services Intensive Case Manager
4	Anne Street Village Construction/Rehab

**Table 7 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The City allocates its CDBG project funds primarily to those geographic areas where the population exceeds 51% low- and moderate-income households. At least 70% of the City's CDBG funds are budgeted to activities that principally benefit low- and moderate-income persons. The following guidelines for allocating CDBG funds will be used for the PY 2023 Annual Action Plan:

- The Low-Mod Neighborhood Sidewalk Construction activity is an LMA project located in the Presidents/Princeton CDBG target neighborhood, which has a low-mod percentage of 68.46%.
- The City of Salisbury Homeless Services Intensive Case Manager project is a Low-Mod Limited Clientele (LMC) benefit project, which will serve homeless persons City-wide. Persons experiencing homelessness fall under the presumed low-mod income benefit standard; therefore, individual income information is not required.
- The City of Salisbury - Anne Street Village Construction/Rehab project is a Low-Mod Limited Clientele (LMC) benefit project, which will serve the residents of the City-owned Anne Street Village; a tiny home community designed to provide shelter to the City’s homeless population. As the Anne Street Village is a transitional housing facility which provides services exclusively to the homeless in our community, this project falls under the presumed benefit standard, and individual income information will not need to be gathered from the homeless clients residing at the facility. Anne Street Village is located in the Church Street/Doverdale CDBG target neighborhood, which also has a low-mod percentage of 77.5%

The most significant obstacle for the City in addressing the underserved community needs represented by the projects above continues to be the need for additional funding to develop additional or enhanced housing and community development activities.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	General Program Administration
	<b>Target Area</b>	Citywide Low-Mod
	<b>Goals Supported</b>	AM-1 Overall Coordination
	<b>Needs Addressed</b>	Administration, Planning, and Management Need
	<b>Funding</b>	CDBG: \$72,771
	<b>Description</b>	Overall administration of the CDBG Program; all aspects.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	125 N. Division Street, Salisbury, MD 21801
	<b>Planned Activities</b>	CDBG Program Administration
2	<b>Project Name</b>	Low-Mod Sidewalk Construction & Pedestrian Improvements
	<b>Target Area</b>	Presidents-Princeton CDBG Target Area
	<b>Goals Supported</b>	CD-1 Community Facilities and Infrastructure
	<b>Needs Addressed</b>	Community Development Need
	<b>Funding</b>	CDBG: \$222,086
	<b>Description</b>	Provide funds to continue the construction of sidewalks and/or ADA accessibility ramps, crosswalks and signal lamps in low to moderate income neighborhoods where none currently exist. The service area for the project will be the Presidents/Princeton CDBG target neighborhood. This neighborhood encompasses Census Tract 5, Block Groups 1,2, and 3 and Census Tract 105.02, Block Group 4. The area's low-mod percentage is 68.46%.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Based on the LMISD calculations from HUD's web mapping application for Census Tract 5, Blocks groups 1,2 and 3 and Census Tract 105.02, Block Group 4, an estimated 4,280 persons will benefit from this activity; 68.46% of which will be low-moderate income.
	<b>Location Description</b>	Presidents/Princeton CDBG target neighborhood
	<b>Planned Activities</b>	Construction of sidewalks and/or ADA accessibility ramps, crosswalks and signal lamps in the Presidents/Princeton CDBG target neighborhood where facilities are lacking.

<b>3</b>	<b>Project Name</b>	City of Salisbury - Homeless Services Intensive Case Manager
	<b>Target Area</b>	Citywide Low-Mod
	<b>Goals Supported</b>	HO-2 Operation/Support
	<b>Needs Addressed</b>	Homeless Need
	<b>Funding</b>	CDBG: \$19,000
	<b>Description</b>	Provide funding for a part-time intensive case manager to increase current caseload capability from 10 to 20 clients at any given point of time. Number of homeless persons City-wide receiving intensive case management services expected to total 50 per year.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City estimates assistance will be provided to 50 homeless persons total throughout the program year.
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	Increase capacity to provide intensive case management to homeless persons though the addition of a part-time intensive case manager
<b>4</b>	<b>Project Name</b>	Anne Street Village Construction/Rehab
	<b>Target Area</b>	Citywide Low-Mod Church Street-Doverdale CDBG Target Area
	<b>Goals Supported</b>	HO-1 Housing
	<b>Needs Addressed</b>	Housing Need Homeless Need
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Construction and/or rehabilitation at the Anne Street Village tiny homes community for the homeless to include provision of a laundry facility, storage shed, additional security lighting and/or camera, a covered sitting area, and ADA modifications to shower units.
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City expects to house 50 homeless persons at the Anne Street Village over the course of the program year. As this will be the first year of operation, the estimate is based upon the baseline 24 units available for occupancy plus the expected attrition rate figures obtained from a nearby jurisdiction that offers tiny homes for homeless persons.

	<b>Location Description</b>	Anne Street, Salisbury, MD
	<b>Planned Activities</b>	Construction and/or rehabilitation to include provision of a laundry facility, storage shed, additional security lighting and/or camera, a covered sitting area, and ADA modifications to shower units.



## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Salisbury will provide CDBG funds to activities principally benefitting low-mod income persons throughout the City. While specific target areas have been identified in the City, the majority of CDBG project funding is generally not directed to any specific geographic area, but instead based on income benefit. The projects to be implemented with CDBG funds in PY 2023 will benefit low- and moderate-income persons in the Presidents/Princeton CDBG target neighborhood and homeless persons City-wide.

Salisbury has identified the following areas as target areas: the City’s Downtown, Camden Neighborhood, Newtown-North Division Street Neighborhood, Church Street-Doverdale Neighborhood, Presidents-Princeton Neighborhood, and the West Side Neighborhood. The City has been focusing on the revitalization of these target neighborhoods for several years, utilizing a number of different funding programs. All of these neighborhoods have suffered from age, neglect, an overabundance of rental properties, and irresponsible and/or absent landlords. Of the five neighborhoods, the West Side neighborhood has the highest rate of minority concentration (83.5%), as well as a large number of people with low-mod household incomes and high rates of poverty. Besides capital investments to support homeownership opportunities, provide services to homeless individuals, and improve infrastructure in low-mod income neighborhoods to improve accessibility and connectivity, the City has made a commitment of staff to reduce crime, promote job training, and revitalize the Downtown.

The City of Salisbury Consolidated Plan defines an Area of Minority Concentration as follows; “Census tracts where at least 60% of the population who reside within the census tract are identified as minority households, as defined by the 2010 U.S. Census.” Currently there are two census tracts within the City of Salisbury which qualify under this definition; Census Tract 1 and Census Tract 3. Census Tract 1 encompasses the Church Street-Doverdale CDBG target neighborhood. The percentage of minority residents residing in Census Tract 1 is 69.3%. Census Tract 3 encompasses the West Side CDBG target neighborhood. The percentage of minority residents residing in Census Tract 3 is 83.5% (2019 ACS 5-Year Estimates).

### Geographic Distribution

Target Area	Percentage of Funds
Citywide Low-Mod	24%
North Camden CDBG Target Area	
Presidents-Princeton CDBG Target Area	76%
Church Street-Doverdale CDBG Target Area	
Newtown-North Division CDBG Target Area	
West Side CDBG Target Area	

**Table 4 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The rationale for funding activities was based on the eligibility of the activity. The activity must meet a national objective and demonstrate evidence of need in the community. Additional consideration was given based on the community's or the agency/organization's past history of expenditure of the CDBG funds, the ability to leverage other funds for this activity, and whether the PY 2022 request was related to projects that if not funded, would result in a special assessment against low- to moderate-income homeowners. Finally, a high priority was given to activities based on the community's or agency/organization's ability to complete the project in a timely manner. The City will provide CDBG funds to activities principally benefitting low/mod income persons in the City, but additional consideration is given to projects that benefit the target areas of the City.

The City of Salisbury has established the following criteria when determining priorities for CDBG projects:

- Meeting the statutory requirements of the CDBG program.
- Meeting the needs of very-low, low- and moderate-income residents.
- Focusing on low- and moderate-income areas or communities.
- Coordinating and leveraging of resources.
- Response to expressed needs.
- Projects that could prevent a special assessment from being levied against low- to moderate-income households.
- Ability to complete the project in a timely manner.

The primary obstacle to meeting the underserved needs is the limited resources available to address the identified priorities in the City.

### **Discussion**

The geographic locations and the public benefit for the PY 2023 CDBG Activities/Projects are as follows:

- Project 2023-01: Program Administration -- will benefit residents citywide.
- Project 2023-02: Low-Mod Neighborhood Sidewalk Construction & Pedestrian Improvements -- will benefit residents in the Presidents/Princeton CDBG target neighborhood, Census Tract 5, Block Groups 1,2 and 3 and Census Tract 105.02, Block Group 4
- Project 2023-03: Homeless Services Intensive Case Manager- will benefit homeless residents citywide
- Project 2023-04: Anne Street Village Construction/Rehab: will benefit homeless residents

citywide

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

In PY 2017 and 2018 the City awarded CDBG funding to Salisbury Neighborhood Housing Services (SNHS) for Homebuyer Assistance Grants. The expenditure of those funds moved much more slowly than anticipated. This was due to the fact that the inventory of homes for sale inside the City limits that are affordable to clients at or below 80% AMI is very low and/or the property is in such poor condition that it will not pass the home inspection. SNHS has now expended all of their 2017 and their 2018 funding for Homebuyer Assistance Grants.

In PY 2019 the City awarded funding to Habitat for Humanity of Wicomico County for a housing unit to be constructed at 504 Tangier Street. Construction began on the house in February 2020, was completed by the end of June 2020, and the fencing was installed in July 2020. Settlement on the house took place in June 2021.

In 2021 the City of Salisbury utilized a portion of its CDBG funds to address our affordable housing goals by awarding SNHS additional funding for the Homebuyer Assistance Grants program, and awarding Habitat for Humanity additional funding to construct a new single-family affordable housing unit on Barclay Street in the Church Street-Doverdale CDBG target neighborhood. The home on Barclay Street was completed January 2023 and the family took ownership in that same month. The Homebuyer Assistance Grants Program is still underway.

This year the City has elected not to allocate any additional funding for affordable housing projects, as the 2021 SNHS projects still has approximately 27% of their funding available. The City has elected to allocate funds to Anne Street Village to provide transitional housing to the City’s homeless population, however, this is not counted as affordable housing. Therefore, the one-year goals for affordable housing in the City of Salisbury in PY 2023 are shown in the tables below.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 8 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

**Table 9 - One Year Goals for Affordable Housing by Support Type**

**Discussion**

In PY 2021 the City of Salisbury allocated CDBG funding for two affordable housing projects by providing additional funding to Salisbury Neighborhood Housing Services (SNHS) for Homebuyer Assistance Grants, and awarding funding to Habitat for Humanity of Wicomico County to construct a new single-family affordable housing unit on Barclay Street in the Church Street-Doverdale CDBG target neighborhood. The Barclay street home was completed January 2023 and the SNHS Homebuyer Assistance Program is still underway. For PY 2023 the City has elected not to allocate any additional funding for affordable housing projects, as the 2021 SNHS project still has approximately 27% of their funding available and it was determined that funding was needed for homeless transitional housing.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

It is the mission of the Wicomico County Housing Authority (WCHA) to address the needs of the extremely low income, very low income, and lower income residents of Wicomico County and the City of Salisbury. The WCHA provides affordable housing in the most efficient and effective manner to qualified individuals in accordance with the rules and regulations prescribed by the U.S. Department of Housing and Urban Development, the State of Maryland, Wicomico County, the City of Salisbury, and any other entity providing funding for affordable housing programs. This is achieved by the WCHA assisting individuals and families through its public housing communities, Section 8 Housing Choice Vouchers, and Tax Credit developments such as Phase I and Phase II of Booth Street.

Phase II of the Booth Street RAD project, called the Square at Merritt Mill has been completed. The Authority is working with developers on the re-development of the old Booth Street site to provide a future use for affordable housing. With this second phase of development being completed the total investment into the Booth Street revitalization project will be approximately \$37.5 million. One new opportunity introduced in January of 2021 is the Streamline Voluntary Conversion program whereby housing authorities may opt to apply for an approval of a plan to convert its entire public housing portfolio to project based vouchers, thereby eliminating its public housing program. At this time, we have not concluded this would be the best option for the housing authority.

### **Actions planned during the next year to address the needs to public housing**

The Wicomico County Housing Authority allocated the following FY 2023 funds for its public housing units:

- Physical Improvements: \$338,306
- Management Improvements: \$7,500
- Administration: \$48,989
- Operations: \$97,978

The WCHA has made extensive energy improvements in the occupied units over the last 3 years. The current construction market has experienced an unprecedented increase in the cost of construction materials. In October of 2021, WCHA awarded a contract for the renovations of 10 more units of boarded up houses to be totally renovated. As of this date we have half of the units completed and look forward to the remaining to be completed by June 2023.

The WCHA has partnered with Green Street Housing for the re-development of the Riverside Homes complex. The partnership will consist of the total renovation of the Riverside Homes complex and include the addition of the Mitchell Landing complex (24 units). We look forward to this partnership as we improve and increase the quality of affordable housing in the City of Salisbury.

The City of Salisbury has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Wicomico County Housing Authority (WCHA) is an important part of the City of Salisbury's housing strategy. The WCHA is the primary provider of assisted housing for the extremely low income, very low income, and lower income residents of Wicomico County and the City of Salisbury.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Wicomico County Housing Authority encourages residents of its public housing units to organize community groups to become more involved in housing management. Neighborhood crime watch groups have been formed and assist in ensuring the safety of residents is maintained. During the COVID-19 pandemic the WCHA held monthly virtual board meetings to communicate information to the public. The public and all program participants are encouraged to participate in these regular WCHA meetings. As the WCHA continues the phased Scattered Site renovations, they are encouraging the public to attend any of the meetings that will be held to update the community on changes to the project schedules.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Wicomico County Housing Authority (WCHA) is designated as a "standard" performer by HUD. The WCHA continues to make changes to its operation by converting its public housing portfolio to project based housing. The WCHA administration believes that by diversifying its services it can better serve the community.

Future policy changes will greatly depend on the outcome of annual congressional appropriations. It is anticipated that the Authority will be going through a name change to bring the agency in line with its new operational approach. The name being proposed is the 'Housing Opportunities Commission of Wicomico'.

### **Discussion**

The City of Salisbury has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Wicomico County Housing Authority (WCHA) is an important part of the City of Salisbury's housing strategy. The WCHA is the primary provider of assisted housing for the extremely low-income, very low-income, and lower income residents of Wicomico County and the City of Salisbury. The old site where the Booth Street housing units were demolished will become a new site for future affordable housing opportunities. We are looking forward to our partnership with Green Street Housing as we develop and revitalize in communities that offer that opportunity.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The three lower shore counties of Wicomico, Worcester and Somerset comprise the Homeless Alliance for the Lower Shore Continuum of Care (HALS CoC) which includes representation from local health departments, governments, nonprofit organizations, businesses and interested residents both with and without lived experience of homelessness.

The CoC applies for Federal funding each year through the Department of Housing and Urban Development's (HUD) Notice of Funding Opportunity (NOFO) competition.

The most recent NOFO competition, covering PY2022, provided a **total** award of \$1,323,314 that funded 7 permanent supportive housing (PSH) programs plus the CoC planning grant. These PSH programs are administered by either the Somerset County Health Department (SCHD) or the Maryland Department of Health (MDH) and operate in all three counties.

The SCHD programs account for 5 of the 7 total programs and that funding totaled \$950,765 which served 142 clients (103 designated as chronically homeless) in 84 households.

The MDH programs account for the remaining 2 programs, with a funding amount of \$331,294 that served 58 clients (27 chronically homeless) in 31 households.

In addition to HUD funded housing assistance, the US Department of Veterans Affairs provides HUD-VASH assistance for veterans and their families on the Lower Shore.

In addition, the City of Salisbury provides 10 units of PSH for unsheltered, chronically homeless clients at a cost of \$108,679.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Members of the CoC have recently re-invigorated a subcommittee (the Homeless Advisory Council) which meets regularly to discuss opportunities for outreach for local homeless residents. One outreach event was held during the plan year. The event was well-attended and positive feedback was received from attendees. More events are planned, with local organizations interested in attending as well.

Additionally, the CoC will continue to provide the following outreach and services to homeless persons and families:

- PATH outreach: Wicomico County continues its contract with the City of Salisbury for street outreach (including encampments) to homeless individuals with serious mental health needs.



- Street outreach: provided by the City of Salisbury through ESG funding
- Meals, services and bathroom availability provided by two daytime facilities in the City
- Community Resource Days: outreach, information, and referrals for housing and services
- Supportive Services for Veteran Families (SSVF): housing assistance and other services
- Faith based organizations: outreach and referral for housing and services
- Distribution of resource cards and guides throughout the area
- Annual point-in-time (PIT) count in all three counties
- Outreach provided at community events
- Food pantries and soup kitchen outreach
- 24-hour general help hotline: 211
- Homeless ID Project

Information and resources are always available on the HALS CoC website:  
[somersethealth.org/homelessness](http://somersethealth.org/homelessness)

The City continues to be an active participant in CoC meetings and applicable subcommittees.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

There are two large year-round emergency shelters in the City of Salisbury that are faith-based and do not accept any government funds. Four other emergency shelters across the three lower shore counties, including a domestic violence shelter, receive State ESG funding from funds provided to the HALS CoC. A daily bed availability list is sent to all recipients on the CoC email list to allow for consistent information sharing and quicker assistance for those in need.

**Unfortunately, beds are often unavailable in any shelter as finding and retaining affordable housing is an ongoing issue in the area.**

The only dedicated cold weather shelter in Salisbury has been housed at Park Seventh-day Adventist Church on John Deere Dr for several seasons. The shelter can house 32 men in the winter months (and up to 40 with emergency cots added). Another year-round shelter in the City adds beds/cots during severe weather.

There is a cold-weather shelter in Ocean City (Worcester County) that will also open when the wind chill temperature is below 25°F.

There are two faith-based shelters who provide transitional shelter to individuals – one to women and their children and one to men.

Although Covid-19 spacing and testing rules have been lifted, the virus is still active. Some shelters are

still regularly testing and have plans in place regarding quarantine/separation of affected guests.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The HALS CoC works with its partners to resolve, reduce and remove barriers homeless persons experience during their transition to permanent housing and independent living by:

- Establishing coordinated assessment process to reduce barriers to program entry
- Implementing the 'Housing First' model
- Connecting program participants to resources such as income (social security benefits/workforce agencies), utilities, rent, increased case management, etc., to sustain permanent housing
- Utilizing available housing resource lists to assist program participants to identify housing options.
- Using HMIS data to analyze results on a quarterly basis for all programs
- Incorporating diversion into coordinated assessment process to try to prevent first time homelessness

However, lack of affordable housing continues to limit the efficacy of these measures.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The CoC has created a network of increased outreach programs, intake and assessment options, housing opportunities, and service referrals to help low-income individuals and families avoid becoming homeless. This process is linked to the coordinated entry system and the 'housing first' model. Additionally, the Maryland Department of Health (MDH) provides referral services and case management to persons being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions) to ensure that those individuals receive the supportive services that match their needs.

While all the publicly funded institutions and systems of care in the area have adopted discharge policies and procedures that are designed to not discharge clients into homelessness, CoC members have

observed that the implementation of these plans is not flawless.

The CoC still contends with a lack of adequate staffing levels to properly access post-discharge housing and services with the added challenges of unavailability of affordable housing in the area.

An area of improvement that the CoC has identified to address the accessibility issue is utilization of the CoC's coordinated assessment/entry system. The CoC will continue its efforts, in collaboration with the City and tri-county members, to improve knowledge and communication between publicly funded institutions and systems of care that could potentially discharge a client into homelessness and the housing/service providers.

The City of Salisbury's Housing and Community Development Department (HCDD) has staff available to refer low-income individuals and families to available affordable housing options and supportive service programs in the City to help them avoid becoming homeless. Additionally, the Housing Authority has prioritized waiting list status for seniors and persons with disabilities.

The City of Salisbury has recently begun developing community centers around the City to address the needs of our local youth. The City purchased a building at 306 Newton Street, and that building underwent substantial renovations to enable the City to offer a range of after school programs at the facility. After-school programs are an effective means of preventing youth from engaging in destructive lifestyles, such as drug use, delinquency, violence, and school failure. These programs provide benefits to youth that extend beyond academics, helping to develop the whole child - academically, socially and emotionally.

The City operates a second Community Center at 319 Truitt Street, currently undergoing major expansion and improvements funded partially through allocations from the PY 2020 and 2021 CDBG funds. The Center is open to anyone who would like to participate in the activities offered, however the youth served are typically between 10 and 24 years of age. The Truitt St. Community Center uses basketball and other programs to reach the neighborhood youth. The participants benefit from sports activities, tutoring, group and enrichment exercises, and homework help. The Center works with several local nonprofits to provide services to the local residents, including the Salisbury PRIDE Lions Club, Chesapeake Health Care and Kidz Roc.

The City has also provided CDBG funding over the years to local agencies for projects that address the needs of the elderly and/or disabled populations. Those agencies include: MAC, Inc., Area Agency on Aging; Holly Community, Inc. (now known as the Bay Area Center for Independent Living); and the Deaf Independent Living Association (DILA).

## **Discussion**

Covid-19 had a serious impact on CoC operations at all levels so many of the previously set goals remain

on this list.

The CoC has identified the following goals for PY 2023:

- Reduce the number of **homeless** individuals and families
- Reduce the number of **chronically homeless** individuals and families
- Reduce the number of **first-time** homeless individuals and families
- Reduce the **length of time** people experience homelessness
- Reduce the **returns** to homelessness
- Declare an end to veteran homelessness

The City of Salisbury does not intend to provide housing and supportive services for persons with HIV/AIDS and their families, we will rely on the local health service agencies who work with those individuals to provide those services.

The City does not intend to provide housing and supportive services to public housing residents, as those services are provided by the Wicomico County Housing Authority.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City of Salisbury will monitor and review public policies for discriminatory practices and/or impacts on housing availability. The City completed an Analysis of Impediments to Fair Housing Choice concurrent with the preparation of the Five-Year Consolidated Plan during PY 2019.

On May 24, 2021 (PY21) the city of Salisbury enacted additional fair housing guideline relating to the application process and fees associated with applying for housing, specifically related to disclosing cost and criminal history look back periods. Ordinance 2267 reads:

Requirements for a Landlord and a Landlord's Agent.

1. Before a Landlord or a Landlord's Agent may charge an Applicant a fee to apply to Lease or Rent a Dwelling Unit, the Landlord or the Landlord's Agent shall disclose to the Applicant: (a) the charge or cost of the application for Lease or Rent of a Dwelling Unit; (b) if a Background Check Report will be conducted and, if so, how far back the Background Check Report can extend, referred to as the "lookback period;" and, (c) any exclusionary criteria used to screen an Applicant.
2. A Landlord and a Landlord's Agent shall: (a) disclose the Landlord's or Landlord's Agent's policies and practices related to a Background Check Report on their website(s), within their application materials, and at their rental or leasing office(s); and, (b) provide notice of the requirements set forth in subsection (B)(1) above within the Landlord's or Landlord's Agent's application materials, on their website(s), and at their rental or leasing office(s).
3. If a Landlord or a Landlord's Agent orders a Background Check Report for an Applicant, such Landlord or Landlord's Agent shall provide a copy of the Background Check Report to the Applicant.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City will continue to undertake the following actions in CDBG PY 2023:

- Review the City Zoning Ordinance for potential revisions. Revisions to the zoning code have been released for review by the public; a complete overhaul to the code is expected to be completed by no later than the summer of 2024. The proposed changes will allow for more flexibility in setback requirements, affording the opportunity to create additional housing. Offer tax abatement programs to our local partners Habitat 4 Humanity and Salisbury Neighborhood Housing to increase the impact in the city.
- The city continues to address homeless populations with the introduction of a Chronically Homeless Transitional Dwelling Unit Community offering 24 homeless individuals the

opportunity to participate in a program which provides housing, job training and resources.

- The Here is Home program will increase housing units by over 8,000 units. Program incentives include waiver of all permit fees required for building including annexation. Applications were open for 90 days and we expect an additional 1400+ affordable housing unit in the city.

The City of Salisbury has allocated PY 2023 CDBG funds to the following activity to address barriers to affordable housing: SBY-2022-01 -- CDBG Program Administration

### **Discussion:**

The City of Salisbury is committed to removing or reducing barriers to the development of affordable housing whenever possible throughout the City. A variety of actions include, among others, to reduce the cost of housing to make it affordable. To achieve this goal, the City of Salisbury plans to:

- Provide developers with incentives for the construction of affordable housing. The Here Is Home Program continues to grow and impact the city's available housing stock using.
- Continue to waive single-family owner-occupied building permit fees
- Assist in acquiring sites for affordable housing through Here Is Housing and annexation
- Promote Federal and State financial assistance for affordable housing by sharing information on Federal and State funding available to those in need as well as solicit grants to address affordable housing

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City of Salisbury has developed the following actions planned to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based hazards, reduce the number of poverty-level families, develop institutional structures, and enhance coordination between public, private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The primary obstacle to meeting the underserved needs in the City of Salisbury is the limited financial resources available to address the priorities identified in the Five Year Consolidated Plan and the lack of affordable housing. The City of Salisbury is not a HUD entitlement jurisdiction under the HOME program, therefore resources for housing activities are limited. Under the PY 2022 CDBG Program the City will take the following actions:

- Continue to leverage its financial resources and apply for additional public and private funds
- Continue to provide funds for new affordable housing
- Continue its support and cooperation with the Continuum of Care (CoC)
- Continue to promote economic development
- Continue to provide public safety improvements
- Continue to remove slum and blighting conditions in the City

### **Actions planned to foster and maintain affordable housing**

The City of Salisbury owns Mitchell Landing Apartments, a 24-unit apartment complex which was built with Partnership Rental Housing Program (PRHP) funds received from CDA / DHCD. Severn Companies manages the property for the City. Mitchell Landing serves moderate-income families.

Since 2016, the City of Salisbury, in partnership with the Wicomico County Health Department (WiCHD) and Help and Outreach Point of Entry, Inc. (HOPE), has been running a permanent supportive housing (PSH) program for chronically homeless persons. This program adheres to a 'Housing First' philosophy, stressing a relatively low barrier for access to the program and high bar for ejection from the program. In 2023 the City of Salisbury placed 1 additional household in the PSH program, consisting of 3 adults and 3 children. One household exited the program and moved out of state. Currently the City's PSH program has 10 active households, with a total of 13 people, consisting of 13 adults.

Participants are housed in private, scattered-site rentals, with the majority of the cost of housing (rent and utilities) covered by the City. Participants are required to contribute 30% of their income to the payment of their rent. The WiCHD provides targeted case management (TCM) to participants of the program, reimbursable through Medicaid. The case managers meet with the program participants approximately once a week. As needed, the Homeless Alliance of the Lower Shore (HALS) CoC provides ongoing support and advice to the City on operating the program.

In Spring 2023, the City will open Anne Street Village, a community of 24 tiny homes designed to provide housing to the City's homeless residents. PY 2023 funds are being committed to enhance the amenities offered through the addition of a laundry facility, security lighting and cameras, a storage shed, and ADA modifications to shower units.

The Wicomico Housing Authority will continue to fund the following activities to foster and maintain affordable housing in the City of Salisbury:

- Continue to provide Housing Choice Vouchers and public housing units
- Continue to rehabilitate, make 504 improvements, and develop new housing units

### **Actions planned to reduce lead-based paint hazards**

In Salisbury, it is estimated that 6,190 housing units in the City were built before 1980 and are at risk of lead-based paint hazards. Based on the 2021 American Community Survey 5 Year Estimates, 1,573 (or 47%) of owner-occupied housing units were built before 1980 and 4,617 (or 47%) of renter-occupied housing units were built before 1980. CHAS data reports that there are 1,136 (or 30%) owner-occupied housing units with children present that were built before 1980 and may contain LBP hazards and 288 (or 3%) renter-occupied housing units with children present that were built before 1980 and may contain LBP hazards in the City. The City of Salisbury will continue to comply with Title 24 Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule). The City is not funding any activities that directly reduce lead-based paint hazards during PY 2023.

### **Actions planned to reduce the number of poverty-level families**

Based upon the 2021 ACS Five-Year Estimates, approximately 24.8% of the City of Salisbury's residents live below the poverty level, which is over double of the State of Maryland poverty level, which is at 10.3%. A higher percent of females (27.9%) than males (21.1%) are living below poverty level, and 28.2% of all youth under the age of 18 are living in poverty.

The City of Salisbury has recently begun developing community centers around the City to address the



needs of our local youth. The City purchased a building at 306 Newton Street, and that building underwent substantial renovations to enable the City to offer a range of after school programs at the facility. After-school programs are an effective means of preventing youth from engaging in destructive

lifestyles, such as drug use, delinquency, violence, and school failure. These programs provide benefits to youth that extend beyond academics, helping to develop the whole child - academically, socially and emotionally.

The City is now operating a second Community Center at 319 Truitt Street, currently undergoing major improvements and expansion. The Center is open to all who would like to participate in the activities offered, however the youth served are typically between 10 and 24 years of age.

The Truitt St. Community Center uses basketball and other programs to reach the neighborhood youth. The participants benefit from sports activities, tutoring, group and enrichment exercises, and homework help. The Center works with several local nonprofits to provide services to the local residents, including the Salisbury PRIDE Lions Club, Chesapeake Health Care and Kidz Roc. The City included funding in both the 2020 and 2021 Action Plans for extensive rehabilitation / expansion work to be completed at the Community Center. The City has also allocated some bond funding to the project, the exterior expansion construction is complete. The City is in process of entering into an agreement with the Boys & Girls Club to provide funding for the interior build-out of the expanded space.

### **Actions planned to develop institutional structure**

The City of Salisbury has a productive working relationship with many community partners in the implementation of the City's housing and community development projects. The Finance Department will coordinate activities among the public and private agencies and organizations in the City. This coordination will ensure that the goals and objectives stated in the PY 2019-2023 Five-Year Consolidated Plan will be effectively addressed by more than one entity. The following entities will carry out the PY 2023 annual goals and objectives:

- City of Salisbury Finance Department -- manages and administers the CDBG program.
- The Wicomico County Housing Authority -- manages and administers Housing Choice Vouchers and public housing units.
- Homeless Alliance for the Lower Shore (HALS) Continuum of Care (CoC) Committee -- coordinates homeless services and homeless prevention activities.
- City of Salisbury Housing & Community Development Department (HCDD) -- manages the Newton Street and Truitt Street Community Centers and operates the Anne Street Village for the homeless
- City of Salisbury Infrastructure & Development Department -- oversees the Low-Mod Neighborhood Sidewalk Constructions projects.

The City will continue to develop relationships that will assist the City to address its housing and community development needs, especially collaborative relationships that provide additional financial resources and expertise that can be used to supplement existing services in the City.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Salisbury is committed to continuing its participation and coordination with social service agencies, housing agencies, community and economic development agencies, County, State, and Federal agencies, as well as with the private and non-profit sectors, to serve the needs of target income individuals and families in the City of Salisbury. In those years when the City elects to hold an open funding round, the City solicits funding requests for the CDBG program from local 501(c)(3) non-profit agencies. The City's Finance Department staff provide guidance and technical assistance as needed to support these public agencies that receive CDBG funding. Alternatively, the City may also choose to utilize the annual CDBG funding award to execute projects internally that meet the CDBG national objective and eligibility requirements.

During this program year, the City funded Project 2023-01: Program Administration in the amount of \$72,771 to accomplish this goal.

### **Discussion:**

The Finance Department has the primary responsibility for monitoring the City's Five Year Consolidated Plan and Annual Action Plan. The Department maintains records on the progress made toward meeting the goals and the statutory and regulatory requirements of each activity. The Department has a monitoring process that is focused on analyzing activities based on program performance, financial performance, and regulatory compliance. The accomplishments of the PY 2023 CDBG activities will be reported in the PY 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and will be used as a basis for future funding decisions.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

The City of Salisbury expects to receive a total of \$363,857 in CDBG funding for PY 2023. This represents a reduction of approximately 1% as compared to the CDBG funding received in PY 2022. The following CDBG funds are expected to be available during the program year and program specific requirements, including dedication of at least 70% of funds to benefit low to moderate income persons will be met.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Annual Action Plan 62  
2023

Under the PY 2023 CDBG Program, the City expects to receive a grant in the amount of \$363,857 and anticipates \$0 in program income. The City budgeted \$72,771 for General Administration for a total planning and administration cost of \$72,771 (20%). The balance of the funds (\$291,086) will be allocated to activities which principally benefit low- and moderate-income persons in the amount of \$293,619 (100%), \$0 for the removal of slums and blight (0%), and \$0 for urgent needs (0%). The activities that will principally benefit low- and moderate-income persons are:

- 1) CoS – Low-Mod Neighborhood Sidewalk Construction & Pedestrian Improvements --- \$222,086
- 2) CoS – Homeless Services Intensive Case Manager --- \$ 19,000
- 3) CoS – Anne Street Village Construction/Rehab --- \$ 50,000

In those years when the City elects to hold an open funding round for the Community Development Block Grant (CDBG) program, it conducts a competitive application process to award funds to other public agencies and local 501(c)(3) non-profit organizations to undertake CDBG eligible activities. The applications received are reviewed by the CDBG Review Committee and/or City Staff members. A public hearing is held to allow the applicants to make a verbal presentation on their project to the CDBG Review Committee, and field questions from the Committee members. Following the public hearing the Committee members formulate an award recommendation which is submitted to the Mayor and/or City Administrator for review and approval. When the projects / amounts have been finalized the draft Action Plan is created, and the public is given an opportunity to provide comments. When the public comment period has elapsed, the City Council passes a Resolution approving the Action Plan and authorizing the Mayor to submit it to HUD for review and approval. A percentage of the City's CDBG funds are then awarded to the non-profit applicants for eligible activities. The City also exercises the option in some years to utilize the CDBG funds internally to conduct eligible activities that meet a national objective.

# **SF 424 & 424-D Forms**

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify):</b> <input type="text"/>
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<b>* 3. Date Received:</b> <input type="text" value="05/01/2023"/>	<b>4. Applicant Identifier:</b> <input type="text"/>
---	---

<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>5b. Federal Award Identifier:</b> <input type="text" value="B-23-MC-24-0015"/>
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**State Use Only:**

<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>
--	--

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="52-6000806"/>	<b>* c. UEI:</b> <input type="text" value="M2VTEB7MH7V9"/>
---	---

**d. Address:**

<b>* Street1:</b>	<input type="text" value="125 N. Division Street"/>
<b>Street2:</b>	<input type="text"/>
<b>* City:</b>	<input type="text" value="Salisbury"/>
<b>County/Parish:</b>	<input type="text"/>
<b>* State:</b>	<input type="text" value="MD: Maryland"/>
<b>Province:</b>	<input type="text"/>
<b>* Country:</b>	<input type="text" value="USA: UNITED STATES"/>
<b>* Zip / Postal Code:</b>	<input type="text" value="21801-5030"/>

**e. Organizational Unit:**

<b>Department Name:</b> <input type="text" value="Office of the Mayor"/>	<b>Division Name:</b> <input type="text"/>
---	---

**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> <input type="text" value="Ms."/>	<b>* First Name:</b> <input type="text" value="Jo Ellen"/>
<b>Middle Name:</b> <input type="text"/>	
<b>* Last Name:</b> <input type="text" value="Bynum"/>	
<b>Suffix:</b> <input type="text"/>	

**Title:**

**Organizational Affiliation:**

<b>* Telephone Number:</b> <input type="text" value="410-548-3110, ext. 1125"/>	<b>Fax Number:</b> <input type="text"/>
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**\* Email:**

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing & Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grant (CDBG) Program

**\* 12. Funding Opportunity Number:**

14.218

\* Title:

Community Development Block Grant (CDBG) Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Program Year 2023 Annual Action Plan for the Community Development Block Grant (CDBG) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="363,857.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="363,857.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.




**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <div data-bbox="889 1325 1453 1356" style="border: 1px solid black; padding: 2px;">Andy Kitzrow, Acting City Administrator</div>
APPLICANT ORGANIZATION 	DATE SUBMITTED 

# **Action Plan Certifications**

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

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Signature of Authorized Official

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Date

Andy Kitzrow  
Acting City Administrator  
City of Salisbury

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).
2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2022, 2023 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

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Signature of Authorized Official

---

Date

Andy Kitzrow  
Acting City Administrator  
City of Salisbury

## **OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

N/A

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Signature of Authorized Official

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Date

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Title



## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

N/A

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Signature of Authorized Official

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Date

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Title

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and

families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

N/A

---

Signature of Authorized Official

---

Date

---

Title

## Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A

---

Signature of Authorized Official

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Date

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Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# **Citizen Participation – Documentation**

**PROOF OF PUBLICATION**

CITY OF SALISBURY  
0  
City Of Salisbury  
125 N Division St  
Salisbury MD 21801-5030

STATE OF MARYLAND, COUNTIES OF  
ACCOMACK/WICOMICO/WORCESTER

The below stated newspapers that are generally circulated in the State of Maryland, printed and published and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

SBY Salisbury Daily Times 03/24/2023

and that the fees charged are legal.  
Sworn to and subscribed before on 03/24/2023



Legal Clerk



Notary, State of WI, County of Brown

4-6-27

My commission expires

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DENISE ROBERTS  
Notary Public  
State of Wisconsin

**2023 CDBG ACTION PLAN PUBLIC HEARINGS**

The City of Salisbury Community Development Block Grant (CDBG) 2023 Action Plan (draft) will be available for public review beginning on Friday, March 24, 2023. The Action Plan may be viewed on the City website ([www.salisbury.md](http://www.salisbury.md)) under the Housing & Community Development Department (HCDD) – Community Development section.

The first Public Hearing on the City's CDBG program will be held on Wednesday, April 12, 2023 from 5:30 p.m. to 6:30 p.m. in the Council Chambers, Room 301 of the City/County Government Building. This hearing will allow citizens an opportunity to comment on the 2023 Action Plan and provide their views on the community development needs of the City of Salisbury. All interested persons are encouraged to attend.

The second CDBG Public Hearing will be held on Wednesday, April 26, 2023 from 5:30 p.m. to 6:00 p.m. in the Council Chambers, Room 301 of the City/County Government Building. This hearing will provide citizens with a status report on the CDBG projects that are currently underway and those that have been completed in the last year. Residents will also have an opportunity to provide their views on the community development needs of the City of Salisbury. All interested persons are encouraged to attend.

Both hearings will be broadcast live on PAC-14 and then uploaded to You Tube for viewing.

The City will be accepting written comments on the 2023 Action Plan through 4:30 p.m. on Monday, April 24, 2023. All written comments should be mailed to the City of Salisbury, Finance Dept. – Grants Office, 425 N. Division Street, #103, Salisbury, Maryland 21801. For additional information you may contact the Grants Office at (410) 548-3110.

Jo Ellen Bynum, Grants Manager  
Finance Dept. – Grants Office  
3/24/2023

**City of Salisbury**  
**Finance Department**  
**CDBG Public Hearing #1**  
**PY 2023 Action Plan – Overview of CDBG Action Plan Project**

**Meeting Minutes**  
**4/12/2023**

Ms. Jo Ellen Bynum, Grants Manager, convened the first Public Hearing for the City of Salisbury's PY 2023 Community Development Block Grant (CDBG) Action Plan at 5:30 p.m. on April 12, 2023.

Ms. Bynum welcomed everyone to the first public hearing for the 2023 CDBG Program Year, and stated that this hearing would cover the project that was proposed for funding in the 2023 Action Plan. The Action Plan is the City's application to the U.S. Dept. of Housing & Urban Development (or HUD) for our annual allotment of CDBG funds.

Ms. Bynum stated that the draft of the City of Salisbury's 2023 CDBG Action Plan was made available for public review beginning on March 24, 2023 and advised that the Action Plan could be viewed on the City's website under the Housing & Community Development Department – Community Development section. She gave the website address; [www.salisbury.md](http://www.salisbury.md) .

Ms. Bynum stated that the City of Salisbury has been a CDBG entitlement jurisdiction since 2004. She further explained that as an entitlement community the City operates its own CDBG program, rather than having to apply for funds through the State of MD, and it receives an annual allotment of CDBG funds directly from HUD which it administers according to HUD regulations.

Ms. Bynum stated that this meeting would provide an overview of the project that is proposed for funding during the 2023 CDBG program year, which will run from July 1, 2023 to June 30, 2024.

Ms. Bynum stated that the City has been informed that its funding allocation of PY 2023 is \$363,857, approximately 1% less than what was received in PY 2022. The City will use 20% of this amount, or \$72,771, for administration of the CDBG program. She stated the remainder of the award will be used to fund the following projects:

- 1) Low-Mod Sidewalk Construction & Pedestrian Improvements  
The City will spend \$222,086 to continue sidewalk improvements in the Presidents/Princeton target neighborhood as well as the installation of crosswalks and pedestrian signals in key areas of the neighborhood. CDBG monies for these types of improvements were utilized in past funding years in the Princeton/Presidents target area and the Church Street/ Doverdale target area.

Ms. Bynum stated this project will address one of the Community Development strategies outlined in the City of Salisbury's 5-Year Consolidated Plan: CD-1 Community Facilities and Infrastructure – Improve the City's public facilities and infrastructure through rehabilitation, reconstruction, and new construction.



- 2) Project #2 - City of Salisbury – Homeless Services Intensive Case Manager  
The City has allocated \$19,000 to provide funding for a part-time intensive Case Manager to increase the current homeless client caseload capability from 10 to 20 individuals. This is expected to expand the number of homeless persons City-wide receiving intensive case management services to a total of 50 per year.

Ms. Bynum stated this project will support goal HO-2 Operation/Support in the Consolidated Plan: Assist providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.

- 3) Project #3 - Anne Street Village Construction/Rehab  
The City will utilize the remaining \$50,000 of available PY23 CDBG funding to carry out construction and/or rehabilitation at the Anne Street Village tiny homes community. Activities are to include provision of a laundry facility, storage shed, additional security lighting and/or cameras, a covered sitting area, and ADA modifications to shower units.

Ms. Bynum stated this project supports goal HO-1 Housing as identified in the Consolidated Plan: Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.

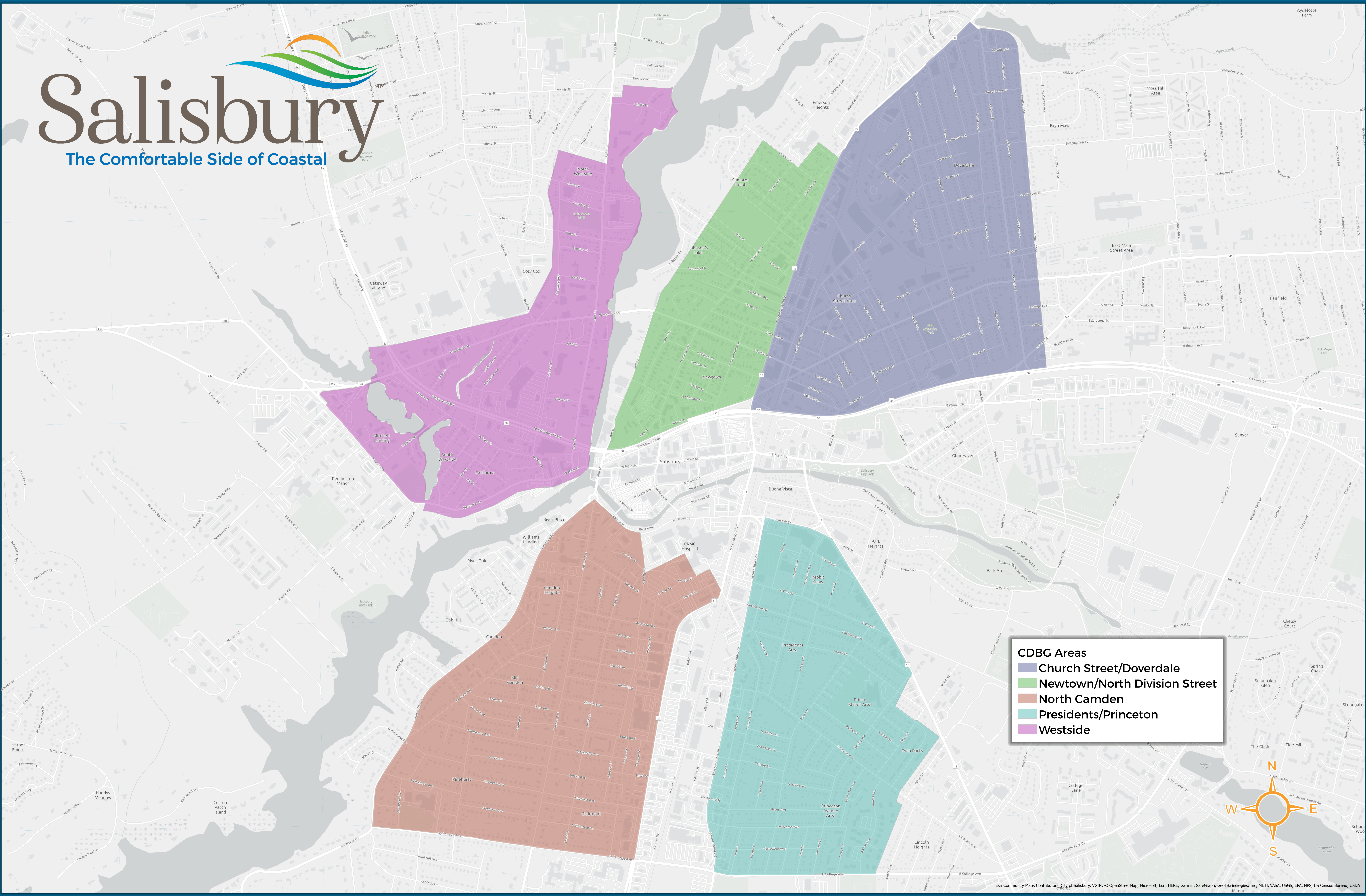
Ms. Bynum stated that at this point she would normally open up the floor for public comments, but as no members of the public were in attendance, she would instead inform listeners that the City will be accepting written comments on the 2022 Action Plan through 4:30 p.m. on Monday, April 25, 2022. She stated comments can be mailed to the City of Salisbury, Finance Dept., 125 N. Division Street, Suite 103, Salisbury, MD 21801, or be e-mailed to her, at [jbynum@sallisbury.md](mailto:jbynum@sallisbury.md).

Ms. Bynum stated this concluded the Public Hearing on the 2023 CDBG Action Plan and thanked those who took the time to listen to the presentation. She adjourned the public hearing at 5:37 p.m.

# **CDBG Target Areas – Maps**

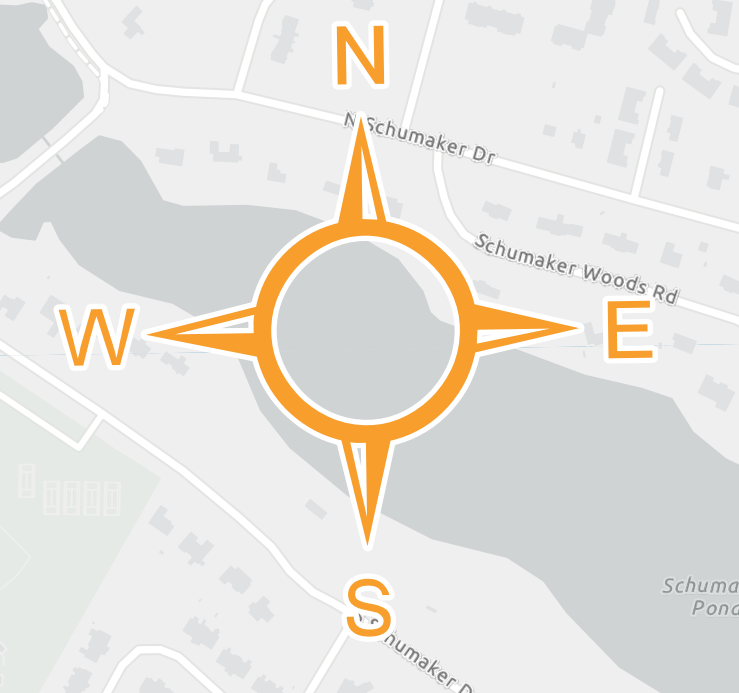
# Salisbury

The Comfortable Side of Coastal



**CDBG Areas**

- Church Street/Doverdale
- Newtown/North Division Street
- North Camden
- Presidents/Princeton
- Westside



Eri Community Maps Contributors, City of Salisbury, VGIN, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

D:\Projects\GIS\City\Finance\Community Development Block Grant\PRO\CDBG Web Map



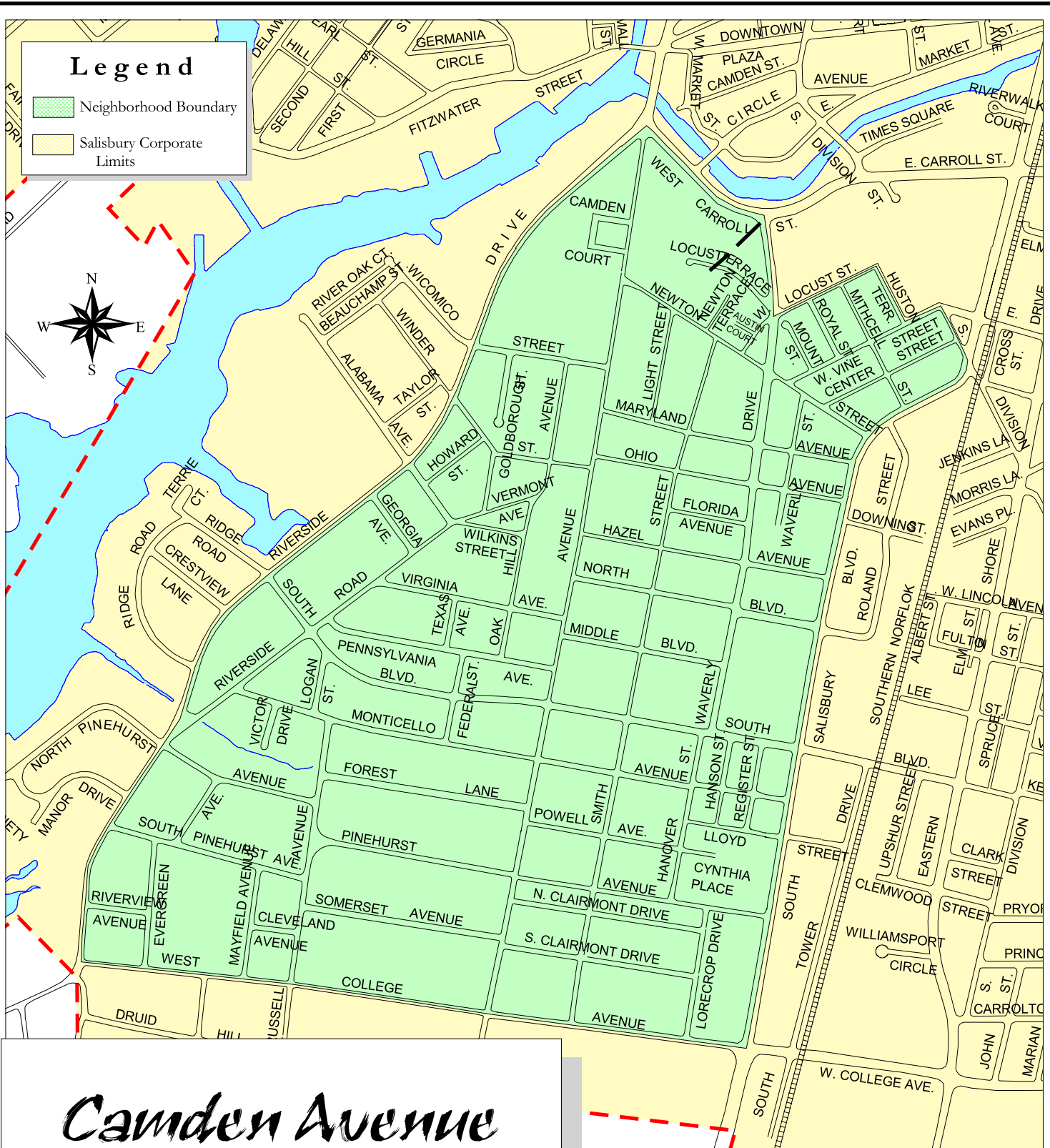
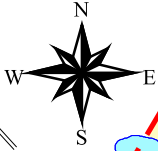
## Community Development Block Grant Areas

### Salisbury, MD

Scale: 1:5,500  
Date: 3/17/2023  
PCS: MD83F

# Legend

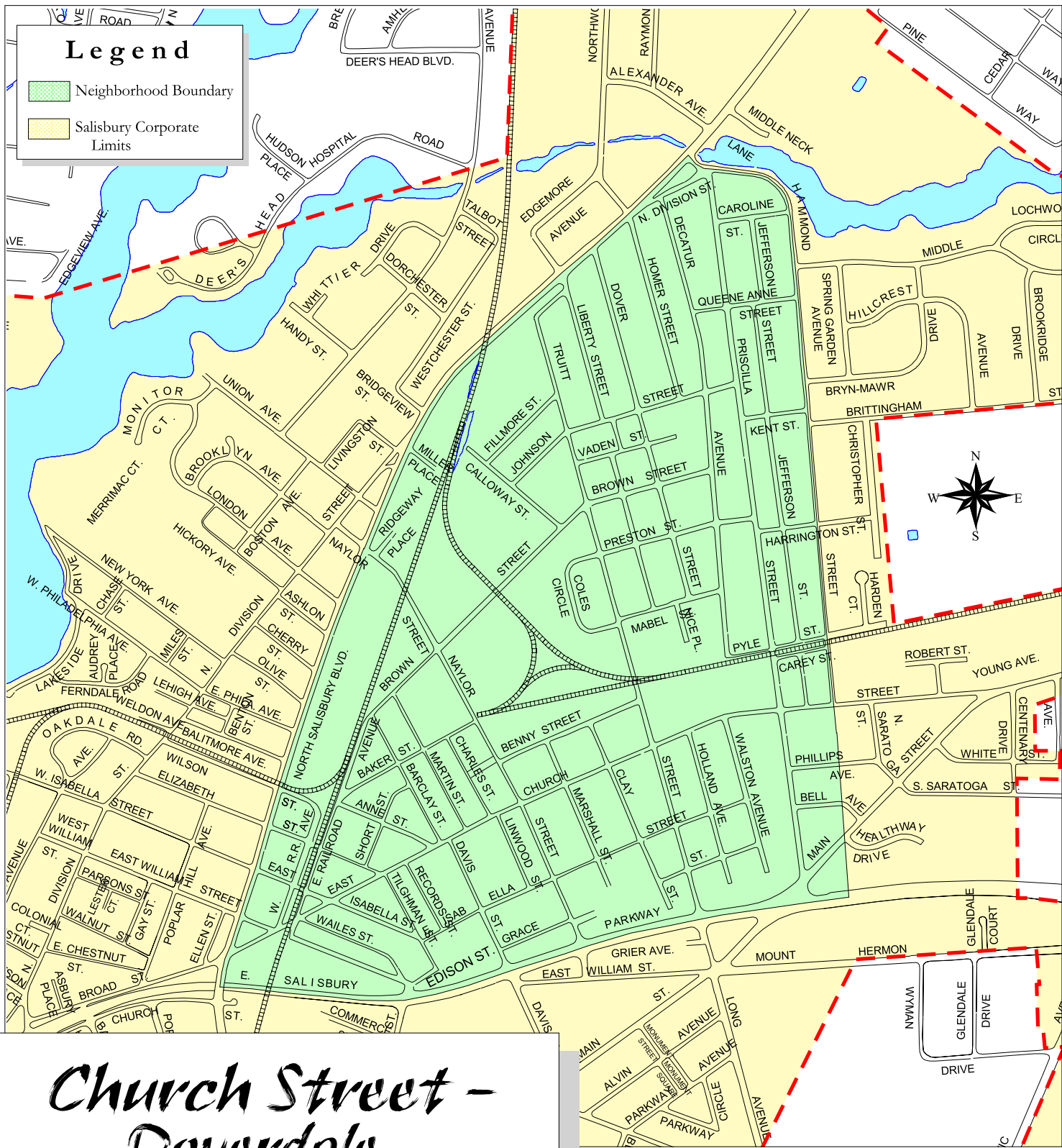
- Neighborhood Boundary
- Salisbury Corporate Limits



*Camden Avenue*

**CDBG  
Target Area**



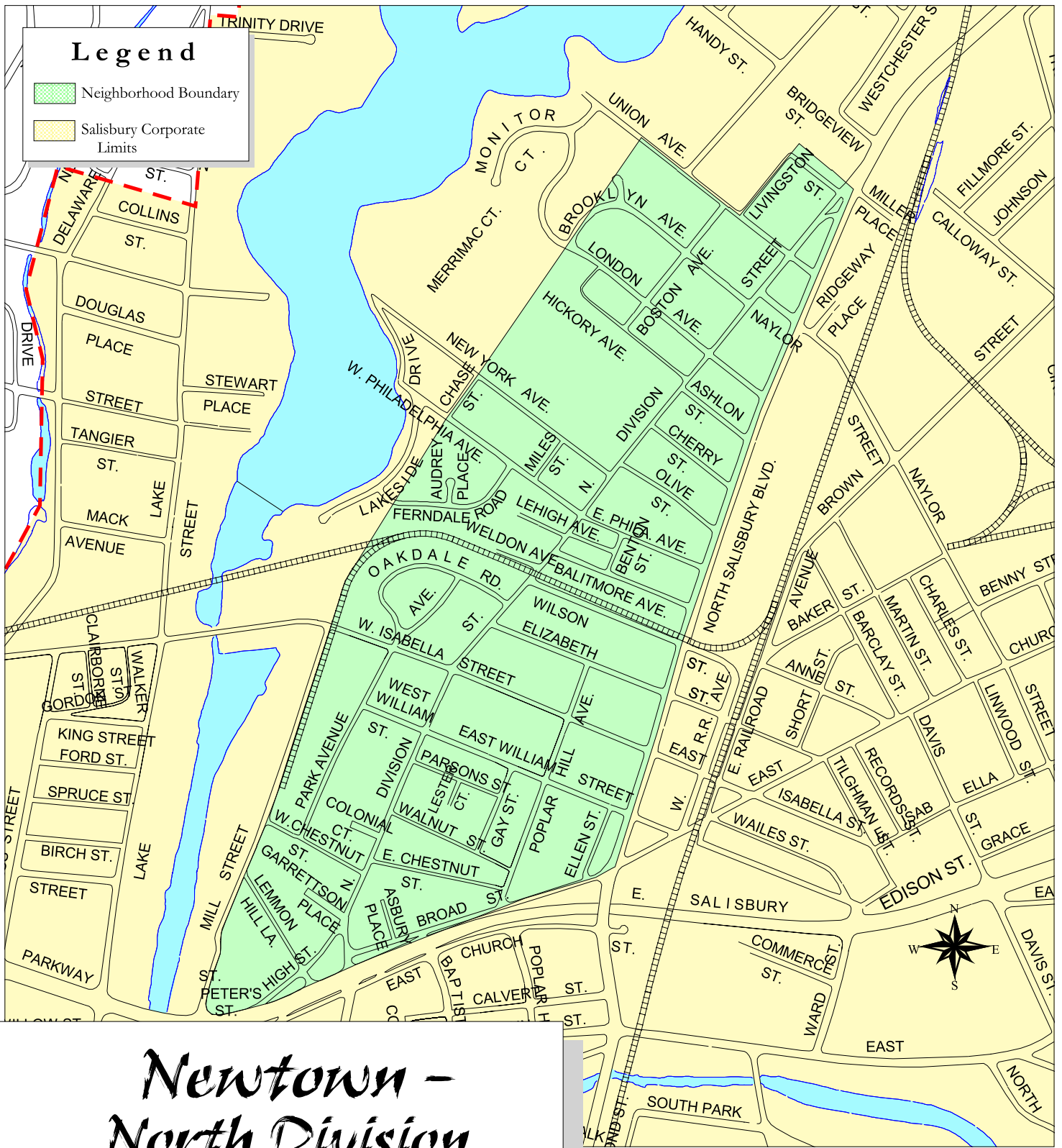


*Church Street -  
Doverdale*

**CDBG  
Target Area**





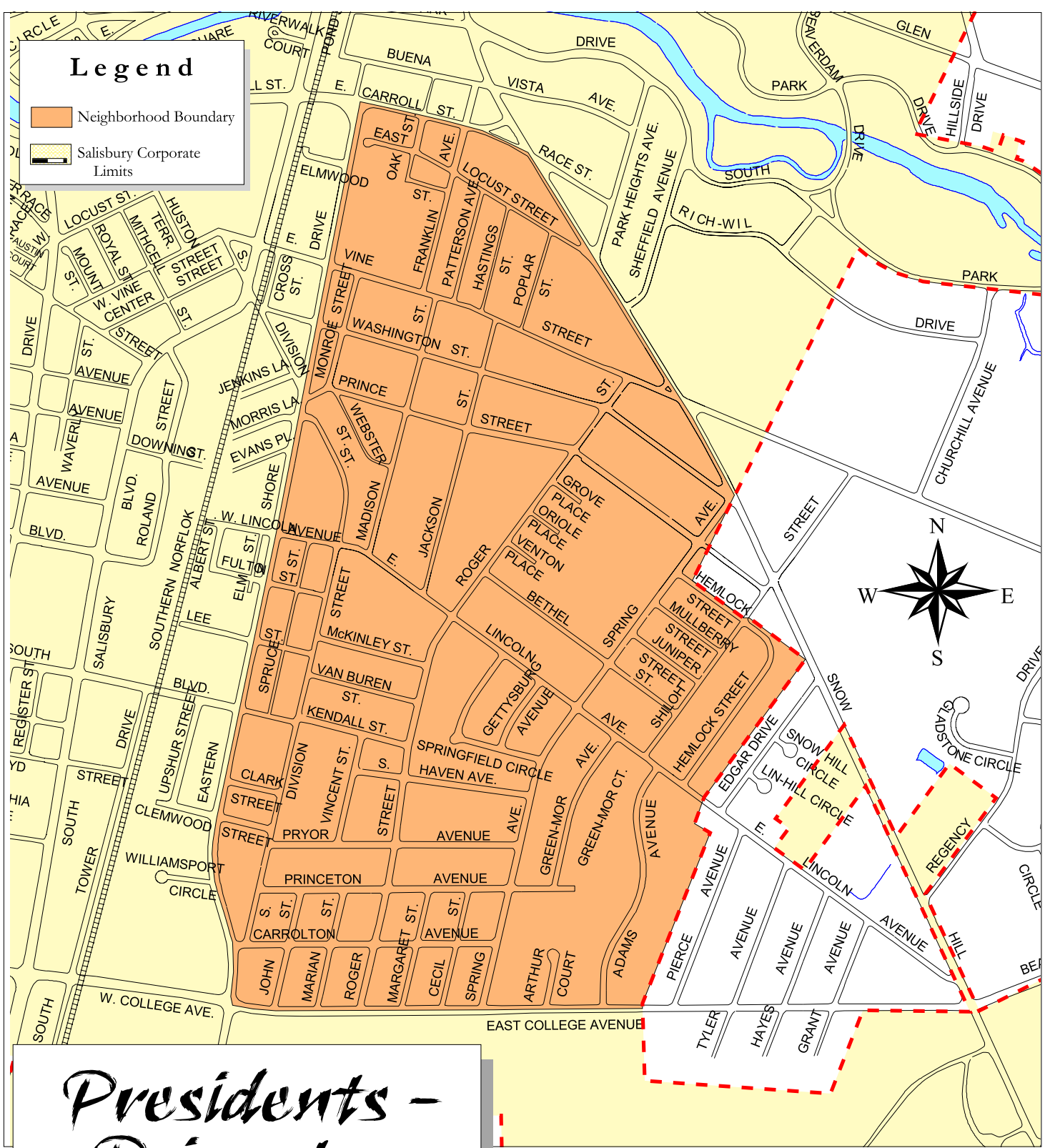
Salisbury / Wicomico Planning & Zoning  
2/15/2005



Salisbury / Wicomico Planning & Zoning  
2/15/2005

# Legend

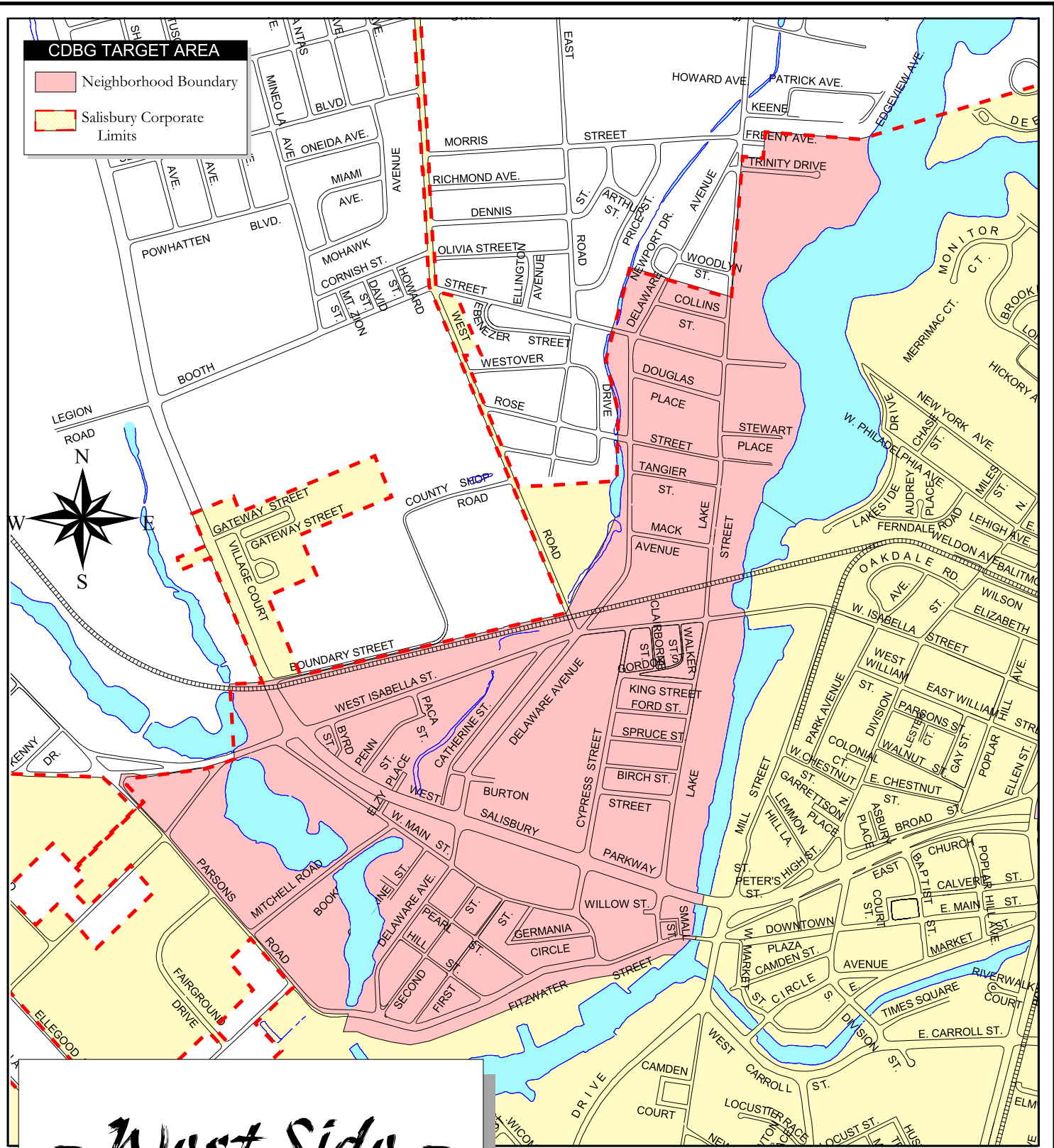
-  Neighborhood Boundary
-  Salisbury Corporate Limits



*Presidents - Princeton*

# CDBG Target Areas





*- West Side -*

# CDBG Target Areas



# **Homeless Information**

# 2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

Population: Sheltered and Unsheltered Count

## Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	11	6	3	20
Total Number of persons (Adults & Children)	30	17	10	57
Number of Persons (under age 18)	18	11	6	35
Number of Persons (18 - 24)	2	1	0	3
Number of Persons (over age 24)	10	5	4	19

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	19	11	6	36
Male	11	6	4	21
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a)(o)(x)	30	17	10	57
Hispanic/Latin(a)(o)(x)	0	0	0	0

## 2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

<b>Race (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	<b>0</b>
Black, African American, or African	21	13	4	<b>38</b>
Native Hawaiian or Pacific Islander	0	0	0	<b>0</b>
White	9	1	6	<b>16</b>
Multiple Races	0	3	0	<b>3</b>

<b>Chronically Homeless (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
Total number of households	0		0	<b>0</b>
Total number of persons	0		0	<b>0</b>

Population: Sheltered and Unsheltered Count

**Persons in Households with only Children**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	0	0	0	0	0
Total Number of children (under age 18)	0	0	0	0	0

Gender (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	0	0	0	0	0
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	0	0	0	0	0
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

<b>Race (only children)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	0	<b>0</b>
Black, African American, or African	0	0	0	0	<b>0</b>
Native Hawaiian or Pacific Islander	0	0	0	0	<b>0</b>
White	0	0	0	0	<b>0</b>
Multiple Races	0	0	0	0	<b>0</b>

<b>Chronically Homeless (only children)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	<b>0</b>

## 2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

Population: Sheltered and Unsheltered Count

### Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	113	9	0	56	<b>178</b>
Total Number of persons (Adults)	<b>113</b>	<b>9</b>	<b>0</b>	<b>58</b>	<b>180</b>
Number of Persons (18 - 24)	5	0	0	0	<b>5</b>
Number of Persons (over age 24)	108	9	0	58	<b>175</b>

Gender (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	35	3	0	15	<b>53</b>
Male	78	6	0	43	<b>127</b>
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	<b>0</b>
Questioning	0	0	0	0	<b>0</b>
Transgender	0	0	0	0	<b>0</b>

Ethnicity (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	112	9	0	53	<b>174</b>
Hispanic/Latin(a)(o)(x)	1	0	0	5	<b>6</b>

## 2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

<b>Race (adults)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	1	0	0	0	<b>1</b>
Black, African American, or African	72	5	0	15	<b>92</b>
Native Hawaiian or Pacific Islander	0	0	0	1	<b>1</b>
White	39	4	0	40	<b>83</b>
Multiple Races	1	0	0	2	<b>3</b>

<b>Chronically Homeless (adults)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
Total number of persons	10		0	29	<b>39</b>

Date of PIT Count: 1/26/2022

Population: Sheltered and Unsheltered Count

### Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	124	15	0	59	<b>198</b>
Total Number of Persons	143	26	0	68	<b>237</b>
Number of Children (under age 18)	18	11	0	6	<b>35</b>
Number of Persons (18 to 24)	7	1	0	0	<b>8</b>
Number of Persons (over age 24)	118	14	0	62	<b>194</b>

### Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	54	14	0	21	<b>89</b>
Male	89	12	0	47	<b>148</b>
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	<b>0</b>
Questioning	0	0	0	0	<b>0</b>
Transgender	0	0	0	0	<b>0</b>

### Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	142	26	0	63	<b>231</b>
Hispanic/Latin(a)(o)(x)	1	0	0	5	<b>6</b>

### Race



Point In Time Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	1	0	0	0	<b>1</b>
Black, African American, or African	93	18	0	19	<b>130</b>
Native Hawaiian or Pacific Islander	0	0	0	1	<b>1</b>
White	48	5	0	46	<b>99</b>
Multiple Races	1	3	0	2	<b>6</b>

<b>Chronically Homeless</b>	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	10		0	29	<b>39</b>

# Additional Homeless Populations Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

Date of PIT Count: 1/26/2022

Population: Sheltered and Unsheltered Count

## Other Homeless Subpopulations

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adults with a Serious Mental Illness	22	2	0	29	<b>53</b>
Adults with a Substance Use Disorder	7	2	0	18	<b>27</b>
Adults with HIV/AIDS	0	0	0	0	<b>0</b>
Adult Survivors of Domestic Violence	14	3	0	3	<b>20</b>

Point In Time Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

# Point-in-Time Count **Veterans** MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

Inventory Count Date: 1/26/2022

Population: Sheltered and Unsheltered Count

## Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	2	0	0	2
Total Number of Persons	6	0	0	6
Total Number of Veterans	2	0	0	2

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	2	0	0	2
Male	0	0	0	0
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a)(o)(x)	2	0	0	2
Hispanic/Latin(a)(o)(x)	0	0	0	0

Point-in-Time Count Veterans MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

<b>Race (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	<b>0</b>
Black, African American, or African	1	0	0	<b>1</b>
Native Hawaiian or Pacific Islander	0	0	0	<b>0</b>
White	1	0	0	<b>1</b>
Multiple Races	0	0	0	<b>0</b>

<b>Chronically Homeless (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
Total number of households	0		0	<b>0</b>
Total number of persons	0		0	<b>0</b>

Inventory Count Date: 1/26/2022

Population: Sheltered and Unsheltered Count

**Persons in Households without Children**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	10	1	0	3	14
Total Number of Persons	10	1	0	3	14
Total Number of Veterans	10	1	0	3	14

**Gender (veterans only)**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	2	0	0	1	3
Male	8	1	0	2	11
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

**Ethnicity (veterans only)**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	10	1	0	3	14
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

<b>Race (veterans only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	0	<b>0</b>
Black, African American, or African	7	0	0	1	<b>8</b>
Native Hawaiian or Pacific Islander	0	0	0	0	<b>0</b>
White	3	1	0	2	<b>6</b>
Multiple Races	0	0	0	0	<b>0</b>

<b>Chronically Homeless (veterans only)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	0	<b>1</b>

# Point-in-Time Summary Veterans for MD-513 - Wicomico, Somerset, Worcester Counties CoC

Date of PIT Count: 1/26/2022

Population: Sheltered and Unsheltered Count

## Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	12	1	0	3	16
Total Number of Persons	16	1	0	3	20
Total Number of Veterans	12	1	0	3	16

## Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	4	0	0	1	5
Male	8	1	0	2	11
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

## Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	12	1	0	3	16
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

## Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		



Point In Time Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	0	<b>0</b>
Black, African American, or African	8	0	0	1	<b>9</b>
Native Hawaiian or Pacific Islander	0	0	0	0	<b>0</b>
White	4	1	0	2	<b>7</b>
Multiple Races	0	0	0	0	<b>0</b>

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	0	<b>1</b>

Inventory Count Date: 1/26/2022  
 Population: Sheltered and Unsheltered Count

**Unaccompanied Youth Households**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of unaccompanied youth households	5	0	0	0	5
Total number of unaccompanied youth	5	0	0	0	5
Number of unaccompanied children (under age 18)	0	0	0	0	0
Number of unaccompanied young adults (age 18 to 24)	5	0	0	0	5

Gender (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	5	0	0	0	5
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	5	0	0	0	5
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

<b>Race (unaccompanied youth)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	0	<b>0</b>
Black, African American, or African	4	0	0	0	<b>4</b>
Native Hawaiian or Pacific Islander	0	0	0	0	<b>0</b>
White	0	0	0	0	<b>0</b>
Multiple Races	1	0	0	0	<b>1</b>

<b>Chronically Homeless (unaccompanied youth)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	<b>0</b>

Inventory Count Date: 1/26/2022

Population: Sheltered and Unsheltered Count

**Parenting Youth Households**

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of parenting youth households	2	1	0	3
Total number of persons in parenting youth households	5	2	0	7
Total Parenting Youth (youth parents only)	2	1	0	3
Total Children in Parenting Youth Households	3	1	0	4
Number of parenting youth (under age 18)	0	0	0	0
Children in households with parenting youth under age 18 (children under age 18 with parent under 18)	0	0	0	0
Number of parenting youth (age 18 to 24)	2	1	0	3
Children in households with parenting youth age 18 to 24 (children under age 18 with parents under age 25)	3	1	0	4

**Gender (parenting youth)**

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	2	1	0	3
Male	0	0	0	0
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

<b>Ethnicity (parenting youth)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a) (o)(x)	2	1	0	3
Hispanic/Latin(a)(o)(x)	0	0	0	0

<b>Race (parenting youth)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	0
Asian or Asian American	0	0	0	0
Black, African American, or African	2	1	0	3
Native Hawaiian or Pacific Islander	0	0	0	0
White	0	0	0	0
Multiple Races	0	0	0	0

<b>Chronically Homeless (parenting youth)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

**Resolution Authorizing Submission  
of the 2023 CDBG Action Plan**

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RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE THE CITY’S ACTION PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR CDBG PROGRAM YEAR 2023.**

**WHEREAS**, the Maryland State Office of the U.S. Department of Housing & Urban Development (HUD) has determined that the City of Salisbury qualifies as an “entitlement community;” and

**WHEREAS**, the City of Salisbury is, therefore, entitled to receive Community Development Block Grant (CDBG) funds directly from HUD upon HUD’s approval of the City’s Annual Action Plan; and

**WHEREAS**, the Council of the City of Salisbury wishes the City to receive this annual allotment of CDBG funds from HUD so that various community development projects may be completed.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** The Mayor is hereby authorized to submit to HUD for review and approval, on behalf of the City of Salisbury, the 2023 CDBG Action Plan attached hereto and incorporated herein as **Exhibit A** (the “Annual Action Plan”).

**Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Resolution 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 Resolution shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Resolution shall remain and shall be deemed valid and enforceable.

**Section 4.** The recitals set forth hereinabove and the attached **Exhibit A** are incorporated into this section of the Resolution as if such recitals and **Exhibit A** were specifically set forth at length in this Section 4.

**THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2023 and is to become effective immediately upon adoption.



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** May 1, 2023  
**Subject:** Approval of Property Transfers

The Department of Procurement and the Housing and Community Development Department jointly seek City Council's approval of the attached Resolution. The proposed Resolution:

- Cites the current Municipal Charter and Code procedural regulations for the sale or other disposition of surplus, obsolete or unused property;
- Defines the Community Development Projects Fund (CDPF);
- Provides public disclosure and requests approval of three property sale and transfers under the CDPF;
- Requests transfer permission (disposition) of 527 Wailles under the CDPF.

Sincerely,

Jennifer Miller  
Director of Procurement, NIGP-CPP, CPPO, CPPB

cc Ron Strickler  
Andy Kitzrow  
Tom Stevenson





52           **WHEREAS**, the Council desires to confirm that it consents to the three property sales and transfers  
53 and to formally approve the disposition of those surplus properties; and

54  
55           **WHEREAS**, the City also desires to approve the transfer of the following surplus property: 527  
56 Wailes St., Salisbury, MD, which sale is pending; and

57  
58           **WHEREAS**, said properties formed part of the City’s plan to be handled as properties that were  
59 considered to be part of the Community Development Projects Fund, but although not part of the fund per  
60 se, were nonetheless approved by Council to be deemed surplus real properties; and

61  
62           **WHEREAS**, the transfer of the aforementioned properties has allowed them to be returned to the  
63 tax rolls and/or to be sold to non-profit entities, which is beneficial to the City’s residents and which also  
64 have resulted in the removal of problem properties from the City’s neighborhoods, also to the benefit of the  
65 City’s residents.

66  
67           **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**  
68 **SALISBURY, MARYLAND**, as follows:

69           **Section 1.** The Council of the City of Salisbury provides its consent and approval of the following  
70 property sales of prior approved surplus real properties: two sales with deeds signed by Ronald Strickler,  
71 Jr. in his capacity as Director of Housing and Community Development Department (524 Isabella St.,  
72 Salisbury, MD, which was sold to Justin Phippin on March 31, 2022 and 220 Records St., Salisbury, MD,  
73 which was sold to Young Investments Group, LLC, on August 12, 2022) and one sale and deed signed by  
74 Mayor Jacob Day (114 Tilghman St., Salisbury, MD, which was purchased by the Salisbury Neighborhood  
75 Housing Services, Inc. on April 4, 2022).

76           **Section 2.** The Council of the City of Salisbury also approves the transfer of 527 Wailes Street,  
77 Salisbury, MD and authorizes the Mayor to execute any and all documents necessary to finalize the sale  
78 and transfer of said property.

79           **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision  
80 of this Resolution shall be deemed independent of all other provisions herein.

81           **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
82 section, paragraph, subsection, clause or provision of this Resolution shall be adjudged invalid,  
83 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
84 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
85 provisions of this Resolution shall remain and shall be deemed valid and enforceable.

86           **THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the  
87 Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2023 and is to become effective  
88 immediately upon adoption.

89 **ATTEST:**

90  
91  
92  
93 \_\_\_\_\_  
94 **Kimberly R. Nichols, City Clerk**

95 \_\_\_\_\_  
96 **Muir W. Boda, City Council President**

97 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

98  
99 \_\_\_\_\_  
**John R. Heath, Acting Mayor**



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

TO: City Council  
FROM: Kimberly Nichols, City Clerk  
DATE: April 12, 2023  
SUBJECT: Elections Charter Amendments

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The City of Salisbury Election Board has reviewed the City Charter pertaining to Elections with Legal and recommend the following Charter Amendment to the City of Salisbury Charter:

Charter Amendment No. 2023-1- § SC2-2 The Council and § SC20-1 Oath of Office

- Change all references to the "Board of Supervisors of Elections" to the "City of Salisbury Election Board"

Charter Amendment No. 2023-2- § SC6-11 Challengers and Watchers

- In reference to Challengers and Watchers being allowed to be present, striking ***representing candidates in any City election allowed at several voting places during the vote and counting of ballots*** and inserting language to allow Challengers and Watchers allowed at each place of registration and election in **accordance with state law.**

Charter Amendment No. 2023-3- § SC6-13(H) Recall of elected officials

- To change all references to the "Board of Supervisors of Elections" to the "City of Salisbury Election Board"
- To remove the random sampling requirement of verifying signatures on a recall petition

If you have any questions about the attached Charter Amendments, please let me know. Otherwise, please approve including them in an upcoming Legislative Session.



47 **Section 2.** With the aforementioned proposed Charter amendment, Section SC2-2 of the Charter  
48 would read:

49 Councilmembers shall have resided in Salisbury for at least one (1) year immediately  
50 preceding their election and the Councilmembers from each District shall reside in the  
51 boundaries of the District from which they are to be elected on the date of filing for  
52 election and must continue to reside therein during the term to which they are elected,  
53 must be at least twenty-one (21) years of age and shall be qualified registered voters of  
54 the City. The City of Salisbury Election Board shall be the judge of the qualifications of  
55 candidates for City Council.

56 **Section 3.** It is proposed and recommended that § SC20-1 be amended to repeal the language in  
57 double bold brackets and adding the underscored and italicized language:

58 The following persons, before entering upon the duties of their offices, shall make oath  
59 before the Clerk of the Circuit Court for Wicomico County that they will diligently and  
60 faithfully, without partiality, favor or prejudice, well and truly perform the duties of their  
61 office: the Mayor, the members of the Council, the City Administrator, the Director of  
62 Finance, the City Clerk, the City Solicitor, the members of the ~~[[Board of Supervisors of~~  
63 ~~Elections]] *City of Salisbury Election Board*, **the Judges of Election**, the heads of all  
64 offices, departments and agencies of the city government and such other officers and  
65 employees of the city as the Council may require. Each oath shall be recorded in the  
66 office of the Clerk of the Circuit Court for Wicomico County. A certificate of each oath  
67 shall be returned by him to the Council and shall be recorded in the proceedings of the  
68 Council. Either of these records or a certified copy of either of them under seal may be  
69 used as evidence in any court in the state.~~

70 **Section 4.** With this proposed Charter amendment, Section SC20-1 of the Charter would read:

71 The following persons, before entering upon the duties of their offices, shall make oath  
72 before the Clerk of the Circuit Court for Wicomico County that they will diligently and  
73 faithfully, without partiality, favor or prejudice, well and truly perform the duties of their  
74 office: the Mayor, the members of the Council, the City Administrator, the Director of  
75 Finance, the City Clerk, the City Solicitor, the members of the City of Salisbury Election  
76 Board, **the Judges of Election**, the heads of all offices, departments and agencies of the  
77 city government and such other officers and employees of the city as the Council may  
78 require. Each oath shall be recorded in the office of the Clerk of the Circuit Court for  
79 Wicomico County. A certificate of each oath shall be returned by him to the Council and  
80 shall be recorded in the proceedings of the Council. Either of these records or a certified  
81 copy of either of them under seal may be used as evidence in any court in the state.

82 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

83 **Section 5.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this Resolution,  
84 providing for the amendment of the City of Salisbury’s Charter as set forth herein, shall be and hereby is  
85 scheduled for \_\_\_\_\_, 2023 at 6:00 p.m.

86 **Section 6.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local Government,

87 § 4-304, the City shall post a complete and exact copy of this Charter Amendment at the City Government  
88 Building for at least forty (40) days after the passage of this Resolution and advertise a fair summary of this  
89 Resolution in a newspaper of general circulation in the City at least four times at weekly intervals and  
90 within forty days after the Resolution has been adopted.

91 **Section 7.** The title of this Resolution shall be deemed a fair summary of the amendments provided  
92 for herein for publication and all other purposes.

93 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

94 **Section 8.** This Resolution shall take effect on the fiftieth day after the Resolution is adopted,  
95 subject to the right of referendum.

96 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

97 **Section 9.** It is the intention of the Council of the City of Salisbury that each provision of this  
98 Resolution shall be deemed independent of all other provisions herein.

99 **Section 10.** It is further the intention of the Council of the City of Salisbury that if any section,  
100 paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid, unconstitutional,  
101 or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to  
102 the section, paragraph, subsection, clause, or provision so adjudged and all other provisions of this  
103 Resolution shall remain and shall be deemed valid and enforceable

104 **Section 11.** The Recitals set forth hereinabove are incorporated into this section of this Resolution  
105 as if such recitals were specifically set forth at length in this Section 11.

106 **THIS RESOLUTION** was introduced, read, and passed at the regular meeting of the Council of  
107 the City of Salisbury held on the \_\_\_\_ day of \_\_\_\_\_, 2023.

108

109 \_\_\_\_\_  
110 Kimberly R. Nichols,  
111 City Clerk

\_\_\_\_\_   
Muir W. Boda,  
Council President

112  
113

1 CHARTER AMENDMENT RESOLUTION NO. 2023-2

2  
3 A RESOLUTION TO AMEND § SC6-11 OF THE CITY CHARTER TO  
4 CONFORM WITH STATE ELECTION LAWS.

5  
6 WHEREAS, the ongoing application, administration, and enforcement of the City Charter  
7 demonstrates a need for its periodic review, evaluation, and amendment to keep the provisions of the  
8 Charter current; and

9  
10 WHEREAS, § 10-311 of the Elections Law Article of the Maryland Annotated Code, authorizes  
11 candidates, political parties, or other groups supporting or opposing a candidate or question on the ballot,  
12 as well as the state and local boards of elections, to designate registered voters as challengers or watchers;  
13 and

14 WHEREAS, to conform with § 10-311 of the Elections Law Article, § SC6-11 of the City Charter  
15 should be amended as set forth herein; and

16  
17 WHEREAS, the Mayor and Council of the City of Salisbury (the “Mayor and Council”) are  
18 authorized by MD Code, Local Government, § 4-301 et seq., as amended, and § SC21-2 of the Charter to  
19 amend the Charter, not contrary to the Constitution of Maryland, public general law or public local law, as  
20 the Mayor and Council deem necessary to assure the good government of the municipality; and

21  
22 WHEREAS, the Mayor and Council find that amendment set forth herein to § SC6-11 of the  
23 Charter are desirable to update the Charter and conform with state law; and

24  
25 WHEREAS, on January 6, 2023, the City of Salisbury Election Board convened in public session  
26 to review potential amendments to the Charter and Code to offer advice and recommendations to the Mayor  
27 and Council about potential amendments and updates; and

28  
29 WHEREAS, on April 17, 2023, the Mayor and Council convened in public session to review  
30 potential amendments to the Charter and Code resulting from the advice and recommendations of the City  
31 of Salisbury Election Board; and

32  
33 WHEREAS, the Mayor and Council have determined that amendments to § SC6-11 shall be  
34 adopted as set forth herein; and

35  
36 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF  
37 SALISBURY by virtue of the authority granted in Article XI-E of the Maryland Declaration of Rights,  
38 §§ 4-301 et seq. of the Local Government Article of the Code of Maryland, and Article XXI of the City  
39 Charter as follows:

40 **Section 1.** It is proposed and recommended that § SC6-11 be amended to repeal the language in  
41 double bold brackets and adding the underscored and italicized language:

42 Challengers and watchers [[representing the candidates in any city election]] shall be  
43 allowed to be present at [[the several voting places during the voting and counting of the  
44 ballots as provided by law with respect to general elections]] each place of registration and  
45 election in accordance with state law.

46  
47 **Section 2.** With this proposed Charter amendment, Section SC6-11 of the Charter would read:

48 Challengers and watchers shall be allowed to be present at each place of registration and  
49 election in accordance with state law.

50 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

51 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this Resolution,  
52 providing for the amendment of the City of Salisbury’s Charter as set forth herein, shall be and hereby is  
53 scheduled for \_\_\_\_\_, 2023 at 6:00 p.m.

54 **Section 4.** Pursuant to the City of Salisbury’s Charter § SC21-2 and MD Code, Local Government,  
55 § 4-304, the City shall post a complete and exact copy of this Charter Amendment at the City Government  
56 Building for at least forty (40) days after the passage of this Resolution and advertise a fair summary of this  
57 Resolution in a newspaper of general circulation in the City at least four times at weekly intervals and  
58 within forty days after the Resolution has been adopted.

59 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments provided  
60 for herein for publication and all other purposes.

61 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

62 **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is adopted,  
63 subject to the right of referendum.

64 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

65 **Section 7.** It is the intention of the Council of the City of Salisbury that each provision of this  
66 Resolution shall be deemed independent of all other provisions herein.

67 **Section 8.** It is further the intention of the Council of the City of Salisbury that if any section,  
68 paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid, unconstitutional,  
69 or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to  
70 the section, paragraph, subsection, clause, or provision so adjudged and all other provisions of this  
71 Resolution shall remain and shall be deemed valid and enforceable

72 **Section 9.** The Recitals set forth hereinabove are incorporated into this section of this Resolution  
73 as if such recitals were specifically set forth at length in this Section 9.

74 **THIS RESOLUTION** was introduced, read, and passed at the regular meeting of the Council of  
75 the City of Salisbury held on the \_\_\_\_ day of \_\_\_\_\_, 2023.

76  
77  
78 \_\_\_\_\_  
79 Kimberly R. Nichols, Muir W. Boda,  
80 City Clerk Council President





49 in double bold brackets and adding the underscored and italicized language:

50 Upon receipt of a petition, the Mayor and Council shall forward the petition to the [[City  
51 Board of Election Supervisors]] City of Salisbury Election Board and the City Clerk for  
52 verification of the appropriate number of qualified registered voters' signatures, addresses  
53 and districts. [[In addition to the computer verification program, a random sampling of ten  
54 percent (10%) of the signatures shall be compared with their voter registration cards.]] The  
55 Board and the City Clerk shall return said petition with their written findings as to required  
56 Signatory(s), addresses and districts to the Mayor and Council at the Council meeting  
57 following the expiration of thirty (30) calendar days; and at its meeting, if the petition is  
58 authenticated, the Mayor and Council shall announce that (1) within thirty (30) days a  
59 public hearing will be held on the petition to allow the initiator and the official being  
60 recalled an opportunity to speak; and that (2) within forty-five (45) days of the  
61 authentication, a reaffirmation vote shall be held in order to allow, in the case of a Mayor,  
62 all qualified registered voters of City to vote on the petition and, in the case of a  
63 Councilmember, all qualified registered voters of his or her district to vote on the petition.

64 **Section 2.** With the aforementioned proposed Charter amendment, Section SC6-13(H) of the  
65 Charter would read:

66 Upon receipt of a petition, the Mayor and Council shall forward the petition to the City of  
67 Salisbury Election Board and the City Clerk for verification of the appropriate number of  
68 qualified registered voters' signatures, addresses and districts. The Board and the City  
69 Clerk shall return said petition with their written findings as to required Signatory(s),  
70 addresses and districts to the Mayor and Council at the Council meeting following the  
71 expiration of thirty (30) calendar days; and at its meeting, if the petition is authenticated,  
72 the Mayor and Council shall announce that (1) within thirty (30) days a public hearing will  
73 be held on the petition to allow the initiator and the official being recalled an opportunity  
74 to speak; and that (2) within forty-five (45) days of the authentication, a reaffirmation vote  
75 shall be held in order to allow, in the case of a Mayor, all qualified registered voters of City  
76 to vote on the petition and, in the case of a Councilmember, all qualified registered voters  
77 of his or her district to vote on the petition.

78 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

79 **Section 3.** Pursuant to MD Code, Local Government, § 4-304, a public hearing on this Resolution,  
80 providing for the amendment of the City of Salisbury's Charter as set forth herein, shall be and hereby is  
81 scheduled for \_\_\_\_\_, 2023 at 6:00 p.m.

82 **Section 4.** Pursuant to the City of Salisbury's Charter § SC21-2 and MD Code, Local Government,  
83 § 4-304, the City shall post a complete and exact copy of this Charter Amendment at the City Government  
84 Building for at least forty (40) days after the passage of this Resolution and advertise a fair summary of this  
85 Resolution in a newspaper of general circulation in the City at least four times at weekly intervals and  
86 within forty days after the Resolution has been adopted.

87 **Section 5.** The title of this Resolution shall be deemed a fair summary of the amendments provided  
88 for herein for publication and all other purposes.

89 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

90 **Section 6.** This Resolution shall take effect on the fiftieth day after the Resolution is adopted,

91 subject to the right of referendum.

92 **AND, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY:**

93 **Section 7.** It is the intention of the Council of the City of Salisbury that each provision of this  
94 Resolution shall be deemed independent of all other provisions herein.

95 **Section 8.** It is further the intention of the Council of the City of Salisbury that if any section,  
96 paragraph, subsection, clause, or provision of this Resolution shall be adjudged invalid, unconstitutional,  
97 or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to  
98 the section, paragraph, subsection, clause, or provision so adjudged and all other provisions of this  
99 Resolution shall remain and shall be deemed valid and enforceable

100 **Section 9.** The Recitals set forth hereinabove are incorporated into this section of this Resolution  
101 as if such recitals were specifically set forth at length in this Section 9.

102 **THIS RESOLUTION** was introduced, read, and passed at the regular meeting of the Council of  
103 the City of Salisbury held on the \_\_\_\_ day of \_\_\_\_\_, 2023.

104

105 \_\_\_\_\_  
106 Kimberly R. Nichols,  
107 City Clerk

\_\_\_\_\_  
Muir W. Boda,  
Council President

108  
109 APPROVED BY ME this \_\_\_\_ day of \_\_\_\_\_, 2023.

110  
111  
112 \_\_\_\_\_  
113 John R. Heath,  
114 Acting Mayor

115  
116

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**INTER**

**OFFICE**

# MEMO

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## Department of Finance

**To:** Andy Kitzrow, City Administrator  
**From:** Keith Cordrey, Director of Finance Department  
**Subject:** FY24 Budget Ordinances  
**Date:** 04/11/2023

*KAC*

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Please find attached the FY24 Budget Ordinance. This ordinance establishes the appropriations necessary to operate the City during FY24. It also authorizes project and grant funding.

Unless you or the Mayor has further questions, please forward this Ordinance to the Salisbury City Council.

ORDINANCE NO. 2802

**AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2023 TO JUNE 30, 2024, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA AND STORM WATER FUNDS.**

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024 to fund operations of the City of Salisbury, Maryland.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital Projects.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule C – Anticipated Grant Expenditures are hereby appropriated for the grants listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$1.1332 per \$100 of assessed valuation for all “commercial” real property (properties assigned by SDAT Land Use codes: CR, CC, C, CA I, A), at \$.9832 per \$100 of assessed valuation of all other real property, at \$3.51 per \$100 of assessed valuation for all personal property categorized as utilities, and at \$2.40 per \$100 of assessed valuation for all other personal property subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2023 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at 6:00 PM on May 8, 2023 in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance shall take effect upon final passage.

44 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the  
45 City of Salisbury held on the 24<sup>th</sup> day of April, 2023 and thereafter, a statement of the substance  
46 of the Ordinance having been published as required by law, in the meantime, was finally passed  
47 by the Council of the City of Salisbury on the \_\_\_\_ day of \_\_\_\_\_, 2023.  
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50 **ATTEST:**

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

\_\_\_\_\_ **Muir W. Boda, City Council President**

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Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**John R. Heath, Acting Mayor**

## Schedule A - Operating Budget Appropriations

1)	General Fund – for the general municipal purposes of the City of Salisbury:	
	City Council / City Clerk	280,291
	Mayor's Office/ Development Services	1,446,598
	Finance	954,310
	Procurement / Municipal Buildings	775,075
	City Attorney	355,000
	Information Technology	819,232
	Police	17,316,698
	Fire	12,392,020
	Housing and Community Development	1,445,781
	Infrastructure and Development	2,144,106
	Field Operations	6,758,499
	Arts, Business, and Culture Development	2,486,055
	Debt Service & Other Uses	6,336,180
	Total	53,509,845
2)	Parking Authority Fund – for the special assessment district known as the Parking Authority	
	Total	619,056
3)	Water Sewer Fund - for operations of the water and sewer departments	
	Total	21,801,515
4)	Marina Fund – for the operations of the enterprise known as the City Marina	
	Total	100,571
5)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund	
	Total	1,060,040
	Grand Total	\$ 77,091,027

Schedule B – Capital Project Appropriations (1 of 2) General Capital Projects

Schedule B: General Capital Projects						
Project Description	Funding Source					
	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	Reallocation	Bond
Marine Electronics Upgrades	25,000	11,000			14,000	
Apparatus Replacement - Rescue 16	1,625,000					1,625,000
Self Contained Breathing	(69,000)				(69,000)	
Exterior: Siding Repair and Painting Phase II	55,000				55,000	
Exterior: Siding Repair and Painting Phase III	100,000			100,000		
Eagle Exhibit Expansion	41,000			41,000		
Schumaker Pond	25,000		25,000			
Woodcock Park Playground Equipment	165,201			165,201		
Doverdale Park Playground Equipment	236,570			236,570		
Impervious Surface Reduction	200,000		200,000			
Beaglin Park Dam Improvements	75,000		75,000			
City Park Master Plan Improvements	100,000			100,000		
North Prong Park Improvements	200,000			200,000		
Impervious Surface Reduction	100,000			100,000		
Rail Trail Master Plan Implementation	500,000			500,000		
Stream Restoration along Beaverdam Creek	300,000			300,000		
Johnson Pond Dam Improvements	1,550,000					1,550,000
<b>General Fund &amp; Capital Projects</b>	<b>5,228,771</b>	<b>11,000</b>	<b>300,000</b>	<b>1,742,771</b>	<b>-</b>	<b>3,175,000</b>



Schedule B – Capital Project Appropriations (2 of2)

Project	Approved Amount	Capital Projects - Funding Source					
		PayGO	Grants	Reallocation	Impact Funds	Revolving Funds	Bond
<b><u>Water Sewer Fund</u></b>							
Restore Park Well Field	175,000						175,000
Restore Paleo Well Field	217,000						217,000
Paleo Equalization Basin Liner	120,000	120,000					
Elevated Water Tank Maintenance	115,000	115,000					
Pump Station Improvements	110,000	110,000					
UV Bulbs for WWTP Disinfection	75,000	75,000					
Boom Lift Replacement	106,000	106,000					
Sanitary Sewer Lining	75,000	75,000					
UB Meters DID	100,000	100,000					
WWTP Electric Upgrades	1,060,493						1,060,493
F350 Utility Body Truck	80,000	80,000					
Park Well Field Raw Water Main & Glen Avenue Lift Station	1,100,000			225,000			875,000
WWTP Outfall Inspection and Repair	500,000						500,000
Southside Pump Station Force Mair	495,000						495,000
<b>Water Sewer Fund Total &gt;&gt;</b>	<b>5,078,493</b>	<b>781,000</b>	<b>0</b>	<b>225,000</b>	<b>0</b>	<b>0</b>	<b>4,072,493</b>

Schedule C City Fiscal Year 2023 Appropriations for Grant-Funded Expenditures

Schedule C: City Fiscal Year 2024 Appropriations for Grant-Funded Expenditures									
Grant Name	Appropriation					Grant Dates		Funding	
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	Dept/Agency
	Total	Prior Yrs	FY 2024	Amount	Account				
<b>Comcast - Public, Educational &amp; Governmental (PEG) Fees</b>									
FY24 - PEG Fees from Comcast	63,000		63,000	N/A	N/A	7/1/2023	6/30/2024	Private	Comcast
<b>Housing &amp; Community Development</b>									
FY23 - Homeless Solutions Program - State Funds	55,000		55,000	N/A	N/A	7/1/2023	6/30/2024	State	DHCD
FY23 - Projects for Assistance in Transition from Homelessness (PATH)	30,000		30,000	N/A	N/A	7/1/2023	6/30/2024	Federal	SAMHSA
FY24 - Critical Time Intervention (CTI)	45,224		45,224	N/A	N/A	7/1/2023	6/30/2024	Federal	SAMHSA
FY23 - DHCD SRP - Strategic Demo Fund-Sby N-hood Intervention Program				N/A	N/A	7/1/2023	6/30/2024	State	DHCD
PY22 - Community Development Block Grant (CDBG)	390,000		390,000	N/A	N/A	7/1/2023	N/A	Federal	HUD
FY24 - POS - Resurfacing of Existing Tennis Courts (DNR - Wic. Co.)	99,000		99,000	11,000	91001-599120	7/1/2023	6/30/2024	State	DNR
FY23- POS- North Prong Park Lake St Acquisition (DNR-Wic Co.)	230,000		230,000	73,000	91001-599120	7/1/2023	6/30/2024	State	DNR
FY24 CP&P - Playground Equip. Elizabeth W Woodcock Park/Playground	170,000		170,000	10,000	91001-599120	7/1/2023	6/30/2024	State	DNR
FY24 CP7P - Playground Equipment Replacement at Doverdale Park (DNR)	240,000		240,000	15,000	91001-599120	7/1/2023	6/30/2024	State	DNR
<b>Arts, Business &amp; Culture Department</b>									
Grant for Operations	200,000		200,000	N/A	N/A	7/1/2023	6/30/2024	State	MSAC
Creativity Grant	4,000		4,000	N/A	N/A	7/1/2023	6/30/2024	State	MSAC
Historic Preservation Capital Grant	100,000		100,000	N/A	N/A	7/1/2023	7/1/2025	State	MHT
Technical Assistance Grant	50,000		50,000	N/A	N/A	7/1/2023	6/30/2024	State	DHCD
Main Street Improvement Grant	50,000		50,000	N/A	N/A	7/1/2023	6/30/2024	State	DHCD
<b>Infrastructure &amp; Development Department</b>									
FY22 - MD Dept. of Transportation - State Aid Funds	44,000		44,000	N/A	N/A	7/1/2023	6/30/2023	State	MDOT
FY22 - MD Critical Area Commission - Grant-in-Aid Funds	4,000		4,000	N/A	N/A	7/1/2023	6/30/2023	State	MCAC
FY22 - Chesapeake & Coastal Services - North Prong Park				N/A	N/A	7/1/2023	6/30/2024	State	DNR
FY23 US EPA Brownfields - 317/325 Lake St	2,000,000		2,000,000	N/A	N/A	7/1/2023	6/30/2027	Federal	EPA
FY23 - Highway Safety Improvement (HSIP)	225,000		225,000	22,500	91001-599131	7/1/2023	6/30/2027	Federal	MDOT/ FHWA
FY23 - Highway Safety Improvement (HSIP) - High Friction Surface	100,000		100,000	10,000	91001-599131	7/1/2023	6/30/2027	Federal	MDOT/ FHWA
FY24 - Bikeways Program	200,000		200,000	40,000	91001-599131	7/1/2023	6/30/2027	State	MDOT
Safe Streets for All (SS4A) Vision Zero Program	11,753,587		11,753,587		91001-599131	7/1/2023	6/30/2028	Federal	US DOT
<b>Water Works Department</b>									
FY22 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	650,000		650,000	N/A	N/A	7/1/2023	6/30/2024	State	MDE / BRF
<b>Salisbury Fire Department</b>									
FY23 Assistance to Firefighters Grant (AFG)	40,000		40,000	4,000	91001-599124	7/1/2023	6/30/2025	Federal	DHS / FEMA
FY24 Center for Waterway Impr. & Infrastructure Waterway Impr. Fund	12,000		12,000	6,000	91001-599124	7/1/2023	6/30/2024	State	DNR
FY20- Staffing - Adequate Fire & Emergency Response (SAFER)	2,716,236	2,716,236	-	35,000	91001-599124	7/1/2022	6/30/2024	Federal	DHS/FEMA
<b>Salisbury Police Department</b>									
FY23 - Bulletproof Vest Grant (GOCCP / DOJ-OJP)	9,000		9,000	N/A	N/A	7/1/2023	9/30/2024	Federal	OJP
FY24 - MD Criminal Intelligence Network (MCIN)	400,000		400,000	33,000	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24 - Community Program Grant	10,000		10,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP

Schedule C City Fiscal Year 2023 Appropriations for Grant-Funded Expenditures (page 2 of 2)

Schedule C: City Fiscal Year 2024 Appropriations for Grant-Funded Expenditures									
Grant Name	Appropriation					Grant Dates		Funding	
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	Dept/Agency
	Total	Prior Yrs	FY 2024	Amount	Account				
FY24- Local Warrant Apprehension and Absconding Grant	100,000		100,000	49,000	N/A	7/1/2023	6/30/2024	State	GOCCP
FFY22 - Edward Byrne Memorial JAG	25,559		25,559	N/A	N/A	7/1/2023	9/30/2024	Federal	Dept. of Justice
FFY23 - Edward Byrne Memorial JAG	25,150		25,150	N/A	N/A	7/1/2023	9/30/2024	Federal	Dept. of Justice
FFY24 - MD Highway Safety Office - Impaired Driver (DUI)	4,000		4,000	2,500	91001-599121	7/1/2023	9/30/2024	Federal	US DOT / MHSO
FFY24 - MD Highway Safety Office - Speed Enforcement	3,000		3,000	2,200	91001-599121	7/1/2023	9/30/2024	Federal	US DOT / MHSO
FFY23 - MD Highway Safety Office - Distracted Driver	3,000		3,000	2,200	91001-599121	7/1/2023	9/30/2024	Federal	US DOT / MHSO
FY24 - Expanded Development of Predictive Policing w/ Machine Learning	100,000		100,000	N/A	N/A	7/1/2023	9/30/2024	Federal	GOCCP / BJAG
FY24- Police Accountability, Community and Transparency Grant (PACT)	100,000		100,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24 - Maryland Victims of Crimes	75,000		75,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY21 - Community Policing Development-De-Escalation Training Solicitation	105,158		105,158	N/A	N/A	7/1/2023	8/31/2023	Federal	COPS
FY21 - Collaborative Crisis Response Training Program (BJA)	100,000		100,000	N/A	N/A	7/1/2023	9/30/2024	Federal	OJP
FY24 - Police Recruitment & Retention Grant (PRAR / GOCCP)	20,000		20,000	5,000	91001-599121	7/1/2023	6/30/2024	State	GOCCP
FY23 - State Aid Police Protection Fund	1,103,483		1,103,483	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24 - State Aid Police Protection Fund	750,000		750,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24- Drug Court - Home Visits	9,000		9,000	6,000	91001-599121	7/1/2023	6/30/2024	Local	Circuit Court
FFY24 - U.S. Marshals Program	7,000		7,000	4,000	91001-599121	7/1/2023	9/30/2024	Federal	US Marshals
<b>Total &gt;&gt;</b>	<b>\$ 22,420,397</b>	<b>\$ 2,716,236</b>	<b>\$ 19,704,161</b>	<b>\$ 330,400</b>					
The City's Housing First / Homeless Program will require a transfer from the General Fund in FY24 in the amount of \$108,697, which will be transferred from account number 91001-599200									
<p><i>This schedule serves to appropriate funds up to the amount listed and authorize the Mayor to expend grant funds for these programs up to the appropriation amount. Accounts will only be budgeted up to the amount included in the award letter. Awards that exceed the appropriation amount will require further council action. This also serves to authorize the Mayor to enter into any necessary agreements, contracts, or memoranda.</i></p>									

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**OFFICE**

**MEMO**

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Department of Finance

**To:** Andy Kitzrow, City Administrator  
**From:** Keith Cordrey, Director of Finance  
**Subject:** FY 2024 Water & Sewer Rates Ordinance  
**Date:** 3/28/23

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Please find attached a Budget Ordinance which sets the Water and Sewer Rates for FY2024. The rates will be effective for the bills dated 10/1/2023. The rates have been increased by 12% for FY2024.

Unless you or the Mayor has further questions, please forward this Ordinance to the Salisbury City Council.

**ORDINANCE NO. 2803**

**AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO AMEND WATER AND SEWER RATES TO INCREASE RATES BY 12% AND MAKING SAID CHANGES EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2023 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.**

**RECITALS**

**WHEREAS**, the water and sewer rates must be revised in accordance with the proposed Fiscal Year 2024 Budget of the City of Salisbury and the appropriations thereby made and established for purposes of the Water and Sewer Departments.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY THAT**, the water and sewer rate schedule set forth herein shall be adopted as follows:

**Section 1.**

A. Water and Sewer Rate Schedules:

Schedule I     Metered Water Changes – In City Rates

Residential and Small Commercial	
Minimum Charge	<del>\$25.70</del> <b>\$28.79/</b> quarter
Commodity Charge	<del>\$3.84</del> <b>\$4.30/</b> thousand gallons
Commercial	
Customer Charge	<del>\$480.91</del> <b>\$538.62/</b> quarter
Commodity Charge	<del>\$2.23</del> <b>\$2.49/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$743.23</del> <b>\$832.42/</b> quarter
Commodity Charge	<del>\$1.78</del> <b>\$1.99/</b> thousand gallons

Schedule II     Metered Water Charges – Outside City Rates

Residential and Small Commercial	
Minimum Charge	<del>\$51.40</del> <b>\$57.57/</b> quarter
Commodity Charge	<del>\$7.67</del> <b>\$8.59/</b> thousand gallons
Commercial	
Customer Charge	<del>\$961.82</del> <b>\$1,077.24/</b> quarter
Commodity Charge	<del>\$4.47</del> <b>\$5.00/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$1,486.47</del> <b>\$1,664.85/</b> quarter
Commodity Charge	<del>\$3.60</del> <b>\$4.03 /</b> thousand gallons

Schedule III Metered Water Charges – Wor-Wic Community College and Urban Service District Rates

Residential and Small Commercial	
Minimum Charge	<del>\$38.54</del> <b>\$43.16/</b> quarter
Commodity Charge	<del>\$5.76</del> <b>\$6.45/</b> thousand gallons
Commercial	
Customer Charge	<del>\$721.37</del> <b>\$807.94/</b> quarter
Commodity Charge	<del>\$3.35</del> <b>\$3.75/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$1,114.85</del> <b>\$1,248.63/</b> quarter
Commodity Charge	<del>\$2.69</del> <b>\$3.01/</b> thousand gallons

Schedule IV Sewer Charges – In City Rates

Residential and Small Commercial	
Minimum Charge	<del>\$63.48</del> <b>\$71.09/</b> quarter
Commodity Charge	<del>\$9.52</del> <b>\$10.66/</b> thousand gallons
Commercial	
Customer Charge	<del>\$1,199.08</del> <b>\$1,342.97/</b> quarter
Commodity Charge	<del>\$5.54</del> <b>\$6.20/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$1,849.64</del> <b>\$2,071.60/</b> quarter
Commodity Charge	<del>\$4.43</del> <b>\$4.96/</b> thousand gallons

Schedule V Sewer Charges – Outside City Rates

Residential and Small Commercial	
Minimum Charge	<del>\$126.97</del> <b>\$142.20/</b> quarter
Commodity Charge	<del>\$19.05</del> <b>\$21.33 /</b> thousand gallons
Commercial	
Customer Charge	<del>\$2,398.15</del> <b>\$2,685.93/</b> quarter
Commodity Charge	<del>\$11.05</del> <b>\$12.37/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$3,699.29</del> <b>\$4,143.21/</b> quarter
Commodity Charge	<del>\$8.88</del> <b>\$9.95/</b> thousand gallons

Schedule VI Sewer Charges – Wor-Wic Community College and Urban Service District Rates

Residential and Small Commercial	
Minimum Charge	<del>\$95.23</del> <b>\$106.66/</b> quarter
Commodity Charge	<del>\$14.29</del> <b>\$16.00/</b> thousand gallons
Commercial	
Customer Charge	<del>\$1,798.62</del> <b>\$2,014.45/</b> quarter
Commodity Charge	<del>\$8.28</del> <b>\$9.27/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$2,774.45</del> <b>\$3,107.39/</b> quarter
Commodity Charge	<del>\$6.67</del> <b>\$7.47/</b> thousand gallons

Schedule VII Sewer Charges – Sewer Only Customers

Rate	Number of fixtures	Quarterly In City Rate	Quarterly Outside City Rate	Quarterly Urban Service District Rate
1	One to two fixtures	<del>\$81.19</del> <b>\$90.93</b>	<del>\$162.38</del> <b>\$181.86</b>	<del>\$121.79</del> <b>\$136.40</b>
2	Three to five fixtures	<del>\$121.79</del> <b>\$136.40</b>	<del>\$243.58</del> <b>\$272.81</b>	<del>\$182.68</del> <b>\$204.60</b>
3	Six to twenty fixtures	<del>\$175.04</del> <b>\$196.05</b>	<del>\$350.07</del> <b>\$392.08</b>	<del>\$262.55</del> <b>\$294.05</b>
	For every five fixtures over twenty	<del>\$72.18</del> <b>\$80.84</b>	<del>\$144.35</del> <b>\$161.67</b>	<del>\$108.26</del> <b>\$121.25</b>

Schedule VIII Commercial and Industrial Activities

	Annual In City Rate	Annual Outside City Rate
1) For each fire service	\$373	\$746
2) For each standby operational service	\$373	\$746

B. Definitions:

Residential and Small Commercial Customers – These customers have average water utilization of less than 300,000 gallons in a quarter.

Commercial Customers – These customers have average water utilization of 300,000 gallons to 600,000 gallons per quarter.

Large Commercial/Industrial – These customers have average water utilization over 600,000 gallons per quarter.

Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4 to get average quarterly water utilization.

C. Calculation of Bills:

For Residential and Small Commercial Customers – The minimum charge for both water and sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the commodity charge will be applied for each 1,000 gallons used and the minimum charge will not be applied.

For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive a customer charge for both water and sewer. Then for each thousand gallons used the appropriate commodity charge will be applied.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY**, 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 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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

**Section 5.** This Ordinance shall become effective with the bills dated October 1, 2023 and after.

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 24<sup>th</sup> day of April, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_  
**Muir W. Boda, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**John R. Heath, Mayor**



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**OFFICE**

**MEMO**

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## Department of Finance

**To:** Andy Kitzrow, City Administrator  
**From:** Keith Cordrey, Director of Finance  
**Subject:** FY 2024 Fee Ordinance  
**Date:** 4/19/2023

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Please find attached a Budget Ordinance which sets the various fees for the City of Salisbury for FY 2024.

Unless you or the Mayor has further questions, please forward this Ordinance to the Salisbury City Council.



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**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 24<sup>th</sup> day of April, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_ day of June, 2023.

**ATTEST:**

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
Muir Boda, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John R. Heath, Acting Mayor

## FY 2024 Fee Schedule

Licenses			
<b>Alarm Company</b>	80	Per year, Per Code 8.040.30	Police Dept
<b>Amusement</b>		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
<b>Billboard License</b>	0.55	Per Year, per square foot	Finance
<b>Transient Merchants and Mobile Vendors</b>		Per Code 5.32.070	ABCD
New application	100		
Renewal	50	Per year	
<b>Hotel License</b>	50	Per Code 5.68.060	ABCD
<b>Fortune Telling License</b>	100		ABCD
<b>Door to Door Solicitors</b>	100	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
<b>Pool Table</b>		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
<b>Restaurant</b>	80	Per year, Per Code 5.52.060	Finance
<b>Theatre</b>	75	Per year, Per Code 5.60.040	Police Dept
<b>Towing Company</b>			Police Dept
Application Fee	80		
License	80	Per Code 5.64.030	

Misc. Fees (by Business Development)			
<b>Food Truck Pad Rental</b>	50	Per month	
<b>Trolley Rental Fee</b>			
Hourly rate	150	Per hour, private event or for-profit business	
Hourly rate	125	Per hour, non-profit or government entity	

Misc. Fees (by Finance)			
<b>Return Check Fee</b>	40		

MPIA Request Fees (by All Departments)			
<b><u>First two hours processing request</u></b>	<u>Waived</u>		
<b><u>Work exceeding two hours, Departments will charge attorney hourly fee (if applicable) and hourly fee for department staff</u></b>	<u>*</u>	<u>Varies by Department</u>	

## FY 2024 Fee Schedule

Misc. Fees (by City Clerk)		
<b>Sale of Code Book</b>		Each, Set by Resolution, Per Code 1.04.080
<b>Financial Disclosure Statement Late Fee</b>	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060
<b>Circus or Horsemanship Event Fee</b>	75	Per day, Per Code 5.44.010
<b>Other Exhibitions</b>	5	Per day, Per Code 5.44.010
<b>Commercial Sound Truck Operation Fee</b>	1	Per Code 8.20.080
<b>Filing Fee (Mayoral Candidates)</b>	25	SC-8
<b>Filing Fee (City Council Candidates)</b>	15	SC-8
<b>Bankrupt, Fire and Close-out sales</b>	5	Per month, Renewal – \$50/month, Per code 5.16.010

Landlord Licenses and Other Misc. fees (by the HCDD Department)		
<b>Landlord License Fee 1<sup>st</sup> Year</b>		Per Code 15.26.050
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
<b>Landlord License Unit Registration 1<sup>st</sup> Year</b>		Per Code 15.26.040
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
<b>Landlord License Fee Renewal</b>		Per Code 15.26.060
if paid by March 1st	75	
if paid 3/2 - 7/1	140	
if paid > 7/1	270	
<b>Landlord License Unit Registration Renewal</b>		Per Code 15.026.060
if paid by March 1st	75	per unit
if paid 3/2 - 7/1	140	For first unit plus \$88 for each additional unit
if paid > 7/1	270	For first unit plus \$96 for each additional unit
<b>Administrative Fee for Fines</b>	100	
<b>Foreclosed Property Registration</b>	1,000	One-time fee, Per Code 15.21.040
<b>Re-inspection Fee</b>	100	On each citation, Per Code 15.27.030
<b>Appeal Procedure Fees (Enforced by HCDD)</b>		
<u>Title - 8 Health and Safety Code Appeal</u>	<u>200</u>	<u>Per appeal</u>
<u>Title - 12 Streets, Sidewalks and Public Places Code Appeal</u>	<u>200</u>	<u>Per appeal</u>
<u>Title - 15.22 Vacant Buildings Code Appeal</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.26 Rental Registration</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.27 Chronic Nuisance Property</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.24.280 Condemnation</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.24.325 Plan for Rehabilitation</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.24.350 Failure to Comply with Demolition Order</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.24.950 Occupancy</u>	<u>500</u>	<u>Per appeal</u>
<u>Title - 15.24.1640 Order to Reduce Occupancy</u>	<u>500</u>	<u>Per appeal</u>
Residential Vacant Building Registration	\$200	Per year, Per Code 15.22.040

## FY 2024 Fee Schedule

Residential Vacant Building Annual Inspection Fee	\$100	Per year, after first fiscal year – Per Code 15.22.040														
Residential Vacant Building Annual Fee	Variable, see chart below															
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Number of Years Vacant</th> <th style="text-align: left;">Annual Fee</th> </tr> </thead> <tbody> <tr> <td>1 year</td> <td>200</td> </tr> <tr> <td>2 years:</td> <td>500</td> </tr> <tr> <td>3-4 years:</td> <td>750</td> </tr> <tr> <td>5-9 years:</td> <td>1,000</td> </tr> <tr> <td>10 years:</td> <td>1,500</td> </tr> <tr> <td>More than 10 years vacant:</td> <td>2,000, plus \$500 for every year the property remains vacant</td> </tr> </tbody> </table>			Number of Years Vacant	Annual Fee	1 year	200	2 years:	500	3-4 years:	750	5-9 years:	1,000	10 years:	1,500	More than 10 years vacant:	2,000, plus \$500 for every year the property remains vacant
Number of Years Vacant	Annual Fee															
1 year	200															
2 years:	500															
3-4 years:	750															
5-9 years:	1,000															
10 years:	1,500															
More than 10 years vacant:	2,000, plus \$500 for every year the property remains vacant															
Nonresidential Vacant Building and Non-residential Vacant Lot Registration	\$500															
Nonresidential Vacant Building Annual Inspection Fee	\$150	Per year, after first fiscal year – Per Code 15.22.040														
Nonresidential Vacant Building Annual Fee	Variable, See Chart Below	Per year, Per Code 15.22.040														
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Assessed Value between</th> <th style="text-align: left;">Annual Fee</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$500,000</td> <td>\$500</td> </tr> <tr> <td>\$500,001- \$5,000,000</td> <td>\$2,000</td> </tr> <tr> <td>\$5,000,001 and over</td> <td>\$5,000</td> </tr> </tbody> </table>			Assessed Value between	Annual Fee	\$0 - \$500,000	\$500	\$500,001- \$5,000,000	\$2,000	\$5,000,001 and over	\$5,000						
Assessed Value between	Annual Fee															
\$0 - \$500,000	\$500															
\$500,001- \$5,000,000	\$2,000															
\$5,000,001 and over	\$5,000															
Nonresidential Vacant Lot Annual Fee	\$0.10 per sqft, or \$500, whichever is greater															

## FY 2024 Fee Schedule

<b>Community Center Rental Fee</b>		
Truitt Community Center – Gymnasium	35	Per hour
Truitt Community Center – Multi-purpose Field	10	Per hour
Newton Community Center – Community Room	20	Per hour
Newton Community Center – Kitchen	20	Per hour
Newton Community Center – Resource Office	15	Per hour
Community Center – Supplies, per Item	Vary	Each
Community Center – Equipment, per Item	Vary	Each

<b>Misc. Fees (by Field Operations)</b>		
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<b>Outdoor Rental Space – Small Family Functions, up to 20 people</b>		
Park Pavilion	25	Per day w/o RR
<b>Outdoor Rental Space – Large Private Function or Public Events</b>		
Park Pavilion (with restrooms)	75	Per Day W RR
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR
Amphitheater <u>or Riverwalk Games Park</u>	<del>160</del> 175	Per day
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	25	Per hour weekend (max 2-hour block), as is
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	10	Per hour weekday (max 2-hour block), as is
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street, Newton-Camden Tot Lot, Waterside	50	Per day
Streets /Parking Lots	100 1 <sup>st</sup> Per St and 50 each add	Per day
5K Race	150	Per day
City park, designated park area or amenity not listed	50	Per day
Ball field/ Basketball Court / Tennis Court	10 and 40 w/lights	Per hour
<b>Personnel</b>		
Site Supervisor Suggest \$25.00/ Site Coordinator	25	Per hour
Maintenance Labor	25	Per hour
Security/Police/EMS/FIRE (per person)	60	Per hour. 3 hours minimum or \$180
<b>Supplies &amp; Equipment</b>		
Maintenance Supplies (as required)	Vary	
Sports Equipment	Vary	
Additional Trash Cans - Events with over 200 people require additional trashcans, recycle or compost bin and a recycling plan.	5	Per Container
Barrier Fence (Snow Fence)	1	Per Linear Foot
<b>Traffic Control Devices</b>		
Hard Stop Dump truck/other	50	Per day
Digital Msg. Board	50	Per day
Street Barricades	10	Each per day

## FY 2024 Fee Schedule

Cones	1	Each per day
Traffic Control Sign	10	Each per day
Jersey Barrier	600	Minimum 4, delivery, set-up and remove
<b>Ceremonial Street Renaming</b>		
Ceremonial Street Renaming – Materials & Labor Fee	250	

Waste Disposal Fees (by Field Operations)		
Trash Service	67.69	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	30	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	80	Per can (plus \$4.80 tax), Per Code 8.16.060

Water/Sewer Misc. Fees (by Water Works)		
Water & Sewer Admin Fee (Late Charge)	50	Per occurrence, Per Code 13.08.040
Water Turn On Fee	80	For after hours, Per Code 13.08.040
Water Meter Reading Fee	25	Per request, Per Code 13.08.030
Water Turn On Fee	20	Per request, Per Code 13.08.040
Fire Service	746	Annually per property, Per Code 13.08.050
Meter Test		
In City Limits	40	Per request, Per Code 13.08.030
Out of City Limits	50	Per request, Per Code 13.08.030
Water and Sewer Services		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090

WWTP Pretreatment Program Fees (by Water Works)		
<b>Significant Industrial Users: (Per Code 13.12.110)</b>		
IA discharges flow $\geq$ 5% of WWTP flow	8,700	30 units
IB discharges flow $\geq$ 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow $\geq$ 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
<b>Minor Industrial Users: (Per Code 13.12.110)</b>		
IIA-1 discharges flow <sup>3</sup> 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow <sup>3</sup> 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow <sup>3</sup> 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow <sup>3</sup> 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit
<i>Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.</i>		

Towing Fees		
<b>Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)</b>		
Disabled Vehicle Tow	100	
Emergency Relocation Tow (up to 2 Miles)	80	Per Code 5.64.100



## FY 2024 Fee Schedule

Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	75	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120
Administrative Fee – Impounds Only	50	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	50	
Release Fee (After hours only, at tower’s discretion) – Normal business hours defined as M-F, 9am-6pm	55	

### Building Fees (by the Department of Infrastructure and Development)

Building Plan Review Fees (Per Code 15.04.030)		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	50	
\$3,001 to \$100,000	90	
\$100,001 to \$500,000	250	
\$500,001 to \$1,000,000	300	
\$1,000,001 and Up	375	
Building Permit Fees (Per Code 15.04.030)		Residential, Commercial, Accessory, Fence
<i>Fees based on cost of construction:</i>		
Up to \$ 3000	50	
\$3001 and Up	60	Plus (.0175 * Cost of Construction)
\$100,001 to \$500,000	1,300	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,900	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,500	Plus (\$7 for each \$1,000 over \$1,000,000)
Outdoor Advertising Structure Fee (Per Code 17.216.240)		Per SF foot of sign surface per year
	.50	
<b>Other Building Fees:</b>		
Historic District Commission Application	<del>50</del> 150	
Board of Zoning Appeals	<del>50</del> 150	County Fee \$100, Per Code 17.12.110 Plus advertising costs
Demo - Residential	125	Per Code 15.04.030
Demo - Commercial	175	Per Code 15.04.030
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b
Grading	200	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	50	Per Code 15.04.030
Occupancy Inspection	75	Per Code 15.04.030
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b
Sidewalk Sign		Set by resolution, Per Code 12.40.020
Sidewalk Café Fee	50	Set by ordinance 2106, Per Code 12.36.020
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238
Temp Sign	25	Per month, Per Code 17.216.238
Temp Trailer	25	Per month, Per Code 15.36.030b
Tent	40	Per Code 15.04.030
Well	50	Per Code 13.20.020
Zoning Authorization Letter	50	Per Code 17.12.040
Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020

## FY 2024 Fee Schedule

Outdoor Advertising Structure Fee	.50	Per sq ft of sign surface area, Per Code 17.216.240
Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040
Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100
Administrative Fee – renew temporary certificate of occupancy	100	
<b>Annexation Fees:</b>		
Up to five (5) acres	2,000	
Five (5) acres or more but less than ten (10) acres	10,000	
Ten (10) acres or more but less than twenty-five (25) acres	25,000	
Twenty-five (25) acres or more but less than fifty (50) acres	35,000	
Fifty (50) acres or more	50,000	
<b>Planning Commission</b>		
Comprehensive Development Plan Review – Non-Residential	\$250	Plus \$10 per 1,000 sq. ft. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Comprehensive Development Plan Review – Residential	\$250	Plus \$10 per unit. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Certificate of Design/Site Plan Review	\$250	Plus \$10 unit/acre. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Paleochannel/Wellhead Protection Site Plan Review	\$100	
Rezoning	<del>200</del> \$500	Plus \$15 per acre and advertising cost
Text Amendment	<del>200</del> \$500	Plus advertising cost
<b>Critical Area Program</b>		
		Ordinance No. 2578
<b>Certificate of Compliance (Per Code 12.20.110)</b>		
Building Permits	75	Activities per code 12.20.110.F. are exempt
Subdivision	200	In addition to standard fee
Site Plans/Certificate of Design/Comprehensive Development Plan	100	In addition to standard fee
Resubdivision	100	In addition to standard fee
<b>Fee-In-Lieu (Per Code 12.20.540)</b>		
		\$1.50 per square foot of mitigation area
<b>License to Encumber Program</b>		
Application – Installation of Service Line	75	\$25 per additional service line in project area, defined as ¼ mile radius from primary address
Application – Large Boring Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Large Open/Cut	250	Includes up to 500 linear feet. \$100 for additional 250 linear feet above the initial
Application – Micro-Trenching Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Installation of New Utility Pole (excluding Small Cell facilities)	500	
Application – Underground utility project replacing overhead utilities and removing utility poles	Waived	

## FY 2024 Fee Schedule

<b>License to Encumber Program - Small Wireless Facilities</b>		Ordinance No. 2580
Application	500	For up to five (5) small wireless facilities
Application – additional facilities	100	For each additional small wireless facility addressed in the application beyond five
Access to the Right of Way fee	1,000	Per each new small wireless facility pole
Annual fee for access to the Right of Way	270	Per year per small wireless facility after year 1
<b>Storm Water Utility (2306)</b>		
Fee to maintain City storm water facilities	30	Per year per Equivalent Residential Unit
<b>Stormwater Utility Credit Application (2306)</b>		
Fee to apply for credit to Stormwater Utility	150	Per application
<b>Street Break Permit (Per Code 12.12.020)</b>		
Permit for breaking City public streets and way	50	Per break location
Install new or replace existing sidewalk, residential	50	
Install new or replace existing sidewalk, commercial	100	
Install new driveway, residential	150	
Install new driveway, commercial	300	
Excavate street or sidewalk to conduct maintenance of underground facilities	150	\$50 per additional “break” in project area
Excavate street or sidewalk to replace existing utility pole	250	\$100 per additional pole replaced in project area
Excavate street or sidewalk to replace or remove utility pole permanently	Waived	
<b>Obstruction Permit (Per Code 12.12.020)</b>		
Permit for obstructing City public streets and ways	50	Per location
Dumpster – residential, obstruction permit	50	Renewal fee of \$25 after 30 days
Dumpster – commercial, obstruction permit	100	Renewal fee of \$50 after 30 days
Sidewalk closure	50	\$5 per day over 30 days
Lane closure (including bike lane)	100	\$10 per day over 30 days
Street closure	250	\$25 per day over 30 days
Street closure for Block Party or Community Event	Waived	Fee under Outdoor Rental Space Public Events - Streets
<b>Water and Sewer Connection Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Connection fee for the Developer’s share in the equity of the existing utility system-	3,710	Per Equivalent Dwelling Unit (water \$1,925, sewer \$1,785)
<b>Water and Sewer Infrastructure Reimbursement Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge for Infrastructure Reimbursement Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Infrastructure Reimbursement Fee is the prorated share of the cost of the water and sewer mains based on this project’s percentage of the capacity of the proposed infrastructure project.
<b>Infrastructure Reimbursement Administrative Fee (Per Code 13.02.090)</b>		
Administrative fee assessed on Infrastructure Reimbursement Fee for processing	*	0.1 percent of the Infrastructure Reimbursement Fee

## FY 2024 Fee Schedule

<b>Development Plan Review Fee (1536)</b>		
<u>Development plans may consist of but not limited to the following: Stormwater Management, Grading, Landscaping, Lighting, Site Layout, Traffic Control, and Utilities.</u>		
Fee for review of development plans <del>and traffic control plans</del>	<del>\$1,000</del> \$1,250	Plus \$50 per disturbed acre. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
Fee for review of development plans exempt from stormwater management under 13.28.040.B.3 of the <u>code Stormwater Management Waiver Reviews</u>	400	
<b>Water and Sewer Inspection Fee (R 1341)</b>		
Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements
<b>Public Works Agreement recording fee (<del>Per County Court</del>)</b>		
Recording fee for Public Works Agreements		
For 9 pages or less	<del>60.00</del> *	<del>Per request</del> Per Circuit Court Fee Schedule
For 10 pages or more	<del>115.00</del> *	<del>Per request</del> Per Circuit Court Fee Schedule
<b>Stormwater Management As-Built recording fee (<del>Per County Court</del>)</b>		
Recording fee for Stormwater Management As-Built.	<del>10.00</del> *	<del>Per request</del> Per Circuit Court Fee Schedule
<b>Subdivision review fee (1536)</b>		
Fee for Subdivision review	200.00	
<b>Resubdivision review fee (1536)</b>		
Fee for Resubdivision reviews	200.00	
<b>Administrative Fee for Connection Fee payment Plans (R 2029)</b>		
Administrative Fee for Connection Fee payment Plans	25.00	
<b>Maps and Copying Fees</b>		
City Street Map	5.00	Ea
Street Map Index	1.00	Ea
Property Maps	3.00	Ea
Sanitary Sewer Utility Maps (400 Scale)	3.00	Ea
Storm Water Utility Maps (400 Scale)	3.00	Ea
Water Main Utility Maps (400 Scale)	3.00	Ea
Sanitary Sewer Contract Drawings	1.00	Ea
Storm Water Contract Drawings	1.00	Ea
Water Main Contract Drawings	1	Ea
Black and White Photocopying (Small Format)	.25	Sq. ft
Black and White Photocopying (Large Format)	.50	Sq. ft
Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

## FY 2024 Fee Schedule

Port of Salisbury Marina Fees (by Field Operations)		
<b>Transient</b>		
<i>Slip Fees based on size of vessel</i>	1.05	Per foot per day
Electric 30-amp service	6.00	Per day
Electric 50-amp service	12.00	Per day
<b>Slip Rental – Monthly</b>		
<i>Fees based on size of vessel</i>		
October through April	4.75	Per foot + electric
May through September	6.50	Per foot + electric
<b>Slip Rental – Annual*</b>		*Annual rates are to be paid in full up front, electric can be billed monthly
Boats up to and including 30 feet long	1,450	+ electric
Boats 31 feet and longer	56	Per foot + electric
<b>Fuel</b>	.50	Per gallon more than the cost per gallon purchase price by the City
<b>Electric Service</b>		
<i>Fees per meter</i>		
Electric 30-amp service	36	Per month
Electric 50-amp service	60	Per month

EMS Services			
	Resident	Non-Resident	
BLS Base Rate	950.00	1,050.00	
ALS1 Emergency Rate	1,100.00	1,200.00	
ALS2 Emergency Rate	1,300.00	1,400.00	
Mileage (per mile)	19.00	19.00	
Oxygen	Bundle	Bundle	
Spinal immobilization	Bundle	Bundle	
BLS On-scene Care	250.00	300.00	
ALS On –scene Care	550.00	650.00	

Water Works		
<b>Temporary connection to fire hydrant (Per Code 13.08.120)</b>		
Providing temporary meter on a fire hydrant for use of City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
In City	40.00	Plus charge for water used per current In City rate, \$10 minimum
Out of City	50.00	Plus charge for water used per current Out of City rate, \$10 minimum
<b>Hydrant flow test (Per Code 13.08.030)</b>		
To perform hydrant flow tests		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Fire flush and Fire pump test (Per Code 13.08.030)</b>		

## FY 2024 Fee Schedule

To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Meter tests (Per Code 13.08.030)</b>		
To perform meter tests on ¾" and 1" meters.		
In City	40.00	Per request
Out of City	50.00	Per request
<b>Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)</b>		
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
<b>Water Tapping Fees - In City:</b>		
¾ Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
<b>Water Tapping Fees - Out of City</b>		
¾ Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 ½" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
<b>Sanitary Sewer Tapping Fees - In City:</b>		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
<b>Sanitary Sewer Tapping Fees – Out of City</b>		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
<b>Water Meter and Setting Fee (Per Code 13.02.070)</b>		
Water meter setting fee for installation of water meter when tap is done by a contractor. <u>Water meter fee is the cost of the meter.</u>		
<b>Meter Setting Fees - In City:</b>		
¾ Water Meter	<del>125</del> 400	Per Connection
1" Water Meter	<del>125</del> 525	Per Connection
1 ½" Water Meter <del>T-10 Meter</del>	<del>150</del> 785	Per Connection
2" Water Meter <del>T-10 Meter</del>	<del>150</del> 905	Per Connection
Larger than 2" Water Meter - Tru Flo	<del>1,250</del> 2,030	Per Connection
<b>Meter Setting Fees - Out of City</b>		
¾ Water Meter	<del>175</del> 495	Per Connection
1" Water Meter	<del>175</del> 655	Per Connection
1 ½" Water Meter <del>T-10 Meter</del>	<del>200</del> 980	Per Connection
2" Water Meter <del>T-10 Meter</del>	<del>200</del> 1,130	Per Connection
Larger than 2" Water Meter - Tru Flo	<del>1,250</del> 2,535	Per Connection
<b>Meter Fees</b>		
<u>¾ Water Meter</u>	<u>400</u>	

## FY 2024 Fee Schedule

<u>1" Water Meter</u>	<u>500</u>	
<u>1 1/2" Water Meter</u>	<u>*</u>	<u>Determined by current market price of the meter</u>
<u>2" Water Meter</u>	<u>1,200</u>	
<u>Larger than 2"</u>	<u>*</u>	<u>Determined by current market price of the meter</u>

Parking Violations, False Alarms, Infractions, Scofflaw, MPIA Fees (by the Police & Fire Departments)			
<b>Animal Control</b>	50-100		Police Department
<b>MPIA Request Fees</b>			Police Department
First two hours processing request	Waived		
Work exceeding two hours, SPD will charge attorney hourly fee and hourly fee for Records Tech	75 30	Attorney hourly fee Records Tech hourly fee	
Black and white copy of paper document and photographs	0.25	Per copy	
DVD production	15.00	Per DVD produced	
<b>False Police Alarms (Per Code 8.040.050)</b>			Police Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	50		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	130		
<b>False Fire Alarms (Per Code 8.040.050)</b>			Fire Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	45		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	135		
<b>Scofflaw</b>			Police Department
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		

### Parking Permits and Fees

	UOM	1-Jul-23 Rate	1-Jul-23 Non-Profit Rate
<b>Parking Permits (Per Code 10.04.010)</b>			
Lot #1 - lower lot by library	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #4 - behind City Center	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #5 - Market St. & Rt. 13	Monthly	<del>45.00</del> 50.00	<del>36.25</del> 37.50
Lot #7 & 13 - off Garrettson Pl.	Monthly	<del>20.00</del> 25.00	<del>17.50</del> 18.75
Lot #9 - behind GOB	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #10 - near State bldg/SAO	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #11 - behind library	Monthly	<del>45.00</del> 50.00	<del>36.25</del> 37.50
Lot #12 - beside Market St. Inn	Monthly	<del>45.00</del> 50.00	<del>36.25</del> 37.50
Lot #15 - across from Feldman's	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25

## FY 2024 Fee Schedule

Lot #16 - by Avery Hall	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #20 – Daily Times	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Lot #30 - by drawbridge	Monthly	<del>25.00</del> 30.00	<del>21.25</del> 22.50
Lot #33 - east of Brew River	Monthly	<del>25.00</del> 30.00	<del>21.25</del> 22.50
Lot #35 - west of Brew River	Monthly	<del>25.00</del> 30.00	<del>21.25</del> 22.50
Lot SPS - St. Peters St.	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
E. Church St.	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
W. Church St.	Monthly	<del>50.00</del> 55.00	<del>40.00</del> 41.25
Parking Garage	Monthly	<del>60.00</del> 70.00	<del>50.00</del> 52.50
<u>Student Housing Bulk Permits (30 or more)</u>		<u>35.00</u>	<u>26.25</u>
<b>Transient Parking Options</b>			
Parking Lot #1 (first 2-hrs of parking are FREE)	Hourly	2.00	
Parking Garage	Hourly	2.00	
Parking Meters	Hourly	2.00	
<b>Pay Stations</b>			
For hours 1-2	Hourly	2.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
<b>Miscellaneous Charges (Per Code 10.04.010)</b>			
Replacement Parking Permit Hang Tags	Per Hang Tag	5.00	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5.00	
New Parking Garage Access Card	Per Card	10.00	
Replacement Parking Garage Access Card	Per Card	10.00	

### Fire Prevention Fees (by the Fire Department)

<b>Plan review and Use &amp; Occupancy Inspection</b>		
<u>Basic Fee</u> – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.		60% of the building permit fee; \$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)
<u>Expedited Fees</u> – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days		20% of the basic fee; \$500 minimum (This is in addition to the basic fee)
<u>After</u> – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum
<b>Fire Permit Fees</b>		
<u>Fire Alarm &amp; Detection Systems</u> – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.		
• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device
• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.
<u>Sprinkler, Water Spray and Combined Sprinkler &amp; Standpipe Systems</u> – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.		
• NFPA 13 & 13R	\$1.50	Per sprinkler head; 150 minimum
• NFPA 13D	100	Per Dwelling
• Sprinkler Counter Permit	\$75	For additions and alterations to existing systems involving less than 20 heads.



## FY 2024 Fee Schedule

<p><b><u>Standpipe Systems</u></b> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.</p>	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<p><b><u>Fire Pumps &amp; Water Storage Tanks</u></b> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.</p>		
<ul style="list-style-type: none"> <li>• Fire Pumps</li> </ul>	\$.50	Per gpm or rated pump capacity; \$125 minimum
<ul style="list-style-type: none"> <li>• Fire Protection Water Tank</li> </ul>	\$75	Per tank
<p><b><u>Gaseous and Chemical Extinguishing Systems</u></b> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.</p>	\$1.00	Per pound of extinguishing agent; <del>\$100</del> 125 minimum; or \$150 per wet chemical extinguishing system
<ul style="list-style-type: none"> <li>• Gaseous and Chemical Extinguishing System Counter Permit</li> </ul>	\$75	To relocate system discharge heads
<p><b><u>Foam Systems</u></b> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.</p>	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<p><b><u>Smoke Control Systems</u></b> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.</p>	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum
<p><b><u>Flammable and Combustible Liquid Storage Tanks</u></b> – This includes review and one inspection of the tank and associated hardware, including dispensing</p>	\$.01	Per gallon of the maximum tank capacity; 100 minimum

## FY 2024 Fee Schedule

equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.		
<b>Emergency Generators</b> – Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100	
Marinas and Piers	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
Reinspection and Retest Fees		
<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Reinspection and Retest Fees</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Reinspection and Retest Fees</li> </ul>	\$250	
<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> and Subsequent Reinspection and Retest Fees</li> </ul>	\$500	
<b>Consultation Fees</b> – Fees for consultation technical assistance.	\$75	Per hour
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
Assembly Occupancies (including outdoor festivals):		
<ul style="list-style-type: none"> <li>• Class A (&gt;1000 persons)</li> </ul>	\$300	
<ul style="list-style-type: none"> <li>• Class B (301 – 1000 persons)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Class C (51 – 300 persons)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Fairgrounds (&lt;= 9 buildings)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Fairgrounds (&gt;= 10 buildings)</li> </ul>	\$400	
<ul style="list-style-type: none"> <li>• Recalculation of Occupant Load</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Replacement or duplicate Certificate</li> </ul>	\$25	
Education Occupancies:		
<ul style="list-style-type: none"> <li>• Elementary School (includes kindergarten and Pre-K)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Middle, Junior, and Senior High Schools</li> </ul>	\$150	
<ul style="list-style-type: none"> <li>• Family and Group Day-Care Homes</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>• Nursery or Day-Care Centers</li> </ul>	\$100	
Health Care Occupancies:		
<ul style="list-style-type: none"> <li>• Ambulatory Health Care Centers</li> </ul>	\$150	Per 3,000 sq.ft. or portion thereof
<ul style="list-style-type: none"> <li>• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes</li> </ul>	\$100	Per building; plus \$2.00/patient bed
<ul style="list-style-type: none"> <li>• Detention and Correctional Occupancies</li> </ul>	\$100	Per building; plus \$2.00/bed
Residential:		
<ul style="list-style-type: none"> <li>• Hotels and Motels</li> </ul>	\$75	Per building; plus \$2.00/guest room
<ul style="list-style-type: none"> <li>• Dormitories</li> </ul>	\$2	Per bed; \$75 minimum
<ul style="list-style-type: none"> <li>• Apartments</li> </ul>	\$2	Per apartment; \$75 minimum
<ul style="list-style-type: none"> <li>• Lodging or Rooming House</li> </ul>	\$75	Plus \$2.00/bed
<ul style="list-style-type: none"> <li>• Board and Care Home</li> </ul>	\$100	Per building; plus \$2.00/bed
Mercantile Occupancies:		
<ul style="list-style-type: none"> <li>• Class A (&gt; 30,000 sq.ft.)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>• Class B (3,000 sq.ft. – 30,000 sq.ft.)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>• Class C (&lt; 3,000 sq.ft.)</li> </ul>	\$75	
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof
Industrial or Storage Occupancies:		
<ul style="list-style-type: none"> <li>• Low or Ordinary Hazard</li> </ul>	\$75	Per 5,000 square feet or portion thereof
<ul style="list-style-type: none"> <li>• High-Hazard</li> </ul>	\$100	Per 5,000 square feet or portion thereof
Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)	\$45	Per 10,000 sq.ft. or portion thereof
Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	\$100	Per acre or portion thereof
Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof

## FY 2024 Fee Schedule

Marinas and Piers	\$100	Per facility; plus \$1.00/slip
Mobile Vendor	\$35	Plus \$.56/mile for inspections outside of the City of Salisbury
Sidewalk Café	\$35	If not part of an occupancy inspection
Unclassified Inspection	\$75	Per hour or portion thereof
Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 <sup>nd</sup> Reinspection	\$100	
• 3 <sup>rd</sup> Reinspection	\$250	
• 4 <sup>th</sup> and Subsequent	\$500	
<b>Fire Protection Water Supply Fees</b>		
Witnessing Fire Main Flush	\$75	
Witness Underground Water Main Hydrostatic Tests	\$75	
Fire Protection Flow Test (in-City)	\$125	
Fire Protection Flow Test (out-of-City)	\$160	
<b>Display Firework Permit</b>		
Firework Display - Includes plan review and associated inspections for any firework display.	\$250	
Sale of Consumer Fireworks		
Stand-alone tent, stand or other commercial space predominately utilized for the sale of consumer fireworks	\$250	
Other commercial space predominately utilized for the sale of goods other than consumer fireworks	\$125	
<b>Fire Report Fees</b>		
1 <sup>st</sup> Page – Operational Fire Report	\$20	To provide hard or electronic copies of fire reports
• Each Additional Page	\$5	
Third Party Fire Protection Report Processing Fee	\$25	Per submittal – Collected by the third-party data collection agency/company

**CITY OF SALISBURY NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE**

The Mayor and City Council of the City of Salisbury proposes to increase real property taxes for noncommercial real property including apartments.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 1.7%, from \$1,200,775,260 to \$1,221,215,473 for noncommercial real property including apartments.

2. If the City of Salisbury maintains the current tax rate of \$0.9832 per \$100 of assessment, real property tax revenues will increase by 1.7% resulting in \$200,968 of new real property tax revenues.

3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.9667, the constant yield tax rate.

4. The City is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of \$0.9832 per \$100 of assessment. This tax rate is 1.7% higher than the constant yield tax rate and will generate \$200,968 in additional property tax revenues.

The City of Salisbury is proposing a different tax rate for commercial real property excluding apartments. The following chart provides the corresponding constant yield information for those properties:

<b>Real Property Type</b>	<b>Percentage Change in Base</b>	<b>Previous Assessable Base</b>	<b>New Assessable Base</b>	<b>Current Tax Rate</b>	<b>Percentage Change in Revenue</b>
Noncommercial INCL Apartments	1.7%	\$1,200,775,260	\$1,221,215,473	0.9832	1.7%
Commercial EX Apartments	4.6%	\$984,981,598	\$1,030,005,678	0.9832	4.6%
<b>Real Property Type</b>	<b>Change in Revenue</b>	<b>Constant Yield Tax Rate</b>	<b>Proposed Tax Rate</b>	<b>Percentage Higher than Constant Yield</b>	<b>Change in Revenue Proposed Rate</b>
Noncommercial INCL Apartments	\$200,968	0.9667	0.9832	1.7%	\$200,968
Commercial EX Apartments	\$442,677	0.9402	1.1320	20.4%	\$1,975,551

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**ORDINANCE NO. 2797**

**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 City has surpassed what was originally budgeted for gasoline in the Fire Department; and

**WHEREAS**, the City's fuel budget has not kept up with the inflated price of gasoline seen during FY23; and

**WHEREAS**, the Fire Department would use the funds to continue to operate through the remainder of FY23 without impacting services; and

**WHEREAS**, there are insufficient funds available in the FY23 Fire Department Budget to cover the required expenses; 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 \$45,000.00
- (b) Increase the Salisbury Fire Department's Gasoline Account (24035-556204) by \$45,000.00

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

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

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

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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**ATTEST:**

\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_  
**Muir W. Boda, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**John R. Heath, Acting Mayor**

ORDINANCE No. \_\_\_\_\_, 2798

AN ORDINANCE OF THE CITY OF SALISBURY TO 1) AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$500,000; 2) AUTHORIZE THE MAYOR TO ENTER INTO A SUB RECIPIENT AGREEMENT WITH RAILROAD AVENUE INVESTMENTS, LLC; AND 3) TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THE AFOREMENTIONED FUNDS TO BE USED FOR ELIGIBLE EXPENSES ASSOCIATED WITH THE UNION RAILWAY STATION STABILIZATION PROJECT.

WHEREAS, the 1913 Union Rail Station (“**Union Station**”) is a building of historical significance in the City of Salisbury (the “**City**”), and the State of Maryland; and

WHEREAS, Union Station has fallen into disrepair, and is located in and among the blighted area of the Railroad Avenue corridor; and

WHEREAS, the City’s Rail to Trail project and the City Bicycle Master Plan extends the bicycle trail system into the Railroad Avenue corridor, making the area prime for redevelopment; and

WHEREAS, the City desires to stabilize the structural integrity of Union Station and restore the building to allow for the resumption of commercial enterprises and uses, as well as the creation of a comfort station along the Salisbury Rail Trail; and

WHEREAS, coupling the rail trail extension with the rehabilitation of Union Station will contribute to the revitalization of the Railroad Avenue corridor and surrounding community by promoting public safety, improving a blighted neighborhood, revitalizing a historically significant district, and creating additional cultural activities and jobs; and

WHEREAS, the City of Salisbury in July 2022 submitted a Maryland State Revitalization Programs Grant application to the Department of Housing and Community Development (“**DHCD**”) for financial assistance in carrying out community development activities, specifically to provide assistance with the stabilization of the Union Station; and

WHEREAS, DHCD, a principal department of the State of Maryland, has awarded Strategic Demolition Grant funds in the amount of \$500,000 to the City (the “**Grant Funds**”); and

WHEREAS, the City of Salisbury must enter into a grant agreement with DHCD defining how the Grant Funds are to be expended; and

WHEREAS, the City of Salisbury is sub-granting the Grant Funds to Railroad Avenue Investments, LLC to perform the restoration in accordance with DHCD directives; and

WHEREAS, the City of Salisbury must, in turn, enter into a sub-recipient agreement with Railroad Avenue Investments, LLC defining how the Grant Funds are to be expended; and

50           **WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that  
51 requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and

52           **WHEREAS**, appropriations necessary to execute the purpose of this grant must be made upon the  
53 recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.  
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55           **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE**  
56 **CITY OF SALISBURY, MARYLAND**, as follows:

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58           **Section 1.** Mayor John R. Heath is hereby authorized to enter into a grant agreement with the  
59 Department of Housing and Community Development, on behalf of the City of Salisbury, for the City’s  
60 acceptance of grant funds in the amount of \$500,000.  
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62           **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
63 **SALISBURY, MARYLAND**, as follows:

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65           **Section 2.** Mayor John R. Heath is hereby authorized to enter into a sub-recipient grant agreement with  
66 Railroad Avenue Investment-s LLC for the purpose of expending these grant funds.

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

69           **Section 3.** The City of Salisbury’s Grant Fund Budget be and hereby is amended as follows:

70           (a) Increase DHCD Revenue Account No. 12800-423300-XXXXX by \$500,000.

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72           (b) Increase Subrecipient - Railroad Avenue Investments LLC Expense Account No. 12800-  
73 569314-XXXXX by \$500,000.  
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75           **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
76 **SALISBURY, MARYLAND**, as follows:

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

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

84           **Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if  
85 such recitals were specifically set forth at length in this Section 6.

86           **Section 7.** This Ordinance shall take effect from and after the date of its final passage.  
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88           **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
89 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance of  
90 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of  
91 the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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93 **ATTEST:**  
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**Kimberly R. Nichols, City Clerk**

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**Muir W. Boda, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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**John R. Heath, Acting Mayor**

## Hill - Kimmel Contracting

503 Gay Street, PO Box 201  
Cambridge, Maryland 21613  
(410) 228-1703  
<http://www.hillkimmelcontracting.com>

**HILL - KIMMEL CONTRACTING**

**GENERAL CONTRACTORS & CONSTRUCTION MANAGERS**

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## Construction Estimate & Scope of Work

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### OWNER:

**Railroad Avenue Investments, LLC**  
2670 Clara Road  
Quantico, MD 21856

### CONTRACTOR:

**Hill - Kimmel Contracting**  
503 Gay Street, PO Box 201  
Cambridge, Maryland 21613

### PROJECT:

**Union Station Rehabilitation - Phase I**  
611 Railroad Avenue  
Salisbury, MD 21804

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### SCOPE OF WORK:

Union Station is adjacent to the railroad tracks at 611 Railroad Avenue, and is located within Salisbury, Maryland's Church Street Historic District. It is an early 20th century one-story masonry building, approximately 4,000 square feet with a slate roof and full basement.

Currently, this 1913 structure is an underutilized, vacant building that has been neglected for many decades. An adaptive reuse plan is being formulated to have the railway station restored to its former stature and to provide a habitable building for future development. The goal for phase one of this project is to stabilize the building and prevent future deterioration. This will include addressing the failing main slate roof, ancillary flat roofs, the hidden copper gutter system, damaged/deteriorating masonry components and damaged/missing windows, and doors. It is imperative to make the building weather-tight as soon as possible. The success of the project will be based on utilizing the appropriate Secretary of the Interior's Standards for the Treatment of Historic Properties.

Hill - Kimmel Contracting completed a roof survey in conjunction with Ruff Roofers and defined the roof scope noted below. The slate roof with its integral copper gutter system, have both deteriorated so significantly they need to be replaced in kind. Likewise, the flat roofs on each side wing of the main building need to be replaced.

#### Copper Gutter System:

- Remove and recycle the existing copper gutter system.
- Inspect the sheathing and fascia and replace any deteriorated as needed (to come out of contingency).
- Install high temp self-adhering ice and water shield throughout the entire gutter area.
- Install a full coverage of red rosin paper over the new ice and water shield.
- Fabricate and install new 20 oz. copper gutter, soldering all seams and turning up the mansard as required.
- This will include new outlet sleeves at each of the 4 locations to be installed into the existing downspouts.

#### Slate Roof:

- Remove existing layers of roofing down to wood decking.
- Inspect the existing sheathing and replace any deteriorated as needed (to come out of contingency).
- Install ice and water shield self-adhering underlayment over the eaves and roof penetrations.
- Install synthetic felt underlayment over remainder of the roof area.
- Install new lead vent pipe collars at all plumbing vents.
- Fabricate and install new 16 oz. copper flashings at any rising walls as needed (step and apron).
- Install starter shingles to eaves and rakes per manufacturer requirements.
- Install EcoStar - Niagara Class C (Federal Gray) synthetic slate to entire roof area along with matching hip and ridge caps as applicable.
- Fabricate and install new 16 oz. copper flashings at the masonry chimney, counter flashing will be cut into the mortar reglet and sealed with caulk

**SCOPE OF WORK:**

**Flat Roofs:**

- Remove the existing roof system and all associated flashings down to the wood sheathing.
- Inspect the wood sheathing and replace any deteriorated as needed (to come out of contingency).
- Install new poly-iso insulating board (R-30) to the roof areas, secured with screws and plates.
- Install new 60 mil. TPO membrane over entire roof area per manufacturer’s requirements.
- Flash all perimeters per manufacturer requirements.
- Remove all debris associated with the above scope of work and dispose of.

In addition, due to the failing internal gutter system, water has been infiltrating the terra cotta cornice and masonry walls. Sections of the cornice have become dislodged and fallen to the ground, most likely due to freeze/thaw cycles. The infiltration of water and leaking gutter system has also led to extensive deterioration of the mortar. Hill - Kimmel Contracting also completed an existing masonry assessment in conjunction with Federal Masonry Restoration and developed the following scope of work that can be completed in this phase:

**Masonry Restoration:**

- Masonry restoration/repointing related to roofing and hidden gutter replacement
- The terra-cotta cornice pieces located on site will be restored and reinstalled
- Terra-cotta cornice sections where missing will be replicated from existing similar pieces found on-site. The miscellaneous brick damage, prevalent on all four sides of the façade will be repaired using salvaged brick (ideally taken from stock on site).
- The chimney is out of plumb and needs to be taken down and rebuilt and should be completed in this phase since it ties in with the roof replacement. The plan is to salvage the original chimney brick for future phases of work (for damaged brick replacement and where original door/window openings are to be replicated) and use a new brick to rebuild the chimney.
- Tar/flashing shall be removed as needed throughout
- A mortar analysis will be conducted to determine the appropriate mix for all repointing/resetting work.
- Mortar being repointed will be in accordance with the Department of Interior preservation brief on repointing.
- Substantial additional masonry restoration of the lower walls and openings will need to be completed in a future phase.

Hill - Kimmel Contracting has met with a structural engineer on-site and toured the attic space. While the main roof does have a sag along its main axis, it was determined that there were no major structural roof issues. Additional inspections will be conducted when the roof is torn off down to the sheathing. A structural engineer will be utilized to determine the appropriate methodology for sistering or replacing rafters when/if necessary.

Securing the building openings is critical to the structure being weather-tight. Numerous exterior openings are broken, missing, or otherwise exposed to the elements; these openings will be secured in this phase with plywood. Plywood will have holes drilled and covered with metal mesh to allow air circulation. Any intact, historically significant windows or doors shall be left in place to be restored in a future phase.

**Estimate Information**

**010000 General Requirements**

<b>013000 Administrative Requirements</b>	\$ 30,944.16
<b>014000 Quality Requirements</b>	\$ 4,680.00
<b>015000 Temporary Facilities &amp; Controls</b>	\$ 9,179.82
<b>017000 Execution &amp; Closeout Requirements</b>	\$ 3,685.50
<b>010000 General Requirements:</b>	<b>\$ 48,489.48</b>

**020000 Existing Conditions**

<b>022000 Assessment</b>	\$ 3,510.00
<b>024000 Demolition &amp; Structure Moving</b>	\$ 4,343.04
<b>020000 Existing Conditions:</b>	<b>\$ 7,853.04</b>

**040000 Masonry**

042000 Unit Masonry	\$ 121,680.00
<b>040000 Masonry:</b>	<b>\$ 121,680.00</b>

**060000 Wood, Plastics, & Composites**

061000 Rough Carpentry	\$ 10,857.60
061100 Wood Framing	\$ 6,435.00
<b>060000 Wood, Plastics, &amp; Composites:</b>	<b>\$ 17,292.60</b>

**070000 Thermal & Moisture Protection**

073000 Steep Slope Roofing	\$ 157,565.07
075000 Membrane Roofing	\$ 80,397.72
077000 Roof & Wall Specialties	\$ 66,693.51
<b>070000 Thermal &amp; Moisture Protection:</b>	<b>\$ 304,656.30</b>

**Project Total**

<b>Estimate Subtotal</b>	\$ 499,971.42
<b>Grand Total:</b>	<b><u>\$ 499,971.42</u></b>

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
STRATEGIC DEMOLITION FUND PROGRAM  
GRANT AGREEMENT**

**TABLE OF CONTENTS**

**AWARDEE:** City of Salisbury  
**AWARD ID#:** SDF-2023-Salisbury-00023  
**PROJECT NAME:** Union Railway Station Stabilization

- Strategic Demolition Fund – Program Grant Agreement**
  
- Exhibit A - SDF-2023-Salisbury-00023  
Project Description, Additional Information, and Special Conditions**
  
- Exhibit B - SDF-2023-Salisbury-00023  
Project Budget**
  
- Exhibit C - SDF-2023-Salisbury-00023  
Project Schedule**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
STRATEGIC DEMOLITION FUND PROGRAM  
GRANT AGREEMENT**

**THIS STRATEGIC DEMOLITION FUND PROGRAM GRANT AGREEMENT** (this "**Agreement**") is entered into as of the Effective Date (as defined herein) by and between the **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**, a principal department of the State of Maryland (the "**Department**"), and **CITY OF SALISBURY** (the "**Grantee**").

RECITALS

- A. This Agreement is issued pursuant to §4-508 of the Housing and Community Development Article (the "**Act**") and the regulations promulgated thereunder and set forth in COMAR 05.20.01 (the "**Regulations**"). The Act establishes the Strategic Demolition and Smart Growth Impact Fund (the "**Program**"). Capitalized terms not defined herein have the meanings set forth in the Regulations or the Act.
- B. The purpose of the Program is to provide grants and loans to assist in predevelopment activities, including interior and exterior demolition, land assembly, architecture and engineering, and site development for revitalization projects in designated areas of the State of Maryland (the "**State**").
- C. In reliance upon the representations and certifications contained in Grantee's Fiscal Year 2023 application (the "**Application**"), the Department has approved an award of funds to Grantee, to be expended by Grantee in conformity with the requirements and provisions of the Act, the Regulations, the Department's Program Policy Guide, as amended from time to time (the "**Guide**"), and this Agreement.

## AGREEMENT

**IN CONSIDERATION** of the Recitals, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Department and Grantee agree as follows:

1) Sustainable Community or Eligible Qualified Opportunity Zone Designation.

- a) The Project is located in a geographic area (the “**Area**”) that has been designated by the Smart Growth Subcabinet (as defined in §9-1406 of the State Government Article) as a Sustainable Community or is in an eligible Qualified Opportunity Zone.
- b) If located in a Sustainable Community, the Project will enhance and support the plan that has been approved by the Smart Growth Subcabinet as a Sustainable Community Plan.

2) Grant.

- a) In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, the Department agrees to provide Grantee with funds in the amount of **Five Hundred Thousand Dollars (\$500,000)** (the “**Grant**”) to be used for the purposes of funding the Strategic Demolition Fund Project (the “**Project**”) described in Section 1 (the “**Project Description**”) of Exhibit A - SDF-2023-Salisbury-00023, to be carried out at the location(s) set forth in Section 2 (the “**Project Address(es)**”) of Exhibit A - SDF-2023-Salisbury-00023. The Department, in its sole discretion, may allow a modification to the Project Description and/or the Project Address(es) by providing prior written notice to Grantee of such modification.
- b) Grantee agrees to use the Grant only for the approved Project and only in the approved Area. Grantee agrees that it will use the Grant and operate the Project in accordance with the provisions of the Act, the Regulations, the Guide, and this Agreement.
- c) The Project shall not include or support projects for which the principal use of the Project is one of the following types of activities: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shop, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.
- d) The Application may have included projects other than the Project. The approval of the Application and the Project and the execution of this Agreement are not to be construed as approval of any other projects described in the Application.
- e) The Grant is subject to and contingent on the availability and allocation of sufficient State funds to the Program.

3) Expenditure of Grant Funds.

- a) All Grant funds shall be expended on or before the Completion Date (as defined in Section 4(b) of this Agreement).
- b) Grantee shall expend the Grant in accordance with the budget set forth in Exhibit B - SDF-2023-Salisbury-00023 (the “**Project Budget**”). Grantee may transfer up to ten percent (10%) of the Grant funds between

Project Budget line items without prior written approval of the Department, so long as (i) the line item to which Grant funds are transferred already included some amount of the Grant allocated to it prior to such transfer by Grantee; and (ii) Grant funds allocated to the column for capital amounts may not be transferred to an operating expense line item and Grant funds allocated to the column for operating amounts may not be transferred to a capital expenditure line item. The Department, in its sole discretion, may allow additional transfers between Project Budget line items by providing prior written approval to Grantee of such transfers.

- c) Unless otherwise agreed to in writing by the Department, Grantee shall expend at least fifty percent (50%) of the Grant funds for the Project by the first (1<sup>st</sup>) anniversary of the Effective Date.
  - d) All costs incurred by Grantee before the Effective Date and before approval by the Department of the release of Grant funds are incurred voluntarily, at Grantee's risk and upon its own credit and expense, and Grantee's authority to be reimbursed from the Grant funds shall be governed by the provisions of this Agreement.
  - e) If, upon completion of the Project, there are cost savings and/or undisbursed funds, Grantee shall return any remaining Grant funds to the Department.
  - f) If Grantee is not a government agency, Grantee may use a portion of the Grant funds for reimbursement of indirect costs. The indirect cost reimbursement rate is: (i) equal to the indirect cost reimbursement rate Grantee receives from a federal or other State agency, if applicable; or (ii) up to 10% of the costs that would be considered modified total direct costs under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards adopted by the Office of Management and Budget in 2 C.F.R. 200 and any related guidance published by the Office of Management and Budget. The indirect cost reimbursement rate applies to the portion of the Grant, if any, that is for the provision of services. Notwithstanding the foregoing, Grantee may not use any portion of the Grant funds allocated to capital expenditures for reimbursement of indirect costs.
- 4) Commencement and Completion of the Project; Inspection during Construction or Rehabilitation; Changes.
- a) Grantee shall commence the Project on or prior to the date (the "**Commencement Date**") set forth in Exhibit C - SDF-2023-Salisbury-00023 (the "**Project Schedule**").
  - b) Grantee shall complete the Project on or prior to the date indicated in the Project Schedule (the "**Completion Date**"). The Department, in its sole discretion, may extend the Completion Date by providing Grantee with prior written notice of such extension.
  - c) If the Project involves capital construction or improvements, the Department, its agents and its employees shall be allowed to inspect the Project during construction or rehabilitation and upon completion.
  - d) The Department must approve in writing all changes to the Project Description, Project Schedule, Project Budget, or any other term of this Agreement, including modifications to the scope of work of the Project, modifications involving carrying out Project activities in a geographic area other than the Area, and modifications to the Completion Date.
  - e) Grantee shall ensure that all necessary approvals for the commencement of the Project have been obtained, including all applicable permits and licenses.



- f) On or before the Completion Date, Grantee shall obtain any applicable certifications, licenses, permits, and approvals necessary to operate the Project, and shall otherwise satisfy all requirements necessary to operate the Project.
- 5) Conditions Precedent to Disbursement of the Grant. The Department shall not disburse the Grant until Grantee has complied with the following conditions:
- a) If the Project is subject to review by the Maryland Historical Trust ("MHT"), then MHT or the Department's qualified staff has reviewed the Project for impact on historic properties and determined that the Project will have no adverse effect on historic properties. If MHT or the Department's qualified staff determines that the Project will have an adverse effect, the Department may decline to fund the portion of the Project that has been determined to have an adverse effect. If the Department proceeds with funding the portion of the Project that has been determined to have an adverse effect, Grantee agrees to enter into an agreement with MHT and the Department (the "**MHT Agreement**") and fulfill any obligations under the MHT Agreement to minimize or mitigate the adverse effect to the satisfaction of MHT and the Department. If the Department's determination that Grantee has satisfied its obligations to minimize or mitigate the adverse effect is contingent upon the Project meeting particular conditions, Grantee shall complete such conditions to the satisfaction of the Department.
  - b) The Maryland Codes Administration has approved any Project plans and specifications if the Department determines such approval is necessary.
  - c) For any Project that includes the acquisition, ownership, lease, rehabilitation, construction, operation, demolition or improvement of real property or improvements thereon (collectively and individually, the "**Property**"), Grantee shall not receive a disbursement of Grant funds until Grantee has submitted evidence acceptable to the Department of appropriate site control over the Property or authorization to proceed with the Project.
  - d) Grantee has complied with all other terms and conditions of the Grant as required by the Department to the Department's satisfaction, including the satisfaction of any special conditions set forth on Exhibit A - SDF-2023-Salisbury-00023.
- 6) Other Funds.
- a) In addition to the Grant, Grantee may (i) be in the process of obtaining written commitments to receive other funds for the Project; (ii) have written commitments to receive other funds for the Project; or (iii) have already received other funds for the Project (collectively, the "**Other Funds**"). Other Funds shall be described by source, use and amount in the Project Budget.
  - b) Upon request, Grantee shall provide the Department with information and documentation in forms acceptable to the Department regarding the Other Funds. Such information and documentation shall include but not be limited to information concerning Grantee's receipt and expenditure of the Other Funds. In the event the Department determines, in its sole discretion, that all or any portion of the Other Funds are not available, are not going to be disbursed to Grantee for any reason, or that the Other Funds received by Grantee have not been properly expended, the Department may, in its sole discretion, declare Grantee in default of this Agreement and exercise its remedies pursuant to this Agreement.
- 7) Disbursement of the Grant.

- a) After the Effective Date, the Department will disburse Grant funds to Grantee on a reimbursement basis as the Project progresses, unless the Department determines, in its sole discretion, that the nature of the Project warrants disbursement in advance for eligible costs anticipated to be incurred. The Department, in its sole discretion, may disburse funds for eligible costs incurred prior to the Effective Date.
- b) Grantee shall submit a request for payment in a manner and form approved by the Department. A request for payment shall identify in detail all expenses incurred or anticipated to be incurred for which disbursement is being sought, and shall have attached copies of the supporting invoices and other documentation of such expenses.
- c) Requests for payment should be made allowing approximately thirty (30) days to receive the Grant funds. The request for payment shall not exceed the eligible costs incurred and approved in writing by the Department.
- d) The Department has the right to withhold disbursement of Grant funds if at any time the Department determines, in its sole discretion, that Grantee is not performing or completing the Project in a manner satisfactory to the Department. The Department shall have the right at any time to request that Grantee provide additional supporting documentation with any request for payment.

8) Records, Inspections and Reports.

Section 8 shall survive the term of this Agreement.

a) Records.

- i) Grantee shall maintain accurate financial, management, programmatic and other records of the Grantee, including meeting minutes of Grantee's Board of Directors if applicable, for transactions relating to the receipt and expenditure of the Grant and administration of the Project (collectively, the "**Records**"). The Records shall be in a form acceptable to the Department. Grantee shall retain the Records for three (3) years following the term of this Agreement.
- ii) Grantee shall make the Grantee's administrative offices, its personnel, whether full time, part time, consultants or volunteers, and the Records available to the Department for inspection upon request, during the term of the Agreement and for a period of three (3) years following the term of this Agreement. The Grantee shall permit the Department to perform program monitoring, evaluation and audit activities as the Department determines to be necessary, in its sole discretion.
- iii) Grantee shall cause to be maintained for the Department's inspection the books, accounts, and records of any contractors and subrecipients related to the Project for three (3) years following the term of this Agreement.

b) Inspections. During the term of this Agreement and for a period of three (3) years following the term of this Agreement, Grantee shall permit the Department to monitor the Project to ensure that the Project is being carried out in accordance with the terms of this Agreement.

c) Reports.

- i) On January 1, April 1, July 1, and October 1 of each year, commencing on the Effective Date and continuing until the Department accepts the Final Report described in Section 8(c)(ii), Grantee shall provide the Department with interim progress reports in a manner and form to be determined by the

Department. The interim progress reports shall contain such information as the Department reasonably requests, including, but not limited to, work accomplished and problems encountered, past and projected expenditures made against the Project Budget, and benchmarks reached. Grantee shall ensure that each interim progress report is received by the Department within ten (10) working days after the due date.

- ii) Within forty-five (45) days after Grantee completes the Project, Grantee shall submit to the Department a final report (the "**Final Report**"), in a manner and form to be determined by the Department, that describes the completed Project, the success of the Project, any problems encountered in completing the Project, and such other information as the Department requires. The Final Report shall also contain a disbursement report that lists all expenditures relating to the Grant. In addition, any completed studies, surveys, reports, or other work products, if applicable, shall be attached to the Final Report.
- iii) If any portion of the Grant is secured by collateral for the benefit of the Department (the "**Collateral**") or is used to fund a loan to a subrecipient (a "**Loan**") and the Department maintains an interest in such Loan, Grantee shall submit annual reports, in a manner and form to be determined by the Department, for the term of this Agreement.
- iv) In addition to the requirements set forth above, Grantee shall provide the Department with such additional records, reports, and other documentation as may be required by the Department.

9) Default and Remedies; Termination.

- a) A default shall consist of: (i) the breach by Grantee of any term, condition, covenant, agreement, or certification contained in this Agreement; (ii) the expenditure of Grant funds for any use other than as provided in the Project Budget or in the Project Description; (iii) the failure to commence or complete the Project by the dates set forth in the Agreement, or otherwise unsatisfactory performance or completion of the Project, in the Department's sole determination; (iv) Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets; (v) the failure to obtain the Other Funds if, in the Department's sole discretion, such failure would significantly impact the Project; (vi) a change in Grantee's staffing capacity that adversely affects Grantee's ability to carry out the Project, in the Department's sole discretion; or (vii) a default by Grantee in any other agreement with the Department that remains uncured beyond any applicable notice and cure provisions therein.
- b) The Department shall give Grantee written notice of default, and Grantee shall have thirty (30) days from the date of such notice to cure the default. Upon the occurrence of a default that continues beyond the cure period, the Department shall have the right to terminate this Agreement immediately by written notice to Grantee. Notwithstanding the above, upon the occurrence of a default under this Agreement involving Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets, the Department's right to terminate this Agreement shall be immediate without a notice and cure period.
- c) In the event of termination by the Department:
  - i) The Department may withhold disbursement of Grant funds and Grantee shall have no right, title, or interest in or to any of the undisbursed Grant funds;
  - ii) The Department may demand repayment from Grantee of any portion of the Grant proceeds that the Department, in its sole discretion, determines were not expended in accordance with this Agreement, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings; and

- iii) The Department, in its sole discretion, may demand repayment of all Grant funds disbursed to Grantee, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings.
- d) In addition to exercising any or all of the rights and remedies contained in this Agreement, the Department at any time may proceed to protect and enforce all rights available to the Department by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive the termination of this Agreement.
- e) Grantee agrees to return any remaining proceeds of the Grant to the Department upon termination of the Agreement, whether the termination is due to default, completion of the Project, expiration of the Agreement, or for any other reason.

10) Grantee's Certifications. Grantee certifies that:

- a) Grantee is a government agency or a Community Development Organization and has the requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.
- b) This Agreement has been duly authorized, executed, and delivered by Grantee, and is the valid and legally binding act and agreement of Grantee.
- c) Regarding conflicts of interest:
  - i) A conflict of interest occurs when an employee, director, officer, board member, volunteer, or elected official (each, an “**Interested Person**”), who has a direct or indirect interest in the Grant or receives any benefit from the Grant, is involved in the selection, award or administration of the Grant.
  - ii) If the use of any of the Grant funds could lead to a conflict of interest, any Interested Person must disclose his or her interest to the Grantee and, in connection with the proposed use giving rise to the conflict of interest, not participate in any aspect of the decision-making process regarding how the Grant funds will be allocated or expended, including discussion and debate as well as actual voting.
  - iii) Grantee shall establish and follow a written conflict of interest policy (the “**Conflict of Interest Policy**”) that, at a minimum, must include the requirement set forth in Section 10(c)(ii). Grantee shall obtain signatures from each Interested Person on an annual basis that confirms that such Interested Person has read, understands, and will follow Grantee’s Conflict of Interest Policy.
- d) The representations, statements, and other matters contained in the Application are and remain true and complete in all material respects.
- e) Prior to commencement of the Project, Grantee has obtained or will obtain all federal, State, and local government approvals, permits, and licenses that may be required to accomplish the Project and the scope of work.
- f) Grantee has not been, nor currently is, the subject of an investigation by any federal, State, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
- g) If Grantee is not a government agency, Grantee is (i) in good standing with the Maryland State Department of Assessments and Taxation and shall provide evidence of such status upon request; and (ii) in

compliance with the Maryland Solicitations Act (the “**Solicitations Act**”), including maintaining its registration as a charitable organization with the Office of the Secretary of State if required by the Solicitations Act.

- 11) Liability. Grantee releases the Department from, agrees that the Department shall not have any liability for, and agrees to protect, indemnify, and save harmless the Department from and against any and all liabilities, suits, actions, claims, demands, losses, expenses, and costs of every kind and nature, including reasonable attorneys' fees, incurred by, or asserted or imposed against the Department, as a result of or in connection with the Project or the Property, except for the gross negligence or willful misconduct of the Department. This Section shall survive the term of this Agreement.
  
- 12) Indemnification. Grantee agrees that all costs incurred by the Department as a result of the liabilities, suits, actions, claims, demands, losses, expenses, or costs, as described in Section 11 and Section 14 of this Agreement, including reasonable attorney's fees, shall be immediately and without notice due and payable by Grantee to the Department except for claims arising solely from the Department's willful misconduct or gross negligence. Grantee's obligation to indemnify the Department shall survive the term of this Agreement. If Grantee is a government agency, any indemnification or other obligation to reimburse or compensate the Department provided by the Grantee pursuant to this Agreement exists only to the extent permitted by law and is subject to appropriations as well as the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. Sec. 5-301, et seq. (2006 Repl. Vol.) (the “**LGTC**A”); Md. Code Ann. Art. 25A, Sec. 1A (2005 Repl. Vol.); and Md. Code Ann., Cts. & Jud. Proc. Sec. 5-509 (2006 Repl. Vol.), all as amended from time to time (together, the “**Local Government Indemnification Statutes**”), and is not to be deemed as a waiver of any immunity that may exist in any action against a government agency for its officers, agents, volunteers and employees.
  
- 13) Nondiscrimination and Drug and Alcohol Free Workplace; Fair Practices Certification.
  - a) Grantee may not discriminate against and hereby certifies that it prohibits discrimination against and will not discriminate against any person on the basis of race, color, religion, ancestry, creed or national origin, sex, marital status, physical or mental handicap, sexual orientation, or age in any aspect of its projects, programs or activities.
  
  - b) Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, housing, and credit practices, including:
    - i) Titles VI and VII of the Civil Rights Act of 1964, as amended;
  
    - ii) Title VIII of the Civil Rights Act of 1968, as amended;
  
    - iii) Title 20 of the State Government Article, Annotated Code of Maryland, as amended;
  
    - iv) The Department's Minority Business Enterprise Program, as amended;
  
    - v) The Governor's Executive Order 01.01.1989.18 relating to Drug and Alcohol Free Workplaces, and any Department or State regulations adopted or to be adopted to carry out the requirements of that Order;
  
    - vi) The Fair Housing Amendments Act of 1988, as amended; and
  
    - vii) The Americans with Disabilities Act of 1990, as amended.

14) Environmental Certification and Indemnification; Lead Paint. In connection with the ownership, lease, rehabilitation, construction, operation or demolition of the Property:

- a) Grantee represents, warrants, and covenants that, other than as disclosed to the Department in writing prior to the Effective Date, there are no known hazardous materials located on the Property, that it will not cause or knowingly allow any hazardous materials to be placed on the Property, that it will carry out the Project in compliance with all requirements imposed by any governmental authority with respect to any hazardous materials that may be placed on the Property, and that to the best of its knowledge the Property is in compliance with all applicable federal and State environmental laws and regulations. De minimis amounts of household cleaning supplies, office supplies and petroleum-based products used in the ordinary course of operating the Property and which are stored and disposed of in accordance with applicable laws are not considered hazardous materials.
- b) Grantee shall indemnify and hold the Department, its employees and agents harmless from all loss, liability, damage, costs, and expenses of any kind whatsoever, including as a result of any lawsuit brought or threatened, settlement reached, or governmental order, and including reasonable attorneys' fees, for failure of the Property to comply in all respects with all environmental requirements. Grantee's obligation to indemnify the Department shall survive the term of this Agreement.
- c) Grantee covenants that it shall comply with all federal, State, and local laws and requirements concerning the treatment and removal of lead paint from the Property.

15) Non-Sectarian Certifications.

- a) Other than as disclosed to the Department in writing, Grantee certifies that no part of the Grant funds, no part of the Project, and no part of the Property shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- b) Grantee certifies that it will provide services of the Project to clients on a nondiscriminatory basis, including (but not limited to) the provision of services without regard to the creed, religion, or religious affiliation of the clients.

16) Insurance.

- a) Grantee shall maintain or shall cause to be maintained property and commercial general liability insurance coverages on the Project and Property both during and after construction or rehabilitation, and if necessary, Grantee shall pay the expense of such insurance.
- b) Grantee shall determine whether the Property is located in a 100-year flood plain, as designated by the United States Department of Housing and Urban Development. If the Property is located in a 100-year flood plain, Grantee shall require flood insurance coverage, and if necessary, Grantee shall pay the expense of such insurance.
- c) Grantee shall require, or shall cause any subrecipients to require, the general contractor to provide general contractor's insurance coverage for comprehensive public liability, property damage liability/builder's

risk, and workers' compensation in the form and amounts satisfactory to the Department.

- d) Insurance coverages shall be provided by a company that is registered with the Maryland Insurance Agency and authorized to transact business in the State.
  - e) To the extent required by the Department, insurance coverage shall be in force prior to the disbursement of the Grant proceeds and shall contain terms and coverages satisfactory to the Department.
  - f) To the extent required by the Department, Grantee shall submit to the Department an ACORD insurance certificate naming the Department and the Grantee as lender's loss payable and additional insured.
  - g) To the extent required by the Department, ACORD insurance certificates shall provide for notification to the Department and Grantee prior to Project-related cancellation of any insurance policies.
  - h) If Grantee is a government agency, or is otherwise approved by the Department, the insurance requirements contained herein may be satisfied through evidence of a self-insurance program satisfactory to the Department.
- 17) Notices. All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

- a) Communications to the Department shall be mailed to:

Department of Housing and Community Development  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, Maryland 20706  
Attention: Strategic Demolition Fund Program

with a copy to:

Office of the Attorney General  
7800 Harkins Road  
Lanham, Maryland 20706  
Attention: Division of Neighborhood Revitalization

- b) Communications to Grantee shall be mailed to:

City of Salisbury  
125 North Division Street  
Salisbury, MD 21801  
Attention: Ms. Jo Ellen Bynum

- 18) Amendment. Other than modifications that are explicitly identified in this Agreement as modifications the Department may approve by providing written notice to the Grantee, this Agreement may not be amended except by a written instrument executed by the Department and Grantee.

- 19) Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.
- 20) Electronic Signature. The parties agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes, and shall have the same force and effect as an original handwritten signature. Without limitation, “electronic signature” shall include: faxed versions of an original handwritten signature; electronically scanned and transmitted versions (e.g., via pdf) of an original handwritten signature; and any typed signature (including any electronic symbol or process attached to, or associated with, the Agreement) adopted by the parties with the intent to sign the Agreement.
- 21) Assignment. This Agreement may not be assigned without the prior written approval of the Department.
- 22) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the Grant.
- 23) Governing Law. This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State without regard to conflict of laws provisions.
- 24) Term of Agreement. Unless sooner terminated pursuant to the terms of this Agreement or extended by an amendment to the Agreement, this Agreement shall be effective as of the date it is executed by the Department (the “**Effective Date**”) and shall continue in full force and effect until the later of (a) the Department close out of the Project in accordance with its procedures for closing out projects; (b) the final satisfaction of any Loan proceeds or obligations regarding any Collateral; or (c) the expiration of the period of time the Department requires a particular use of the Property, if any such restriction is set forth on Exhibit A - SDF-2023-Salisbury-00023. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement shall survive termination or expiration of this Agreement and continue in full force and effect.
- 25) Further Assurances and Corrective Instruments. Grantee agrees that it will, from time to time, execute and deliver, or cause to be delivered, such amendments hereto and such further instruments as may be required by the Department to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 26) Delay Does Not Constitute Waiver. No failure or delay of the Department or the Grantee to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude the Department or the Grantee from exercising any right, power or remedy at any later time or times.
- 27) Technical Assistance. If the Project is not being completed or performed in a manner satisfactory to the Department, or Grantee has violated a provision of this Agreement, prior to the Department declaring a default, the Department may require that Grantee accept technical assistance the Department determines is necessary for the Project to proceed in a manner acceptable to the Department.
- 28) Department's Signs. If required by the Department, Grantee agrees to display one or more signs identifying the Project as a recipient of financial assistance under the Program if the Department furnishes such sign(s). Grantee shall be responsible for the installation of the signs. In the event that a license, permit, or other permission is required from a local jurisdiction in order to display said signs, Grantee agrees to pay all requisite license or permit fees.



29) Notice Regarding Disclosure of Information Relating to the Project. The Department intends to make available to the public certain information regarding the Project and the Grantee. In addition, the Department may be required to disclose information about the Project to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. The Department is also required to disclose information in response to a request for information made pursuant to the Public Information Act, §4-101 et seq. of the General Provisions Article, Annotated Code of Maryland (the “PIA”). Information that may be disclosed to any of the foregoing, including the public, may include, among other things, the name of the Grantee; the name, location, and description of the Project; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application; a copy of the Application; and the sources, amounts and terms of other funding used to complete the Project, including capital contributions from the Grantee. Certain information may be exempt from disclosure under the PIA. Requests for disclosure of information made pursuant to the PIA are evaluated on an individual basis by the Department. If Grantee believes that any of the information it has provided to the Department is exempt from disclosure, Grantee should attach a statement to this Agreement describing the information it believes to be exempt from disclosure, the location of such information (for example, document name) and provide an explanation therefor. The Department cannot guarantee non-disclosure of such information but may consider Grantee’s statement when responding to a request made pursuant to the PIA.

30) **CONFESSION OF JUDGMENT. IF THE PRINCIPAL AMOUNT OF THIS AGREEMENT, ANY INSTALLMENT OF INTEREST OR PRINCIPAL, OR ANY OTHER PAYMENT DUE UNDER THIS AGREEMENT IS NOT PAID WHEN DUE, WHETHER BY MATURITY, ACCELERATION OR OTHERWISE, EACH OBLIGOR WHO SIGNS THIS INSTRUMENT HEREBY AUTHORIZES AND EMPOWERS ANY ATTORNEY OR CLERK OF ANY COURT OF RECORD IN THE UNITED STATES OR ELSEWHERE TO APPEAR FOR AND, WITH OR WITHOUT DECLARATION FILED, CONFESS JUDGMENT AGAINST IT AND IN FAVOR OF THE HOLDER OF THIS AGREEMENT (THE “HOLDER”), AT ANY TIME, WITHOUT A PRIOR HEARING, AND IN THE AMOUNT OF THE OUTSTANDING PRINCIPAL BALANCE OF THIS AGREEMENT, ALL ACCRUED AND UNPAID INTEREST, OUTSTANDING FEES AND LATE CHARGES, AND ALL OTHER AMOUNTS PAYABLE TO THE HOLDER UNDER THE TERMS OF THIS AGREEMENT, INCLUDING COSTS OF SUIT AND REASONABLE ATTORNEYS' FEES INCURRED AS A RESULT OF, RELATED TO, OR IN CONNECTION WITH ANY DEFAULT UNDER THE AGREEMENT AND ANY EFFORTS TO COLLECT ANY AMOUNT DUE UNDER THE AGREEMENT OR ANY JUDGMENTS ENTERED THEREON.**

**THE AUTHORITY AND POWER TO APPEAR FOR AND ENTER JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT SHALL NOT BE EXHAUSTED BY ONE OR MORE EXERCISES THEREOF OR BY ANY IMPERFECT EXERCISE THEREOF; SUCH AUTHORITY MAY BE EXERCISED ON ONE OR MORE OCCASIONS OR FROM TIME TO TIME IN THE SAME OR DIFFERENT JURISDICTION AS OFTEN AS HOLDER SHALL DEEM NECESSARY AND DESIRABLE, FOR ALL OF WHICH THIS AGREEMENT SHALL BE SUFFICIENT WARRANT; IF ENFORCEMENT OF THIS AGREEMENT RESULTS IN HOLDER OBTAINING A MONEY JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT, HOLDER'S RIGHT TO APPEAR AND CONFESS JUDGMENT FOR AMOUNTS DUE, INCLUDING THE PAYMENT AND REIMBURSEMENT OF ATTORNEYS' FEES AND COSTS ARISING AFTER THE ENTRY OF JUDGMENT (INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES AND COSTS INCURRED TO COLLECT THE JUDGMENT OR LIQUIDATE AND COLLECT ANY COLLATERAL PLEDGED IN CONNECTION WITH THIS AGREEMENT OR ANY OF THE OTHER GRANT DOCUMENTS) SHALL NOT BE**

**EXTINGUISHED BY OR MERGED INTO ANY SUCH JUDGMENT BUT SHALL SURVIVE THE JUDGMENT AS A CLAIM AGAINST ANY SUCH OBLIGOR AND ANY SUCH COLLATERAL.**

**EACH OBLIGOR ON THIS AGREEMENT HEREBY WAIVES AND RELEASES, TO THE EXTENT PERMITTED BY APPLICABLE LAW, ALL PROCEDURAL ERRORS AND ALL RIGHTS OF EXEMPTION, APPEAL, STAY OF EXECUTION, INQUISITION, AND EXTENSION UPON ANY LEVY ON REAL ESTATE OR PERSONAL PROPERTY TO WHICH SUCH OBLIGOR MAY OTHERWISE BE ENTITLED UNDER THE LAWS OF THE UNITED STATES OF AMERICA OR OF ANY STATE OR POSSESSION OF THE UNITED STATES OF AMERICA NOW IN FORCE AND WHICH MAY HEREINAFTER BE ENACTED.**

**THIS SECTION 30 SHALL NOT APPLY TO GOVERNMENT AGENCIES.**

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**WITNESS** the hands and seals of the Department and the Grantee, with the specific intention of creating a document under seal.

**WITNESS/ATTEST:**

**CITY OF SALISBURY**

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Name: Mr. John R. Heath  
Title: Mayor

**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT**, a principal  
department of the State of Maryland

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Owen McEvoy, Acting Secretary

\_\_\_\_\_  
Date Executed on behalf of the Department/  
Effective Date

Approved for form and  
Legal sufficiency

\_\_\_\_\_  
Assistant Attorney General

**Exhibits:**

- Exhibit A - Project Description, Additional Information, and Special Conditions
- Exhibit B - Project Budget
- Exhibit C - Project Schedule

**EXHIBIT A - SDF-2023-Salisbury-00023**

**PROJECT DESCRIPTION, ADDITIONAL INFORMATION, AND SPECIAL CONDITIONS**

**Project Name:**

Union Railway Station Stabilization

**1. Project Description:**

Stabilization and exterior rehabilitation of the 1913 Union Railway Station building on Railroad Avenue, to allow for future development, culminating ultimately in the creation of a hub along the Salisbury Rail Trail.

**2. Project Address(es):**

The project will take place at 611 East Railroad Avenue, Salisbury, MD 21804.

**3. Additional Information:**

The City of Salisbury intends to utilize SDF funds to stabilize Union Station, a historically significant building. Work to be completed includes stabilization of the slate roof, gutter system, windows, doors and structural framing. Brick, mortar and cast concrete cornice repairs and/or replacements will be completed and as a result the building will be stabilized and weather tight. Grading and hardscaping work will also be completed to avert water away from the building's foundation.

**4. Additional Financing (Evidence and Use of Funding Sources):**

The DHCD contribution will be \$500,000 from the Strategic Demolition Fund. The City of Salisbury will provide an in-kind contribution of \$5,000 in the form of staffing. Total project cost: \$505,000.

**5. Special Conditions:**

If Grantee is (a) a corporation, foundation, school, hospital, or other legal entity for which none of the net earnings inure to the benefit of any private shareholder or individual holding an interest in the entity; and (b) eligible for a State benefit of at least \$1,000,000 of capital funding (in the aggregate, including amounts received from all Department programs), then Grantee shall comply with §19-105 of the Business Regulation Article and COMAR 24.01.07 (together, the “**Corporate Diversity Act**”) by providing the Department with the Corporate Diversity Addendum (the “**Addendum**”) described by the Corporate Diversity Act or an affidavit (the “**Affidavit**”) attesting that Grantee is not required to submit the Addendum, each in the form provided by the Department. If Grantee is required to submit the Addendum, Grantee certifies that it meets at least 33 percent of the diversity indicators listed in the Addendum. Grantee shall keep complete and accurate records supporting the facts in the Addendum or the Affidavit, as applicable, for a period of 5 years from the date of this Agreement. If any representation made by Grantee in the Addendum or the Affidavit is false when made, the Department may cancel the Grant in whole or in part, require repayment of the Grant, or seek any other remedy available by law. Capitalized terms used in this paragraph but not defined in the Agreement shall have the meanings set forth in the Corporate Diversity Act.

**EXHIBIT B - SDF-2023-Salisbury-00023**  
**PROJECT BUDGET**

**Project Name:**  
 Union Railway Station Stabilization

USE OF FUNDS BY ACTIVITY	AWARD FUNDS		OTHER SOURCES OF FUNDS			TOTALS BY ACTIVITY
	Capital Amount	Operating Amount	Applicant's Contribution	Name(s) of Other Source(s)	Other Source Amount	
Site Pre-Dev: Acquisition	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Arch/Eng Design	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Demolition	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Infrastructure	\$0	\$0	\$0		\$0	\$0
Site Pre-Dev: Stabilization	\$500,000	\$0	\$0		\$0	\$500,000
Site Dev: New Construction	\$0	\$0	\$0		\$0	\$0
Site Dev: Rehabilitation/ Renovation	\$0	\$0	\$0		\$0	\$0
Operations: Studies and Planning	\$0	\$0	\$0		\$0	\$0
Operations: Proj Admin (Cash)	\$0	\$0	\$0		\$0	\$0
Operations: Proj Admin (In-Kind)	\$0	\$0	\$0	In-kind staffing, City of Salisbury	\$5,000	\$5,000
Other (a):	\$0	\$0	\$0		\$0	\$0
Other (b):	\$0	\$0	\$0		\$0	\$0
Other (c):	\$0	\$0	\$0		\$0	\$0
Other (d):	\$0	\$0	\$0		\$0	\$0
<b>TOTALS:</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$5,000</b>	<b>\$505,000</b>

**Total Award: \$500,000**  
**Total Project Cost: \$505,000**



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**ORDINANCE NO. 2799**

**AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$25,000, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS TO BE USED FOR ELIGIBLE EXPENSES ASSOCIATED WITH AN EVENT FUND FOR THE MAIN STREET DISTRICT.**

**WHEREAS**, the City of Salisbury in June 2022 submitted a Main Street Improvement Grant application to the Department of Housing and Community Development (DHCD), a principal department of the State of Maryland, for financial assistance in carrying out community development activities, specifically to include assistance with creating an event fund for events held in the Main Street District; and

**WHEREAS**, DHCD has awarded Main Street Improvement Grant funds to the City of Salisbury in the amount of \$25,000; and

**WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and

**WHEREAS**, appropriations necessary to execute the purpose of this grant 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.** Acting Mayor Jack Heath, on behalf of the City of Salisbury, is hereby authorized to enter into a grant agreement with the Department of Housing and Community Development, for the City's acceptance of grant funds in the amount of \$25,000, to be allocated for assistance with the events fund for the Main Street District.

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

**Section 2.** The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:

**(a)** Increase DHCD Revenue Account No. 10500-423601-XXXXX by \$25,000.

**(b)** Increase Operating Expense Account No. 10500-546006-XXXXX by \$25,000.

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

**Section 3.** 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 4.** 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 shall apply only to the

47 section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall  
48 remain and shall be deemed valid and enforceable.

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

51 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
52

53 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
54 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance of  
55 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of  
56 the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

57  
58 **ATTEST:**

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61 \_\_\_\_\_  
62 **Kimberly R. Nichols, City Clerk** \_\_\_\_\_  
63 **Muir W. Boda, City Council President**

64  
65  
66 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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70 \_\_\_\_\_  
71 **Jack R. Heath, Acting Mayor**

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**ORDINANCE NO. 2800**

**AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 1.08 OF THE SALISBURY CITY CODE, ENTITLED “ELECTION BOARD,” AND CHAPTER 1.12, ENTITLED “CITY CAMPAIGN ADVERTISING AND FINANCE,” TO ADOPT RECOMMENDATIONS MADE BY THE CITY OF SALISBURY ELECTION BOARD.**

**WHEREAS**, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation and amendment, in order to comply with present community standards and values, and promote the public safety, health and welfare of the citizens of the City of Salisbury (the “**City**”); and

**WHEREAS**, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202, as amended, to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City; and

**WHEREAS**, the Mayor and Council may amend the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter; and

**WHEREAS**, the Mayor and Council find that amendments to Chapter 1.08 and Chapter 1.12 of the Salisbury City Code are desirable to update and clarify the Code with respect to the City of Salisbury Election Board and provisions governing City campaign advertising and finance; and

**WHEREAS**, Maryland state law requires each local board of elections to refer to absentee ballots as "mail-in ballots" and absentee voting as "mail-in voting"; and

**WHEREAS**, on January 6, 2023, the City of Salisbury Election Board convened in public session to review potential amendments to Chapter 1.08 and Chapter 1.12 of the Salisbury City Code to offer advice and recommendations the with respect to such amendments to the Mayor and Council; and

**WHEREAS**, on April 17, 2023, the Mayor and Council convened in public session to review potential amendments to Chapter 1.08 and Chapter 1.12 of the Salisbury City Code resulting from the advice and recommendations of the City of Salisbury Election Board; and

**WHEREAS**, the Mayor and Council have determined that the amendments to Chapter 1.08 and Chapter 1.12 of the Salisbury City Code set forth below shall be adopted as set forth herein.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, that Chapter 1.08 of the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the strikethrough language as follows:

**Section 1.** Chapter 1.08 of the Salisbury City Code of the Salisbury City Code, entitled “ELECTION BOARD” is amended as follows:

Chapter 1.08 ~~ELECTION BOARD~~ **CITY OF SALISBURY ELECTION BOARD**

50 1.08.010 Definitions.

51 As used in this chapter, the following terms shall have the meaning as indicated:

52 "City board" **or "city board"** means the ~~city election board~~ **City of Salisbury Election Board**  
53 provided for in Section SC6-2 of the Charter.

54 "County board" means the Wicomico County board of elections.

55  
56

57 1.08.020 Duties of the city ~~election~~ board.

58 The city board shall generally supervise the conduct of the system of appointment and registration,  
59 nomination by petition, ~~and~~ general and special elections, **and other petitions** in accordance with the  
60 provisions of the City Charter and ordinances of the council; specifically including the following duties:

- 61 A. Observe polls;
- 62 B. Observe opening of ~~absentee~~ **mail-in** ballots;
- 63 C. Hear contests concerning voting and the validity of any ballot; **and**
- 64 **D. Ensure compliance with campaign advertising and finance as described in Chapter 1.12 of**  
65 **the Code.**

66

67 1.08.030 Transfer of certain city board functions and duties to the Wicomico County board of elections.

68 The following duties, powers and functions assigned by the Charter and code to the city ~~election~~ board  
69 ~~shall~~ **may** be delegated to the ~~Wicomico County board of elections~~ **County board:**

- 70 A. Salisbury Municipal Code Section 1.08.090, Furnishing of certified list of voters;
- 71 B. Salisbury Municipal Code Section 1.08.100, Hiring of clerical assistance;
- 72 C. Salisbury Municipal Code Sections 1.08.190 through 1.08.270, inclusive, ~~Absentee~~ **Mail-in**  
73 ballots, except where specifically designated as duties of city board;
- 74 D. Salisbury Municipal Code Sections 1.08.060 through 1.08.090, and 1.08.150 through 1.08.180,  
75 inclusive, Registration and inspection sections.
- 76 E. Such other functions of the city board as are necessary for the conduct of elections.

77

78 1.08.040 Payment to county board members and election personnel for election-related services.

79 The city treasurer is authorized to pay to the county board staff such sums for the performance of  
80 certain duties involved in the conduct and supervision of city elections as may be mutually agreed upon  
81 between the city **board** and county board.

82

83 1.08.050 Delivery and recording of oaths of office by city clerk.

84 The clerk of the circuit court shall administer an oath of office to the members of the city board and  
85 the oath of office shall be recorded by the city clerk among the minutes of the city council.

86 1.08.060 System of permanent registration established.

87 There shall be a registration of the voters of Salisbury on a daily basis, Monday through Friday  
88 inclusive, during normal business hours, exclusive of state and national holidays. No person shall be  
89 allowed to vote at any municipal election unless he or she shall be registered.

90

91 1.08.070 Removal or omission from active registration files.

92 Any person who shall believe that his or her name has been erroneously removed or omitted from the  
93 active registration files of the city shall make complaint to the city board. The city board shall investigate  
94 the complaint, and, if found to be justified, appropriate action shall be taken to correct the error. The  
95 decision of the city board shall be final, but if adverse to the complainant, the latter shall have the right to  
96 appeal to the circuit court of Wicomico County within ten days after the date of such determination.

97

98 1.08.080 Public inspection of registration records.

99 The registration records shall be open to public inspection under reasonable regulations of the county  
100 board.

101

102 1.08.090 Furnishing of certified list of voters.

103 The county board shall furnish to anyone making written application therefor, within ten days after  
104 such application has been received, the names, addresses, and political affiliation of all persons registered  
105 in any election precinct of the city, in accordance with the fee structure established by the county board.

106

107 1.08.100 Hiring of clerical assistance.

108 The county board with the consent of the city council, may hire such clerical assistance as it may  
109 require in the performance of the duties assigned to it by this chapter.

110

111 1.08.110 Additional registrations by same voter prohibited.

112 No person being a registered voter of the city shall knowingly and corruptly register or attempt to  
113 register a second or additional time as a voter of the city.

114

115 1.08.120 False answers to material questions prohibited.

116 No person shall knowingly make a false answer to any material question required to be answered for  
117 the purpose of registration.

118

119 1.08.130 Falsification or removal of records.

120 No person shall knowingly and corruptly falsify or remove any registration record of the city.

121

122 1.08.140 Aiding or abetting in commission of prohibited acts prohibited.

123 No person shall procure, aid or abet any person in the commission of an act prohibited in this chapter.

124

125 1.08.150 Office hours established for registration.

126 The county board shall keep its office ~~in the county court house~~ opened for registration of city voters  
127 during regular business hours of eight a.m. to four-thirty p.m. on all regular business days, except such  
128 days, if any, immediately preceding the holding of state, county or city elections as may be designated by  
129 the county board or the city board for its purposes in examining and verifying the registry books and  
130 delivering same to the precincts for use during such elections.

131

132 1.08.160 Access to city records.

133 The county board shall give the city board access to the city records at any and all reasonable times  
134 as may be requested by the city board for its purposes.

135

136 1.08.170 Registration by mail.

137 A voter registration by mail program shall be established and administered by the county board. Such  
138 registration shall be conducted in accordance with the current Maryland State law and regulations governing  
139 county registration by mail.

140

141 1.08.180 Registration for county election automatically registers for city election.

142 The county board is authorized to automatically register any and all eligible voters of the city who  
143 register with the Wicomico County board for eligibility to vote in county elections.

144

145 1.08.190 ~~Absentee~~ **Mail-in** ballot—Who may vote.

146 A. Any registered voter who is an employee of the county board, including any judge appointed under  
147 this chapter who, as a condition of his employment on any election day, is required to be absent from  
148 the precinct in which he is registered to vote and who chooses to vote shall cast his vote by ~~an absentee~~  
149 **a mail-in** ballot provided by the county board.

150 B. A registered voter may vote by ~~absentee~~ **mail-in** ballot under this section if the voter is unable ~~for~~  
151 ~~sufficient reason~~ to be present and personally vote at the polls on election day.

152

153 1.08.200 Late ~~absentee~~ **mail-in** ballots—Voter assistance.

154 A. Application for Ballot.

155 1. After the Tuesday preceding an election and on the day of the election prior to the time the polls  
156 close, any person registered and otherwise qualified to vote may apply, in person or through a  
157 duly authorized agent, as authorized in subsection (A)(4) of this section, who appears in person,

158 at the office of the county board for a late emergency ~~absentee~~ **mail-in** ballot if the voter is within  
159 the provisions of Section 1.08.190.

160 2. The application shall be made under penalty of perjury but without formal oath. The late ~~absentee~~  
161 **mail-in** ballot shall contain an affidavit, which need not be under oath but which shall set forth  
162 such information, under penalty of perjury, as may be required by the county board.

163 3. Upon receipt of the application, the county board, if satisfied that the person cannot, in fact, be  
164 present at the polling place on the day of the election, shall issue to the applicant, or his duly  
165 authorized agent, ~~an absentee~~ **a mail-in** ballot which shall be marked by the voter, placed in a  
166 sealed ballot envelope, and returned to the county board in the envelope provided for that  
167 purpose.

168 4. If the applicant does not apply in person, the applicant shall designate a voter registered in the  
169 city as agent for the purpose of delivering the ~~absentee~~ **mail-in** ballot to the vote, and the agent  
170 shall execute an affidavit under penalty of perjury that the ballot was delivered to the voter who  
171 submitted the application, was marked by the voter in the agent's presence, was placed in a sealed  
172 envelope in the agent's presence and returned, under seal, to the county board by the agent.

173 5. Any late ~~absentee~~ **mail-in** ballot received by the county board shall be considered timely if  
174 received in accordance with Section 1.08.280(C).

175 B. Assistance in Marking Ballot, Etc. Any registered voter who requires assistance to vote by reason of  
176 blindness, disability or inability to read the English language or write may be given assistance by a  
177 person of the voter's choice, not to include the voter's employer or agent of that employer or officer  
178 or agent of the voter's union. Any person rendering assistance pursuant to this subsection shall execute  
179 a certificate to be included in the instructions prescribed by Section 1.08.260.

180

181 1.08.210 Elections in which ~~absentee~~ **mail-in** voters may vote.

182 This chapter applies to all special, ~~primary~~ and general elections held in any year in the city.

183

184 1.08.220 Application for ~~absentee~~ **mail-in** ballots.

185 Except as provided in Section 1.08.190, a qualified voter desiring to vote at any election as ~~an absentee~~  
186 **a mail-in** voter shall make application in writing to the county board for ~~an absentee~~ **a mail-in** ballot, which  
187 application must be received not later than the Tuesday preceding the election. The application shall contain  
188 an affidavit, which need not be under oath but which shall set forth such information, under penalty of  
189 perjury, as may be required by the county board.

190

191 1.08.230 Application forms.

192 Printed forms of application for ~~absentee~~ **mail-in** ballots in accordance with the requirements of this  
193 section shall be provided by the county board and shall be available to any qualified voter upon request.

194

195 1.08.240 Determination of ~~absentee~~ **mail-in** voters' applications—Delivery of ballots.

196 A. Rejection of Application. Upon receipt of an application containing the affidavit, the county board  
197 shall reject the application upon the decision of the election director and, when rejected, shall notify

198 the applicant of the reason therefor if it is determined upon inquiry that the applicant is not legally  
199 qualified to vote at the election as ~~an absentee~~ **a mail-in** voter.

200 B. Delivery of Ballot. If the applicant is a qualified voter as stated in his affidavit, the county board shall,  
201 as soon as practicable thereafter, deliver to him, or his duly authorized agent, at the office of the county  
202 board, or mail to him at an address designated by him, ~~an absentee~~ **a mail-in** voter's ballot and an  
203 envelope therefor. If the applicant is one with respect to whom free postage privileges are provided  
204 for by the federal Uniformed and Overseas Citizens Absentee Voting Act, or any other federal law,  
205 rule or regulation, the county board shall take full advantage of these privileges; in all other instances,  
206 postage for transmitting ballot material to voters shall be paid by the county board and postage for the  
207 return of ballots shall be paid by the voters. If the ballots are to be sent by mail, the determinations  
208 required in subsection A of this section shall be made in such time as will allow for the sending and  
209 return of the ballots by regular mail, or airmail, depending on the mailing address and including at  
210 least one secular day for marking the ballots and completing the affidavit. All investigations shall be  
211 concluded and any determinations made as to all ~~absentee~~ **mail-in** ballot applications not later than  
212 five days before election day.

213 C. Record of Applications Received and Ballots Delivered.

214 1. The county board shall keep applications for ~~absentee~~ **mail-in** voters' ballots as they are received,  
215 showing the date and time received, the names and residences of the applicants and such record  
216 shall be available for examination by any registered voter on written application to the county  
217 board.

218 2. After approval of an application for ~~an absentee~~ **a mail-in** ballot and the mailing to the applicant  
219 of an ~~absentee~~ **a mail-in** ballot, then, unless an electronically reproduced precinct register is  
220 used, the voter's authority card in the precinct binder shall be removed and retained in the office  
221 of the county board. A marker shall be placed in the regular precinct binder with the voter's name  
222 and recording the fact that ~~an absentee~~ **a mail-in** ballot has been mailed. If an electronically  
223 reproduced precinct register is used, a distinctive line shall be drawn through the voter's name  
224 on the list in red. No such voter shall vote or be allowed to vote in person at any polling place.

225 D. One Ballot to an Applicant. Not more than one ~~absentee~~ **mail-in** ballot shall be mailed to any one  
226 applicant unless the county board has reasonable grounds to believe that the ~~absentee~~ **mail-in** ballot  
227 previously mailed has been lost, destroyed or spoiled.

228

229 1.08.250 Ballots for ~~absentee~~ **mail-in** voters.

230 A. Printing of Ballots, Envelopes and Instructions. In sufficient time prior to any election, the county  
231 board shall have printed an adequate number of ~~absentee~~ **mail-in** ballots, the three kinds of envelopes  
232 described in this section and the instructions to ~~absentee~~ voters as set out in Section 1.08.260.

233 1. ~~Absentee~~ **Mail-in** ballots in the discretion of the county board may be in the form either of paper  
234 ballots kept together in a covering folder, provided that all ~~absentee~~ **mail-in** ballots shall be in  
235 the same form.

236 B. Form of Ballots. All ballots shall contain the words "~~Absentee~~ **Mail-in** Ballot" or "Official Ballot",  
237 shall be printed in large letters in clear space at the top of each ballot and on any covering folder  
238 instructions to the voters shall be printed as follows:

239 1. If paper ballots are used, instructions shall be printed on the ballot for completing the ~~absentee~~  
240 **mail-in** ballot in accordance with the current voting system in use.

241 C. Envelopes. The county board shall prescribe the size, form and printed content of the ~~absentee~~ **mail-**  
242 **in** ballot material envelopes, providing for a "covering envelope," a "ballot envelope" and a "return  
243 envelope."

244

245 1.08.260 Instructions to voters.

246 The printed instructions for the casting of ~~absentee~~ **mail-in** ballots shall be prescribed by the county  
247 board and it shall prescribe separate instructions for paper ballots.

248

249 1.08.270 Provisional ballots.

250 The city board shall authorize the county board to administer provisional voting and canvass the  
251 provisional ballots pursuant to state law and regulations provided the provisional voting does not conflict  
252 with City Election Code.

253

254 1.08.280 Canvassing of ballots.

255 A. Opening or Unfolding Ballots. The county board shall not open or unfold any ~~absentee~~ **mail-in** ballot  
256 at time prior to the closing of the polls.

257 B. Duties of County Board.

258 1. Subject to the provisions of subsection (B)(2) of this section, at any time after four p.m. on the  
259 Wednesday following election day and not later than the canvass of the votes cast at the regular  
260 voting places in the city at any election, the county board shall meet at the usual offices of the  
261 county board and shall proceed to count, certify and canvass the ~~absentee~~ **mail-in** ballots  
262 contained in the ballot envelopes. Each board of canvassers shall keep the ballots safe from  
263 tampering until the canvass is completed. The county board shall take all appropriate and feasible  
264 steps to protect the privacy of all ~~absentee~~ **mail-in** ballots.

265 2. The canvass may not be completed until all ~~absentee~~ **mail-in** ballots that have been received  
266 timely have been counted.

267 C. Timely Receipt and Ballot.

268 1. Except as provided in subsection D of this section, a ballot shall be considered as received timely,  
269 provided:

270 a. It has been received by the county board prior to closing of the polls on election day; or

271 b. It was mailed on or before election day; or

272 c. The United States Postal Service, an army post office, a fleet post office, or the postal  
273 service of any other county, has provided verification of that fact by affixing a mark so  
274 indicating on the covering envelope; and

275 d. The county board receives the ballot from the United States Postal Service not later than  
276 four p.m. on the second Friday following election day.

277 2. Except as provided in subsection D of this section, any ballot received after the deadline  
278 established in this subsection may not be counted.

279 D. Ballots Received from Locations Outside United States.

280 1. In a primary, general or special election, a ballot received from a location outside the United  
281 States shall be considered as received timely provided:

282 a. It has been received by the county board from the United States Postal Service not later  
283 than four p.m. on the second Friday following the election day; and

284 b. It was mailed before election day; and

285 The United States Postal Service, an army post office, a fleet post office, or the postal  
286 service of any other country, has provided verification to that fact by affixing a mark so  
287 indicating on the covering envelope.

288 2. Any ballot received by mail after the deadline established in this subsection may not be counted.

289 3. The commencement of the counting and canvassing process may not be delayed to await receipt  
290 of ballots under this subsection.

291 4. For the purposes of this subsection, "United States" includes several states, the District of  
292 Columbia, the Commonwealth of Puerto Rico and the Virgin Islands but does not include  
293 American Samoa, Guam, the Trust Territory of the Pacific Islands, any other territory or  
294 possession of the United States, an army post office address or a fleet post office address.

295 E. Voter's Affidavit. For the purposes of subsections C and D of this section, a voter's affidavit that the  
296 ballot was completed and mailed before election day shall suffice if the postal service of the country  
297 from which the ballot was mailed does not provide a postmark on that ballot.

298 F. Procedure Generally.

299 1. A ballot may not be rejected by the city board except by the unanimous vote of the entire city  
300 board.

301 2. If the intent of the voter is not clearly demonstrated, only the vote for that office or question shall  
302 be rejected.

303 3. If the board of canvassers determines a ballot is intentionally marked with an identifying mark  
304 the entire ballot shall not be counted.

305 4. Any ballot received by mail after the deadlines established in subsections C and D of this section  
306 may not be counted.

307 5. ~~Absentee~~ **Mail-in** ballots may not be separately disclosed or reported by precinct.

308 6. All voters' applications, affidavits, certifications, ballot envelopes and ballots shall be kept  
309 separate and apart from ballots cast at the regular voting places and retained after the date of  
310 election at which they were cast for the time required by federal law, unless prior to that time,  
311 the county board is ordered by a court of competent jurisdiction, to keep the same for any longer  
312 period.

313 7. The county board may appoint such numbers of temporary judges as it may deem necessary to  
314 adequately and promptly carry out the provisions of this section.

315 G. Ballot Voted for Person Who Has Ceased to Be a Candidate. Any ~~absentee~~ **mail-in** ballot voted for a  
316 person who has ceased to be a candidate shall not be counted for such candidate but such vote shall  
317 not invalidate the remainder of such ballot.

318 H. Ballot Delivered to Wrong Board. If ~~an absentee~~ **a mail-in** ballot envelope is delivered to the wrong  
319 board, such board shall immediately send said ballot envelope unopened, unmarked and unchanged  
320 in any way to the proper board or to the city clerk.



321 I. Voter Dying Before Election Day. Whenever the county board determines from proof or investigation  
322 that any person who has marked and transmitted or deposited in person with the board ~~an absentee a~~  
323 **mail-in** ballot, under the provisions of this chapter, has died before election day, the county board  
324 shall not count the ballot of the deceased voter.

325 J. Place Ballot in Ballot Box and Entry in Registry—More than One Ballot in Envelope—Marking  
326 Ballots.

327 1. If the county board determines that the provisions for filling out and signing the oath on the  
328 outside of the ballot envelope have been substantially complied with and that the person signing  
329 the voter's oath is entitled to vote under this chapter in any city election and has not already voted  
330 therein on election day, it shall open the ballot envelope and remove the ballot therefrom and the  
331 ballot shall be placed by the county board in a secure place to which the public has no access.

332 2. If there be more than one ballot in the ballot envelope, all shall be rejected except when two  
333 elections are held on the same day and a voter is voting in both elections and the voter returns  
334 both ~~absentee~~ **mail-in** ballots in the ballot envelope provided.

335 3. ~~Absentee~~ **Mail-in** ballots may be marked by the pencil taped on the ~~absentee~~ **mail-in** ballot.

336 K. More than One Ballot Received from Same Person. If the county board receives from the same person  
337 prior to the deadline for receipt of ~~absentee~~ **mail-in** ballots more than one ~~absentee~~ **mail-in** ballot, it  
338 shall count, certify and canvass only the ~~absentee~~ **mail-in** ballot contained in the ballot envelope on  
339 which the voter's oath was first executed and if the oath on two or more of the ballot envelopes  
340 containing ~~absentee~~ **mail-in** ballots are dated the same, or if both are undated, none of the ballots  
341 received from such person shall be counted.

342

343 1.08.290 Contests and appeals.

344 A. Decision by City Board. Appeals concerning voting or the validity of any ballot under this chapter  
345 shall be decided by the city board.

346 B. Unanimous Vote by City Board. No ballot shall be rejected except by the unanimous vote of the city  
347 board.

348 C. Right to Appeal. Any candidate or ~~absentee~~ **mail-in** voter aggrieved by any decision or action of the  
349 city board shall have the right of appeal to the circuit court for Wicomico County to review such  
350 decision or action.

351 D. Procedure for Appeal. Such appeals shall be taken by way of petition filed with the appropriate court  
352 within five days from the date of the completion of the official canvass by the county board of all the  
353 votes cast at the election and shall be heard de novo and without a jury by said court as soon as  
354 possible.

355 E. Appeal to Court of Special Appeal. There shall be further right to appeal to the court of special appeals,  
356 provided such appeal shall be taken within forty-eight (48) hours from the entry of the decision of the  
357 lower court complained of, and such appeals shall be heard and decided on the original papers,  
358 including a typewritten transcript of the testimony taken in such cases, by the court of special appeals,  
359 as soon as possible after the same having been transmitted to that court.

360 F. Transmission of Record to Court of Special Appeals. The original papers, including the testimony,  
361 shall be transmitted to the court of special appeals within five days from the taking of the appeal.

362 1.08.300 Election districts and precincts established.

363 The city shall have one councilmanic district per councilmember, and there shall be one precinct  
364 ~~corresponding to each councilmanic~~ **assigned to each city council** district. Voting records shall be kept  
365 pursuant to divisional lines as established by the county board.

366

367 1.08.310 Map of election districts.

368 A map of the city, prepared by the ~~engineering~~ **information services** department of the city, which is  
369 on file ~~in the office of the city clerk~~ **on the Geographic Information System portal ("G.I.S.")**, is adopted  
370 and made a part of this chapter for the purpose of more clearly defining the boundaries of the election  
371 precincts described in this chapter.

372

373 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY**  
374 **OF SALISBURY, MARYLAND**, that Chapter 1.12 of the Salisbury City Code is hereby amended by  
375 adding the bolded and underlined language and deleting the strikethrough language as follows:

376

377 **Section 2.** Chapter 1.12 of the Salisbury City Code of the Salisbury City Code, entitled "CITY  
378 CAMPAIGN ADVERTISING AND FINANCE" is amended as follows:

379

380 Chapter 1.12 CITY **ELECTION** CAMPAIGN ADVERTISING AND FINANCE

381 1.12.010 Advertising.

382 A. A person, candidate, campaign manager, treasurer, partisan organization or political committee,  
383 including political clubs, or party committee may not expend any money for printing, publication or  
384 broadcasting of any political matter whatsoever, unless the matter purports on its face to be paid  
385 political advertisement and printed, published or broadcast by authority of the person, campaign  
386 manager or treasurer for the named candidate, partisan organization, party committee or political  
387 committee, including political clubs.

388 B. Requirements of Subsection A of this section shall ~~not~~ apply to any individual, **group, or committee**  
389 ~~publishing or distributing campaign literature~~ promoting passage or defeat of any ~~principle or a~~  
390 ~~proposition~~ **petition for a referendum or the passage or defeat of a referendum** submitted to a vote  
391 at any city election, ~~provided that such campaign literature is published and distributed independent~~  
392 ~~of, and not in coordination with, any campaign, committee or other entity.~~

393

394 1.12.020 Books, records and receipts.

395 A. Every candidate for the office of mayor or city council for the city **or any group promoting the**  
396 **passage or defeat of a petition or referendum** shall appoint a treasurer who shall have the  
397 responsibility of maintaining detailed, full and accurate accounts in a proper book or books to be called  
398 "account books." The account books shall contain a detailed record of contributions, monies, loans  
399 (including personal contributions, loans and monies) or valuable things received, including the date  
400 each contribution was received and the name and address of each contributor. The account books shall  
401 also contain a detailed record of all disbursements made by the candidate or his or her representative  
402 acting on his or her behalf, **or group, as the case may be.**

- 403 B. Account books shall be maintained by the candidate or his or her representative for at least one year  
404 following the date of the general election. 1.12.030 Campaign contributions.
- 405 A. No candidate for mayor or for member of the city council shall receive campaign contributions in  
406 excess of two hundred fifty dollars (\$250.00) per individual or entity per campaign in cash and/or for  
407 in-kind services of a commercial nature.
- 408 B. The contributions or loans of a candidate or the candidate's spouse to the candidate's own campaign  
409 are not subject to the limitations of Subsections A and C, but must pass through the hands of the  
410 candidate's treasurer and be reported as required in other provisions of this chapter. Personal expenses  
411 of the candidate for filing fees, telegrams, telephoning, travel and board, shall not be considered  
412 contributions if paid for by the candidate or the candidate's spouse.
- 413 C. No loan may be made to the campaign of a candidate or accepted on behalf of the campaign, without  
414 express written consent of the candidate. Written consent constitutes the personal guaranty of the  
415 candidate for repayment of the loan, only if it expressly so provides. The aggregate amount of all  
416 outstanding loans to the campaign of a candidate shall not exceed five hundred dollars (\$500.00) per  
417 campaign. A loan shall not be forgiven in an amount in excess of two hundred fifty dollars (\$250.00).  
418 Subsection B is an exclusion to the requirements of this subsection.
- 419 D. Contributions of in-kind services of a commercial nature shall be valued at a rate commensurate with  
420 the cost of purchasing similar materials or services.
- 421 E. All campaign contributions shall be received by the date of the general election. Any campaign  
422 contributions received after the date of the general election shall be returned to the contributor.
- 423
- 424 1.12.040 ~~Financial disclosure statements~~ **Campaign finance report** to be filed by the candidate or  
425 treasurer.
- 426 A. The candidate and/or treasurer shall file a complete and accurate ~~financial disclosure statement~~  
427 **campaign finance report** detailing the contents of the account books no later than seven days prior  
428 to the general election. The ~~financial disclosure statement~~ **campaign finance report** shall include, but  
429 not be limited to, the name, address, amount of contribution and the date all contributions were  
430 received. Contributions of in-kind materials or services shall be valued as stated in Section  
431 1.12.020(B). Each ~~financial disclosure statement~~ **campaign finance report** filed shall also contain a  
432 full and complete record of expenses and list any expenses incurred by not yet paid.
- 433 B. A final disclosure statement shall be filed no later than forty-five (45) days after the date of the general  
434 election. After payment of all campaign expenditures, any surplus funds shall be paid by the treasurer  
435 to either:
- 436 1. The city of Salisbury to help defray the expenses of the election;
- 437 2. A charitable organization as defined in the Annotated Code of Maryland, Business Regulation  
438 Article, Title 6 as amended from time-to-time; or
- 439 3. A political club, committee, or party of the candidate's choice.
- 440 C. No ~~financial disclosure statements~~ **campaign finance report** shall be required if the contributions  
441 received total less than six hundred dollars (\$600.00) for the election; however, a statement under oath  
442 shall be filed by the candidate and treasurer that no ~~financial disclosure statement~~ **campaign finance**  
443 **report** is required pursuant to this section. Such statement, if applicable, shall be filed seven days  
444 prior to the general election.

445 D. Each ~~financial disclosure statement~~ **campaign finance report** shall include a representation certifying  
446 under oath that the contents of the statement are true and correct and shall be signed by the candidate  
447 and treasurer.

448 E. The foregoing provisions shall also apply to unsuccessful candidates.

449 1.12.050 Enforcement.

450 It shall be the duty of the city ~~election~~ board to enforce this chapter and to ensure that it is complied  
451 with by all candidates for city office.

452

453 1.12.060 Late filing of ~~financial disclosure statements~~ **campaign finance report**.

454 A. There shall be a late filing fee for each ~~financial disclosure statement~~ **campaign finance report** which  
455 is not filed within the time prescribed. The fine shall be twenty dollars (\$20.00) per day for the first  
456 five days and ten dollars (\$10.00) per day thereafter for each date that the report is overdue. The  
457 maximum fine to apply to any one report shall be two hundred fifty dollars (\$250.00). Weekends and  
458 holidays shall be excluded in the above time computations.

459 B. Any fines assessed pursuant to this chapter shall be the personal responsibility of the candidate and  
460 treasurer and may not be paid for by using campaign funds.

461

462

463 1.12.070 Perjury.

464 Any willfully false, fraudulent or misleading statement or entry made by any candidate or treasurer in  
465 any statement or account under oath required by this chapter shall constitute the crime of perjury and shall  
466 be punishable by such according to the laws of this state.

467

468 1.12.080 Penalty.

469 The penalty for violation of this chapter, except for late filing as provided for above, shall be a fine of  
470 up to four hundred dollars (\$400.00) as determined by the city ~~election~~ board.

471

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

474 **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision  
475 of this Ordinance shall be deemed independent of all other provisions herein.

476 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
477 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,  
478 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
479 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
480 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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

483 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

484           **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City  
485 of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance of  
486 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council  
487 of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

488

489 **ATTEST:**

490

491

492 \_\_\_\_\_  
493 **Kimberly R. Nichols, City Clerk**

\_\_\_\_\_ **Muir W. Boda, City Council President**

493

494

495 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

496

497

498

499 \_\_\_\_\_  
**John R. Heath, Acting Mayor**

**ORDINANCE NO. 2801**

**AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FOR THE PURPOSE OF ACCEPTING FUNDS FROM THE CONNECTED COMMUNITIES GRANT IN THE AMOUNT OF \$34,228 FOR THE ANNE STREET VILLAGE FIBER INTERNET PROJECT.**

**WHEREAS**, the Department of Housing and Community Development (“**DHCD**”) funds a grant to help municipalities provide high speed Fiber Internet services to underserved communities (the “**Connected Communities Grant**”); and

**WHEREAS**, the City of Salisbury Information Services Department (“**ISD**”), having a need for Fiber Internet service at the Anne Street Village location, applied for the said Connected Communities Grant and DHCD has awarded grant funds to the ISD in the amount of \$34,228; and

**WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and

**WHEREAS**, appropriations necessary to execute the purpose of this grant 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 Jack R. Heath is hereby authorized to enter into an agreement with the Department of Housing and Community Development, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$34,228.

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

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

- (a) Increase DHCD Revenue Account No. 10500-423601-XXXXX by \$34,228.
- (b) Increase Repairs & Maintenance Expense Account No. 10500-534302-XXXXX by \$3,400.
- (c) Increase Construction Expense Account No. 10500-513026-XXXXX by \$22,000.
- (d) Increase Internet Service Expense Account No. 10500-555404-XXXXX by \$6,000.
- (e) Increase Salaries-Clerical Expense Account No. 10500-501001-XXXXX by \$2,828.

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

**Section 3.** 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 4.** 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 shall apply only to the

section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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

**Section 6.** This Ordinance shall take effect from and after the date of its final passage.

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the \_\_\_ day of \_\_\_\_, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_ day of \_\_\_\_, 2023.

**ATTEST:**

\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_  
**Muir W. Boda, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**John R. Heath, Acting Mayor**

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**ORDINANCE NO. 2805**

**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 Fire Inspector vehicle sustained damage while performing legitimate City of Salisbury Fire Department duties; and

**WHEREAS**, the Fire Department has paid for the repairs to the Fire Inspector vehicle out of the FY23 Fire Department Operating Budget; and

**WHEREAS**, the City has received insurance proceeds in the amount of \$1,219.00 for the costs incurred by the Fire Department to repair to the Fire Inspector vehicle and those funds have been or will be deposited in the City's General Fund Revenue; and

**WHEREAS**, the insurance proceeds are needed to replenish the Fire Department's Operating Budget to bring the budget in line with planned FY23 budget expense projections for the remainder of the fiscal year; and

**WHEREAS**, the appropriations necessary to execute this budget amendment must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury; and

**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 General Fund Revenue – Insurance proceeds account (01000-456935) by \$1,219.00; and
- (b) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$1,219.00

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

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

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



53           **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
54 Salisbury held on the 1<sup>st</sup> day of May, 2023 and thereafter, a statement of the substance of the Ordinance  
55 having been published as required by law, in the meantime, was finally passed by the Council of the City  
56 of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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59 **ATTEST:**

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63 \_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_ **Muir W. Boda, City Council President**

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66 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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70 \_\_\_\_\_  
**John R. Heath, Acting Mayor**

**To:** Andy Kitzrow, City Administrator

**From:** Samuel Ireland, Deputy Director of Field Operations

**Subject:** Ordinance - Budget Amendment

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The Department of Field Operations provided manpower, equipment, and technical expertise during the demolition of structures located on the SALKAP property located at 317-325 Lake Street. The structures on the property were composed of tin, light iron, aluminum, #1 steel, and unprepared steel which were provided to Donovan Salvage Works which resulted in a payment to the City of Salisbury in the amount of \$3,574.80.

I am requesting that all funds recovered be transferred from General Fund Revenue to the Field Operations Street-Roadworks Operating Account. Furthermore, I am requesting the attached Budget Amendment recognize that this revenue has been received by the City and will be transferred to the Department of Field Operations and increase the Street-Roadwork's budget (Operating Account: 31150-546006) in the total amount of \$3,574.80 to be utilized for daily operations of the Street-Roadworks Division.

Unless you or the Mayor have any further questions, please forward this Ordinance to the City Council.



Samuel Ireland  
Deputy Director of Field Operation



# DONOVAN SALVAGE

(302) 856-9501

Donovan Salvage Works  
20262 Donovans Rd  
Georgetown, DE, 19947  
Tel.302-856-9501

## CUSTOMER HISTORY REPORT

For Dates From 11/01/2022 to 11/22/2022

Material: All

Customer Name: **CITY OF SALISBURY DEMOLITION PROJECT**  
721 LAKE ST  
SALISBURY , MD

License/ID#:

# of Transactions: 8

Total Amount: \$3,574.80

Ticket#	Date	User	Material Description	Cust Ticket	Deduction	Net	Price	Amount
86109	11/15/2022	TRUCK	DIRTY ALUMINUM SHEET			3,280.00	\$0.08 /lb	\$262.40
					Payment Details -->	<b>Cash: \$262.40</b>	Ticket Total -->	<b>\$262.40</b>
86119	11/15/2022	CASHIER	TIN/LIGHT IRON			6,620.00	\$5.00 /cwt	\$331.00
					Payment Details -->	<b>Cash: \$331.00</b>	Ticket Total -->	<b>\$331.00</b>
86129	11/16/2022	TRUCK	TIN/LIGHT IRON			4,740.00	\$5.00 /cwt	\$237.00
					Payment Details -->	<b>Cash: \$237.00</b>	Ticket Total -->	<b>\$237.00</b>
86147	11/16/2022	TRUCK	TIN/LIGHT IRON			13,400.00	\$5.00 /cwt	\$670.00
					Payment Details -->	<b>Cash: \$670.00</b>	Ticket Total -->	<b>\$670.00</b>
86185	11/16/2022	TRUCK	TIN/LIGHT IRON		2000.00 lbs (CONCRETE / DIRT)	18,340.00	\$5.00 /cwt	\$817.00
					Payment Details -->	<b>Cash: \$817.00</b>	Ticket Total -->	<b>\$817.00</b>
86272	11/18/2022	TRUCK	TIN/LIGHT IRON			5,300.00	\$5.00 /cwt	\$265.00
					Payment Details -->	<b>Cash: \$265.00</b>	Ticket Total -->	<b>\$265.00</b>
86315	11/18/2022	TRUCK	#1 STEEL			11,180.00	\$6.00 /cwt	\$670.80
					Payment Details -->	<b>Cash: \$670.80</b>	Ticket Total -->	<b>\$670.80</b>
86469	11/21/2022	TRUCK	UNPREPARED STEEL			5,360.00	\$6.00 /cwt	\$321.60
					Payment Details -->	<b>Cash: \$321.60</b>	Ticket Total -->	<b>\$321.60</b>
<b>Report Totals</b>						<b>68,220.00</b>		<b>\$3,574.80</b>

1 **ORDINANCE NO. 2806**

2  
3 **AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A**  
4 **BUDGET AMENDMENT OF THE FY23 GENERAL FUND BUDGET TO**  
5 **APPROPRIATE THE FUNDS RECEIVED FROM THE RECYCLING OF**  
6 **SCRAP METAL.**  
7

8 **WHEREAS**, the Department of Field Operations Streets-Roadways Division demolished  
9 structures located at 317-325 Lake Street; and  
10

11 **WHEREAS**, as a result of providing material salvaged from the structures to Donovan Salvage  
12 Works which resulted in a payment to the City of Salisbury in the amount of \$3,574.8,0 which was  
13 deposited in the General Fund; and  
14

15 **WHEREAS**, the Department of Field Operations has use for the funds received and requests that  
16 these funds in the total amount of \$3,574.80 be transferred to the Street-Roadways Operating Account  
17 (31150-546006), which is used, in part, for the daily operations of the Street-Roadways division; and  
18

19 **WHEREAS**, § 7-29 of the Salisbury City Charter forbids any office, department, or agency from  
20 expending funds not appropriated; and  
21

22 **WHEREAS**, appropriations must be made upon the recommendation of the Mayor and the  
23 approval of four-fifths of the Council of the City of Salisbury.  
24

25 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE**  
26 **CITY OF SALISBURY, MARYLAND**, as follows:  
27

28 **Section 1.** Mayor John R. Heath is hereby authorized to appropriate funds to the Department of  
29 Field Operations in the amount of \$3,574.80.  
30

31 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
32 **SALISBURY, MARYLAND**, as follows:  
33

34 **Section 2.** The City of Salisbury’s FY23 General Fund Budget be and hereby is amended as  
35 follows:  
36

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	None	General Fund Revenue-Scrap Recycling	01000-434505	3,574.80
Increase	Expense	None	Street-Roadways Operating Account	31150-546006	3,574.80

37  
38 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
39 **SALISBURY, MARYLAND**, as follows:  
40

41 **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision  
42 of this Ordinance shall be deemed independent of all other provisions herein.  
43

44 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
45 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,  
46 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication

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

49  
50 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
51 if such recitals were specifically set forth at length in this Section 5.

52  
53 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

54  
55 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
56 Salisbury held on the 8<sup>th</sup> day of May, 2023 and thereafter, a statement of the substance of the Ordinance  
57 having been published as required by law, in the meantime, was finally passed by the Council of the City  
58 of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

59  
60 **ATTEST:**

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

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65 **Muir W. Boda, City Council President**

66 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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69 \_\_\_\_\_  
70 **John R. Heath, Acting Mayor**



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

**To:** Andy Kitzrow, City Administrator

**From:** Jake Pavolik, Asset and Facility Manager

**Subject:** Budget Amendment-Transfer of Surplus Proceeds

**Date:** March 30, 2022

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The department of Field Operations and Water Works are requesting funds from a recent sale of equipment and vehicles through online auction totaling \$29,157.55. Field Operations is requesting \$24,492.97 and Water Works is requesting \$4,664.58.

Field Operations and Water Works Will use the funds to assist in replacing and upgrading equipment as needed for continued operations.

Thank you for your consideration on this request

Inventory ID	Description	Type	Seller Payment
PM-15	ODB Leaf Vacuum machine towable	USD	2798.13
WP-1	2000 Ford Econoline Wagon	USD	1318.13
123	John Deere Gator Unknow year needs repairs	USD	1087.8
124	Sutorbilt Sewer Vac Trailer	USD	3346.45
S-12	1986 Kubota M4500 tractor	USD	2637.06
126	1995 Vermeer Chipper	USD	4557.48
127	LOT SALE! Five(5) 2004 New Flyer Buses	USD	13412.5
			29157.55



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**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 8<sup>th</sup> day of May, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the \_\_\_\_ day of \_\_\_\_\_, 2023.

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***[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]***



48 ATTEST:

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\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

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**Muir W. Boda, City Council President**

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Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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**John R. Heath, Acting Mayor**

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