



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

FEBRUARY 5, 2024

Salisbury Headquarters at 115 S. Division Street and Zoom Video Conferencing

PUBLIC COMMENTS WILL BE HEARD AFTER EACH OF THE FOLLOWING ITEMS:

- 4:30 p.m. ZenCity Community Engagement Platform demonstration- City Administrator Andy Kitzrow, Director of Communications Shawn Yonker
- 4:45 p.m. Presentation- Survey Data for Transportation Safety on Salisbury’s West Side- Ryan Weaver, Salisbury University Interdisciplinary Studies & SU PACE Presidential Citizen Scholars Program and Presidential Citizen Scholars LaMaree James, Stephora Alberi and Andersen Herman
- 5:00 p.m. Budget amendment to reallocate funds from the Main Street Master Plan project to serve as match to the Transportation Alternative Program – Salisbury Citywide Bikeways Design Project- Department of Infrastructure & Development Director Rick Baldwin
- 5:05 p.m. Accepting Community Foundation of the Eastern Shore grant for SWIFT- Deputy Chief Chris O’Barsky
- 5:10 p.m. Ordinance to amend Chapter 15.24, “Housing Standards”, to clarify Fire and Life Safety Provisions regarding the Fire Marshal- Fire Marshal Eric Cramer
- 5:15 p.m. Council Rules of Order and Code of Conduct- Council discussion
- 5:30 p.m. Administration and Council Comments
- 5:40 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).*



Join Zoom Meeting

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

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

Posted: 2/01/24



TO: City Council
FROM: Andy Kitzrow, City Administrator
DEPT: Mayor's Office
DATE: 1/9/24
SUBJECT: ZenCity Budget Amendment

In order to improve transparency efforts and community engagement, the City is proposing to procure ZenCity 360 Essentials – a Community Engagement SaaS Platform for cities. The product is tailored and priced for a community of our size (15K – 50K residents).

The platform is comprised of three segments that all have value to the City. There are:

- 1) Processing organic feedback on various channels, including:
 - a. Unlimited full track of official sources and limited coverage of leading unofficial channels;
 - b. Unlimited anomaly highlights, automated reports, digests and media mentions;
 - c. Project and analyst insights.

- 2) Community engagement, collaboration, and input interface, including:
 - a. An “Engage Domain” and multiple active engagement projects;
 - b. Basic engagement templates with automatic translation to 29 languages;
 - c. Community Asks – simple templated polling with selected language translations.

- 3) Experience survey questionnaires designed to immediately collect feedback on non-emergency services provided by the City

Funding for the annual subscription of \$26,000 will come from General Fund Surplus. Note, the City recently closed a prior year purchase order for different software platform returning approximately \$41,000 to the General Fund, a net difference of approximately \$15,000.



ZENCITY SERVICES AGREEMENT - 2023 ICMA PROGRAM SALISBURY, MD

Order form #: **229010**

Order form prepared for: **Salisbury, MD**

Order form expiration date: **1/31/2024**

This Order Form ("**Order Form**") is entered into between the Zencity entity detailed below ("**Zencity**"), and the entity identified below ("**Customer**", and jointly with Zencity the "**Parties**"), as of the Effective Date (as defined below) which shall remain in effect for the duration of the Initial Term as defined below and any renewal term (the "**Term**") unless agreed otherwise explicitly and in writing between the Parties. This Order Form includes and incorporates the Zencity Terms and Conditions (the "**T&Cs**"). All prices are quoted in USD.

ZENCITY	
Entity (legal) name:	Zencity Technologies US, Inc.
Full Address:	1313 N Market St, Suite 5100 Wilmington, DE 19801
Contact:	Alon Maor, Government Solution Manager
Phone:	252-242-1578
Email:	alon.maor@zencity.io

CUSTOMER	
Entity (legal) name:	City of Salisbury, MD
Full Address:	City of Salisbury - Mayor's Office 115 S Division Street Salisbury, MD 21801
Contact:	Andy Kitzrow City Administrator
Phone:	410-548-3100
Email:	akitrow@salisbury.md

RECURRING FEES						
Package Name	Package Breakdown	Package Description	Unit Price	QTY (units)	Initial Term Discount	Net Price
Zencity 360 Essentials: 15K-50K City	ZC-ECI	Community Engagement SaaS Platform for cities with up to 50,000 residents I. Processing organic feedback on various channels, including: <ul style="list-style-type: none"> • Unlimited full track of official sources and limited coverage of leading unofficial channels (40 unofficial sources) • Unlimited anomaly highlights, automated reports, digests and media mentions. • Limited projects [10] and Analysts Insights [2] a year II. Community engagement collaboration and input interface: <ul style="list-style-type: none"> • One Engage domain with 3 active engagement projects • All basic engagement templates with automatic translation to 29 languages • Community Asks - simple templated polling with selected language translations III. Experience survey questionnaire designed to immediately collect feedback on non-emergency services provided by the city	\$36,000	1 Year	27%	\$26,000
Total Gross List Price						\$36,000
Total Initial Term Discounts						(\$10,000)
Total Fees per year						\$26,000



Any additional modules, quantity increases, or other custom development and integration work requested by Customer during the Term shall require an Order Form executed by the Parties, and shall be subject to the prevailing Zencity rate card subject to amendment from time to time.

ORDER FORM TERMS	
Effective Date:	The date attached to the Customer’s signature is stipulated below.
Initial Term:	12 months, commencing on the Effective Date.
Fees:	<p>The Fees are exclusive of any applicable taxes (including sales tax) and withholdings, which will be added to the Fees and paid by the Customer to the extent applicable bill.</p> <p>The Initial Term shall be extended for successive renewal terms of 12 months each (each, a "Renewal Term" and collectively with the Initial Term, the "Term") following a written notice of renewal to the other party at least 60 days before the end of each applicable term.</p>
Payment Terms	<p>The “Total Fees Per Year”, shall be payable on an annual basis, every 12 months, within 60 days of the Effective Date, and on each anniversary thereof.</p> <p>Partnership is subject to the designated budget approval by the Customer, and will be considered as void if such funds are no longer available by the customer.</p>
Customer Billing Contact:	Name: <u>Cheryl Carpenter, Accounts Payable III</u> Phone: <u>410-677-1920</u> Email: ccarpenter@salisbury.md
Customer PO # (if applicable):	

CUSTOMER

Signature: _____

Name Jennifer Miller

Title: Procurement Director

Date: _____

ZENCITY

Signature: _____

Name: Eyal Feder-Levy

Title: CEO

Date: _____

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ATTEST:

Kimberly R. Nichols, City Clerk

D'Shawn M. Doughty, City Council President

Approved by me, this _____ day of _____, 2024.

Randolph J. Taylor, Mayor



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

To: Andy Kitzrow, City Administrator
From: Richard D. Baldwin, Director of Infrastructure & Development
Date: January 23, 2024
Re: Budget Amendment – Transportation Alternatives Program Grant Funds

The Department of Infrastructure & Development is requesting consideration for a budget amendment to allocate funds to serve as local match to a grant received under a Transportation Alternatives Program through the Maryland Department of Transportation and establish a project account for the execution of the project. The City received a grant from MDOT-SHA in 2023 for design of 8.9 miles of on-street bikeways across the City – which will largely complete design of the Bike Network as proposed in 2017. Please see the attached letter from MDOT dated October 13, 2021.

As the Department of Infrastructure & Development wishes to begin the design project as soon as practical, it is requested that these funds be moved into the Citywide Bikeway Design Project Account 10500-513020-28005. The \$149,256.00 required is proposed to come from funds no longer needed for the Main Street Master Plan Project. The amount of the grant is \$597,024 and will cover 80% of the cost of design, traffic studies and associated signal plans. Total project value is \$746,280.00 and is a Not-to-Exceed value, any funds not utilized will be returned to MDOT and the Reserve as appropriate.

Unless you or the Mayor have further questions, please forward a copy of this memo and the ordinance to the City Council.

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ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING A BUDGET AMENDMENT TO REALLOCATE \$149,000.00 FROM THE MAIN STREET MASTER PLAN PROJECT TO SERVE AS THE LOCAL MATCH TO THE TRANSPORTATION ALTERNATIVE PROGRAM – SALISBURY CITYWIDE BIKEWAYS DESIGN PROJECT.

WHEREAS, the Maryland Department of Transportation (“MDOT”) administers the Transportation Alternatives Program (“TAP”) for providing grant funds to support and expedite projects improving traveled ways for people walking and biking in the State of Maryland; and

WHEREAS, MDOT and the City of Salisbury (the “City”) have been working together to improve walking and biking facilities in the City as part of the City’s Vision Zero Program and the State’s Zero Deaths Program in order to end traffic fatalities and serious injuries; and

WHEREAS, the City was awarded and previously accepted a TAP grant specifically for the design of fifteen (15) new bikeways, including pedestrian improvements on City streets; and

WHEREAS, MDOT has awarded the TAP grant in the total amount of \$597,024.00 to provide for the project, which is to be accompanied by a City match of \$149,256.00, for a total project not to exceed \$746,280.00; and

WHEREAS, the City of Salisbury determined \$149,000 is no longer required for the Main Street Masterplan project and is available to transfer to the Bicycle Master Plan Project; and

WHEREAS, the appropriations necessary to execute the appropriation of \$149,000 as provided hereinabove, must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

Section 1. The City of Salisbury’s General Capital Project Fund Budget be and hereby is amended as follows.

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Decrease	Revenue	Main Street Master Plan	Debt Proceeds	98019-469312- 48022	149,000
Decrease	Expense	Main Street Master Plan	Construction	98119-513026- 48022	149,000
Increase	Revenue	Bicycle Master Plan	Debt Proceeds	98019-469312- 48046	149,000
Increase	Expense	Bicycle Master Plan	Construction	98119-513026- 48046	149,000

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

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

42 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any
43 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
44 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
45 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
46 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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

49 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.
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51 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
52 Salisbury held on the _____ day of _____, 2024 and thereafter, a statement of the substance
53 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
54 Council of the City of Salisbury on the _____ day of _____, 2024.
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56 **ATTEST:**
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61 **Kimberly R. Nichols, City Clerk**

_____ **D'Shawn M. Doughty, City Council President**

62 Approved by me, this _____ day of _____, 2024.
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67 **Randolph J. Taylor, Mayor**



City of Salisbury

Memo

To: Andy Kitzrow, City Administrator
From: Chris O'Barsky, Deputy Fire Chief
Date: 1/23/2024
Subject: Budget Amendment

The Fire Department is requesting the approval of grant funds in the amount of \$1,500.00 it's received from the Community Foundation of the Eastern Shore. These funds will continue to support the Salisbury-Wicomico Integrated Firstcare Team (SWIFT) in their mission to provide medical transport for SWIFT patients who are otherwise unable to attend necessary medical appointments. Thank you for your time in this request. If you have any further questions or concerns, please do not hesitate to reach out to me.



City of
Salisbury

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE COMMUNITY FOUNDATION OF THE EASTERN SHORE FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$1,500, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE SALISBURY-WICOMICO INTEGRATED FIRSTCARE TEAM (SWIFT).

WHEREAS, the Community Foundation of the Eastern Shore (CFES) has a Mini Grant program; and

WHEREAS, the purpose of the grant program is to benefit organizations that serve health and human services, education, arts and culture, community development, environment and historical preservation; and

WHEREAS, the City of Salisbury submitted a grant application to CFES for funding to support the Salisbury-Wicomico Integrated Firstcare Team (SWIFT); and

WHEREAS, CFES has awarded the City funds in the amount of \$1,500.00; and

WHEREAS, the City of Salisbury must enter into a grant agreement with CFES defining how these funds must be expended; and

WHEREAS, all funds shall be used to provide medical transportation for SWIFT patients who are otherwise unable to attend necessary medical appointments and meetings; 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 Randolph J. Taylor is hereby authorized to enter into a grant agreement with the Community Foundation of the Eastern Shore (CFES), on behalf of the City of Salisbury, for the City's acceptance of grant funds in the amount of \$1,500.00.

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 CFES Revenue Account No. 10500-426100-XXXXX by \$1,500.00.
- (b) Increase SWIFT Operating Expense Account No. 10500-546006-XXXXX by \$1,500.00.

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

46 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 such
50 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.

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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 _____, 2024 and thereafter, a statement of the substance of the
55 Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the
56 City of Salisbury on the _____ day of _____, 2024.

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58 **ATTEST:**

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

_____ **D'Shawn M. Doughty, City Council President**

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66 Approved by me, this _____ day of _____, 2024.

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71 **Randolph J. Taylor, Mayor**

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City of Salisbury

To: Deputy Chief O'Barsky

From: Fire Marshal Cramer

Subject: Amendment to City Municipal Code Chapter 15.24

Date: January 26, 2024

Please see the attached ordinance amending Chapter 15.24 of the City Municipal Code, clarifying the role of the Fire Marshal for enforcing fire and life safety requirements contained in the Housing Code and eliminating conflicts with the Fire Prevention Code.

Should you find it favorable, kindly forward to the City Council for consideration.

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 15.24 OF THE SALISBURY CITY CODE, ENTITLED "HOUSING STANDARDS", TO CLARIFY FIRE AND LIFE SAFETY PROVISIONS REGARDING THE FIRE MARSHAL AND THIS CODE.

WHEREAS, the ongoing application, administration and enforcement of the Salisbury City Code demonstrates the need for periodic review, evaluation and amendment; and

WHEREAS, the City of Salisbury has adopted a Fire Prevention Code codified in Chapter 8.11 of the City Code; and

WHEREAS, The City has appointed a Fire Marshal to enforce the Fire Prevention Code; and

WHEREAS, the City has determined Chapter 15.24 of the City Code, governing "Housing Standard" and referred to as the City's "Property Maintenance Code" must be amended to clarify the role of the City's Fire Marshal for enforcing fire and life safety requirements with respect to the City's Property Maintenance Code and to eliminate any conflicts between the Property Maintenance Code and the Fire Prevention Code.

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

Section 1. Chapter 15.24.020 of the Salisbury City Code be and is hereby amended by adding the bolded and underlined language as follows:

This code is to protect the public health, safety and welfare in all existing structures, residential and nonresidential, and on all existing premises by establishing minimum requirements and standards for premises, structures, equipment, and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; fixing the responsibility of owners, operators, agents and occupants; regulating the occupancy of existing structures and premises, and providing for administration, enforcement and penalties. The existence of such nuisance conditions creates slums and blighted areas requiring corrective action. Additionally, the conditions may contribute to the spread of disease, crime, fire and loss of life. In the absence of corrective measures, such areas may experience a deterioration of social values, an impairment of economic values, a depreciation of assessable base and a curtailment of investment and tax revenues.

A. The Fire Marshal or the Fire Marshal's authorized representative shall enforce all fire and life safety provisions of this Code, except in one- and two-family dwellings. Where references to fire and or life safety provisions in this Code indicate the term "Housing or Code Official," they shall be construed to refer to the Fire Marshal or the Fire Marshal's authorized representative. In any conflict of opinion concerning fire or life safety of premises, structures, equipment, and facilities, the decision of the Fire Marshal shall supersede. In all other matters relating to premises, structures, equipment, and facilities, the decision of the Housing Official shall supersede. The Fire Marshal shall be responsible for the final technical interpretation of all fire and life safety provisions within this code.

1. The Fire Marshal is authorized to enforce fire sprinkler regulations in one- and two-family dwellings.

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,

47 subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed
48 valid and enforceable.

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

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

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53 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury
54 held on the _____ day of _____, 2024 and thereafter, a statement of the substance of the Ordinance having been
55 published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____
56 day of _____, 2024.

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59 **ATTEST:**

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

_____ **D'Shawn M. Doughty, City Council President**

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67 Approved by me, this _____ day of _____, 2024.

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72 **Randolph J. Taylor, Mayor**
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City of
Salisbury

To: City Council
From: Kim Nichols, City Clerk
Date: January 31, 2024
Subject: Council Rules of Order and Code of Conduct

For discussion, the Council Rules of Order (last amended on April 28, 2014) and City Council Code of Conduct (passed on April 23, 2007) are attached.

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

1. PREAMBLE

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

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

2. ATTENDANCE AND PARTICIPATION AT COUNCIL MEETINGS

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

3. COUNCIL MEETINGS

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

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

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

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

4. AGENDAS

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

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

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

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

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

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

5. CONDUCT OF REGULAR MEETINGS

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

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

6. PUBLIC INPUT

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

7. VOTING AND THE MAKING OF MOTIONS

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

8. WORK SESSION MEETINGS

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

9. CLOSED SESSION MEETINGS

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

10. PROCEDURES FOR SECURITY AT CITY COUNCIL MEETINGS

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

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

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

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

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

11. USE OF COUNCIL TRAVEL AND TRAINING BUDGET

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

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

AS AMENDED ON APRIL 23, 2007

RESOLUTION NO. 1513

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALISBURY,
MARYLAND ADOPTING A CITY COUNCIL CODE OF CONDUCT.

WHEREAS, City Council members are responsible for serving the best interests of all the citizens of Salisbury; and

WHEREAS, the Salisbury City Council strives to maintain the trust of the community and ensure high levels of professionalism; and

WHEREAS, the Council's decisions and behavior must be grounded in the ethical principles of mutual respect, trust, character, responsibility, honesty, credibility and truthfulness;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Salisbury, Maryland hereby adopts the following Code of Conduct principles:

1. **LAWS, CODES AND REGULATIONS - Honor and comply with all laws, codes and regulations**
 - Follow and comply with all laws, codes and regulations.

2. **MUTUAL RESPECT – Encourage open-minded exchange of ideas and opinions in a conscientious, courteous manner between fellow Council members and public attendees**
 - Value all opinions
 - Provide adequate time for expression of all opinions
 - Question for clarification and ask for additional information, if needed
 - Respect the right of others to disagree

3. **TRUST – Build relationships through open direct communication as part of the Council team and as leaders responsible to the community**
 - Establish relationships with citizens, community groups and businesses that encourage their input and support
 - Be factual in sharing information
 - Be consistent in communication with all groups
 - Be specific in sharing community feedback

4. CHARACTER – Model integrity in the performance of Council duties and responsibilities

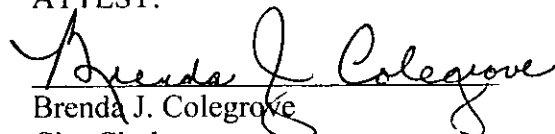
- Be a positive representative for the Salisbury City Council
- Address and promote genuine issues rather than personal agendas
- Abstain from using Council position for personal advantage

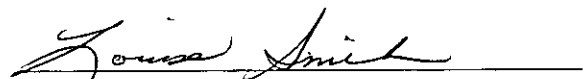
5. RESPONSIBILITY – Guide and support the process of policy development and implementation

- Arrive prepared for meetings
- Focus Council activity on policymaking, fiscal responsibility and carrying out the duties assigned to the Council by the Charter
- Actively participate in discussion and debate of issues before the Council
- Make decisions based on factual information
- Adhere to professional Council decorum

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on April 23, 2007 and is to become effective immediately upon adoption.


ATTEST:


Brenda J. Colegrove
City Clerk


Louise Smith
Council President

APPROVED BY ME THIS

24th day of April, 2007


Barrie P. Tilghman
Mayor