



**CITY OF SALISBURY
SPECIAL MEETING AGENDA**

APRIL 15, 2024

6:10 p.m.

Council Chambers at 125 N Division Street and Zoom Video Conferencing

Times shown for agenda items are estimates only.

6:10 p.m. CALL TO ORDER

6:10 p.m. ADOPTION OF SPECIAL MEETING AGENDA

6:11 p.m. ORDINANCES- presented by City Attorney Laura Ryan

- **Ordinance No. 2862**- 1st reading- approving a budget amendment of the Grant Fund Budget to appropriate funds received from Wicomico County
- **Ordinance No. 2863**- 1st reading- approving a budget amendment of the FY2024 General Fund Budget and authorizing the Mayor to amend the authorized positions included in the FY24 General Fund Budget

6:15 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, 115 S. Division Street, Salisbury Headquarters Building, 410-548-3140 or on the City's website at www.salisbury.md. City Council meetings are conducted in Open session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

Join Zoom Meeting

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

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.

The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).

04/11/24



City of
Salisbury
Salisbury Police Department

April 3, 2024

TO: Andy Kitzrow
FROM: Chief David Meienschein
SUBJECT: Ordinance – Equitable Sharing Ordinance

The Equitable Sharing Funds is an authorized disbursement that was a result of the dissolution of the multi-jurisdictional Wicomico County Narcotics Task Force, of which the SPD was a part thereof. All member agencies of the dissolved Wicomico County Narcotics Task Force received an equal share of assets (“Equitable Sharing Funds”) associated with its dissolution. The Salisbury Police Departments portion in cash was \$214,189.35.

Funds were deposited in the city general fund in accordance with the guidelines set forth by the Department of Justice and US Treasury. The SPD desires to use the Equitable Sharing Funds to purchase and customize, or “upfit”, four (4) SPD vehicles with proper police equipment and apply any remaining funds towards future vehicle purchases and/or vehicle maintenance. Vehicles will be utilized for patrol operations for which there is a great need.

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

David Meienschein
Chief of Police



49 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall
50 apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of
51 this Ordinance shall remain and shall be deemed valid and enforceable.

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

54 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.
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57 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
58 Salisbury held on the ____ day of _____, 2024 and thereafter, a statement of the substance of the
59 Ordinance having been published as required by law, in the meantime, was finally passed by the Council of
60 the City of Salisbury on the _____ day of _____, 2024.

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63 **ATTEST:**

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

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

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

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_____ **Randolph J. Taylor, Mayor**



To: Andy Kitrow
From: John W. Tull, Deputy City Administrator
Subject: Budget Ordinance – Authorized Position Counts and Grades
Date: April 8, 2024

Attached you will find an ordinance requesting the approval to update and revise the FY2024 authorized position allocations, titles and grades according to the following schedule.

Position Title	Division	Org	FY24 Grade	FY21	FY22	FY23	FY24	FY24 Revised
Building, Permitting and Inspections 25100								
BPI Manager	DID	25100	M9	1	1	1	1	1
Building Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Plumbing Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Planning and Permits Coordinator	DID	25100	-	1	0	0	0	0
Office Manager I/II/III/SR	DID	25100	3/4/5/6	0	1	1	1	0
Total 25100 Building, Permitting and Inspections	DID	25100		4	4	4	4	3
Infrastructure and Development 31000								
Deputy Director	DID	31000	M12	0	0	1	1	2
Engineering Manager	DID	31000	M10	0	0	0	0	1
Project Manager (1) Engineer I/II/III/IV (4)	DID	31000	10/11/12/13 14/15/16/17	0	0	0	5	4
Construction Inspector I/II/III/SR	DID	31000	5/6/7/8	4	4	4	5	4
Drafting Supervisor	DID	31000	M1	1	1	1	1	0
CAD Drafter	DID	31000	3	2	2	2	2	0
CAD Technician I/II/III/SR	DID	31000	6/7/8/9	0	0	0	0	2
Associate Planner I/II/III/SR	DID	31000	7/8/9/10	1	4	4	4	5
Administrative Assistant I/II/III	DID	31000	2/3/4/5	1	1	1	1	0
Office Administrator I/II/III/SR	DID	31000	3/4/5/6	0	0	0	0	2
Sustainability - Coordinator / Specialist / Officer	DID	31000	5/6/7	1	0	1	1	0
Total Infrastructure and Development	DID	31000		10	12	14	20	20
Grand Totals				14	16	18	24	23

Thank you in advance for your time and consideration on this request. Unless you or the Mayor have further questions, please forward a copy of this memo and ordinance to the City Council for their consideration.

ORDINANCE NO. 2863

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2024 GENERAL FUND BUDGET AND AUTHORIZING THE MAYOR TO AMEND THE AUTHORIZED POSITIONS INCLUDED IN THE FY24 GENERAL FUND BUDGET.

WHEREAS, during the course of the past few months, the City Executives have been assessing and formulating position and grade changes that will be of benefit to the City; and

WHEREAS, the City of Salisbury has determined the need to reorganize several positions and revise the Authorized Position Counts in the Department of Infrastructure and Development; and

WHEREAS, the City of Salisbury has determined that there is a need to change pay grades assigned to several positions; and

WHEREAS, the City of Salisbury has determined that no additional funding is required to make the update; and

WHEREAS, to effectuate these aforementioned changes, the position appropriations set forth below 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 FY24 Authorized Position Budget be and hereby is amended as follows:

Position Title	Division	Org	FY24 Grade	FY21	FY22	FY23	FY24	FY24 Revised
Building, Permitting and Inspections 25100								
BPI Manager	DID	25100	M9	1	1	1	1	1
Building Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Plumbing Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Planning and Permits Coordinator	DID	25100	-	1	0	0	0	0
Office Manager I/II/III/SR	DID	25100	3/4/5/6	0	1	1	1	0
Total 25100 Building, Permitting and Inspections	DID	25100		4	4	4	4	3
Infrastructure and Development 31000								
Deputy Director	DID	31000	M12	0	0	1	1	2
Engineering Manager	DID	31000	M10	0	0	0	0	1
Project Manager (1)	DID	31000	10/11/12/13	0	0	0	5	4
Engineer I/II/III/IV (3)			14/15/16/17					
Construction Inspector I/II/III/SR	DID	31000	5/6/7/8	4	4	4	5	4
Drafting Supervisor	DID	31000	M1	1	1	1	1	0
CAD Drafter	DID	31000	3	2	2	2	2	0
CAD Technician I/II/III/SR	DID	31000	6/7/8/9	0	0	0	0	2
Associate Planner I/II/III/SR	DID	31000	7/8/9/10	1	4	4	4	5
Administrative Assistant I/II/III	DID	31000	2/3/4/5	1	1	1	1	0
Office Administrator I/II/III/SR	DID	31000	3/4/5/6	0	0	0	0	2
Sustainability - Coordinator / Specialist / Officer	DID	31000	5/6/7	1	0	1	1	0
Total Infrastructure and Development	DID	31000		10	12	14	20	20
Grand Totals				14	16	18	24	23

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

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

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

43
44 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
45 if such recitals were specifically set forth at length in this Section 4.

46
47 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.

48
49 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
50 Salisbury held on the _____ day of _____, 2024 and thereafter, a statement of the substance
51 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
52 Council of the City of Salisbury on the _____ day of _____, 2024.

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55 **ATTEST:**

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59 _____
60 **Kimberly R. Nichols, City Clerk**

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

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

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66 **Randolph J. Taylor, Mayor**