



## 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.\*\*\*



**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

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**APRIL 15, 2024**

**Government Office Building, Council Chambers and Zoom Video Conferencing**

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

- 4:30 p.m. Safari at the Quarry Presentation – Michael Goldberg, Shadow Hills resident
- 4:45 p.m. Budget amendment of the Grant Fund Budget to appropriate funds received from Wicomico County – Police Chief Meienschein
- 4:50 p.m. Budget amendment of the FY2024 General Fund Budget and authorizing the Mayor to amend the authorized positions included in the FY24 General Fund Budget – Deputy City Administrator John Tull
- 4:55 p.m. SFD 1<sup>st</sup> Quarter Statistical Review – Fire Chief Frampton
- 5:10 p.m. Spring Chase Community Concerns – Council Discussion
- 5:25 p.m. Lot 10 Subrecipient Agreement – Council Discussion
- 5:40 p.m. Short-term Rental Legislation – Council Discussion
- 5:55 p.m. Administration / Council Comments
- 6:10 p.m. Adjournment / Convene in Special Meeting

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

Join Zoom Meeting  
<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhmUHhNucDRPU2lHbnROQzZVUT09>  
Meeting ID: 881 6325 3286  
Passcode: 812389  
Phone: 1.301.715.8592

04/11/2024



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



699 W. Salisbury Parkway  
Salisbury, MD 21801  
410-548-3165  
[www.salisburypd.com](http://www.salisburypd.com)





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 M. 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 |
|---|------------|--------------|----------------------------|-----------|-----------|-----------|-----------|--------------|
| <b>Building, Permitting and Inspections 25100</b>       |            |              |                            |           |           |           |           |              |
| 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            |
| <b>Total 25100 Building, Permitting and Inspections</b> | <b>DID</b> | <b>25100</b> |                            | <b>4</b>  | <b>4</b>  | <b>4</b>  | <b>4</b>  | <b>3</b>     |
| <b>Infrastructure and Development 31000</b>             |            |              |                            |           |           |           |           |              |
| Deputy Director   | DID        | 31000        | M12                        | 0         | 0         | 1         | 1         | 2            |
| <b>Engineering Manager</b>                              | <b>DID</b> | <b>31000</b> | <b>M10</b>                 | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>1</b>     |
| Project Manager (1)<br>Engineer I/II/III/IV (4)         | DID        | 31000        | 10/11/12/13<br>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            |
| <b>CAD Technician I/II/III/SR</b>                       | <b>DID</b> | <b>31000</b> | <b>6/7/8/9</b>             | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>     |
| 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            |
| <b>Office Administrator I/II/III/SR</b>                 | <b>DID</b> | <b>31000</b> | <b>3/4/5/6</b>             | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>     |
| Sustainability - Coordinator / Specialist / Officer     | DID        | 31000        | 5/6/7                      | 1         | 0         | 1         | 1         | 0            |
| <b>Total Infrastructure and Development</b>             | <b>DID</b> | <b>31000</b> |                            | <b>10</b> | <b>12</b> | <b>14</b> | <b>20</b> | <b>20</b>    |
| <b>Grand Totals</b>                                     |            |              |                            | <b>14</b> | <b>16</b> | <b>18</b> | <b>24</b> | <b>23</b>    |

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.**

**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 |
|---|------------|--------------|----------------|-----------|-----------|-----------|-----------|--------------|
| <b>Building, Permitting and Inspections 25100</b>       |            |              |                |           |           |           |           |              |
| 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            |
| <b>Total 25100 Building, Permitting and Inspections</b> | <b>DID</b> | <b>25100</b> |                | <b>4</b>  | <b>4</b>  | <b>4</b>  | <b>4</b>  | <b>3</b>     |
| <b>Infrastructure and Development 31000</b>             |            |              |                |           |           |           |           |              |
| Deputy Director   | DID        | 31000        | M12            | 0         | 0         | 1         | 1         | 2            |
| <b>Engineering Manager</b>                              | <b>DID</b> | <b>31000</b> | <b>M10</b>     | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>1</b>     |
| Project Manager (1)                                     |            | 31000        | 10/11/12/13    | 0         | 0         | 0         | 5         | 4            |
| Engineer I/II/III/IV (4)                                | DID        |              | 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            |
| <b>CAD Technician I/II/III/SR</b>                       | <b>DID</b> | <b>31000</b> | <b>6/7/8/9</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>     |
| 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            |
| <b>Office Administrator I/II/III/SR</b>                 | <b>DID</b> | <b>31000</b> | <b>3/4/5/6</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>     |
| Sustainability - Coordinator / Specialist / Officer     | DID        | 31000        | 5/6/7          | 1         | 0         | 1         | 1         | 0            |
| <b>Total Infrastructure and Development</b>             | <b>DID</b> | <b>31000</b> |                | <b>10</b> | <b>12</b> | <b>14</b> | <b>20</b> | <b>20</b>    |
| <b>Grand Totals</b>                                     |            |              |                | <b>14</b> | <b>16</b> | <b>18</b> | <b>24</b> | <b>23</b>    |

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

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

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

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

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

**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 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**