



CITY OF SALISBURY CITY COUNCIL AGENDA

FEBRUARY 12, 2024

6:00 p.m.

Salisbury Headquarters at 115 S. Division St. 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. CITY INVOCATION- Pastor Greg Morris, Parkway Church of God
- 6:04 p.m. PRESENTATIONS- Mayor Randolph J. Taylor
- Proclamation- Black History Month
 - Certificate of Recognition- Jocelyn Levan, Amazing Shake Winner
- 6:14 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:15 p.m. CONSENT AGENDA- City Clerk Kimberly Nichols
- January 8, 2024 Closed Session Minutes (separately emailed)
 - January 12, 2024 Special Meeting Minutes
 - January 16, 2024 Work Session Minutes
 - January 16, 2024 Special Meeting Minutes
 - January 22, 2024 Council Meeting Minutes
 - **Resolution No. 3324**- approving the appointment of Catherine Skeeter to the Sustainability Advisory Committee (Green Team) for the term ending February 2027
 - **Resolution No. 3325**- approving the re-appointment of Dave Harris to the Zoo Commission for the term ending February 2027
 - **Resolution No. 3326**- approving the appointment of Mikayla Somers to the Youth Development Advisory Committee for the term ending February 2027
 - **Resolution No. 3327**- approving the appointment of Nanay Paul to the TRUTH Committee for the term ending February 2027
- 6:18 p.m. AWARD OF BIDS- Procurement Director Jennifer Miller
- | | |
|---|-------------------|
| 1. ITB 24-114 Parking Garage Structural Rehabilitation Phase II | \$794,773.00 |
| 2. ITB A-24-105 Fire Apparatus Maintenance and Repair Services | \$250,000.00 est. |
| 3. ITB 24-107 Wastewater Treatment Plant Materials Building Renovations | \$249,043.00 |
| 4. ITB 24-113 Truitt Street Community Center HVAC Installation | \$148,880.00 |
| 5. ITB 24-112 Truitt Street Community Center Electrical Installation | \$142,000.00 |
| 6. RFP A-24-102 Engineering Services | \$ 0.00 * |

a. *Multiple vendor awards on a task-order basis

Approval of Tier 6 Change Order

1. RFP 20-103 Laboratory Information Management System – CO #6 \$ 0.00

6:25 p.m. ORDINANCES- City Attorney Ashley Bosché

- **Ordinance No. 2853**- 2nd reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating account
- **Ordinance No. 2854**- 2nd reading- authorizing a budget amendment and the Mayor to appropriate funds for the WWTP Material Warehouse Project
- **Ordinance No. 2855**- 1st reading- 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
- **Ordinance No. 2856**- 1st reading- 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
- **Ordinance No. 2857**- 1st reading- 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

6:35 p.m. PUBLIC COMMENTS

6:45 p.m. ADMINISTRATION and COUNCIL COMMENTS

6:50 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk’s Office, Salisbury Headquarters Building, 410-548-3140 or on the City’s website 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 – February 26, 2024

- **Ordinance No. 2855**- 2nd reading- 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
- **Ordinance No. 2856**- 2nd reading- 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
- **Ordinance No. 2857**- 2nd reading- 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

Join Zoom Meeting

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

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592



CITY OF SALISBURY COUNCIL MEETINGS

Welcome and thank you for attending this public meeting. We appreciate your interest in what is happening in your City. Please familiarize yourself with the meeting procedures below:

Presiding Officer

The Council President is responsible for conducting the meeting and managing any public comment period. When the Council President is not present, the Council Vice President conducts the meeting.

Public Participation in City Council Meetings

1. In accordance with the Maryland Open Meetings Act, the general public is entitled to attend and observe all meetings of the Mayor and Council except in appropriate circumstances when meetings of the public bodies may be closed under the Act.
2. To encourage community engagement, the Council allows public comment using the following guidelines:
 - a. Work Sessions – persons desiring to speak on matters specific to the topics on the agenda may do so for up to three (3) minutes after each topic has been presented.
 - b. Regular Meetings – persons desiring to speak on any matter may do so for up to four (4) minutes during the “Public Comments” portion of the meeting.
 - c. Please fill out a comment form from the table as you enter Council Chambers, and turn it in to the Clerk.
 - d. The Council President will call you up to the podium. For the record, please state your name, whether you are a resident within the corporate limits of Salisbury, and any organization affiliation you are representing.
 - e. Questions posed by the public during the public comment portion will be logged and tracked by the City Clerk. The City Clerk will forward the questions to the appropriate individual or body for a response.
3. Those in attendance shall be courteous to one another, the Council, and to the proceedings while the Council is in session. Side conversations within the Council Chambers should be kept to a minimum and should not be disruptive.
4. The public body may have an individual removed if it is determined that the behavior of the individual is disruptive. Engaging in verbal comments intended to insult or slander anyone may be cause for termination of speaking privileges and/or removal from Council Chambers.
5. Please approach the City Clerk if you have questions or materials for the Council.

Please silence your cellphone.

1 **CITY OF SALISBURY, MARYLAND**

2
3 **SPECIAL MEETING**

JANUARY 12, 2024

4
5 **PUBLIC OFFICIALS PRESENT**

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7 Council President D’Shawn M. Doughty Vice President Angela M. Blake
8 Council member April R. Jackson (Zoom) Council member Michele Gregory (Zoom)
9 Council member Sharon C. Dashiell

10
11 **PUBLIC OFFICIALS ABSENT**

12 Mayor Randolph J. Taylor

13
14 **IN ATTENDANCE**

15
16
17 City Attorney Ashley Bosché, City Clerk Kim Nichols and one member of the public
18 *****
19 The City Council convened in a Special Meeting at 3:03 p.m. in Council Chambers of the
20 Salisbury Headquarters Building.

21
22 **ADOPTION OF LEGISLATIVE AGENDA**

23
24 Council President Doughty called for a motion to adopt the Special Meeting Agenda. Ms. Blake
25 moved, Ms. Dashiell seconded, and the vote was unanimous (5-0) to approve the Special
26 Meeting agenda as presented.

27
28 **ORDINANCE** – presented by City Attorney Ashley Bosché

- 29
30 • **Ordinance No. 2840-** 2nd reading- amending Section 17.04.120 of the Salisbury City
31 Code to include definitions for Adult Use Cannabis Businesses and amending Sections
32 17.36.040, 17.36.045, 17.36.060, 17.76.020, 17.76.025, 17.76.050, 17.80.040 and
33 17.80.060 of the Salisbury City Code to regulate cannabis businesses to include
34 growing, processing and dispensing, and to prohibit on-site consumption
35 establishments

36
37 Ms. Blake moved, Ms. Dashiell seconded, and the vote was unanimous to approve
38 Ordinance No. 2840 for second reading.

39
40 Ms. Jackson commented that she did not want to see these types of establishments
41 opening in vulnerable, impoverished neighborhoods of the City. Ms. Bosche assured
42 her that there was nothing in the legislation that targeted those neighborhoods.

43
44 Ms. Dashiell asked for clarification that these businesses were designated for
45 commercial rather than residential areas. Ms. Bosché answered that she did not think
46 they would be in any residential areas.

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PUBLIC COMMENTS

There were no requests for Public Comments.

ADJOURNMENT

With no further business to discuss, the Special Meeting adjourned at 3:09 p.m.

City Clerk

Council President

CITY OF SALISBURY
WORK SESSION
JANUARY 16, 2024

Public Officials Present

Council President D’Shawn M. Doughty Mayor Randolph J. Taylor
Vice President Angela M. Blake Council member April R. Jackson
Council member Michele Gregory (via Zoom) Council member Sharon C. Dashiell

In Attendance

City Administrator Andy Kitzrow, Director of Communications Shawn Yonker, Water Works Director Cori Cameron, Housing & Community Development Department (HCDD) Director Muir Boda, Director of Housing and Community Development (HCDD) Director Muir Boda, Fire Chief Rob Frampton, Deputy Chief Chris O’Barsky, Executive Administrative Assistant Jessie Turner, City Attorneys Ashley Bosché and Laura Ryan, City Clerk Kim Nichols and members of the public.

On January 16, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in Council Chambers of SBY Headquarters, located at 115 S. Division Street. The following is a synopsis of the items discussed.

Budget amendment for providing an EMS crew and Gator to the 2023 Bay Bridge Walk

Fire Chief Rob Frampton explained on November 12, 2023 the Fire Department provided an EMS Crew and Gator to the 2023 Bay Bridge Walk. The budget amendment of \$1,400 was reimbursement for providing the crew’s overtime and use of the Gator.

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

Budget amendment to approve WWTP Materials Building renovations

Water Works Director Cori Cameron requested transferring funds from the Skilled Services Operating Account into the budget account for the House Building. It went to bid twice, came in over budget both times, with the first time being \$580,000 over. They re-worked the proposal and did much of the work in-house to bring the price down.

The request was to move funds in the amount of \$67,543 from the Wastewater Treatment Plant Operating account 86083-523600 into the Project account 97010-513026-55022 for the Materials Building Renovations. The funds were from the BNR Grant originally for SCADA.

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

44 **Recovery Homes discussion**

45
46 City Attorney Laura Ryan and HCDD Director Muir Boda joined Council. Mr. Boda
47 explained an issue they had from prior discussions about the Oxford House case was that
48 there was no process and there was confusion around the multiple terms used for use. He
49 presented the attached PowerPoint, which is included as part of the minutes.

50
51 He discussed three levels of recovery homes (In-patient Treatment Facilities, Residential
52 Treatment Facilities, and Domiciliary Care Facility). Domiciliary Care Facilities/
53 Recovery Homes fell under HCDD Code Enforcement. They would have to register the
54 property as a rental, register as a landlord and then Code Enforcement would inspect the
55 property. He discussed the sizes of bedrooms and bathrooms, basement specs and multi-
56 use rooms to determine how many people could safely reside. He also discussed the
57 update to the Property Transfer Affidavit to include “Recovery Homes/Care Homes” as a
58 use, the DID Change of Occupancy permit, and when complaints went to HCDD or DID.

59
60 City Attorney Bosche said Council previously wanted a corrective action or way to get
61 on the front end of this by locating where the homes were in the City. Mr. Boda did this
62 with the legal team and was why they amended the Property Affidavit and made changes
63 to their internal forms to alert them to any potential issues early on so the appropriate
64 team could be sent to identify what was going on and respond accordingly. Legal met
65 with all the departments and walked through the process with the various kinds of homes
66 that could be opened and indicated which department would handle what and when.

67
68 Mr. Boda answered President Doughty’s inquiry on how complaints were being tracked.

69
70 The following comments from three members of the public were received on this topic:

- 71 • The process did not account for zoning. There were other taxonomies of Group
72 Homes not addressed in what was presented, such as Sober Living Homes. An
73 issue not addressed was that to acknowledge halfway homes under Maryland,
74 protections for zoning had to include an element of carcerality. If a recovery
75 home claimed protection under halfway homes, then they were operating with
76 some level with cooperation underneath the Justice System. There was some level
77 of incarceration living in the home (such as having bracelets or some kind of
78 monitoring system) and some type of protection. Small halfway homes could exist
79 in R-1 or basically residential areas. He asked if the halfway homes were being
80 claimed with carcerality or were they recovery homes only, and what was the
81 nature of the relationship with the owner and the people living in the home.
- 82 • The process was incomplete but moving forward. Interested parties should meet
83 and talk this through. The two homes on Middle Blvd. were Level II and seemed
84 to be transitioning to Level 3.1 because they now had commercial fire connection
85 hose inlets on the outside. One home was in the Historic District. They all had
86 commercial surveillance systems on the outside that reached their neighbors.
87 There were no Historic District Commission permits or signs displayed.
- 88 • Agreed with previous speaker and asked if zoning meant anything anymore.
89 Asked about the people who wanted to live there as single-family and discussed

90 the rooming houses that were being allowed in Newtown. In a single-family
91 neighborhood they had buses, vans, and transports present all day and they parked
92 on sidewalks and used their horns. Asked where input would be provided before
93 something permanent was done, and the public could speak longer than 4 minutes.

- 94 • The board outside should be lit to publicize the meetings in the building. The
95 proliferation of group homes, treatment homes and halfway houses in Newtown
96 was unacceptable. 8 ½% of the homes in Newtown were these types of homes.
97 They should be spread out throughout the community to introduce them back into
98 the community. To be successful, group homes should not be jammed up.
99

100 Mr. Kitzrow asked Ms. Ryan to clarify what controls in the Zoning Code we had and if
101 there were opportunities legislatively to control proximity, as far as density, of these
102 types of homes, particularly in Newtown. Ms. Ryan said it was built into the different
103 layers that Mr. Boda went through. When someone came to the City to turn a residential
104 home into one of these facilities, it went through the different departments and each of
105 them had some say in zoning. She explained the difference uses and what course for City
106 approval they would take. Answering Mr. Kitzrow’s question about modifying the
107 Zoning Code, Ms. Ryan explained the code seemed to cover the different uses that we
108 were seeing. It could be changed, only to be trumped by state and federal code.
109

110 Mayor Taylor said years ago when the City went through 4 to 2 predominately because
111 of the college students, it covered the entire City except for R-5A. Defining bedrooms
112 for single family use versus unrelated occupancy could be two different things and he
113 was unclear of the definitions. Mr. Boda answered in R-1 it was single family “use.” R-2
114 was duplexes, and R-3 was “other uses.” When it moved to R-4, where there were six or
115 more residents, fire sprinklers were required which triggered a Fire Marshal inspection.
116

117 Ms. Ryan discussed special exceptions and accommodations for people with handicaps.
118 The burden was on the property owner to prove and request the exception. Ms. Dashiell
119 asked if any requests had been made by property owners, and Mr. Kitzrow said there had
120 been communication with our legal team and the legal team of the properties in question.
121 There were final recommendations, and the process was received by the property owner,
122 which had not yet appealed. There was a request to possibly use the facility in a different
123 capacity and it was currently in a limbo state. There were people already in the houses.
124

125 Ms. Jackson did not understand the criteria since college students lived with at least 4
126 unrelated people and were not disabled. Ms. Ryan said they were violating the Zoning
127 Code, and if an accommodation was requested, the only way to do that would be under
128 the federal law which related to people with disabilities in a recovery home.
129

130 Mr. Boda said that during the time that 4-2 was enacted there was a period of time where
131 landlords had been operating with four or five students in a property were given time to
132 seek being grandfathered in. There was a list of those properties on the HCDD webpage.
133 If they violated the code they would lose the grandfathered status.
134

135 President Doughty asked for the most information on the pending case or complaint that
136 Council could receive and asked to discuss why or how this was an ongoing issue, why it
137 even came to play, and should they expect this for every case when someone wants to
138 open up a recovery or halfway house in the future. Mr. Boda answered that a lot of it
139 stemmed from the Oxford House lawsuits. Oxford House ran recovery homes across the
140 country and there were multiple lawsuits, and Oxford House lost all of them. In
141 reviewing the cases, we need to define the process. On Middle Boulevard they started
142 their process on the assumption that they could do that. That was what triggered the
143 issue here because there were complaints. The City had not defined the process.
144

145 Mr. Kitzrow said that when there was a violation of the Zoning Code, specifically
146 occupancy, the clock would start. There was a corrective action period of time to allow
147 modification of the housing situation, and if they did not, a citation or municipal
148 infraction would apply. A timeline would exist. Because we had given a resolution and
149 reached an agreement with the Middle Boulevard homes he didn't know if a timeline
150 was still outstanding or if everything was still in that window. Mr. Boda said there was a
151 resolution and a request for a change of use, and the timeline was initially set. Then this
152 other request came in and it went to another department from his department.
153

154 Ms. Blake asked about any other homes in violation of our codes regarding halfway
155 homes and treatment facilities. There was a cluster on North Division Street and in
156 Newtown and were all 3.1 (other use). Mr. Boda said any discovered had been looked
157 into. Ms. Ryan added if a home was brought to the attention of HCDD, they would
158 decide. A list of those registered with the state was online and were reviewed.
159

160 Ms. Jackson asked if the complainants complained because they were not compliant or
161 because there were masses of people and would eventually be drug use. She lived on
162 Walnut Street and one was across the street from her home. She never heard complaints
163 from the residents. She wondered if there was a misconception of recovery homes.
164

165 Mr. Kitzrow added that if Council wanted to explore the Historic District, fencing or
166 other requirements they would present additional checks and balances. Ms. Dashiell said
167 it was imperative that each of the five districts were represented and appreciated the
168 comment that this showed things had gone awry in the past. It was Councils
169 responsibility to fix some of these things, and we needed input in order to do so.
170

171 One member of the public provided the following comments from Zoom:

- 172 • Historically there was a home on Camden that had some of these issues which
173 was now owner-occupied. The system worked because the people there did not
174 meet some of the guidelines presented. She said that Mr. Kitzrow asked if
175 anything needed to be taken into consideration, and reminded Council that many
176 of these homes were on streets with no off-street parking in neighborhoods where
177 families had one or two cars. If eight people were put into a home, the providers
178 of services to the clients and perhaps the clients themselves would need parking
179 places. That should be included in the guidelines. The ICC that Mr. Boda
180 referenced only went as far as the square footage of the bedroom and the number

181 of bathrooms. When she applied for an exemption on 4-2, the amount of parking
182 she could provide for four individuals living in a home had to be sufficient to
183 sustain that request. The home behind her which faced Camden Avenue had
184 people pulling into the back yard to pick people up and they stood out front
185 waiting for rides. She never knew who lived there because the inhabitants
186 changed daily. That was a concern of hers living in a single-family neighborhood,
187 in a residential section and knowing there were multiple different people living in
188 the home. Had it been a residence renting to three or four college students, the
189 landlord would have had documentation as to who lived there. Council should
190 continue discussing this since there was much that had not yet been addressed.

191

192 Council would continue the conversation at a later date.

193

194 **Budget Amendment for ZenCity Community Engagement Platform contract**

195

196 Mr. Kitzrow and Director of Communications (Comms) Shawn Yonker joined Council.
197 Mr. Kitzrow said that the Mayor and Council wanted to increase transparency and
198 interactive communication with the public. ZenCity 360 Essentials was a community
199 engagement platform that was multiple pronged. It would allow the City to have a
200 forward-facing domain in multiple languages, to provide surveys, project updates to the
201 community and residents and also receive feedback and input in advance. An analytics
202 tool data mined to receive public opinions towards happenings in the City. In real time if
203 a question was asked, the information could be gathered to find out what people were
204 thinking about hot topics. The City would receive reports from them on topics.

205

206 Mr. Yonker said that in addition to tracking there was passive tracking, too. ZenCity
207 could identify things being discussed that the City was not seeking and not on our radar.
208 The social media management component allowed posting several social media accounts
209 simultaneously. We could make specific requests and they would gather the information.
210 Mr. Kitzrow added we would have the platform and the team to tailor it to our needs.

211

212 President Doughty asked if this was for the Mayor's Office and why it was needed. Mr.
213 Kitzrow said that since Comms was in the Mayor's Office, they would mine the
214 information received and be available to the teams and Council. Mr. Yonker said the
215 social media piece was included. ZenCity would monitor all the public sentiment.

216

217 Ms. Dashiell questioned spending \$26,000. A large group of City taxpayers did not
218 participate in social media. To focus everything on social media denied them the
219 privilege of participating and providing input. If this was used, she would like to see it
220 openly shared, and to use the TV stations or have someone report on meetings.

221

222 Mr. Kitzrow said in the media when an article or video came out on a television station,
223 they had a social media component where it was also shared. All of that information was
224 part of this. If there was a digital footprint within our marketplace, we would be able to
225 gather that information. Many of the newspaper articles in the Daily Times pop up in
226 DelmarvaNow. It was not just social media.

227
228 Mr. Yonker noted the City encouraged the media to attend its meetings. Ms. Dashiell
229 said it would be advantageous to designate someone to attend meetings, and have the TV
230 stations cover regularly with a segment regarding what was happening in the City. Mr.
231 Kitzrow thought it was important to hear on a firsthand basis rather than get information
232 before the meeting was held. Mayor Taylor said he hoped it would lead to feedback.

233
234 Ms. Blake asked if other cities in the state were using this and Mr. Kitzrow said there
235 were several in the region and would report back. Mr. Yonker said several counties on
236 the Western Shore used it. Mr. Kitzrow said there was money no longer needed from
237 another software project and they would like to try this system for a year.

238
239 Ms. Gregory asked if Council would be getting a full presentation of this with some
240 visuals to make it easier to understand.

241
242 Ms. Jackson asked if this was a “need” or a “want.” Mr. Kitzrow responded that he had
243 known about this company for three years. The robustness increased over the years,
244 which made this software more enticing, and from the Mayor’s and Councils’ desire to
245 increase engagement and transparency, he knew this useful tool could do that.

246
247 Comments from one member of the public included the following:

- 248 • Speaker was in favor of a community engagement project. There was a lot of
249 community disengagement and this would enable the City to find out people’s
250 thoughts before they began things. She asked what level would be deemed a
251 success, what would the data be used for and where was it going. She asked what
252 the cost benefit analysis would be after one year, and at what level and price
253 would we say this was worth it. People thought engagement did not matter.

254
255 Mayor Taylor said this was quite an opportunity, engagement would increase in layers,
256 and we would keep doing it better. He supported the platform.

257
258 Ms. Dashiell said the two surveys circulated in the past 24 hours had many questions
259 surrounding them. She would support ZenCity if it would address transparency and
260 engagement in big numbers, not just a select few.

261
262 Council reached unanimous consensus to support a presentation to see how it worked
263 before bringing the budget amendment to Legislative Session.

264 **Updating Council Rules of Order and Code of Conduct- Council Discussion**

265
266
267 The Rules and Code of Conduct would be discussed when all of Council was present.

268 **ADMINISTRATION AND COUNCIL COMMENTS**

269
270

271 Mr. Kitzrow liked the stride and the dynamics of the Work Sessions. The teams were
272 challenged to be prepared with more robust conversations. We may need stronger
273 community conversations before meetings to get more input than three minutes allowed.
274

275 Mayor Taylor agreed, and said we were making progress and getting better.
276

277 Ms. Gregory thanked EMS for their care in taking care of her son. They were quick and
278 professional, as always. She asked about the apology resolution status. It was sent to
279 Legal to look at and something was drafted to include the Mayor's Office. She hadn't
280 seen anything on it since then and asked President Doughty for an update. President
281 Doughty deferred to Mayor Taylor who said that he and Legal coordinated and a
282 resolution was prepared based upon the one done by Annapolis. He thought there was
283 consensus to move forward, but changes were suggested. He encouraged an apology
284 based on Council recommendation and was not interested in going any farther than the
285 one prepared for Annapolis. President Doughty said it would be on an upcoming agenda.
286

287 Ms. Dashiell thanked those who picked up all the trash, Mr. Yonker and Mr. Kitzrow on
288 the recommendation and input, and the public for coming out.
289

290 Ms. Jackson agreed with Ms. Gregory that the apology resolution was going to be pushed
291 back. What happened in Annapolis did not happen in Salisbury. Why use the one
292 prepared for Annapolis? We needed to do what was right for the descendants of the men
293 lynched here. Mayor Taylor said he had an exchange with Mr. Yamakawa who thought
294 the Annapolis apology was sufficient. Then he did not. If anyone wanted to prepare one,
295 please do so. He wanted to ensure the City was not exposing itself. Ms. Bosche said they
296 should discuss this at the next Work Session because it was not on the agenda.
297

298 Ms. Blake thanked Sanitation for their work and Mr. Yonker for the storm updates. She
299 wanted Council to review the Rules of Order and Code of Conduct. Please email any
300 ideas to the Clerks Office. January was National Blood Donation Month. Please donate.
301

302 President Doughty echoed the comments and thanked the Town of Berlin for their
303 assistance. Yesterday was Martin Luther King Day and he hoped everyone recognized
304 the wonderful man he was. Junior Achievement was holding an open house on January
305 29th from 4:00 p.m. to 6:00 p.m.
306

307 **Adjournment**

308
309 With no further business to discuss, President Doughty adjourned the Work Session at
310 6:12 p.m. The Council then immediately convened in the scheduled Special Meeting.
311

312 _____
313 City Clerk

314 _____
315 _____
316 Council President



Residential Care and Treatment Centers

Joint effort between HCDD, DID, & Fire Marshall

Residential Care and Treatment Centers

Three Levels of Recovery Homes

1. In-Patient Treatment facilities (Hudson House)
2. Residential Treatment Facilities – 3.1
Treatment Facilities, Halfway House,
Residential Board & Care
3. Domiciliary Care Facility – Non-Treatment
Recovery Facility



Residential Care and Treatment Centers

In-Patient Treatment Facilities

- **DID Building Occupancy Inspection**
 - Inspects for Occupancy
- **Fire Marshall Inspection**
 - Sprinkler system required
 - Central fire alarm system



Residential Care and Treatment Centers

Residential Treatment Facilities

- **DID Building Occupancy Inspection**
 - Inspects for Occupancy
- **Fire Marshall Inspection**
 - Sprinkler system required
 - Central fire alarm system



Residential Care and Treatment Centers

Domiciliary Care Facility/Recovery Home

- **HCDD Code Enforcement**
 - **Owner Registers as a Landlord**
 - **Owner Registers property as a rental.**
 - **Code Enforcement inspects Property**



Residential Care and Treatment Centers

Domiciliary Care Facility/Recovery Home

- Code Enforcement Inspection
 - Zoning determines if it is 4-2
 - ICC Residential Housing Code



Residential Care and Treatment Centers

Domiciliary Care Facility/Recovery Home

- ICC Residential Housing Code
 - Bedroom 70sqft for 1 adult
 - 50 sqft per additional adult
 - Bathroom – 4 adults per full Bathroom
 - Full Bath is defined to include Toilet, Sink, and bathtub/shower.



Residential Care and Treatment Centers

Domiciliary Care Facility/Recovery Home

- ICC Residential Housing Code
 - Basements cannot have bedrooms unless the ceiling height meets regulations (7ft) and there is external ingress/egress from the basement.



Residential Care and Treatment Centers

How properties are identified

- Property Transfer Affidavit
- DID Change of Occupancy Request
- Complaint Filed



Residential Care and Treatment Centers

Property Transfer Affidavit

- Completed at time of sale
- Purchaser chooses property use
 - Owner Occupied
 - Rental
 - Commercial
 - Recovery Homes/Care Homes
- HCDD receives and determines what action to be taken



Residential Care and Treatment Centers

DID Change of Occupancy Permit Application

- Submitted through the Department of Infrastructure & Development
- Once use is determined inspects with Fire Marshall if it is:
 - In-Patient Treatment Facility
 - Residential Treatment Facility
 - Refer to HCDD if a Domiciliary Care Facility



Residential Care and Treatment Centers

Complaint Filed

- Department that receives the complaint will determine use and inspect or forward to appropriate department.



Residential Care and Treatment Centers

Questions or comments?



CITY OF SALISBURY, MARYLAND

SPECIAL MEETING

JANUARY 16, 2024

PUBLIC OFFICIALS PRESENT

*Council President D’Shawn M. Doughty
Vice President Angela M. Blake
Council member Michele Gregory*

*Mayor Randolph J. Taylor
Council member April R. Jackson
Council member Sharon C. Dashiell*

IN ATTENDANCE

City Administrator Andy Kitrow, Director of Communications Shawn Yonker, Fire Chief Rob Frampton, Deputy Chief Chris O’Barsky, Water Works Director Cori Cameron, Housing & Community Development Director Muir Boda, Executive Administrative Assistant Jessie Turner, City Attorney Ashley Bosché, City Clerk Kim Nichols and members of the public

The City Council convened in a Work Meeting at 4:30 p.m. in Council Chambers of the Salisbury Headquarters Building. At 6:12 p.m. immediately upon the adjournment of the Work Session, Council convened in a Special Meeting.

ADOPTION OF LEGISLATIVE AGENDA

Council President Doughty called for a motion to adopt the Special Meeting Agenda. Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (5-0) to approve the Special Meeting agenda as presented.

ORDINANCES – presented by City Attorney Ashley Bosché

- **Ordinance No. 2848**- 2nd reading- authorizing the Mayor to accept a grant from the Walmart Foundation and to appropriate those funds for Anne Street Village

Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2848 for second reading.

- **Ordinance No. 2849**- 2nd reading- accepting grant funds from the Community Foundation of the Eastern Shore in the amount of \$7,231 for the Summer Youth Employment Program

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance No. 2849 for second reading.

- **Ordinance No. 2850**- 2nd reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating Account

47 Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve
48 Ordinance No. 2850 for second reading.

49
50 **Ordinance No. 2851**- 2nd reading- approving a budget amendment of the FY2024
51 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating
52 Account

53
54 Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve
55 Ordinance No. 2851 for second reading.

- 56
57 • **Ordinance No. 2852**- 2nd reading- approving a budget amendment of the City's Special
58 Revenue Fund Budget and to accept and appropriate donated funds from the Bless Our
59 Children Campaign for the Santa's Workshop Program

60
61 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve
62 Ordinance No. 2852 for second reading.

63
64 **ADJOURNMENT**

65
66 With no further business to discuss, the Special Meeting adjourned at 6:16 p.m.

67
68 _____
69 City Clerk

70
71 _____
72 Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

JANUARY 22, 2024

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President D'Shawn M. Doughty*
8 *Council Vice President Angela M. Blake*
9 *Councilmember Michele Gregory (via Zoom)*

Mayor Randolph J. Taylor
Councilmember April R. Jackson
Councilmember Sharon C. Dashiell

10
11 **IN ATTENDANCE**

12
13 *City Administrator Andy Kitzrow, Executive Administrative Assistant Jessie Turner, City Clerk*
14 *Kim Nichols, City Attorney Ashley Bosché and members of the public*

15 *****
16 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

17
18 *The City Council met in Legislative Session at 6:00 p.m. in Council Chambers of the*
19 *Government Office Building and via Zoom. Council President D'Shawn M. Doughty called the*
20 *meeting to order. He then invited everyone to recite the pledge to the flag. Pastor Greg Carlson*
21 *of Parks Seventh-day Adventist Church was invited to the podium to provide the City Invocation.*

22
23 **OBSERVANCE OF SILENCE**

24
25 *A special moment of silence was observed in memory of former Wicomico County Councilman*
26 *and District 37A State Legislator Rudy Cane.*

27
28 **ADOPTION OF LEGISLATIVE AGENDA**

29 *President Doughty called for a motion to adopt the legislative agenda. Ms. Jackson moved, Ms.*
30 *Blake seconded, and the vote was unanimous (5-0) to approve the legislative agenda.*

31
32 **CONSENT AGENDA-** *presented by City Clerk Kim Nichols*

33
34 *The Consent Agenda, consisting of the following items, was unanimously approve on a motion*
35 *and seconded by Ms. Blake and Ms. Jackson, respectively:*

- 36
37 • *December 18, 2023 Work Session Minutes*
38 • *December 18, 2023 Special Meeting Minutes*
39 • *January 2, 2024 Work Session Minutes*
40 • *January 8, 2024 Council Meeting Minutes*
41 • **Resolution No. 3317-** *approving the appointment of Lynne Bratten to the Historic*
42 *District Commission for the term ending January 2027*
43 • **Resolution No. 3318-** *approving the appointment of Lisa Gingrich to the Historic*
44 *District Commission for the term ending January 2027*
45 • **Resolution No. 3319-** *approving the re-appointment of Scott Saxman to the Historic*
46 *District Commission for term ending January 2027*
47 • **Resolution No. 3320-** *approving the appointment of Noha Yousif to the Sustainability*

- 48 *Advisory Committee (Green Team) for the term ending January 2027*
- 49 • **Resolution No. 3321**- *approving the appointment of Matthias Pieplak to the*
- 50 *Sustainability Advisory Committee (Green Team) for the term ending January 2027*
- 51 • **Resolution No. 3322**- *to approve the re-appointment of Michael Perry II to the Parks*
- 52 *& Recreation Committee for the term ending January 2027*
- 53 • **Resolution No. 3323**- *approving the appointment of Deborah Savidge to the Parks &*
- 54 *Recreation Committee for the term ending January 2027*
- 55 • *Manufacturing Exemption approval for the following requests:*
- 56 *o Delmar Brewing Company, LLC (2022)*
- 57 *o Delmarva Printing and Design, Inc. (2022)*
- 58 *o Jubilant Cadista Pharmaceuticals, Inc. (2021-amended)*
- 59 *o Jubilant Cadista Pharmaceuticals, Inc. (2022)*
- 60 *o Perdue Foods, LLC (2022)*
- 61 *o Spartech, LLC (2022)*

62

63 *Mr. Doughty thanked Ms. Lynne Bratten, present in the audience, and also thanked the other*

64 *appointees who volunteered to serve on City committees and boards.*

65

66 **AWARD OF BID**- *presented by Procurement Director Jennifer Miller*

67

68 *The following Award of Bids were unanimously approved on a motion and seconded by Ms. Blake*

69 *and Ms. Jackson, respectively:*

- 70
- 71 • *ITB A-24-104 Janitorial Services* \$280,000.00 (4 yr. est.)
- 72 • *ITB 24-111 Zoo Pavilion and Installation* \$130,233.69

73

74 **ORDINANCES**- *presented by City Attorney Ashley Bosche*

- 75
- 76 • **Ordinance No. 2853**- *1st reading- approving a budget amendment of the FY2024*
- 77 *General Fund Budget to appropriate funds to the Salisbury Fire Department's operating*
- 78 *account*

79

80 *Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve*

81 *Ordinance No. 2853 for first reading.*

- 82
- 83 • **Ordinance No. 2854**- *1st reading- authorizing a budget amendment and the Mayor to*
- 84 *appropriate funds for the WWTP Material Warehouse Project*

85

86 *Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve*

87 *Ordinance No. 2854 for first reading.*

88

89 **PUBLIC COMMENTS**

90

91 *Three people provided the following comments:*

- 92
- 93 • *Speaker on Zoom asked what was being done about the homeless population. There were*
- 94 *two deaths recently because of the cold the weather.*

- 95 • *Speaker said that unaccompanied youth increased 15% over the previous year, and there*
96 *was a 16% increase of families with children over the past year. If barriers were not*
97 *removed to existing resources and to prioritize children, youth and families for new*
98 *resources, homelessness would continue rising. Phoenix Youth Projects Action Board was*
99 *requesting a City Council member to sponsor a Bill of Rights for those experiencing*
100 *homelessness. The rights to housing, equal treatment, employment fairness and personal*
101 *safety was a right every City citizen shared. She invited the elected officials to the call of*
102 *action and said the Bill of Rights was sent to the Council President for review.*
- 103 • *Speaker volunteers by assembling self-care bags for the homeless community not within a*
104 *shelter. We should not lose anyone in inclement weather with all the open spaces that were*
105 *in the City. She was aware of four people who lost their lives because they froze to death.*
106 *People do not choose to be homeless. Until you have personally experienced it, no one*
107 *knows the trials and tribulations it took for the homeless to get what they needed. There*
108 *were shelters in the City of Salisbury that were not government funded that refused to take*
109 *people in between certain times of the day regardless of the weather temperatures. She said*
110 *she needed to see the Mayor and Council people taking action, and not just talking about it.*

111 **ADMINISTRATION AND COUNCIL COMMENTS**

112
113
114 *Mayor Taylor said that not a day went by in the office that he and Andy did not talk about*
115 *homelessness. When it gets cold, it becomes pronounced. There was not enough Anne Streets. They*
116 *were aware of it, and doing what we could to do our part.*

117
118 *Ms. Gregory reminded everyone to get a flu shot and wear a mask. The flu was running rampant.*
119

120 *Ms. Dashiell thanked Robert Taylor for sharing a clip of Jamie Dykes speaking before the*
121 *Legislative. The homelessness piece was huge. She was on the Hands and Hearts Ending*
122 *Homelessness (HHEH) Board in charge with another person in the kitchen. They ensured they*
123 *received three meals a day and their cots were filled. The other piece was the juvenile crime issue.*
124 *What Jamie Dykes shared was just mind boggling and she had heard Sheriff Lewis discuss. These*
125 *two important issues had to be addressed. She did not have the answers but was willing to work on*
126 *it. Pastor Greg Carlson was President of the Board for the HHEH, and his church housed 32 men.*
127

128 *Ms. Jackson agreed with the former comments. She worked with the homeless shelters for twelve*
129 *years through the churches, and it was an excellent program. The City had to come together and*
130 *not just put it on the churches. We had to do better and move forward.*

131
132 *Ms. Blake concurred with the Council comments and encouraged everyone to donate blood.*
133

134 *President Doughty said we did more as a community and it had a bigger impact. It was time to act.*
135 *He attended the Junior Achievement Gala last weekend and had a great time. The Prince Street*
136 *Amazing Shake was being held this week and the Community Open House was next Monday from*
137 *4:00 p.m. to 6:00 p.m.*

138 **ADJOURNMENT**

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141 *With no further business to discuss, the Legislative Session adjourned at 6:33 p.m.*

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MOTION TO CONVENE IN CLOSED SESSION

President Doughty called for a motion to convene in Closed Session to consult with counsel to obtain legal advice on matters that relate to ongoing collective bargaining negotiations as authorized by the State Government Article, § 3-3-5(b)(7)(9). Council would consult with special legal counsel to consider all matters that related to ongoing collective bargaining negotiations.

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to convene in the Closed Session. The Closed Session convened at 6:36 p.m.

ADJOURN CLOSED SESSION AND RETURN TO OPEN SESSION

While in Closed Session, Council did not discuss City business because the special legal counsel was unable to participate. After this was discovered, at 6:45 p.m. President Doughty called for a motion to end the Closed Session.

Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to adjourn the Closed Session.

Thereafter, Council returned to Open Session and President Doughty reported that Council had just returned from Closed Session. Due to special legal counsel having a prior obligation and unable to attend, Council did not fulfill the Closed Session, which was rescheduled to February 12, 2024.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
DECEMBER 11, 2023

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TIME & PLACE: 6:38 p.m., Council Chambers, Salisbury Headquarters Building
PURPOSE: to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consider the acquisition of real property for a public purpose and matters directly related thereto
VOTE TO CLOSE: Unanimous (5-0)
CITATION: Annotated Code of Maryland §3-305(b)(1)(3)
PRESENT: Council President D'Shawn M. Doughty, Mayor Randolph J. Taylor, Vice President Angela M. Blake, Councilmember April R. Jackson, Councilmember Michele Gregory, Councilmember Sharon C. Dashiell, City Administrator Andy Kitzrow, City Attorney Ashley Bosché, City Clerk Kim Nichols, Rob Frampton

The City Council convened in Legislative Session at 6:00 p.m. on December 11, 2023 in Council Chambers of the Salisbury Headquarters Building and via Zoom Video Conferencing. At 6:36 p.m. President Doughty called for a motion to convene in Closed Session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals, and to consider the acquisition of real property for a public purpose and matters directly related thereto under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(1)(3). The reason for the Closed Session was to consider the acquisition of two parcels of land and to interview the candidate for Fire Chief. Ms. Blake moved, Ms. Jackson seconded, and the vote was 5-0 to convene in the Closed Session, which began at 6:38 p.m.

Acquisition of Property

Mr. Kitzrow presented the information on the parcels of land to consider for purchase, shared an aerial map of the sites, discussed prior and intended use of the property and funding options.

Council reached consensus to acquire the property. A letter of recommendation to the County to use Program Open Space funds would be prepared.

Fire Chief Interview

Mr. Kitzrow explained the process for the month-long public search for the Fire Chief, explained the interview process, ranking of the candidates, and Administration's reasons to select the candidate.

After answering President Doughty's question about qualifications, Ms. Jackson's concerns with diversity, Ms. Dashiell's inquiry as to whether anyone was interviewed from out of the area, and Ms. Gregory's report of receiving feedback concerning the salary, Mr. Kitzrow invited the

236 *candidate into the Closed Session at 6:58 p.m.*

237

238 *The candidate introduced himself and shared his background and vision for the department.*

239 *The Council unanimously supported Administration's recommendation for Fire Chief.*

240

241 *With nothing further to discuss in Closed Session, at 7:10 p.m. Ms. Jackson moved, Ms. Gregory*

242 *seconded, and the vote was unanimous to adjourn the Closed Session.*

243

244 *At 7:12 p.m. Council reconvened in Open Session whereby President Doughty reported that*

245 *Council just returned to Open Session after convening in Closed Session. While in Closed Session,*

246 *Council interviewed the candidate for Fire Chief and discussed the acquisition of two parcels of*

247 *property in accordance with the Annotated Code of Maryland §3-305(b)(1)(3).*

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CITY OF SALISBURY, MARYLAND
CLOSED SESSION
JANUARY 8, 2024

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TIME & PLACE: 6:31 p.m., Council Chambers, Salisbury Headquarters Building
PURPOSE: To consult with counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or other individuals about pending or potential litigation;
VOTE TO CLOSE: Unanimous (3-0)
CITATION: Annotated Code of Maryland §3-305(b)(7)(8)
PRESENT: Council President D'Shawn M. Doughty, Mayor Randolph J. Taylor, Vice-President Angela M. Blake, Councilmember Sharon Dashiell, City Administrator Andy Kitzrow, City Attorney Ashley Bosché, Assistant City Clerk Julie English

The City Council convened in Legislative Session at 6:00 p.m. in Council Chambers of the Salisbury Headquarters Building and via Zoom Video Conferencing on January 8, 2024. At 6:31 p.m. upon the adjournment of the Legislative Session, Council President Doughty called for a motion to convene in Closed Session to consult with counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or other individuals about pending or potential litigation as permitted under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(7)(8). Council met in Closed Session to discuss the topic of litigation with four landlords regarding emergency Covid relief funding that was handled by the Local Government Insurance Trust (LGIT).

Ms. Blake moved, Ms. Dashiell seconded, and the vote was 3-0 to convene in Closed Session. City Attorney Ashley Bosché relayed the information from LGIT regarding the litigation. Administration and Council asked any questions they had and Ms. Bosché responded as necessary. Having no further questions and a consensus from Administration and Council to move forward with what had been discussed, President Doughty asked for a motion and a second to adjourn the Closed Session. At 6:31p.m. Ms. Blake moved and Ms. Dashiell seconded to adjourn the Closed Session and reconvene in Open Session. The vote was 3-0. President Doughty reported that City Council had met in Closed Session in accordance with the Annotated Code of Maryland §3-305(b)(7)(8) to consult with counsel to obtain legal advice on a legal matter and to consult with staff, consultants, or other individuals about pending or potential litigation.

City Clerk

City Council President



City of Salisbury

To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the Sustainability Advisory Committee
Date: February 7, 2024

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

<u>Name</u>	<u>Term Ending</u>
Catherine Skeeter	February 2027

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

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3324**

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

<u>Name</u>	<u>Term Ending</u>
Catherine Skeeter	February 2027

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11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on February _____, 2024.

14 ATTEST:

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18 _____
19 Kimberly R. Nichols
20 CITY CLERK

D'Shawn M. Doughty
PRESIDENT, City Council

21
22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2024

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27
28 _____
29 Randolph J. Taylor, Mayor



To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Re-appointment to the Zoo Commission
Date: February 7, 2024

The following person has applied for re-appointment to the Zoo Commission for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Dave Harris	February 2027

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

Attachments

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3325**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is re-appointed to the Zoo Commission for the term ending as indicated.

5
6

<u>Name</u>	<u>Term Ending</u>
Dave Harris	February 2027

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10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on February _____, 2024.

13
14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

D'Shawn M. Doughty
PRESIDENT, City Council

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21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2024

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27 _____
28 Randolph J. Taylor, Mayor



City of Salisbury

To: Randolph J. Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to Youth Development Advisory Committee
Date: February 7, 2024

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

<u>Name</u>	<u>Term Ending</u>
Mikayla Somers	February 2027

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

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3326**

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

6
7 Name Term Ending
8 Mikayla Somers February 2027
9

10
11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on February _____, 2024.

14
15 ATTEST:

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18 _____
19 Kimberly R. Nichols
20 CITY CLERK

D'Shawn M. Doughty
PRESIDENT, City Council

21
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23 APPROVED BY ME THIS

24
25 _____ day of _____, 2024
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29 _____
Randolph J. Taylor, Mayor



City of Salisbury

To: Randy Taylor, Mayor
From: Jessie Turner, Administrative Assistant
Subject: Appointment to the TRUTH Committee
Date: February 7, 2024

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

<u>Name</u>	<u>Term Ending</u>
Nanay Paul	February 2027

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

Mayor's Office
115 S. Division St., Salisbury, MD 21801
410.548.3100
www.salisbury.md

1 **RESOLUTION NO. 3327**

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

5		
6	<u>Name</u>	<u>Term Ending</u>
7	Nanay Paul	February 2027
8		
9		

10
11 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
12 Council of the City of Salisbury, Maryland held on February _____, 2024.

13
14 ATTEST:

15
16
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18 _____
19 Kimberly R. Nichols
20 CITY CLERK

D'Shawn M. Doughty
PRESIDENT, City Council

21
22 APPROVED BY ME THIS
23
24 _____ day of _____, 2024

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28 _____
Randolph J. Taylor, Mayor



COUNCIL AGENDA – Department of Procurement

February 12, 2024

Award of Bid(s)

- | | |
|---|-------------------|
| 1. ITB 24-114 Parking Garage Structural Rehabilitation Phase II | \$794,773.00 |
| 2. ITB A-24-105 Fire Apparatus Maintenance and Repair Services | \$250,000.00 est. |
| 3. ITB 24-107 Wastewater Treatment Plant Materials Building Renovations | \$249,043.00 |
| 4. ITB 24-113 Truitt Street Community Center HVAC Installation | \$148,880.00 |
| 5. ITB 24-112 Truitt Street Community Center Electrical Installation | \$142,000.00 |
| 6. RFP A-24-102 Engineering Services | \$ 0.00 * |
| a. *Multiple vendor awards on a task-order basis | |

Approval of Tier 6 Change Order

- | | |
|--|---------|
| 1. RFP 20-103 Laboratory Information Management System – CO #6 | \$ 0.00 |
|--|---------|



City of Salisbury

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: February 12, 2024
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 Charter and the Municipal Code of Ordinances, and publicly posted the solicitations for the competitively bid procurements on the City of Salisbury's Procurement Portal and the State of Maryland's website, eMaryland Marketplace Advantage.

ITB 24-114 ReBid Parking Garage Structural Rehabilitation Phase II

- Department: Infrastructure and Development
- Scope of Work: Repair of various structural and non-structural elements and replacement of waterproofing elements at the City of Salisbury Parking Garage.
- Bid date: 12/08/23
- Bid opening: 01/26/24
- Total responsive and responsible bids received: 9
- Vendor to be awarded (see attached bid tabulation):
 - Contracting Specialists, Inc. (College Park, MD)
- Cost: \$794,773.00
- GL Account(s):
 - 94002-513026-43009 \$ 97,500.00
 - 94003-513026-43018 \$165,580.00
 - 94003-513026-43027 \$531,653.00

ITB A-24-105 Ambulance/Fire Apparatus Maintenance and Repair Services

- Department: Salisbury Fire Department
- Scope of Work: Preventative maintenance and repair services to City-owned fire apparatus, ambulances and other Fire Department special service response vehicles.
- Bid date: 10/18/23
- Bid opening: 11/17/23
- Total responsive and responsible bids received: 1
- Vendor to be awarded (see attached bid tabulation):
 - Atlantic Emergency Solutions (Salisbury, MD)
- Cost: \$250,000 estimate for annual maintenance and repair
- GL Account(s):
 - 24035-534302 Equipment
 - 24035-534308 Vehicle Maintenance
- Notes:
 - Indefinite Delivery, Indefinite Quantity contract including a renewal clause (up to two additional 1-yr. terms); service orders placed as needed



City of Salisbury

ITB 24-107 ReBid Wastewater Treatment Plant Materials Building Renovations

- Department: Infrastructure and Development
- Scope of Work: Provide all labor, equipment, materials and incidentals to construct building additions for storage and security personnel at the Wastewater Treatment Plant
- Bid date: 8/23/2023
- Bid opening: 9/23/23
- Total responsive and responsible bids received: 3
- Vendor to be awarded (see attached bid tabulation):
 - Delmarva Veteran Builders, LLC (Salisbury, MD)
- Cost: \$249,043.00
- GL Account(s): 97010-513026-55022
- Notes:
 - Contract award is dependent on City Council approval of Ordinance 2854 (2/12/24 Council Agenda)

ITB 24-113 Truitt Street Community Center HVAC Installation

- Department: Infrastructure and Development
- Scope of Work: Provide all labor, equipment, materials and incidentals for furnishing and installing an HVAC system at the Truitt Street Community Center annex building.
- Bid date: 11/15/2023
- Bid opening: 12/15/2023
- Total responsive and responsible bids received: 1
- Vendor to be awarded (see attached bid tabulation):
 - Grassfield Construction, LLC (Bethesda, MD)
- Cost: \$148,880.00
- GL Account(s):
 - 10500-513026-73046 \$148,880.00

ITB 24-112 Truitt Street Community Center Electrical Installation

- Department: Infrastructure and Development
- Scope of Work: Provide all labor, equipment, materials and incidentals for furnishing and installing an electrical system at the Truitt Street Community Center annex building.
- Bid date: 11/15/23
- Bid opening: 12/15/23
- Total responsive and responsible bids received: 1
- Vendor to be awarded (see attached bid tabulation):
 - Grassfield Construction, LLC (Bethesda, MD)
- Cost: \$142,000.00
- GL Account(s):
 - 98122-513026-70067 \$81,465.47
 - 10500-513026-73046 \$60,534.53



City of Salisbury

RFP A-24-102 Engineering Services

- Department: Infrastructure and Development
- Scope of Work: Architectural and Engineering (Structural/Geotechnical/Environmental/Electrical) services
- Proposal date: 10/25/23
- Proposal opening: 11/29/23
- Total responsive and responsible proposals received: 21
- Vendors to be awarded (see attached proposal evaluation):
 - Architectural & Engineering
 - Davis, Bowen, Friedel, Inc (Salisbury, MD)
 - Century Engineering, LLC (Dover, DE)
 - Floura Teeter Landscape Architects (Baltimore, MD)
 - GHD, Inc. (Bowie, MD)
 - Johnson, Mirmiran, Thompson, Inc. (Hunt Valley, MD)
 - Mead & Hunt (Columbia, MD)
 - Wallace Montgomery (Hunt Valley, MD)
 - Environmental Engineering
 - BayLand Consultants & Designers, Inc. (Hanover, MD)
 - Center for Watershed Protection (Fulton, MD)
 - Geotechnical/Structural Engineering
 - ECS Mid-Atlantic, LLC (Hanover, MD)
 - Hillis-Carnes Engineering Associates, Inc (Delmar, MD)
 - Mechanical/Electrical Plumbing Engineering
 - A.J. Adam Engineering, LLC (Towson, MD)
 - Loring Consulting Engineers (Gaithersburg, MD)
- Cost:
 - Intended for smaller projects under \$100,000 being considered for immediate evaluation in a time sensitive manner
- GL Account(s):
 - Varies by Department
- Notes:
 - Indefinite Delivery, Indefinite Quantity contract including a renewal clause (up to two additional 1-yr. terms); task orders placed as needed

RFP 20-103 Laboratory Information Management System

- Department: Water Works
- Original Scope of Work: Provide a laboratory information management system (LIMS) to support the City's WWTP environmental laboratory operations
- Original bid date: 12/10/2020
- Original date of award: 03/23/2020
- Original contract value: \$149,472.00
- Current contract value: \$197,075.80
- Vendor: Labtopia Informatix (Houston, TX)
- Change order details:
 - Description: Reallocate unused travel expenses toward necessary system reconfiguration
 - Cost: \$0.00



To: Jennifer Miller, Director of Procurement
 From: Richard Baldwin, Director of Infrastructure & Development ^{RB}
 Adith Thummalapalli, Project Engineer
 Date: January 31, 2024
 Re: ITB 24-114 Parking Garage Structural Rehabilitation Phase II (Rebid) Award of Bid

The Department of Infrastructure and Development recently worked with the Department of Procurement to advertise an invitation to bid for Phase II of the Parking Garage Structural Rehabilitation. The scope of work involves mobilization and demobilization, compression seal installation, cleaning and painting retrofitted steel beams, neoprene bearing pad replacement, horizontal concrete repair, vertical concrete repair, double-tee beam stem fiber reinforced polymer wrapping, double-tee beam crack injection, epoxy coating spandrel beam interior faces, preparing up to 58,000 sq ft. of top-level garage membrane and applying topcoat, preparing up to 500 sq ft. of delaminated/deboned membrane and applying full vehicular bearing membrane system, floor concrete repair, silicone seal replacement between wearing surface toppings, seal replacement at spandrel beam/panel interface with wearing surface toppings, supplemental floor drain installation, drain trough installation, spandrel beam sealant installation, median curb partial replacement, staircase spall repair, decorative wall fascia stone repair and repainting traffic markings.

Bids were opened on January 26, 2024 at 2:30 PM. Nine (9) bids were received and are summarized below:

Vendor	Total Base Bid
Contracting Specialists Inc.	\$794,773.00
Consolidated Waterproofing Contractors, inc.	\$834,600.00
Stratified, Inc.	\$836,125.25
Concrete Strategies LLC	\$1,011,492.50
Simpson Unlimited, Inc.	\$1,039,993.27
Quinn Construction, Inc.	\$1,091,260.00
Restoration East	\$1,156,050.00
Concrete Protection & Restoration, Inc.	\$1,175,000.00
Eastern Waterproofing Restoration of Virginia LLC	\$1,199,815.00

The Department of Infrastructure and Development reviewed the bids and found the low bidder, Contracting Specialists Inc., to be a responsive and responsible bidder. The references listed by Contracting Specialists Inc. were highly satisfied with the quality of work performed and would

Department of Infrastructure & Development
 125 N. Division St., #202 Salisbury, MD 21801
 410-548-3170 (fax) 410-548-3107
www.salisbury.md



City of Salisbury

hire the firm again. The Department of Infrastructure and Development recommends awarding ITB 24-114 to Parking Garage Structural Rehabilitation Phase II to Contracting Specialists Inc.

Please issue a Purchase Order to Contracting Specialists Inc. in the amount of \$794,733.00 for the work specified in the Invitation to Bid 24-114 Scope of Work. Funds are available in the following accounts:

94002-513026-43009 --- 97,500.00

94003-513026-43018 --- \$165,580.00

94003-513026-43027 --- \$531,653.00

ITB 24-114 ReBid Parking Garage Structural Rehabilitation Phase II

Reference Number	Description	UOM	Quantity	Contracting Specialists, Inc.	Consolidated Waterproofing Contractors, Inc.	Stratified, Inc.	Concrete Strategies LLC	Simpson Unlimited, Inc.
1	Mobilization / Demobilization	Lump Sum	1	\$227,766.82	\$238,000.00	\$122,300.00	\$175,000.00	\$117,384.00
2	Compression Seal Installation (Repair Type A)	Linear Foot	240	\$64,800.00	\$43,200.00	\$99,000.00	\$18,000.00	\$62,556.00
3	Clean and Paint Retrofit Steel Beams (Repair Type E)	Square Foot	74	\$843.60	\$1,998.00	\$2,146.00	\$2,405.00	\$1,961.00
4	Neoprene Bearing Pad Replacement	Each	436	\$78,480.00	\$226,720.00	\$108,564.00	\$122,080.00	\$255,278.00
5	Horizontal Concrete Repair (Repair Type H)	Square Foot	250	\$22,050.00	\$22,750.00	\$37,250.00	\$29,750.00	\$57,000.00
6	Vertical Concrete Repair (Repair Type I)	Square Foot	61	\$5,801.10	\$5,795.00	\$15,189.00	\$9,699.00	\$11,217.90
7	Double-Tee Beam Stem Fiber Reinforced Polymer Wrap (Repair Type J)	Square Foot	25	\$4,755.00	\$6,000.00	\$12,475.00	\$27,575.00	\$62,675.00
8	Double-Tee Beam Crack Injection (Repair Type K)	Linear Foot	8	\$1,256.00	\$1,440.00	\$1,592.00	\$1,840.00	\$1,750.00
9	Epoxy Coat Spandrel Beam Interior Faces (See Inspection Report, Page 66, Photo 67, 68, for typical interior face of spandrel beam)	Square Foot	17,121.00	\$80,126.28	\$68,484.00	\$55,643.25	\$111,286.50	\$129,948.39
10	Prepare up to 58,000 sq ft. of top-level garage membrane per manufacturer's specifications and apply topcoat with broad cast aggregate for slip resistance (Repair Type B)	Square Foot	58,000.00	\$140,940.00	\$116,000.00	\$246,500.00	\$191,400.00	\$144,420.00
11	down to concrete substrate per manufacturers specifications and apply the full vehicular bearing membrane system (Repair Type B)	Square Foot	500	\$4,750.00	\$2,825.00	\$14,500.00	\$8,125.00	\$3,575.00
12	Floor Concrete Repair (Repair Type G)	Square Foot	6	\$334.80	\$648.00	\$900.00	\$405.00	\$2,434.98
13	Silicone Seal Replacement between Wearing Surface Toppings (See Inspection Report, Page 74, Photo 83, for typical wearing surface topping joint)	Linear Foot	17,640.00	\$96,667.20	\$52,920.00	\$51,156.00	\$128,772.00	\$127,008.00
14	Seal Replacement at Spandrel Beam/Panel Interface with Wearing Surface Toppings (See Inspection Report, Page 66, Photo 68, for typical beam/panel interface)	Linear Foot	5,310.00	\$33,877.80	\$23,895.00	\$10,620.00	\$168,592.50	\$37,223.10
15	Supplemental Floor Drain Installation (Repair Type C)	Each	2	\$7,000.00	\$4,650.00	\$10,000.00	\$2,078.00	\$10,078.00
16	Drain Trough Installation (Repair Type D)	Each	1	\$2,400.00	\$2,900.00	\$20,000.00	\$1,126.00	\$6,819.00
17	Spandrel Beam Sealant Installation (Repair Type L)	Linear Foot	27	\$1,895.40	\$2,700.00	\$540.00	\$202.50	\$2,520.99
18	Median Curb Partial Replacement (Inspection Report, Page 79-80, Photo 94, 95)	Square Foot	15	\$945.00	\$1,155.00	\$750.00	\$1,995.00	\$1,764.90
19	Staircase Spall Repair (Inspection Report, Page 79, Photo 93)	Square Foot	3	\$459.00	\$720.00	\$4,500.00	\$624.00	\$827.01
20	Decorative Wall Fascia Stone Repair (Inspection Report. Page 80, Photo 96)	Each	1	\$875.00	\$2,000.00	\$2,500.00	\$1,887.00	\$607.00
21	Repaint Traffic Markings (General Note P)	Lump Sum	1	\$18,750.00	\$9,800.00	\$20,000.00	\$8,650.00	\$2,945.00
Total:				\$794,773.00	\$834,600.00	\$836,125.25	\$1,011,492.50	\$1,039,993.27


ITB 24-114 ReBid Parking Garage Structural Rehabilitation Phase II

Reference Number	Description	UOM	Quantity	Quinn Construction, Inc.	Restoration East	Concrete Protection & Restoration, Inc.	Eastern Waterproofing Restoration of Virginia LLC
1	Mobilization / Demobilization	Lump Sum	1	\$67,087.00	\$57,800.00	\$58,700.00	\$60,000.00
2	Compression Seal Installation (Repair Type A)	Linear Foot	240	\$69,240.00	\$126,240.00	\$67,200.00	\$119,520.00
3	Clean and Paint Retrofit Steel Beams (Repair Type E)	Square Foot	74	\$6,512.00	\$1,110.00	\$8,806.00	\$1,850.00
4	Neoprene Bearing Pad Replacement	Each	436	\$289,504.00	\$314,792.00	\$344,440.00	\$465,212.00
5	Horizontal Concrete Repair (Repair Type H)	Square Foot	250	\$45,000.00	\$45,000.00	\$47,500.00	\$46,500.00
6	Vertical Concrete Repair (Repair Type I)	Square Foot	61	\$11,590.00	\$9,394.00	\$11,590.00	\$11,346.00
7	Double-Tee Beam Stem Fiber Reinforced Polymer Wrap (Repair Type J)	Square Foot	25	\$13,125.00	\$147,000.00	\$4,375.00	\$5,000.00
8	Double-Tee Beam Crack Injection (Repair Type K)	Linear Foot	8	\$1,296.00	\$1,784.00	\$1,952.00	\$1,704.00
9	Epoxy Coat Spandrel Beam Interior Faces (See Inspection Report, Page 66, Photo 67, 68, for typical interior face of spandrel beam)	Square Foot	17,121.00	\$68,484.00	\$68,484.00	\$119,847.00	\$90,741.30
10	Prepare up to 58,000 sq ft. of top-level garage membrane per manufacturer's specifications and apply topcoat with broad cast aggregate for slip resistance (Repair Type B)	Square Foot	58,000.00	\$202,420.00	\$145,000.00	\$150,800.00	\$176,900.00
11	down to concrete substrate per manufacturers specifications and apply the full vehicular bearing membrane system (Repair Type B)	Square Foot	500	\$8,600.00	\$10,900.00	\$4,000.00	\$3,495.00
12	Floor Concrete Repair (Repair Type G)	Square Foot	6	\$1,188.00	\$582.00	\$600.00	\$1,050.00
13	Silicone Seal Replacement between Wearing Surface Toppings (See Inspection Report, Page 74, Photo 83, for typical wearing surface topping joint)	Linear Foot	17,640.00	\$188,748.00	\$145,530.00	\$224,910.00	\$148,176.00
14	Seal Replacement at Spandrel Beam/Panel Interface with Wearing Surface Toppings (See Inspection Report, Page 66, Photo 68, for typical beam/panel interface)	Linear Foot	5,310.00	\$78,057.00	\$47,790.00	\$69,030.00	\$38,763.00
15	Supplemental Floor Drain Installation (Repair Type C)	Each	2	\$7,400.00	\$3,500.00	\$16,900.00	\$5,340.00
16	Drain Trough Installation (Repair Type D)	Each	1	\$5,650.00	\$15,140.00	\$19,600.00	\$2,000.00
17	Spandrel Beam Sealant Installation (Repair Type L)	Linear Foot	27	\$4,644.00	\$594.00	\$2,700.00	\$3,753.00
18	Median Curb Partial Replacement (Inspection Report, Page 79-80, Photo 94, 95)	Square Foot	15	\$3,450.00	\$1,320.00	\$2,100.00	\$2,025.00
19	Staircase Spall Repair (Inspection Report, Page 79, Photo 93)	Square Foot	3	\$2,100.00	\$690.00	\$1,200.00	\$750.00
20	Decorative Wall Fascia Stone Repair (Inspection Report. Page 80, Photo 96)	Each	1	\$2,165.00	\$2,600.00	\$750.00	\$689.70
21	Repaint Traffic Markings (General Note P)	Lump Sum	1	\$15,000.00	\$10,800.00	\$18,000.00	\$15,000.00
Total:				\$1,091,260.00	\$1,156,050.00	\$1,175,000.00	\$1,199,815.00



City of Salisbury

Memo

To: Jennifer Miller, Director of Procurement
From: Rob Frampton, Fire Chief 
Date: January 26, 2024
Subject: Recommendation to Award ITB A-24-105

The City opened bids for Fire Apparatus Maintenance and Repair Services on January 3, 2024.

Pursuant to a thorough review from the City Procurement Department and the Salisbury Fire Department, please allow this memorandum to serve as the Department's formal recommendation to award ITB A-24-105 *Ambulance/Fire Apparatus Maintenance and Repair Service* to Atlantic Emergency Solutions. This Vendor was the sole responsive and responsible bidder. City code allows for negotiations in the event of a sole bidder. Negotiations were held with the bidder on January 16th, 2024 and a number of price concessions were made which results in costs savings when compared to the original bid submitted.

The yearly anticipated expenditures for the maintenance and repair service of our fleet is approximately \$ 250,000. Funding for this service can be found in the following account numbers:

24035- 534302 Equipment

24035- 534308 Vehicles Maintenance

If you should have any questions or comments, please do not hesitate to contact me.

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

ITB A-24-105 Ambulance/Fire Apparatus Repair and Maintenance Services


UNIT	Original offer			TOTAL
	DOT INSP	PUMP TEST	ANNUAL B2B	
A1	\$ 420.00			\$ 420.00
A2	\$ 420.00			\$ 420.00
A16	\$ 420.00			\$ 420.00
B1	\$ 420.00			\$ 420.00
B2	\$ 420.00			\$ 420.00
B16	\$ 420.00			\$ 420.00
FOAM TRAILER	\$ 140.00			\$ 140.00
TRENCH TRAILER	\$ 140.00			\$ 140.00
EVENT TRAILER	\$ 140.00			\$ 140.00
DIVE TRAILER	\$ 140.00			\$ 140.00
AIR UTILITY 1	\$ 420.00		\$ 1,568.00	\$ 2,212.00
HAZMAT 1	\$ 644.00		\$ 2,105.00	\$ 2,749.00
RESCUE 1	\$ 644.00		\$ 2,105.00	\$ 2,749.00
BRUSH 1	\$ 196.00		\$ 580.00	\$ 776.00
ENGINE 1	\$ 532.00	\$ 392.00	\$ 2,372.00	\$ 3,296.00
ENGINE 16	\$ 532.00	\$ 392.00	\$ 2,372.00	\$ 3,296.00
ENGINE 16-1	\$ 532.00	\$ 392.00	\$ 2,372.00	\$ 3,296.00
ENGINE 2	\$ 532.00	\$ 392.00	\$ 2,372.00	\$ 3,296.00
TANKER / ENG 1-1	\$ 532.00	\$ 392.00	\$ 2,372.00	\$ 3,296.00
TOWER 16	\$ 532.00	\$ 392.00	\$ 5,658.00	\$ 6,609.00
TRUCK 1	\$ 532.00	\$ 392.00	\$ 4,956.00	\$ 5,880.00
TRUCK 2	\$ 532.00	\$ 392.00	\$ 4,956.00	\$ 5,880.00

Negotiated			
DOT INSP	PUMP TEST	ANNUAL B2B	TOTAL
\$ 190.00			\$ 190.00
\$ 190.00			\$ 190.00
\$ 190.00			\$ 190.00
\$ 190.00			\$ 190.00
\$ 190.00			\$ 190.00
\$ 190.00			\$ 190.00
\$ 190.00			\$ 190.00
\$ 125.00			\$ 125.00
\$ 125.00			\$ 125.00
\$ 125.00			\$ 125.00
\$ 125.00			\$ 125.00
\$ 190.00		\$ 1,400.00	\$ 1,590.00
\$ 395.00		\$ 1,410.00	\$ 1,805.00
\$ 285.00		\$ 1,880.00	\$ 2,165.00
\$ 119.00		\$ 518.00	\$ 637.00
\$ 297.00	\$ 350.00	\$ 2,118.00	\$ 2,765.00
\$ 297.00	\$ 350.00	\$ 2,118.00	\$ 2,765.00
\$ 297.00	\$ 350.00	\$ 2,118.00	\$ 2,765.00
\$ 297.00	\$ 350.00	\$ 2,118.00	\$ 2,765.00
\$ 297.00	\$ 350.00	\$ 2,204.00	\$ 2,851.00
\$ 297.00	\$ 350.00	\$ 5,052.00	\$ 5,699.00
\$ 297.00	\$ 350.00	\$ 4,425.00	\$ 5,072.00
\$ 297.00	\$ 350.00	\$ 4,425.00	\$ 5,072.00

PARTS: Cost Plus	35%
LABOR: Per Hour	\$ 162.00
TRAVEL: Per Call	\$ 100.00
PRIORITY REPAIR AFTER HOURS: Per Hour	\$ 172.00
PRIORITY REPAIR WEEKEND/HOLIDAY: Per Hour	\$ 182.00
MISC SHOP SUPPLIES: % of Charged Labor	10%

	35%
	\$ 152.00
	\$ 100.00
	\$ 162.00
	\$ 182.00
	10%



To: Jennifer Miller, Director of Procurement
From: Richard D. Baldwin, Director of Infrastructure and Development 
Date: January 17, 2024
Re: ITB 24-107 Wastewater Treatment Plant Materials Building Renovations ReBid

Salisbury Department of Infrastructure and Development recently advertised ITB 24-107 Wastewater Treatment Plant Materials Building Renovations ReBid. The scope of work will include mobilization and demobilization, furnishing and installing storage addition and furnishing and installing security addition.

Bids were opened on Tuesday, November 21, 2023 at 2:30 p.m. for ITB 24-107 Wastewater Treatment Plant Materials Building Renovations ReBid. Four (4) responses to this contract were received, as summarized below:

Company	Bid
Grassfield Construction LLC	\$215,000.00
Delmarva Veteran Builders, LLC	\$249,043.00
Evans Builders Inc	\$262,108.00
Stratified, Inc.	\$378,456.00

Although Grassfield Construction LLC was the low bidder they were found to be non-responsive.

Salisbury Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Delmarva Veteran Builders, LLC is the lowest responsive and responsible bidder. The references provided were complimentary of the work performed and would hire the contractor again. Salisbury Department of Infrastructure and Development recommends awarding the scope of work specified in ITB 24-107 to Delmarva Veteran Builders, LLC. in the amount of \$249,043.00.

Funding is available for the Wastewater Treatment Plant Materials Building Renovations with \$249,043.00 in account 97010-513026-55022

ITB 24-107 ReBid WWTP Materials Building Renovations

Reference Number	Description	UOM	Grassfield Construction, LLC - Non-responsive	Delmarva Veteran Builders, LLC	Evans Builders Inc	Stratified, Inc.
1	Mobilization / Demobilization	Lump Sum	\$25,000.00	\$7,500.00	\$7,041.00	\$59,351.00
2	Furnish and install storage addition. To include any items such as demo, window removal, door installs, lintels, walls and roof, electrical and lighting and all incidentals shown on the plans.	Lump Sum	\$85,000.00	\$209,018.00	\$144,483.00	\$265,908.00
3	Furnish and install security addition. To include any items such as demo (including concrete and asphalt), window removal, door installs, lintels, walls and roof, electrical and lighting and all incidentals shown on the plans.	Lump Sum	\$105,000.00	\$32,525.00	\$110,584.00	\$53,197.00
Total:			\$215,000.00	\$249,043.00	\$262,108.00	\$378,456.00



To: Jennifer Miller, Director of Procurement
From: Richard D. Baldwin, Director of Infrastructure and Development ^{RB}
Date: January 22, 2024
Re: ITB 24-113 Truitt Street Community Center HVAC Installation

Salisbury Department of Infrastructure and Development recently advertised ITB 24-113 Truitt Street Community Center HVAC Installation. The scope of will include mobilization and demobilization, furnish and install two (2) Carrier 10-ton package AC units with gas heat (or approved equal) equipped with manual outside air dampers and adjusted as needed to provide for proper air exchanges to the building, furnish and install all duct work, furnish and install nine (9) Thermostatically controlled zone dampers for individual space temperature control and integrated sheet metal duct system. Furnish and install new thermostat for each zone (total of 9), furnish and install four (4) new inline exhaust fans, and furnish and install gas piping from new gas meter to HVAC units. Coordinate size and routing with Chesapeake Utilities.

Bids were opened on Friday, December 15, 2023 at 3:00 p.m. for ITB 24-113 Truitt Street Community Center HVAC Installation. 1 (1) response to this contract was received, as summarized below:

Company	Bid
Grassfield Construction LLC	\$148,880.00

Salisbury Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Grassfield Construction LLC, Inc is the lowest responsive and responsible bidder. Salisbury Department of Infrastructure and Development recommends awarding the scope of work specified in ITB 24-113 to Grassfield Construction LLC. in the amount of \$148,880.00.

Funding is available for the Truitt Street Community Center HVAC Installation with \$148,880.00 in account 10500-513026-73046.

ITB 24-113 Truitt St. Community Center HVAC Installation

Reference Number	Description	UOM	Grassfield Construction LLC
1	Mobilization / Demobilization	Lump Sum	\$9,000.00
2	Furnish and install two (2) Carrier 10-ton package AC units with gas heat (or approved equal) equipped with manual outside air dampers and adjusted as needed to provide for proper air exchanges to the building	Lump Sum	\$63,480.00
3	Furnish and install all duct work.	Lump Sum	\$19,500.00
4	Furnish and install nine (9) Thermostatically controlled zone dampers for individual space temperature control and integrated sheet metal duct system. Furnish and install new thermostat for each zone (total of 9). Control work includes all necessary low voltage control wiring routed to new zone control panel located in front closet.	Lump Sum	\$19,900.00
5	Furnish and install four (4) new inline exhaust fans.	Lump Sum	\$8,500.00
6	Furnish and install gas piping from new gas meter to HVAC units. Coordinate size and routing with Chesapeake Utilities.	Lump Sum	\$28,500.00
Total:			\$148,880.00



To: Jennifer Miller, Director of Procurement
From: Richard D. Baldwin, Director of Infrastructure and Development RD
Date: January 22, 2024
Re: ITB 24-112 Truitt St Community Center Electrical Installation

Salisbury Department of Infrastructure and Development recently advertised ITB 24-112 Truitt St Community Center Electrical Installation. The scope of will include mobilization and demobilization, and furnish and install turnkey electrical system for Truitt St Community Center.

Bids were opened on Friday, December 15, 2023 at 2:30 p.m. for ITB 24-112 Truitt St Community Center Electrical Installation. Two (2) responses to this contract were received, as summarized below:


Company	Bid
Tomey Electric, Inc.	\$ 85,750.00
Grassfield Construction LLC	\$142,000.00

Salisbury Department of Infrastructure and Development reviewed the bids in accordance with the contract documents. Tomey Electric was determined to be nonresponsive making Grassfield Construction LLC the lowest responsive and responsible bidder. Salisbury Department of Infrastructure and Development recommends awarding the scope of work specified in ITB 24-112 to Grassfield Construction LLC in the amount of \$142,000.00. Funding is available for the Truitt St Community Center Electrical Installation with \$81,465.47 in account 98122-513026-70067 and \$60,534.53 in account 10500-513026-73046.

ITB 24-112 Truitt St. Community Center Electrical Installation

Reference Number	Description	UOM	Tomey Electric, Inc. - Non-responsive	Grassfield Construction LLC
1	Mobilization / Demobilization	Lump Sum	\$7,200.00	\$6,000.00
2	Furnish and install turnkey electrical system for Truitt Street Community Center.	Lump Sum	\$78,550.00	\$136,000.00
Total:			\$85,750.00	\$142,000.00



To: Jennifer Miller, Director of Procurement
From: Richard Baldwin, Director of Infrastructure & Development 
Date: February 1, 2024
Re: RFP A-24-102 Engineering Services

The Department of Infrastructure and Development recently worked with the Department of Procurement to advertise an invitation to bid for Engineering Services. The RFP was to solicit qualified and experienced consultants to provide Architectural and Engineering (A/E), Structural Engineering, Geotechnical Engineering, Environmental Engineering and Electrical Engineering services.

The RFP was structured such that City may choose to contract with multiple consultants if it is in the best interest of the City in order to obtain the most qualified consultants for the services requested.

Twenty-one firms submitted proposals for RFP A-24-102 Engineering Services. Bids were opened on November 29, 2023 at 2:30 PM. Bids were evaluated based on criteria established in the RFP. A technical selection committee reviewed each proposal individually and discussed qualifications prior to cost proposals being opened and evaluated by the Department of Procurement. Based on the results of that process the Department of Infrastructure and Development recommends awarding RFP A-24-102 to the following:

Name	Services
Hillis Carnes Engineering Associates Inc	Geo
Center For Watershed Protection	Environmental
Bayland Consultants & Designers Inc	Environmental
A.J Adam Engineering LLC	MEP
Davis, Bowen, Friedel, Inc.	A&E
Wallace Montgomery	A&E
Floura Teeter Landscape Architects	A&E
Loring Consulting Engineers	MEP
Johnson, Mirmiran, Thompson, Inc.	A&E
GHD Inc.	A&E
Century Engineering, Inc.	A&E
Mead & Hunt	A&E
ECS Mid-Atlantic, LLC	Geo/Structural

Purchase Orders will be issued on a task basis to each vendor. Specific tasks will be selected based on the qualification of the Vendor and their areas of expertise. Funding will be provided in the accounts established for the work to be completed.

RFP A-24-102 Engineering Services

Name	Team	Composite Score
Hillis Carnes Engineering Associates Inc	Geo	98
Center For Watershed Protection	Environmental	96
Bayland Consultants & Designers Inc	Environmental	93
A.J Adam Engineering LLC	MEP	91
Davis, Bowen, Friedel, Inc.	A&E	91
Wallace Montgomery	A&E	88
Floura Teeter Landscape Architects	A&E	85
Loring Consulting Engineers	MEP	84
Johnson, Mirmiran, Thompson, Inc.	A&E	84
GHD Inc.	A&E	83
Century Engineering, Inc.	A&E	83
Mead & Hunt	A&E	82
ECS Mid-Atlantic, LLC	Geo/Structural	82
Solutions IPEM	A&E	77
Bignell Watkins Hasser	A&E	77
Becker Morgan Group, Inc.	A&E	77
Leuterio Thomas, LLC	A&E	75
 		
Rauch	A&E	55
Weigand Associates	MEP	55
EXP Engineering	A&E	53
Stratified, Inc.	Geo	49



TIER 6 CHANGE ORDER
 Original PO \$100,000.01+
 Cumulative Increase ≥ 20.01%

Contract #: RFP 20-103
Contract Name: Laboratory Information Management System
Change Order #: 6
P.O. #: 2200402
Initiation Date: 1/30/24
Contract Date: 5/5/20
Account #: 86083-577036

TO: Labtopia
 12929 Gulf Freeway, Suite 108
 Houston, TX 77034

You are directed to make the following changes in this contract:

Reallocate \$2,184.30 from original travel allowance to configuration allowance for a net zero change to the purchase order. Planned onsite work was performed virtually eliminating the need for the original travel allowance, this amount can be used to offset the reconfiguration needed as a result of the issuance of a new NPDES discharge permit to the WWTP during software integration.

Signature of the Contractor indicates their agreement herewith, including any adjustment in the Contract Sum or Contract Time. The terms and conditions of the original contract shall prevail; no other terms and conditions accompanying this charge order shall be valid or enforceable unless specifically acknowledged by written contract amendment issued by the City of Salisbury. Not valid until signed by all parties indicated below.

The original Contract Sum was.....	\$149,472.00	
Net change by previously authorized Change Orders.....	\$47,603.80	
The Contract Sum prior to this Change Order was.....	\$197,075.80	
The Contract Sum will be (increased), (decreased), (unchanged) by.....	\$0	
The Cumulative Contract Sum including this Change Order will be.....	\$197,075.80	
Therefore, the Cumulative Contract Sum will be (increased), (decreased), (unchanged) by....		24.16%
The Contract Time will be (increased), (decreased), (unchanged) by.....	() days or () weeks	
Therefore, the revised date of Substantial Completion is.....	N/A	
Therefore, the revised date of Final Acceptance is.....	N/A	

AUTHORIZED:

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Cori Cameron	Director of Water Works	<i>Cori Cameron</i>	2/1/24
Jennifer Miller, NIGP-CPP, CPPO, CPPB	Director of Procurement		
Keith Cordrey	Director of Finance		
Andy Kitzrow	City Administrator		
Randolph Taylor	Mayor		
Ashley Bosche	City Solicitor		
D'Shawn Doughty	President, City Council		

VENDOR ACKNOWLEDGEMENT (Please sign and return two originals):

<u>Printed Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>

Project Information			
Client Name	City of Salisbury Wastewater Treatment Plant Laboratory		
Project Number	CSM-0782	Request Number	06
Governing Document(s)	<p>Project Plan: CSM-0782 -- Project Plan -- 2021-03-26 -- V1 (will be updated according to timestamps in practice)</p> <p>SOW: CSM-0782 -- SOW -- 2020-06-18 (fully executed)</p> <p>SCR: CSM-0782 -- SCR1 -- AdditionalReallocatedFundForImplementationScopeChange__20210602_fullExecuted</p> <p>SCR: CSM-0782 -- SCR4 --AdditionalFundForPMSupportExtension__20220405_fullyExecuted</p> <p>SCR: CSM-0782 -- SCR5 --AdditionalFundForPMSupportExtension__20221028_fullyExecuted</p>		
Project Milestone	<ul style="list-style-type: none"> • Design Specification Doc – Batches • End User Training • Reports & Dashboards 		
Overview of Scope Change Request			
Description of Change	<p>1.Reallocate LAB- 104 fund from Design Specification Documents to</p> <ul style="list-style-type: none"> • LAB-104 work of 8 hours For actual hours utilized for the configurations/adjustments/follow-ups related to Batch Templates (NH3, NO2, etc.) out of original scope of Batches (BOD, TSS, TKN). <p>2.Reallocate Travel Expenses fund for End User Training and Add fund to</p> <ul style="list-style-type: none"> • LAB-106 work of \$ 2184.30 (12.48 hours) For actual hours utilized for the MOR kit related Customizations & Revisions of Deliverables. 		
Reason for Change	LAB-104	Configuration and Customization – RFP response and quote included Analysis, Batch template and Calculation related to BOD, TSS and TKN. After the delivery of the original customization and configuration, to speed up the offline configuration progress to catch up with the milestone timeline, the other advanced configurations of NH3, NO2 (such as analyses, batch entity templates, batch parameters) delivered out of original scope whose testing methods are similar but different from TKN consumed the hours of creating Batch Design Specification Document.	
	LAB-106	Reports, Dashboards, Labels – The MOR kit reference (report designs, cross calculations, fields mapping, warning specifications, etc.) provided with the RFP Documents did clarify the initial requirements set of the MOR reporting implementation. During the customization of each sub-report embedded in MOR kit, the Lab updated the reference dynamically per implementation progress (including but not limited to E-coli to Enterococci, sub-report design updating, new coding of bp, NA, o/s, warning specs updating). The updates/adjustments/changes proposed by Client during implementation increased the level of effort on the customization of MOR kit.	
Requested By	(Name) Ying Yang	(Title) BA/Project Manager	(Company) Labtopia
			(Date) 2024-01-19

Evaluation of Scope Change

Impact of Change	<p>1. Amended PO: Labtopia will reallocate \$2184.30 from the original Travel Expense fund quote for End User Training On-site since it has been completed remotely. No new fund needs to be added to the original PO.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Work Code</th> <th style="width: 40%;">Work</th> <th style="width: 15%;">RFP+ SCR#1 Quote</th> <th style="width: 15%;">Implementation</th> <th style="width: 15%;">Deviation</th> </tr> </thead> <tbody> <tr> <td>LAB-104</td> <td>Configuration/Customization</td> <td>\$56,350.00</td> <td>\$56,350.00</td> <td>\$0,00</td> </tr> <tr> <td>LAB-106</td> <td>Reports, Dashboards, Labels</td> <td>\$24,237.50</td> <td>\$26,420.80</td> <td>+\$2184.30</td> </tr> <tr> <td>LAB-996, 997, 998, 999</td> <td>Travel Expenses – End User Training</td> <td></td> <td>\$0,00</td> <td>-\$2184.30</td> </tr> <tr> <td colspan="4">Total Additional Fund after Travel Expense Fund reallocation</td> <td>\$0,00</td> </tr> </tbody> </table>	Work Code	Work	RFP+ SCR#1 Quote	Implementation	Deviation	LAB-104	Configuration/Customization	\$56,350.00	\$56,350.00	\$0,00	LAB-106	Reports, Dashboards, Labels	\$24,237.50	\$26,420.80	+\$2184.30	LAB-996, 997, 998, 999	Travel Expenses – End User Training		\$0,00	-\$2184.30	Total Additional Fund after Travel Expense Fund reallocation				\$0,00
	Work Code	Work	RFP+ SCR#1 Quote	Implementation	Deviation																					
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Total Additional Fund after Travel Expense Fund reallocation				\$0,00																						
<p>2. Project Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Project Milestone</th> <th style="width: 60%;">Impact of Changes</th> </tr> </thead> <tbody> <tr> <td>Batches</td> <td>The original WBS 5.11.8 Design Specification Doc – Batches will be removed from Project Deliverables and the hours from fully executed scope change request will be consumed on updated WBS 5.11.8 – Analysis and Batch related Customization/Configurations of analyses similar to TKN (NH3, NO2, etc.).</td> </tr> <tr> <td>Reports & Dashboards</td> <td>The fund of End User Training Travel Expense from fully executed scope change request will be added to current Project Plan on WBS 5.16 – Specified Complex Reports in MOR kit.</td> </tr> </tbody> </table>	Project Milestone	Impact of Changes	Batches	The original WBS 5.11.8 Design Specification Doc – Batches will be removed from Project Deliverables and the hours from fully executed scope change request will be consumed on updated WBS 5.11.8 – Analysis and Batch related Customization/Configurations of analyses similar to TKN (NH3, NO2, etc.).	Reports & Dashboards	The fund of End User Training Travel Expense from fully executed scope change request will be added to current Project Plan on WBS 5.16 – Specified Complex Reports in MOR kit.																				
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Reports & Dashboards	The fund of End User Training Travel Expense from fully executed scope change request will be added to current Project Plan on WBS 5.16 – Specified Complex Reports in MOR kit.																									

Testing Requirements	<p>Labtopia resource will execute the unit and functional testing of configuration/customization against the requirements in RTM before delivery to Client via Workshop/Demo defined in Project Plan. After the workshop/demo of Labtopia configuration/customization delivery, Client needs to verify the configuration/customization offline through business practice/workflow of utilizing SampleManager LIMS in the lab.</p>
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Estimated Time Required	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Work Code</th> <th style="width: 40%;">RFP+ SCR#1 Quote</th> <th style="width: 35%;">Deviation LOE</th> </tr> </thead> <tbody> <tr> <td>LAB-106</td> <td>138.5 hours</td> <td>+12.48 hours</td> </tr> </tbody> </table> <p>*If Labtopia identified any extension of project timeline/total period or other task/deliverable delay caused by the change, the new Scope Change Request will be proposed by Labtopia accordingly.</p>	Work Code	RFP+ SCR#1 Quote	Deviation LOE	LAB-106	138.5 hours	+12.48 hours
Work Code	RFP+ SCR#1 Quote	Deviation LOE					
LAB-106	138.5 hours	+12.48 hours					

Resources Required	Labtopia Roles		Responsibility	
	Project Manager		Responsible for being the central point of contact for all activities provided by Labtopia for client throughout the scope of the statement of work.	
	Business Analyst		Responsible for the high level requirements interpretation to configuration/customization and architecture of the system.	
	LIMS Analyst (Sr.)		Responsible for developing and assisting with the configuration and customization of the Client LIMS.	
	IT Support		Joint responsibility for software installation and LIMS environment configuration.	
	Client Roles		Responsibility	
	Client Project Manager		Similar to Labtopia PM and specifically responsible for any milestones and tasks that are solely the responsibility of the client and outside the statement of work.	
	LIMS Administrator(s)		Responsible for the day-to-day administration of the LIMS system. Responsible for on-going support of the system.	
	Subject Matter Expert(s) /Laboratory Admins		Responsible for providing details on specific LIMS requirements and business (laboratory) workflows. Tests the LIMS configuration during development and implementation to determine if requirements are met.	
	Client IT – LIMS/Network		Responsible for maintaining the LIMS database and environment throughout development and conversion to production environment. Joint responsibility for building up the intermediate SQL view between SCADA-ACCESS database/server and SampleManager LIMS-SQL database/server and supporting the development, testing and debugging of data integration as needed.	
Client IT – SCADA Admin		Joint responsibility for building up the intermediate SQL view between SCADA-ACCESS database/server and SampleManager LIMS-SQL database/server and supporting the development, testing and debugging of data integration as needed.		
Affected Deliverables	SCR – Scope Change Request #6 should be approved and attached to original SOW Project Plan – needs to be updated according to the fully execution of this Scope Change Request#6			
Comments				

Approval (At a minimum, must be signed by original signatories on the project SOW, or equivalent)			
Signature	Date	Title	Company
		BA/Project Manager	Labtopia
			City of Salisbury - WWTP

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ORDINANCE NO. 2853

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET
AMENDMENT OF THE FY2024 GENERAL FUND BUDGET TO APPROPRIATE
FUNDS TO THE SALISBURY FIRE DEPARTMENT'S OPERATING ACCOUNT.**

WHEREAS, the Fire Department, in collaboration with the Queen Anne's County Department of Emergency Services, provided two (2) personnel and a Utility Vehicle (UTV) for the 2023 Bay Bridge Walk; and

WHEREAS, the City has received a reimbursement check from The County Commissioners of Queen Anne's County in the amount of \$1,400.00 and has placed the funds in the City's General Fund; and

WHEREAS, the Fire Department has use for these funds and requests that the funds of \$1,400.00 be reallocated to the Fire Department Operating Budget for FY2024.

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 2024 General Fund Budget be and is hereby amended as follows

(a) Increase the Current Year Other Donations Account (01000-456415) by \$1,400.00.

(b) Increase the Salisbury Fire Department's Over-time/Non-Clerical Account (24035-501021) by \$1,400.00.

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 22nd day of January, 2024 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 12th day of February, 2024.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]

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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

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ORDINANCE NO. 2854

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING A
BUDGET AMENDMENT AND THE MAYOR TO APPROPRIATE FUNDS
FOR THE WWTP MATERIAL WAREHOUSE PROJECT.**

WHEREAS, the City of Salisbury has determined an additional \$67,543 is needed to complete the WWTP Material Warehouse Project; and

WHEREAS, the City of Salisbury has \$67,543 that can be applied to this project in Account No. 86083-523600 - Skilled Services and is available to transfer to the Water Sewer Capital Project funds for the WWTP Material Warehouse Project; and:

WHEREAS, the appropriations necessary to execute this budget amendment as provided hereinabove must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

Section 1. Mayor Randolph J. Taylor is hereby authorized to appropriate additional funds for the WWTP Material Warehouse Project in the amount of \$67,543.

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

Section 2. The City of Salisbury's FY24 Water Sewer Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Expense		Transfer Water Sewer Capital Projects	91002-599108	67,543
Decrease	Expense		Skilled Services	60100-469810	67,543

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

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Increase Decrease	Account Type	Project Description	Account Description	Account	Amount
Increase	Revenue	WWTP Material Warehouse	Transfer Water Sewer Capital Projects	97010-469313- 55022	67,543
Decrease	Expense	WWTP Material Warehouse	Construction	97010-513026- 55022	67,543

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

Section 4. 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 5. 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 6. 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 6.

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 22nd day of January, 2024 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 12th day of February, 2024.

ATTEST:

Kimberly R. Nichols, City Clerk

D'Shawn M. Doughty, City Council President

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

Randolph J. Taylor, 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. 2855

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.
50

51 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
52 Salisbury held on the 12th day of February, 2024 and thereafter, a statement of the substance of the
53 Ordinance having been published as required by law, in the meantime, was finally passed by the Council
54 of the City of Salisbury on the _____ day of _____, 2024.
55

56 **ATTEST:**
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60 _____
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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66 _____
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.

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ORDINANCE NO. 2856

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 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 12th day of February, 2024 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 of
56 Salisbury on the _____ day of _____, 2024.

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58 **ATTEST:**

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

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

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

71 _____
72 **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. 2857

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.

52
53 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury
54 held on the 12th day of February, 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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58
59 **ATTEST:**

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61
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63 _____
64 **Kimberly R. Nichols, City Clerk**

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

65
66
67 Approved by me, this _____ day of _____, 2024.

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71 _____
72 **Randolph J. Taylor, Mayor**
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